

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Mountain View Timberland Library, 210 Silverbrook Rd., Randle, WA 98377

August 24, 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

BOARD MEMBERS EXCUSED: Helen Timm; Janelle Williams

STAFF PRESENT: Liane Bascou; Claire Christiansen; Mike Crose; Carol Gorsuch; Corene Jones-Litteer; Thelma Kruse; Jim Morgan; Mary Prohit; Nancy Sawyer; Elizabeth Squires; Virginia Squires; Jan Sterner

GUESTS PRESENT: Russell Fox; Sean Nickerson; Thomas Nickerson; Fannie K. Purcell; Mary Roberts; Wilbur E. Roberts; Gene Schmidt; Arcola Taber

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 for Russell Hupe who has completed a term on the Olympia Library Board. Ms. Christiansen announced that the Olympia Library Board will have a picnic in Mr. Hupe's honor. Several commented that they have enjoyed working with Mr. Hupe and appreciate all he has done for the Olympia Library and for TRL.

- 3 Approval of Minutes
- 94-27 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JULY 27, 1994, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. (Art Blauvelt had not yet arrived and did not vote on the motion.)

- 4 Vouchers

Payroll and payroll-related vouchers for July 1994 amounted to \$447,600.35.

- 94-28 CAROLYN DOBBS MOVED TO APPROVE VOUCHERS NO. 41454 THROUGH NO. 41685 FOR AUGUST 1994 IN THE AMOUNT OF \$487,407.33; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. (Art Blauvelt had not yet arrived and did not vote on the motion.)

- 5 Unfinished Business
 - A. Local Library Boards Workshop

A local library boards workshop is scheduled on Saturday, September 24, at the Service Center. An invitation will be sent to all the local library board members of those libraries with boards and to Friends of those libraries without

5A boards. The agenda includes a demonstration of Internet; a talk on technology in TRL; a program on intellectual freedom; a sharing of success stories; and discussion groups on how TRL can serve the underserved.

B. TRL Board of Trustees Retreat

The TRL Board of Trustees have scheduled a retreat on October 8. A time and place for the retreat needs to be established, as well as topics of discussion. Two suggested topics are the long range plan process and establishment of a foundation. Board members agreed to begin the day at 10:00 a.m. and asked administration to select a place for the retreat. In response to a question from the audience, board members explained the reasons they meet occasionally at a retreat. The board meets monthly for its regular meetings in a more formal setting, and the retreat allows them more time to contemplate the direction the district is taking, exchange viewpoints and information, to help the Director plan her program, to help the board members become more familiar with each other and work together better. The retreat will be advertised as a public meeting and anyone may come.

Mr. Blauvelt arrived at 7:55 p.m.

6 New Business

A. Signature Authorization on Timberland Accounts

The TRL Board has authorized the Library Director and Associate Director signature authority on Timberland accounts. It is necessary to add a third authorization for the Business Manager for signature authority for the imprest fund and advance of travel fund with West One Bank.

94-29 BILL LAWRENCE MOVED TO AUTHORIZE SIGNATURE AUTHORITY FOR BUSINESS MANAGER, JAMES E. MORGAN, ON WEST ONE BANK IMPREST FUND AND ADVANCE OF TRAVEL FUND ACCOUNTS; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Director - Thelma Kruse

Ms. Jones-Litteer commented that in the past 1 1/2 years, the Mountain View Library has blossomed which she credits to the staff, Nancy Sawyer and Mary Proffit. Ms. Sawyer said a library called the Rainey Valley Library was opened in June 1986 in Glenoma. This library was one of two experimental libraries opened in Lewis County to replace the bookmobile service. The library moved to Randle in March 1988 and was renamed the Mountain View Library. Ms. Sawyer said staff has tried to establish more community awareness of the library with the use of posters and flyers and word of mouth. This year's Summer Reading Program has been very successful with 150 signups and well attended programs. Mountain View and Packwood staff are working together to form a joint Friends group. The library is providing local brochures for tourists, which the local people also enjoy. Ms. Sawyer hopes that by working more closely with the school it will promote even more awareness of the library. Ms. Kruse added that the staff has been successful in making the Mountain View Library a bright and cheerful place.

Mr. Morgan presented the July 1994 Revenues and Expenditures report. He has been looking carefully at expenditures to make sure the district is on track and to also use that information to create a base level of expenditures for the 1995 budget. The final page of his report includes an analysis of timber revenues

- 7A in graph format. The information includes for the past four years the amount of harvest in board feet, the taxable value, the tax assessed and TRL's revenues. The taxable value of timber is going up even though the harvest is going down. Preliminary information indicated that 1994 timber revenues will be even higher than 1993.

Ms. Sterner reported that the Management Council met on August 1. The council discussed and concluded that TRL should interview internal candidates on staff time. A draft policy will be presented at the next Management Council meeting. A new performance appraisal system has been accepted which is a more simplified version of the previous system under consideration. The budget committee was formed and the committee has since met several times. The next step in the budget process will be a presentation to the Management Council and then to the TRL Board budget committee. After the council's business meeting, the members met with a facilitator in a self-evaluation session in which the council addressed such issues as whether or not the Management Council is an effective tool and who its members should be.

Building projects: Ms. Christiansen reported that a design team is working on a plan for remodeling the Aberdeen library, including an analysis of the relationship of one area of the building to another. A committee is in the midst of choosing a consultant to do a feasibility study for a second library in Olympia. Telephone interviews of three consultant finalists will be conducted on August 26. It is expected that the Raymond remodeling will be completed in mid September. The exterior is also being repainted. Ms. Davies commented that the Raymond library building is on the historic register and the remodeling is being done in order to bring it into ADA compliance. Ms. Christiansen said the new Tumwater library project is proceeding, with paving of the parking lot this week and arrival of the framing materials next week. The bids for the furniture will be opened next week. Mr. Morgan reported that architect Ron Rowe was given a general charge to assess the North Mason site and determine if it is possible to enlarge the building and provide additional parking. There are wetlands and slopes at the site which need to be taken into consideration. Mr. Rowe has submitted a plan which will expand the parking lot, triple the size of the building to 11,000 square feet, and preserve the character of the site. TRL is considering a timeframe of completing this project in 1995 or early 1996. Ms. Kruse said that 15 year population projections estimate the need for a 20,000 square foot building. Since it is not possible to enlarge the current facility to that size, it may be necessary to establish a second library in the area in the future.

Ms. Kruse reported a committee has been working on the 1995 budget for the past month. Staff from all units have been involved in the discussions and in setting priorities. The preliminary budget will be presented to the Board at its September meeting. Although it appears there will be a modest increase in revenue, Ms. Kruse said TRL should be able to accomplish several of its goals in 1995. She requested that the TRL Board budget committee, which consists of Doris Fourre, Bill Lawrence, and Helen Timm, schedule a time to meet prior to the board's September meeting.

Mr. Crose provided a technology update. The communication structure which TRL is having installed will not only support TRL's own computer system, but will also connect TRL to the world and will meet TRL's needs for many years. The downloading of the database from the CALS Dynix system to TRL's own Dynix system has begun. There have been some unanticipated problems with the transfer which Dynix is working on. Mr. Crose said the only change staff and patrons will notice is that the system will be faster. Once the system is stable, new

7A software releases will be installed which will increase the efficiency of the operation of the system. TRL is also working on establishing connectivity to periodical indexes and databases. This access will be a very useful tool to the public. No conclusion has been reached on the type of access which will be offered to Internet. TRL's new communication system will not only allow this access in the libraries, but also anyone with the proper equipment at home will be able to make a connection. In response to Mr. Lawrence's question regarding user training, Mr. Crose said he is aware there will be additional pressure placed on staff to train the public. Resources will be made available to the public to help them learn how to use this technology. Mr. Crose commented on his meeting yesterday with Gene Schmidt, Superintendent of the White Pass School District. Mr. Schmidt said the school district appreciates the library service provided by TRL and recognizes there is already a wonderful partnership in effect. He met with Mr. Crose and Ms. Jones-Litteer to explore ways to expand this partnership. He is excited about the technological possibilities. Mr. Crose said TRL may have some surplus equipment which the White Pass School District can use for demonstration purposes. As TRL moves into these partnerships with schools, it is looking at developing connectivity on a cost recovery basis wherein the school district provides the equipment and pays for the line charges and user licenses. TRL is also looking into the possibility of grant funding to help connect all the schools in the district to TRL.

Ms. Christiansen presented the July 1994 statistics. She noted that there is a 10.5% decrease in circulation over July 1993. Staff has determined that possible reasons for this decrease is the district's change in its renewal policy and because the weather has been nicer this summer which tends to result in less circulation.

Ms. Kruse said staff reports of their attendance at the PNLA Conference will be sent to the TRL Board. Mr. Blauvelt reported on his attendance at the ALA Conference. He attended the opening session where two women spoke about children's violence in America and their hope that libraries and librarians can emphasize more non-violent literature and videos. Other programs he attended included "battlegrounds in partnership" for trustees and directors; how libraries can help with economic renewal and revival in their communities; young authors and young adult literature. He found the displays and exhibits very interesting.

There was no further business and the meeting adjourned at 9:00 p.m..

Jean E. Davies
President

John Kruse
Secretary