

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING

W. H. Abel Memorial Library, 125 Main St. S., Montesano, WA 98563

November 29, 1995

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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; Kathy Clayton; Carol Gorsuch; Val Jester; Thelma Kruse; Tim Mallory; Jim Morgan; Tina Roose; Kitty Schiltz; Sandra Sebbas

GUESTS PRESENT: Bob Cihak; Jim Dameron; Linda Demp; Mary Flindall; David Foscue; Helen Hepp; Jacqueline Jones; Sheila LeBrun; E. McWhorter; Anne S. Moisanen; Donnie Rostedt; Jay Sterling; Linda Webb

President Blauvelt called the regular meeting to order at 7:40 p.m. Previously the board met in Executive Session from 6:43 p.m. to 7:25 p.m. for the purpose of evaluating the Library Director.

AGENDA ITEM

NO.

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

Ms. Kruse said she received a letter, which she has shared with several board members, from a Tumwater patron who is concerned about access to Internet. Ms. Kruse will respond to the letter. The district's intellectual freedom policies allow patrons to make up their own minds on what is appropriate for them. TRL is facing some new challenges since some materials may invade the privacy of others, particularly with video screens and Internet. Internet has opened up a new realm of resources. There is valuable information on the Internet which is constantly being used in the reference departments and by the public and staff. Mr. Cihak recognized that parents have the responsibility for what their minor children use in the library. He suggested a statement be added to TRL's policy for selecting and discarding materials as follows: "To assist parents and guardians in fulfilling this responsibility, the library shall record parental verbal or written instructions regarding suitability of material in the child's personal record. Librarians shall follow such parental instructions." Mr. Blauvelt said that the TRL Board of Trustees firmly believes in its decision to include on library cards the statement that "Parents or guardians are responsible for the selection choices of their own minor children." Mr. Cihak felt it should be possible with our technology to make a note in a child's library record that the parent be called if the child is not accompanied by a parent. Board members and staff commented that this would be too time intensive for library staff. Mr. Blauvelt added that in addition to the practical aspects of how to implement such a program, there is also the liability factor if library staff fail to keep that promise. Mr. Lawrence said this topic is an important issue and concerns have been raised by others as well. He recommended TRL have a position available for TRL staff to respond to these concerns. He requested that Mr. Cihak receive a written response from the director. Ms. Webb said there is software available for Internet which would block minor children's access to objectionable materials. She had left her child at the Aberdeen library and found out that he was getting access to things she finds objectionable. Public schools deal with freedom to read and censorship issues as well. The Hoquiam High School addressed the problem by investing in this software and requiring that an adult be in the room when a child accesses

2 Internet. Ms. Webb encouraged TRL invest in this software also. Mr. Blauvelt responded that the TRL Board did discuss this issue at its recent retreat. The software is not foolproof and some children can figure out how to defeat it. It again gets into the issue of the library providing a guarantee to parents that we cannot be sure of delivering, nor do we believe that is the library staff's job. He said the library makes materials available and the parents decide what is appropriate for their children. He reiterated that he thinks this Board is fully behind its intellectual freedom policies. Ms. Kruse added that TRL is printing brochures and alerting parents to their responsibilities in this area. Ms. Davies said Internet is here to stay and we need to learn how to work with it just as we have with other technologies. Ms. Dobbs said we need to keep this kind of dialogue going, find solutions that may work, as well as alert people ahead of time so they can develop some strategies for their children. Ms. Webb encouraged the library make available a brochure she has seen regarding child safety on the information super highway and provide parents the information they need to counteract the problem.

3 Approval of Minutes

95-50 JEAN DAVIES MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF OCTOBER 25, 1995, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. JEAN DAVIES, BILL LAWRENCE, HELEN TIMM, JANELLE WILLIAMS AND ART BLAUVELT VOTED IN FAVOR OF THE MOTION; DORIS FOURRE AND CAROLYN DOBBS ABSTAINED SINCE THEY WERE NOT PRESENT AT THE OCTOBER 25 MEETING. MOTION CARRIED.

4 Vouchers

Payroll and payroll-related vouchers for October 1995 amounted to \$495,927.24.

95-51 BILL LAWRENCE MOVED TO APPROVE VOUCHERS NO. 45138 THROUGH NO. 45402 FOR NOVEMBER 1995 IN THE AMOUNT OF \$222,081.72; CAROLYN DOBBS SECONDED THE MOTION.

Per the previous discussion, Voucher No. 45260 to the National Center for Missing Children is for 1,000 brochures regarding child safety on the information super highway. No. 45220 (\$2,138.85) is reimbursement to the Imprest Fund. Included in the board's packets is a list of checks which have been written on the Imprest Fund. Most of these expenditures are for refunds for lost books which have been found and interlibrary loan fees to other libraries. These expenses are eventually charged to the appropriate general ledger account. In response to Mr. Lawrence's inquiry, steps have been taken to ensure secure internal cash handling procedures in the libraries.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Long Range Plan

In the past year, a committee has been working on revision of the district's Long Range Plan. A draft Long Range Plan and a draft Implementation Plan were distributed to the board on September 27. The narrative Long Range Plan will be adopted by the board. The Implementation Plan will be a working document and will be revised annually. Mr. Blauvelt expressed appreciation to the people who provided input and took part in the revision of the plan. Mr. Lawrence requested the director provide a letter for Sandra Sebbas' personnel file

5A regarding her work on heading up the Long Range Plan process.

95-52 BILL LAWRENCE MOVED TO ADOPT THE LONG RANGE PLAN PRESENTED TO THE  
TIMBERLAND REGIONAL LIBRARY BOARD ON SEPTEMBER 27, 1995; HELEN TIMM  
SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 New Business

A. Report and discussion of establishment of a charitable foundation

Mr. Lawrence and Ms. Sebbas attended a fund raising school presented by the Indiana University. Mr. Lawrence reported the school described the process for forming a foundation and outlining tasks that must be carried out to accomplish a foundation's fund raising goal. Ms. Sebbas said TRL will form a committee in 1996 that will develop a foundation which will begin in 1997. The foundation concept for TRL is to benefit the district as a whole and will not compete with the fund raising efforts of the Friends groups. Anyone interested in serving on the foundation startup committee may contact Ms. Kruse.

7 Reports

A. Focus on Montesano

Ms. Jester introduced Kathy Clayton who is the new supervisor at the Amanda Park Library. Ms. Clayton has been at Amanda Park for 7 months and teaches preschool in addition to working for the library. Ms. Jester reviewed programs at the library under the sponsorship of the Friends, including a garden tour last summer which resulted in a donation to the library, an upcoming talk this spring by author Robert Pyle, lunch for your brains series, an upcoming Christmas tour of inns in Grays Harbor County, provision of refreshments and the library's restroom facilities during the Festival of Lights parade. The Friends will be devoting their time, energy and money into redoing the landscaping around the library. The Friends hope the lower level of the library can be remodeled and the necessity of providing protection for a collection which has been deposited there will be addressed. The Montesano board oversees the Fleet Memorial Fund. Currently there are about 3,000 items in the library which were purchased through this fund and the board plans to purchase 2 CD Rom stations for the library from the fund.

B. TRL Board Committee

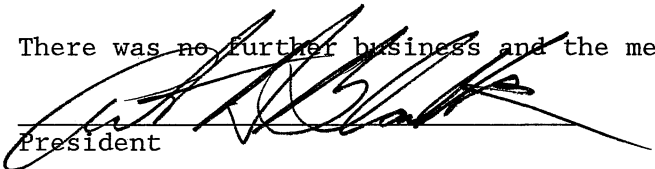
Mr. Blauvelt, Ms. Timm and Ms. Davies have served on a board committee which has been reviewing the director evaluation and board communication/action procedures. The committee has developed an evaluation calendar, the information which the director is to provide for setting the director's annual salary, the procedure for setting the director's salary, and the information which should be provided to the board on a regular basis. These procedures will be provided to the board for their manuals and are attached to these minutes.


C. Director

Mr. Morgan presented the October 1995 Revenues and Expenditures report. TRL is enjoying tremendous benefits from the timber revenue most of which is placed in specific funds, such as automation and building. It is anticipated that TRL will receive \$2.5 million in timber revenues this year. TRL will be finishing out the year slightly under budget in expenditures. Ms. Schiltz reported that the Management Council has been focusing the past year on the Long Range Plan,

7C classification study, the budget, and communication among the council and throughout the district. The Management Council reviews recommendations of other committees. It has developed a format for action item minutes for all committees to use to help keep track of what is happening. At the council's next meeting, the group will determine its focus for 1996 and will discuss how to improve the budget process. The Classification Plan recently adopted by the TRL Board is now in the appeals process. The consultants will review the appeals and make recommendations to the TRL Board at its December meeting. The board agreed to schedule an executive session on December 27 at 6:00 p.m. for this purpose. Building Projects: The North Mason building committee held its first meeting with the architect at which they discussed preliminary ideas for expanding that building. TRL has an opportunity to purchase additional property for the North Mason library. Olympia library board and Friends are making presentations throughout the community regarding the need for a new library. A video has been produced and is currently being shown on TCTV. The video will be shown at the TRL Board's December 27 meeting. Three public workshops have been held to answer citizens' questions and get their input on the need for a new library and where it should be located. The next step is development of a preliminary building plan. There will be discussions of whether a bond issue should be presented to city residents only or develop a library capital facility area to vote on a bond issue since a high percentage of people who use the library do not live in the city limits. The PLA Conference will be held in Portland, Oregon in March 1996. TRL hopes to send several staff this year since the national conference is this close. The October 1995 Statistics were presented.

There was no further business and the meeting adjourned at 9:10 p.m.

  
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President

  
\_\_\_\_\_  
Secretary

M E M O R A N D U M

Director Evaluation Procedure

1. EVALUATION CALENDAR.

- A. In January of each year, the Board and Director should jointly meet and develop a checklist of objectives for the year.
- B. During May of each year, the Director shall provide the Board with informal written updates of progress on the checklist of objectives.
- C. In September of each year, the Director shall provide the Board with informal written updates of progress with regard to the objectives set in January and revised during the year by the Board and the Director.
- D. In November, before the November Board of Trustees meeting, the Director shall provide a written update of progress on the objectives.
- E. At the November Board Meeting, the Board and the Director shall review the progress and jointly outline a consensus report on the performance of the Director.
- F. By mid-December the Director shall mail the information required by the Board for the setting of the next years salary of the Director.
- G. In January, the Board of Trustees shall set the compensation of the Director retroactive to the first of the year.

2. MATERIAL AND INFORMATION TO BE PROVIDED BY DIRECTOR BY MID DECEMBER OF EACH YEAR IN ANTICIPATION OF SETTING THE SALARY.

The Director shall provide to each member of the Board of Trustees, by mid December, the following information:

- A. The Director's present salary;
- B. The present and anticipated salary of each Deputy Director at Timberland Regional Library;
- C. The present and anticipated salary (if known) of similar regional libraries Directors. At a minimum, the information on the salaries of Directors shall include the following libraries:

1. Sno Isle
2. Fort Vancouver
3. Pierce County
4. Tacoma Municipal
5. Seattle Municipal
6. King County
7. Kitsap County
8. North Central
9. Whatcom County
10. At least two regional libraries from Eastern Washington.

3. **THE PROCEDURE FOR THE MEETING OF THE BOARD OF TRUSTEES TO DISCUSS AND SET THE SALARY OF THE DIRECTOR:**

- A. The meeting shall be an executive session before the regularly scheduled January Board of Trustees meeting.
- B. The meeting will begin with just the Board members in executive session. They will review the information received and discuss setting the directors salary.
- C. The Director shall then be invited into the Executive meeting and the members of the Board of Trustees shall advise the director of the salary.
- D. The salary of the Director shall be adopted and confirmed in writing in the Minutes of the Executive Sessions Meeting and adopted at the January meeting of the Board of Trustees and made retroactive to January 1.

4. **THE DIRECTOR SHALL REGULARLY PROVIDE THE FOLLOWING INFORMATION TO THE MEMBERS OF THE BOARD OF TRUSTEES:**

- A. Written notification to the Board of Trustees of the anticipated vacation schedule or extended absence of the Director.
- B. Telephone notification followed by written confirmation of any events, complaints or concerns raised by patrons, citizens or governmental agencies relating to the library's *Freedom to Read Policy, Freedom to View Policy or Library Bill of Rights*. If the concern is in writing, then the Director is to attach a copy of the writing.
- C. Written notice as to the first meeting date with the union representing library employees at the beginning of staff negotiations. Weekly written advice to the Trustees of progress during the negotiations. Written advice of any tentative agreements and/or recommendations in advance of Trustee meetings.

D. The Director shall give telephone notice to the individual Board member representing a County with regard to any of the following events occurring in that Trustee's county:

- (1) Any patron or citizen complaint made in writing or by telephone to the Director or any Deputy Director.
- (2) Any promotion, demotion, resignation or hiring of library professionals within that county.
- (3) Any written correspondence from a contracting City to the Director or any Deputy Director regarding any of the following:
  - a. Citizen complaints
  - b. Concerns about library service
- (4) Any other correspondence, report or request that has potential public relations consequences to Timberland Regional Library on a county or system wide basis.
- (5) A monthly report to all members of the Board of Trustees as to those matters set forth in item 3 above