

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

November 30, 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; Carol Gorsuch; Thelma Kruse; Jim Morgan; Kitty Schiltz; Sandra Sebbas; Jan Sterner

GUESTS PRESENT: Mike Deatherage, Oakville; Donnie Rostedt, Montesano Library Board; Eula Schieck, Oakville Library Board

Prior to the regular meeting, the Board heard the talk given by Michael Wessells at the PNLA Conference in August "Feeding the Hand that Bites You". 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

There was no correspondence or public comments.

- 3 Approval of Minutes

94-36 CAROLYN DOBBS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF OCTOBER 26, 1994, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 4 Vouchers

Payroll and payroll-related vouchers for October 1994 amounted to \$461,653.50.

94-37 HELEN TIMM MOVED TO APPROVE VOUCHERS NO. 42155 THROUGH NO. 42405 FOR NOVEMBER 1994 IN THE AMOUNT OF \$1,015,504.36; BILL LAWRENCE SECONDED THE MOTION.

Mr. Morgan explained that this month's vouchers include \$407,703.18 to U.S. West for the district's network equipment; \$162,061.71 to Ameritech which is pass through funds on behalf of CALS members TESC and WSL; \$54,436 for the district's insurance. He stated that the vouchers are now being produced on the new accounting system. Payroll will be run on the new system in January. The new accounting system will give TRL better financial information. Ms. Kruse said the books and materials vouchers include receipt of the most items TRL has ever received in a month; the processing department also sent out the most items in one month.

MOTION CARRIED UNANIMOUSLY.

- 5 Unfinished Business

A. TRL Logo

There has been consideration of using the graphic design from the new library

5A card as part of TRL's logo. Ms. Gorsuch presented the Board with several design options at its October 26 meeting. She was requested to present the Board with more designs based on one of the options. Ms. Gorsuch has since recommended that further development on a new logo be postponed until after the Long Range Plan, the Tumwater opening, and the Summer Reading Program printing rushes are over.

94-38 HELEN TIMM MOVED THAT THE BOARD WAIT UNTIL JANUARY 1995 TO DISCUSS DEVELOPMENT OF A NEW TRL LOGO; BILL LAWRENCE SECONDED THE MOTION. MS. TIMM AMENDED HER MOTION TO WAIT UNTIL AFTER THE FIRST OF THE YEAR 1995 TO DISCUSS DEVELOPMENT OF A NEW TRL LOGO; MR. LAWRENCE SECONDED THE AMENDED MOTION. AMENDED MOTION CARRIED UNANIMOUSLY.

6 New Business

A. Purchasing Policy

A Bid Procedures Policy was submitted for the TRL Board's consideration which sets forth the rules and regulations applicable to the purchase of materials, equipment, services and supplies. The proposed procedures provide for solicitation of written bids or quotations from a sufficient number of prospective bidders to assure adequate price and product competition. TRL's attorney has reviewed the proposed Bid Procedures Policy and has recommended several changes to conform with the statutes. Libraries have not been mentioned in the statutes as far as purchasing policies are concerned. However, libraries are covered by requirements for architectural and engineering services. The Board members indicated that the document presented is more detailed than necessary for a Board policy since it also contains the procedures. The Board requested that administration present the Board with a Purchasing Policy for adoption at its December meeting. The policy can then be supported by the administrative procedures document.

7 Reports

A. Long Range Plan

Ms. Kruse reported the Long Range Planning Committee has met twice. The Committee recommends display units be developed for exhibition in various areas of the district. The displays will be designed to provide information about TRL and solicit public comments. The committee has developed five focus areas. Staff and volunteers will be asked to volunteer to work on committees to either develop ideas for the displays or be available to provide information and solicit public comments at the "fairs" where the displays will be exhibited. The Community Library Coordinators are determining the best places for the information fairs which will reach the largest number of people. Mr. Blauvelt reviewed the five focus areas which have been identified: What is TRL? Who does TRL serve? Is TRL meeting your needs? Where are your libraries? How do you help? Governmental agencies, volunteer and service organizations and the general public will be invited to attend the information fairs. The fairs will provide people with an opportunity to identify how TRL can serve them better. The Board requested an opportunity to see the display units prior to the information fairs.

B. Director - Thelma Kruse

Mr. Morgan presented the October 1994 Revenues and Expenditures report. Ms. Kruse reported that she and Mr. Crose attended the WLA Legislative Planning Committee meeting today. WLA's lobbyist indicated that property taxes will be

7B an important subject in the next legislative session. Last year the law was changed so that parents and guardians are responsible for the reading selection of their children, which is good news for libraries. The law also states that libraries shall have policies regarding this change. Although TRL addresses this issue in several of its policies, Ms. Kruse suggested the TRL Board adopt a separate policy which supports what the law states. Several bills being proposed in the next legislative session which affect libraries include technology for the 21st Century (provide a structure which will allow connections to all libraries in the state); excluding sale of used books by library Friends groups from sales tax; establishment of library capital improvement districts which would allow districts to form in smaller areas directly affected by the improvement. Ms. Sterner reported that at the Management Council's November 3 meeting, the Council continued discussion of its purpose. It was decided that the current membership will continue. The Council has determined that one of its major functions is communication throughout the district, and this topic will be a major discussion item over the next several months. The Council wants to hear ideas and concerns of all the staff and be sure that everyone in the district hears about the decisions and recommendations made by the Council. A member of the Council will be selected to "shepherd" an issue through the process from the beginning to implementation. Ms. Kruse reported that the ADA Hearings have been completed. A report will be forthcoming. Although attendance at the hearings was not large, Ms. Kruse felt the hearings were beneficial. As a result of the hearings, the Lions Club at Hood Canal has begun a campaign to purchase for the Shelton library a piece of specific equipment used by blind people called Reading Edge. It will be suggested at a Lions "zone meeting" that the Lions purchase this equipment for a library in each county. Ms. Kruse detailed in a memo the reorganization of the administrative structure of the district after Mr. Crose leaves the end of December. A revised organization chart will be developed. TRL's attorney has been researching library foundations. Foundations in institutions of higher education are mentioned in the statutes but library foundations are not specifically mentioned. Ms. Dobbs suggested that library foundations be built into legislation. Mr. Crose reported that Mr. Morgan will be taking over the Tumwater library project on behalf of TRL. The building project is on schedule with an anticipated opening in early March. The new library will feature some of the most advanced technological applications available to libraries. TRL is working with the Tumwater School District through a partnership agreement. TRL will eventually be connected with all of the schools in the Tumwater district so there will be access to each other's collections. The lift at the Raymond library has been installed. Mr. Crose understands it does not meet everyone's expectations and that there are some hazards associated with it. Mr. Morgan will be meeting with city officials to alleviate the problems. Ms. Kruse reported the City of Chehalis expects to select a finalist soon to do a feasibility study for a new city complex, including a library. A community group to review the results of the Olympia feasibility study is being assembled when that study has been completed. Technology: Mr. Crose reported that the network installed by U.S. West allows TRL to interconnect the Dynix system and connect PCs in the libraries with the Service Center. TRL has placed 56 PCs in the libraries for public access to periodical index and full text data bases. TRL began loading the Dynix Release 140 software on Monday and full access to the system is expected by Friday. The transition appears to be going well. Once stabilized, the last step in development of this computer system is to improve the dial-up access to the catalog. The October 1994 Statistics were presented.

8 Other Agenda Items

A. Ilwaco/Ocean Park Friends Annual Meeting

Ms. Davies reported she attended the Ilwaco/Ocean Park annual Friends meeting. It was held at the museum in Ilwaco and included a program "Intrepid Victorian Traveler." She highly recommended this program to anyone who has the opportunity to see it.

The meeting recessed at 9:00 p.m. Ms. Davies requested the Board meet in Executive Session following a break to discuss the evaluation of the Director. The Executive Session was called to order at 9:13 p.m. The Executive Session ended at 9:50 p.m. The Board went back into regular session.

8 Other Agenda Items

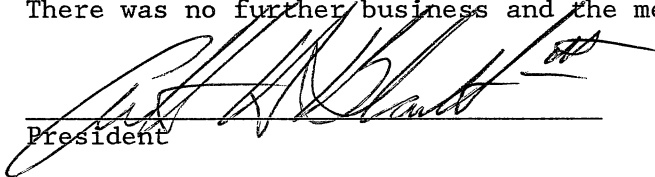
B. Evaluation of Library Director

94-39 ART BLAUVELT MOVED TO CHANGE THE DATE OF THE EVALUATION OF THE LIBRARY DIRECTOR FROM DECEMBER TO THE ANNIVERSARY DATE; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. TRL Board's December 1994 Meeting

94-40 ART BLAUVELT MOVED TO CHANGE THE DATE OF THE BOARD'S ANNUAL MEETING FROM DECEMBER 28, 1994, TO DECEMBER 21, 1994; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

There was no further business and the meeting adjourned at 10:00 p.m.

  
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President

  
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Secretary