

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Ocean Park Timberland Library, 1308 256 Place, Ocean Park, WA 98640

August 23, 1995

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M I N U T E S

BOARD MEMBERS PRESENT: Art Blauvelt, President; Jean Davies; Doris Fourre; Helen Timm

BOARD MEMBERS EXCUSED: Carolyn Dobbs; Bill Lawrence; Janelle Williams

STAFF PRESENT: Liane Bascou; Margo Eytinge; Carol Gorsuch; Sherrill Hartline; Thelma Kruse; Jim Morgan; Sally Nash; Tina Roose; JoAnn Rucker

GUESTS PRESENT: Louis Hough; Jim Leslie; Bonnie Sayce; Doris Smith

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

AGENDA ITEM  
NO.

1 Introductions were made. Ms. Kruse introduced TRL's new Assistant Director Tina Roose, who began with TRL on August 7. Ms. Roose most recently worked for the American Library Association in Chicago, and previous to that was employed by the North Suburban Library System as head of reference and automations, and as director of a library in Florida. Ms. Roose has already visited all of TRL's libraries and met most of the staff.

2 Correspondence and Public Comments

A. Certificates of Appreciation

Certificates of Appreciation were presented to the following local library board members who have completed terms on their respective boards: Winnifred Olsen, Olympia; Bernard Koontz and Cris Matthews, Tumwater; Edythe Boss, Westport.

3 Approval of Minutes

Since there was not a quorum of those present at the July 26, 1995 meeting, the board was unable to approve the minutes. Approval of the 7/26/95 minutes will be on the board's September 1995 meeting agenda.

4 Vouchers

Payroll and payroll-related vouchers for July 1995 amounted to \$484,219.73.

95-36 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 44395 THROUGH NO. 44666 FOR AUGUST 1995 IN THE AMOUNT OF \$205,788.18; HELEN TIMM SECONDED THE MOTION.

Mr. Morgan pointed out the following vouchers for summer reading programs and supplies: #44413 (\$1,466.63); #44457 (\$910.00); #44466 (\$1,174.28).

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Resolution Establishing the TRL Major Gift Fund

In May 1995, TRL received a bequest in the amount of \$70,000 to be used specifically for the Lacey Timberland Library. TRL may receive other large gifts in the future. Management of these gifts will be more effective if the funds are kept in a separate accounting fund established by the Thurston County Treasurer. It is necessary that the TRL Board of Trustees adopt a resolution in order to establish this Major Gift Fund.

95-37 HELEN TIMM MOVED TO ADOPT RESOLUTION NO. 95-06 ESTABLISHING THE TIMBERLAND REGIONAL LIBRARY MAJOR GIFT FUND TO PROVIDE A MECHANISM FOR SEPARATING LARGE GIFTS FROM THE TRL GENERAL FUND; DORIS FOURRE SECONDED THE MOTION.

Ms. Timm commented that the resolution is well worded and answered any questions she had regarding such a fund. She feels strongly that it is important to keep these gifts in a separate fund. Mr. Morgan said his monthly financial report will include this new gift fund which will show the interest activity. TRL has received notice that it will receive a bequest to be used for the Olympia library. That bequest will be kept in this gift fund and will accrue interest. Ms. Davies asked what constitutes a major gift. Mr. Morgan said major gifts will happen rarely, but he thinks placement in this gift fund will depend on what the donor wishes. If it is a large gift, it should be kept separate from the operating budget. TRL receives gifts on a regular basis which can be kept in the operating budget and be spent during the year. Although there will be one fund with the treasurer's office, Mr. Morgan will keep track and allocate the interest to each bequest.

MOTION CARRIED UNANIMOUSLY.

B. Selection of Architect for North Mason Library

The North Mason Building Committee reviewed proposals from 14 architects and interviewed seven architects for consideration for the remodel and expansion of the North Mason library building. After conducting reference checks and visiting libraries built by the leading candidates, the committee recommends that Donald Carlson and Associates Architects be retained to provide architectural services for the project.

95-38 HELEN TIMM MOVED THAT THE DIRECTOR BE INSTRUCTED TO ENTER INTO NEGOTIATIONS WITH DONALD CARLSON AND ASSOCIATES ARCHITECTS FOR THE PURPOSE OF PROVIDING ARCHITECTURAL SERVICES FOR THE REMODEL AND EXPANSION OF THE NORTH MASON TIMBERLAND LIBRARY; JEAN DAVIES SECONDED THE MOTION.

Ms. Timm referred to the North Mason Architect Fact Sheet which indicates the status of each of the architects who submitted proposals. The building committee members toured buildings Mr. Carlson has designed or remodeled. Ms. Kruse commented that Mr. Carlson has designed on wetland sites. Although he hasn't designed libraries, he will use an architect consultant who has. Mr. Carlson has designed some very innovative buildings, as well as remodeling projects. The building committee and staff will be involved in all stages of the development.

MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Focus on Ocean Park

Ms. Nash said the particular strength of the Ocean Park library, which is 10 years old, is the staff, both paid and volunteer, who are extraordinarily dedicated, eager, willing to participate in activities throughout the library district and in the community. The Ocean Park library is kept aesthetically pleasing by the volunteers, with displays, bulletin boards, plants, and shelving. A weakness is that the library is very crowded, especially now that so much electronic equipment is being used (CD Rom, Netscape, online Magazine Indexes, and OPACS). There is not enough space for study carrels or areas for patrons to relax and read. The back room work areas are inadequate. Ms. Nash said she is particularly proud of the new signs for the library. Activities in other Pacific County libraries include a donation Raymond received from a local theater for children; street repair in front of the South Bend library; a new roof on the Ilwaco library and preliminary plans to renovate that library; Naselle and Ocean Park have book sales planned. Mr. Blauvelt asked about increase in population in Ocean Park. Ms. Nash said she understands there were 300 new housing starts in one year. The circulation is about 80,000 annually, which is double Ilwaco's circulation. She thinks Long Beach patrons use both the Ocean Park and Ilwaco libraries although she plans to study this further. Ms. Davies asked how the need for a larger Ocean Park facility is being addressed. She assumes there is an ongoing internal study of libraries' needs. Ms. Kruse said she thinks the district's greatest needs are being addressed, but she would like to see a more thorough analysis of the libraries, use patterns, and demographics. This is one of the objectives of the Long Range Plan. She wants to make sure we make thoughtful decisions based on use and best projections available. TRL has responded to Ocean Park's needs in some ways by adding more staff, more open hours and fitting in more materials, including a reference collection. She commended Ms. Nash for her ability to make the best use of space. Ms. Nash said Ocean Park has a good reference collection. The reference area will be rearranged and staff will concentrate on improving their reference skills, as well as children's services.

B. Long Range Plan

Ms. Kruse said staff have been working on reorganizing the draft Long Range Plan by consolidating duplicate tasks and arranging the plan in a logical order. A sub-committee of the Long Range Plan committee is working on an introduction to the plan. The committee's next meeting is September 7 at which the draft plan will be reviewed. A preliminary Long Range Plan will be presented to the TRL Board at its September meeting, along with a preliminary budget.

C. Director

Mr. Morgan presented the July 1995 Revenues and Expenditures. He referred to a graph comparing timber revenues for the past three years. Through July, TRL has already received \$777,000 above the budgeted amount for the year. This large increase will allow us to augment the building fund and automated fund. Building Projects: A mail in ballot for a bond issue for the Aberdeen library will be sent out August 29 and is due September 19. Mr. Blauvelt said he feels optimistic. People are working hard on the campaign. The local newspaper has been writing good articles on a regular basis. Ms. Gorsuch said TRL's informational brochure on the ballot issue will go out Monday. Mr. Morgan said the Centralia roofing project is nearing completion. Ms. Kruse reported the Olympia city staff, library Friends and Board are working on the second phase

7C of the project for a new library. They are trying to find out what kind of support there is for a new library and educate people about the need. A video will be produced and shown on TCTV and a survey will be conducted. A survey will help determine the boundaries for the capital facilities district. The issue will probably be on the November 1996 ballot. The Local Library Boards Workshop is on September 16. A letter, agenda and registration form will be sent out this week. The workshop will be held at the Service Center in the morning and at the Tumwater library in the afternoon. The TRL Board Retreat has been changed to November 4. The consultants in the Classification and Compensation Study are reviewing preliminary market data and point factoring the positions. Ms. Kruse has requested they do more comparable data analysis. She expects their preliminary report within the next two weeks. She will schedule a special TRL Board meeting/Executive Session to review the preliminary report and the cost involved. This has been a very open process with a lot of staff input. Ms. Roose has been able to provide a fresh perspective to the study. Several staff and board members attended the PNLA Conference in Whistler, B.C. Several commented it was a good conference with good speakers and sessions. Ms. Roose has obtained a video used at the conference and will present it at the local library boards workshop. The Workshop in Library Leadership conference will be held September 28-30 in Yakima. Ms. Kruse reported on her attendance at a Managing Technology in Public Libraries Leadership Institute in Maryland. There were 40+ in attendance, mostly library directors, and they shared what they are doing in their libraries in technology, discussed what is working well for them, and exchanged information. Ms. Gorsuch reported on the Summer Reading Program. This program has grown over the years and she expressed appreciation to Ms. Winfree, the children's librarians and other staff in the district who do so much to make it a success. There is an increase of 11.23% in signups and a district-wide increase of over 1,000 finishers over last year. Staff report the performers have been outstanding and many of the children are reading more than the required 10 books. There has been excellent news coverage of the events. Ms. Roose presented the July 1995 Statistics which show an increase of 11.89% in circulation over July 1994. Ocean Park shows an increase of 21.56%. New facilities make a difference as indicated in Elma with an 11.4% increase and Tumwater with an 80.4% increase.

There was no further business and the meeting adjourned at 9:05 p.m.

  
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President

  
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Secretary