

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Salkum Timberland Library, 2480 U.S. Hwy. 12, Salkum, WA 98582

June 15, 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.    Certificates of Appreciation	1
3	Approval of Minutes	1
4	Vouchers	1
5	Unfinished Business	2
6	New Business	
	A.    Per Diem and Subsistence	2
7	Reports	
	A.    Director - Thelma Kruse	2
8	Other Agenda Items	
	A.    Willard Chamberlin Will	3

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Salkum Timberland Library, 2480 U.S. Hwy. 12, Salkum, WA 98582

June 15, 1994

M I N U T E S

BOARD MEMBERS PRESENT: Jean Davies, President; Art Blauvelt; Bill Lawrence; Helen Timm; Janelle Williams

BOARD MEMBERS EXCUSED: Carolyn Dobbs; Doris Fourre

STAFF PRESENT: Liane Bascou; Mike Crose; Gwen Culp; Harriet Fogde; Carol Gorsuch; Corene Jones-Litteer; Thelma Kruse; Jim Morgan; Bill Scherr; Elizabeth Squires; Virginia Squires; Edmunda Waller; Mike Wessells; Karen Wilkinson

GUESTS PRESENT: Craig Hanson; Helen Hepp; Joe Hish; Clifton Kruse; Pat Leslie; Sharon Wedam

The regular meeting was preceded by an Executive Session at 6:00 p.m. pursuant to RCW 42.30.110(g). President Davies called the regular meeting to order at 7:40 p.m.

AGENDA ITEM  
NO.

1 Introductions

Introductions were made. Mr. Crose introduced TRL's new Automated Systems Manager, Gwen Culp. Ms. Culp received a BA in comparative literature in Missouri and her MLS at the University of Kentucky. She has worked for the Western Library Network since 1978 in various management positions.

2 Correspondence and Public Comments

A. Certificates of Appreciation

Certificates of Appreciation were presented for June Hasty, who is retiring from the Ilwaco/Ocean Park Library Friends Board, and Helen Sordahl, who is retiring from the McCleary Library Board. Ms. Davies expressed appreciation for the time and energy these volunteers give to TRL.

3 Approval of Minutes

- 94-21 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF MAY 25, 1994, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. ART BLAUVELT, BILL LAWRENCE, HELEN TIMM, AND JANELLE WILLIAMS VOTED IN FAVOR OF THE MOTION; JEAN DAVIES ABSTAINED. MOTION CARRIED.

4 Vouchers

Payroll and payroll-related vouchers for May 1994 amounted to \$441,960.50.

- 94-22 ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 40950 THROUGH NO. 41185 FOR JUNE 1994 IN THE AMOUNT OF \$536,616.48; HELEN TIMM SECONDED THE MOTION.

Mr. Morgan said this month's vouchers are higher than usual. They include a payment of \$88,000 to the Pacific County Hospital District for the proration contract; printing costs for this year's summer reading program; the first payment to the contractor for remodeling at the Service Center for TRL's

- 4 computer room; TRL's first payment on its contract with Dynix; and a large amount of new materials, many of which are for the new Elma library.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Per Diem and Subsistence

Reimbursement to staff for meals when out of the local library area and when attending conferences has not been changed since 1991. An increase is recommended to more closely match actual current cost of meals.

- 94-23 BILL LAWRENCE MOVED TO ADOPT RESOLUTION NO. 94-04 RELATING TO PER DIEM, MILEAGE AND SUBSISTENCE PAYMENTS AND SUPERSEDING AND REPLACING RESOLUTION NO. 90-01; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Director - Thelma Kruse

Ms. Waller reported that TRL moved into the new Salkum library on September 25, 1993. Since that time, the Salkum library has issued 401 new library cards which is a large amount for a small library. Circulation has increased about 30% over last year. Salkum library's patrons come from Toledo, Winlock, Chehalis, Ethel, Salkum, Cinebar, Onalaska, Morton, Mineral, Mossyrock, Silver Creek and Napavine. The library now has a formal Friends group. There are about 40 home school families in the area which use the library extensively. The Salkum library has three part-time staff as well as volunteer help. Ms. Waller said that there are plans to complete landscaping this fall.

Mr. Crose reported on TRL's technological plans in which TRL is addressing the needs of the staff as it relates to the people which we serve. TRL's philosophy is to provide the highest level of service to its patrons in a cost effective way. TRL's technology redevelopment began about six years ago. When CALS (Consortium for Automated Library Services), with The Evergreen State College, Washington State Library, and TRL as members, began discussing the need for a new Dynix system, TRL made the decision to leave the consortium and purchase its own Dynix system. TRL is also developing a new communication system which will allow us to bring more users onto the Dynix system and provide access to more resources for both the staff and public. TRL is also strengthening its relationship with schools in its service area. Schools are beginning to redevelop their visions of school libraries and are discussing consolidation of their libraries and databases and cooperative collection development. Schools are recognizing that libraries will play a greater role in the school systems because of what is happening in emerging technologies and the fact that education is changing to a resource based education. TRL is currently in the stage of placing PCs in all of its libraries for staff use only to provide access to word processing and spreadsheet software. Eventually the public will have access to PCs in all of the libraries. TRL currently has a fax network which helps communicate information among the libraries. In the future, Mr. Crose expects we will see video conferencing capabilities and interactive communication via people's personal TVs. Mr. Lawrence expressed concern with

- 7A TRL retaining its uniqueness. Mr. Crose responded that TRL needs to develop a multi-faceted vision which meets high tech needs as well as the needs of people who still enjoy books and interacting with library staff.

The May 1994 Revenues and Expenditures report was presented. Mr. Morgan said expenditures are well within budget and timber revenues are in excess of the budget. Ms. Kruse announced that Jan Sterner will be serving as the Management Council Chair July through December. Ms. Jones-Litteer reported on the council's June meeting. She announced TRL's annual picnic is scheduled July 17 at the Lewis & Clark Park in Lewis County. The council discussed a simpler performance appraisal system which is being developed. Medium and small size libraries staff have requested that Service Center staff spend time working in the libraries. The council is discussing how to provide opportunities for staff exchanges. The council reviewed its role and TRL's committees structure, including the relationship between the committees and the Management Council and how they communicate and interact with each other. The council also discussed its role in relation to the Director. Ms. Kruse said the Assistant Director, Public Services search process is in the second phase. A supplemental questionnaire has been sent to a selected group of nine candidates.

There was a large crowd at the Elma library grand opening last Saturday. Mr. Blauvelt served as master of ceremonies. The Tumwater groundbreaking occurred on June 1. Chris Peck is hoping to seek public input in the renovation of the Aberdeen library. Mr. Crose met with the Hoodsport Friends and advised them that TRL will not be purchasing the property it was interested in since the asking price is so much more than the appraised value. The Friends will continue looking for other possible sites for a new library. TRL will have an architect look at the North Mason library site to determine if it is possible to enlarge the building and parking lot. Proposals for a feasibility study for a West Olympia library are due on June 30. Bids on the Raymond remodeling project were due yesterday. Mr. Wessells expects a contractor will be selected soon. Remodeling at the Service Center for a new computer center should be completed by July 1. The data communication system is scheduled for installation by mid July and the Dynix computer should arrive after July 4 and the system brought up the week of July 18.

Ms. Gorsuch reported that TRL has retrieved about \$46,000 in value of long overdue materials, both through TRL's retrieval process and through the collection agency. Mr. Morgan added that he will be analyzing the retrieval process to make sure that TRL is not spending more than we are retrieving. The May 1994 Statistics were presented showing a variety of library use measurements. Mr. Lawrence requested these statistics be shown with graphs and Mr. Morgan responded he will look into this possibility.

8 Other Agenda Items

A. Willard Chamberlin Will

TRL was named as a beneficiary in the Will of Willard Chamberlin, Oysterville, Washington. It is possible some of the assets of the estate have not been preserved for transfer to the library district. It may be necessary to initiate some legal action to recover those items. Attorney Craig Hanson was present to address the issue to the board. Ms. Davies recessed the meeting at 8:55 p.m. She announced the board will reconvene after a break into Executive Session for this discussion. The meeting reconvened at 9:13 p.m. in Executive Session. The Executive Session ended at 9:32 p.m. and the board continued in regular session.

8A  
94-24

ART BLAUVELT MOVED THAT THE BOARD OF TRUSTEES AUTHORIZE TRL'S ATTORNEY TO COMMENCE ANY LEGAL ACTION HE DEEMS NECESSARY TO ENFORCE THE TERMS OF THE WILL OF WILLARD CHAMBERLIN DATED 7/23/93; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

There was no further business and the meeting adjourned at 9:34 p.m..

Jean C. Davis  
President

Therese Kinsal  
Secretary