

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Service Center, 415 Airdustrial Way S.W., Olympia, WA 98501

January 26, 1994

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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; Janelle Williams

STAFF PRESENT: Liane Bascou; Mike Crose; Carol Gorsuch; Corene Jones-Litter; Thelma Kruse; Mary Ann Shaffer

President Davies called the meeting to order at 7:35 p.m.

AGENDA ITEM
NO.

- 1 Introductions were dispensed with.
- 2 Correspondence and Public Comments.

There were no correspondence and public comments.

3 Approval of Minutes

94-03 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF DECEMBER 29, 1993, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

94-04 CAROLYN DOBBS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF JANUARY 6, 1994; HELEN TIMM SECONDED THE MOTION. CAROLYN DOBBS, HELEN TIMM, DORIS FOURRE, AND BILL LAWRENCE VOTED IN FAVOR OF THE MOTION. ART BLAUVELT, JANELLE WILLIAMS AND JEAN DAVIES ABSTAINED. MOTION CARRIED.

94-05 HELEN TIMM MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF JANUARY 13, 1994; CAROLYN DOBBS SECONDED THE MOTION. HELEN TIMM, CAROLYN DOBBS, DORIS FOURRE, AND BILL LAWRENCE VOTED IN FAVOR OF THE MOTION. ART BLAUVELT, JANELLE WILLIAMS AND JEAN DAVIES ABSTAINED. MOTION CARRIED.

4 Vouchers

Payroll and payroll-related vouchers for December 1993 amounted to \$407,428.33.

94-06 CAROLYN DOBBS MOVED TO APPROVE VOUCHERS NO. 39828 THROUGH NO. 40015 FOR JANUARY 1994 IN THE AMOUNT OF \$320,020.72; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Drug and Alcohol Abuse Policy

A proposed Drug and Alcohol Abuse Policy was developed and distributed to the TRL Board at its December 29, 1993, meeting. The purpose of the policy is to set forth TRL's position on the use of and/or being under the influence of drugs and/or alcohol while on the job. At its December meeting, the board requested a more detailed policy which would address affirmative steps which TRL will

- 5A implement for employees who are in need of alcohol and/or drug abuse intervention, and steps which will be taken if an employee does not comply with the policy.

Ms. Kruse presented the second draft of the policy. Also included for the board's information was a copy of the administrative procedures and guidelines for implementing the policy. She said the Management Council will be reviewing the policy and procedures at its February 3 meeting. She requested the board members send their comments to her prior to the next TRL Board meeting. TRL's attorney is also reviewing the policy and procedures. This matter will be on the board's February agenda.

6 New Business

A. Possible Proration Situation in Pacific County

Mr. Crose explained that he was recently advised that TRL faces a "constitutional" proration situation in Pacific County. TRL dealt with a "statutory" proration problem several years ago. He explained that the consolidated regular levy rates have exceeded the constitutional levy limit of \$10.00 per \$1,000 of assessed valuation. In Pacific County, the tax roll value of real property is only at 69% of the fair market value. The assessor does not have enough staff to keep up with their valuation cycle. The Department of Revenue must levy for schools based on 100% of true and fair market value. The regular levies in Pacific County calculated out at \$10.35/\$1,000 which is in violation of the constitutional limit, and must be reduced to \$10.00/\$1,000 which causes a proration situation for junior taxing districts. Mr. Crose has been working with representatives from the hospital district, fire districts and county assessor's office in an effort to solve the problem. There is a provision in the law which allows taxing districts to buy down each other's property tax levies. He explained several scenarios that could happen and the financial consequences TRL would experience in each scenario. The state legislature thought it had solved the proration situation several years ago. Mr. Crose understands the legislature is looking very carefully at the Pacific County situation. He requested the board authorize the director to give him the authority to enter into whatever agreements are necessary to prevent proration. He recommended the board meet in Executive Session to discuss the strategy in reaching these agreements. Ms. Davies announced the board will go into Executive Session after the remainder of the agenda has been completed. Ms. Kruse commended Mr. Crose for the effort he is expending on this issue, and she is confident he will save the district hundreds of thousands of dollars in these negotiations. Mr. Lawrence commented that the board also recognizes that Mr. Crose has already had experience in proration situations and that it will become an area of expertise for Ms. Kruse also. On behalf of the board, Ms. Davies thanked Mr. Crose for his efforts.

7 Reports

A. Director - Thelma Kruse

Ms. Kruse announced that all five counties have confirmed the appointment of Jean Davies to a second term on the board. Mr. Crose said he had planned to develop a more fulsome year-end financial report for the board. In light of the fact that his attention has been focused on prorating, he presented his usual December 1993 Revenues and Expenditures report. TRL received 112% of budgeted revenue in 1993. Timber taxes received were in excess of what had been budgeted and TRL received a settlement from Grays Harbor County for property taxes held

7A in abeyance on the WPPSS project. TRL expended 95% of budgeted expenditures. He attributes this to the fact that significant increases in staffing levels budgeted in 1993 did not take place, and TRL did not spend as much in the capital budget. The ending balance which will be carried forward into 1994 is \$3,036,386. Ms. Jones-Litteer reported on the last Management Council's meeting. A committee is developing guidelines for conference attendance. The Council is looking carefully at automatic voice notification of overdues and holds, which will save the district a considerable amount in postage costs. One of the concerns they are reviewing in this situation is confidentiality. The Council is also in the process of determining the types of policy and procedure manuals staff need, and how the manuals will be kept up to date. Mr. Lawrence questioned why there would be a confidentiality concern in the voice notification of overdues and holds since it will be a generic message. Since the district is changing this procedure for economic reasons, he thinks management should be able to make this decision without getting bogged down in confidentiality issues. Ms. Kruse said it is a public relations issue. If several in the same household have placed holds, they will not know which person the message is for. The overdues notification will be put in place before the holds notification.

Ms. Shaffer reported on Building Projects. An architect has been hired for the Aberdeen remodeling project. The roof and green tile will be installed soon on the new Elma library. The interior framing is completed as well as the red cedar siding. In order to reduce the stress on staff's feet, a pad will be placed in that work area. Library Planning and Development, which is responsible for LSCA funds, and the city are completing the paperwork for the Raymond remodeling. This project is expected to go out to bid the middle of February. Final details for the circulation desk are being worked on for the Tumwater library. Space will be incorporated into that area for a self checkout system. TRL has an opportunity to demonstrate a self checkout system for the remainder of the year at a cost of only \$500. This demonstration will give TRL an opportunity to determine how much staff time can be saved. The Tumwater project is expected to go out to bid next month. Ms. Kruse reported the Olympia City Council approved paying for one-half of a feasibility study for a West Olympia library. She has completed a draft of an RFP which she will review with Dick Cushing, Olympia City Manager, next week. Ms. Kruse said she has received phone calls from Toledo residents regarding library service. She and Mr. Crose met with several people there and outlined the procedures for annexing to or contracting with the library district. Mr. Blauvelt reported he visited the new Ocean Shores library, which was designed by the same architect who designed the Elma building.

Ms. Kruse said the Board at its December meeting authorized her to set the non-resident borrower fee. It has been set at \$43. Ms. Gorsuch reported on the retrieval project. Press kits have been sent out and several stories and ads have appeared. There has also been a good response from the radio stations. *The Olympian* has offered to run one of TRL's ads once a week throughout the duration of the retrieval campaign. She has just learned that *The Olympian* will be doing a business profile on Claire Christiansen, Community Library Coordinator at the Olympia library. As an adjunct to the advertising campaign, a staff member has begun tracking down patrons with \$300 or more in overdues. She sends out letters and bills and follows up with telephone calls. Several items have been returned and this process will be periodically evaluated to determine if it is worth the staff time to continue. Ms. Jones-Litteer shared an incident where she received a phone call from a pawn shop which had just received some cassettes and CDs with TRL stickers on them. A report was filed with the police department and the person, who had stolen them from a library patron, was apprehended.

- 7A Ms. Kruse reported that 1993 circulation increased 5.3% over 1992. There will be a change in the types of statistical reports which will be produced. In addition to circulation, statistics will be kept monthly on reference, programs, meeting room use, outreach, number of volunteers, and patron counts. This information will provide a better picture of library service. Library Legislative Day is scheduled on February 9 at the Westwater. One of the bills before the legislature would allow residents of Western Wahkiakum County to form a partial county library district that could contract with TRL for service. Ms. Kruse will be testifying in favor of this bill on Friday. There are various other bills having to do with property taxes which Mr. Crose has been reviewing. The most significant among them is SB6001 which has a provision to allow parks and recreation districts to be elevated to the status of junior taxing districts which would immediately create a proration situation.

Mr. Crose reported he has had several conversations with Dynix representatives regarding the installation of TRL's own system. Dynix representatives will meet with TRL, WSL, and TESC staff tomorrow morning regarding the transition, and in the afternoon with TRL staff regarding TRL's own system. Mr. Crose has selected a Data General CPU which has the capacity to accommodate up to 1,500 users. Architect Ron Rowe will design the Service Center remodeling to accommodate TRL's own Dynix system. A new Dynix release will be installed about three weeks after TRL's own Dynix system is installed which will provide some positive changes. Mr. Lawrence expressed his appreciation for the *TRL Dynix Dynamics* newsletter which is produced by TRL staff. Mr. Crose agreed it is important that staff are kept informed of changes as they happen.

8 Other Agenda Items

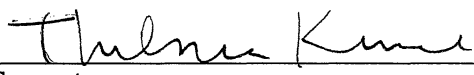
A. Security

Ms. Davies said she is pleased that the issue of staff working alone is being addressed. She thinks there are still instances where this is occurring. Ms. Kruse said Oakville and South Bend still have situations where staff are working alone and this situation is being rectified.

The meeting recessed at 9:10 p.m. An Executive Session for the purpose of discussing proration contracts began at 9:20 p.m. and ended at 10:10 p.m. The board authorized the Director to designate Mr. Crose as negotiator in the proration contracts, and requested that the board members be advised of the amounts negotiated. There was no further business and the meeting adjourned.



President



Secretary