

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

June 28, 1995

I N D E X

<u>AGENDA ITEM</u> <u>NO.</u>		<u>Page No.</u>
1	Introductions	1
2	Special Presentation	1
3	Correspondence and Public Comments	1
4	Approval of Minutes	2
5	Vouchers	2
6	Unfinished Business	2
7	New Business	
	A. Americans with Disabilities Act (ADA) Action Plan	2
8	Reports	
	A. Long Range Plan	3
	B. Director	3

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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

BOARD MEMBER EXCUSED: Janelle Williams

STAFF PRESENT: Liane Bascou; Claire Christiansen; Jim Heitzman; Jim Morgan; Christine Peck; Mary Strohl

GUESTS PRESENT: John Brown, Fred Comer, and Anita Williams, TCI Cablevision; Ray Kelleher, Olympia Library Board

President Blauvelt called the meeting to order at 7:40 p.m.

AGENDA ITEM
NO.

- 1 Introductions were made.
- 2 Special Presentation

A portion of TCI Cablevision of Washington, Inc.'s campaign for new subscribers in April is donated to TRL as a result of the "vision-ary" partnership formed several years ago between TCI Cablevision and TRL. Anita Williams, Marketing Coordinator, Olympia office, serving Thurston, Mason, and Lewis Counties, presented a check to TRL for \$7,000; Fred Comer, General Manager, Aberdeen office, serving Grays Harbor and Pacific Counties, presented a check to TRL for \$2,885. Certificates from the TRL Board were presented to the Aberdeen and Olympia offices of TCI expressing appreciation for their contributions toward the enrichment of TRL's collections promoting literacy, life-long learning, education, and leisure reading and viewing. Mr. Blauvelt commented that he is impressed each year by the contributions TCI has made to TRL. TRL appreciates the efforts TCI puts forth to provide these contributions to promote literacy. Mr. Comer and Ms. Williams also commented they appreciate this partnership which provides them the opportunity to contribute to the communities. Ms. Peck said since this partnership was formed, TCI has contributed over \$121,000 to TRL.

- 3 Correspondence and Public Comments

Mr. Lawrence suggested placing TCI funds into the TRL foundation the board is considering forming. Several agreed but stressed that TCI would have to agree to using these funds in this manner. Mr. Blauvelt requested staff research the initial purpose of the partnership between TRL and TCI. Mr. Morgan agreed to look into this matter further. Mr. Blauvelt suggested there may be other partnerships similar to the one with TCI which TRL should look into. Mr. Lawrence has talked to a gentleman involved with the community college foundation who has agreed to talk with the TRL Board about its experiences in establishing a foundation.

4 Approval of Minutes

- 95-27 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF APRIL 26, 1995, AS DISTRIBUTED; CAROLYN DOBBS SECONDED THE MOTION. DORIS FOURRE, CAROLYN DOBBS, BILL LAWRENCE AND ART BLAUVELT VOTED IN FAVOR OF THE MOTION; JEAN DAVIES AND HELEN TIMM ABSTAINED BECAUSE THEY WERE NOT PRESENT AT THE MEETING. MOTION CARRIED.
- 95-28 HELEN TIMM MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF MAY 24, 1995, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. HELEN TIMM, BILL LAWRENCE, CAROLYN DOBBS, JEAN DAVIES, AND DORIS FOURRE VOTED IN FAVOR OF THE MOTION; ART BLAUVELT ABSTAINED BECAUSE HE WAS NOT PRESENT AT THE MEETING. MOTION CARRIED.
- 95-29 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF JUNE 6, 1995, AS DISTRIBUTED; JEAN DAVIES SECONDED THE MOTION. BILL LAWRENCE, JEAN DAVIES, CAROLYN DOBBS, DORIS FOURRE, AND ART BLAUVELT VOTED IN FAVOR OF THE MOTION; HELEN TIMM ABSTAINED BECAUSE SHE WAS NOT PRESENT AT THE MEETING. MOTION CARRIED.

5 Vouchers

Payroll and payroll-related vouchers for May 1995 amounted to \$497,952.69.

- 95-30 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 43906 THROUGH NO. 44163 FOR JUNE 1995 IN THE AMOUNT OF \$300,374.03; CAROLYN DOBBS SECONDED THE MOTION.

Vouchers of note included #43957 (\$13,635.90) to Emery Business Forms for TRL's annual order for hold and overdue notices; #43990 (\$9,947.30) to Johnson-Cox Printing for Summer Reading Program booklets; #44005 (\$8,733.67) to Yarger, Decker and Thomas, Inc. for the second of three payments for the Classification and Compensation Plan study; #44052 (\$4,471.16) to Tina Roose (TRL's new Assistant Director) is some compensation for her attendance at All Staff Day and the two weeks she spent in the area visiting all of the TRL libraries and meeting staff. Ms. Timm mentioned that both she and Ms. Fourre received several unsolicited comments at the ALA conference about TRL's good fortune to have Ms. Roose in its employ. No. 43999 (\$1,845) to Knogo Corp. is for annual maintenance on one of TRL's security systems. TRL has security systems only in its large libraries and only specific materials are tagged at this point. Ms. Peck explained that the whole process of securing TRL's materials is being addressed by the Collection Committee. Mr. Lawrence expressed his hope that TRL will change the current checkout limit of 200 to a lower amount.

MOTION CARRIED UNANIMOUSLY.

6 Unfinished Business

There was no unfinished business.

7 New Business

A. Americans with Disabilities Act (ADA) Action Plan

In the fall of 1992, TRL contracted with the Washington Coalition of Citizens with Disabilities (WCCD) to provide staff training for a Facility Assessment Review of our 27 libraries and the Service Center. After WCCD provided training reviews for 5 selected TRL libraries, library staff completed the reviews of the

7A balance of the libraries in the system. In November 1994 public hearings were held in each of the five counties to seek the public's ideas and comments on how to improve accessibility to library facilities, services and equipment. A committee pulled together the information from the public hearings and from the facility assessment reviews and submitted a draft ADA Action Plan to the Management Council at its June 1, 1995 meeting. A draft of TRL's Action Plan for accommodating people with special needs is submitted to the TRL Board for its consideration and comments. Since Ms. Timm and Ms. Fourre just returned from the ALA conference today, they have not had an opportunity to read the document. Ms. Timm requested this matter be postponed for discussion to the Board's July meeting and this was agreeable to other board members. Ms. Christiansen, Chair of the ADA Committee, said committee members feel that the action plan is manageable within TRL's framework and budget. They felt accessibility to the buildings should be addressed first. The committee took into consideration money and staff time when establishing the timelines to accomplish the items identified. Ms. Christiansen requested that board members contact her with their comments prior to the July 26 meeting which she will summarize for the board's discussion.

8 Reports

A. Long Range Plan

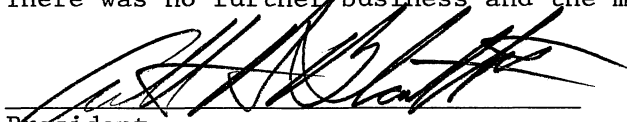
Ms. Peck said the Long Range Plan Committee has adopted as drafts the following topics: Children's and Young Adult Services; Intellectual Freedom; Access; and Borrowers Services. The committee is currently addressing the following topics: Information Services; Community Involvement; and Staff Resources. Future topics include Facilities; Technology; and the Mission Statement. The drafts of these topics are providing staff enough information to begin translating it into the 1996 budget process.

B. Director (Christine Peck reporting)

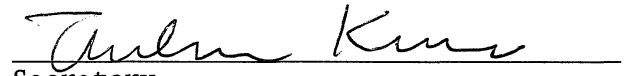
Mr. Morgan presented the May 1995 Revenues and Expenditures. Revenues are coming in as expected; timber revenues for this time of year are up 21% over last year and up 67% over 1993. The City of Centralia has been informed that TRL will make a loan for repair of the Centralia library's roof. Mr. Morgan understands this project has gone out for bids. He referred to the information sheet regarding open meetings requirements which was requested by Ms. Williams at the May board meeting. The recent bequest to the Lacey library has been placed in TRL's general fund and there will be discussions on the most appropriate way to spend the funds for the Lacey library. Ms. Strohl reported that the Management Council elected Kitty Schiltz as its new Chair July-December. At its June 1 meeting the Council reviewed the draft ADA Action Plan, made two technology decisions (add Netscape to all of the buildings, and add other gophers to dialup for remote access). The 1996 All Staff Days have been scheduled on May 8 and October 14. Ms. Strohl announced that this year's TRL picnic will be held August 27 at Walker Park near Shelton. Building Projects: The City of Aberdeen did not receive a LSCA grant. The city is applying for a Bishop grant as well as looking at other grant possibilities. The Amanda Park library was among six in the entire nation which received an ALA architectural award at this year's conference. Mr. Morgan reported that TRL has received 14 architect responses to the RFP for the North Mason remodel and expansion project. A committee is reviewing the responses and will determine a short list of architects to interview. Ms. Christiansen said the City of Olympia will determine if it will run a bond issue for a new library in November 1996 under the new capital facilities bill which was just passed by the legislature or run

8B the issue only for city residents on the May or September 1996 ballot. The consultants doing the Classification and Compensation Study will be at TRL next week to discuss their initial work on the study and what they have accomplished as a result of the data they collected through interviews and questionnaires. The initial timeline was to have this topic on the TRL Board's July agenda. Since the July agenda will include the comprehensive topic of the ADA Action Plan, board members requested that a special meeting be scheduled to consider the Classification and Compensation Plan. Ms. Fourre and Ms. Timm reported on their attendance at the ALA Conference. Ms. Peck referred to the May 1995 Statistics. She noted the large circulation increases over last year at Elma (169%), Tumwater (87%), and Oakville (72%), as well as the increase in reference of over 6,000.

There was no further business and the meeting adjourned at 9:25 p.m.



President



Secretary