

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

April 20, 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; Kristin Blalack; Claire Christiansen; Mike Crose; Margo Eyttinge; Cheryl Fritas-Farone; Carol Gorsuch; Corene Jones-Litteer; Dianne Loomis; Bill Scherr; Elaine Schiller; Kitty Schiltz; Barbara Winfree

GUESTS PRESENT: Library Volunteers: Phyllis Gunstone; Irene McCall; Opal McClintick; Anna Spilseth

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

AGENDA ITEM
NO.

- 1 Introducations were made.
- 2 Correspondence and Public Comments
 - A. Certificates of Appreciation

Plaques of Appreciation were presented to library volunteers Phyllis Gunstone, Irene McCall, Opal McClintick and Anna Spilseth, who work in the Collections Maintenance Department at the Service Center. They were recently featured as Volunteers of the Week in The Olympian. Their supervisor, Elaine Schiller, expressed her appreciation to the volunteers for their faithfulness, cheerfulness, and the quality and amount of the work they do at no expense to Timberland. She said they possess the kinds of attributes she personally would like to acquire and she is grateful to have the opportunity to work with them. She is pleased they are being recognized by Timberland. The volunteers commented that they look forward to coming to work at the Service Center and feel fortunate that they are able to do so.

Ms. Davies informed the Board that the Washington Library Friends & Trustees Association is awarding Dorothy O'Loughlin, Thurston County Volunteer Outreach Coordinator, with a Distinguished Service Award on April 29 at the Washington Library Association conference.

- 3 Approval of Minutes

94-15 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF MARCH 30, 1994, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. (Carolyn Dobbs had not yet arrived and did not vote on the motion.)

4 Vouchers

Payroll and payroll-related vouchers for March 1994 amounted to \$423,244.32.

- 94-16 BILL LAWRENCE MOVED TO APPROVE VOUCHERS NO. 40456 THROUGH NO. 40681 FOR APRIL 1994 IN THE AMOUNT OF \$251,051.68; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. (Carolyn Dobbs had not yet arrived and did not vote on the motion.)

5 Unfinished Business

A. Local Library Boards Workshop

Tentative plans have been made to hold a local library boards workshop in the fall. Mary Strohl, Lacey Community Library Coordinator, will head a committee which will organize the workshop. Suggested topics for the workshop include serving the underserved, building projects, role of boards, prorationing, vision of the future, sharing what is happening throughout the district, and the new Dynix system. Ms. Davies said she was asked to speak to a committee, which was formed after the White House Conference on Libraries, about censorship from a trustee's point of view. She feels intellectual freedom is another important topic for this workshop. She commented that the TRL Board received overwhelming praise for its handling of the challenge on *Daddy's Roommate* and is held in high esteem by people who study censorship issues. Ms. Fourre commented on the excellent letter to the editor in *The Olympian* written by former TRL employee Tammy Diamond regarding intellectual freedom.

The Board agreed to hold the workshop on September 24. Place and time of the workshop will be determined. Ms. Williams and Ms. Davies volunteered to work on the intellectual freedom topic for the workshop. Ms. Fourre also offered to serve on the workshop planning committee.

B. TRL Board of Trustees Retreat

At its March meeting, the TRL Board agreed that in addition to a local library boards workshop, the TRL Board also schedule its own retreat. The board agreed to either October 8 or October 15, depending on Ms. Williams' schedule. Ms. Davies requested the board members submit topics they would like to discuss.

6 New Business

There was no new business.

7 Reports

A. Acting Director - Michael Crose

The March 1994 Revenues and Expenditures report was presented. Mr. Crose said he anticipates that forest tax receipts will be considerably more than budgeted. In its first quarter, TRL has expended 23% of the expenditures budget. He is particularly concerned about the postage category. He expects TRL's electronic

- 7A system for notifying people of overdues will be online in June, with notification of holds at a later date.

Ms. Dobbs arrived at 8:15 p.m.

- 7A Ms. Jones-Litteer reported on the Management Council's April meeting. The council heard a report about the "red cent campaign". The council recommended and Ms. Kruse approved the recommendation that each overdue account turned over to a collection agency will be charged \$25. The council heard a report from Mr. Scherr about the first two orientation sessions. The council recommended for the Director's consideration a limit of 200 checkouts and 100 holds per person. Although council members are philosophically opposed to limiting checkouts and holds, the recommendation was made so that items will be accessible to more people, and to help staff deal with people who check out and place holds on several hundred items at a time.

Ms. Jones-Litteer reported that the City of Aberdeen has negotiated a contract with an architect to remodel the Aberdeen library. The Elma project is on schedule with a grand opening on June 11. A study, based on the Wisconsin model, is being done for expansion of the North Mason library. The plans for the Raymond library remodeling are being prepared for approval by the State Library, which has provided grant money for the project. Ms. Christiansen reported that bids for the Tumwater library will be opened on April 29 and groundbreaking is scheduled on June 1. The request for proposal for a feasibility study for a West Olympia library has been advertised. TRL also sent proposals to about 24 library consultants. Mr. Crose reported TRL is pursuing a piece of property for a new Hoodspoint library. He has requested an appraisal, although the owner is firm on a price of \$120,000. TRL will enter into a contract for remodeling of the storage area at the Service Center for the new computer center. Mr. Crose expects this project to be completed by July 1. Mr. Crose, Ms. Jones-Litteer, Mary Strohl, and Bernie Main of the City of Lacey have met to develop population projections in anticipation of a library in East Lacey, which the city is putting into its long range plan.

Ms. Gorsuch reported that 40 accounts on which we have current addresses, but which have not responded to TRL's retrieval efforts, have been turned over to a collection agency. Another 70 accounts which we are unable to locate have also been turned over to the collection agency. To date, TRL has retrieved about \$33,000 worth of long overdue materials. The March 1994 Statistics were presented. Mr. Crose said this year's statistics, which cover more than circulation, provide us with more information in a consolidated format.

Ms. Winfree reported that the Children's Committee's participation in the Beginning Babies with Books Program consisted of determining what TRL materials will be included in the packets for new mothers. Timberland was also involved in procuring the books which will be included in the packet. Ms. Eyttinge said she heard about this national program from Altrusa International of Olympia which was considering ways to reach new generations. The gift shop at St. Peter Hospital has donated \$10,000 to the project. Each packet will contain the book Goodnight Moon, a brochure of tips and activities for parents, a baby T-shirt, and a library card application form. The program will begin on Mother's Day.

- 7A TRL would be interested in working with other hospital districts in its service area. Ms. Davies suggested that TRL locations and hours also be included in the packet. Ms. Dobbs suggested the T-shirt be available to purchase in St. Peter Hospital's gift shop. Ms. Winfree added the program is geared to parents who were not exposed to being read to when they were children or do not have reading in their background.

Mr. Scherr reported All Staff Day is scheduled on May 12 at the Quality Inn Westwater in Olympia. All libraries will be closed. He referred to the information packet, and encouraged TRL Board members to attend if possible.

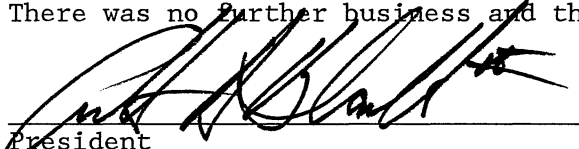
Communications/Schools/Dynix: Mr. Crose reported that staff and Dynix are working through the third version of a contract with review by TRL's attorney. Mr. Crose anticipates the contract will be ready for Ms. Kruse's signature next week. The cost of the software and hardware will be \$694,859, including Washington State sales tax. The system will accommodate up to 1,300 concurrent users. U.S. West will handle the communications network which will cost \$372,518, including Washington State sales tax. Mr. Crose said he will be attending the ALA Conference. He plans to see a demonstration of the possibilities of the Time Warner/U.S. West full service network. There is a possibility that TRL will be featured in their promotional activities and that they will showcase some of their technologies in TRL. Mr. Crose has also been working with school districts in TRL's service area and with some private businesses to see what their service needs are from the public library. There will be more cooperation between the library and schools, which will result in many thousands of dollars saved annually. Mr. Crose has been invited to speak at a meeting next week dealing with the Washington Educational Network which wants to make its services available to TRL. As TRL moves into this technological era, there will be policy issues which will need to be dealt with since our collection will be more accessible to people who are not in TRL's service area. He sees a need to establish different kinds of relationships and levels of access.

8 Other Agenda Items

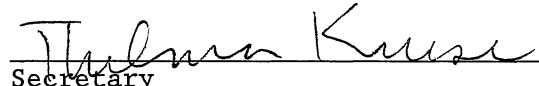
Mr. Blauvelt reported he recently visited the new Salkum library. He was on a trip with his daughter who is part of an Odyssey of the Mind team. Children of different age levels discuss how to solve problems. He proudly announced his daughter's team will represent Washington State at Ames, Iowa.

Ms. Eyttinge announced this week is National Volunteer Week. She presented the TRL Board, who are part of the volunteer force supporting TRL, with a token of appreciation.

There was no further business and the meeting adjourned at 9:15 p.m..



President



Secretary