

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Westport Timberland Library, Pacific & North Montesano, Westport, WA 98595

May 25, 1994

I N D E X

<u>AGENDA ITEM</u>		<u>Page No.</u>
<u>NO.</u>		
1	Introductions	1
2	Correspondence and Public Comments	
	A.    Certificate of Appreciation	1
	B.    Presentation of Check	1
	C.    Correspondence	1
	D.    Public Comments	2
3	Approval of Minutes	2
4	Vouchers	2
5	Unfinished Business	
	A.    Drug and Alcohol Abuse Policy	2
6	New Business	
	A.    Contract for Legal Services	3
	B.    Library Foundations	3
7	Reports	
	A.    Director - Thelma Kruse	4
8	Other Agenda Items	6

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING

Westport Timberland Library, Pacific & North Montesano, Westport, WA 98595

May 25, 1994

M I N U T E S

BOARD MEMBERS PRESENT: Art Blauvelt, Vice President; Carolyn Dobbs; Doris Fourre; Bill Lawrence; Helen Timm; Janelle Williams

BOARD MEMBER EXCUSED: Jean Davies

STAFF PRESENT: Liane Bascou; Mike Crose; Margo Eytinge; Roberta Holmes-Devine; Corene Jones-Litteer; Thelma Kruse; Jim Morgan; Christine Peck; Kathleen Ringenberg; Sandra Sebbas; Beverly Westfall; Barbara Winfree

GUESTS PRESENT: Kathie Crow, Westport City Council; Clifton Kruse; Gary Litteer. Westport Library Board: Edie Boss; Herb Elliott; Susan McConnell, Lois Rimer. Westport Library Friends: Catherine Doyle; Rose Dycus; Ruth Elliott; Ada Hargis; Audrey Seymour; Anna Zugish; Jim Ulberg; Joe Boss; Villa Flatley; Jean Gerry; Ross Gerry; Glen Hargis; Ruth Sorenson; Doris Tuski; Mavis Williams

Vice-President Blauvelt called the meeting to order at 7:35 p.m.

AGENDA ITEM  
NO.

1 Introductions

Introductions were made. Mr. Crose introduced TRL's new Business Manager, Jim Morgan, who brings with him six solid years of financial management experience, the last three as an operating budget supervisor for Dallas, Texas. Mr. Morgan said he has been with TRL for three weeks and is learning his responsibilities. He has family ties in Washington and related that his grandfather built a home in Grayland where he spent time during his childhood.

2 Correspondence and Public Comments

A. Certificate of Appreciation

Mr. Blauvelt said TRL likes to appreciate people who have given their time and talents to TRL. A Certificate of Appreciation was presented for Bonnie Sayce who is retiring from the Friends Board of the Ilwaco and Ocean Park Timberland Libraries.

B. Presentation of Check

Ms. Jones-Litteer said the Eagles organization in Chehalis has for several years presented a check each year to Timberland Regional Library to be used for the large print collection. The Eagles invited Ms. Jones-Litteer to its annual dinner at which they presented the check. She was told that the Eagles estimates it has donated about \$3,000 to TRL over the years. She presented the \$500 check to TRL.

C. Correspondence

There was no correspondence.

2 D. Public Comments

Ms. Crow welcomed everyone to the Westport library. She spent the afternoon with a Westport resident who was born in Westport in 1919 in order to acquire some historical background information. She noted the Westport library was closed so she was unable to seek the information from the library. She provided some historical facts about Westport. She was told by her source that there was no library in Westport during the 1920s; however, the Ocosta High School provided reference information. Later Westport residents could use the Aberdeen library, and then were provided library service through the Grays Harbor County Rural Library District, which later became part of TRL. Ms. Crow referred to Beverly Westfall as the "jewel in Westport's crown" because of her dedication to providing good library service. Due to Ms. Westfall's resourcefulness, the Westport library has grown from a dismal to an attractive library. Ms. Crow stated that it is unfortunate that now that Westport is looking at the possibility of a new city hall complex which will include a new library, Ms. Westfall will be leaving her employment with TRL and moving to another city. She said Ms. Westfall will be missed. There are several funding sources the city hopes to pursue for the new city hall complex, including the Ocosta High School, police department, the port, and TRL. There is a distressed economy in Westport. Ms. Crow reviewed some of the positive plans that Westport is pursuing. The city will receive \$7.2 million in federal funds over the next four years to take care of the jetty problems. Other plans include a complex with a hotel/condo unit, restaurant, night club, lakes and parks; airport improvements with a \$250,000 grant from the Department of Energy; an amusement park; an aqua leisure center for various water activities; high tech aquarium; upscale vendor shops; cruise ships using Westport as a port of call.

3 Approval of Minutes

94-17 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF APRIL 20, 1994, AS DISTRIBUTED; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll-related vouchers for April 1994 amounted to \$441,985.74.

94-18 CAROLYN DOBBS MOVED TO APPROVE VOUCHERS NO. 40683 THROUGH NO. 40949 FOR MAY 1994 IN THE AMOUNT OF \$252,135.00; HELEN TIMM SECONDED THE MOTION.

Included in the vouchers are installation costs for two self checkout systems which TRL is testing at the Lacey and Olympia libraries. If found to be cost effective, TRL will purchase the systems and eventually add systems to other large libraries.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Drug and Alcohol Abuse Policy

The TRL Board has been discussing the 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 board has agreed that the policy will not be adopted until the procedures for implementing the policy are in place. TRL's attorney and the Management Council

5A have reviewed the procedures and the procedures have been finalized.

94-19 DORIS FOURRE MOVED TO ADOPT THE DRUG AND ALCOHOL ABUSE POLICY; CAROLYN DOBBS SECONDED THE MOTION.

Several board members indicated their satisfaction with the procedures and felt the procedures are well thought out and provide a good process for dealing with drug and/or alcohol abuse problems.

MOTION CARRIED UNANIMOUSLY.

6 New Business

A. Contract for Legal Services

Craig W. Hanson of Lane Powell Spears Lubersky has submitted for the board's consideration a Personal Services Contract under which he would continue representing TRL. Mr. Hanson proposes a rate of \$800.00 for legal fees per calendar month and any hours in excess of 120 during the term of the agreement will be at the attorney's established hourly rate.

94-20 BILL LAWRENCE MOVED TO RENEW THE CONTRACT WITH CRAIG W. HANSON OF LANE POWELL SPEARS LUBERSKY FOR LABOR RELATIONS SERVICES PLUS GENERAL LEGAL SERVICES EFFECTIVE APRIL 1, 1994, THROUGH MARCH 31, 1995; HELEN TIMM SECONDED THE MOTION.

Several board members expressed concern with the change in the rate for any hours in excess of 120. Mr. Crose said that the \$800.00 per month rate is the same rate as previous years. He recalled that Mr. Hanson provided 90 to 100 hours in excess of 120 hours during the last contract at \$80 per hour. The current hourly rate is \$120 to \$140 per hour. Mr. Hanson will continue to keep the rates as low as possible. The board's concerns will be conveyed to Mr. Hanson. Several board members commented on the high level of service which TRL receives from Mr. Hanson and their satisfaction with his work.

MOTION CARRIED UNANIMOUSLY.

B. Library Foundations

For the past several years, the TRL Board has discussed the possibility of establishing a Timberland Foundation. Sandra Sebbas has attended a conference and has brought back information to share. Ms. Sebbas said the program on foundations at the WLA conference had a speaker from Pierce County Library who shared how their foundation program worked in partnership with businesses. Mr. Lawrence expressed concern with the TRL Board becoming directly involved in forming a foundation since it could be viewed as a conflict of interest, but feels the board could work with an outside person. Once the foundation is formed, the board could become actively involved. Mr. Blauvelt said he doesn't agree that there is a conflict of interest, but agrees that the people who run the foundation should not be members of the TRL Board. He explained that TRL would like to establish a system where people can give gifts either during their lifetime or after their death. Many organizations look to foundations to supplement money received by government authority. A foundation would provide a mechanism for people to remember their library. Ms. Peck explained that at Pierce County Library, after it began to have financial difficulties, the library board hired the person who spoke at the WLA conference to help form the foundation. She suggested talking to PCL about its experiences would be a good

6B place for TRL to start the process. It was agreed this matter should be a topic of discussion at the September 24 local library boards workshop.

7 Reports

A. Director - Thelma Kruse

Ms. Westfall, Community Library Supervisor at the Westport library, said it will be difficult to leave the community when she resigns from TRL. The Westport Friends have established a building fund and the community is becoming excited about a new library. The Friends have raised over \$3,000 so far and are including money earned in their book sales in the building fund. Mr. Lawrence recalled a visit several years ago with Westport resident John Murphy. His daughter, Ms. McConnell, said that although he isn't able to get around as much, he still has a great interest in the library and community, and in fact mends books. Mr. Lawrence said he was particularly looking forward to becoming reacquainted with Mr. Murphy again and asked that his greetings be conveyed to him. The April 1994 Revenues and Expenditures report was presented. Mr. Morgan said he has done some analysis of revenues and expenditures which appear to be on track. Timber revenues are in excess of the budgeted amount. He will continue his analysis and bring any concerns to the board's attention. Mr. Lawrence said he hopes to hear a report about the settlement of the contract CALS has with Dynix at next month's meeting. Ms. Jones-Litteer said the Management Council was presented for discussion shared leave guidelines wherein staff may donate vacation time to another staff member who is in dire need of sick leave due to an illness or injury of long duration. The Council discussed the final draft of the Drug and Alcohol Abuse Policy and Procedures. They agree with the TRL Board that it is a finely tuned document. Mr. Crose shared with the Council his vision of TRL's technological future. Mr. Lawrence requested this topic be included on a future TRL Board meeting agenda. Ms. Jones-Litteer announced that TRL's annual picnic will be held on July 17 at the Lewis & Clark Park in Lewis County. At the June Management Council meeting, a new Chair will be elected.

Ms. Kruse thanked the board for her attendance at the Cascade Conference last month. There was a good cross section of government employees in attendance. The conference was intensive, and very stimulating, productive and helpful. She learned many things she will be able to put into practice in TRL. She would like other TRL management staff to attend this conference, one at a time. The Assistant Director, Public Services search process is progressing. The search committee held its third meeting this afternoon and narrowed the list of candidates from 59 to 9. A questionnaire will be sent to these candidates and from those responses, the committee will narrow the list further. Ms. Kruse said three of the committee members will be attending the ALA conference, and hope to talk informally with any of the semi-finalists who may be attending the conference. Ms. Sebbas reported the Underserved Committee has determined that TRL needs to focus on reaching out into our communities. Next year's WLA theme is "Community Connections." The committee has looked at areas TRL needs to serve, including at risk, disabled, homeless, Native Americans, shutins, institutions, and adult basic education. TRL's new Dynix system will include a Community Resources Module which will allow TRL to connect with and identify services, agencies and events in the communities. This will provide TRL a better opportunity to do outreach and provide better reference service. The committee has decided on three areas it would like TRL to concentrate on, including youth and violence, social services, and Americans with Disabilities Act standards.

- 7A Ms. Winfree referred to the first of this year's Summer Reading Program materials, including a flyer which will be taken to the 43,000+ school children in the district, and a button. This year's theme "Ha Laugh It Up At The Library" has been difficult to work with graphically, but she is pleased with the work artist Zero Wright has done. There are several incentives to encourage children to finish the program. Librarians are also seeking further incentives from local businesses. A variety of programs are planned in the libraries and a program booklet is being printed. Ms. Winfree further reported on the federal program to feed children this summer. The City of Tumwater will be doing this through federal funds and a community development grant where they will be targeting children who are at risk. This will be an invitational program where children will be fed breakfast and lunch and will be provided with activities. One of the activities will be programs provided by library staff and books will be provided for children to read if they don't wish to participate in other activities.

Building Projects: Ms. Peck reported the City of Aberdeen has signed a contract with an architect for remodeling of the library. It is expected a building proposal will be presented to the City Council in October. The Elma library closed on Friday and staff and volunteers are current with shelving the books. The new library will open June 1 and the grand opening is scheduled on June 11. The Elma community is very similar to the Westport community since they also created a building fund and have worked for several years to raise money for a new library. The city placed a bond issue on the ballot for the new library. Ms. Peck expressed appreciation to the Service Center staff for their hard work in getting the Elma collection ready and delivered. Mr. Crose reported the Hoodspout property which TRL is interested in purchasing has been appraised. He cannot recommend to the TRL Board to pay the asking price of \$120,000 for the property which has been appraised at \$70,000. He plans to look into other alternatives. Ms. Kruse said staff has been looking at expanding the North Mason library because of the tremendous population projections in that area. An architect will look at how the current building can be expanded; however, she doesn't think the current site will support the size building and parking that will be needed. TRL may have to look at other alternatives in that area. There have been numerous requests for the RFP for a feasibility study for a West Olympia library. The proposals are due June 30. The Raymond remodeling project, after several delays, has been put out to bid. Mr. Crose reported the remodeling in the storage area of the Service Center for a computer center has begun. This is expected to be completed by July 1 with installation of the computer between July 15 and August 5. Tumwater library groundbreaking is scheduled on June 1 at 11:00 a.m. Mr. Crose will serve as liaison between TRL and the city on that project.

There was discussion on the checkouts and holds limits (200 checkouts and 100 holds) which TRL recently initiated. These limits were imposed because a few patrons were checking out, rechecking out and placing holds on many materials that they had currently checked out that it was keeping hundreds of items out of circulation to others and also becoming too labor intensive for staff. It is felt these limits are reasonable. It was reported that the separation from CALS is proceeding very smoothly. TRL will issue its new library cards in August. Carol Gorsuch, TRL's Community Information Coordinator, is working with TESC and WSL staff on the PR issues involved when TRL separates from CALS. TRL, TESC and WSL are continuing to discuss ways to cooperate, including interlibrary loan and displaying each other's holdings. Ms. Kruse reported that TRL has to date received over \$40,000 worth of materials back through its retrieval program. The electronic notification system has been operating for a few weeks. TRL staff are still fine tuning the system. Ms. Kruse referred to the April

7A 1994 Statistics. Included for the first time are collection statistics. Ms. Eytunge reported that the May 12 All Staff Day began with staff in like positions meeting with each other in which they focused on what happens to them during the day that gives them a good feeling. The staff heard children's illustrator Bron Smith. At lunch time "Thelma Awards" were presented recognizing staff from each county. The afternoon provided several breakout sessions. A silent auction on items donated by staff was held to raise money for the Grays Harbor library staff relay team for the American Cancer Society in honor of Aberdeen staff member Geri Ketola. The auction raised \$964.

8 Other Agenda Items

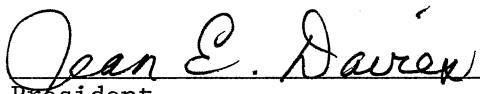
Ms. Timm reported the Shelton staff took part in a spelling bee sponsored by the Literacy Council in Mason County. The team came in third and received a plaque which will be displayed in the library.


Ms. Holmes-Devine reported that there is \$129,000 left from the bond issue for the Hoquiam library. She has presented to the City Council a list of several projects which need to be taken care of. She hopes the city will install video cameras downstairs and in the parking garage which are unsupervised areas where there has been vandalism. There are also some changes needed in the two main entrances to meet ADA standards. The City Council approved an expenditure of \$30,000 which will leave about \$100,000 in the building fund. It will be necessary to go back to the voters and request that the remaining funds be kept for capital improvements to the library.

Ms. Sebbas presented the design, developed by Zero Wright, for TRL's new library card which was selected by staff and TRL Board members. Mary Strohl is working on the wording for the back of the card. Mr. Blauvelt recalled the wording on Fort Vancouver Regional Library's card which stresses freedom to read and he recommended this wording be incorporated on TRL's card.

Ms. Kruse presented the TRL Board members with her progress update. Per the schedule the board has established, she is due for her annual evaluation. The board agreed to meet at 6:00 p.m. on June 15 at the Salkum library prior to their regular meeting at 7:30 p.m. Ms. Dobbs and Ms. Fourre will not be able to attend the June 15 meeting and they will submit their written comments.

There was no further business and the meeting adjourned at 9:40 p.m..

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary