

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

January 24, 1996

I N D E X

AGENDA ITEM

<u>NO.</u>		<u>Page No.</u>
1	Introductions	1
2	Correspondence and Public Comments	1
3	Approval of Minutes	1
4	Vouchers	1
5	Unfinished Business	
	A. Intellectual Freedom	2, 5
6	New Business	
	A. Signature Authorization on Timberland Accounts	3
	B. Elimination of Bond Fund and Vehicle Replacement Fund	3
	C. 1996 Salary for Library Director	3
	D. Declaration of Surplus Property	3
	E. Partnership Program for Library Facilities	4
7	Reports	
	A. Long Range Plan	4
	B. Director	4
8	Other Agenda Items	
	A. Internet Demonstration	2

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

January 24, 1996

M I N U T E S

BOARD MEMBERS PRESENT: Helen Timm, President; Art Blauvelt; Jean Davies; Carolyn Dobbs; Bill Lawrence; Amory Peck

BOARD MEMBER EXCUSED: Janelle Williams

STAFF PRESENT: Liane Bascou; Judy Covell; Gwen Culp; Carol Gorsuch; Corene Jones-Litteer; Lorrie Kovell; Thirza Krohn; Thelma Kruse; Dianne Loomis; Jim Morgan; Christine Peck; Victoria Rexford; Tina Roose; Kitty Schiltz; Sandra Sebbas; Jan Sterner; Mary Strohl; Mike Wessells; Barbara Winfree

GUEST PRESENT: Suzette Birdsell

President Timm called the meeting to order at 7:15 p.m. Previously the board met in Executive Session from 6:00 p.m. to 7:00 p.m. for the purpose of discussing the 1996 salary of the Library Director.

AGENDA ITEM

NO.

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

A. Correspondence

Ms. Timm presented an invitation from TCI Cablevision to an event on February 9 which will feature special guest speakers and entertainment. She encouraged TRL Board members to attend. TCI Cablevision has over the years donated several thousand dollars to TRL.

The TRL Board received a copy of a memo to Olympia Mayor and City Council from the Olympia Arts Commission regarding Arts, Culture and the Timberland Library. The Arts Commission supports the efforts to construct a new community library and offers its assistance by helping to develop strong connections between the library, cultural arts, enrichment, and education. Attached to the memo is a series of recommended options for consideration when developing the schematic floor plan and the financing for a new Olympia library.

- 3 Approval of Minutes

96-03 JEAN DAVIES MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF DECEMBER 27, 1995, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. JEAN DAVIES, BILL LAWRENCE, ART BLAUVELT, AND HELEN TIMM VOTED IN FAVOR OF THE MOTION; CAROLYN DOBBS AND AMORY PECK ABSTAINED BECAUSE THEY WERE NOT PRESENT AT THE DECEMBER 27, 1995, MEETING. MOTION CARRIED.

The Board was unable to approve the minutes of the January 18, 1996 special meeting because only three of the four board members present at that meeting were available to vote on the motion.

- 4 Vouchers

Payroll and payroll-related vouchers for December 1995 amounted to \$497,897.29.

96-04 CAROLYN DOBBS MOVED TO APPROVE VOUCHERS NO. 45613 THROUGH NO. 45824 FOR JANUARY 1996 IN THE AMOUNT OF \$402,028.48; ART BLAUVELT SECONDED THE MOTION.

- 4 Voucher #45781 (\$4,584.40) is the final payment to the State Auditor's office for the recent audit of TRL. The auditor's office has advised TRL that there are no findings, and has made a few suggestions for record keeping. A copy of the final report will be sent to the board. Voucher #45822 (\$81,378.31) to Ameritech Library Services is for one year's maintenance and support of TRL's Dynix system. The North Mason property acquisition has closed. Since the title company does not accept a regular check, TRL made arrangements for a wire transfer by the Thurston County Treasurer's office in the amount of \$136,153.19. Ms. Timm expressed congratulations to Mr. Morgan for his efforts in this property acquisition.

MOTION CARRIED UNANIMOUSLY.

8 Other Agenda Items

A. Internet Demonstration

Ms. Sterner, TRL Reference Coordinator, provided an Internet demonstration. Although the Internet has been controversial, she relayed how wonderful this resource is for the staff and the patrons. She displayed some of the resources available, including information reference librarians are able to access, and the home pages which are being designed by the computer department. TRL's Internet Policy is included, as well as a tutorial about how to use Internet. TRL is able to save a considerable amount of money by not having to keep up subscriptions because the information is available on Internet.

5 Unfinished Business

A. Intellectual Freedom

In a TRL Board work session on January 8, 1996, the board agreed on four general guidelines to use in establishing TRL's Internet procedures. The board has received correspondence from staff regarding these guidelines particularly expressing concerns with requiring children under 18 to have a parent's or guardian's signature before being allowed to use the Internet. Several staff described their use of Internet and its great potential as a resource, and cited situations which have happened in libraries regarding patrons' use of Internet. They commented that they think concerns about Internet come from a fear of the unknown and from what is heard in the press. Staff feel that parents want to be educated. They feel that rather than put up barriers to access, it would be to TRL's advantage to educate and provide demonstrations of Internet. The brochure "Child Safety on the Information Highway" has been very helpful. Mr. Blauvelt indicated that he personally is having second thoughts about getting parents' permission after reading the concerns of staff. He needs to be convinced of a way to get the word out that Internet access for children is something parents need to think about.

Other staff comments were as follows: Where will it stop if TRL requires a parent's signature for a child to access Internet? Will parents eventually have to sign for children to have CDs or videos? It is important to catch people in the training, through brochures and other materials. Children are now coming into the library who did not come in before because of Internet. We want to keep them interested in the library. Restriction to Internet is a value judgment and we do not have a right to make a value judgment to restrict certain materials. A parent has the choice of always being with his/her child in the library or trying to make sure no one else has access to Internet because that is the only way to protect his/her child. TRL should put together a pamphlet which addresses these concerns. Staff can help facilitate discussion between a parent and a child. We need to offer an avenue for parents who are concerned about what is available in the library. Children should have freedom of access

5A to what the library has available. The library is a place for people to explore what they are interested in. We should run an annual campaign reminding people that the library is a public place. Parents think the library is a safe place to leave their children. It is a public building and we need to educate people about the role of the library in the community which is to have information on all sides of an issue. If we require a parent's signature, what do staff do if one child has permission and his friends with him do not? Let's emphasize the good things available on Internet and make sure parents are aware they need to guide their children. A lot of children and young adults do not have access to computers except maybe at school. If we require a parent's signature for children to access Internet, some children may never be able to use it because of their parent's lack of interest.

Ms. Timm requested the board continue with the rest of the agenda items and return to this agenda item at the end of the meeting.

6 New Business

A. Signature Authorization on Timberland Accounts

The TRL Board has authorized the Library Director and Business Manager signature authority on Timberland accounts. It is requested that the Board approve a third signature authority for the Deputy Director.

96-05 BILL LAWRENCE MOVED TO AUTHORIZE SIGNATURE AUTHORITY FOR DEPUTY DIRECTOR FOR PUBLIC SERVICES, CHRISTINA ROOSE, ON TIMBERLAND ACCOUNTS; AMORY PECK SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Elimination of Bond Fund and Vehicle Replacement Fund

The Bond Fund and Vehicle Replacement Fund are accounts which Timberland Regional Library had set up with the Thurston County Treasurer. These accounts are no longer being used and it is necessary for the Board to abolish these accounts.

96-06 CAROLYN DOBBS MOVED TO ADOPT RESOLUTION NO. 96-02 RELATING TO AND ABOLISHING TRL G. O. BOND FUND 792 AND TRL VEHICLE RESERVE FUND 793; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. 1996 Salary for Library Director

The TRL Board met in Executive Session prior to this meeting to discuss the 1996 Library Director's salary.

96-07 ART BLAUVELT MOVED TO GRANT, EFFECTIVE JANUARY 1, 1996, AN ANNUAL SALARY OF \$83,000 FOR THE LIBRARY DIRECTOR, PLUS THE PAYMENT BY THE EMPLOYER OF THE PREMIUM AMOUNT FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION TO A MAXIMUM OF \$195.36, AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS; AMORY PECK SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

D. Declaration of Surplus Property

Occasionally the library district declares equipment and supplies to be surplus. The district has two vehicles which need to be declared surplus.

96-08 BILL LAWRENCE MOVED TO DECLARE SURPLUS THE 1989 DODGE VAN, LICENSE #10286C, AND THE 1983 CHEVROLET STATION WAGON, LICENSE #C59199; ART BLAUVELT SECONDED THE MOTION.

- 6D Mr. Morgan said the van will be advertised for sealed bids and we generally accept the highest bid. The gas tank on the station wagon is leaking onto the exhaust and will be sold to a junk yard.

MOTION CARRIED UNANIMOUSLY.

E. Partnership Program for Library Facilities

The TRL Board of Trustees adopted Resolution No. 88-5 establishing a policy to use unbudgeted forest tax revenues to financially participate with cities in the provision of new and enlarged library facilities. Long range facilities planning is being done, with a facilities audit currently underway. The Administrative Guidelines for Timberland Regional Library's Partnership Program for Library Facilities need to be revised to reflect changes in planning since 1988. At least three cities planning new buildings or remodeling in the next two years expect to apply to Timberland for partial funding of their projects (Olympia, Tenino, and Yelm). The current guidelines state that TRL will allow awards of up to \$10 per square foot toward building construction. There is a common perception that TRL's contribution is 10% of the total cost. The Olympia library is looking at a \$10 million project. The guidelines need to be revised to more accurately reflect the sizes of buildings now being considered. The resolution adopted by the board is very flexible, and the administrative guidelines should be changed to meet current circumstances. A sub-committee of the TRL Board composed of Mr. Blauvelt, Mr. Lawrence and Ms. Timm will work with staff on the guidelines.

7 Reports

A. Long Range Plan

The Long Range Plan was presented. Ms. Kruse plans to present the LRP at local library board meetings and county commissioners meetings. She hopes TRL Board members will also be able to attend these meetings in their respective counties.

B. Director

Ms. Kruse acknowledged the work of Joyce Nichols for Timberland Regional Library. Ms. Nichols recently died after a battle with cancer. Ms. Peck said there was a beautiful memorial service held last Friday with about 600 people in attendance. The Tumwater Library Friends had planned to give a gift to Ms. Nichols on her retirement and knew that what she would want would be something for the new library. The Friends have purchased an arm chair which has been placed in a section of the library where people like to sit. Unfortunately, Ms. Nichols did not have an opportunity to sit in her chair.

Mr. Morgan presented the December 1995 Revenues and Expenditures report, as well as a comparison of timber revenues for 1993, 1994 and 1995. TRL ended 1995 with \$3.4 million in timber revenues. This has allowed us to purchase additional property and increase the size of the building at North Mason, as well as increase the balances in the building and automated circulation funds. Expenditures in 1995 came in under budget. Mr. Lawrence commended staff for keeping expenditures under budget and requested that letters acknowledging this accomplishment be sent to managers. Ms. Jones-Litteer spoke of her participation in Leadership Lewis County. There are 22 participants in this community based leadership program. They are gaining insight into how decisions are made and who makes them and meeting public leaders in the community. Part of the course includes shadowing someone else and performing 10 hours of volunteer work in the community. Ms. Jones-Litteer shadowed someone who is experienced with foundations. Her volunteer time is gathering information for the College Bowl. This program is a two-year commitment which includes one year

7B of the course and the second year planning and helping with the program for new participants. She thanked TRL for supporting her in this program. Mr. Lawrence said there is a formidable list of people involved in this program and he thinks TRL is fortunate to have the library represented. Ms. Davies thanked Ms. Jones-Litteer for making this commitment. Ms. Jones-Litteer reported that the Centralia Library roof has been completed and inspected. There were some problems with leaks which were determined to be caused by a missing bolt in the sheet metal work around the HVAC unit and ducts. The leak appears to be fixed. The December 1995 Statistics and the 1995 Statistics were made available. The rest of the Director's report was suspended in order to continue the discussion on intellectual freedom.

5 Unfinished Business

A. Intellectual Freedom (continued)

Additional staff comments regarding Internet access were as follows: The public library is an institution which is dedicated to freedom of access and we should uphold that principle and make access to Internet available to children without restrictions. We need to keep ourselves aware of what is happening at the state and federal level. A parent's signature is not necessarily assurance of parental approval. We must remember the library is a place to explore. Just because we look at something or read something does not mean we agree with it. The library plays a unique role in our society and we should not put up barriers to children. Internet is just another resource. Staff see a wonderful use of Internet every day by young people. Barriers would be very difficult for staff to regulate.

Mr. Blauvelt asked about the possibility of providing a brochure about Internet etiquette. Staff responded that they are working on a brochure with general information about Internet, including a glossary, the Internet policy, and procedures. There has been discussion about expanding this brochure to include etiquette. Because of the popularity of Internet, people must sign up to use it and part of that sign up could verify they have read the brochure, understand it and agree to abide by the procedures and rules.

The board members agreed to hold another work session to discuss intellectual freedom and the Internet on February 20, at 6:00 p.m., at the Service Center.

There was no further business and the meeting adjourned at 9:45 p.m.


President


Secretary