

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Aberdeen Timberland Library, 121 E Market St., Aberdeen, WA 98520

November 17, 1993

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M I N U T E S

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

STAFF PRESENT: Liane Bascou; Mike Crose; Margo Eytinge; Jerri Ferrier; Carol Gorsuch; Roberta Holmes-Devine; Thirza Krohn; Thelma Kruse; Tim Mallory; Chris Peck; Joanne Riley

GUESTS PRESENT: Aberdeen Friends/Library Board: JoAnn Andrews; Tom Brennan; John A. Fischer; Bob Street; Pat Warren. Elma Library Board: Jean Chiveney. Hoquiam Friends/Library Board: Kristi Earley; Bob Hyde; Marjorie Waller. Montesano Friends/Library Board: Ann Berney; Helen Hepp; Pat Leslie. John Smith.

President Davies called the meeting to order at 7:55 p.m.

AGENDA ITEM

NO.

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

A. Certificates of Appreciation

Mr. Blauvelt presented a Certificate of Appreciation to Tom Brennan for his service since 1984 on the Aberdeen Library Board. Mr. Brennan said the past 10 years of service on the Aberdeen Board have been exciting and enjoyable. He thanked the TRL Board for their support. Mr. Blauvelt also presented a Certificate of Appreciation for Sandra Dahlstrom, who has served on the Hoquiam Library Board since 1984. Ms. Dahlstrom was not able to be present to accept. Mr. Blauvelt commented she contributed many hours to the Hoquiam library renovation project, and he conveyed the TRL Board's deepest appreciation.

B. Correspondence

A thank you letter from the Oakville Library Board and Friends dated 10/29/93 stated the following: "Those of us on the Oakville Boards & Friends want to thank you for all your support during our move to our new location. Our opening day celebration was a clear sign of the Oakville community's concern and appreciation for their needed library service."

C. Public Comments

There were no public comments.

- 3 Approval of Minutes

93-34 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF OCTOBER 27, 1993, AS DISTRIBUTED; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 4 Vouchers

Payroll and payroll related vouchers for October 1993 amounted to \$408,345.57.

4  
93-35

DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 39355 THROUGH NO. 39555 FOR NOVEMBER 1993 IN THE AMOUNT OF \$797,213.27; CAROLYN DOBBS SECONDED THE MOTION.

This month's vouchers include \$3,432.18 for tree cutting at the North Mason library for the purpose of removing trees which pose a danger to the building, patrons and staff; \$170,000 to the City of Tumwater which represents TRL's 10% partnership share of the cost of the new Tumwater library; \$400,000 to the City of Tumwater which is pass through money from the Tumwater School District to the Tumwater library building project. Mr. Crose explained there is a partnership arrangement among the City of Tumwater, TRL, and the Tumwater School District wherein the school district has made a significant contribution toward the library building project. He hopes this arrangement will be a model for duplication throughout the district.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Withdrawal from CALS

The Consortium for Automated Library Services (CALS) Governing Board, which includes the State Librarian, the Dean of The Evergreen State College Library, and the Director of TRL, has been studying various alternatives for upgrading the existing automated circulation system for the past two years. The CALS Board determined early in the process that the Sequoia system, which has been in place for several years, should be replaced. As the CALS board and staff reviewed various equipment replacement alternatives, it became clear that it would be in TRL's best interest, both functionally and financially, to withdraw from CALS and purchase a stand alone system. The Interlocal Cooperation Agreement that formed CALS requires that a member wishing to withdraw from the Consortium must provide the CALS Governing Board 365 days prior written notice.

93-36

BILL LAWRENCE MOVED TO AUTHORIZE LIBRARY DIRECTOR THELMA KRUSE TO PROVIDE WRITTEN NOTICE TO THE CALS GOVERNING BOARD OF TIMBERLAND'S INTENT TO WITHDRAW FROM THE CONSORTIUM; ART BLAUVELT SECONDED THE MOTION.

Mr. Lawrence said he realizes there has to be a period of adjustment but is concerned the 365 days notice will delay TRL's implementation plans. Ms. Kruse said the 365 days requirement was discussed by the CALS board at its regular meeting this morning. If it proves to be advantageous to the three Consortium members, that withdrawal period could be shortened. There is nothing precluding TRL from having its own system in place prior to the withdrawal date. She anticipates TRL's system could be in place by late summer or early fall of 1994.

At first it was to TRL's advantage to share an automated system with TESC and WSL. However, needs have changed and the current system does not allow for growth. TRL's own system will cost about \$1 million, but TRL has been setting money aside in a reserve fund for this purpose. TRL wants to be able to provide a higher level of service to its patrons and work more closely with school districts and other governmental agencies. TRL will realize considerable savings with its own system. Maintenance costs will be less.

- 6A TRL's plans for a better tele and data communications system will save money and provide better public access to TRL's collection.

MOTION CARRIED UNANIMOUSLY.

B. Book Sale Proceeds

The TRL Board, in its regular meeting March 17, 1977, amended the procedures for the sale of used books to include a provision that Friends groups would pay a minimum of 10 cents per book sold. Tracking the number of individual items sold can be a cumbersome process for the Friends and is next to impossible for the TRL business office. In an effort to streamline the accounting for "book sale materials" it is recommended that discarded items be sold to Friends groups in bulk.

- 93-37 BILL LAWRENCE MOVED TO AMEND THE PROCEDURE FOR THE DISPOSITION OF DISCARDED LIBRARY MATERIALS TO INDICATE THAT FRIENDS GROUPS WILL BE CHARGED \$1.00 PER "LOT" OF MATERIALS AS LONG AS SALE PROCEEDS ARE USED SOLELY FOR THE SUPPORT OF TIMBERLAND LIBRARY ACTIVITIES; CAROLYN DOBBS SECONDED THE MOTION.

There was discussion regarding the interpretation of "lot." Ms. Kruse said a "lot" has not been defined. She is considering a "lot" to be whatever the Friends want to take for their sale. The County Auditor has instructed TRL that we must charge for surplus items. There is much inconsistency in how book sale proceeds are currently handled. The plan is to make the process as simple as possible. The Friends' book sales end up benefiting the library in one way or another.

MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Director

Focus on Grays Harbor County: Ms. Peck reported the groundbreaking ceremony for the new 6,000 square foot Elma library took place on October 19 and it is anticipated to open May 1. There is still some money left over from the bond issue for the Hoquiam library. Ms. Holmes-Devine said landscaping is being done, plus changes inside to comply with ADA standards. Another concern is the security of the downstairs area which contains the restrooms, meeting room, lobby and parking garage. The city is looking at the possibility of closed circuit cameras. Ms. Peck reported Montesano staff are enjoying the remodeled library. Montesano library will host an open house and book sale on December 8. A building fund for a new Westport library has been established by the Westport Friends. Some landscaping at Amanda Park has been done and more will be done next spring. A Friends group there is having a lot of success with attracting people to the library through art displays. An ad has been placed seeking an architect for renovation of the Aberdeen library. Hopefully, the renovation will include bringing the building up to ADA standards, putting in an elevator and a balcony, increasing the size of the meeting room, addressing parking problems, incorporating energy conservation measures into the building, providing more flexibility in the wiring for future technology, and a new roof. A donation of \$40,000 from Jack Bowers will be applied toward the building project. The city will also be looking at other areas for funding. Ms. Peck invited everyone to view Mr. Lawrence's carvings display and to attend his lecture tomorrow evening at the Aberdeen library. Ms. Riley, Children's Librarian, said lots of activities are taking place in the libraries related to National Children's Week. She said TRL is

- 7A fortunate that staff in the small branches are able to offer dynamic services to children. Mr. Mallory, Reference Librarian, said the Aberdeen reference department is unique in that it serves more rural libraries in a wider area, including Pacific County, than the other reference centers in the district. He is very interested in TRL's plans to move into more electronic access. He hopes to continue to expand the reference collection with both conventional materials and access to databases. Ms. Peck said the Aberdeen Friends group is very active and helps provide interesting programs for both children and adults, helps purchase more materials for the library, and will be helping with the building project. Mr. Blauvelt added that there are two additional libraries in Grays Harbor County, McCleary and Oakville, which are supervised by other Community Library Coordinators.

Mr. Crose presented the October 1993 Revenues and Expenditures report. There will be excess timber revenue which he will recommend be channeled into the building and/or the automated funds. He will continue budgeting conservatively in the timber area because that approach seems to serve the district well. Ms. Kruse reported that administration has been gathering information from the libraries for the 1994 Budget. Staff in the libraries have been keeping measurements of all kinds of services to determine where there are inequities. It has been determined that more staff and open hours are needed in Pacific County. Building security needs to be addressed which may mean adding more staff hours so one person will not be working alone in the evenings. Children's and reference services inequities will be addressed. Support functions are being reviewed in order to make them more efficient and cost effective. TRL also needs to address plans to expand the North Mason library and add hours and increase staff in new facilities such as Elma and Tumwater. A budget meeting with the TRL Board Budget Committee has been scheduled on November 30. Mr. Crose said he does not have all the information necessary from the counties to firm up the 1994 budget figures. The TRL Board's position has been that TRL carry forward 20% of its operating expenditures from the previous fiscal year in order to take care of operating expenses in the first quarter of the next year. He anticipates a 6.3% increase in revenues which will be about \$500,000. He predicts at the beginning of 1994 that TRL will have \$1 million in its building fund. He recommends that sufficient funding be transferred from the general fund into the automated fund to cover the cost of a new Dynix system. He also recommends that TRL's self-insured unemployment fund be built back up to the allowable \$100,000 ceiling. Ms. Kruse said she would like to see more placed in the materials budget to bring it closer to 20% of the operating budget.

Ms. Eyttinge reported the Management Council at its last meeting reviewed the new Circulation Policies and Procedures. The policy provides for only one renewal after the initial checkout. Publicity about this change will go out before the change becomes effective. A committee was formed to discuss communication avenues within the district. The council discussed the IRS forms which will be available in the libraries this year. Volunteers trained by IRS will help with this program so that no TRL staff time will be involved. The Council discussed a followup to the customer service training. A committee will be formed to develop a customer service statement for the district. The council's next meeting is December 9 at the Shelton library.

Ms. Kruse said there was discussion at the last TRL Board meeting regarding Outreach to Non-Users. Ms. Gorsuch reported that several of TRL's forms and brochures have been translated through the Thurston Council Refugee Center into Spanish, Vietnamese and Cambodian. TRL received a free ad in the calendar of a publication *Institute for International Multi-Ethnic Relations* which does a lot of outreach work. Ms. Gorsuch has names of possible speakers for the board's proposed workshop on cultural diversity. She commented on the

- 7A comprehensive article in the *Olympian* newspaper on Children's Book Week. There was further discussion on TRL's outreach efforts. TRL would like to approach outreach services in a more formal way. Collections in other languages are being developed. Census data is being reviewed. Mr. Blauvelt added the other aspect is reaching non library users who do not necessarily have a language barrier.

The final design for the Tumwater library is almost complete. Ms. Kruse said several testified at an Olympia City Council meeting to move the acquisition of land for a West Olympia library from 1999 to 1995.

Ms. Kruse referred to the WALE Conference reports from staff attendees. WALE (Washington Association of Library Employees) is specifically geared toward clerical and paraprofessional library staff.

Ms. Kruse announced that TRL has received several significant money donations on behalf of Evelyn O'Hara who recently passed away. Ms. O'Hara had been served for the past 10 years through TRL's Thurston County volunteer outreach program. The donations will be used specifically for outreach services.

Ms. Fourre said she attended the dedication of the sculpture at the Lacey library. The model for the woman in the sculpture is the mother of the artist.

Ms. Davies requested an Executive Session to discuss collective bargaining issues. There was no further business and the meeting recessed at 9:35 p.m. The meeting reconvened into Executive Session at 10:00 p.m. and adjourned at 10:50 p.m.

Jean Davies  
President

Thelma Kruse  
Secretary