

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Packwood Timberland Library, 109 W. Main St., Packwood, WA 98361

July 26, 1995

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M I N U T E S

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

BOARD MEMBERS EXCUSED: Bill Lawrence; Helen Timm

STAFF PRESENT: Liane Bascou; Claire Christiansen; Carol Gorsuch; Corene Jones-Litteer; Thelma Kruse; Jim Morgan; Christine Peck; Mary Proffit; Chloe Lee Renne-Freitas; Nancy Sawyer; Bill Scherr; Kitty Schiltz; Sandra Sebbas; Elizabeth Squires; Virginia Squires; Edmunda Waller; Barbara Winfree

GUESTS PRESENT: Sean Nickerson; Tom Nickerson

President Blauvelt called the meeting to order at 7:25 p.m.

AGENDA ITEM
NO.

- 1 Introductions were made.
- 2 Correspondence and Public Comments

Ms. Proffit thanked the board for holding some of their meetings throughout the district and stated that it helps the staff feel they are an important part of the district. Mr. Blauvelt said the board appreciates the opportunity to see other libraries and meet staff.

- 3 Approval of Minutes

95-31 CAROLYN DOBBS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JUNE 28, 1995, AS DISTRIBUTED; DORIS FOURRE SECONDED THE MOTION. CAROLYN DOBBS, DORIS FOURRE, JEAN DAVIES AND ART BLAUVELT VOTED IN FAVOR OF THE MOTION; JANELLE WILLIAMS ABSTAINED BECAUSE SHE WAS NOT PRESENT AT THE JUNE 28, 1995 MEETING. MOTION CARRIED.

- 4 Vouchers

Payroll and payroll-related vouchers for June 1995 amounted to \$493,587.21.

95-32 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 44165 THROUGH NO. 44394 FOR JULY 1995 IN THE AMOUNT OF \$187,209.73; JEAN DAVIES SECONDED THE MOTION.

Vouchers of note included #44180 (\$2,133.37) to Chris Biro and #44220 (\$1,022.62) to Jeff Evans who are two of the paid performers for the Summer Reading Program; #44355 (\$4,366.84) to Yarger Decker & Thomas for half of the third installment on the classification and compensation study.

MOTION CARRIED UNANIMOUSLY.

- 5 Unfinished Business

A. Accommodating People With Special Needs 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

5A reviews of the 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 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 was submitted to the TRL Board at its June 28, 1995, meeting for discussion and consideration at this meeting. This plan has been revised to include staff and board members' comments.

95-33 JEAN DAVIES MOVED TO APPROVE THE ACCOMMODATING PEOPLE WITH SPECIAL NEEDS ACTION PLAN; JANELLE WILLIAMS SECONDED THE MOTION.

Ms. Kruse said the tasks from the action plan have been incorporated into the Long Range Plan. Mr. Morgan referred to the Appendix which includes individual comments made at the public hearings TRL held in November 1994 and the status of each comment.

MOTION CARRIED UNANIMOUSLY.

B. Unredeemed Warrants Cancellation

At its March 22, 1995, meeting, the TRL Board made a motion to cancel unredeemed warrants which had not been presented for payment within one year of issue. The Thurston County Treasurer's office has advised TRL that a resolution of the board is required to cancel these warrants.

95-34 DORIS FOURRE MOVED TO ADOPT RESOLUTION NO. 95-04 WHICH CANCELS WARRANTS NOT PRESENTED WITHIN ONE YEAR OF THE DATE OF THEIR ISSUE PURSUANT TO RCW 39.56.040; CAROLYN DOBBS SECONDED THE MOTION.

Mr. Morgan said this general resolution will allow staff to cancel warrants not presented within one year of the date of their issue. TRL will reissue the warrants if necessary.

MOTION CARRIED UNANIMOUSLY.

6 New Business

A. Resolution Authorizing the Library Director and the Business Manager to Approve Vouchers for Payment of Library Purchases

The Thurston County Treasurer's office has requested a copy of the TRL Board's resolution which authorizes the Library Director and the Business Manager to approve vouchers for payment of library purchases. It is necessary to approve a resolution which supersedes Resolution No. 88-02 to change the signature authorization from the Assistant Director, Management Services to Business Manager.

95-35 JANELLE WILLIAMS MOVED TO ADOPT RESOLUTION NO. 95-05 WHICH AUTHORIZES THE LIBRARY DIRECTOR AND THE BUSINESS MANAGER TO APPROVE VOUCHERS FOR PAYMENT OF LIBRARY PURCHASES AND SUPERSEDING RESOLUTION NO. 88-02; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Focus on Packwood

Ms. Jones-Litteer introduced Virginia Squires, Community Library Supervisor at the Packwood library, who has been with TRL for 20 years. She commended Ms. Squires for the good job she does running the Packwood library. She introduced other Packwood library staff, Elizabeth Squires, Library Assistant, and Chloe Lee Renne-Freitas, Page and Substitute. Virginia Squires provided a history of the Packwood library building, which was built by Sherman Combs in the mid 1950s. The building has housed a post office, museum, and a gift shop. The upstairs was once a dormitory for skiers and is now used for library storage. There are 13 different kinds of wood used in the building and all of the wood was cut to specs at the Packwood mill. Librarians from other areas stop by to see this unique library. They are astounded to find such an isolated library fully computerized.

B. Long Range Plan

Ms. Sebbas reported a sub-committee of the LRP Goal Setting Committee has made recommendations for organizing the Long Range Plan document. The full committee's next meeting is on September 12 when the committee will review the draft plan, and the introduction to the plan which is being drafted by two committee members. The committee's draft of the plan will be presented to the TRL Board at its September meeting along with the preliminary 1996 budget.

C. Director

Mr. Morgan presented the June 1995 Revenues and Expenditures. Timber revenues were budgeted at \$1.1 million and through June have already reached \$1.4 million. He is closely watching expenditures which through June are 51% of the total amount budgeted. Ms. Kruse requested TRL Board representation on the 1996 budget committee. Board representatives will be Doris Fourre, Helen Timm and Jean Davies. Ms. Schiltz reported that the Management Council spent most of its July 6 meeting reviewing the Accommodating People With Special Needs Action Plan. The August meeting's agenda will include a report regarding administration of the Family Medical Leave Act and guidelines for writing reports on conference attendance. Building Projects: Ms. Peck reported the City of Aberdeen will place a bond issue on a September mail-in ballot for expansion of the Aberdeen library. The cost to Aberdeen residents will be about 76 cents per thousand dollars of assessed valuation. Ms. Gorsuch's department is providing information flyers and bookmarks. Ms. Jones-Litteer said the Centralia roof contract has been let out to an Aberdeen firm. The firm bid just under \$60,000. Since they are not sure what kind of damage they will find, there is an additional \$20,000 available if needed. The new manufactured roof will be ordered once the contractor knows what kind of structure support is needed. It will take about 10 days for the contractor to complete the work. Mr. Morgan reported that a committee interviewed seven architects for the North Mason expansion project. They have selected two architects from those seven and will be checking references and visiting libraries they have designed before making a final decision. Ms. Kruse said the Olympia City Council plans to meet in a work session next Tuesday to discuss a new Olympia library. The discussion will include a strategy for getting information out to the community and determining the area to include for a bond issue for a new library under the new capital facilities bill. There is a lot of community interest in a new library in Yelm. Ms. Dobbs attended a joint meeting of the library Board and Friends. The Friends plan to apply for grants to begin a fund for a new library. Ms. Kruse announced that there will be a dedication of the clock at the new Tumwater

7C library on August 5 at 11 a.m.

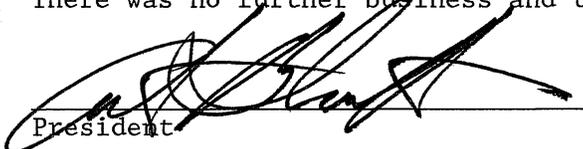
Ms. Sebbas said the local library boards workshop is scheduled on September 16, 9:30-3:00, at the Tumwater library. A planning committee held its first meeting. The workshop provides an opportunity for local library boards to share and to help each other advocate for their local library. The TRL Board of Trustees retreat is scheduled on October 14 at St. Placid Priory in Lacey. Ms. Kruse will be contacting board members regarding topics they would like to discuss at the retreat. Ms. Sebbas referred to her memo to the TRL Board regarding the Washington Commission for the Humanities Inquiring Minds Programs. She is pleased that TRL is able to provide these quality adult programs throughout the district. Mr. Scherr reported that class specifications for each position in the Classification and Compensation Study were issued several weeks ago to each staff person for his/her review. The consultants are working on revising the class specifications based on comments received. The revised class specifications should arrive early next week for administration's review. The consultants are in the process of completing their collection of salary data from other organizations. Once the class specifications are completed, the consultants will point factor each class and assign it to a salary range. The TRL Board has requested a special meeting to discuss the Classification and Compensation Plan. Ms. Kruse recommended this meeting can be scheduled at the board's August 23 meeting for early September. The PNLA Conference is August 9-13 in Whistler, B.C. WILL (Workshop in Library Leadership) is scheduled September 28-30 in Yakima. TRL Board members may request registration for WILL through the Executive Secretary. Registration information will be sent to each library. Ms. Sebbas encouraged local library board members to attend this conference. Ms. Kruse referred to Gwen Culp's Technology report. A new server has been installed which will provide a better way for staff to run email. Several libraries can now offer public access to Internet and it will be made available to the rest of the libraries within the next two months. Ms. Winfree presented a Summer Reading Program report comparing signups and finishers as of mid July with last year. Although the school population has declined throughout the district, signups as of mid July are 1,333 more than last year. Children are continuing to sign up for the program. Some of the smaller branches are reporting that more junior high school students are signing up for SRP. The branches are also reporting an increase in issuance of new library cards as a result of SRP. There has been high attendance at the performances TRL is providing. She expressed appreciation for TRL's financial support for these quality programs which relieves staff from having to prepare programs. Ms. Peck referred to the June 1995 Statistics which indicate a 3.24% increase in circulation, an increase of 4,000 reference transactions, and an increase of 9,000 requested holds. Ms. Schiltz announced that the TRL Picnic will be held on August 27 at Walker Park at the south end of Shelton.

8 Other Agenda Items

A. Donation to Salkum

Ms. Waller announced that the Salkum Friends received a \$500 donation from Cowlitz Timber Trails Association in appreciation of the use of the library's meeting room. This association has indicated that a donation will be made on a yearly basis.

There was no further business and the meeting adjourned at 8:40 p.m.



President



Secretary