

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
William G. Reed Public Library, 7th & Alder, Shelton, WA 98584-2571

October 26, 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; Judy Covell; Carol Gorsuch; Thelma Kruse; Jim Morgan; Christine Peck; Victoria Rexford; Bill Scherr; Kitty Schiltz; Jan Sterner; Barbara Winfree

GUESTS PRESENT: Adelheid Krohne & Marie Grinnell, Shelton Library Board; Norman Greenlee, Shelton Library Friends; Gordon Earsley, Hoodspport Library Friends; Helen Hepp, Montesano Library Board; Jim Dameron, Montesano

President Davies called the meeting to order at 6:30 p.m. She called for an Executive Session pursuant to RCW 42.30.110(i). The Executive Session ended at 7:30 p.m. and the regular meeting reconvened at 7:45 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made
- 2 Correspondence and Public Comments

There was no correspondence or public comments.

- 3 Approval of Minutes

94-33 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF SEPTEMBER 28, 1994, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 4 Vouchers

Payroll and payroll-related vouchers for September 1994 amounted to \$451,558.48.

94-34 ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 41893 THROUGH NO. 42153 FOR OCTOBER 1994 IN THE AMOUNT OF \$523,467.93, WITH THE EXCEPTION OF 42097, WHICH HAD BEEN PREVIOUSLY DELETED, AND NO. 42153 ON WHICH THE BOARD WILL TAKE SPECIAL ACTION AFTER THIS MOTION; BILL LAWRENCE SECONDED THE MOTION.

Mr. Morgan referred to voucher No. 42093 in the amount of \$89,916.15 which is for 57 computers for the libraries to implement the periodical indexes. No. 41893 for Dynix Equipment in the amount of \$42,671.21 is pass through funds on behalf of TESC and WSL, which still have \$219,000 in TRL's automated fund. Since TESC and WSL are also purchasing a new automated system, TRL will continue writing checks from this fund on their behalf until their funds are depleted. The automated fund will continue as an ongoing fund for TRL.

MOTION CARRIED UNANIMOUSLY.

94-35 ART BLAUVELT MOVED TO APPROVE VOUCHER NO. 42153 SUBJECT TO REVIEW AND APPROVAL BY TRL'S LEGAL COUNSEL; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. TRL Logo

There has been consideration of using the graphic design from the new library card as part of TRL's logo. Ms. Gorsuch said it is appropriate for an organization to review its graphic image from time to time and update that image. She referred to the image on TRL's new library card as an icon, and showed how it is being used on two TRL forms. TRL already has a generally accepted logo. The icon could be added to the logo or the logo could be changed. Ms. Gorsuch presented several design options showing how the icon from the library card can be used in a variety of ways.

Mr. Lawrence commented that when designing a logo, an organization is presenting an image. The organization needs to determine what it wants that image to be. Will "trl" continue to be the logo or will it be replaced with a tree? He doesn't think we have entered into this process understanding the kind of image we want to project with a logo. Ms. Williams added that she thinks the issue the board needs to decide is whether or not to change the logo and if so what it will be used on. Ms. Gorsuch said in her experience, a logo is not limited and can be used on anything the organization wishes to use it on. Ms. Davies expressed appreciation for what Ms. Gorsuch has presented to begin this discussion. Ms. Kruse said after the board's discussion about the logo at its retreat, she had the impression that the board members liked the tree and liked "trl". So that the board members do not think Ms. Gorsuch approached this in a narrow way, Ms. Kruse explained that she gave Ms. Gorsuch instructions which limited the type of designs to present to the board. Ms. Gorsuch stressed that there is nothing wrong with keeping the logo the same, although in a graphics sense the outlined lettering of TRL's current logo is dated. Ms. Krohne presented an aesthetic point of view. She referred to one of the samples presented by Ms. Gorsuch which shows a tree as free standing, not boxed in, able to grow, and which does not adulterate the nature of the Pacific Northwest. There was a general consensus on one of the designs presented which incorporates the tree into the logo. Based on that design, Ms. Gorsuch will present more designs for the board's consideration.

7 Reports

A. Director - Thelma Kruse

Focus on Shelton: Ms. Schiltz said Shelton is growing with new businesses and new residents. Staff continually see new faces in the library and are issuing new library cards. Circulation continues to go up. The library advertises patron training on the computer on Wednesday afternoons in the reference department. The children's department also has classes on how to use the computer and the library's resources. The children's department has a good rapport with the school teachers. The library displays children's school artwork which draws their parents to the library. There are several home schoolers in Mason County. There are only three libraries in Mason County (Shelton, Hoodspport, and North Mason) but all three are an important part of their communities. Mr. Lawrence asked if there is still a sense of resistance and animosity which seemed to be present during the planning and construction of the Shelton library. Ms. Grinnell said she had originally opposed Shelton joining TRL and there may still be a few people in the community who feel that

- 7A way. She has since found it to be a good library with good staff. Ms. Schiltz said the Shelton library has a meeting room policy which does not allow use by companies for profit. However, when the recently opened WalMart requested use of the library's meeting room for three days in a row for orientation of its staff, an exception was made. The library staff felt this would be a good way to welcome WalMart to the community. WalMart has expressed its appreciation by presenting a check to the Shelton Friends. Ms. Timm commented that at a seminar for trustees which she and Ms. Fourre attended, they heard about how libraries need to reach out to the business community.

Mr. Morgan presented the September 1994 Revenues and Expenditures report. Since TRL is nearing the end of its fiscal year, he is able to get a better picture of what TRL's carryforward into 1995 will be. At this time it appears that revenues will be above the budgeted amount and expenditures below the budgeted amount. At last month's meeting, Mr. Morgan referred to the two funds which will be impacted by excess revenues, the building and automated funds. Staff also heard the board's desire to increase the materials budget. He is in the process of determining 1995 tax revenues.

At the last Management Council meeting, the council heard several committee reports. The Health & Safety Committee has discovered that if TRL has a wellness committee, it could apply for grants from the Washington Counties Insurance Fund. This role has been added to the Health & Safety Committee. The Education/Job Information Center (EJIC) Committee has decided it will function better as a sub-committee of the Reference Committee. The Management Council has been reviewing what it does and what it should be doing. The Council agreed to the following statement of purpose: "The purpose of the Management Council is to recommend policies, operating practices, new programs and services to the Director to help Timberland Regional Library carry out its visions, goals and plans. The Council ensures communication throughout Timberland Regional Library and the communities it serves." The Council identified the following items for discussion over the next several months: Classification Plan; Long Range Plan; enhance communication throughout the district; budget.

Ms. Kruse said the Long Range Plan Process Committee includes three TRL board members and seven staff. The committee will have its first meeting tomorrow evening. Ms. Dobbs has provided more information to Ms. Kruse on Foundations which she has referred to TRL's attorney. The board is considering establishing a foundation which will provide people with an opportunity to give money to the library in a tax exempt way.

Building Projects: Ms. Kruse reported that a site analysis for the North Mason library has been completed. Ms. Schiltz and Ms. Rexford have been working on a building program plan. A request for qualifications for architectural proposals will be sent out. David Smith has been hired as the consultant for the Olympia library feasibility study. Ms. Covell expressed appreciation for Joyce Nichols' tenacity in the Tumwater library building project. She has managed to raise \$8,000 for a clock for the interior core of the building. The City Historical Commission plans to place a time capsule in the base of the clock to coincide with the city's sesquicentennial celebration. Students from the Michael T. Simmons school raised \$225 at a book sale and donated it to the Tumwater library for the children's room. Mr. Blauvelt reported that the shelves from the old Elma library have been moved for storage of police records. The old library will become the city clerk's office.

Technology: Ms. Covell reported that the computer staff are doing a good job getting the new Dynix system up and running smoothly. They are still cleaning up a few details after TRL's separation from CALS. Release 140, which is

- 7A scheduled for the end of November, will be a massive upgrade of the system and will require some down time. Staff are in the process of getting the new PCs installed in all the libraries.

Ms. Winfree presented the 1994 Summer Reading Program report. Over 17,000 children signed up for the program with a 44% finish rate. The TRL-paid programs were very successful and provided quality programming for people in small communities who otherwise would not have a chance to see them. The staff promotes the program by going into the schools. It would be difficult for staff to handle the summer reading program without the teenage volunteers who numbered 147 this year working a total of 2,541.5 hours. Included with the report are this year's statistics by library, a letter praising the program from Janet O'Connor of the Head Start Program in Belfair, and statistics comparing summer reading programs from 1970 through 1994. The 1995 theme is "The Incredible Reading Machine."

Ms. Peck presented the September 1994 Statistics. She noted that Shelton library's circulation is the third highest in the district, behind Olympia and Lacey. Shelton shows an increase of 21% of total library cards issued over the same period in 1993; district wide the increase is 24%.

The October 12 All Staff Day included a program in the morning on Internet with presentations from representatives of Fort Vancouver Regional Library and King County Library. The afternoon offered several breakout sessions, some of which were presented by TRL staff. Two staff provided entertainment during lunch-- Joanne Riley, Aberdeen, read some of her original published poetry; Jennifer Lee, Lacey, sang several songs including one which she had composed.

There was no further business and the meeting adjourned at 8:55 p.m.

Jean E. Jones
President

Thelma Kurze
Secretary