

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Centralia Timberland Library, 110 S. Silver St., Centralia, WA 98531

October 23, 1996

I N D E X

AGENDA ITEM

NO.

Page No.

1	Introductions	1
2	Correspondence and Public Comments	
	A. Public Comments	1
	B. Board Comments	1
	C. Correspondence	1
3	Approval of Minutes	1
4	Unfinished Business	1
5	New Business	
	A. Yelm Building Project	1
6	Reports	
	A. Focus on Centralia	2
	B. Foundation Start-Up Committee	2
	C. Director	2

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MINUTES

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

BOARD MEMBER EXCUSED: Carolyn Dobbs

STAFF PRESENT: Liane Bascou; Kristin Blalack; Jinny Burns; Corene Jones-Litteer; Thelma Kruse; Tim Mallory; Jim Morgan; Tina Roose; Bill Scherr; Mary Strohl; Barbara Winfree

GUESTS PRESENT: Jim Dameron, Montesano Library Board; Dean Hooper and Ruth Jacobson, Yelm Library Friends; Jodi Veatch, Centralia Library Board

President Timm 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

There were no public comments.

- B. Board Comments

Ms. Peck said she was impressed with the long hours people put in and the attention to detail which was made regarding the move of the library building from Belfair to Hoodspport.

- C. Correspondence

There was no correspondence.

- 3 Approval of Minutes

96-45 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF SEPTEMBER 25, 1996, AS DISTRIBUTED; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 4 Unfinished Business

There was no unfinished business.

- 5 New Business

- A. Yelm Building Project

The Yelm Friends have been fund raising to build a new library in Yelm. Representatives from the Yelm Friends met with members of the Timberland Regional Library Board and reported on the

5A status of their fund raising efforts. They are requesting financial support from Timberland Regional Library. Mr. Blauvelt said the Board has spent considerable time discussing this matter. He commended the people in Yelm for all their efforts to raise funds for a new library. He commented that Yelm is annexed to the library district for library services and the City of Yelm funds the library building.

96-46 ART BLAUVELT MOVED THAT TIMBERLAND REGIONAL LIBRARY MAKE A COMMITMENT TO THE CITY OF YELM TO PLEDGE \$11.00 PER SQUARE FOOT UNDER THE GUIDELINES OF TIMBERLAND REGIONAL LIBRARY'S PARTNERSHIP PROGRAM EXCEPT THAT TIMBERLAND REGIONAL LIBRARY WILL WAIVE THE REQUIREMENT THAT THE CITY OF YELM USES ITS FUNDS FIRST. BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Ms. Timm said the Yelm library is clearly in a crisis situation. Yelm's circulation at its 2,000 square foot library is greater than the North Mason library where a new 14,400 square foot library will be built. She would like to find ways to help alleviate the problems until such time as sufficient funds are raised to go ahead with a new library. It was suggested that Yelm's open hours be increased to help lessen the pressure. Administration will review the budget for the possibility of increasing hours as soon as possible since it would involve hiring additional staff. Measurements of circulation per hour will be done.

6 Reports

A. Focus on Centralia

Ms. Jones-Litteer said she is glad to report there are no leaks on the roof of the Centralia library. The library receives solid support from the city. Circulation is up and the library will have Sunday hours beginning in January 1997. Edie Shea, a long time Centralia library employee, is retiring the end of November. An open house for Ms. Shea will be held on November 25, 2-7 p.m. at the library. Mr. Lawrence requested Ms. Jones-Litteer give the board an update on her participation in the Leadership Lewis County program at a future board meeting.

B. Foundation Start-up Committee

The committee is still working on contacting people interested in serving on the foundation's board of directors.

C. Director

Payroll and payroll related vouchers for September 1996 amounted to \$547,154.21.

96-47 AMORY PECK MOVED TO APPROVE VOUCHERS NO. 47765 THROUGH NO. 48063 FOR OCTOBER 1996 IN THE AMOUNT OF \$718,180.04; ART BLAUVELT SECONDED THE MOTION.

The following vouchers were reviewed: #47787 (\$43,410) to Bell-Anderson is the annual premium for TRL's casualty and liability insurance on its buildings and automobiles. The insurance broker negotiated an excellent policy with a highly rated insurance company, Trinity Universal. The umbrella has been increased from \$3 million to \$5 million and the premium is less than last year. #47815 (\$21,555.07) to Washington State Department of Revenue is for sales tax for out of state vendors. It is higher than usual this month because of the large purchase of materials. Vouchers #47765 (\$28,726.50), #47766 (\$53,775.40), #47767 (\$5,393.53) and #47769 (\$2,795.60) pertain to

6C the move of the library building to Hoodsport.

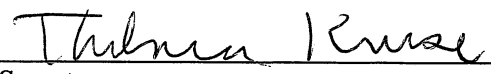
MOTION CARRIED UNANIMOUSLY.

Ms. Kruse announced TRL received a Microsoft Libraries Online grant in the amount of \$75,000. In addition Microsoft will provide us with training, software and other services which will bring the total grant to \$228,000. Ms. Culp will report further on this grant at next month's board meeting. All Staff Day was held on October 14. Most of the day was devoted to an introduction to diversity training by Innovision, and nine concurrent sessions were offered. Mr. Scherr said TRL expects to continue developing a diversity training program. The TRL Board Retreat was held October 19. There were good discussions with lots of ideas put forth. There was a lot of discussion about Yelm and how TRL can work positively with the community to broaden the base of support for a new library. It was suggested the next step should be to find larger temporary space such as portable classrooms similar to what North Mason is currently using. Ms. Winfree submitted the 1996 Summer Reading Program "Get a Clue At the Library" report. Signups totaled 18,892 with 8,320 (44%) finishers. Participants included teens and adults (1,201 7th and 8th graders signed up with 441 finishers; 713 high schoolers and adults signed up with 200 finishers). Several events for young adults were held this year. Attendance at the 84 programs featuring paid performers totaled 4,760. For the first time there were three Saturday programs at Lacey which enabled children of working parents to attend. In addition, staff presented 224 programs with 8,262 in attendance. This year 226 volunteers donated 4,070.5 hours. There was discussion about the decline of participants at Ilwaco and Ocean Park. A youth services librarian will be hired in 1997 for Pacific County which should help that situation. Ms. Davies also encouraged Saturday programs in the rural areas to allow more children to participate. The Capital Facilities Area Test Case will be heard on November 1 in Everett. The legislation allowing capital facilities areas has been challenged. The test case will be appealed no matter what the decision is so that it will be a statewide ruling. The City of Olympia is interested in establishing a capital facilities area for a new library. Building Projects: The Hoodsport building was unloaded from the barge today and will be placed on the site tomorrow. Once final copies of the project manual are completed for the new North Mason library the project will be put out for bid. Ms. Roose attended a meeting of the school board in Oakville. The City of Oakville will lease land next to the school for a three year term at \$1 a year while the city works on the possibility of a new library on the site. Mr. Blauvelt said it will be a challenge for the group spearheading this project to find the money needed to build a new library and for the city to be able to maintain a new library. A public forum was held regarding the new Olympia library with about 125 in attendance. Another public hearing is scheduled on October 29. On the whole everyone is very enthused about a new library. A variety of possible sites is under consideration. Ms. Strohl said that due to a united community effort, the Tenino library has been expanded by 1,120 square feet doubling the space for public use and providing better ADA access. The official open house is scheduled on December 6, 4-8 p.m. in conjunction with the city's annual Christmas tree lighting. Mr. Mallory said new lights have been installed at the Aberdeen library and the roof work was completed last month. Book drops have been placed at the Top Foods stores in West Olympia and Lacey and Top Foods is paying TRL to pick up the books. Mr. Blauvelt and Mr. Lawrence suggested TRL look into placing book drops at stores in other areas. The September 1996 Statistics were presented. Ms. Davies announced she is on a committee planning the Workshop in Library Leadership (September 24 and 25) and Rural Libraries Conference (September 26 and 27) in Spokane. The focus will be on rural libraries and she would appreciate any input.

There was no further business and the meeting adjourned at 8:55 p.m.



President



Secretary