

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

July 27, 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; Bee Clark; Mike Crose; Margo Eytinge; Carol Gorsuch; Thelma Kruse; Jim Morgan; Bill Scherr; Elaine Schiller; Sandra Sebbas; Jan Sterner; Barbara Winfree

GUESTS PRESENT: Opal McClintick, Armand Osterberg, and Anna Spilseth, Volunteers; Donnie Rostedt, Montesano Library Board

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

AGENDA ITEM

NO.

- 1 Introductions were made
- 2 Correspondence and Public Comments

A. Certificate of Appreciation

A Certificate of Appreciation was presented to Armand Osterberg, a volunteer at the Service Center, who was recently named Volunteer of the Week in *The Olympian*. Ms. Schiller said Mr. Osterberg, who is retired from customer service with United Airlines, is a great example of the quality of volunteers who work for TRL. She said it is nice working with someone with his attitude, who is so active and giving. Ms. Eytinge commented that Mr. Osterberg keeps volunteer records for the district. In addition to volunteer work, his other interests include race walking and he plans to go on a Klein Classic bike ride in Lewis County this week end. Ms. Davies presented Mr. Osterberg with a plaque. Mr. Osterberg said it is a privilege and enjoyable to work with the Service Center staff.

- 3 Approval of Minutes

94-25 HELEN TIMM MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JUNE 15, 1994, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. HELEN TIMM, BILL LAWRENCE, JANELLE WILLIAMS AND JEAN DAVIES VOTED IN FAVOR OF THE MOTION; CAROLYN DOBBS AND DORIS FOURRE ABSTAINED. MOTION CARRIED.

- 4 Vouchers

Payroll and payroll-related vouchers for June 1994 amounted to \$451,871.94.

94-26 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 41186 THROUGH NO. 41453 FOR JULY 1994 IN THE AMOUNT OF \$374,035.93; CAROLYN DOBBS SECONDED THE MOTION.

Mr. Morgan commented that since last month's meeting was held so early in the month, this month's vouchers are higher than normal. The vouchers include

- 4 another payment for the Service Center computer room remodeling, a copy machine for the new Elma library, and landscaping work at the Salkum library. The Salkum landscaping project has become a community effort to create a park and play area with help from the fire department next door to the library and from the Salkum Friends group.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Local Library Boards Workshop

A local library boards workshop is scheduled on Saturday, September 24, at the Service Center. A steering committee is developing a program. Ms. Davies, Ms. Fourre and Ms. Williams are working with several TRL staff on that committee. Ms. Fourre said the program will include a talk on technology by Mr. Crose, a session on Internet, a program on intellectual freedom, and a session on the library's underserved. The group will divide by county for the underserved discussion and she hopes the TRL Trustees will be able to facilitate these discussions for their respective counties. Ms. Timm said Mason County has only one library with a board. The other two libraries have Friends groups and she would like those libraries with no boards to be represented by their Friends. Ms. Kruse said she didn't think that would be problem since the program will be of interest to everyone and all libraries would be represented. Lunch and refreshments will be provided.

B. Dynix Contract

Mr. Lawrence said there is still the CALS contract with Dynix which needs to be resolved. He is concerned because TRL has entered into a new contract with Dynix without coming to a closure on the CALS contract. Mr. Crose responded that the funds are set aside in interest bearing accounts and CALS is waiting for Dynix to send a bill.

6 New Business

There was no new business.

7 Reports

A. Director - Thelma Kruse

Mr. Morgan referred to the June 1994 Revenues and Expenditures report. Revenues continue to be strong, particularly timber revenues, and expenditures are within budget. The last page of his report graphically compares last year's and this year's timber revenues, which is the most variable revenue source. There was discussion about timber harvests. When there are restrictions on harvests of state and federal lands, harvesting of private lands goes up which accounts for the continuing strong timber revenues. TRL continues to budget conservatively in this area because it is so unpredictable.

Ms. Sterner reported that the Management Council met on July 7. The Management Council agreed with the Outlook Committee's recommendation to form a steering committee to implement the Dynix community resources module. TRL is particularly interested in the clubs and organizations and events calendar so that patrons will be able to access this information on the OPACs. In response to Mr. Lawrence's question of how this information will be kept up to date, Ms.

- 7A Sterner said the committee will address this issue. She agreed it is crucial to keep the information current, and either the organizations themselves can keep the information up to date, or a volunteer could handle the task. Kristi Coombs and Nancy Zussy of the Washington State Library spoke to the Council about the changes at WSL regarding its services and collection, particularly how it will affect TRL's Thurston County residents. Because of funding cutbacks, WSL is moving a great deal of its circulating collection into storage which will only be available through ILL. WSL is changing its role and will directly provide service mainly to state legislators and state employees. WSL has asked TRL staff to join a team as WSL implements its plans. Claire Christiansen, Community Library Coordinator at Olympia, and Yvonne Seidler, Collection Development Coordinator, will represent TRL. Ms. Davies asked what TRL's role will be on this committee. Ms. Sterner said TRL staff will provide input on how WSL's plans will affect TRL patrons and make suggestions. Ms. Kruse stressed that TRL staff will not be doing the work for WSL, but will serve in an advisory capacity only and will protect TRL's interests as it relates to interlibrary loan and documents. Ms. Fourre commented that WSL helped carry TRL through during the demonstration. She speculated that so much downsizing by WSL may be an indication of the fact that library service in the state has become much more adequate. She said WSL has a valuable and irreplaceable collection which she hopes people will continue to have access to. Mr. Lawrence added that the origin of regional library systems in Washington came out of WSL, particularly through Dorothy Cutler who was instrumental in that concept. WSL had the funds available for these regional demonstrations. Ms. Davies said she knows nothing about WSL and its role and would appreciate a written report of WSL's history and its future plans. Ms. Kruse said WSL has just completed an evaluation process which included a survey sent to several people throughout the state. This topic was also discussed at great length at the recent Library Director's retreat at which State Librarian Nancy Zussy was present. Ms. Kruse will provide to the TRL Board a copy of the report of the results of the survey and a summary of Ms. Zussy's point of view.

Ms. Kruse said she announced in her weekly memo last week about the Assistant Director, Public Services search process. The Community Library Coordinators will continue to take turns serving as acting Assistant Director through August and Chris Peck will become temporary Assistant Director beginning in September. The position will be readvertised after the first of the year. Building projects: Mr. Crose said an architect is arranging to have the North Mason site surveyed and will develop a maximum building "envelope" for that site. Construction on that project could begin late in 1995 or early in 1996. Ms. Kruse reported a committee held its first meeting to review the 10 proposals for a feasibility study for a second Olympia library. The committee includes Ms. Kruse, Ms. Fourre, City Manager Dick Cushing, Claire Christiansen, Olympia Library Board member James Cockrell, and an architectural representative. The interior of the Raymond library is being prepared for the remodeling project. The Service Center remodeling for the computer room has been completed. The Tumwater library construction is moving ahead on schedule with a projected completion date of January 25.

TRL is carrying out the Technology Committee's recommendation for staff use PCs, printers and software in all of the libraries. Staff training for using the PCs has been occurring. Thirty staff will receive Internet training in August. PCs will eventually be available for public access to Internet and periodical indexes. The major projects are the new Dynix system and a new data communication system. U.S. West should have the data communication network fully installed by next week. The Dynix software is being tested and TRL expects to cut over from the old system to the new system on August 12.

7A Ms. Sebbas commented on the June 1994 Statistics. Central Reference keeps a count of the requests which are referred to them by each library. It is typical to see an increase in programming in June since that is the beginning of the Summer Reading Program. Meeting room use shows how community groups are using the facilities. A lot of people come into the library who do not check anything out so the door counters at Aberdeen, Centralia and Olympia help track that kind of use. The statistics also show the number of new cards issued each month and the holds placed. The statistics note the number of volunteers and hours worked by the volunteers in each building. Outreach is provided by volunteers. Mr. Lawrence said TRL owes Ms. Eytunge a vote of thanks for what the volunteer program has been able to accomplish in TRL. He recalled the concerns expressed by staff about use of volunteers. Ms. Sebbas said the statistics are a good tool to communicate the libraries' activities and to use internally. Mr. Lawrence said the statistics can point out very positive things happening in the libraries. He asked if complaints about TRL's services are recorded. Ms. Sebbas said most complaints deal with books rather than services. Ms. Kruse added she responds to the few complaints she hears about. Ms. Winfree referred to the Summer Reading Program statistics as of July 16, 1994. Twenty out of 27 libraries have more children signed up than they did last year at this time; 18 libraries have more finishers than last year. The programs are very well attended and comments about the paid performers have been good.

A TRL committee has been dealing with Americans with Disabilities Act concerns. One of its recommendations is to schedule public hearings in each county to hear the public's concerns about access to buildings and materials. The hearings will be held in September, October and November, and the committee will contact TRL Board members asking them to be involved in the hearings in their respective counties.

Mr. Crose reported on his attendance at the ALA Conference. He attended several programs which dealt with technology, spent a lot of time with vendors, and met with Dynix representatives. At the invitation of U.S. West and Time Warner, he went to Orlando for a demonstration of their full service network on a new transmission mode. Although they are focusing mostly on entertainment rather than on data transmission, he foresees a use for this technology in libraries. A lot of the communication equipment being put in the libraries is designed to be upgraded into this new communication technology.

Ms. Kruse recently attended a Library Directors Retreat which is held twice a year. These are valuable meetings since the directors are able to talk about their mutual concerns and exchange ideas. A great deal of time was spent discussing the changes at WSL and how LSCA funds will be spent. They discussed some legislative issues, one of which would allow a library district to form a district within the district for capital projects. This legislation would allow a vote from part of the district rather than the whole district for a capital project. The highlight of the retreat was a book talk by Nancy Pearl and Ms. Kruse said she would like Ms. Pearl to present a program for TRL.

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

Jean E. Davies
President

Thelma Kruse
Secretary