

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Hoodsport Fire Hall, Finch Creek Rd., Hoodsport, WA

March 20, 1996

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M I N U T E S

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

BOARD MEMBER EXCUSED: Jean Davies

STAFF PRESENT: George Bowen; Mary Ann Christensen; Judy Covell; Gordon Earsley; Thelma Kruse; Jim Morgan; Tina Roose; Kitty Schiltz; Nancy Triplett; Carol Wood

GUESTS PRESENT: Hazel Bartley; Gary Bell; Pam Bell; Don Bloechel; Aylene Bluechel; Chris Bonfilio; Karen L. Bowen; Mavis Buzzell; Norma Jane Cameron; Maxine A. Clow; Alex DeGiovanni; Pat DeGiovanni; Lois Dresback; Murray Dresback; Brandon Dunn; Jerry Esser; Herb Hamilton; Nadine Hamilton; John J. Herigstad; Fay Hill; Jeanne R. Jackson; Michael A. Jordan; Yvette Jordan; Alice Keene; Susan Lewis; Tiffany Lewis; Pat McDonald; Corinne McGrady; Lynn Metzenberg; Peggy Meyer; Rose Marie Miller; Merlin Montgomery; Barbara Norton; Gail M. Norton; Ina G. O'Neill; Sally Osselaer; Howard Randall; Mabel Randall; Irene Robbins; Fumiko I. Saito; Mae Spring; Dorothy E. Strait; Gina Stutzke; Emelyn Swan; Paul Thompson; Bill Timm; Daniel Triplett; Patty Williams; Chet Wood; Rollie Wulff

President Timm called the meeting to order at 7:05 p.m.

AGENDA ITEM

NO.

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

There was discussion about the problems of placing holds on items which turn up missing. Staff explained TRL's retrieval program which has been successful in getting back a large number of materials which have been overdue for a long period of time. Staff has also been working on cleaning up the database by removing items which have been missing for some time.

There seems to be a high loss rate of compact disks. TRL is looking at ways to cut this loss. It was suggested that CD players be accessible in the libraries. TRL's goal is to have equipment available in the libraries which can be used with any of the materials which are available.

Comments regarding the Hoodsport library were as follows: More open hours are needed. More staff hours were added last year for security reasons. Although Hoodsport's circulation is up, a true picture of potential use of Hoodsport library is not accurately reflected because the library does not have evening hours. A lot of the use of the Shelton library by Hoodsport residents could be done at Hoodsport with more open hours. There needs to be a better selection of materials and a larger reference section. Staff and board advised that there are many resources available in Hoodsport which people can access through Internet and Periodical Index. Even if your local library is small, it is part of a large system which allows access to 27 branches. It was suggested that Ms. Triplett conduct a survey of Hoodsport patrons to see what hours would best serve their needs. There is a lack of daily newspapers at Hoodsport. The noise level is too high for people to do research in the library. Parking is a problem. Hoodsport staff were commended for the good job they do in the small space available.

- 2 Hoodsport patrons will have input in a new Hoodsport library. TRL has \$120,000 budgeted for acquisition of a site. TRL board representatives and staff will work with a Hoodsport citizens committee in looking for a site for a new Hoodsport library. One site which had been under consideration is priced too high. Plus there is a buried storage tank on the property which may require high cleanup costs.

3 Approval of Minutes

- 96-13 CAROLYN DOBBS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF FEBRUARY 28, 1996, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll-related vouchers for February 1996 amounted to \$523,852.54.

- 96-14 ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 46050 THROUGH NO. 46245 FOR MARCH 1996 IN THE AMOUNT OF \$149,511.44; CAROLYN DOBBS SECONDED THE MOTION.

Voucher #46064 to Bell-Anderson Agency (\$6,831) is for staff and board's liability insurance. Mr. Lawrence requested the board review its liability insurance so the board better understands the coverage. TRL's insurance agent will be requested to attend a work session of the board to explain this coverage.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Internet Use Policy

The Internet Use Policy was first approved by the board in April of 1995. A revision of the policy is requested. This revision does not change the intent of the policy, but rather changes some of the language to conform to usual policy standards. The director recommends approval of the revision.

- 96-15 ART BLAUVELT MOVED TO APPROVE CHANGES IN WORDING OF THE INTERNET USE POLICY; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Welcome to Hoodsport and Mason County

Ms. Triplett said there has been a tremendous growth in population in Mason County. There is a seasonal fluctuation in the use of the Hoodsport library and staff continually see new people using the library. There has been a steady increase in the use of the library. Hoodsport has an active Friends of the Library group.

B. Collections Report

Ms. Covell reported she is in charge of collection development for the district.

7B A Collections Committee has been formed. The members of the committee represent the small, medium and large size libraries, the Circulation Committee, the Regional Library Managers, and children's and reference services. Topics the committee discusses include the materials budget allocation, what we need more or less of, how the smaller libraries can be more involved in the process, what kind of statistics Dynix can provide which are relevant to assessing our collection, whether or not to circulate CD-Roms, the effectiveness of the interlibrary loan service, the video and talking book rotation system to make it fairer throughout the district, a local history survey to determine how we want to organize it, security of materials (balance the cost effectiveness of staff time vs. the monetary value of the materials we are losing). The Collection Development Policy will be revised and a service plan will be done for the district. A collection assessment in the district will be done, a project which will probably take two or three years.

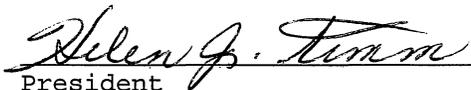
C. Foundation Start-Up Committee

Ms. Kruse reported a meeting was recently held with staff and TRL Board representatives at which they discussed membership on the Foundation Start-Up Committee. Membership will include community representatives from the five counties, TRL board representatives, and TRL staff. The committee's first meeting will be in April and its first task will be to develop a mission statement.

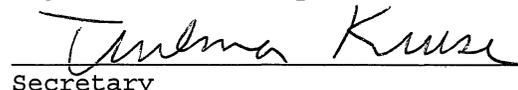
D. Director

Mr. Morgan presented the February 1996 Revenues and Expenditures report. The Management Council's March agenda included discussion of the Internet Use Policy. The council's monthly meetings provide the managers an opportunity to communicate and share what is going on in their areas. Ms. Kruse has begun attending meetings of the local library boards, Friends and County Commissions to present the Long Range Plan and her State of the Library report. The meetings are providing her with an opportunity to fill in each community on what is going on in the district, to answer questions, and to learn about local community needs. Building Projects: Ms. Schiltz reported the North Mason building project is progressing. There are concerns about the septic system because the building is near a wetlands. The committee is looking at alternate sites for the library during the construction phase. The City of Olympia has selected an architect to do preliminary site selection and design work. The city will have to go for a bond issue to finance the new library. They city is considering whether or not to establish a capital facilities district which would open the bond issue to non Olympia residents. The Friends Forum is scheduled on March 23 at the Ilwaco library. The main topic is volunteering in the libraries. A large number of TRL staff will be attending the PLA Conference next week in Portland. Ms. Roose will be attending a Cascade Executive Session for two weeks in April at Port Ludlow. Ms. Kruse plans to send one staff member each year to these valuable sessions.

There was no further business and the meeting adjourned at 8:45 p.m.



President



Secretary