

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

November 25, 1996

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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; Judy Covell; Gwen Culp; Margo Eytinge; Jim Heitzman; Kristina Kauffman; Thelma Kruse; Tim Mallory; Jim Morgan; Tina Roose; Barbara Winfree

President Timm called the regular meeting to order at 7:10 p.m. Previously the board met in Executive Session from 6:00 p.m. to 7:00 p.m. for the purpose of evaluating the Library Director.

AGENDA ITEM

NO.

1 Introductions were made.

2 Correspondence and Public Comments

A. Public Comments

There were no public comments.

B. Board Comments

Ms. Timm expressed appreciation to Central Reference for providing her family with medical and grant information.

C. Correspondence

Ms. Timm referred to Dean Hooper's October 25, 1996 letter in which he expressed disappointment with the Timberland Regional Library Board's action at its October 23, 1996 meeting regarding the Yelm building project. Ms. Timm has responded to the letter explaining the board's position and why the board cannot deviate too far from its partnership guidelines and grant \$250,000 which Mr. Hooper requested for the Yelm building project.

3 Approval of Minutes

96-48 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF OCTOBER 23, 1996, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. ART BLAUVELT, BILL LAWRENCE, JEAN DAVIES, AMORY PECK, JANELLE WILLIAMS AND HELEN TIMM VOTED IN FAVOR OF THE MOTION; CAROLYN DOBBS ABSTAINED BECAUSE SHE WAS NOT PRESENT AT THE OCTOBER 23, 1996 MEETING. MOTION CARRIED.

4 Unfinished Business

There was no unfinished business.

5 New Business

A. "Poets in Person" Grant Application

"Poets in Person" is designed to promote and support humanities programming about poetry in

- 5A public libraries. Fifty libraries will be selected to participate in this fourth "Poets in Person" series. Libraries selected will offer a 4 to 6 week series of weekly poetry discussion programs led by a local humanities scholar and featuring the "Poets in Person" audio series produced by Modern Poetry Association and broadcast on National Public Radio. The application is due November 30, 1996.

96-49 BILL LAWRENCE MOVED TO ENDORSE APPLICATION FOR A "POETS IN PERSON" GRANT; CAROLYN DOBBS SECONDED THE MOTION.

Mr. Lawrence commented that he has been asked to serve on the Southwest Washington Regional Board for the Humanities. He would like to explore ways in which that organization and Timberland Regional Library can share in some activities. Ms. Roose explained that Poets in Person is a project of the Modern Poetry Association, American Library Association, and the National Endowment for the Humanities. If TRL receives the grant, a staff person and local scholar will receive training, expenses paid, prior to either the ALA Midwinter or ALA annual conferences; \$750 to pay honoraria for local scholars; audiocassettes for the 14-part series; \$300 to expand the library's modern poetry collection. TRL will be expected to provide meeting places; staff time to plan and conduct the series; promotion of the series. Ms. Roose said this grant will fit in with TRL's Long Range Plan to conduct more adult programs.

MOTION CARRIED UNANIMOUSLY.

6 Reports

A. Foundation Start-up Committee

Committee members are in the process of contacting people about serving on the foundation board. Letters are ready to be sent out to people interested in serving on the board.

B. Walk-A-Mile Report

Ms. Blalack, Ms. Eyttinge and Ms. Kauffman reported on the Walk-A-Mile program. The idea came out of the Grid I (small sized) and Grid II (medium sized) libraries requesting that managers "walk-a-mile in their shoes" to become more aware of the operations of their libraries. The process began at the October 1995 All Staff Day at which staff could request individual Management Council members to come to their libraries and do specific tasks. There was such a response that a committee was appointed to organize the procedures and develop a system. The Walk-A-Mile program was expanded to include other staff by giving them an opportunity to "shadow" others and learn what they do in their jobs. Each Management Council member is requested to spend a minimum of four hours, four times a year in a Walk-A-Mile experience, and other staff may have one walk-a-mile experience per year. Guidelines were established for other staff to take part in the program so that the substitute budget would not suffer a large impact. Those taking part in the Walk-A-Mile program are requested to complete evaluations of their experiences. About 40 staff have taken part in the program. It is seen as a way to build relationships in a large district and give staff an opportunity to get to know each other. It is also a way for staff to assess what training and skills are required if they are interested in applying for other positions. The committee's mission statement is "Develop and implement programs for staff exchanges to broaden awareness of the many varied functions found at TRL; and promote management's participation on the 'front line'." Several board members suggested a press release go out to professional journals about this program.

C. Technology Report

Ms. Culp reported that TRL applied for and received a Microsoft Libraries Online grant. The grant

6C will total \$225,000 including cash, hardware, training and support, plus the potential for an additional \$150,000 in free software. Donna Schumann has already received technical training. Staff are currently working on a detailed budget. Training labs will be located at Aberdeen, Centralia, Raymond, Shelton and the Service Center. With the \$300,000 TRL has set aside in its budget in 1997 and this Microsoft grant, TRL will be able to replace and upgrade a great deal of its computer equipment. The focus of the grant is to provide access to this type of technology for disadvantaged people.

TRL plans to install Telecirc for holds notification. The voice is computer generated. Telecirc will be able to provide the patron's name and pickup location. Patrons will be able to dial the Telecirc machine 24 hours a day, 7 days a week, and get holds information. One advantage of this will be savings in staff time. The electronic notification system currently in use for overdues is saving TRL \$100,000 a year in postage and Telecirc should provide an additional \$100,000 a year savings in postage.

D. Director

Payroll and payroll related vouchers for October 1996 amounted to \$567,942.56.

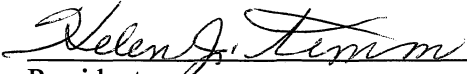
96-50 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 48068 THROUGH NO. 48388 FOR NOVEMBER 1996 IN THE AMOUNT OF \$351,354.73; ART BLAUVELT SECONDED THE MOTION.

Mr. Morgan noted several vouchers are included for library building expenses including North Mason, Hoodsport, and Tenino totaling \$66,770.20. Ms. Kruse added that TRL will be hiring an architect for space planning in the libraries as we get new computer stations, including privacy issues.


MOTION CARRIED UNANIMOUSLY.

The October 1996 Revenues and Expenditures report was presented which indicates we are over budget in revenues and under budget in expenditures. Top Foods has installed Book Drops at its Lacey and West Olympia stores. The book drops have proven to be successful. Building Projects: Building plans and the project manual for North Mason are being reviewed and it is expected this project will go to bid in two to three weeks. The new Hoodsport library is expected to open early February. The focus for the location for a new Olympia library is on the old Yard Birds site. TRL will hold a summit on library services to which representatives from all types of libraries in the area will be invited. The discussion will focus on sharing. Tenino's open house is scheduled December 6. At the Yelm Friends of the Library meeting in November, Dean Hooper presented three options for the Friends' consideration. Mr. Hooper is resigning as project coordinator effective December 31, 1996. The options include finding a new project coordinator and proceed with fund raising; continue on a smaller scale; abandon the fund raising project altogether. The Yelm Library Board has suggested forming a citizens advisory group to broaden the base of support and activity. It is too early to tell how the increased hours are working out, but there has been good publicity and patrons are responding positively. The October 1996 Statistics were presented.

The meeting recessed at 8:45 p.m. and reconvened at 9:00 p.m. Ms. Timm called for a continuation of the Executive Session. The public session reconvened at 10:05 p.m. There was no further business and the meeting adjourned.



President



Secretary