

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Ilwaco Timberland Library, 158 1st Ave. N., Ilwaco, WA 98624

September 22, 1993

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M I N U T E S

BOARD MEMBERS PRESENT: Jean Davies, President; Art Blauvelt; Carolyn Dobbs; Bill Lawrence; Helen Timm

BOARD MEMBER EXCUSED: Doris Fourre

STAFF PRESENT: Liane Bascou; Mike Crose; Margo Eytinge; Ellen Gilpin; Sherill Hartline; Thelma Kruse; Tim Mallory; Ann Musché; Sally Nash; Kristine Pointer; Mike Wessells

GUESTS PRESENT: Marjorie Beard; Donald Beasley; Lew Driscoll; Dawn Gough; George Hammond; June Hasty; Helen Hepp; Susan Kroll; Alan Richards; George Robinson; Noreen Robinson; Bonnie Sayce; Clyde Sayce; Doris Smith; Bill Timm; Edith McWhorter

President Davies called the meeting to order at 7:50 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made.
- 2 Correspondence and Public Comments

A. Certificate of Appreciation

A Certificate of Appreciation was presented to Dawn Gough who has completed a second term on the Ilwaco Timberland Library Board.

B. Correspondence

Ms. Davies said she received a letter from an Ocean Park resident who communicated how pleased he is with the library services and staff. He expressed a concern with accessing compact discs through the computer system and requested that TRL look into making CDs more equally accessible. Ms. Kruse will respond to the letter.

C. Public Comments

Ms. Timm said she and her husband own property on the peninsula. A new neighbor introduced himself and related how thrilled he is with the library services.

- 3 Approval of Minutes

93-28 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF AUGUST 25, 1993, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 4 Vouchers

Payroll and payroll related vouchers for August 1993 amounted to \$387,902.37.

93-29 HELEN TIMM MOVED TO APPROVE VOUCHERS NO. 38927 THROUGH NO. 39113 FOR SEPTEMBER 1993 IN THE AMOUNT OF \$272,557.86; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. 1994 Preliminary Budget

Annually in September the board adopts its preliminary budget for the following year. The 1994 final budget will be adopted in December.

93-30 CAROLYN DOBBS MOVED TO ADOPT RESOLUTION NO. 93-03 ADOPTING A PRELIMINARY OPERATING BUDGET FOR 1994; ART BLAUVELT SECONDED THE MOTION.

Ms. Kruse reported that a 7% increase, including the reserve fund, is anticipated in 1994 over the 1993 operating budget. Several areas are being reviewed including staffing levels; hours of opening; functions which support public services; collection development; electronic formats; reference; salaries, wages and benefits; possible reclassification of some positions; development of a five-year facilities improvement program. TRL also plans to purchase its own automated system and revamp the data lines, including a telephone system which will accomplish telephone notification of holds and overdues.

Mr. Crose added that he is working on revenue projections for the rest of this decade. He wants to make sure that what TRL puts in place will be supportable in the future. Property tax levy amounts are increasing, but he expects that area to diminish over the next several years. Timber revenues still remain a solid component, but he plans to continue budgeting conservatively in this area. The beginning fund balance is an important factor in the district's operations because, per board policy, TRL must carry forward from one year to the next 20% of operating expenditures. Therefore, the carry forward may not be used for the operating budget. The reason for this policy is so TRL does not have to operate on interest bearing warrants at the beginning of the year and instead earns interest on its carry forward. Mr. Crose reviewed the operating funds. The building fund has been receiving most of the revenues in unanticipated amounts and is used for building and remodeling projects, including participation in city owned facilities through TRL's partnership program. Although TRL does not have any outstanding bonds, it carries a pass through bond fund on behalf of WSL and TESC which is reimbursed by those two institutions. It is anticipated TRL will begin the year with \$800,000 in the automated system fund. Part of that amount is from the back taxes settlement with WPPSS. TRL has been planning for some time the purchase of its own Dynix system. TRL does not pay taxes to the state Employment Security Department and instead has an unemployment fund which board policy states may have a maximum of \$100,000. TRL pays claims from the interest which is generated from that fund.

Mr. Lawrence remarked on Ms. Kruse's comment about reclassification of some positions. He said it has been about five years since TRL's last salary review. He would feel more comfortable, if changes are made, that TRL hire a consultant. Mr. Crose stated that the compensation plan adopted by the board recommended a review in five years. He would prefer that review take place after TRL purchases its own Dynix system and all the changes are in place. Ms. Kruse said the reclassifications she mentioned are not major. She anticipates TRL will be ready for an overall study in 1995.

Mr. Blauvelt noted he does not see a substantial increase in the materials budget. Mr. Crose said the books and materials portion of the budget should

- 6A be 16% of the operating budget. As the budget is fine tuned, it is Ms. Kruse's intent to place more into materials.

MOTION CARRIED UNANIMOUSLY.

B. LSCA Title I Grant

Library service plans for 1994 include extending the access to the Service Center Local Area Network to a Wide Area Network that would include the district's reference centers and the Ocean Park library. Expanding this network will make it possible for those libraries to directly access WLN and the Internet as well as the existing business office software. The State Library has funding available for projects that expand public access to governmental and commercial databases. This ties in closely with plans that Timberland already has in place. TRL is seeking a \$20,000 grant to expand its computer resources, which will be the first step in making such service available to all of TRL's libraries.

- 93-31 ART BLAUVELT MOVED TO APPROVE AN LSCA GRANT APPLICATION FOR THE PURPOSE OF EXPANDING AVAILABLE TECHNOLOGY TO TIMBERLAND STAFF AND THE PUBLIC; BILL LAWRENCE SECONDED THE MOTION.

Mr. Lawrence asked how much more it will cost to complete the project and will TRL seek more grant money for this purpose. Mr. Crose said he has not projected the total cost of bringing all of the libraries into the network. He believes more grant funds would be available for this purpose. The plan is to make these expenditures over a period of time.

Mr. Mallory, one of the authors of the grant application (along with Margo Eyttinge and Sandra Sebbas), explained that 90% of the \$20,000 will be used to purchase the necessary hardware--computers, server, chairs and desks. TRL will subscribe to a service from WLN which will provide a menu from which libraries can choose to access information. Grant money will also be used to train staff on how to access the information who in turn will train other staff. Evaluations will be done on the effectiveness of the service.

MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Director

Ms. Nash reported on the Ilwaco and Ocean Park Libraries. The City of Ilwaco has provided the room in which this meeting is being held as a community meeting room. During the past year, there has been a concentration on creating staff unity (Ilwaco and Ocean Park libraries have a shared staff) and the aesthetics of the Ilwaco library. She referred to the bulletin board and displays which are done by a committee of two staff and two volunteers. She noted that the circulation of the two libraries has increased considerably although the libraries continue to operate with the same amount of staff and open hours. She attributes this to marketing of the library, displays and an active interest by staff in the patrons. The City of Long Beach is now part of TRL and residents use both Ilwaco and Ocean Park libraries. The peninsula is a growth area in Pacific County. Ms. Nash introduced Noreen Robinson who has been active for several years in the Ilwaco Museum. Ms. Robinson said a special library at the museum was recently established because the museum received so many questions about the history of the peninsula. It is not a lending library. Volunteers at the museum library have been busy cataloging, labeling, indexing and filing information. The museum library has also become

7A a member of WLN.

The August 1993 Revenues and Expenditures were presented. Ms. Eyttinge reported on the Management Council's meeting held yesterday in Montesano. There was discussion about Initiatives 601 and 602 and the effect on TRL if passed. Mr. Crose told the council there should be no direct impact on TRL but there could be a spillover effect. They discussed a staff incentive program and are encouraging staff to submit ideas. Ms. Kruse informed the council of her decision that TRL provide IRS forms again. A committee was formed to determine which forms will be carried and how they will be handled in the libraries. There was a discussion of TRL's goals in 1994. Ms. Shaffer will work with the Community Library Coordinators on developing budgets for each library. The council's next meeting is on October 14 at Salkum.

Ms. Kruse reported the Salkum Grand Opening is scheduled on September 25. Ms. Davies and Ms. Dobbs will speak at the opening. All Staff Day will be held on October 7. Ms. Kruse invited board members to attend. The morning session will be a recap of the customer service training which all staff recently received. In the afternoon staff may choose to attend a session from a variety of topics. Customer Service Training was provided to all staff by The Effectiveness Institute in September. Reports are that most staff benefited from the training, although some objected to the term "customer". Ms. Kruse reported she and Mr. Lawrence met with the Lewis County Commissioners regarding the TRL Board Member-at-Large appointment. The Commissioners have encouraged input from the board and Ms. Kruse in filling the vacancy. She and Mr. Lawrence will be part of the interview process and it is expected an appointment will be made before the October board meeting. Mr. Crose said the preliminary budget just passed by the board includes an appropriation for the purchase of TRL's own Dynix system. An implementation team is working with Dynix representatives on the structure of the new system. Staff are also working on restructuring TRL's communication system. Ms. Kruse said the Retrieval Committee has met several times. They have devised a plan which she expects will be implemented in November. Someone will be hired, possibly a TRL substitute, to work extra hours to take care of contacting people with overdues. Letters and various other methods will be used to notify these people asking that they return the materials. At the same time, there will be a positive PR campaign encouraging people to bring back the materials. She hopes by November the computer will begin notifying people of overdues earlier than it has in the past.

The Elma bids for the new library will be opened tomorrow with ground breaking expected to occur the end of October. The Elma Friends are sponsoring a Reno night at Ocean Shores on October 2 to bring in more funds for the new library. The Oakville library's open house in its new quarters in city hall will be held on October 16. The Service Center remodeling should be completed in four weeks. Ms. Shaffer is attending the Tumwater building committee meeting this evening. The agreement among TRL, The City of Tumwater, and the Tumwater School District is ready for signature. The architect's plans for the building will be presented to the City Council on October 5. The project is expected to go to bid in January.

There was no further business and the meeting adjourned at 9:20 p.m.

Jean E. Davies
President

Thelma Kruse
Secretary