

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Olympia Timberland Library, 313 8th Ave. SE, Olympia, WA 98501

March 26, 1997

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AGENDA ITEM

NO.

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March 26, 1997

MINUTES

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

BOARD MEMBER EXCUSED: Carolyn Dobbs

STAFF PRESENT: Liane Bascou; Jinny Burns; Claire Christiansen; Gwen Culp; Margo Eytinge; Steve Fisher; Jim Heitzman; Thelma Kruse; Jim Morgan; Sally Nash; Christine Peck; Tina Roose; Mary Strohl; Rosanne Thompson; Mike Wessells; Barbara Winfree

GUESTS PRESENT: Kenneth Bragg; Jim Burri; James Cockrell; Nancy Dombrowski; Emily Ehrlich; Rebecca Ehrlich; Jean Finely; Mark Foutch; Helen Hepp; Dean Hooper; Ruth Jacobson; Kursten Payne; Crystal Richard; Elizabeth Walker; Maurice Wood

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

Mr. Foutch, Olympia Mayor Pro Tem, thanked the TRL Board for their support of the Olympia library project. Mr. Bragg urged support for publication of a voter's pamphlet on the Olympia library issue. Regarding the meeting room policy the TRL Board is considering, Mr. Bragg noted that the new Olympia library would be built close to the Olympia Community Center which charges for its meeting rooms. Meeting rooms in the new library would be free and competition for the Community Center. Mr. Bragg said that it is not fair to exclude the Griffin School District from the boundary of the library facility area in this library election; that this area is served by the Olympia library and the people in that district should help pay for the library. Mr. Hooper of the Yelm Friends presented additional factors to the report of findings and concerns presented to the TRL Board at last month's meeting. He cited timber tax revenue figures, and population and city budget figures for Oakville, Winlock, Aberdeen, Ilwaco, and Yelm. The Friends of Yelm maintain that the people in small cities will not vote for a bond issue to fund new libraries with the knowledge of the large timber tax revenue and reserve held by TRL; that timber revenues and reserves should be used over the next several years to fund adequate libraries in Yelm, Oakville, Winlock and Ilwaco. The Yelm Friends request the TRL Board reexamine its role relative to management of timber tax revenue, the reserve, and their correlation to the library construction needs of all cities. Mr. Blauvelt said he appreciates all the effort of the Yelm Friends. He does not want to leave the impression with the public that there is \$7.8 million in reserve which is just sitting in an account and is not budgeted or assigned. Mr. Morgan explained that in the 1997 budget, TRL has budgeted \$3.5 million for building projects. Because of the cycle of receipt of tax revenue, TRL keeps in the general fund a reserve of 20% of the previous year's operating budget so the district does not have to borrow money to run the district the first several months of the year. Prior to 1985, the district did borrow money at a cost of \$30,000 to \$40,000 in interest. The TRL Board has chosen instead to bring forward a 20% reserve, which they feel is more prudent and fiscally responsible. This reserve generates a considerable amount of interest which is used for operating

2A expenses. Mr. Morgan explained that the board is not tucking away timber revenues with no purpose for them. There is a major gift fund which holds bequests specifically for the Olympia and Lacey libraries. Each year TRL is adding to the automated circulation system fund for the time when we will have to replace the district's computer system. The building fund includes \$11 a square foot toward the Olympia building project which is the same rate the TRL Board has committed to Yelm, plus additional equipment and additional books. There are very specific and definite commitments over the next several years. Mr. Lawrence said Mr. Hooper's comments are the point of view of the Yelm Friends. He asked if the City of Yelm would reenforce the Friends' presentation and Mr. Hooper responded yes. Mr. Lawrence requested the Director send to the Mayor of Yelm a clear statement of the TRL Board's position and the support TRL will provide to the city when they get ready to build a new library. Ms. Richard said she would personally like to see the youth area in the new Olympia library include more nonfiction materials on issues teenagers experience. She feels we have outgrown the Olympia library for many reasons. She would like to see more technology and more materials. She thinks the library is a great place for teens and people of all ages. Mr. Lawrence said in all the years he has been on the TRL Board, this is the first time he has heard this kind of effective communication from a teenager. He said usually the board hears from adults about problems. He expressed appreciation to Ms. Richard for coming forward and doing such a good job of speaking to the board.

B. Board Comments

There were no board comments.

C. Correspondence

There was no correspondence.

3 Approval of Minutes

97-11 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF FEBRUARY 26, 1997; PEGGY MEYER SECONDED THE MOTION. ART BLAUVELT, PEGGY MEYER, JEAN DAVIES, AMORY PECK AND JANELLE WILLIAMS VOTED IN FAVOR OF THE MOTION; BILL LAWRENCE ABSTAINED BECAUSE HE WAS NOT PRESENT FOR THE FULL MEETING ON FEBRUARY 26, 1997. MOTION CARRIED.

4 Unfinished Business

A. Additional Services Compensation Agreement between Timberland Regional Library and City of Hoquiam

The City of Hoquiam has proposed to pay for staffing six additional open hours at the Hoquiam library. An Additional Services Compensation Agreement between TRL and the City of Hoquiam is presented for the board's consideration.

97-12 ART BLAUVELT MOVED TO APPROVE THE ADDITIONAL SERVICES COMPENSATION AGREEMENT BETWEEN TIMBERLAND REGIONAL LIBRARY AND THE CITY OF HOQUIAM REGARDING STAFFING ADDITIONAL OPEN HOURS AT THE HOQUIAM LIBRARY; JEAN DAVIES SECONDED THE MOTION.

As requested by the board, Ms. Kruse had TRL's attorney work with staff on drawing up the agreement. This proposal has also been discussed with Staff Association representatives who have

- 4A no problems with the proposal. Mr. Lawrence said he is not opposed to this proposal, but he is uncomfortable with relying on city funds to bring library service up to the standard the city feels it deserves. He requested that when discussing the 1998 budget, that we take a look at expanding library hours. He said it is the board's policy not to spend "soft" money on salaries, but that is what is happening in this instance on a temporary basis. He feels it is TRL's responsibility to provide public services and not the city's. Amory Peck asked how layoff procedures apply. Ms. Kruse said in this situation, the additional six hours will be considered temporary through December 1997. Mr. Blauvelt said he personally considers this a wonderful effort by the City of Hoquiam. The city determined it had money left over from what it had budgeted for this year's library contract fee. The city could have used the money for something else, but decided to increase the number of hours its citizens can use the library. He does not think this situation is creating a problem for the library system and that the cities should be entitled to do this if they wish. Ms. Williams said she likes the fact that the agreement is open ended; however, if TRL or the city wants to end the arrangement, it is easy to do so.

MOTION CARRIED UNANIMOUSLY.

5 New Business

A. Capital Facilities Area

After studies and various committee recommendations in which Timberland Regional Library participated, the City of Olympia has determined that the cost of financing a new Olympia library facility should be achieved by establishing a library capital facility area pursuant to Chapter 27.15 RCW. As a part of that process, the TRL Board of Trustees needs to approve a Memorandum of Understanding, a Joint Request for Establishment of Olympia Library Capital Facility Area, and a resolution requesting the establishment of a library capital facility area.

- 97-13 AMORY PECK MOVED TO APPROVE RESOLUTION NO. 97-02 REQUESTING THE ESTABLISHMENT OF THE OLYMPIA LIBRARY CAPITAL FACILITY AREA TO FINANCE LIBRARY FACILITIES AND EXPAND LIBRARY SERVICE; AND APPROVE JOINT REQUEST FOR ESTABLISHMENT OF OLYMPIA LIBRARY CAPITAL FACILITY AREA BETWEEN THE CITY OF OLYMPIA AND TIMBERLAND REGIONAL LIBRARY; AND APPROVE MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF OLYMPIA AND TIMBERLAND REGIONAL LIBRARY; ART BLAUVELT SECONDED THE MOTION.

Mr. Cockrell, President of the Olympia Library Board, said tonight is a milestone in the process to build a new and larger library for the Olympia community. The process began in the fall of 1994 when TRL and the City of Olympia jointly funded a feasibility study by David Smith. An ad hoc advisory committee worked with Mr. Smith on recommendations to the City Council and Olympia Library Board. Both agreed with the recommendation to construct a larger library facility in downtown Olympia rather than build a second facility on the west side. Architects were hired to work on the site selection. The project advisory committee received input at two well attended public forums in the fall of 1996 and reached the conclusion that the best site for a new library is the two eastern blocks of the old Yard Birds site. The new library will be about 63,000 square feet and will be financed through a combination of the bond issue, private donations, sale of the current library building, and a contribution from TRL. The library capital facility area will include the City of Olympia and the boundaries of the Olympia school district and the election will take place on May 20, 1997. Last week the Olympia City Council passed the same resolution, the Joint Request for Establishment of the Olympia Library Capital Facility Area, and the Memorandum of Understanding. If the TRL Board approves these documents, the process will then move to the

- 5A Thurston County Commissioners next week for their approval to place the matter on the May 20 ballot.

MOTION CARRIED UNANIMOUSLY.

B. Contract for Legal Services

The contract with Craig W. Hanson of Lane Powell Spears Lubersky for Personal Services under which he represents TRL is due for consideration in March. A rate of \$900.00 for legal fees per calendar month is proposed with any hours in excess of 96 during the term of the agreement at the attorney's established hourly rate of \$175.00.

- 97-14 JEAN DAVIES MOVED TO RENEW THE CONTRACT WITH CRAIG W. HANSON OF LANE POWELL SPEARS LUBERSKY FOR LABOR RELATIONS, COLLECTIVE BARGAINING AND OTHER GENERAL LEGAL MATTERS EFFECTIVE APRIL 1, 1997 THROUGH MARCH 31, 1998; BILL LAWRENCE SECONDED THE MOTION.

Ms. Davies stated that Mr. Hanson has done a very good job representing the library district. He is familiar with and knowledgeable about the system. Ms. Kruse referred to a copy of Mr. Hanson's bill which the board will be approving tonight which indicates the various types of legal services Mr. Hanson provides for the district. Also provided for the board's information is a comparison of legal costs of other library districts, which indicates that TRL is paying significantly less than other libraries.

MOTION CARRIED UNANIMOUSLY.

6 Reports

A. Focus on Olympia

Ms. Christiansen said the Olympia staff does a fantastic job of helping about 1,000 people a day in a space far too small and inadequate. They could not operate efficiently without the help of volunteers, several of whom have been with the library for a long time. One of the most effective things the library does in the community is provide a place for many young people to pay back to society by doing community service hours at the library. The library will be celebrating National Library Week in April beginning with the Friends' book sale on April 12 and 13. The Internet classes will be expanded that week. The City of Olympia will provide a National Library Week Proclamation. Rosanne Thompson reported to Ms. Christiansen today that someone in the community will provide coupons to all finishers in the Summer Reading Program in Olympia, Lacey, Tumwater and Shelton libraries for a horse ride or mini horse camp. On August 23 there will be a western jamboree where they hope to have some animals on site. The library sees as one of its roles introducing urban children to a wider range of things they might not otherwise come in contact with.

B. Home Pages Committee

The committee still needs to meet to continue its work on the guidelines.

C. Meeting Room Policy Committee

The board met prior to the regular meeting in a work session to discuss the second draft of the meeting room policy.

6C
97-15

JEAN DAVIES MOVED TO APPROVE RESOLUTION 97-03, A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TIMBERLAND REGIONAL LIBRARY WHICH SUPERSEDES RESOLUTIONS NO. 26, ADOPTED DECEMBER 19, 1974, NO. 79-18 ADOPTED NOVEMBER 15, 1979, AND NO. 92-02, ADOPTED AUGUST 26, 1992, RELATING TO PUBLIC USE OF MEETING ROOMS FOR TIMBERLAND REGIONAL LIBRARY; ART BLAUVELT SECONDED THE MOTION.

The board requests three corrections to the resolution. On the first page the word "literary" should be changed to "literacy", and two word changes in the next to last paragraph so that it reads "Potential users must make application through the local library After library closing, usage must be supervised by an adult." Ms. Davies said she appreciates all the work which has gone into drafting this resolution in order to make it work for 27 different libraries. Mr. Lawrence added that the resolution deals with policy and that staff will develop guidelines.

MOTION CARRIED UNANIMOUSLY.

D. Foundation

Ms. Kruse said we are still looking for membership on the foundation board. She recommends another meeting of the Foundation Planning Committee. Ms. Bascou will contact members of the committee and schedule a meeting.

E. Director - Thelma Kruse

Payroll and payroll related vouchers for February 1997 amounted to \$576,614.99.

97-16

PEGGY MEYER MOVED TO APPROVE VOUCHERS NO. 49198 THROUGH NO. 49413 FOR MARCH 1997 IN THE AMOUNT OF \$304,584.47; ART BLAUVELT SECONDED THE MOTION.

Last month there was a question about a voucher for flowers which were sent to a realtor who assisted the district regarding the Hoodsport library move. Ms. Kruse has been advised by TRL's attorney that it was legal. However, staff and board members were uncomfortable with this type of expenditure and in the future whenever anyone does any volunteer work for the district, they will be recognized in the usual way we recognize volunteers. Mr. Morgan said voucher No. 49256 (\$28,974.26) to Gateway 2000 is for computer equipment which is being paid for through a \$75,000 Microsoft grant. Mr. Lawrence said in his public comments, Mr. Hooper referred to a \$250,000 Microsoft grant. He requested that it be clarified that although the grant totals \$250,000, \$75,000 of it is in cash and the rest is in-kind contributions of software and training.

MOTION CARRIED UNANIMOUSLY.

AmeriCorps Grant: Ms. Christiansen reported that last year TRL applied for a grant to work with neighborhood centers for after school activities. The grant was not funded. It was suggested we try again this year. We want to have contact with home day cares and teach them how to do story times and use the library. A joint application can be made with the Child Care Action Council, which will act as the fiscal agent, to fund a volunteer to work with the Action Council's list of home child care providers, with TRL staff providing the training and materials. Some matching funds are also required from TRL (last year it was \$2,100). Ms. Christiansen said she thinks we have a better chance of receiving the grant since we will be working with the Child Care Action Council which has experience with these grants. The application is due April 7.

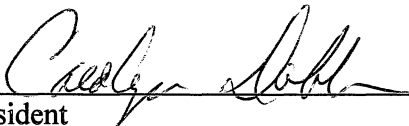
6E
97-17

ART BLAUVELT MOVED THAT THELMA KRUSE AS EXECUTIVE DIRECTOR BE AUTHORIZED TO SIGN THE APPLICATION FOR AN AMERICORPS GRANT FULFILLING THE CONCEPT WHICH HAS BEEN PRESENTED TO THE BOARD; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.


Mr. Blauvelt requested that if this grant is successful, he would like TRL to consider funding this type of activity after the grant is over. He would like to see it expanded into other areas of the district.

Ms. Kruse reported that Mr. Lawrence, Ms. Williams and she attended the March 11 meeting of the Toledo Library Coalition. They heard about the feasibility study they are conducting with a \$20,000 grant. An architect has been hired to look at sites in Toledo and provide ideas on the type of library they should have. Corene Jones-Litteer modified the Ilwaco building program TRL staff prepared and sent to the architect. The architect will present his ideas at a meeting on April 11 (correction, meeting scheduled April 8). Ms. Williams commented that there is a lot of enthusiasm for a library in Toledo. Mr. Wessells said the TRL Board will receive more detailed information about the Ilwaco remodeling project when the board meets at Ilwaco on April 30. He is impressed with how a town of less than 700 people have managed to raise the funds for this remodeling and how well everyone is working together. At Mr. Lawrence's request, Mr. Wessells reported on a contact he has had with a minister in Centralia who with other ministers in the area are interested in creating a library of theological materials to be available through TRL. The group will purchase the materials and present them to TRL. TRL staff have offered to help in the selection. This is a subject area where we see a growing need. Mr. Lawrence said he has been asked to be part of an oversight committee which will have diverse representation, including Native Americans. The materials selected will fit into TRL's selection policy. He thanked Mr. Wessells for his assistance. Mr. Morgan reported that a contract has been signed with the contractor, Merit Construction, for the North Mason building. A preconstruction meeting with the contractor, architect and clerk of the works is scheduled next week. The bid came in at \$200,000 less than TRL's estimate. All of the bids were close which indicates that the documents were well prepared. Ms. Eytinge reported this year's Friends Forum held at the Salkum library on March 15 had the largest turnout since these forums have been held. It was hosted by five Friends groups in Lewis County which each contributed \$50 toward prizes. The theme was "Good Friends-Good Books". Evaluations of the program have been positive. The North Mason Groundbreaking took place on March 22 with over 140 people in attendance, plus a 39 voice choir of elementary school children in their first performance. About 250 people attended the Hoodsport Library Grand Opening in the afternoon of March 22. Entertainment included music, and storytelling by the Skokomish Native American Tribe. The Hoodsport Friends provided the refreshments. Mr. Blauvelt said it is these kinds of events which make a person proud to be associated with TRL. The people who worked on this project can be very proud of their efforts. Ms. Williams said it is exciting to watch and be a part of these events. So often a library is the center of a community and brings a community together. The February 1997 Revenues and Expenditures report was presented.

There was no further business and the meeting adjourned at 8:40 p.m.



President



Secretary