

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

February 22, 1995

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M I N U T E S

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

BOARD MEMBER EXCUSED: Bill Lawrence

STAFF PRESENT: Liane Bascou; Judy Covell; Margo Eytinge; Carol Gorsuch; Thelma Kruse; Tim Mallory; Jim Morgan; Chris Peck; Bill Scherr; Kitty Schiltz; Sandra Sebbas; Mary Strohl; Rosanne Thompson

GUEST PRESENT: Suzette Birdsell, Montesano Library Board

President Blauvelt called the meeting to order at 7:38 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made
- 2 Correspondence and Public Comments

A. Certificates of Appreciation

Certificates of Appreciation were presented to Dorothy Isley, Lacey, Helen Hepp, Montesano, and Susan McConnell, Westport, who have completed terms on their respective local library boards.

B. Correspondence

There was no correspondence.

C. Public Comments

There were no public comments.

- 3 Approval of Minutes

95-08 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JANUARY 25, 1995, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 4 Vouchers

Payroll and payroll-related vouchers for January 1995 amounted to \$474,107.67.

95-09 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 42896 THROUGH NO. 43114 FOR FEBRUARY 1995 IN THE AMOUNT OF \$268,365.76; CAROLYN DOBBS SECONDED THE MOTION.

Mr. Morgan said there has been an impact on TRL's postage budget due to the significant increase in the postage rates, particularly the library rate. This month's vouchers include \$40,000 for the postage meters fund. TRL is taking steps to help reduce the postage costs, one of which is purchasing software for electronic notification of holds, similar to our current electronic notification

- 4 of overdues. TRL expects to save about \$80,000 per year with this system. A postcard is being sent to people who have materials mailed to them asking them to reconsider and providing them with other options. Mr. Morgan said the monthly vouchers will now contain a payment to Crose Consulting for the ground courier system. The ground courier system was begun with grant money and allows participating libraries throughout the state to send materials among each other through Pony Express. Each library is charged a very reasonable flat rate. Since Mr. Crose was unable to find someone to manage the operation, he checked with the State Auditor's office and determined that he could manage it under Crose Consulting. While Mr. Crose was working for TRL, TRL was not charged for this service. There was discussion about TRL's lease with the Port of Olympia for the property on which the Service Center sits. Mr. Morgan said voucher No. 43024 (\$8,833.52) includes one month's rent plus the increase in rent for the past several months for the renegotiated lease. The current rate is \$2,500, about a \$700 per month increase. Several Board member commented on the large increase. Mr. Morgan indicated that since the Port wanted to make the several variations of leases it has with its tenants more consistent, TRL negotiated the best lease it could under the circumstances.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Declaration of Surplus Property

Occasionally the library district declares equipment and supplies to be surplus. The items available include 3 vehicles, the IBM System 36, and circulation system network equipment.

- 95-10 HELEN TIMM MOVED TO DECLARE SURPLUS THE ITEMS INCLUDED ON THE FEBRUARY 22, 1995, LISTING OF SURPLUS PROPERTY, AND THAT A COPY OF THE LISTING BE ATTACHED TO THE ORIGINAL OF THE BOARD MINUTES; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Long Range Plan

Ms. Kruse said TRL is using the theme "Charting Our Course" for the Friends Forum on March 18, and will carry through with this theme for the Long Range Plan. Ms. Kruse has arranged meetings with County Commissioners in the five counties to talk about the information fairs and the Long Range Plan process. Staff are meeting with various community groups as well. The Friends of the Libraries are enthusiastically supporting the process and have agreed to hold one of the fairs during their forum on March 18. Staff have developed several questionnaires for the public, for staff, and for the Friends and local library Boards. Interest groups headed by staff knowledgeable of various aspects of service have been formed, and each group will review the current Long Range Plan and make recommendations for TRL's direction in the future. Each library cluster area headed by a Community Library Coordinator is also reviewing the current plan from a cluster point of view and making recommendations. Service Center staff will also have the same opportunity. A group of staff and volunteers headed by Mike Wessells will compile and organize all of the information received through these various methods of input. An enormous amount

7A of information will be available for the revision of the Long Range Plan.

Ms. Sebbas said fair sites will provide a diverse population an opportunity to give input in the Long Range Plan process. Flyers about the fairs and questionnaires will be available in all of the libraries and staff will be asked to also place them throughout the communities. Press releases will advertise the fairs. The display panels which will be set up at each fair site will take people on a visionary tour of TRL. The public access catalog, periodical searching, and Internet will also be demonstrated at the fairs. Ms. Sebbas expressed appreciation for all of the hard work of each of the focus groups who came up with the ideas for the display panels and to Ms. Gorsuch's community information and printing department. We will also be able to use the displays or parts of the displays in the libraries after the Long Range Plan process is completed. Ms. Sebbas sees this whole process as a way of marketing and building an awareness of TRL.

Ms. Sebbas introduced the staff who chaired each focus group which developed the information for the panels. They each provided a presentation highlighting the major points to be covered in the information fairs. Mr. Morgan said the information included on the panel for "What is TRL" will answer that question in a way that will help people understand the concept of TRL's five county library district and how they can access the services offered. The information will include maps, charts, organization structure, budget information, and a continuously running slide show. Ms. Thompson said the panel for "Whom Does TRL Serve" will emphasize the multicultural nature of our communities. A phrase that everyone is welcome in the libraries will be repeated in several languages. The panel will include photographs which have been selected to show the variety of people who use the library and how they use the library. Ms. Covell said the panel for "Is Timberland Meeting Your Needs" will highlight the materials and services available through TRL and encourage the public to think about unmet needs and future services. The display will include representations of the types of materials available in the library, facts about the library, the types of services available in the library (i.e., meeting rooms, programs, tax forms, equipment for people with special needs, computer dialup, Internet, interlibrary loan, services available by phone). The panels will also inform the public about services TRL does not currently have but which could become available in the future, particularly in the technology field. Mr. Mallory said the panel for "Where Are Your Libraries" will include a large graphic presentation which will show the five counties TRL serves, the areas where TRL has branches, current population, and projected population, non-contracting cities where residents are eligible for non-resident library cards, and icons showing the kinds of economic foundations there are in each area. Ms. Schiltz said the "How Can You Help" panel will contain quotes and testimonials from people about the importance of libraries to the communities and to individuals. There will be pictures and information about local library Boards and Friends activities and samples of the items the Friends sell to raise money for the library.

B. Director - Thelma Kruse

Mr. Morgan presented the January 1995 Revenues and Expenditures. Ms. Strohl reported that the Management Council met on February 2. The meeting consisted mainly of information updates, including grant applications submitted by Ms. Culp, progress report on the new Tumwater library, the RFP for a Classification and Compensation Study, status of dialup, All Staff Day agenda, Long Range Plan process, the new contract with the Staff Association, distribution of the emergency manual, and the Training Committee's task to develop a training program for each position level. Ms. Peck said that on March 6, the architect will present the Aberdeen Library Board with the plans and cost estimates for

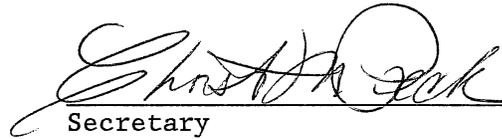
7B a remodeled library. The board will then meet with Public Works and the City Council. The city has been setting aside funds for this project for some time, but it appears that the city will have to ask the voters to pass a levy. The city will also submit a grant application for LSCA funds, as well as apply for funds through TRL's partnership program. Ms. Kruse requested the Board schedule an Executive Session next month regarding the North Mason property. Another matter for Executive Session is the property willed to TRL in the Chamberlain Estate. Mr. Blauvelt requested this subject be discussed when Mr. Lawrence returns since he has taken an active interest in the matter. Prior to the meeting next month, the Board will see a Mosaic demonstration at the Tumwater library. The second meeting of the Olympia feasibility study committee will be held tomorrow evening at which the first draft of the study will be reviewed. The consultant David Smith will make a presentation to the TRL Board and the Olympia City Council. The Board requested this meeting be scheduled at a time other than a regular Board meeting. Mr. Morgan reported that Mike Wessells is working with the City of Raymond on the concerns with the remodeling of that library. Ms. Davies asked what has happened to the information gathered at the ADA hearings. There were several pressing issues raised at the hearing held at Raymond. Ms. Kruse said a committee is compiling the information. Ms. Peck added that TRL will address the ADA issues in the buildings it owns or leases and will work with the cities on resolving the ADA issues in the buildings the cities own. Ms. Kruse reported the Tumwater library is impressive. The open house is scheduled on March 11. The Friends Forum is scheduled on March 18. The Lacey library's circulation desk has been lowered to make it more staff efficient and more inviting to the public. Library Legislative Day was held last Wednesday. Staff contacted legislators in the TRL area and scheduled appointments. Ms. Kruse said she was pleased with the response received from the legislators. Thanks to Janelle Williams for her discussion with Rep. Dave Chappell, he says he will vote to provide an exemption for libraries in the harmful to minors bill 1448. Ms. Kruse learned today that the limit on the number of sales and amount of sales has been removed from the bill regarding the exemption from sales tax on Friends used book sales. Mr. Scherr thanked the Board for the input in the RFP for a Classification and Compensation Study. A notice has been placed in four newspapers and the closing for acceptance of proposals is March 17 at 5 p.m. Selection of bidders for interview will take place on March 30; interviews will be held on April 11, and selection of the consultant will take place at the Board's April 26 meeting. There was discussion of how the Board wishes to handle its involvement in the process of selecting a consultant. It was agreed that any Board members interested may attend the March 30 and/or April 11 meetings. The Board members will receive copies of the proposals selected for interview. Ms. Peck referred to the 1994 Central Reference Annual Report which shows a 31.5% increase in usage and an average turn around time on each question of 3.26 days. Central Reference provides reference backup to the 27 libraries. This department is expanding into technology, particularly Internet. Ms. Peck referred to the 1994 Statistics. TRL previously only highlighted circulation and the expanded statistics now give us a better idea of other uses of the library, such as reference, programs, interlibrary loans, and holds. The January 1995 statistics provide for the first time a comparison of data with the previous year. Ms. Dobbs noted a significant drop in circulation of juvenile and young adult books which concerns her. She asked if this drop will be analyzed. Ms. Peck indicated that for a number of years we have experienced a large increase in children's circulation because more materials were added in that area. At some point this increase will level off. We also have had a change from the CALS system to our own system and the items may be counted differently. Ms. Thompson added that when looking at children's circulation, we also have to look at changing patterns of usage by families. Many children are not coming to the library as freely as they used to. She is currently working on a project to

- 7B take story programs into three local homeless shelters and working with other groups involved with children. With help from volunteers, we will be able to bring books and programs out into the community. This may not increase circulation but it will increase library awareness. The Board scheduled the local library boards workshop on the third Saturday of September and the TRL Board retreat on the 2nd Saturday in October provided there are no other conflicts.

There was no further business and the meeting adjourned at 9:45 p.m.



President



Secretary

TIMBERLAND REGIONAL LIBRARY
SURPLUS PROPERTY

VEHICLES

1983 Chevrolet Malibu Station Wagon, License #C59198

1987 Pontiac 6000, License #C66959

1987 Ford Van, License #01209C

IBM SYSTEM 36

Console 5360, Serial #23332

Printer 5219, Serial #16928

Printer 5224, Serial #18802

6 Monitors 5291 & keyboards

Serial #D1901

Serial #D1686

Serial #D1680

Serial #D1591

Serial #D1523

Serial #D1506

1 Controller 5291 & keyboard, Serial #E7608

CIRCULATION SYSTEM NETWORK EQUIPMENT

<u>Item</u>	<u>Model #</u>	<u>Serial #</u>
	<u>Multiplexor</u>	
Network SPX/5	XR5180	09-06704
Network SPX/5	XR5180	09-18433
Network TS1000	T10125-11AS	09-14334
Network SPX/30	XR200L	09-01970
Network SPX/30	XR200L	09-01969
Network SPX/5	XR5181	09-01558
Network SPX/5	XR5141	09-01505
Network SPX/5	XR5140	09-01661
Network SPX/5	XR5140	09-02045
Network SPX/5	XR5140	09-01647
Network SPX/5	XR5141	09-01508
Network SPX/5	XR5180	09-01795
Network SPX/5	XR5180	09-02096
Network SPX/5	XR5180	09-01794
Network SPX/5	XR5181	09-01556
Network SPX/5	XR5141	09-01509
Network SPX/5	XR5180	09-01367
Network SPX/5	XR5180	09-01370
Network SPX/5	XR5141	09-01506
Network SPX/5	XR5141	09-02191

TIMBERLAND REGIONAL LIBRARY SURPLUS PROPERTY
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<u>Item</u>	<u>Model #</u>	<u>Serial #</u>
Network SPX/5	XR5141	09-01510
Network SPX/5	XR5141	09-01513
Network SPX/5	XR5180	09-01793
Network TS1000		09-01743
Network TS1000		09-01968
Network SPX/5	XR5180	09-01365
Network SPX/5	XR5181	09-01555
Network TS1000		09-01971
Network RS2000		09-01972
Network TS1000		09-12177
Network SPX/5	XR5180	09-01825
Network TS1000		09-19913

Modem

Case/Datatel	DCP3080/DCP3083	27130
Datatel	DCP3080/DCP3083	21071
Datatel	DCP3080/DCP3083	21075
Datatel	DCP3080/DCP3083	21087
Datatel	DCP3080/DCP3083	17720
Datatel	DCP3080/DCP3083	21073
Datatel	DCP3080/DCP3083	17716
Datatel	DCP3080/DCP3083	21076
Datatel	DCP3080/DCP3083	17717
Datatel	DCP3080/DCP3083	17722
Datatel	DCP3080/DCP3083	21086
Datatel	DCP3080/DCP3083	21084
Datatel	DCP3080/DCP3083	21085
Datatel	DCP3080/DCP3083	21082
Datatel	DCP3080/DCP3083	21083
Datatel	DCP3080/DCP3083	21077
Datatel	DCP3080/DCP3083	21079
Datatel	DCP3080/DCP3083	21088
Datatel	DCP3080/DCP3083	21080
Datatel	DCP3080/DCP3083	21072
Datatel	DCP3080/DCP3083	21081
Com Design CM-9600	CM196	01401
Com Design CM-9600	CM196	01399
Com Design CM-9600	CM196	01398
Com Design CM-9600	CM196	01395
Com Design CM-9600	CM196	01396
Com Design CM-9600	CM196	01394
Com Design CM-9600	CM196	002277
Com Design CM-9600	CM196	01397
Cray	DCP3080	3G4391031
Cray	DCP3080	3G4391029
Datatel	DCP3080/DCP3083	21078
Datatel	DCP3080/DCP3083	21090
Datatel	DCP3080/DCP3083	17715
Com Design CM-9600	CM196	01402
Com Design CM-9600	CM196	002287
Com Design CM-9600	CM196	01400
Com Design CM-9600	CM196	01388
Case/Datatel	DCP3080/DCP3083	27129
Datatel	DCP3080/DCP3083	21089

