

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Ilwaco Timberland Library, 158 1st Ave. N., Ilwaco, WA 98624

April 30, 1997

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AGENDA ITEM

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April 30, 1997

MINUTES

BOARD MEMBERS PRESENT: Carolyn Dobbs, Vice-President; Art Blauvelt; Jean Davies; Peggy Meyer; Amory Peck

BOARD MEMBERS EXCUSED: Bill Lawrence; Janelle Williams

STAFF PRESENT: Liane Bascou; Gwen Culp; Sherrill Hartline; Thelma Kruse; Iver Matheson; Jim Morgan; Ann Musche'; Kristine Pointer; Tina Roose; Joann Rucker; Beth Sexton; Bob Stalder; Mike Wessells

GUESTS PRESENT: Marjorie Beard; Don Beasley; Dawn Gough; George Hammond; Dean Hooper; Edith Hooper; Monty Hooper; Ms. Hooper; Susan Kroll; Larry Parsons; Sie Robinson; Doris Smith; James Trick

Vice-President Dobbs called the regular meeting to order at 7:05 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made. Appreciation was expressed for the hospitality and dinner provided prior to the meeting.
- 2 Correspondence and Public Comments

A. Public Comments

Ilwaco Mayor Trick welcomed the board and thanked them for meeting at the Ilwaco library. He said that the next time the TRL board meets at the Ilwaco library, the remodeling project will be completed. The city, along with the partnership funds from TRL, has the funds available for the project. Mr. Trick requested the board to note the landscaping which was done by George Hammond.

Mr. Hooper of the Yelm Friends spoke on behalf of Yelm Friends President Ruth Jacobson. He presented two letters dated April 30, 1997. He said in January, the Friends hand delivered a letter requesting materials and they have not received materials requested. Mr. Hooper stated this is a violation of the law and he hopes administration will direct that the Yelm Friends receive information they are entitled to under the law. He said the Yelm Friends have presented their concerns, questions and findings to the TRL Board and none of those items appeared on the Board agenda. The Yelm Friends are requesting the state auditor to look at several areas including administration and board actions. They met yesterday with the Yelm Mayor and Yelm's chief executive who suggested the Yelm Friends talk with other cities in the same position of needing a library.

B. Board Comments

Board members explained that Mr. Hooper and some of the people he works with would like TRL to change its policy and build a library in the City of Yelm. It is TRL's policy that we do not build libraries in cities because we do not have the funds. The cities own the buildings. The board did take action at a previous meeting beneficial to the City of Yelm by pledging \$11.00 a square foot through its partnership program when the city is ready to build a new library. Mr. Hooper has talked with the TRL Board several times and the board has conveyed to him its concerns. We want to be sure we can operate the system we are committed to adequately for all patrons. We have

- 2B expanded the hours of the Yelm library to help alleviate overcrowding. Over the past year, TRL has attempted to help Yelm look at other alternatives for funding. The TRL board wants to work with the city to get a larger library in Yelm. Staff responded that we have provided whatever information Mr. Hooper has requested and are unclear what he means by withholding information. If he wants more information, we will provide it. By law the library district is audited regularly. The last audit was completed last year and there were no findings. Ms. Dobbs explained the partnership program which was established about 10 years ago. It is a way for the district to partner with cities to provide money to support new libraries, or remodeling or expansion of libraries. There is an application process. The only time TRL would not provide these funds to a city would be if the funds were not available. TRL has been using timber revenues for these one-time expenditures. Of the 27 libraries, TRL owns or leases nine and the rest are city owned.

C. Correspondence

There was no correspondence.

3 Approval of Minutes

- 97-18 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF MARCH 26, 1997; JEAN DAVIES SECONDED THE MOTION. ART BLAUVELT, JEAN DAVIES, AMORY PECK, AND PEGGY MEYER VOTED IN FAVOR OF THE MOTION; CAROLYN DOBBS ABSTAINED BECAUSE SHE WAS NOT PRESENT AT THE MARCH 26, 1997 MEETING. MOTION CARRIED.

4 Unfinished Business

There was no unfinished business.

5 New Business

A. Resolution Relating to Web Server Space for Timberland Friends, Boards, Cities and Counties

A committee of TRL Board and staff has met several times to discuss a policy which will provide disk space on TRL's Internet web server to allow library Friends, Boards, cities and counties in the TRL area to provide information to the public about their services.

- 97-19 JEAN DAVIES MOVED TO ADOPT RESOLUTION NO. 97-04 RELATING TO WEB SERVER SPACE FOR TIMBERLAND FRIENDS, BOARDS, CITIES AND COUNTIES; ART BLAUVELT SECONDED THE MOTION.

Ms. Culp said TRL has been asked by cities and Friends groups if it would be possible to put Web pages on TRL's Web server. TRL is now ready to offer this service. TRL will only offer space and will not help with design or training. We are not an Internet service provider as we do not have the staff support. There are separate administrative guidelines. The resolution calls for a review of the policy in one year. The intent is to support groups which are not represented on the Web. If a group wants a big presence on the Web, there are other options available. Ms. Dobbs said as new technologies and new needs are identified, she thinks the TRL Board will look at other ways to serve these groups in our areas. This resolution is a first step in that direction.

MOTION CARRIED UNANIMOUSLY.

6 Reports

A. Focus on Ilwaco

Ms. Pointer said the Ilwaco library serves a diverse population, from preschoolers to senior citizens. There is a senior center downstairs in the building which houses the library and a retirement home across the street. High schoolers are using the library more. The Internet is a popular service. Since the library is on a main street it is accessible to everyone. Ilwaco library's circulation has increased 27% since January. People from other areas use the Ilwaco library, including people who are vacationing in the area. Ms. Pointer expressed excitement with the plans for expansion of the Ilwaco library which will serve a growing population. Mr. Wessells said the Ocean Beach School District covers a large area and he thanked administration for providing sufficient staff to support service to school-age children. Mr. Stalder said he is excited to be serving as the youth services librarian for Pacific County. He started working with the children through the Ilwaco/Ocean Park Friends in a book giveaway for first graders. He has visited all of the schools where he has done book talks and stories. The programs have been well attended. He is excited with the response and sees a lot of potential. In fact, he has been talking with Larry Parsons, who is the high school librarian, about working on a joint venture for the summer reading program.

B. Foundation

The Foundation Planning Committee met this week. They have set some deadlines for contacting more people who may be willing to serve on the foundation board. An orientation workshop for the new board is scheduled in June.

C. Director - Thelma Kruse

Payroll and payroll related vouchers for March 1997 amounted to \$583,697.81.

97-20 PEGGY MEYER MOVED TO APPROVE VOUCHERS NO. 49490 THROUGH NO. 49793 FOR APRIL 1997 IN THE AMOUNT OF \$404,680.20; ART BLAUVELT SECONDED THE MOTION.

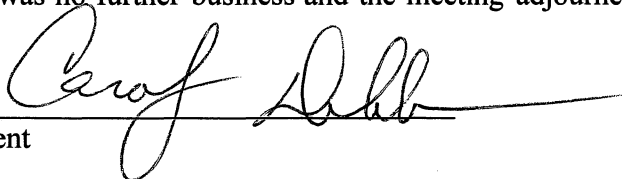
Mr. Morgan noted voucher #49560 (\$395) to Information Management Network is for a conference he will attend on foundation financial management. He hopes to be able to provide some guidance to the foundation board to select a fund manager for the foundation. Voucher #49717 (\$18,779.86) should be the last payment to the contractor for the Hoodspott library.

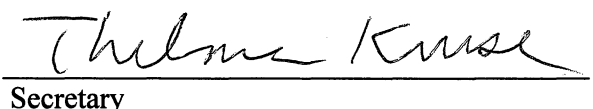
MOTION CARRIED UNANIMOUSLY.

Mr. Morgan referred to the March 1997 Revenues and Expenditures report. In the major gift fund, \$75,000 of the \$80,304 transfers in miscellaneous is the Microsoft grant check which has been deposited. Budget 1998: Ms. Kruse asked for appointment of TRL Board members to serve on the budget committee. The first meeting with board participation will be held next month and the rest of the work will be in August. Mr. Morgan said the budget process will be similar to last year. All departments have been asked to submit budget requests using the Long Range Plan Implementation Plan as their guide. The budget process will take several months, beginning with the department heads sorting through the requests, followed by review by the Management Council and Administrative Team. We want to have the TRL board involved earlier in the process since there are other issues which will affect our budget planning process such as the property tax ballot measure. If that measure passes, an increase in our budget by more than the rate of inflation will require separate board action. The following board members volunteered to serve on the budget

6C committee: Jean Davies, Peggy Meyer, and Carolyn Dobbs. Ms. Dobbs will also ask Bill Lawrence if he is interested in serving on this committee. Cost and Service Analysis: The Long Range Plan Implementation Plan calls for a cost and service analysis of various departments to make sure we are operating in the most efficient and cost effective manner. One of the areas we are reviewing is the communications department and that analysis will become more intense after a new Communications Manager is hired. We are also reviewing several areas in the technical services department. Mr. Wessells and Mr. Morgan have been doing a study of TRL's courier service and how we can improve that service. Mr. Wessells did an extensive survey regarding courier service. Staff feel it is a good service but not enough. Most of the Pacific County libraries are open fewer hours than libraries in Thurston County. Therefore, a book may sit on a shelf for several days before it gets to the patron. Because of the distance and difference in open hours, there seems to be a need to have a secondary hub. It is suggested a vehicle be stationed in Raymond which would run five days a week to all the Pacific County libraries and return to Raymond each day where a Service Center courier would pick up the materials. It would be necessary to hire a half-time courier for Pacific County. Another factor is the size of the shipments. The couriers sometimes have to leave materials behind because they don't have room. The large libraries need several runs every day. A suggestion is to purchase a step van which can haul larger loads. Contracting for courier service does not seem to be an option since they are not designed to accommodate our specific needs. Ms. Culp reported on the Microsoft Grant which TRL received for the Libraries Online project, the goal of which is to place more technology and access to information in areas which are academically or technologically disadvantaged. This project fits in nicely with our Long Range Plan. There is a lab at the Service Center and staff have been receiving training. After we get all of the installations done, we will bring staff back in again for more training. We are also working with a space planner in the libraries since this new technology requires new wiring, moving materials, and providing privacy. Ilwaco Building Project: Marjorie Beard presented an application for a partnership grant from TRL for the Ilwaco expansion project. The project will provide additional space for the library to accommodate more technology and handicap accessibility. Thanks to several people in the area, they believe they have come up with a good plan. Ilwaco has received a \$31,500 grant and a \$3,000 grant from two local foundations. The Friends of the Library have received several donations for the project. Most importantly, they want the additional space to be usable space that will provide their patrons the service they want and need. They will receive additional funds in January 1998 for an increased parking area. Ms. Kruse said staff will review the application to make sure that the city is asking for everything it is entitled to under the terms of the partnership program. The TRL Board will act on the application at its May 28 meeting. Ms. Kruse reported she attended a Toledo City Council meeting. A feasibility study is being done for a library and annexing to TRL for library services. A site located behind city hall has been recommended for a library. A public hearing will be held in May. A committee has been interviewing candidates for the Communications Manager position. Two, and possibly a third, will be called back for a second round of interviews. Several attended the OLA/WLA Joint Conference in Portland. Several TRL staff were involved with planning and presenting programs. Mason County will be the site for the next Local Library Boards Workshop this fall. Art Blauvelt and Peggy Meyer will represent the TRL Board on that planning committee. The board will schedule its Board Retreat at the May 28 meeting. Ms. Kruse was involved in a program on TCTV along with the Olympia mayor and a member of the Olympia Library Board at which they were asked questions by several journalists regarding the Olympia Library bond issue. The program will be aired several times prior to the May 20 election.

There was no further business and the meeting adjourned at 8:45 p.m.

  
President

  
Secretary