

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

January 25, 1995

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M I N U T E S

BOARD MEMBERS PRESENT: Art Blauvelt, President; Jean Davies; Carolyn Dobbs; Doris Fourre; Bill Lawrence; Helen Timm; Janelle Williams

STAFF PRESENT: Liane Bascou; Claire Christiansen; Carol Gorsuch; Thelma Kruse; Jim Morgan; Sally Nash; Chris Peck; Bill Scherr; Sandra Sebbas; Mary Strohl

GUEST PRESENT: Jim Dameron, Montesano Library Board; Mike Deatherage, Oakville City Council; Donald M. Ford, Lacey Library Board; Jeanette Ford, Lacey Library Friends; Raymond Kelleher, Olympia Library Board; Marijo Loftis, Olympia Library Friends; Eula Schieck, Oakville Library Board; Lillian Schiendelman, Lacey Library Friends; David Smith, Olympia Library Feasibility Study Consultant

President Blauvelt called the meeting to order at 6:15 p.m. He called for an Executive Session pursuant to RCW 42.30.110(g) for the purpose of discussing the Library Director's 1995 annual salary. The Executive Session adjourned at 7:22 p.m. The regular meeting began at 7:40 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made
- 2 Correspondence and Public Comments
 - A. Certificates of Appreciation

Ms. Fourre presented a Certificate of Appreciation to Donald Ford who completes his second term on the Lacey Library Board in February. A Certificate was presented for Joan Eaton of the Shelton Library Board. Ms. Timm will give this Certificate, along with a Certificate for Jane Gruver presented by the Board last month, at a Shelton City Commission meeting. Mr. Blauvelt commented that the people's service on local library boards is important to the library system. Their involvement helps improve their local libraries, which improves the whole system, and their many hours of work are appreciated.

B. Correspondence

There was no correspondence.

C. Public Comments

There were no public comments.

- 3 Approval of Minutes

95-02 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF DECEMBER 21, 1994, AS DISTRIBUTED; CAROLYN DOBBS SECONDED THE MOTION. BILL LAWRENCE, CAROLYN DOBBS, DORIS FOURRE, HELEN TIMM, JANELLE WILLIAMS AND ART BLAUVELT VOTED IN FAVOR OF THE MOTION; JEAN DAVIES ABSTAINED. MOTION CARRIED.

3

- 95-03 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF JANUARY 12, 1995, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. DORIS FOURRE, HELEN TIMM, BILL LAWRENCE AND JANELLE WILLIAMS VOTED IN FAVOR OF THE MOTION; JEAN DAVIES, CAROLYN DOBBS AND ART BLAUVELT ABSTAINED. MOTION CARRIED.

4 Vouchers

Payroll and payroll-related vouchers for December 1994 amounted to \$451,205.76.

- 95-04 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 42680 THROUGH NO. 42895 FOR JANUARY 1995 IN THE AMOUNT OF \$527,911.05; CAROLYN DOBBS SECONDED THE MOTION.

Mr. Morgan said voucher No. 42851 (\$229,659) to Ameritech Library Services represents TRL's last payment for its new automated system. Voucher No. 42738 (\$11,912.15) to Hoy Sign Co. is for the long range plan display units, vehicle signs, signs for the Ocean Park library, and an interpretive sign at the Amanda Park library. Ms. Dobbs asked for an update on TRL's postage costs. Mr. Morgan said he is analyzing postage costs in light of the large increase in library rates. TRL is sending letters to those who have requested items be mailed to them asking if they still wish to continue this service. Another option staff is investigating is the possibility of using voice notification for holds. TRL currently sends out about 8,000 overdues and holds notices per week.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. 1995 Salary for Library Director

The TRL Board met in Executive Session on December 21, 1994 to discuss the Library Director's 1995 salary. Another Executive Session was scheduled at 6 p.m. prior to this meeting to continue this discussion.

- 95-05 BILL LAWRENCE MOVED TO GRANT, EFFECTIVE JANUARY 1, 1995, AN ANNUAL SALARY OF \$78,000 FOR THE DIRECTOR, PLUS PAYMENT BY THE EMPLOYER OF THE PREMIUM AMOUNTS FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION, DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 New Business

A. Amendment to the 1995 Operating Budget

The TRL Board adopted the 1995 operating budget on December 21, 1994. Certain expenditures from the Circulation System Fund which were budgeted in 1994 will not be made until 1995. The beginning fund balance and budgeted expenditures for the Circulation System Fund need to be adjusted to reflect these expenditures.

- 95-06 DORIS FOURRE MOVED TO ADOPT RESOLUTION NO. 95-02 AMENDING THE OPERATING BUDGET FOR 1995; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Olympia Library Feasibility Study

Ms. Kruse introduced David Smith, who has been selected by the City of Olympia and TRL to conduct a feasibility study for a second library or a larger library in Olympia. Mr. Smith recalled how simple it used to be when a new library was needed in a community because the Andrew Carnegie Foundation would write a check in an amount dependent on the size of the community. Now it is more complicated due to a city's growth, the changing populations, and intergovernmental relationships which raise questions of who pays for what. The city has had set aside for some time \$800,000 to purchase a library site. TRL's long range plan states that a library will be established in West Olympia in 1997. The City of Olympia's long range plan provides no money for a facility, only money to purchase a site. TRL and the city have decided to review this issue as a joint effort. Mr. Smith's role is to gather as much information as possible. Some of the issues he is studying are the size of the library, where it should be located, how many people will be served by the library, and what type of library facility is needed taking into consideration the tri-city area of Olympia, Lacey and Tumwater. An ad hoc committee has been formed to review his report which is due in March.

B. Long Range Plan

Ms. Kruse reported a lot of progress has been made on the long range planning fairs. The focus committees have been meeting and their ideas are being consolidated for the displays. This afternoon, Ms. Gorsuch provided an overview of how she envisions the displays will look. Staff are looking at other ways to receive input for the plan. A questionnaire is being developed for the public, staff, boards and Friends. The Community Library Coordinators will review the current long range plan with their cluster staff and submit reports, as will other service units in the district. All of the information gathered from the fairs and the questionnaires will be incorporated for the committee which will work on the revision of the plan in April. Ms. Kruse anticipates a mock-up of the displays will be available for the TRL Board's February meeting. Ms. Sebbas reported that five sites for the fairs have been identified. These sites should reach a good cross section of people since the fairs will be held at shopping malls, a library, a community center, and a high school.

C. Director - Thelma Kruse

Mr. Morgan presented the December 1994 Revenues and Expenditures. Expenditures were \$76,000 below budget and revenues came on at \$1,660,000 over budget. He has transferred \$325,000 into the Circulation System Fund to begin building that fund back up for the next generation of technology. He also transferred \$1,182,000 into the building fund, most of which will fund the North Mason library expansion. Ms. Strohl, the new Chair of the Management Council, reported that the Council has been reviewing its purpose, resulting in development of a statement of purpose and goals for 1995. At its last meeting, the Council established ground rules which govern its meetings. The Council discussed the impact of the increase in postal rates and heard a financial update from Mr. Morgan and a technology update from Gwen Culp. Ms. Kruse added she has been discussing technology and its financial implications with Ms. Culp. She appreciates Ms. Culp's knowledge and her ability to communicate it so clearly. Ms. Strohl said the Council was informed of Timberland's attorney's advise that employment recommendations for former staff only verify the dates of employment and position held because of the potential for liability, and if a personal recommendation is given that it not be done on TRL stationery. The

7C Council has recommended this become a TRL policy. Ms. Kruse announced that the non-resident borrower fee in 1995 is set at \$46. She referred to the recommended 1995 TRL Board meeting locations. There was discussion of the difficulty of having a quorum at the June meeting.

95-07 JANELLE WILLIAMS MOVED TO ADOPT THE 1995 TRL BOARD MEETING SCHEDULE AT THE LOCATIONS PROPOSED, SUBJECT TO REVISION AS NECESSARY; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Building Projects: Ms. Peck reported the Aberdeen remodeling project is moving quickly. A plan has been developed placing the various functions and services in the building. The city is considering a LSCA grant application which she hopes will be on the TRL Board's March meeting agenda. Also the city will probably seek a pledge for funding from TRL through its partnership program on building projects. Ms. Kruse said she has met with the Chehalis City Manager. That city is doing a feasibility study for a new city complex which would include a library. Mr. Morgan said the City of Tumwater is expected to take possession of the new library on February 8. The library will open on March 1 with a grand opening on March 11. Ms. Christiansen added that the city plans an all day celebration on March 11, with a flag raising at 9:30 followed by speeches by the mayor, Ms. Kruse and the Superintendent of Tumwater schools; ribbon cutting at 10:00 when the library opens; a dedication of the equipment purchased with funds raised by elementary school children for the library; and activities throughout the day. The Tumwater Friends have purchased a large clock and the architectural firm has donated the design for the base of the clock. In October the Historical Society will place a capsule in the base of the clock. Ms. Davies asked about the progress of correcting the problems with the new lift at Raymond. Mr. Morgan will report on this at next month's meeting. TRL is submitting two Beyond the Walls grants to the State Library for purchase of public use Internet PCs and printers and for the purchase of an Internet server. Mr. Blauvelt suggested that Ms. Culp provide the Board with a Mosaic demonstration and provide the Board with a technology update. It was agreed to schedule the Mosaic demonstration prior to the March Board meeting at the Tumwater library. Ms. Kruse said the WLA Legislative Planning Committee will meet at TRL on Monday. The committee is working on several bills, including one having to do with a sales tax exemption on Friends of the Library book sales, and another regarding library capital facilities districts which would allow areas to be formed for the purpose of bond issues to build new libraries. Ms. Peck presented the December 1994 Statistics. The most notable circulation increases were Elma at 49%, Oakville at 23%, and Amanda Park at 54%. There were some library closures in December due to snow and flooding. She commented that TRL has issued over 100,000 more new cards in 1994 than in 1993.

8 Other Agenda Items

A. Calendars of Events

Ms. Davies referred to the calendar of events which is printed by the community information department. She noted that some of the local library boards and Friends groups meetings are listed. She would like to see all of these meetings listed. Ms. Gorsuch said she has been encouraging the building supervisors to provide her with that information. It is difficult to keep current since some of these groups do not meet regularly, or the meetings are canceled and rescheduled. Ms. Peck said a meeting of all the library supervisors is scheduled next month and she will place this matter on the agenda. Ms. Gorsuch said these calendars of events are sent to all media and to all TRL libraries. She encourages the libraries to make the calendars available for the public.

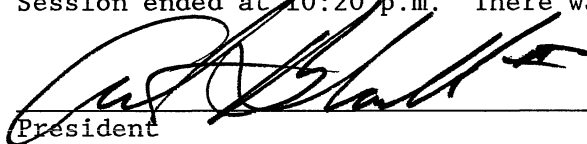
8 B. List Serves

Ms. Dobbs provided an update of the list serves that TRL staff helped her find. From the time she began this in the middle of December until today, she has had about 800 pieces of mail. She has personally found the list serves very useful and encourages others to look into them. It is an exciting way to keep current with issues in more depth than what is found in journals.


C. Online 1995 Northwest Annual Conference

Mr. Lawrence reported that he attended the Online 1995 Northwest Annual Conference in Eugene, Oregon. He may have been the only library trustee in attendance but found the conference very interesting and one of the best run conferences he has ever attended. The speakers were excellent and the equipment worked well. One presentation he found particularly interesting is the use of a computer in preparing presentations. He understands TRL has this type of hardware and encourages we use it.

The meeting recessed at 9:27 p.m. The Board reconvened in Executive Session at 9:42 p.m. pursuant to RCW 42.30.110(g) (evaluation of Director), 42.30.110(f) (complaint against an employee), and 42.30.110(b) (acquisition of real estate). The Executive Session ended at 10:20 p.m. There was no further business and the meeting adjourned.



President



Secretary