

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

September 27, 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	
	A. 9/14/95 letter from Thurston County Board of Commissioners	1
	B. Public Comments	1
3	Approval of Minutes	2
4	Vouchers	2
5	Unfinished Business	
	A. Working Calendar for the TRL Board	2
	B. Criteria for Board Communication/Action	2
6	New Business	
	A. 1996 Preliminary Budget	2
	B. Long Range Plan	3
7	Reports	
	A. Director	4
8	Other Agenda Items	
	A. The Fund Raising School	4

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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; Janelle Williams

STAFF PRESENT: Liane Bascou; Claire Christiansen; Judy Covell; Carol Gorsuch; Thelma Kruse; Dianne Loomis; Jim Morgan; Tina Roose; Bill Scherr; Kitty Schiltz; Jan Sterner; Mary Strohl; Barbara Winfree

GUESTS PRESENT: Jeff Dorn; Gordon Earsley, Hoodspport Friends; Dean Hooper, Yelm Friends; Ray Kelleher, Olympia Library Board; Nancy Wilson

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

AGENDA ITEM
NO.

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

A. 9/14/95 letter from Thurston County Board of Commissioners

The Thurston County Commissioners have received a letter from Amory Peck expressing her interest in filling the vacancy on the TRL Board when Doris Fourre's term expires in December 1995. The commissioners have requested the TRL Board to make a recommendation regarding a replacement. Mr. Blauvelt said he will write a letter to the commissioners telling them that the TRL Board will miss Ms. Fourre and looks forward to a new member, and that the board will trust the judgment of the commissioners in selecting a new member.

Ms. Fourre said this is the first time she has heard of the commissioners requesting a recommendation from the TRL Board. She thinks the commissioners should advertise the position to allow people from other districts in the county to come forward. There has not been a representative from Thurston County on the TRL Board in the past 15 years from other than the third district. Mr. Blauvelt recommended his letter state that the board trusts the judgment of the commissioners. He does not think the TRL Board should tell the commissioners how to proceed. Ms. Fourre said she will contact the commissioners personally with her concerns. Mr. Blauvelt requested the director prepare a letter for his signature based on his recommended wording.

B. Public Comments

Mr. Hooper asked about Library Services and Construction Act funding. Ms. Kruse said she is not sure if funds will be appropriated next year. She has just received applications for Title III and educational grants, but there is not an application process for capital facilities grants at this time.

3 Approval of Minutes

- 95-39 CAROLYN DOBBS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JULY 26, 1995, AS DISTRIBUTED; JEAN DAVIES SECONDED THE MOTION. CAROLYN DOBBS, JEAN DAVIES, DORIS FOURRE, JANELLE WILLIAMS AND ART BLAUVELT VOTED IN FAVOR OF THE MOTION; BILL LAWRENCE AND HELEN TIMM ABSTAINED BECAUSE THEY WERE NOT PRESENT AT THE JULY 26 MEETING. MOTION CARRIED.
- 95-40 JEAN DAVIES MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF AUGUST 23, 1995, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. JEAN DAVIES, HELEN TIMM, DORIS FOURRE AND ART BLAUVELT VOTED IN FAVOR OF THE MOTION; CAROLYN DOBBS, BILL LAWRENCE AND JANELLE WILLIAMS ABSTAINED BECAUSE THEY WERE NOT PRESENT AT THE AUGUST 23 MEETING. MOTION CARRIED.
- 95-41 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF SEPTEMBER 21, 1995, AS DISTRIBUTED; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll-related vouchers for August 1995 amounted to \$504,073.37.

- 95-42 CAROLYN DOBBS MOVED TO APPROVE VOUCHERS NO. 44667 THROUGH NO. 44895 FOR SEPTEMBER 1995 IN THE AMOUNT OF \$259,551.92; BILL LAWRENCE SECONDED THE MOTION.

Ms. Timm noted that the board used to receive a copy of the checks written on the imprest fund (No. 44741 for \$2,067.27) and requested this practice continue.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Working Calendar for the TRL Board

Mr. Blauvelt said sometime ago he was requested to work with Ms. Kruse and Ms. Bascou on developing a working calendar for the board. He distributed a proposed working calendar which indicates when certain tasks need to be accomplished by the board. This matter will be on the board's October meeting.

B. Criteria for Board Communication/Action

A subcommittee of the board comprised of Mr. Blauvelt, Ms. Davies and Ms. Timm were to develop criteria for board communication/action, including the schedule for evaluation of the Library Director. The evaluation schedule at this time is that Ms. Kruse will provide an informal written update of progress in September, a formal written update of progress in November at which time the board will meet to review the progress, and in December a final written evaluation. The three members of this subcommittee will schedule a meeting.

6 New Business

A. 1996 Preliminary Budget

Annually in September the board adopts its preliminary budget for the following year. The 1996 final budget will be adopted in December.

6A
95-43

HELEN TIMM MOVED TO ADOPT RESOLUTION NO. 95-07 ADOPTING A PRELIMINARY OPERATING BUDGET FOR 1996; DORIS FOURRE SECONDED THE MOTION.

Administrative staff reviewed the 1996 budget and the process used to determine the budget. Staff throughout the district developed budgets for their own service areas reflecting what it would cost to continue the current level of service plus additional wants and needs. These requests were discussed at various levels and prioritized with recommendations to the administrative budget committee. The Long Range Plan tasks were reviewed by staff to make sure there are resources in the budget to implement the tasks. The administrative budget committee comprised of heads of the service units met several times. After this committee had firmer figures, they met with the 3 member board budget committee. Revenue projections in 1996 are close to \$10 million, about \$900,000 more than in 1995. After the increases in cost to continue providing the same level of service were considered such as communications, postage, supplies and salary increment increases, the committee had a reference point from which to work with all of the additional requests. The increased volume of current service added \$137,000 for additional staff, mostly part time staff to meet specific demands for service, as well as an AV materials selector. Equipment needs in 1996 are about \$112,000 less than 1995, since much of our new equipment has been purchased this year. We will instead be replacing existing equipment and support existing service. The implementation of the classification and compensation plan is budgeted at \$175,000 which will involve getting staff into the range appropriate to their job duties, plus associated costs for benefits. The training budget has been increased by \$40,000 over 1995 levels to comply with the Staff Association's request that more be spent on training, especially in the area of technology in order to provide good quality service to TRL's customers.

Personnel expenditures represent 66% of the budget. The materials budget has been increased by \$153,000 over 1995 which will represent 16% of the budget. The \$200,000 budgeted out of excess revenues for the North Mason opening collection brings that to 18% of the budget. The other 18% of expenditures are for supplies, professional services, communications, repairs and maintenance and other services and charges. Expenditures broken down by elements include 78% for public service, 11.5% for organization of services, 7% for administration, and the remaining for training and facilities. The supplemental expenditures are one time large expenses which are funded from excess timber revenues. These supplemental expenses include \$25,000 to take care of accommodations for special needs which have been identified in the action plan adopted by the board, \$200,000 to support the North Mason opening day collection, \$190,000 to complete the signage project for the entire district which will enable people to use the libraries more easily, and \$200,000 in the event we have a proration problem in Pacific County. The building fund includes money for expansion and remodeling of the North Mason library, replacing the roof and paving the parking lot at Packwood, and painting the exterior of the Montesano library. Funds are also allocated for property in Hoodspout, and purchasing additional land for expansion of the Ocean Park library.

MOTION CARRIED UNANIMOUSLY.

B. Long Range Plan

For the past several months a Long Range Plan Goal Setting Committee has been meeting for the purpose of drafting a revised Long Range Plan for the district. Mr. Blauvelt explained the Long Range Plan document, which is a narrative

6B summary, and the Implementation Plan, which sets out the tasks. The documents are the result of input gathered from staff and interested people who responded to questionnaires and attended the planning fairs. The Long Range Plan will include a letter from the TRL board; the mission statement which was revised for more clarity and consistency, but still reflects the purpose of the library district and a commitment to the people it serves; TRL's service philosophy; five guiding principles--ensure intellectual freedom, be customer driven, provide timely and accessible service, value and cultivate staff and volunteers, and ensure cost effectiveness; three roles--support information and lifelong learning, support the community, and support popular interests; and the goals and objectives which address intellectual freedom, collections, facilities, borrower services, information services, children and young adult services, staff resources, and community involvement.

Mr. Blauvelt requested the board members review the two documents and be prepared to discuss them at the October 25 meeting. The narrative plan will be adopted by the board. The Implementation Plan will be a working document and will be revised annually.

7 Reports

A. Director

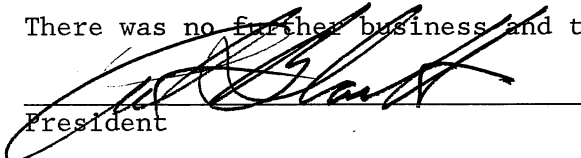
Mr. Morgan presented the August 1995 Revenues and Expenditures. He has added an additional page to his report to include the major gift fund which the board established last month. Ms. Schiltz reported the Management Council's primary discussion at its August meeting was the 1996 budget and updating each other about their buildings and departments. The Aberdeen library bond issue did not pass. As soon as the North Mason contract is signed, the architect will meet with the building committee. The City of Olympia has hired a consultant to help produce a video which will be used by a speakers bureau being organized by the Olympia Library Board and Friends. The video will be used throughout the community to discuss the feasibility study and determine the feelings of the people in the community about a new library. The consultant is also working on a survey for people who come into the library during the week of October 9-15. The TRL Board agreed to meet in a special meeting/executive session on October 9, at 6:30 p.m. for the purpose of discussing the implications of the Classification and Compensation Plan. The consultants will meet with the board at 7:30 p.m. The Local Library Boards Workshop was held September 16. Freida Takamura of the Washington Education Association, spoke about intellectual freedom issues. The TRL Board of Trustees Retreat is scheduled November 4 at St. Placid Priory in Lacey. Ms. Kruse will call the board members to discuss agenda items. The WILL Conference is scheduled September 28-30 at Yakima. Ms. Davies plans to attend. The August 1995 statistics show increases in all areas.

8 Other Agenda Items


A. The Fund Raising School

Mr. Lawrence announced that he and Sandra Sebbas will be attending the "Principles & Techniques of Fund Raising" in San Francisco November 6-10. Ms. Dobbs suggested the TRL Board formulate questions at the retreat for Mr. Lawrence to take with him to the school.

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



President



Secretary