

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Raymond Timberland Library, 507 Duryea St., Raymond, WA 98577

August 28, 1996

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MINUTES

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

BOARD MEMBER EXCUSED: Helen Timm

STAFF PRESENT: Liane Bascou; Marilyn Eigner; Eric Erler; Corene Jones-Litteer; Thelma Kruse; Tim Mallory; Brita McGregor; Jim Morgan; Rita Mueller; Joann Rucker; Mike Wessells; Barbara Winfree

GUESTS PRESENT: Lori Bame; George Hammond; Dan Hickey

Vice-President Williams called the regular meeting to order at 7:05 p.m.

AGENDA ITEM
NO.

- 1 Introductions were made.
- 2 Correspondence and Public Comments
 - A. Public Comments / C. Correspondence

- (2) 8/21/96 letter to TRL Board members from Lori Bame, Eric Erler, and Brita McGregor re literacy concerns

Ms. Bame is on the board of directors of the Literacy Network of Thurston County (a non-profit organization which provides literacy services for adults), as well as a literacy tutor. Mr. Erler and Ms. McGregor are employees of TRL as well as involved with the literacy network. Mr. Erler presented a document including suggestions to support literacy in the library, excerpts from TRL's Long Range Plan relevant to literacy, an evaluation of TRL's budget, an analysis of non-English speaking adults, high school completion rates, and facts about literacy and illiteracy. In 1996, TRL will receive about \$8 million in property tax revenue. It is estimated that about 15% of the adult population in the five counties TRL serves are functionally illiterate. Based on these figures, it is estimated that those 15% have contributed to TRL \$1.2 million in property taxes. Of the \$1.5 million in the materials budget, there are funds budgeted in periodicals, adult fiction, audio visual, children's, adult non-fiction, and reference, and Mr. Erler is not aware that TRL has ever specified any funds for literacy materials. Of the estimated 17,685 functionally illiterate in Thurston County, the Thurston County Literacy Network is reaching approximately 40 individuals and South Puget Sound Community College is reaching approximately 400 individuals. There are other groups dealing with English as a second language. The following are suggestions of ways for TRL to remove barriers to library access for functionally illiterate people which would have minimal financial impact: (1) Provide ready access to literacy materials and resources for adult new readers, tutors, trainers, and other literacy stakeholders; (2) Provide training and resources to enable library staff to adequately support literacy; (3) Provide forum for literacy support and ongoing facilitation of literacy activities in the library; (4) Acknowledge illiterate and low-literacy patrons as a significant and discreet segment of the TRL constituency. There are several ideas suggested to accomplish each of these objectives.

2A./C.(2)

Ms. Bame said she sees opportunities for the library district to work in collaborative ways with other service providers. She would like to see some kind of communication among agencies so there is an awareness of what is going on in order that mixed messages are not being sent out in the community. Some of the literacy materials are very expensive and perhaps selection of materials could be a collaborative effort. People need to be referred to the appropriate service providers. Various organizations could be asked for donations. The library system could provide space for meetings and tutoring sessions. Ms. Bame said there are some existing literacy programs within TRL and she does not wish to imply that there are none. TRL consistently reaches a large segment of the communities. For example, the children's programs are very positive, but these are programs which support people who already know how to read. She would like to see the library system get past just supporting readers and also reach people who cannot read. Literacy is the ability to read, write, compute, listen, and speak, and if people do not have these skills in their everyday lives, they cannot be productive members of society. Ms. Bame said she understands there are efforts underway in TRL through its Outreach Committee to address adult literacy needs, with the primary focus on unemployment. She cited some statistics--76% of the unemployed and 1/3 of women receiving aid for dependent children are functionally illiterate. These people may be contributing through taxes and come to the library for videos and books on tape. She asked what the library is doing to facilitate them to read. She read TRL's Mission Statement and asked everyone to listen in the frame of adult literacy: "Timberland Regional Library District was created by and belongs to the people it serves. The Library exists to advance intellectual curiosity, promote lifelong learning and enrich environments in which minds can grow. It supports an active, informed community by providing all people with access to materials in various formats representing diverse points of view."

Mr. Lawrence said he wonders how many of the 15% of estimated functionally illiterate have library cards. Ms. Bame said one of the initial things the Literacy Network does is to encourage people to get their library cards. She prefers to conduct her tutoring at the library so her students are surrounded by books and understand these tools and resources are available to them. Mr. Blauvelt thanked Ms. Bame for reading TRL's Mission Statement. It reminds them that there are people out there who the library is not adequately serving. He is interested in learning what other library systems are doing in literacy. Ms. Bame said the Longview library has a very impressive program, including a resource room set aside with computers and staffed with two parttime people, and works closely with the community college. Mr. Erler added that he is aware that several Longview library staff are involved with the literacy network and it is felt that without the library support, it would not exist. He said King County Library has a literacy program. He hears ads for it on the radio. He encouraged TRL consider the PR opportunity of occasional radio ads. Mr. Mallory said California libraries had support from their state library for literacy programs. In spite of proposition 13, many of the libraries continue to fund literacy programs. He said library support of literacy is good PR for a library. He added that many libraries have staff dedicated to literacy. Ms. Bame said one of the critical factors is support of management which is why she and Mr. Erler and Ms. McGregor asked for this opportunity to talk to the board about their concerns. Ms. Kruse said she thinks one of the problems with the literacy collections is that they are not used much. There is a need to work with tutors. Unless there is an ongoing and complete literacy program, the materials sit on the shelves. Unfortunately, there is not a great variety of literacy materials available.

2 B. Board Comments

There were no board comments.

C. Correspondence

(1) Certificates of Appreciation

Certificates of Appreciation were presented for Collette Knudtson, Westport, and Lloyd Soine, Shelton, who have completed terms on their respective boards.

3 Approval of Minutes

96-35 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JUNE 26, 1996, AS DISTRIBUTED; CAROLYN DOBBS SECONDED THE MOTION. ART BLAUVELT, CAROLYN DOBBS, BILL LAWRENCE AND AMORY PECK VOTED IN FAVOR OF THE MOTION; JEAN DAVIES AND JANELLE WILLIAMS ABSTAINED BECAUSE THEY WERE NOT PRESENT AT THE JUNE 26, 1996 MEETING. MOTION CARRIED.

96-36 AMORY PECK MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JULY 24, 1996, AS PRESENTED; ART BLAUVELT SECONDED THE MOTION. AMORY PECK, ART BLAUVELT, CAROLYN DOBBS, JEAN DAVIES AND JANELLE WILLIAMS VOTED IN FAVOR OF THE MOTION; BILL LAWRENCE ABSTAINED BECAUSE HE WAS NOT PRESENT AT THE JULY 24, 1996 MEETING. MOTION CARRIED.

4 Unfinished Business

A. Resolution regarding Timberland Regional Library's Defense of Legal Actions

On June 3, 1996, the TRL Board met in special session to discuss TRL's duty to defend trustees, employees and volunteers in the event they are named in a lawsuit resulting from their association with Timberland. TRL has a duty to defend if a trustee, employee or volunteer is making a good faith effort in the performance of his/her job. TRL carries Director and Officers insurance in the event a suit must be defended. This matter was discussed at the board's June 26, and July 24, 1996 meetings, and tabled in order to review further concerns with TRL's attorney, particularly in the section regarding determination of scope of employment.

96-37 ART BLAUVELT MOVED TO APPROVE RESOLUTION NO. 96-03 REGARDING TIMBERLAND REGIONAL LIBRARY'S DEFENSE OF LEGAL ACTIONS INVOLVING EMPLOYEES, BOARD MEMBERS AND VOLUNTEERS; CAROLYN DOBBS SECONDED THE MOTION.

Ms. Dobbs said she is in support of extending this defense to volunteers but wondered if this is a problem because it would be "extending the state's credit." Mr. Blauvelt responded that the law has been amended. He said it is common for agencies to offer assistance to its volunteers.

MOTION CARRIED UNANIMOUSLY.

5 New Business

There was no new business.

6 Reports

A. Focus on Raymond

Mr. Wessells referred to Raymond as the city too tough to die. At one time there were 17 full running mills in town and now there is only one left and it does not run full time. City residents have pulled together and believe there is a future for Raymond. This attitude is reflected in the public buildings, including the library. At one time there was county-wide library service provided from the Raymond library. The land was donated with the proviso that there always be a library on it. In the late 1920s, the library was designed with a distinctive look. At one time several bookmobiles operated out of the Raymond library providing service to people in the southern part of Pacific County. Pacific County joined in the Timberland Demonstration in the 1960s. The City of Raymond supports its library and has provided funds for renovating the building. The first EJIC in TRL was placed at Raymond through a Kellogg grant. It is unique because the library collaborates with other agencies which staff the EJIC and TRL provides the materials and equipment. Raymond has a fairly high use of its literacy collection.

B. Foundation Start-up Committee

Ms. Williams reported the Foundation Start-up Committee will meet tomorrow evening. The committee has solicited names of people who are interested in serving on the foundation's board of directors. The committee will review those names and within the next month these people will receive a letter asking if they are interested in serving. Ms. Williams and Mr. Lawrence are interested in being the two TRL Board representatives on the foundation board.

C. Local Library Boards Workshop Planning Committee

Ms. Peck reported the invitations for the workshop scheduled on September 28 at the Hoquiam library will be sent out this week. The theme of the workshop is "It's a Whole New World."

D. Guidelines for Home Pages

Gwen Culp has presented a draft of guidelines for home pages to the committee. Ms. Dobbs said the guidelines will set the parameters for home pages. TRL wants to extend access to home pages by working cooperatively with cities, counties, Friends groups and local library boards. Mr. Lawrence expressed his concern that home pages are up to date, that it will not involve a lot of TRL staff time or incur a great deal of cost to the district. He requested a copy of the draft and requested that Mr. Morgan determine the costs involved.

E. Director

Payroll and payroll related vouchers for July 1996 amounted to \$537,826.60.

6E
96-38

BILL LAWRENCE MOVED TO APPROVE VOUCHERS NO. 47240 THROUGH NO. 47510 FOR AUGUST 1996 IN THE AMOUNT OF \$368,060.16; CAROLYN DOBBS SECONDED THE MOTION.

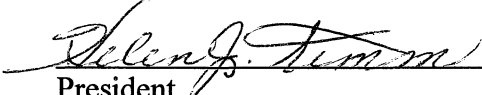
Mr. Morgan said some of the voucher activity concerns preparing the temporary facility for North Mason, architectural services for the new North Mason library, and survey of the site for the Hoodspport library. Beginning next month, there will be a separate entry in the gift fund for the funds received from TCI. Mr. Lawrence suggested that TRL consider future TCI funds be placed in the foundation.

MOTION CARRIED UNANIMOUSLY.

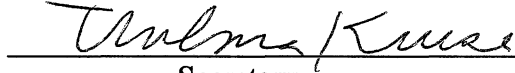
The July 1996 Revenues and Expenditures report was presented. Ms. Winfree referred to the Summer Reading Program statistics as of August 15 which shows a slight decrease district-wide in sign-ups and finishers compared to last year, although some of the individual libraries have had significant increases. The performers' programs have been well attended. There have been various incentives offered. Some of the libraries have provided programs for older children. Ms. Dobbs expressed concern with the 50% decrease in participants at the Oakville library. Ms. Winfree said this is probably due to the fact that the Native American children were not brought to the library this year as they have been in the past. It was suggested that TRL expand the "Connect With Children" program to those children which was recently developed with TCI funds at the Olympia library. Other suggestions are to conduct programs at the tribal center or request funds from the tribal casino for programs. Several staff attended the PNLA Conference in Alaska. Ms. Kruse attended the pre-conference which focused on intellectual freedom issues. She was able to share TRL's experiences with Internet. She also attended three sessions on patents. Mr. Wessells said PNLA is an international association including British Columbia and Alberta, Canada, as well as states in the northwest. The association focuses on improving library services in the northwest and allows members to become very involved. Mr. Wessells is head of an interest group which presented a program on libraries and home schooling. He said there are several home schoolers which use the Raymond library. Ms. Kruse said the 1997 Preliminary Budget will be presented to the board at its September meeting. Ms. Timm, Ms. Dobbs and Ms. Peck will serve as board representatives on the budget committee, and Ms. Davies will be an alternate. Building Projects: The Ilwaco library is being renovated. Mr. Hammond reported that \$20,000 in anonymous donations have been made for this project plus the Friends of the Library have donated \$20,000. Mr. Wessells said the renovation will increase public service space and will include a new circulation desk and entry way. The Ilwaco board has written a letter to TRL requesting a partnership grant. Ms. Kruse said there are a series of meetings being held regarding the Olympia project. She met last week with the city manager and mayor, two members of the school board and the school superintendent at which they discussed a partnership with the school district. The design review committee will hold its first meeting September 18. Enthusiasm and excitement for the project is growing. Ms. Jones-Litteer reported the Tenino library will be expanded by 1,120 square feet. The construction bid has been awarded. The Yelm community is continuing its fund raising efforts for a new library. The North Mason and Hoodspport projects have been moving along quickly. Even though a few problems have arisen during the process, TRL staff have managed to resolve them without much difficulty. The North Mason library has reopened in temporary quarters. Next week a contractor will begin cutting the North Mason building into three sections and get it ready to move by barge to Hoodspport around the first week of October. Arrangements are being made to chronicle the move by video and press packets will be sent out. When the North Mason

6E building has been sited on the Hoodspport property, it will be rewired, have new carpeting and paint, better designed roof, a deck with a panoramic view of the canal, and covered courier access. The parking area should be adequate for several years and there will be room to expand the building in the future. The Hoodspport community is planning a big welcome on the day the building is moved by barge. Ms. Kruse commended Mr. Morgan for the good job he has done on the Hoodspport and North Mason projects. Mr. Morgan expressed appreciation to the people who have helped expedite the necessary arrangements, including the PUD and Mason County officials. At last month's meeting Ms. Davies had raised a concern about Tumwater high school students being in the Tumwater library during school hours without a teacher. Ms. Jones-Litteer distributed guidelines from the Tumwater High School Staff Handbook regarding students' use of the library. These guidelines should satisfy TRL's concerns with responsibility for the students and the library's liability. TRL's attorney is having discussions with the high school security staff. Ms. Kruse will check with the attorney to make sure that the library is no more liable for a student during school hours than any other patron of the library. The July 1996 Statistics were presented.

There was no further business and the meeting adjourned at 9:20 p.m.



President



Secretary