

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
McCleary City Council Chambers, 100 S. 3rd, McCleary, WA 98557

June 18, 1997

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MINUTES

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

STAFF PRESENT: Liane Bascou; Jinny Burns; Gwen Culp; Jim Heitzman; Thelma Kruse; Lois McCleary; Jim Morgan; Tina Roose; Kitty Schiltz; Sandra Sebbas; Mary Strohl

GUESTS PRESENT: Lester Dickson; Dean Hooper; Donna Michalak; Debi Olson; Linda Pilkey-Jarvis; Donnie Rostedt

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

There were no public comments.

B. Board Comments

There were no Board comments.

C. Correspondence

There was no correspondence.

- 3 Approval of Minutes

97-24 CAROLYN DOBBS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF MAY 28, 1997; PEGGY MEYER SECONDED THE MOTION. CAROLYN DOBBS, PEGGY MEYER, JEAN DAVIES, BILL LAWRENCE AND AMORY PECK VOTED IN FAVOR OF THE MOTION; ART BLAUVELT AND JANELLE WILLIAMS ABSTAINED BECAUSE THEY WERE NOT PRESENT AT THE MAY 28, 1997 MEETING. MOTION CARRIED.

- 4 Unfinished Business

There was no unfinished business.

5 New Business

A. Resolution affirming the policy of accumulation of funds for capital projects

Resolution No. 81-10 raised the ceiling in fund No. 657.08, the Automated Circulation System Fund, to \$400,000. It is not in the best interest of the library district to set absolute maximums for the balances of the Automated Circulation System Fund and the Building and Site Acquisition Fund. The projected balances in these funds should be determined at the budget process. It is recommended the board adopt Resolution No. 97-05 affirming the policy of accumulation of funds for capital projects.

97-25 BILL LAWRENCE MOVED TO APPROVE RESOLUTION NO. 97-05 AFFIRMING THE POLICY OF ACCUMULATION OF FUNDS FOR CAPITAL PROJECTS; ART BLAUVELT SECONDED THE MOTION.

Mr. Morgan said staff has been reviewing the TRL Board's resolutions and policies. He thanked Mr. Hooper for bringing this resolution to our attention at the last TRL Board meeting. In a conversation with the state auditor two weeks ago, the auditor advised that although this 1981 resolution set a maximum on the Automated Circulation System Fund of \$400,000, the budget resolution the TRL Board adopts each year supersedes this resolution. However, the auditor also advised that the TRL Board make it clear that it does establish projects for these funds in its ongoing budget process and that the amounts reflect our planned spending for the future for capital expenditures. This proposed resolution will clarify this fact and that amounts are determined through the budget process.

MOTION CARRIED UNANIMOUSLY.

6 Reports

A. Focus on McCleary

Ms. McCleary reported that McCleary is known as a bedroom community to Olympia with a population which ranges from preschoolers to senior citizens. There is a senior retirement home in McCleary. High school students attend school in Elma and use the McCleary library mostly for browsing. Internet is popular with all ages and there is a large number of dialcat patrons. McCleary Library's circulation has increased 39% since January. It is primarily a browsing library, but several teachers check out collections for their study units and grade school students check out materials for reports. Programs for children are well attended. The Olympic Christian Academy visits the library about once a month to check out materials, and Ms. McCleary visits the McCleary Grade School Preschool once a month. The McCleary Library makes books available which are on the required reading list of the Accelerated Reading Program at the McCleary Grade School. Last year's Summer Reading Program had 189 participants with 92 finishers. Local merchants are very supportive of the Summer Reading Program by providing incentives. The McCleary Library has an active Friends group which holds annual book/bake sales, sponsors an Inquiring Mind Program once a year, and provides incentives for the Summer Reading Program in addition to other needed items.

6 B. Foundation

Ms. Sebbas announced she will be filing papers with the state for the Timberland Regional Library Foundation to become a non-profit corporation. On June 21, there will be an orientation for the new foundation board members at the Montesano library.

D. Long Range Plan Progress Report

The Board received a copy of the Long Range Plan Progress Report at the May meeting. This progress report is primarily a checklist of what has been accomplished so far. The September report will include more detail on those items which are ongoing. This is the second year TRL has been doing this type of report and any suggestions for its content are welcome. We are moving along at a good pace on technology. We had a tight schedule for the Microsoft grant. All of the equipment has been ordered and staff is completing the installations. A grand opening of the lab at Shelton was held on June 13 with good attendance, including two representatives from Microsoft. The other libraries where labs will be installed will also have grand openings to help publicize the services which will be available to the communities. Ms. Peck expressed concern with staff's ability to keep up with all of these changes. Both Ms. Kruse and Ms. Culp responded that staff is coping very well as they continue adding to their knowledge.

E. Director - Thelma Kruse

Payroll and payroll related vouchers for May 1997 amounted to \$590,764.88.

97-26

JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 50082 THROUGH NO. 50340 FOR JUNE 1997 IN THE AMOUNT OF \$385,048.94; AMORY PECK SECONDED THE MOTION.

This month's vouchers include two for the Summer Reading Program--#50213 (\$8,681.33) to Poly Bag for plastic bags and #50261 (\$3,752.81) to Web Craft Printing for pamphlets and program booklets; and several for the North Mason building project, including #50277 (\$129,848.48) to the contractor, Merit Co., and #50276 (\$6,309.45) to Key Bank for the escrow account.

MOTION CARRIED UNANIMOUSLY.

The May 1997 Revenues and Expenditures report indicates that expenditures are in line with the budget. The budget committee met prior to this meeting to discuss the 1998 Budget. Staff throughout the district have submitted budget requests and staff at the management level have been reviewing the requests to fit them in with the Long Range Plan. Ms. Kruse added that one of the priorities is access which means that open hours will be reviewed so patrons will have more opportunity to use all of the resources offered. We are looking at our collection to make sure we keep a balance between materials and computer resources. Mr. Lawrence added that the committee discussed various reviews of district operations to make sure we are functioning economically and expeditiously and still providing good service. TRL is currently working with a space planner to help us deal with the increased technology and increased usage. Mr. Hooper said he understood the Yelm Friends would be notified of budget meetings. Ms. Kruse stated that TRL's attorney advised that the budget committee meetings are not public meetings. Ms. Dobbs said it

6E is her understanding that any meeting at which a TRL Board member is present is a public meeting. Ms. Kruse said she will clarify this with TRL's attorney. The Lacey Partnership Application was presented. Last month Ms. Strohl reported on the work space planning Mark Nelson has done. One of the first needs identified is to expand the courier area which will free up the staff work room. The cost of this project is \$29,169. The Lacey Board has voted to authorize up to \$20,000 toward this project from the Meadowcroft bequest, the City of Lacey has budgeted \$10,000 for the project, and the city is requesting \$2,916 from TRL's partnership program. Mr. Dickson, President of the Lacey Library Board, expressed appreciation to Ms. Strohl for putting together this partnership application. He said the work room is becoming a safety hazard for staff and needs to be made more efficient for staff to complete their work which will in turn provide better customer service. The Lacey Library has doubled its staff since opening at the current site, and has grown in circulation and movement of materials. Ms. Peck asked if there is a plan for staging in the other areas which Mark Nelson has identified. Ms. Strohl said the overall space plan is going to be expensive, particularly for rewiring and recarpeting. The Lacey Library Board is discussing the possibility of another fund raiser. Staff has identified some things which can be done in the meantime, such as adding more shelving and setting up a new young adult area. There is the question of whether or not we should go ahead with the plan in stages since it would add to the cost. The Lacey Board will be meeting again on July 9 at which the space planner and city officials will be present. Mr. Morgan has reviewed the partnership application and feels it meets all of the guidelines. Several Board members recommended that the partnership application be acted on tonight so there are no further delays.

97-27 AMORY PECK MOVED THAT THE REQUEST FOR TIMBERLAND PARTNERSHIP FUNDS IN THE AMOUNT OF \$2,916 FOR THE LACEY TIMBERLAND LIBRARY BE GRANTED; CAROLYN DOBBS SECONDED THE MOTION.

Ms. Kruse clarified that the Board did not act immediately at its April meeting on the Ilwaco partnership application because staff had not yet had an opportunity to review the request. Staff felt that Ilwaco was not asking for all the funds it was entitled to. Staff feels comfortable with the Lacey application.

MOTION CARRIED UNANIMOUSLY.

Ms. Meyer reported that the Local Library Boards Workshop committee met yesterday. They have tentatively set September 20 for the workshop. The meeting room at the Shelton library will not be large enough for this event and the committee has made arrangements to use the Catholic church. Since several TRL Board were not available on September 20, it was agreed that the Local Library Boards Workshop will be held on October 18. Ms. Schiltz will confirm that the Catholic church is available on that date. Several will be attending the ALA Conference next week. Anyone attending is invited to the reception and award ceremony where TRL will receive the John Cotton Dana Award for the publicity campaign of the move of the North Mason Library to Hoodspert. Mr. Morgan reported that the North Mason building project is progressing. Ms. Kruse suggested that the Clerk of the Works who is monitoring this project give a report to the Board at a future meeting. Mr. Morgan advised that there were some underground streams discovered which required some specialized work and added two weeks to the schedule. The North Mason Building Committee met today to discuss the shelving and

6E furniture bids. The May 1997 Statistics were presented. It was noted that the dial-up holds continue to increase. Ms. Peck said she likes the new phone system at the Service Center and the ability to leave a voice mail. She asked when the individual telephone numbers will be distributed. Ms. Culp anticipates this list can be distributed in about two weeks, after U.S. West completes the additional lines needed.


The meeting recessed at 8:10 p.m. and reconvened at 8:40 p.m.

6 Reports


C. Space Planning - Mark Nelson

Ms. Kruse reported that when TRL staff first began talking about dealing with Internet and the criteria for setting up stations, they identified problems. Mark Nelson, who was working on the North Mason project, was asked to also help in the other libraries. In addition to the issues of privacy with Internet, TRL received the Microsoft grant which is adding more computers to the libraries. There was a need to evaluate the libraries to see how to support the additional technology. Mr. Nelson distributed information on the space planning project including the goals and objectives, design approach, technology workstation design criteria, and implementation status. He has been evaluating the buildings, listening to staff needs, and drafting plans to accommodate the new technology and maximize accessibility to patrons. Other factors include access for young adults and handicapped persons, staff supervision, ability to assist patrons, and achieving a sense of privacy. Since libraries are always changing, the plans need to be flexible and adaptable to different uses. Other considerations are that products be flexible, durable to hard public use, cost effective, and provided by vendors and manufacturers with good reputations and service support. Since all of the libraries are different, the plans must take into consideration the aesthetics of the building or, where necessary, help improve the aesthetics of the building. Mr. Nelson said the North Mason project is now ready to go out to bid. What was learned in that project has been utilized in studying the rest of the libraries.

There was no further business and the meeting adjourned at 9:20 p.m.



President



Secretary