

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Tumwater Timberland Library, 7023 New Market St., Tumwater, WA

March 22, 1995

I N D E X

<u>AGENDA ITEM</u> <u>NO.</u>		<u>Page No.</u>
1	Introductions	1
2	Correspondence and Public Comments	1
3	Approval of Minutes	1
4	Vouchers	1
5	Unfinished Business	2
6	New Business	
	A. LSCA Grant Application for Aberdeen Library	2
	B. Contract for Legal Services	5
	C. Unredeemed Warrants Cancellation	2
7	Reports	
	A. Focus on Tumwater	2
	B. Long Range Plan	3
	C. Director	3

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Tumwater Timberland Library, 7023 New Market St., Tumwater, WA
March 22, 1995

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; Claire Christiansen; Carol Gorsuch; Ruta Maeda; Jim Morgan; Joyce Nichols; Chris Peck; Bill Scherr; Sandra Sebbas; Mary Strohl; Mike Wessells

GUESTS PRESENT: Jim Dameron, Montesano Library Board; Bob Street, Aberdeen Library Board

President Blauvelt called the meeting to order at 7:42 p.m.

AGENDA ITEM
NO.

1 Introductions were made. New staff Lorrie Kovell, Tumwater Reference Librarian, and Ruta Maeda, Chehalis Community Librarian, were introduced.

2 Correspondence and Public Comments

There were no correspondence and public comments.

3 Approval of Minutes

95-11 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF FEBRUARY 22, 1995, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. (Carolyn Dobbs had not yet arrived and did not vote on the motion.)

4 Vouchers

Payroll and payroll-related vouchers for February 1995 amounted to \$482,458.38.

95-12 HELEN TIMM MOVED TO APPROVE VOUCHERS NO. 43115 THROUGH NO. 43363 FOR MARCH 1995 IN THE AMOUNT OF \$485,234.38; JEAN DAVIES SECONDED THE MOTION.

Mr. Morgan referred to a packet of background information regarding the ground courier service established by a LSCA grant. As explained at the February meeting, Mr. Crose handled this service through Crose Consulting. He did not charge TRL for this service while he was an employee of TRL. Now that he is no longer an employee, TRL is being charged for the service by Crose Consulting. Mr. Crose checked with the state auditor and was assured by that office that it would be legitimate for him to provide this service while he was an employee of TRL. Mr. Morgan has discussed this matter with Mr. Crose and Mr. Crose is concerned that the board is comfortable with this arrangement. It is a unique service and not one that could be provided by anyone else at such an inexpensive rate. Mr. Blauvelt recommended the board review the background information and if the board has any concerns that it be discussed further at the April board meeting.

MOTION CARRIED UNANIMOUSLY. (Carolyn Dobbs had not yet arrived and did not vote on the motion.)

5 Unfinished Business

There was no unfinished business.

6 New Business

A. LSCA Grant Application for Aberdeen Library

The City of Aberdeen is seeking TRL Board approval for their application for a LSCA Title II grant not to exceed \$300,000.00. The grant primarily targets ADA-required elements of the estimated \$3,212,000 project. At the appropriate time, the city will make application to TRL for a Timberland partnership grant.

- 95-13 ART BLAUVELT MOVED TO APPROVE THE CITY OF ABERDEEN'S LSCA TITLE II GRANT APPLICATION AND INVITE APPLICATION FOR THE TRL PARTNERSHIP GRANT; JANELLE WILLIAMS SECONDED THE MOTION.

Ms. Peck referred to the information sheet regarding this renovation project. She distributed a proposed floor plan which will provide an additional 9,000 square feet. TRL just received word from the Washington State Library today that LSCA funds are in jeopardy at the federal level and WSL wants to know immediately who is considering grant applications. The deadline for the grant application is April 14.

MOTION CARRIED UNANIMOUSLY. (Carolyn Dobbs had not yet arrived and did not vote on the motion.)

C. Unredeemed Warrants Cancellation

Pursuant to the Thurston County Treasurer's recommendation, TRL needs to cancel unredeemed warrants which were issued over one year ago.

- 95-14 JEAN DAVIES MOVED TO CANCEL THE UNREDEEMED WARRANTS INCLUDED ON THE MARCH 22, 1995 LIST, AND THAT A COPY OF THE LIST OF UNREDEEMED WARRANTS BE ATTACHED TO THE ORIGINAL OF THE BOARD MINUTES; DORIS FOURRE SECONDED THE MOTION.

Mr. Morgan said in the past this matter was handled between the business office and the County Treasurer's office; however, the County Treasurer's office has requested that these unredeemed warrants be canceled by the board. He assured the board that if TRL is contacted by any of the recipients of these unredeemed checks, TRL will reissue a check.

MOTION CARRIED UNANIMOUSLY. (Carolyn Dobbs had not yet arrived and did not vote on the motion.)

Ms. Dobbs arrived at 8:00 p.m.

7 Reports

A. Focus on Tumwater

Ms. Nichols expressed appreciation to TRL for its efforts the past 2 1/2 years helping put this building project together. She commended the Tumwater staff for their hard work. The response from the public has been very positive. Donations for the library are continuing to come in. The meeting room is being used regularly. There are a lot of walk-in patrons from city hall and Labor and Industries. Ms. Peck added that the Tumwater library is experimenting with a

- 7A checkout receipt printer which, if successful, will be placed in other TRL libraries. The main advantage of these printers is that it cuts down on repetitive motion injuries.

B. Long Range Plan

Ms. Sebbas said an information fair on the Long Range Plan was recently held at the Lacey Library. Ms. Fourre said she felt there was a good response from the public. The people responded positively to the library service they receive now. Ms. Dobbs said she was impressed with the number of children who put in time and energy to fill out the surveys. She saw the fair as a good opportunity for people to give feedback. She feels the panels were well worth the expense and time it took to put them together. TRL will be able to use them in the future in a number of different settings. Ms. Sebbas said Mr. Wessells is heading a committee which will collate and enter the public survey information into a database developed by Mr. Morgan. The cluster reports and interest group reports will also be organized. All of this information will be used by the committee which will draft the revised Long Range Plan.

C. Director - Thelma Kruse (Christine Peck, Assistant Director, Public Services, reporting)

Mr. Morgan presented the February 1995 Revenues and Expenditures. He said this report provides a good example of why it is crucial for TRL to have a beginning fund balance of 20% of the previous year's budget; otherwise TRL would have to borrow money to pay bills before revenues begin to come in. He reported that TRL had a large number of CDs stolen from the Lacey, Olympia and Tumwater libraries. The individual received a new card, checked out the CDs and took them to a pawn shop. The pawn shop owner contacted TRL when he discovered these CDs were owned by the library. Charges have been filed against the individual and TRL intends to pursue this matter as strongly as possible. He has discussed this matter with Ms. Gorsuch regarding a PR strategy. Ms. Gorsuch said we need to publicize our policies and what we will do to keep this kind of problem from reoccurring. Mr. Morgan said TRL has recently hired a half time person to continue with the collection of long overdue materials. Ms. Strohl reported that the Management Council met on March 2. The Council has been discussing ways to improve communication throughout the district. At the March meeting, the Council discussed staff's concerns with the voluminous amount of information which comes to them in many different formats and the difficulty in knowing where to file the information so it is easily retrievable. The Council recommended more consistent use of the memo notebook format which is broken down by departments; more direct reporting by department heads at cluster meetings; and a summary form that all committees will use for their minutes detailing actions items, who is responsible, and when the action is to be completed. The Council reviewed and approved a suggested change to the Travel and Transportation Guidelines concerning use of private vehicles or staff vehicles. Other discussion included consistent interpretation of working out of classification; the importance of accurate and timely submission of forms for the business office; the upcoming 1996 budget preparation which will be more staff inclusive and reflect the Long Range Plan results; a report on TRL's plans for electronic notification of holds.

Building Projects: Chehalis is in the midst of a feasibility study for a city complex which would include a new library. Ms. Maeda reported several options are under consideration, including refurbishing the current library to include the city hall; move into one of the schools; or build a new building with the library on one floor and city hall on another floor with a shared meeting room. Ms. Christiansen said the consultant doing a feasibility study for Olympia is

- 7C scheduled for his last meeting with the ad hoc committee on March 30. The group will make a recommendation to the city and TRL as to which alternative they feel is most appropriate. The current library is 21,000 square feet; the consultant recommends an immediate need for 35,000 square feet with 52,000 square feet needed by the year 2015. Options include two separate buildings, one larger library, or enlarging the current library with a small store front library in west Olympia. Mr. Wessells distributed a report on the Raymond renovation project. The project includes installation of a handicap-accessible restroom, repairs and alterations to internal and external stairways, and installation of an elevator to provide handicap access to the upper floor. Most of the project has been accomplished. There have been several concerns expressed about the elevator. A lift style was selected because it was determined it would have less of an impact on the foundational structure of the building. The cost savings for this type elevator freed up more money for other ADA required adjustments. At present the elevator is locked and anyone who uses it is issued his/her own key. The sharp drop off from the elevator's access ramp will be adjusted. The City of Raymond will make improvements to the outside sidewalk so it is more handicap accessible.

For the seventh consecutive year, TCI Cablevision will donate a portion of its new hookups and upgrades during April to TRL. Ms. Gorsuch showed a 60 second PSA developed this year by TCI which will be shown on TV this week through April 1. The PSA talks about how TRL has spent the \$112,000 TCI has donated the past six years. TCI is also running newspaper ads. The children's librarians have put together seven programs to commemorate National Library Week. Ms. Sebbas announced that Thurston Community Television has offered to do a 10 minute program about TRL which will air on April 12. Ms. Strohl reported that 15 Friends groups were represented at the Friends Forum on March 18. The Friends had an opportunity to view the Long Range Plan exhibit and fill out surveys. The program included sharing ideas for Friends activities, reports from Jan Sterner and Bob Stalder about new technology developments in TRL, and a book talk by Nancy Pearl from the Center for the Book. Ms. Timm commented she was impressed with the camaraderie and sharing with each other. Ms. Peck provided a legislative update. The House is considering a Senate bill concerning harmful to minors legislation which exempts libraries. The capital facilities bill HB 5092 will be heard in the House Operations Committee next Tuesday. Several are writing testimonial letters encouraging passage of this bill. Mr. Scherr announced that TRL received five proposals for a classification and compensation study. A meeting is scheduled on March 29 at 4:00 p.m. at the Service Center to review the proposals and determine which consultants will be interviewed. Interviews will be scheduled on April 11. Ms. Peck reported an Americans With Disabilities Act ad hoc committee has been formed. The committee will provide input in the Long Range Plan and develop an action plan for TRL which will be reviewed by the Management Council in June and completed by the end of July so it can be included in the budget process. TRL has received 51 applications for the Assistant Director, Public Services position. The search committee has been meeting to select applicants for interviews.

The meeting recessed at 9:28 p.m. Mr. Blauvelt announced the board will meet in Executive Session pursuant to RCW 42.30.110(g) regarding TRL's contract for legal services with Craig W. Hanson. The board met in Executive Session from 9:42 to 9:51 p.m. and reconvened in public session.

6 New Business

B Contract for Legal Services

The contract with Craig W. Hanson of Lane Powell Spears Lubersky for Personal Services under which he represents TRL is due for consideration in March. A rate of \$800 for legal fees per calendar month is proposed with any hours in excess of 96 during the term of the agreement at the attorney's established hourly rate.

95-15 CAROLYN DOBBS MOVED TO RENEW THE CONTRACT WITH CRAIG W. HANSON OF LANE POWELL SPEARS LUBERSKY FOR LABOR RELATIONS SERVICES PLUS GENERAL LEGAL SERVICES EFFECTIVE APRIL 1, 1995, THROUGH MARCH 31, 1996; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

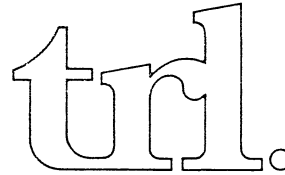
There was no further business and the meeting adjourned.



President *pro tem*



Secretary



Timberland Regional Library
Service Center: 415 Airdustrial Way S.W.
Olympia, Wa. 98501
(206) 943-5001/SCAN 234-3303

MARCH 22, 1995

RE; UNREDEEMED WARRANTS CANCELATION

TIMBERLAND IS CLEANING UP THE LIST OF UNREDEEMED WARRANTS. LISTED BELOW ARE THE ONES WE WISH TO CANCEL.

WARRANT #	DATE	AMOUNT	
18429	07/31/89	21.41	PAYROLL
30016	01/31/90	10.84	ACCOUNTS PAYABLE
30932	06/30/90	5.44	
32703	03/30/91	7.01	
32836	03/30/91	20.00	
33337	06/30/91	340.83	
33782	08/31/91	50.00	
33866	09/30/91	343.47	
33912	09/30/91	87.81	
33944	09/30/91	37.21	
35359	04/30/92	20.00	
36387	09/30/92	43.16	
36573	10/31/92	7.50	
36832	11/30/92	31.27	
36913	11/30/92	82.04	
37028	12/31/92	32.50	
37040	12/21/92	40.88	
37109	12/21/92	25.00	
37320	01/31/93	2.09	
37583	02/28/93	22.90	
37585	02/28/93	91.50	
37718	03/31/93	94.88	
39095	09/30/93	29.85	
39252	10/31/93	17.85	
39292	10/31/93	25.00	