

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Winlock Timberland Library, 322 1st, Winlock, WA 98596

March 30, 1994

I N D E X

<u>AGENDA ITEM</u> <u>NO.</u>		<u>Page No.</u>
1	Introductions	1
2	Correspondence and Public Comments	
	A. 3/11/94 letter from Steve and Mary Dilley	1
	B. Public Comments	1
3	Approval of Minutes	2
4	Vouchers	2
5	Unfinished Business	2
6	New Business	
	A. Budget Revision	2
	B. Resolution Superseding and Replacing Resolution No. 81-9	2
	C. Board workshop	3
	D. Surplus Property	3
7	Reports	
	A. Director	3

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March 30, 1994

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; Ellie Dickson; Harriet Fogde; Carol Gorsuch; Corene Jones-Litteer; Thelma Kruse; Chris Peck; Bill Scherr; Edmunda Waller

GUESTS PRESENT: Winlock: Don Bradshaw, Sue Bradshaw, Steve Burress, Patricia Davidson, Margaret Gibbs, Carol Johnson, Pat Maninfior, Mildred Foster Perkins, Dorothy Young, Mabel Wall. Montesano: Helen Hepp, Edith McWhorter. Olympia: Everett Fourre.

President Davies called the meeting to order at 7:40 p.m.

AGENDA ITEM

NO.

- 1 Winlock Mayor Bradshaw welcomed everyone to the Winlock library. Introductions were made.
- 2 Correspondence and Public Comments

A. 3/11/94 letter from Steve and Mary Dilley

Mr. and Mrs. Dilley have expressed concern with a bookmark listing gay and lesbian materials which their son picked up at the Lacey library. Ms. Kruse responded to their first letter as did some of the TRL Board members. Ms. Kruse will respond to their second letter and invite them to a TRL Board meeting.

B. Public Comments

Ms. Fogde and Mayor Bradshaw provided a history of the Winlock library which began in 1939 and moved several times into various locations. Winlock joined the TRL library demonstration in September 1964 and has been a part of TRL since that time. The current library was remodeled and enlarged with 50% of the funds provided by a state library construction grant and the other 50% provided by the city. Ms. Fogde cited Winlock's annual circulation for the past several years: 1988-30,288; 1989-41,431; 1990-43,376; 1991-50,362; 1992-62,022; 1993-62,545. The corner reading room in the library has been dedicated to three supporters of the library who have passed away--Shirleen Johnson, Dorothy Johnston, and Shannon Lewis. Winlock was originally established by Finnish people. The library contained a Finnish collection which has been moved to the University of Washington for preservation. There were about 150 finishers in last year's summer reading program; 15 to 18 attend the story times; the library regularly holds special programs. Mayor Bradshaw said Winlock was a railroad and logging town in the mid 1880's and incorporated in 1883. The entire business district was lost in a fire and the present buildings were built around 1910 to 1920. Nearly half of the city's population of about 1,000 are commuters. Winlock has a large senior citizens population. About 55% of the population are moderate to low income. The city, which is near I-5 and the Winlock/Toledo airport, is looking for new industry and has begun to attract some interest. There are plans to expand the senior center and build senior housing to accommodate that portion of the population. The city hopes to provide better career opportunities to help bring the low to moderate income up and encourage its

2B young people to stay in the community. Ms. Fogde noted the dedication of the library's historical album and she expressed appreciation to the residents who were able to provide information for that album. She acknowledged Margaret Gibbs' donation to the library of a three month investment reference tool which she hopes TRL will be able to continue.

3 Approval of Minutes

94-10 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF FEBRUARY 23, 1994, AS DISTRIBUTED; CAROLYN DOBBS SECONDED THE MOTION. DORIS FOURRE, CAROLYN DOBBS, HELEN TIMM, JANELLE WILLIAMS AND JEAN DAVIES VOTED IN FAVOR OF THE MOTION; ART BLAUVELT ABSTAINED. MOTION CARRIED. (Bill Lawrence had not yet arrived and did not vote on the motion.)

4 Vouchers

Payroll and payroll-related vouchers for February 1994 amounted to \$418,439.08.

94-11 HELEN TIMM MOVED TO APPROVE VOUCHERS NO. 40215 THROUGH NO. 40453 FOR MARCH 1994 IN THE AMOUNT OF \$333,156.63; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. (Bill Lawrence had not yet arrived and did not vote on the motion.)

Mr. Lawrence arrived at 8:10 p.m.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Budget Revision

The TRL Board adopted the district's 1994 budget in December 1993. The board recognized at that time that the potential proration of the library district's levy rate in Pacific County might result in contracts for service from various taxing districts to avoid a \$2.5 million loss in revenues. The district did enter into a contract with Pacific County Hospital District #1 for a total of \$264,120. The board needs to adopt a motion to acknowledge this change in expenditures. This change and any others that might occur during the year will be incorporated into a budget resolution for the board's consideration at its December 1994 meeting.

94-12 BILL LAWRENCE MOVED TO INCREASE THE ADMINISTRATION ELEMENT OF THE GENERAL OPERATING BUDGET BY \$264,120 AND REDUCE THE INDICATED ESTIMATED UNRESERVED FUND BALANCE BY THE SAME AMOUNT FOR THE PRORATION CONTRACT IN PACIFIC COUNTY; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Resolution Superseding and Replacing Resolution No. 81-9

On November 19, 1981, the TRL Board adopted Resolution No. 81-9 authorizing the use of a collection agency or civil suit for the recovery of library property. Resolution No. 94-03 adds to the policy that a reasonable fee will be charged for every account turned over to a collection agency.

6B  
94-13

JANELLE WILLIAMS MOVED TO ADOPT RESOLUTION NO. 94-03 TO SUPERSEDE AND REPLACE RESOLUTION NO. 81-9 BY AUTHORIZING THE CHARGING OF A FEE WHEN OVERDUE ACCOUNTS ARE TURNED OVER TO A COLLECTION AGENCY; CAROLYN DOBBS SECONDED THE MOTION.

Ms. Kruse said since TRL began its retrieval campaign, there are a number of accounts of people who have not responded to letters or phone calls as well as accounts in which TRL no longer has current addresses. Each of these accounts amounts to \$300 or more. She would like to turn these accounts over to a collection agency and charge each person a fee. TRL's attorney has reviewed the statute and TRL has this authority. Using a collection agency and collecting a fee would be the most cost effective and least cumbersome way of handling these accounts.

MOTION CARRIED UNANIMOUSLY.

C. Board workshop

Tentative plans have been made to hold a local library boards workshop in the fall. Suggested dates are September 17 or 24. Some of the topics under consideration are serving the underserved, building projects, role of boards, prorationing, vision of the future. Additional suggestions are sharing what is happening throughout the district; the new Dynix system; and to have an outside facilitator. Mary Strohl, Lacey Community Library Coordinator, will head the committee which will organize the workshop. She would like the committee to include TRL staff, local library board members, and TRL Board members. Since several board members did not have their calendars, it was agreed to set the date at the April meeting, as well as schedule a TRL Board retreat.

D. Surplus Property

Occasionally the library district declares equipment and supplies to be surplus. These items are then offered for sale to the general public. The items available are not useful at any Timberland locations.

94-14

CAROLYN DOBBS MOVED TO DECLARE SURPLUS ALL OF THE ITEMS INCLUDED ON THE MARCH 30, 1994, LISTING OF SURPLUS PROPERTY, AND THAT A COPY OF THE LISTING BE ATTACHED TO THE ORIGINAL OF THE BOARD MINUTES; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Copies of the list will be sent to all TRL libraries and will be available to the general public.

7 Reports

A. Director - Thelma Kruse

The February 1994 Revenues and Expenditures report was presented. Ms. Jones-Litteer reported on the Management Council's March meeting. The council discussed the new employee orientation sessions which will be held at the Service Center and include 3 days of training on Dynix, learning about TRL, and filling out necessary employment forms. Several committees in the district have been assigned various tasks. One of the committees presented its conference attendance guidelines to the Management Council. The question of how to handle books which contain software was referred to the Circulation Committee. Ms. Kruse has appointed the Community Library Coordinators to serve as acting Assistant Director for two week intervals until that position is filled.

- 7A Building Projects: Ms. Peck reported the City of Aberdeen is still negotiating a contract with the architect on that library's remodeling project. The Elma library is expected to open the end of May with the open house scheduled on June 11. The construction bid for Tumwater will go out in early April. The Raymond remodeling project is moving forward in which ADA concerns in that library will be addressed. Ms. Kruse reported that Mr. Crose has been in negotiations for the purchase of land for a new Hoodsport library. TRL is continuing its assessment of expansion of the North Mason library. The Olympia City Council approved its share of the cost of a feasibility study for a West Olympia library. TRL will publish an ad for consultants to submit proposals for the study as well as send copies of the RFP to selected library consultants. The review committee will consist of Olympia City Manager Dick Cushing, Olympia Library Board member Jim Cockrell, Olympia Community Library Coordinator Claire Christiansen, and TRL Board member Doris Fourre.

Ms. Peck reported that TRL staff are considering the possibility of holding community meetings in each of the five counties requesting input on barriers to access to TRL libraries and services. TRL is considering installation of a self checkout system. Ms. Peck and Mr. Crose attended a meeting with school officials in Grays Harbor County this morning regarding the possibility of connecting with each other and with TRL through technology.


Ms. Kruse reported TRL is continuing to receive materials back through its retrieval campaign. There was a CALS Governing Board meeting this morning where several policy matters were discussed which need to be resolved before TRL withdraws from CALS. The January and February 1994 Statistics were presented. The statistics present a summary of various library activities, including circulation, reference, programs, interlibrary loans, library cards, holds, outreach, meeting room use, and volunteers.

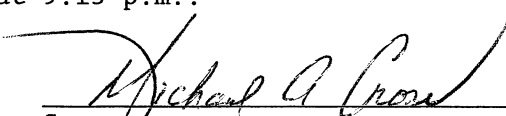
The Friends Forum held on March 19 was well attended with positive comments from attendees. Each Friends groups received a certificate and the program included a presentation by Representative Barbara Holm regarding the legislative process, a session on fund raising, and sharing of ideas. Next year's forum will be held at the Lacey library.

TRL's Per Diem and Subsistence Payments have not been raised in several years and are inadequate. Mileage is changed yearly based on IRS allocations. Bill Scherr is gathering comparative information from other governmental agencies. The TRL Board will be asked to consider a resolution raising per diem and subsistence payments.

Several reported on their attendance at the PLA Conference. All staff who attended will submit written reports which will be shared with the TRL Board and staff. Ms. Fourre commented that 97 trustees attended from 24 states and it was one of the best conferences she has attended. Ms. Dobbs said this was her first national library conference and she was impressed with the quality of the sessions she attended. The next PLA Conference will be held in 1996 in Portland, Oregon.

There was no need to hold the previously announced Executive Session. There was no further business and the meeting adjourned at 9:15 p.m..

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

MAR 30 1994

SURPLUS ITEMS FOR  
SALE APRIL 9, 1994

1. 4 ROLLS OF 12" POLY PAPER
2. 8 ROLLS OF 18" POLY PAPER
3. 2 ROLLS OF SEAL-RELEASE PAPER 26"x20" 26"x22"
4. 2 SMALL SIZE SPARE TIRES OUT OF NEW VEHICLES
5. 1 FOLDING FILM RACK
6. 2 LINE PANASONIC PHONE
7. SMALL LEATHER ZIPPER CASE
8. SMALL LEATHER ZIPPER CASE
9. SMALL LEATHER ZIPPER CASE
10. SMALL LEATHER ZIPPER CASE
11. VIDEO ADAPTOR
12. LARGE TAPE DISPENSER
13. 50' MIKE EXTENSION CORD
14. GLASS SCREENS FOR MICROFICHE READERS
15. SMALL BLACK WROUGHT IRON BOOK RACK
16. TABLE TOP WIRE PAPERBACK RACK
17. 6 HARD HATS
18. PHONE REST
19. ELECTRIC STAPLER
20. PANASONIC EASE-PHONE
21. COBRA TIME KEEPER ANSWERING MACHINE
22. PAC-TEL PHONE
23. MITA TC-170 FAX MACHINE SN#42000626
24. BOSTON AIR CLEANER
25. DUOFONE ANSWERING MACHINE SN#304820
26. RADIO SHACK ANSWERING MACHINE SN#230360
27. TAN ROTARY PHONE
28. DUOFONE ANSWERING MACHINE SN#205800
29. CENTENNIAL TAPE PLAYER
30. OMNIFAX MACHINE SN#36-D801
31. OMNIFAX MACHINE SN#36-d795
32. KODAK CAROUSEL SLIDE TRAYS TRANSVUE 80
33. KODAK CAROUSEL SLIDE TRAYS TRANSVUE 140
34. SHARPE EL 2158 CALCULATOR
35. CANNONP26-D CALCULATOR
36. CASIO FR-101 CALCULATOR
37. CASIO FR-101 CALCULATOR
38. CANNON P21-D CALCULATOR
39. HITACHI TAPE RECORDER

MAR 30 1994

PAGE 2.

40. HITACHI TAPE RECORDER
41. 1 BOX OF FILM REELS VARIOUS SIZES
42. IBM TYPEWRITER (OLD MODEL)
43. POLLENEX PUR AIR 99 CLEANER
44. POLLENEX PUR AIR 99 CLEANER
45. SEARS ELECTRIOSTATIC AIR CLEANER SN#203314
46. NORELCO AIR CLEANER
47. CONAIR AIR CLEANER CONSOLE 6000
48. STATIONARY HOLDERS FOR DESK DRAWER
49. STATIONARY HOLDERS FOR DESK DRAWER
50. PLASTIC IN/OUT TRAY
51. PLASTIC IN/OUT TRAY
52. BLACK ROLODEX FILE
53. GREY BATES ROTORY FILE
54. HITACHI TAPE PLAYER
55. RUBBER STAMP HOLDER
56. CLOCK
57. 1 BOX OF BOOK POCKETS
58. 1 BOX OF COMPUTER LABELS
59. 1 BOX OF COMPUTER LABELS
60. CARD SORTERS
61. FICHE HOLDER AND CLEANING KIT
62. 1 BOX OF MICROFICHE REPLACEMENT PARTS
63. YELLOW BOOK CARD TRAY
64. CHARGING TRAY GUIDES
65. PRINTER PAPER HOLDER
66. SPOOL OF SPEAKER WIRE
68. SEALING IRON
69. SPINDLE AND SIGN HOLDER
70. MICROFICHE TUB
71. COPY HOLDER
72. COPY HOLDER
73. COPY HOLDER
74. 7 FILM STRIPS AND CASSETTES
75. 5 LARGE ROLLS OF PACKAGE TAPE
76. PENRIL 48 MULTIPLEXER
77. DATAKING CONNECTOR
78. MOISTENER
79. WIRE CONNECTION
80. WOODEN LOCK BOX

MAR 30 1994

PAGE 3.

81. VARIOUS SIZES OF USED THREE RING BINDERS
82. BOX OF USED BINDERS
83. PRINTER STAND
84. TELEPHONE SYSTEM FROM OLD SERVICE CENTER
85. ORANGE COUCH
86. WOODEN RECORD BIN
87. FLIP CHART STAND
88. 25 USED 5¼ DISK FOR PC
89. VARIOUS BRANDS OF MANUAL TYPEWRITER RIBBONS
90. LETTER CATCHER FOR PITNEY BOWES MAILING MACHINE
91. THREE WROUGHT IRON PEG BOARD HOLDERS
92. PLASTIC CARD HOLDER
93. BLACK BOX AND CABLE WIRING
94. OKIDATA MICROLINE 182 PRINTER.
95. ONE BOX OF PRINTER PIECES
96. RECORD PLAYER NEEDLES
97. SPEAKER AND STAND
98. TWO SIDED WOODEN SHELVES (SIX)
99. ROYAL 440 MANUAL TYPEWRITER SN#44011-8819742
100. ROYAL MANUAL TYPEWRITER SN#FPP6254639
101. SET OF TWO CARBOARD FILES
102. BELL & HOWELL PROJECTOR 1579
103. BELL & HOWELL PROJECTOR
104. BELL & HOWELL PROJECTOR
105. NORTHWEST NINI 90 FICHE READER
106. NORTHWEST NINI 90 FICHE READER
107. NORTHWEST NINI 90 FICHE READER
108. GAF MICROFICHE READER 7511
109. BROWN METAL FOUR SHELVES 36"x9"
110. BROWN METAL FOUR SHELVES 36"x9"
111. BROWN METAL FOUR SHELVES 36"x12"
112. KIRBY VACUUM UPRIGHT
113. HOOVER CONVERTIBLE UPRIGHT VACUUM
114. LARGE ROUND CORK BOARD ON STAND
115. BELL & HOWELL PROJECTOR
116. DU-LITE SCREEN
117. ONE BOX THREE RING ½" BINDERS
118. NEWCOMB RECORD PLAYER
119. SYLVANIA STERO HI-FI
120. NORTHWEST MICROFICHE READER
121. MICROFILM READER



MAR 30 1994

PAGE 4.

122. MAGNOVOX STERO/TWO SPEAKERS ATTACHED
123. CANNON CANORAMA PRINTER 370
124. WROUGHT IRON TWO SHELF RECORD BIN
125. KODAK SLIDE PROJECTOR
126. BOOKMOBILE SEAT
127. BOOKMOBILE SEAT
128. CRAIG 2621 TAPERECORDER
129. CRAIG 2621 TAPERECORDER
130. HITACHI TRQ 285 TAPERECORDER
131. OAK BOOKDROP ON WHEELS
132. HITACHI TRQ 285 TAPE RECORDER
133. 10 LB PELOUZE SCALE
134. MICROFICHE TUB
135. USED CASSETTEE TAPES.
136. VARIOUS SIZES OF RECORD COVERS
137. PHONE DATA BOXES
138. METRO LABEL MAKER
139. 2 HEAD SETS
140. VARIOUS FILM REPAIR SUPPLIES
141. FICHE HOLDER FLIP STYLE
142. 6 DRAWER FLIP FILE CABINET
143. 12 3x5 DOUBLE DRAWER FILES METAL
144. 2 3x5 SINGLE DRAWER FILE METAL
145. 1 5x8 SINGLE DRAWER FILE METAL
146. CD HOLDER BLACK PLASTIC
147. PHONE SYSTEM CABINET
148. 15 RECOGNITION LIGHT WANDS AND BLACK BOX
149. 18 CAERE SER. II LIGHT WANDS
150. 2 MAIL BAG HOLDERS
151. 12 SET OF WINDOW BLINDS
152. ORANGE DRAPES
153. 7 LIGHT FIXTURES
154. BLACK AND WHITE PLASTIC VIDEO CASES
155. 3 LARGE BULLETIN BOARDS
156. METAL DESK ORGANIZER
157. VARIOUS SIZES AND COLORS OF BOOK ENDS
158. VARIOUS SIZES AND COLORS OF METAL PRINCETON FILES
159. 8 METAL NEWSPAPER STICKS
160. 9 WOODEN NEWSPAPER STICKS
161. CARDBOARD FILE CABINETS

- 162. TAMPON MACHINE FOR LADIES RESTROOM
- 163. 14 TYPEWRITER TABLES
- 164. 8 STEELCASE DESK
- 165. VARIOUS SIZES AND STYLE OF CHAIRS
- 166. VARIOUS SIZES AND STYLE OF TABLES
- 167. 12 VARIOUS BRANDS OF DEAD COMPUTERS
- 168. 6 OUTDATED PRINTERS
- 169. VARIOUS SIZES OF WOODEN SHELVING
- 170. VARIOUS SIZES OF METAL SHELVING
- 171. BOXES OF OUT DATED SUPPLIES
- 172. METAL OUTSIDE DOORS
- 173. INTERIOR WOODEN DOORS
- 174. VARIOUS SIZES AND BRANDS OF PROJECTOR LAMPS
- 175. 6 SLATWALL FRAMES AND CD SPINNERS
- 176. 4 SLATWALL FRAMES
- 177. 6 OAK CARD FILE BOXES
- 178. 8' TABLE
- 179. INTERIOR GLASS DOORS
- 180. FILE BASE