

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Chehalis Timberland Library, 76 N.E. Park St., Chehalis, WA 98532

May 24, 1995

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M I N U T E S

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

BOARD MEMBER EXCUSED: Art Blauvelt

STAFF PRESENT: Liane Bascou; Carol Gorsuch; Corene Jones-Litteer; Thelma Kruse; Ruta Maeda; Jim Morgan; Christine Peck; Bill Scherr; Mary Strohl; Barbara Winfree; Jan Ziehler

GUESTS PRESENT: Frances Nugent & Nina Lyn Perozzo, Centralia Library Board; Larry Fazzari, Mattie Kirk (Chehalis City Council) & Robert Venemon, Chehalis Library Board; Dave Campbell, Chehalis City Manager

Vice- President Timm called the meeting to order at 7:30 p.m.

AGENDA ITEM

NO.

1 Introductions were made. Mr. Lawrence presented Jean Davies with a carving done by him to honor her for her three years of leadership as president of the TRL Board during a period of momentous decisions.

2 Correspondence and Public Comments

A. 5/17/95 letter from Maryan E. Reynolds

Ms. Timm read a letter from Maryan Reynolds thanking TRL for its custodianship of the Friends of the Washington State Library History Project funds. The project's Publication Committee has recommended that the balance of the funds be transferred to the Friends of the Washington State Library. The project, which Ms. Reynolds was requested to undertake by WLA and the State Library Commission, began in 1989.

B. 5/18/95 letter from Friends of the Washington State Library

Ms. Timm read a letter from the Friends of the Washington State Library thanking TRL for "keeping the books" on the WSL History Project. Friends of WSL are now ready to put out a RFP for an editor to prepare the manuscript for publication.

3 Approval of Minutes

95-19 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF MARCH 22, 1995, AS DISTRIBUTED; CAROLYN DOBBS SECONDED THE MOTION. DORIS FOURRE, CAROLYN DOBBS, JEAN DAVIES, JANELLE WILLIAMS, AND HELEN TIMM VOTED IN FAVOR OF THE MOTION; BILL LAWRENCE ABSTAINED BECAUSE HE WAS NOT PRESENT AT THE MEETING. MOTION CARRIED.

Since there was not a quorum of those present at the April 26, 1995 meeting, the board was unable to approve the minutes. Approval of the 4/26/95 minutes will be on the board's June meeting agenda.

95-20 JANELLE WILLIAMS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF MAY 2, 1995, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. JANELLE WILLIAMS, BILL LAWRENCE, CAROLYN DOBBS, JEAN DAVIES, AND HELEN TIMM VOTED IN FAVOR OF THE MOTION; DORIS FOURRE ABSTAINED BECAUSE SHE WAS NOT PRESENT AT THE MEETING. MOTION CARRIED.

4 Vouchers

Payroll and payroll-related vouchers for April 1995 amounted to \$500,541.19.

- 95-21 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 43667 THROUGH NO. 43905 FOR MAY 1995 IN THE AMOUNT OF \$274,950.09; CAROLYN DOBBS SECONDED THE MOTION.

Mr. Morgan referred to voucher #43859 to Ameritech in the amount of \$27,346.67. These are "pass-through" funds since TRL continues to maintain a fund until the money is spent on behalf of TESC for its automated system.

MOTION CARRIED UNANIMOUSLY.

Ms. Timm asked if it would be possible to receive the voucher approval sheet prior to the night of the meeting to provide the board members more time for review. Mr. Morgan said this could create a hardship for some of our vendors. We only pay bills once a month and some vendors already have to wait six weeks for payment. The vendors accept TRL's payment schedule because we have an unblemished payment record and we let them know up front our method of payment. In response to Ms. Davies' question, Mr. Morgan said he has been told by staff that it is a requirement of the treasurer's office to wait until the end of the month before checks are sent to vendors. He will follow up on this matter with the county and we will send the checks out earlier if possible. Board members felt comfortable with continuing to receive the voucher approval sheet the day of the board meeting.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. TRL Loan to City of Centralia

The poor condition of the Centralia library roof has prompted the City of Centralia to prepare specifications and solicit bids for replacement of the roof. Due to the high cost of replacement, the city is unable to proceed with the project at this time. The City of Centralia is requesting that TRL loan the city up to \$80,000 to enable it to complete the project. The suggested terms of the loan are repayment in five annual installments at a rate of interest comparable to that which TRL currently earns on its invested funds.

- 95-22 BILL LAWRENCE MOVED TO APPROVE A LOAN TO THE CITY OF CENTRALIA OF UP TO \$80,000 TO ENABLE THE CITY OF CENTRALIA TO COMPLETE THE REPLACEMENT OF THE LIBRARY ROOF, WITH REPAYMENT IN FIVE ANNUAL INSTALLMENTS AT A RATE OF INTEREST COMPARABLE TO THAT WHICH TRL CURRENTLY EARNS ON ITS INVESTED FUNDS WITH OTHER LOAN CONDITIONS AS APPROVED BY THE DIRECTOR; CAROLYN DOBBS SECONDED THE MOTION.

Ms. Fourre mentioned TRL's interest-free loan to the City of Shelton during the construction of that city's new library. Mr. Morgan explained that loan was made a part of the annexation agreement and was under different circumstances and with different terms. The Centralia loan has been discussed with TRL's attorney as well as with the state auditor's office and the attorney general's office and they all have advised that TRL can make this loan. The city had funds earmarked for the roof repair; however, they discovered the project would be more costly than they originally thought. This loan will allow for complete replacement of the roof. If TRL does not loan them the money, they will find

6A another way to borrow the funds. However, this could delay the project and possibly cause more damage to TRL's materials. Ms. Davies said several cities are concerned about maintenance of their library buildings and she expressed concern that TRL will receive more requests for loans. Is this setting a precedent? Ms. Dobbs supports making loans of this type, but suggested the board establish a formal policy. She understands this is a time issue because damage has occurred at Centralia and there is potential for more damage. Ms. Davies said she will require more time to think about this issue and is not prepared to vote on the motion tonight. She agrees that the board should establish a policy. The cities have the responsibility to maintain the buildings and part of that is setting aside funds for maintenance. It appears that this has not been done in this case. She is concerned that other cities will rely on TRL to loan them money for repairs. Board members were assured that staff have been working with the city on this issue for the past two years. The city has not ignored the situation, did set aside funds for repair of the roof, and has been making temporary repairs to the roof. Ms. Kruse added that administration was aware of the need to repair the roof, but it wasn't until just before last month's board meeting that Mr. Morgan received a call from the city about the urgency of the matter. Board members suggested several elements be considered in a policy: The loan be for the purpose of protecting Timberland's library materials or assets; one project per year; must be a building in current Timberland use; short term loan not to exceed five years; interest at TRL's rate of interest of investments at time of loan. Other issues: Do we require a match? Do we set up a fund for this purpose in our budget? Do we set a ceiling amount?

95-23 JANELLE WILLIAMS MOVED TO TABLE THIS DISCUSSION UNTIL THE SPECIAL MEETING;  
JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Lawrence and Ms. Dobbs agreed to work with Mr. Morgan on the policy. Mr. Morgan will have TRL's attorney review the policy as well as a loan agreement with Centralia. A special meeting will be set to consider the policy and the loan to Centralia.

#### B. Bequest to Timberland Lacey Library

On May 10, 1995, TRL was presented with a bequest of \$70,000 from the estate of Lydia Meadowcroft. The bequest was made to the Lacey library and carried no other stipulation. Ms. Strohl said she is thrilled that the Lacey library has received this bequest. TRL's Thurston County Outreach Volunteer Dorothy O'Loughlin recalls delivering books to Ms. Meadowcroft prior to her going into convalescent care. Ms. Meadowcroft's stepson mentioned that she often talked about working at the Olympia library when she was a child.

95-24 CAROLYN DOBBS MOVED THAT TRL ACCEPT THE BEQUEST IN THE AMOUNT OF \$70,000  
FROM THE ESTATE OF LYDIA MEADOWCROFT WITH THE BOARD'S THANKS AND  
APPRECIATION; THAT THE FUNDS BE USED TO AUGMENT LIBRARY SERVICES IN LACEY.  
DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

### 7 Reports

#### A. Focus on Chehalis

Ms. Maeda provided a history of the Chehalis library. At one time the meeting room served as an art gallery. She referred to the exhibit case which contained several historical documents and books, including the first board meeting minutes of July 1, 1908, which initiated the process of having a Carnegie library built on the site, names of borrowers which used to be registered in

7A script, and the original contract for the Carnegie building which opened May 11, 1910. The children's room was added in 1934 as well as a work room downstairs. Because the building has been remodeled, added to and altered so much that it is no longer recognizable as a Carnegie building, it cannot be considered for the national historic register. In 1949 the library received extensive damage in an earthquake. Chehalis began contracting for library services with TRL in 1970. Ms. Maeda introduced Dave Campbell, Chehalis City Manager. Mr. Campbell distributed a May 23, 1995 draft report of the City Building Needs Citizen Advisory Committee which will be presented to the Chehalis City Council. The city hired an architect to complete a feasibility study. The need for improved space for several city facilities, including the library, has been identified. Since there are several costly city building needs, the city will need to prioritize and complete one building at a time. The city council will initiate a public education process to seek public input during the next 6-8 months and probably ask for a bond issue next spring. One of the recommendations is tearing down the current city hall and library and building a joint building on the same site, with a 14,000 square foot library on the ground floor, city offices on the second floor, and parking underground. Another option is remodeling two elementary schools, one for the library and city hall, and the other for police and fire services.

The meeting recessed at 9:00 p.m. and reconvened at 9:20 p.m.

7 B. Long Range Plan

Ms. Kruse reported the Long Range Plan Goal Setting Committee has met several times. Assignments have been divided among committee members, who are writing goals and objectives based on information gathered from the surveys, cluster reports, and interest group reports. The committee has reviewed the mission statement and will finalize that at the end of the process. The group has been working on roles, service philosophy, and guiding principles. The committee plans to have the first draft of the plan ready by August 1. Ms. Davies and Ms. Williams agreed to be TRL board alternates on the goal setting committee. Since some of the topics may interest other TRL board members, the LRP Goal Setting Committee meetings will be publicized in the event a quorum of TRL board members is present. Ms. Williams requested a legal definition of open meetings so the board members know what their limits are. If working on sub-committees, does it constitute an open meeting?

C. Director - Thelma Kruse

Mr. Morgan presented the April 1995 Revenues and Expenditures. Timber revenues are up 15% over last year and up 50% over 1993. Ms. Strohl reported that the first two hours of the Management Council's May 11 meeting was a presentation by Yarger, Decker & Thomas (YDT) introducing the classification and compensation plan study. Mr. Morgan reviewed the 1996 budget process and introduced the forms he has developed for budget requests. Building Projects: Ms. Peck reported the Aberdeen City Council has established a Citizens for a Modern Library Campaign Committee. The city's LSCA grant request will be heard on June 9. Mr. Morgan said we have advertised for qualifications from architects for the North Mason expansion project. The architects' proposals are due June 16 from which a short list will be selected for interviews. Ms. Timm asked TRL Board members to let Ms. Kruse or Mr. Morgan know if they are interested in serving on the North Mason Building Committee. The Amanda Park building will receive an architectural award at the ALA Conference this year. The TRL Board met jointly with the Olympia City Council on May 15 at which the report of the consultant's feasibility study was presented. There appears to be a consensus that one central downtown library is needed. Ms. Dobbs and Ms. Fourre are

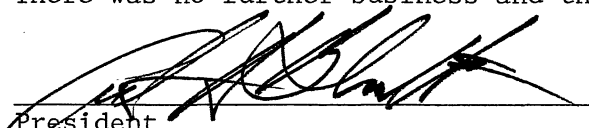
7C requested to attend meetings regarding this project. Mr. Morgan said he and TRL's Maintenance and Equipment Specialist Greg Carter assessed the situation in Raymond. They determined that changing the slope of the ramp would be rather substantial and expensive. Instead a bar similar to one for handicap accessibility has been installed along the ramp, and yellow tape has been placed on the ramp. Signs in the library indicate that a key to the lift is available at the desk, and signs have been placed inside the lift to advise users that they need to make sure the lift is fully down or up in order to be able to open the door. Ms. Strohl said a committee has been established at Tenino for expansion of that library. Their goal is to raise \$60,000 to build a 1,020 square foot addition to the library. To date \$2,360 has been raised for the project. Ms. Kruse said TRL was approached about a year ago by some Toledo citizens about establishing a TRL library in Toledo. They were provided information about contracting with or annexing to TRL. Last week, Ms. Kruse attended a Friends of the Toledo Library meeting. There is a strong interest for a library in Toledo, but it will be difficult since it is a small city with a small budget. The city has plans to submit a grant for a new city hall which could include a library. Mr. Scherr reported that the questionnaires completed by staff on the Classification and Compensation Study were forwarded to YDT. YDT will begin conducting interviews of staff next week. YDT has identified positions for a salary comparison study with other organizations. Ms. Winfree presented the Summer Reading Program invitation which will be given to children in the schools, the bookmark, and the button. This year's program book will include an application for a library card. TRL is also working as an adjunct this summer with the feed the children program in Tumwater and is looking at other areas in the community where we can make the library's presence known. Based on feedback received, Mr. Scherr said the May 4 All Staff Day was one of the best held so far. Mr. Decker of YDT gave a presentation on the classification and compensation study, and Tina Roose, who will begin as TRL's new Assistant Director in August, was introduced to the staff. Ms. Kruse attended a WLN Network conference on Friday for library directors. One of the speakers gave a controversial talk about the future of books. They were told of a network project in Alaska to provide information access to every citizen in the state. Legislative Update: The library exemption was retained in the harmful to minors bill although the bill did not pass. The capital facilities bill did pass with a stipulation that there has to be a vote to set up the district and a vote to approve the tax. Both issues can be on the same ballot. Different versions of the sales tax exemption were passed by the Senate and House, but the limit on sales will not be beneficial to TRL's Friends groups in their book sales.

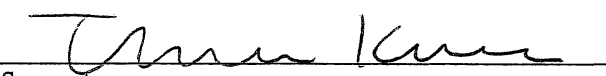
8 Other Agenda Items

A. June Board meeting

It was agreed to keep the June meeting on the 28th since board members attending the ALA conference will be back in time.

There was no further business and the meeting adjourned at 10:25 p.m.

  
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President

  
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Secretary