

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

September 25, 1996

I N D E X

AGENDA ITEM  
NO.

Page No.

1	Introductions	1
2	Special Presentation	1
3	Correspondence and Public Comments	
	A. Public Comments	1
	B. Board Comments	1
	C. Correspondence	1
4	Approval of Minutes	2
5	Unfinished Business	2
6	New Business	
	A. 1997 Preliminary Budget	2
7	Reports	
	A. Foundation Start-Up Committee	2
	B. Local Library Boards Workshop Planning Committee	2
	C. Internet: The Good, The Bad, The Controversial	4
	D. Long Range Plan Progress Report	4
	E. Director	5
8	Other Agenda Items	
	A. November 27, 1996 Board of Trustees Meeting	5

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MINUTES

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

STAFF PRESENT: Liane Bascou; Kristin Blalack; Jinny Burns; Norma Cline; Judy Covell; Gwen Culp; Carol Gorsuch; Cheryl Heywood; Corene Jones-Litteer; Lorrie Kovell; Thelma Kruse; Dianne Loomis; Tim Mallory; Jim Morgan; Christine Peck; Tina Roose; Bill Scherr; Kitty Schiltz; Sandra Sebbas; Yvonne Seidler; Barbara Winfree

GUESTS PRESENT: Deborah Vinsel

President Timm called the regular meeting to order at 7:00 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made.
- 2 Special Presentation

Several years ago a TCTV facility was placed at the Lacey library. The agreement entered into between Timberland Regional Library, TCTV and the City of Lacey provides for assistance from TCTV to produce programs to be shown on TCTV. TCTV is a member of an organization called Alliance for Community Media which is an advocacy group for intellectual freedom issues. Every spring the Northwest Region of the Alliance sponsors a video competition. Deborah Vinsel said Sandra Sebbas approached TCTV two years ago with a request to assist with the production of a video on Timberland Regional Library's Long Range Plan process. TCTV entered this video and it was a winner. Ms. Vinsel presented the Best of the Northwest Award of Excellence to Timberland Regional Library.

- 3 Correspondence and Public Comments

A. Public Comments

Mr. Blauvelt passed on a comment from Helen Hepp of the Montesano Friends that the Montesano community is pleased with the new paint job at the library provided by TRL. The effect is that it is clear the library is still part of TRL, but it also better shows that it is the W. H. Abel Memorial Library. She also was pleased to know there are plans to improve the basement in the library.

B. Board Comments

Mr. Blauvelt commended Ms. Gorsuch for the pamphlet "Who says a barge is the slowest way to go?" about the move of the North Mason library to Hoodspoint.

C. Correspondence

There was no correspondence.

4 Approval of Minutes

96-40 AMORY PECK MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF AUGUST 28, 1996, AS DISTRIBUTED; JANELLE WILLIAMS SECONDED THE MOTION. AMORY PECK, JANELLE WILLIAMS, ART BLAUVELT, JEAN DAVIES, AND CAROLYN DOBBS, VOTED IN FAVOR OF THE MOTION; HELEN TIMM ABSTAINED BECAUSE SHE WAS NOT PRESENT AT THE AUGUST 28, 1996 MEETING. MOTION CARRIED. (Bill Lawrence had not yet arrived and did not vote on the motion.)

96-41 JEAN DAVIES MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF SEPTEMBER 9, 1996, AS DISTRIBUTED; JANELLE WILLIAMS SECONDED THE MOTION. JEAN DAVIES, JANELLE WILLIAMS, CAROLYN DOBBS, AMORY PECK, AND HELEN TIMM VOTED IN FAVOR OF THE MOTION; ART BLAUVELT ABSTAINED BECAUSE HE WAS NOT PRESENT AT THE SEPTEMBER 9, 1996 MEETING. MOTION CARRIED. (Bill Lawrence had not yet arrived and did not vote on the motion.)

5 Unfinished Business

There was no unfinished business.

The order of business was dispensed with so that Bill Lawrence could be present for the budget presentation.

7 Reports

A. Foundation Start-up Committee

Ms. Sebbas reported the committee is reviewing names of people who have indicated an interest in being on the foundation's board of directors. Ms. Gorsuch is drafting a letter which will be sent to these people. Since there are currently so many projects going on in the district, the workshop for the first foundation board will be postponed from October to the first of the year.

B. Local Library Boards Workshop Planning Committee

Amory Peck reported that over 70 people have registered for the local library boards workshop in Hoquiam. The agenda includes a welcome by Ms. Timm and Ms. Kruse; a presentation by Jim Culp of Department of Information Services "So What's All The Excitement About The Internet?" in which he will discuss exciting sites on the Internet, and talk about the connection TRL has through DIS; Jan Sterner will use TRL's Internet brochure and go into detail on how TRL has organized its home page; group demonstrations on Internet, On-line Magazine Index, CD-Roms for Children and Adults, and a tour of the Hoquiam library; a presentation in the afternoon on intellectual freedom from Sally Nash and Judy Covell; break-out groups by county with each group reporting back to the full group.

6 New Business

A. 1997 Preliminary Budget

Annually in September the board adopts its preliminary budget for the following year. The 1997 final budget will be adopted in December. Ms. Kruse explained the process staff used in determining the 1997 preliminary budget. The first step was to determine what it would cost to

- 6A maintain our current level of service, including maintaining the current staff and step increases and increases in benefits. An inflation factor was built in for both services and supplies. The Long Range Plan was used as a guideline. The LRP addresses the need for information resources and access to information in all of the libraries, staffing to meet service needs, and service to certain groups of the population. The budget committee looked at the collection in a larger sense, recognizing that some of our information resources are not being fully used because we do not have adequate equipment to access them. New and expanded services are being proposed.

Mr. Morgan reviewed the revenue sources, most of which come from property taxes. Another large part of revenue comes from timber sources. Most of the timber revenue is placed in special funds with only a small part of timber revenues included in the operating budget since TRL is reluctant to rely on timber revenue for the operating budget.

The budget provides more commitment to young adults and youth services, including a youth services librarian for Pacific County; increasing the hours of the library associate in Yelm to do more outreach with youth; and a youth services librarian specializing in young adults who will work in the Olympia cluster 20 hours a week and 20 hours a week coordinating and assisting with young adult programs throughout the district. Mr. Lawrence requested a six month progress report on services to youth after these positions are filled.

Staff propose expanding Sunday hours (October-June) beginning October 1997 to the Aberdeen and Centralia libraries. An added bonus to having Sunday hours at Aberdeen is that the WATS toll-free line will be available seven days a week. In Pacific County, staff propose adding Sunday hours during the summer at the Ocean Park library. Several board members expressed appreciation for expanding Sunday hours and encouraged staff to begin the expanded Sunday hours immediately. Staff explained the time involved in filling Sunday positions and proposed, after a review of the budget, that the Sunday hours begin in January 1997.

In order to support the equipment needs for other resources TRL is adding to its collection, it is recommended the materials budget remain at 16% of the operating budget and that \$110,000 be budgeted to purchase the needed equipment. Ms. Covell distributed a document showing how TRL's materials budget compares with other library systems in the state and TRL's materials percentage of the operating budget since 1993. Since 1994, TRL has also provided additional funds for new collections which increases the overall percentage. Ms. Covell commended the materials selectors for developing a well rounded collection. Cheryl Heywood has brought her expertise to the staff in selection of audio-visual and CD-Rom materials. TRL staff will begin doing a collection assessment next year to identify gaps and deficiencies.

An additional computer support staff person is funded in the 1997 budget. During the last 2 1/2 years a new computer system and a new network were installed. We have put area networks in all the libraries. All of the buildings have PCs (140 PCs added in the past two years). Internet access for staff and public has been added. We have our own Timberland Web pages. The 1997 budget proposes the beginning of a systematic replacement of all terminals over the next four years. Ms. Culp commended staff throughout the district on how well they have built up their level of computer skills and knowledge. Many are able to install software and fix problems which is a great help to computer support staff.

As usage of the library has grown over the past several years, the number of staff has also grown to meet the needs of TRL's customers. When Mr. Scherr started working for TRL in 1989, we had 189 staff. We now have 315 staff. As the staff grows and employment laws change, the demands on the Human Resources department have made it difficult to keep up with the day to day operations. The addition of one full time human resources specialist will allow the department to

6A better focus on employment issues.

Mr. Morgan reviewed expenditures. Although the staffing level has grown, the percentage of personnel is 66.9% of the total operating budget. TRL systematically replaces vehicles. Staff propose taking \$300,000 each year from timber revenues for placing in the automated system fund for computer equipment replacement. Seventy-eight percent of the operating expenditures provides service directly to patrons; 11% goes toward organization of materials (what is done to get the books on the shelves, including acquisitions, processing, delivery); Administration is at 7.7% which includes the new Human Resources position; 1% allocated to training is for conferences, seminars, and travel expenses. Additional training expenses not reflected in the 1% are for the substitute budget and the in-house training staff receive. TRL is committed to increasing its building and automated circulation system funds so we can continue funding large projects. The building fund will provide for completion of the North Mason library, remodel the downstairs of the Montesano library, expand parking at the Naselle library, and place a new circulation desk at Packwood.

The meeting recessed at 9:05 p.m. and reconvened at 9:25 p.m.

96-42 CAROLYN DOBBS MOVED TO ADOPT RESOLUTION NO. 96-04 ADOPTING A PRELIMINARY OPERATING BUDGET FOR 1997; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

C. Internet: The Good, The Bad, The Controversial

Ms. Blalack reported that Steve Cisler of Apple Computers was the featured speaker at this workshop. He likened Internet to a revolution and talked about the fears people have of the information available on the Internet. She attended sessions offered by a school media specialist in which she learned about good Internet sites for children; using Internet as a community resource and the role libraries can play in that process; a discussion of copyright, censorship and decency which touched on the commercialization of Internet which is fast outstripping other uses. If not careful, few people will have access to Internet if they cannot afford it, and it is important for libraries to be the carriers and defenders of information outside the commercial sphere. Librarians have an important role to play with Internet including being the spokespersons for what Internet has to offer and guiding the public into a deeper understanding of this medium. Ms. Dobbs added that the biggest challenge for those involved in academics, who encourage Internet as a resource, is to help students differentiate between what is true information and what is not and not rely on a resource which has not been standardized. Ms. Davies attended a session called Hype versus Hope which pointed out that use of Internet depends on a person's viewpoint and how a person uses it. She attended a session on kids and the Internet which provided her with new insights on how to look at Internet as a medium. Schools have more structured use of Internet because parents have to approve children's access to Internet and the use is monitored very closely. The speaker said Internet is like a field trip for children and one cannot always predict what a field trip will be like. Ms. Davies attended the community resource session regarding setting up home pages and the importance of having information on home pages that people need to know and making the home pages local and special.

D. Long Range Plan Progress Report

The Long Range Plan Progress Report was presented. Ms. Kruse will present an end of the year progress report and a state of the library report early next year.

7 E. Director

Payroll and payroll related vouchers for August 1996 amounted to \$552,983.17.

- 96-43 ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 47511 THROUGH NO. 47764 FOR SEPTEMBER 1996 IN THE AMOUNT OF \$353,015.34; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The August 1996 Revenues and Expenditures report was presented. The TRL Board Retreat is scheduled on October 19. It was agreed that if the move of the North Mason library to Hoodspport occurs the week end of October 12, the board will hold its retreat on October 19 at the Service Center. If the move of the building is delayed to October 19, the retreat will be rescheduled. All Staff Day is scheduled on October 14. The day will focus on diversity. Building Projects: Ms. Sebbas showed a portion of a video she had taken yesterday which shows the preparation of the North Mason building for its move to Hoodspport. Ms. Kruse distributed a press packet regarding the move of the building. Cost estimates are being done for the remodeling of the Ilwaco library. Staff are reviewing the North Mason construction documents in preparation for going out to bid. A public forum on the new Olympia library is scheduled September 30. The design review committee, which is made up of several prominent people in the community, has met. The expansion of the Tenino library is proceeding. Fund raising for the Yelm library has slowed down. Ms. Kruse received a telephone call from Dean Hooper who plans to write a letter to the TRL Board. The August 1996 statistics were presented.

8 Other Agenda Items

- A. November 27, 1996 Board of Trustees Meeting

The November 27 meeting falls on the day before Thanksgiving.

- 96-44 ART BLAUVELT MOVED TO CHANGE THE NOVEMBER 27 MEETING TO MONDAY, NOVEMBER 25, AT 7:00 P.M., AT THE SERVICE CENTER; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

There was no further business and the meeting adjourned at 10:25 p.m.

  
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President

  
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Secretary