

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Oakville City Council Chambers, City Hall, 204 Main St. E., Oakville, WA

February 26, 1997

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MINUTES

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

STAFF PRESENT: Liane Bascou; Kristin Blalack; Jinny Burns; Claire Christiansen; Gwen Culp; Jim Heitzman; Roberta Holmes; Corene Jones-Litteer; Thelma Kruse; Kelle Metz; Jim Morgan; Christine Peck; Tina Roose; Kitty Schiltz; Sandra Sebbas; Barbara Winfree

GUESTS PRESENT: Sunny Barclift; Kenneth Bragg; Margaret Bragg; Anita Hawkins; Helen Hepp; Dean Hooper; Ruth Jacobson; Kate Lanier-Wisner; Geri Lawrence; Roberta Longmire; Penny Reinitz

President Williams called the regular meeting to order at 7:00 p.m. She welcomed Peggy Meyer, new board member from Mason County.

AGENDA ITEM
NO.

- 1 Introductions were made.

Since Mr. Lawrence had to leave early, Ms. Williams suspended the order of business.

- 6 Reports

C. State of the Library Report

Ms. Kruse gave her second annual State of the Library Report in which she provided an overview of the use of TRL libraries and the changes which have occurred. She compared population growth, population diversity, and circulation over the past several years within the five counties TRL serves, and described the challenges we are facing in each of the counties. Ms. Kruse commented on the library's collection, indicating that the fastest growing collection is in the audio-visual area. New technology was added in 1996 including public access to Internet, receipt printers, dialup renewal of materials, and better access to periodicals on-line. This past year, a pilot project was developed to reach children in neighborhood centers. Another area of emphasis this past year has been on the young adult segment of the population. One of the most exciting events in 1996 was cutting the Belfair library in three pieces, and moving it by barge to Hoodspout to be reassembled for a new Hoodspout library. Ms. Kruse highlighted the major changes which are ahead in 1997, including new technology and a new library foundation. Other challenges include increasing library hours, reaching populations which are not being adequately served, dealing with inadequate facilities, and continuing to evaluate our services and service areas and make changes as necessary to make them as cost effective as possible.

Mr. Lawrence left the meeting.

- 2 Correspondence and Public Comments

A. Public Comments

Mr. Bragg submitted written comments he made at the Olympia City Council's February 18, 1997 meeting regarding the proposed new Olympia library. He is concerned with how the city proposes

- 2A to finance a new library, that a bond issue for the new library will nearly double the present library tax, and that the advisory committee proposes a more costly special election rather than a general election. He is also concerned that the Griffin School District may be excluded from voting on the new library. Mr. Bragg expressed concern that TRL is not paying more of the cost of the new library since it will be serving a large population who live in the unincorporated area. He recommended a review of TRL's policy of funding city-owned buildings through its partnership program.

Ms. Jacobson presented a letter with a summary report of findings and concerns related to the Yelm Friends' fundraising efforts, and a booklet prepared for each of the board members including information relating to the Yelm building project and questions and concerns from the Friends. Ms. Jacobson requested the board members review the booklet carefully and respond to the Friends. Mr. Hooper referred to a new group being formed in Yelm facilitated by E. J. Curry of the Yelm Library Board. This group will be meeting with the Yelm Friends on March 6. Whatever the intent of this new group, Mr. Hooper said he hopes the TRL Board does not wait to review what Ms. Jacobson has just presented.

An unidentified gentleman asked about the process for complaining about a book in the library's collection. Ms. Kruse explained that there is a form available for a person to fill out. After the form has been presented, she appoints a committee to review the material and make a recommendation. Ms. Kruse then responds to the person concerned and sends copies to the TRL Board. The person may then come before the TRL Board if unsatisfied with the recommendation.

B. Board Comments

Amory Peck thanked the Oakville Friends for the dinner prior to the meeting.

C. Correspondence

There was no correspondence.

D. Certificates of Appreciation

Ms. Williams presented Certificates of Appreciation for Kit Machin, Oakville, and Paul McMillan, Hoquiam, who have completed terms on their respective boards, and for Louis Hough who has retired from the Ilwaco/Ocean Park Friends.

3 Approval of Minutes

- 97-09 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JANUARY 22, 1997, AS DISTRIBUTED; AMORY PECK SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Unfinished Business

There was no unfinished business.

5 New Business

A. Washington Consumer Advocacy Coalition Grant for Mental Illness Materials

TRL has been awarded three grants for the purchase of mental health reading materials and videos

- 5A from the Washington Consumer Advocacy Coalition, a nonprofit corporation dedicated to reduce the stigma of mental illness through education and outreach. The Washington Consumer Advocacy Coalition strives to award small grants for consumer run projects. As a recipient of the grant, TRL agrees to have displays and provide programs during May which is mental health month.

6 Reports

A. Focus on Oakville

Kelle Metz said the most significant change since the TRL Board last met in Oakville is that the Oakville School District and the City of Oakville have signed an interlocal agreement to lease land for the site of a new Oakville library. The use of Internet at the Oakville library has been both terrific and disappointing--terrific in the sense that staff is able to answer more reference questions and students are able to gather information about their reports in less time; disappointing because users have to be limited to half hour slots so as many as possible can have access. Patrons appreciate the recessed Internet desk for privacy. There were two humanities programs held in Oakville with good turnout--History of Fort Steilacoom and Legends of the Long House. Deborah Baker, Oakville library's Community Library Supervisor and a published poet, gave an adult program in poetry, as well as a program "Magnetic Poetry" for children. The Olympia cluster provided four additional children's programs last year and will do the same this year. Volunteers help with crafts, reading to preschoolers, and a college student will teach Internet skills to middle and high school students in March. Ms. Baker writes a monthly column in *The Cruiser* as well as feature articles. The Oakville Friends have an ongoing book sale at the local Soda Fountain, which is more successful and less work than previous three-day book sales. The Friends are also selling T-shirts and book bags.

B. Long Range Plan Final 1996 Progress Report

The report was presented.

D. Home Pages Committee

Ms. Culp explained that this committee was formed to draft guidelines for home pages. TRL has received requests from Friends groups requesting a home page on TRL's Internet server. It has been recommended that other groups as well may have homes pages, including cities which contract with or are annexed to TRL. The committee has met and drafted guidelines which were submitted to the board. Ms. Dobbs said she is pleased with the draft guidelines which she thinks will provide wonderful opportunities for building cohesion with different constituencies. Board members agreed to review the draft and discuss it further at its March 26, 1997 meeting. Comments can be sent to any committee member.

E. Meeting Room Policy Committee

A draft meeting room policy was submitted to the TRL Board. The draft provides for prioritizing use of meeting rooms and consistent rules for meeting room use. Two questions for the TRL Board to consider are if there should be geographical restrictions as to who can use the meeting rooms, and if application for meeting room use can be made by telephone or should walk-in application be mandatory. Amory Peck added that there is a large range of size of meeting rooms and ways the meeting rooms are currently being used. Mr. Blauvelt said this policy will not change the current meeting room policies in city-owned buildings as long as they do not conflict with the district's policy. Several questions were raised and it was agreed that the TRL Board will meet for a work session at 5:30 p.m. prior to the March 26 board meeting at the Olympia library. The board

6E requested copies of previous meeting room resolutions.

F. Director - Thelma Kruse

Payroll and payroll related vouchers for January 1997 amounted to \$574,678.11.

97-10 PEGGY MEYER MOVED TO APPROVE VOUCHERS NO. 48907 THROUGH NO. 49197 FOR FEBRUARY 1997 IN THE AMOUNT OF \$624,141.50; ART BLAUVELT SECONDED THE MOTION.


Mr. Morgan said that Dixie Lynn who usually prepares the vouchers is recovering nicely from her illness and will be back part-time. Ms. Williams asked Mr. Morgan to relay the board's wishes for her recovery. Mr. Morgan noted voucher #49627 (\$8,822.78) to the Mason County Building Dept. is for the building permit for the new North Mason library. Voucher #49130 (\$201,758.96) to RAFN should be the final construction billing for the new Hoodspport library.

MOTION CARRIED UNANIMOUSLY.

Legislative Update: Mr. Kruse announced that changes favorable to libraries which rely so heavily on property taxes were made in the property tax bill just passed, although the bill would still decrease the amount received in taxes by libraries. The governor vetoed the bill and the legislature is attempting to get it passed again with a referendum that if vetoed it will go to initiative. At WLA Legislative Day today, there was a focus on exemption for Library Friends groups on sales taxes for book sales, and on a bill that is part of the State Library's budget and includes a special allocation for connecting libraries to Internet to make sure all libraries in the state have access. Amory Peck commented that it is exciting to see so many library trustees and Friends gathered at legislative day. She was pleased that Governor Locke came and spoke to the group. A highlight of the day was when Bill Lawrence received a Washington Library Friends & Trustee Association's Distinguished Service Award. The January 1997 Revenues and Expenditures were presented. Ms. Kruse, Ms. Roose and Bob Stalder attended the ALA Midwinter Conference in Washington, D.C. ALA Midwinter is a working conference primarily for committee meetings. Ms. Kruse also attended the pre-conference sponsored by PLA on leadership in times of change. A highlight at the conference was a press conference at which TRL learned that we won the John Cotton Dana Award for our publicity on the Hoodspport library move. Mr. Morgan has written an article about the Hoodspport library move from his perspective which will appear in the April 1997 issue of American Libraries. Hoquiam Hours: The City of Hoquiam has extra money as a result of its 1997 contract fee being lower than anticipated which the city proposes be spent on staffing six additional hours at the library. Ms. Holmes said a Hoquiam council member began questioning how Hoquiam's hours were determined and why the library wasn't open every evening and Saturday mornings. TRL's business office has determined the cost to staff the additional hours. The Hoquiam City Council has approved funding the extra hours. Christine Peck said there does not appear to be any legal personnel problems but rather it is a policy issue for the TRL Board to consider. TRL's attorney has recommended that if the board does agree to the additional hours that there be a formal agreement between TRL and the city. Ms. Holmes has worked out a preliminary schedule which involves shifting schedules of full-time staff, adding hours to part-time staff and hiring additional staff. Mr. Blauvelt urged that we not get bogged down in policy, and if the City of Hoquiam wants to spend its own money to increase hours, it should be allowed. If at the end of the year the city does not want to continue funding the extra hours, the city can make that decision and TRL will continue to fund the current 48 hours of opening. Ms. Kruse was instructed to work with Craig Hanson on an interlocal agreement and bring it back to the TRL Board for consideration at its March meeting. Ms. Kruse was instructed to notify the Staff Association of this proposal as well. TRL Board members were notified by Mike Wessells (in charge during the director's and deputy

6F director's absence) of the Centralia Internet incident. A man was using the Internet and allegedly downloaded child pornography on the printer. Another patron observed this. Police heard about it and contacted the library. TRL staff cooperated fully with the police's investigation. The person was arrested outside the library. Ms. Kruse was contacted by press and she emphasized that TRL's policy was followed--that staff do not interfere with people's use of the library, but that the library will not condone illegal activity. This incident has raised a lot of questions on the part of staff about what they should or should not do. TRL's attorney has agreed to talk with staff on March 24 about illegal activities in the library. Several board members commended Mr. Wessells on his handling of the matter. There has been a change in the board's meeting schedule--The March 26 meeting will be held at the Olympia library and the April 30 meeting will be held at the Ilwaco library. Building Projects: Mr. Blauvelt had requested at the last meeting that staff gather data about building projects up to the year 2000. A list has been made and staff are assigning some possible costs to those projects. Mr. Blauvelt had also requested that staff gather ideas from various Friends groups for fundraising and that it be disseminated, perhaps on the Internet. Since the Aberdeen bond issue did not pass, the city has decided to use money it had set aside for the building fund and possibly take out councilmanic bonds to remodel the current library and fund some ADA projects. These projects include an elevator or lift, extending the balconies on both sides, remodeling the restrooms, and recarpeting. Today was the last day in the old Hoodspport library which we have occupied for the past six years. The open house at the new library is on March 22. The bids for the North Mason library are due March 5. Groundbreaking for the new library is scheduled on March 22. Last night there was a study session on the Olympia library at the Olympia City Council's meeting. The city manager walked the council through each of the points that the library advisory committee made recommendations on. The city manager's assistant reviewed the capital facilities process. Today, Ms. Kruse, Amory Peck and Ms. Dobbs attended the Thurston County Commissioner's meeting to advise them of their part in the capital facilities process. At its March 26 meeting, the TRL Board will be asked to vote on a resolution and agreement. Since this will be a special election, Mr. Bragg requested the board consider funding a special voters pamphlet. Ms. Kruse advised that TRL will be doing a fact sheet which will be reviewed by the Public Disclosure Commission. TRL will be sharing election costs with the city, but Ms. Kruse does not recall any discussion about a voters pamphlet. She will investigate this matter with the city. There was discussion about the bequests received last year for the Lacey library and the Olympia library to be used expressly for library services at those two libraries. Ms. Dobbs suggested the board consider a policy in which a local library board would be built into the process of how the money is spent. Ms. Blalack said the added hours at the Yelm library are making a difference. Circulation increased 10% in January. She said the group Mr. Hooper referred to earlier had a very positive luncheon meeting. They talked about the possibility of doing what they are calling a barn raising and the possibility of a smaller building now which could be added to later. She thinks this group really wants to work with the Yelm Friends. Mr. Hooper said the Friends have had drawings and specifications since January 1996. He said the problem is if we do not know how much money is available we do not know how big the library can be.

There was no further business and the meeting adjourned at 9:55 a.m.



President



Secretary