

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Olympia Timberland Library, 313 8th Ave. SE, Olympia, WA 98501

February 23, 1994

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M I N U T E S

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

BOARD MEMBER EXCUSED: Art Blauvelt

STAFF PRESENT: Liane Bascou; Claire Christiansen; Mike Crose; Margo Eytinge; Carol Gorsuch; Corene Jones-Litteer; Thelma Kruse; Joyce Nichols; Mary Ann Shaffer

GUESTS PRESENT: Russell Hupe, Lloyde Newman and Winnifred Olsen, Olympia Library Board; Suzette Birdsell, Montesano Library Board; Ev Fourre; Jim Pennington

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

AGENDA ITEM

NO.

- 1 Introductions were made
- 2 Correspondence and Public Comments
 - A. Certificate of Appreciation

Ms. Davies presented a Certificate of Appreciation to Jim Pennington in recognition of his ten years of volunteer service to the Tumwater Timberland Library. Ms. Nichols expressed her appreciation for Mr. Pennington's devotion and stated that he is a multi-faceted volunteer. He visits the Olympics West nursing home regularly with boxes of books, takes care of library card applications for the residents there, and is the library's "handyman."

- 3 Approval of Minutes

94-07 CAROLYN DOBBS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JANUARY 26, 1994, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 4 Vouchers

Payroll and payroll-related vouchers for January 1994 amounted to \$420,183.44.

94-08 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 40016 THROUGH NO. 40214 FOR FEBRUARY 1994 IN THE AMOUNT OF \$155,093.26; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 5 Unfinished Business

- A. Drug and Alcohol Abuse Policy

The TRL Board was presented at its January 26, 1994, meeting the second draft of a proposed Drug and Alcohol Abuse Policy. 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. The third draft of the policy was presented to the TRL Board for further discussion. The TRL Management Council reviewed

5A the draft policy and the procedures for implementing the policy at its February 3, 1994, meeting. TRL's attorney has also reviewed the proposed policy but recommends it not be adopted until the procedures are in place for implementing the policy. He is currently researching information for the procedures, including other agencies' guidelines, drug test sites, what we would consider level of impairment. Once the policy and procedures are in place, supervisors will be trained in applying the procedures.

6 New Business

A. Declaration of Surplus Property

Occasionally the library district declares equipment and supplies to be surplus. These items are then offered for sale to the general public.

94-09 BILL LAWRENCE MOVED TO DECLARE SURPLUS THE 1977 GMC STEP VAN, LICENSE #C44507; CAROLYN DOBBS SECONDED THE MOTION.

Mr. Crose stated the step van is no longer useful to the library district. It is too large for its intended purpose as a maintenance vehicle, is no longer cost effective, and it has nearly 200,000 miles on it.

MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Director - Thelma Kruse

The January 1994 Revenues and Expenditures report was presented. Mr. Crose will be requesting of the board at the March meeting a budget revision to incorporate the contract payments to the Pacific County Hospital District as a result of the proration settlement.

Ms. Jones-Litteer reported on the Management Council's February 3 meeting. Ms. Eyttinge presented a graph of volunteer use in the district for 1991-1993 (the 1993 use is equivalent to 13 FTEs). It has been decided to use some of the TCI money to print a large print catalog for use in the libraries and for outreach. The Drug and Alcohol Abuse Policy was discussed. There are several committees working on various manuals for the district including policies, Dynix and Technical Services, employees, supervisors, volunteers, and building manuals. Mike Wessells presented a video which had been produced by Sally Nash of Ocean Park for the purpose of informing an employee, who had been on extended leave, of changes in the library. The video illustrated a use of technology for communicating with staff.

Ms. Christiansen reported on the Olympia library. The library was built in 1978 from a bond issue passed in 1976. The building was recarpeted and furniture reupholstered in 1988. The city cleans the carpets three times a year and is currently considering reupholstering the furniture again. There are 42 staff working in the building which equals 20.5 FTEs and 2.35 FTEs in Central Reference. On average, over 1,000 people a day come through the doors representing a diverse group of users including children, senior citizens, students, business community, and homeless. A major issue in Olympia is where to house the homeless when one of the homeless centers closes March 1. The library offers very popular children's programs and provides numerous daycare tours. The circulation department is constantly busy. Reference staff average about 275 questions per day, in addition to teaching people how to use the

- 7A OPACs, InfoTrac, M-F reader printers, and troubleshooting equipment. The City of Olympia is very supportive of the library and provides a full-time custodian plus five other people on call. The building has reached its capacity which is particularly noticed in users becoming impatient and intolerant with each other.

Ms. Kruse said the feasibility study RFP for a West Olympia library which she and Dick Cushing, Olympia City Manager, have been working on will be presented to the Olympia Library Board and then presented to the Olympia City Council for review. Once the document is finalized, we will proceed with advertising for a consultant. Mr. Hupe expressed his appreciation to TRL for its support in providing for half of the funding of the study and his thanks to all the supporters who testified and prompted the City Council to move the project to an earlier date. Ms. Shaffer reported the contract between the City of Aberdeen and the architect is in negotiation. Several donations have been received toward this remodeling project. Elma should be completed by May. The size of the North Mason expansion needs to be reviewed again due to the revision in projected population. Ms. Shaffer, Kitty Schiltz, and Victoria Rexford will be working on a needs assessment for that building. The Raymond remodeling should be going out to bid by the end of the month. Ms. Nichols reported that there will not be a basement as planned in the new Tumwater library which has resulted in redesigning the core area since the wiring will need to be changed. The library is being designed to provide for future expansion on three sides without having to close the library. The architect has indicated this project will go to bid in early April with completion next January or February. Ms. Nichols has learned that the state plans another building south of the L & I building which will house 1,600 people. There are also several new schools within a mile of the site of the new library. Ms. Kruse said Chris Peck met with Westport city officials regarding their plans for a new city hall which will include the library. Staff will meet with city officials next month to discuss TRL's space needs for that library.

Ms. Gorsuch reported that Maureen Chapman is continuing her work on retrieval of long overdue items. TRL has been receiving good media coverage including articles in the newspapers and radio spots with Ms. Gorsuch and Ms. Kruse. As of this date, TRL has retrieved \$20,000 worth of materials. There are 81 accounts with a dollar value of \$36,000 which we are unable to locate.

Meetings: Ms. Kruse will attend a combined Centralia/Chehalis Boards and Friends meeting. She and Mr. Crose will attend a meeting on March 10 of taxing districts in Pacific County to discuss a course of action to avoid another proration situation.

The new statistics reports which will be produced on a monthly basis are not yet completed. Ryan Williams of the Lacey staff is working with Ms. Bascou on inputting these reports in Lotus. Ms. Kruse expects to present the board with both January and February statistics at the March meeting.

TRL was well represented at Legislative Day on February 9. The bill allowing a partial county to annex to a library district, which in TRL's case would affect Wahkiakum County, passed the Senate. Ms. Kruse will be testifying in support of the bill at a hearing in the House.

The Friends Forum is scheduled on March 19 at the Shelton library. The program includes talks by Representatives Holm and Sheldon and North Mason Friend Alice Harris regarding legislative issues, panel discussions on recruiting and retaining Friends and on fund raising. The forum will close with a session on sharing ideas.

- 7A Ms. Kruse announced she will be attending the 1994 Cascade Public Executive Program at the University of Washington April 11-21, which is a development program for senior government leaders in the Pacific Northwest.

Mr. Crose reviewed TRL's plans for Internet. Libraries should have their equipment installed over the next two weeks. Reference staff will then receive training and a timetable will be developed for training other staff who will be using Internet. Mr. Lawrence asked about a concern which he read about in the CALS minutes raised by Dave Remington of the State Library regarding the public's reaction to TRL pulling out of CALS. Ms. Kruse responded she has already received calls regarding this matter. She has been replying that this is an amicable parting from CALS, explaining why it is necessary and that TRL, TESC and WSL still wish to have access to each other.

There was no further business and the meeting adjourned at 8:45 p.m..

Jean E. Davies
President

Thelma Kruse
Secretary