

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Service Center, 415 Airdustrial Way SW, Olympia, WA 98501

July 23, 1997

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AGENDA ITEM

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MINUTES

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

BOARD MEMBER EXCUSED: Jean Davies

STAFF PRESENT: Liane Bascou; Jinny Burns; Cheryl Heywood; Thelma Kruse; Tim Mallory; Jim Morgan; Tina Roose; Carol Saynisch; Sandra Sebbas; Barbara Winfree

President Williams called the regular meeting to order at 7:05 p.m.

AGENDA ITEM

NO.

1 Introductions were made, including Carol Saynisch, TRL's new Communications Manager. Ms. Saynisch has been working in the communications field for 25+ years including CBS television network, communications manager at Monticello (Thomas Jefferson's home), and as consultant with the U.S. Army. She said she looks forward to using her background to further the interests of TRL. Ms. Kruse added that Ms. Saynisch has also done extensive training in dealing with the press.

2 Correspondence and Public Comments

A. Public Comments

There were no public comments.

B. Board Comments

Mr. Lawrence commented that he was recently in the Centralia library and noticed several adults using Internet. They remarked how much they appreciated the training they received.

C. Correspondence

Ms. Kruse referred to a June 23, 1997 letter from TRL's attorney, Craig Hanson, which is in response to Dean Hooper's question at the last TRL Board meeting regarding open public meetings. Mr. Lawrence said the budget committee meeting which was questioned was an administrative meeting in which some TRL Board members took part. It was not a meeting called by the TRL Board. He believes that is the distinction Mr. Hanson has made in his letter. Ms. Kruse suggested that instead of holding the required public hearing on the budget during the regular September Board meeting, that a hearing be held one week prior to that meeting. The Board agreed to hold the public hearing on the 1998 budget on September 10, at 6:00 p.m., at the TRL Service Center. Ms. Kruse was directed to respond to Mr. Hooper and enclose a copy of Mr. Hanson's June 23, 1997 letter.

3 Approval of Minutes

97-28 AMORY PECK MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JUNE 18, 1997; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Unfinished Business

There was no unfinished business.

5 New Business

There was no new business.

6 Reports

A. Foundation

The Foundation Board is focusing its efforts on recruiting more board members, particularly in Thurston, Grays Harbor and Pacific Counties. TRL's attorney will draft an agreement between TRL and the Foundation for the TRL Board's review at the August meeting. The Articles of Incorporation were filed with the Secretary of State's office and the Foundation has four months to file with the federal government for its federal status and has two months to file a budget. Janelle Williams has been appointed Chair Pro Tem of the Foundation Board until the Foundation Board elects officers. The Foundation has already received its first donation, a memorial from Jim Morgan.

B. Labor Relations

The Labor Relations Committee met prior to this meeting. It was agreed that the TRL Board will meet in Executive Session at 5:30 p.m. on August 27, 1997, at the Shelton Library for the purpose of discussing labor relations.

C. StoryLines America

Ms. Heywood read about the StoryLines America project in *Library Journal*. She met the person who created the project at the ALA Conference. The radio program is a 13-week series to promote literacy. Ms. Heywood hopes to run the program on National Public Radio. StoryLines America will provide TRL with 27 copies of each of the titles which will be discussed on the program, as well as brochures, pamphlets and posters.

D. Director - Thelma Kruse

Payroll and payroll related vouchers for June 1997 amounted to \$596,663.39.

97-29 CAROLYN DOBBS MOVED TO APPROVE VOUCHERS NO. 50341 THROUGH NO. 50680 FOR JULY 1997 IN THE AMOUNT OF \$644,460.40; BILL LAWRENCE SECONDED THE MOTION.

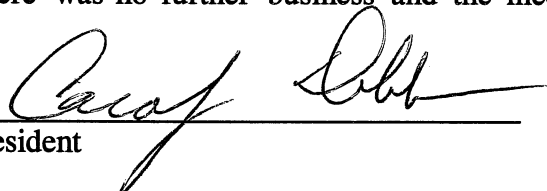
- 6D Significant vouchers include #50402 (\$14,777.08) to Emery Business Forms for overdue and holds notices; #50414 (\$25,107.86) to Gateway 2000 for replacement computers; #50587 (\$4,604.19) to Sparrowhawk Consulting for TRL's share with the City of Olympia of feasibility study costs; #50579 (\$34,091.46) to the Thurston County Auditor for TRL's share of the election costs for the City of Olympia library issue; #50586 (\$6,435.76) to Patrick's Carpet to replace the damaged floor at the rented space TRL previously used for the Hoodspoint library (covered under TRL's liability insurance).

MOTION CARRIED UNANIMOUSLY.

The June 1997 Revenues and Expenditures report was presented. TRL management continues its work on the 1998 Budget. Mr. Lawrence announced that he needs to withdraw from the Budget Committee; Jean Davies will serve in his place. Building Projects: The Olympia Advisory Committee has been meeting to discuss whether or not it will recommend that the Olympia bond issue be placed on the ballot again and if so, when. Ms. Dobbs said that TRL staff have produced fact sheets explaining our various sources of revenue and the TRL Board's strategies for covering capital expenses. One point which is difficult to get across to people is why it is not cost effective to operate two libraries in Olympia, one at the existing location and one on the west side. Ms. Kruse and Ms. Saynisch have prepared a visual handout to illustrate the challenges of operating two libraries. Ms. Dobbs said we need to explore ways to respond to having a library presence on the west side, such as a store front with computers and a place to pick up and drop off materials. The most visible of the North Mason library construction is now taking place, with walls going up. Ms. Kruse suggested that Neil Warner, TRL's Clerk of the Works on the North Mason project, speak to the Board at its August 27 meeting. After TRL staff complete their review of TRL's Policies, TRL Board members will be asked to serve on a Policies Committee. Ms. Winfree presented mid-July statistics for the Summer Reading Program which indicates an increase of almost 2,000 signups and 423 finishers over last year. There has been a significant increase in Pacific County which is probably due to the fact that we now have a youth services person working in that county. The programs are well attended. The incentives offered do help bring children into the library. Ms. Winfree shared some of the comments which have been made illustrating the success of the Summer Reading Program. It is a program which all ages can and do take part in. Mr. Lawrence stated that the drop in signups at the Oakville library is apparently an indication that the Native American children are not taking part in this year's program. He requested TRL figure out a way to reach these children. ALA Conference: Ms. Kruse attended a session which dealt with library advocacy and provided practical information on how to reach people and get people involved in the community. Another session on foundations was useful because it dealt with how to keep the roles between Friends groups and foundations separate. TRL received its John Cotton Dana award at the conference. Ms. Meyer heard several authors and attended sessions which had more of a rural focus. She found that TRL is very much ahead of other libraries in the services provided. Since the new president of ALA, Barbara Ford, is a friend, Ms. Roosevelt spent time going to inaugural events. Ms. Ford has agreed to be a speaker at TRL's All Staff Day on October 13. (NOTE: Ms. Ford has a conflict on that day and has agreed to speak at the 1998 All Staff Day.) Ms. Kruse attended the Directors' Retreat last week. Steve Duncan, lobbyist for the Washington Library Association, spoke about legislative issues. There was also discussion about the change proposed by the Washington State Library regarding use of grant funds. Many public library directors differ in opinion with the direction WSL is going with these funds. Several directors attended a hearing a few weeks ago and spoke about

6D their concerns with the Washington State Library Commission. Directors were very interested in hearing about the space planning which TRL is currently conducting and it was suggested that TRL provide a program at a conference about our experiences. The Workshop in Library Leadership is scheduled September 24 and 25 and the Rural Library Conference is scheduled September 26 and 27 at Spokane. Deadline for the lower rate registration is due August 12. Ms. Meyer reported that there have been two meetings for planning the Local Library Boards Workshop which is scheduled on September 18 at St. Edward's Catholic Church in Shelton. A draft agenda was distributed for review. The TRL Board of Trustees Retreat will be scheduled at the Alderbrook Inn near Union on October 25. Tina Roose will be participating in the Leadership Thurston County program this fall. The State of the Library Report in color format was presented to the TRL Board. The TRL Picnic is scheduled on July 27 at the Rain Forest Resort Village at Lake Quinault.

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

  
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President

  
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Secretary