

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
Sweet Oasis Mediterranean Cafe, 702 Terminal, Tumwater, WA

June 3, 1996

M I N U T E S

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

STAFF PRESENT: Thelma Kruse; Jim Morgan; Tina Roose

GUESTS PRESENT: Craig Hanson; Jim Hunt

President Timm called the special meeting to order at 6:00 p.m.

AGENDA ITEM

NO.

1 Property for new Hoodspport Library

A committee of Hoodspport residents was asked to research potential sites for a new Hoodspport library. TRL staff and board members Helen Timm and Bill Lawrence toured the sites to evaluate their potential as library sites. The consensus choice was presented to the TRL Board at their regular meeting in April. An appraisal of the property estimated its value at \$195,000. An offer to purchase the property for \$170,000 was made by TRL and has been accepted by the owner, subject to board approval.

President Timm relinquished the chair to Vice-President Williams.

96-22 HELEN TIMM MOVED TO APPROVE THE PURCHASE OF PROPERTY AT THE CORNER OF SCHOOL HOUSE ROAD AND HIGHWAY 101 IN HOODSPORT, WASHINGTON, FROM LAKE TAPPS DEVELOPMENT CO. FOR THE SUM OF \$170,000; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Vice-President Williams returned the chair to President Timm.

The special meeting was followed by a work session at which the board discussed its liability insurance and board procedures.

Mr. Hunt of Bell-Anderson Insurance was available to answer questions about the board's liability insurance. Mr. Hanson, TRL's attorney, was present during the discussion of the liability insurance and board procedures.

Insurance Presentation

Various suggestions were made which would be helpful in preventing problems.

1. Training:

- A. Have a safe driving course for couriers and others who must drive TRL vehicles frequently as part of their jobs.
 - B. Need to have regular training in areas of sexual harassment, drug and alcohol abuse.
2. Encourage involvement with local schools which are close to libraries as a means of working together to deal with behavior problems.
 3. Inform Timberland Regional Library staff of insurance protection under the Director and Officers Insurance and other insurance policies which are purchased by Timberland Regional Library for their protection.

Board Procedures

The following procedures were agreed upon:

1. Types of Meetings

Craig Hanson informed the board that legally there are only two kinds of meetings--regular and special. All meetings will be advertised as such in the future, with the description following as necessary (i.e. special meeting: work session).

2. Agenda

A. List as 3 items:

- (1) Public Comments
- (2) Board Comments
- (3) Correspondence

B. Voucher approval should go under the Director's report.

C. Information reports by staff should be scheduled when the board meets at the Service Center so that there will be adequate time in meetings scheduled in the libraries for items of local interest.

D. Items should not have time allotments listed on the agenda.

3. Conduct of comments part of the meeting

A. Board President is responsible for setting time allowed for comments. Time limitations may be based on the number of people who wish to speak and other items on the agenda. Board President should inform the public about time limitations and where to stand to address the board.

B. Board members may ask questions during public comments time.

C. Board members' comments occur during the board's portion of

comments. The President may ask for one or more members to respond.

4. Minutes - Special Meetings

A. Minutes will include:

- (1) Record of motions including members who made and seconded motions.
- (2) Summary of recommended course of action or activities.

B. The Director will assign staff as needed to record minutes of special meetings.

There was no further business and the meeting adjourned.



President



Secretary