

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Elma Timberland Library, 118 N. First, Ela, WA 98541

September 28, 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; Mike Crose; Jerri Ferrier; Carol Gorsuch; Val Jester; Thelma Kruse; Jim Morgan; Christine Peck; Bill Scherr; Jan Sterner

GUESTS PRESENT: Matt Bien; John Brown; Jean Chiveney; Ingrid Daniels; Mike Deatherage; Helen Hepp; Pat Leslie; Tina Musser; Frances Pedersen; Waynette Persell; Paul Renz; Shari Sackrider; Eula Schieck

President Davies called the regular meeting to order at 7:45 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made
- 2 Special Presentation

A portion of TCI Cablevision of Washington, Inc.'s campaign for new subscribers in April is donated to TRL. This donation is the result of the "vision-ary" partnership formed several years ago between TCI Cablevision and TRL. Ms. Fourre presented a Certificate of Appreciation to Matt Bien for the Olympia Office of TCI serving Thurston and Mason Counties, and Mr. Bien presented a donation to TRL of \$6,549. Paul Renz presented a check to TRL for \$890 from the Twin Cities office serving Lewis County and accepted a Certificate of Appreciation from Mr. Lawrence. Mr. Bien accepted a Certificate of Appreciation from Mr. Blauvelt for the \$2,000 donation from the Aberdeen office serving Grays Harbor and Pacific Counties. Mr. Bien commented that TCI feels fortunate to have the TRL system available and that TCI is proud to be able to make these contributions to TRL. Mr. Renz added that this partnership is well received by new cable subscribers and it provides a good way to furnish them with information about the library. Ms. Gorsuch said the "vision-ary" partnership between TRL and TCI was formed in 1989. Since that time, TCI has donated \$112,070 to TRL. These funds are used to support and enhance TRL's educational, instructional and literacy collection including books, videos, tapes and CDs. Other uses of the funds include printing of a Large Print Catalog; furniture for "read to me" areas; translating several brochures about TRL into Spanish, Vietnamese, and Cambodian; and for the six Education and Job Information Centers in the district.

- 3 Correspondence and Public Comments

A. Certificates of Appreciation

Mr. Blauvelt presented Certificates of Appreciation to three people for their service on the Elma library building committee. Jean Chiveney, Elma Library Board, accepted her Certificate, and Ms. Ferrier accepted Certificates on behalf of Lova Wood, President of the Elma Library Friends, and Max Durward, Elma Library Board. Ms. Chiveney presented Certificates of Appreciation to Ingrid Daniels, Clerk-Treasurer of the City of Elma, for her work on the Elma library building project, and to Waynette Persell for preparing the food for the library's open house celebration.

4 Approval of Minutes

- 94-30 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF AUGUST 24, 1994, AS DISTRIBUTED; DORIS FOURRE SECONDED THE MOTION. BILL LAWRENCE, DORIS FOURRE, CAROLYN DOBBS, ART BLAUVELT, JANELLE WILLIAMS, AND JEAN DAVIES VOTED IN FAVOR OF THE MOTION; HELEN TIMM ABSTAINED. MOTION CARRIED.

5 Vouchers

Payroll and payroll-related vouchers for August 1994 amounted to \$448,104.84.

- 94-31 ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 41684 THROUGH NO. 41892 FOR SEPTEMBER 1994 IN THE AMOUNT OF \$727,327.44; CAROLYN DOBBS SECONDED THE MOTION.

Mr. Morgan indicated that nearly half of the amount for this month's vouchers is a substantial payment of \$375,711.87 for the new Dynix system and \$16,555.55 for 250,000 new library cards. Voucher No. 41830 for \$88,040 to Ocean Beach Hospital is the final installment on the proration contract. Mr. Crose added that TRL may again be faced with a prorating situation in Pacific County which he anticipates will cost TRL between \$50,000 and \$100,000. Unfortunately not all of the taxing districts are interested in sharing equally in the financial transactions necessary to resolve the prorating problem. In Pacific County the hospital district and TRL have had to bear the cost. Pacific County Fire Districts have continued to receive their calculated levy share and do not appear interested in working through a solution with other taxing districts. Legislation has allowed fire districts to establish service fees in consideration for giving up a guaranteed portion of their levy, but Mr. Crose does not think many of them have taken advantage of that method.

MOTION CARRIED UNANIMOUSLY.

6 Unfinished Business

A. TRL Board of Trustees Retreat

The TRL Board of Trustees have scheduled a retreat on October 8, 10 a.m.-4 p.m. at Saint Placid Priory in Lacey. Topics for discussion include the long range plan and establishment of a foundation. Ms. Kruse distributed information about establishing foundations. Sallie Zimmer from Pierce County Library, who organized their foundation, will speak to the board at the retreat. TRL's attorney Craig Hanson will also be present to answer legal questions.

Ms. Timm said she and Mr. Lawrence attended Mike Wessells' talk "Feeding the Hand That Bites You", dealing with the religious/conservative right, at the Library Managers meeting on Monday. This was a shortened version of Mr. Wessells' presentation at the last PNLA Conference. Both Ms. Timm and Mr. Lawrence recommended the full board hear Mr. Wessells' presentation, perhaps at a dinner prior to a board meeting held at the Service Center.

7 New Business

A. 1995 Preliminary Budget

Annually in September the board adopts its preliminary budget for the following year. The 1995 final budget will be adopted in December.

7A

94-32

JANELLE WILLIAMS MOVED TO ADOPT RESOLUTION NO. 94-05 ADOPTING A PRELIMINARY OPERATING BUDGET FOR 1995; ART BLAUVELT SECONDED THE MOTION.

Ms. Kruse said this year's budget is presented in more detail than it has been in the past. She reviewed the budget process which began with the various service units in the district developing proposals; the Community Library Coordinators prioritized the public services requests and proposals; the administrative budget committee (composed of the Director, Associate Director, Assistant Director, Business Manager, Chair of the Management Council, and a Community Library Coordinator) reviewed the proposals; and the proposed budget was submitted to the board's budget committee. The preliminary budget documentation will be available in all of the libraries for public input. The administrative budget committee and the board budget committee will continue meeting before the final budget is adopted in December.

Mr. Morgan reviewed the revenues and expenditures outlined in the budget document. He referred to the charts showing the categories and percentages from which TRL receives its revenue and how the expenditures are allocated. Most of TRL's revenue comes from property taxes and the next largest revenue source is from timber taxes. The expenditures by element indicate that public service receives the largest portion with organization of materials as the second largest. Another breakdown of expenditures by object indicates the largest expenditure is for personnel and the next largest is for books and materials. One of the goals in the budget preparation is to be sure that TRL is able to fund ongoing operations of the district with ongoing revenue sources. Unanticipated revenues are used for one time expenditures. In the 1995 budget, these one time expenditures include \$30,000 for a classification study of all the positions in the district, and \$200,000 additional for the materials budget for the expanded North Mason library collection.

There was discussion about the board budget committee's major concern regarding the materials budget allocation. The \$200,000 from unanticipated revenue for the North Mason collection brings the materials budget to 17.2%. If TRL receives more revenue than projected, Ms. Kruse recommends the percentage for the materials budget be increased further. In the past the formula used for the allocation of the materials budget has been based on an AV and print collection. TRL is entering more into online systems and will actually be providing more information in all the libraries in a different format. Staff will be analyzing the budget further in an effort to break out the costs for materials which are not traditional books. Mr. Morgan added that another cost associated with materials is the new computers being added to the libraries for patrons to use to access the online systems.

Ms. Peck explained the process the Community Library Coordinators used in reviewing all of the public service budget requests. They had over 100 different items which they prioritized and submitted to the administrative budget committee. The major changes in public services include additional staffing and equipment for the new Tumwater library; adding more staff for children's services at the Elma, North Mason, Ocean Park and Yelm libraries; additional pages hours at the Hoodspert, Packwood, Salkum and Westport libraries; upgrading some of the page positions to library aides; increasing Hoodspert's open hours from 15 to 20 per week; adding more hours for Lacey Sunday reference staff.

Mr. Crose said the 1995 budget includes a cost of living adjustment to support the board's philosophy to keep pace with inflation. The new equipment being added in the libraries will provide a new avenue of access to information,

- 7A including Periodical Index and Internet. Changes in the non-operating part of the budget include a major remodeling of the North Mason library. Another priority is the location and purchase of property for a new Hoodspout library. The temporary position currently assigned to retrieval and collection of overdue accounts will be made permanent and moved into the business office. The retrieval process will be reviewed and redeveloped. TRL will also be doing a complete evaluation of its phone system.

MOTION CARRIED UNANIMOUSLY.

8 Reports

A. Director - Thelma Kruse

Focus on Elma: Ms. Ferrier said it is a pleasure to be in a new library and to hear the comments from the patrons. Elma had a very successful summer reading program with 550 signups and 230 finishers. The community provided additional incentives including T-shirts and free bowling. She introduced Ingrid Daniels, Elma City Clerk. Ms. Daniels commended Ms. Ferrier, the Elma Library Board and Friends, and local citizens for their assistance with the Elma library building project. Elma is growing and city officials are looking at ways to meet these growth challenges. Ms. Ferrier added that there is a new clinic in Elma with four doctors, there is an industrial park just outside the city limits, a gas turbine plant will be built near the Satsop nuclear project, and there is a study regarding what can be done with the unused nuclear plant. There is a large school population in Elma and Ms. Ferrier said there is a need for more children's services at the Elma library. Mr. Morgan presented the August 1994 Revenues and Expenditures report. Ms. Sterner reported that the Management Council met on September 1. The major topic of discussion was the 1995 preliminary budget. Another discussion item was the disaster preparedness plan submitted by the Health and Safety Committee. Ms. Kruse encouraged board members to attend the TRL sponsored ADA public hearings in November in their respective county. Building Projects: Mr. Crose reported the Chehalis City Council is considering a feasibility study for a new library. Mr. Morgan said a meeting is scheduled next week to consider the next steps in the expansion of the North Mason library. The plan chosen for that site will triple the size of the building to 11,000 square feet, provide 45 parking spaces, and will retain the character of the site. Ms. Kruse said the feasibility study for a second library in Olympia is proceeding. A meeting is scheduled on October 5 with the consultant selected. It is anticipated the study will be completed in three months. Mr. Wessells reported that the elevator lift has been installed in the Raymond library, the remodeling of the restrooms is almost completed, lighting changes and some interior painting still need to be accomplished, and the outside of the building has been repainted. Mr. Crose said the Tumwater library parking lot is almost completed, the framework of the building is done and walls have begun to go up. The building should be ready to occupancy by mid February. Ms. Peck presented the August 1994 Statistics and noted that district wide the circulation has increased 2.31% with the most notable increase of 53% at the Elma library. The Local Library Boards Workshop was held September 24 with over 60 people in attendance. The workshop included break-out groups by county to explore ways to serve people who do not traditionally use libraries, Mr. Crose's talk about technology in TRL, and Ms. Sterner's demonstration on Internet. Mary Strohl is compiling the comments about the workshop.

There was no further business and the meeting adjourned at 9:25 p.m..

Jean E. Davis
President

Thelma Kruse
Secretary