

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Tenino Timberland Library, 172 Central Ave. W., Tenino, WA 98589-0510

May 28, 1997

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AGENDA ITEM

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MINUTES

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

BOARD MEMBERS EXCUSED: Art Blauvelt; Janelle Williams

STAFF PRESENT: Liane Bascou; Kristin Blalack; Gwen Culp; Yvonne deMestre; Kathy Dunham; Jim Heitzman; Thelma Kruse; Kristine Mahood; Jim Morgan; Tina Roose; Sandra Sebbas; Mary Strohl; Leslie Taggesell; Mike Wessells; Barbara Winfree

GUESTS PRESENT: Jon Engelman; Sarah Garmire; Dean Hooper; Karol Jump; Rev. Clifton Kruse; Mike Louisell; Michael Mangin

Vice-President Dobbs called the regular meeting to order at 7:10 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made. Ms. Winfree introduced Kristine Mahood who was recently hired as the Youth Service Librarian with young adult emphasis. Ms. Mahood will be working half time at the Tumwater and Olympia libraries and half time in the district. Ms. Strohl introduced Kathy Dunham, the new Youth Services Librarian at the Lacey Library.
- 2 Correspondence and Public Comments

A. Public Comments

Mr. Hooper said the reason a representative of the Yelm Friends is attending all TRL Board meetings is to maintain continuity of involvement and to place in record concerns and questions which the Yelm Friends believe the TRL Board should have considered or should be considering. Mr. Hooper referred to Resolution No. 88-5 which he said gives TRL permission to provide library services in a building owned or leased by the city but does not require a city to build. He said this does not preclude TRL building a library in a city. He said TRL's April financial report shows there is \$3.4 million in the building fund which is based on permission of Resolution No. 7 passed in 1970 allowing TRL to invest surplus funds beyond immediate need. He said this Resolution does not spell out the immediate need. There is \$1.1 million in the automated circulation system fund but Resolution No. 81-10 limits that fund to \$400,000. At the TRL Board's April meeting, Mr. Hooper expressed disappointment that none of the concerns, questions and findings presented to the Board have appeared on the Board's agenda. The Yelm Friends have submitted materials to the state auditor and requested an audit of TRL. Mr. Hooper said the Yelm Friends will be on the City of Yelm's June council meeting agenda and will contact other city councils, county commissioners, Friends, and newspapers and request time on their agendas to discuss the items they have submitted to the auditor. Mr. Hooper said he wants the TRL Board to put in place a plan to use timber revenues over the next several years to build new facilities in places like Ilwaco, Oakville, Yelm and Aberdeen.

Mr. Morgan said that every month at TRL Board meetings there is a financial report

2A available for the public which gives an accounting of all of the funds including a comparison with the previous year. Ms. Davies stated that it is the policy of the TRL Board that TRL will only build libraries in the unincorporated area and Mr. Hooper wants the TRL Board to change its policy and build a library in the City of Yelm. She said TRL does not have the funds to build libraries in the cities. Mr. Morgan added that TRL has legal contracts with cities. Ms. Dobbs said the TRL Board has offered to participate in a task force which has broad representation from Yelm to study ways to finance a new library in Yelm. Mr. Lawrence said he would like to hear from a representative from the City of Yelm. Mr. Hooper said the City of Yelm does not want to get involved because they cannot fund a bond issue.

B. Board Comments

See Agenda Item 2A. There was discussion about the procedure for review of policies. It was agreed that Resolution No. 81-10 should be reviewed. It was recommended that policies not have dollar amounts attached.

C. Correspondence

Mr. Hooper presented a letter dated June 2, 1997.

D. Certificates of Appreciation

Ms. Taggesell presented a Certificate of Appreciation to Karol Jump who had served several years on the Tenino Library Board. Ms. Taggesell referred to the study carrels which were given to the library by Ms. Jump and her husband. Ms. Jump recalled when the Tenino Library was above city hall and when the current library was dedicated. She expressed appreciation for the support of the community and of Timberland. Ms. Dobbs added that one of the high points of last year was the dedication of the addition to the Tenino Library. She said it is a wonderful testimony of how a small community can work together. A Certificate of Appreciation was presented for Spenser Barlow who served on the Centralia Library Board.

3 Approval of Minutes

97-21 AMORY PECK MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF APRIL 30, 1997; PEGGY MEYER SECONDED THE MOTION. AMORY PECK, PEGGY MEYER, JEAN DAVIES, AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; BILL LAWRENCE ABSTAINED BECAUSE HE WAS NOT PRESENT AT THE APRIL 30, 1997 MEETING. MOTION CARRIED.

4 Unfinished Business

A. Application for partnership grant from TRL for Ilwaco expansion project

An application for a partnership grant from TRL for the Ilwaco expansion project was presented to the TRL Board at its April 30, 1997 meeting in Ilwaco. The project will provide additional space for the library to accommodate more technology, a larger collection and handicap accessibility. TRL staff have reviewed the application and have

4A found that the city is entitled to more than it has requested. It is recommended the application be approved as amended.

97-22 JEAN DAVIES MOVED TO APPROVE THE APPLICATION FOR PARTNERSHIP GRANT FROM TIMBERLAND REGIONAL LIBRARY FOR THE ILWACO EXPANSION PROJECT IN THE AMOUNT OF \$16,842; BILL LAWRENCE SECONDED THE MOTION.

Mr. Wessells commented on the positive attitude that the City of Ilwaco has taken on this project. All of the funds raised for this project equals about \$100 for every citizen of Ilwaco. The addition will significantly expand the service area in the library, provide for a much more pleasing environment for the users of the library, and will provide an opportunity to display and circulate more items. Since the Friends of the Ilwaco/Ocean Park Libraries have been working on this project, it has given them an opportunity to bond with the City of Ilwaco.

MOTION CARRIED UNANIMOUSLY.

5 New Business

There was no new business.

6 Reports

A. Focus on Tenino

Ms. Taggesell said she is glad the TRL Board could meet at Tenino to give them an opportunity to admire the expanded space. She is especially glad to have the two new youth services librarians present because an important focus for Tenino has been in youth services. The addition to the library has provided a young adult corner which is well used. This will be the first year that the library will be able to host Summer Reading Programs. Tenino Library has experienced increased circulation, which Ms. Taggesell believes is because of the increased space. Mr. Lawrence asked if patrons from Yelm and Rainier use the Tenino Library. Ms. Taggesell responded they do. Tenino is a larger library, and the public computers are not as busy at Tenino as they are at Yelm. Of course, she hears comments that they wish Tenino was open more hours.

B. Foundation

Ms. Sebbas said TRL has a lot of unmet needs. A planning committee has been working on establishing a library foundation. An orientation for the Foundation Board is scheduled on June 21, 10 a.m.-3 p.m., at the Montesano Library. She hopes planning committee members and TRL Board members will be able to attend and meet the Foundation Board. Ms. Sebbas anticipates the beginning Foundation Board will spend the first year organizing itself and identifying its focus and goals.

C. Long Range Plan Progress Report

The Long Range Plan 1997 Progress Report was presented. Another progress report will be submitted in September. Ms. Dobbs suggested this matter be placed on next month's

6C agenda in the event the Board members have any questions after they have an opportunity to review the report.

D. Director - Thelma Kruse

Payroll and payroll related vouchers for April 1997 amounted to \$587,577.70.

97-23 BILL LAWRENCE MOVED TO APPROVE VOUCHERS NO. 49794 THROUGH NO. 50081 FOR MAY 1997 IN THE AMOUNT OF \$555,098.52; JEAN DAVIES SECONDED THE MOTION.

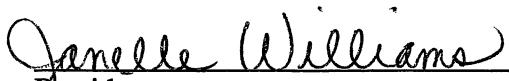
Mr. Morgan said voucher #49901 (\$1,053.45) to Damco Services is for reconditioning two book drops (a considerable savings since a new book drop costs about \$2,900). Voucher #49952 (\$43,267.90) to Scott Hilburn Auto is for two vehicles, which fits in with TRL's vehicle replacement cycle. Voucher #49997 (\$190,294.51) to Merit Co. is the first payment to the contractor for construction of the new North Mason Library. Voucher #49995 (\$9,246.58) to Keybank is for an escrow account for the North Mason project which will be released when the project is completed. Voucher #49994 (\$10,233.47) is for replacing the failing septic system at the Packwood Library.

MOTION CARRIED UNANIMOUSLY.

The April 1997 Revenues and Expenditures report was presented. Mr. Morgan reported that staff are gathering information for the 1998 Budget. It is important that the Board budget committee be involved in the process earlier this year. If passed by the voters this fall, the TRL Board will need to justify setting the levy rate higher than inflation if the Board chooses to do so. Board budget committee members are Bill Lawrence, Carolyn Dobbs and Peggy Meyer, with Jean Davies as an alternate. Mr. Lawrence suggested the budget committee address in detail the funds held in reserve. He also suggested that the questions raised by Mr. Hooper be referred to the Attorney General's office. Mr. Morgan said he has been in contact with the state auditor regarding Mr. Hooper's concerns. The auditor is not concerned with the content of policies but would be concerned if the policies are not being followed. Jean Davies and Amory Peck will serve on the Ethics Committee. Janelle Williams and Amory Peck will serve on the Labor Relations Committee, with Carolyn Dobbs and Jean Davies as alternates. Art Blauvelt is interested in serving on either or both of these committees. The Olympia Library Bond Issue received 57% in favor instead of the required 60% so it did not pass. The capital facilities area did pass with 59% in favor. The Olympia City Council is considering placing this on the ballot again either in September or November. Lacey Space Planning: Ms. Strohl reported that the Lacey Library is outgrowing its space after six years. Since opening, 10 additional staff have been added. The work room is not large enough for all of the courier boxes, staff and volunteers. Representatives from TRL, TRL Board, Lacey Board and Friends, Lacey staff, and City of Lacey have met to discuss the need and how to finance it. Out of that meeting came a suggestion to look at the entire space of the library and find ways to make it more efficient to meet the needs of the community. TRL has been working with a space planner and he presented a plan at a meeting on May 14. The plan will allow for clustering the technology near the reference and youth services areas and allow for adding additional stations, add an additional 39 seating spaces, 386 more shelves for collections, provide distinct space for young adults, place the study carrels for adults in a quiet area, provide more browsing and listening areas, and provide a courier enclosure area which will

6D free up the work room. The total cost would be \$231,430. The next step is to present the plan to the city. Amory Peck commended the Lacey staff on the good job they did on their presentations. Last week there was a public hearing in Toledo which Mr. Morgan attended. The city council received a presentation from the consultant hired by the Toledo Library Coalition. The coalition received a community development block grant to commission a feasibility study for a Toledo library. An architect was hired to look at potential sites for a library and to do rough drawings of a building. The consultant has recommended Toledo join TRL. Mr. Morgan provided the city with information on the process of contracting with or annexing to the library district, and gave them a brief overview of the capital facilities area legislation. Personnel: Ms. Kruse announced that Claire Christiansen, Regional Library Manager at Olympia, has retired. Ms. Christiansen turned in her resignation prior to the Olympia bond issue vote, but requested it not be made public until after the election. The Olympia Library Friends and staff are planning an event to honor Ms. Christiansen sometime in June. Carol Saynisch has been hired to fill the Communications Manager position. She will begin July 1. Mr. Lawrence and several staff participated in the hiring process. Ms. Saynisch has a lot of technical skills and media experience. Ms. Culp reported the Libraries Online! project is progressing. Microsoft is giving grants around the country (\$225,000 to TRL) to help bring technology into areas which are economically disadvantaged. This grant has allowed TRL to move way beyond what we could have done ourselves this year. Staff have been receiving training. Microsoft requires one grand opening which will be held at the Shelton Library on June 13, 2-3 p.m. TRL could choose to do additional events in other areas of the district. We are identifying and contacting community groups who work with people who would benefit most from this technology. Summer Reading Program materials were presented to the Board. The program is a way to keep children reading throughout the summer. Staff visited schools and gave out the plastic bags. Signups will receive the program guide. Ms. Winfree reported that this year TRL is also providing young adult programs in seven libraries. As usual, we are receiving tremendous support from businesses which are providing incentives for finishers. Ms. Bascou was instructed to schedule the TRL Board Retreat on October 25 if Ms. Williams and Mr. Blauvelt are available on that day. The April 1997 Statistics were presented.

There was no further business and the meeting adjourned at 9:00 p.m.

  
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President

  
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Secretary