

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
William G. Reed Public Library, 710 W. Alder St., Shelton, WA 98584

August 27, 1997

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MINUTES

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

BOARD MEMBER EXCUSED: Janelle Williams

STAFF PRESENT: Liane Bascou; Jinny Burns; Margaret Epting; Thelma Kruse; Tim Mallory; Jim Morgan; Tina Roose; Carol Saynisch; Bill Scherr; Kitty Schiltz; Jan Sterner; Rosanne Thompson; Nancy Triplett; Barbara Winfree

GUESTS PRESENT: Ken Bragg; Margaret Bragg; Trudy Faulkner; Adelheid Krohne; Mike McCormick; Neil Warner; Fred Yancey

Vice-President Dobbs called the regular meeting to order at 7:20 p.m.

AGENDA ITEM

NO.

1 Introductions were made. Margaret Epting was introduced as the temporary Business Manager replacing Jim Morgan, who is leaving TRL the end of August. Ms. Kruse said TRL is fortunate to find a Business Manager who is familiar with libraries.

2 Correspondence and Public Comments

A. Public Comments

Ms. Dobbs requested that any public comments regarding the Olympia library proposal be made in Agenda Item 5B.

Mr. Yancey, Superintendent of the Mary M. Knight School District, said he is following up on a letter he had written two years ago to Ms. Kruse. Matlock is a community about 30 minutes from Shelton with a large number of people who do not have the luxury of being able to drive a vehicle to the Shelton library. He had requested in his letter that TRL consider a bookmobile for the Matlock area. Although TRL is moving more into an electronic phase, he feels there is nothing like the pleasure of being around books. The area has a population of about 2,000, with about 240 students K-12 in the school district. There is a school library, but they do not have the resources to keep it current. Ms. Kruse said TRL is studying as part of its Long Range Plan those areas which are not currently receiving adequate service. Mr. Blauvelt suggested we may need a traveling bookmobile which would serve residents who are not close to libraries. Ms. Krohne said she is aware that Matlock is a poor community and that it is difficult for the residents to get around. However, they still manage to do wonders in the community and in the school and deserve everything they can get.

B. Board Comments

Ms. Peck commented she visited her hometown library in Michigan last week. She sat at an Internet station with no instructions, pamphlets or brochures. She is appreciative of the good information TRL provides to its patrons.

2 C. Correspondence

There was no correspondence.

3 Approval of Minutes

97-30 PEGGY MEYER MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JULY 23, 1997; BILL LAWRENCE SECONDED THE MOTION. PEGGY MEYER, BILL LAWRENCE, ART BLAUVELT, CAROLYN DOBBS, AND AMORY PECK VOTED IN FAVOR OF THE MOTION; JEAN DAVIES ABSTAINED BECAUSE SHE WAS NOT PRESENT AT THE JULY 23, 1997 MEETING. MOTION CARRIED.

4 Unfinished Business

There was no unfinished business.

5 New Business

A. Agreement between Timberland Regional Library and Timberland Regional Library Foundation

The Timberland Regional Library Foundation is a non-profit corporation designed to provide assistance and aid in the development, maintenance and promotion of growth and preservation of the Timberland Regional Library District and its staff. It is recommended that an agreement be entered into between the Timberland Regional Library District and the Timberland Regional Library Foundation. Mr. Blauvelt said the agreement is modeled after the agreement Fort Vancouver Regional Library has with its foundation. The agreement provides a mechanism for cooperation between the foundation and the library district.

97-31 ART BLAUVELT MOVED TO APPROVE THE AGREEMENT BETWEEN THE TIMBERLAND REGIONAL LIBRARY DISTRICT AND THE TIMBERLAND REGIONAL LIBRARY FOUNDATION; PEGGY MEYER SECONDED THE MOTION.

Mr. Bragg asked if there is any provision in the agreement which limits the amount of money that can be used for administrative purposes. Mr. Blauvelt responded that the agreement does not provide for a limit in administrative costs. Mr. Lawrence said fiduciary responsibility was discussed at a foundation meeting and it is understood that the foundation will be held accountable for how funds are spent.

MOTION CARRIED UNANIMOUSLY.

B. Resolution adopting joint request with the City of Olympia for financing of the Olympia Library Capital Facility Area

On May 20, 1997, voters approved the establishment of the Olympia Library Capital Facility Area. The City of Olympia proposes to resubmit to the voters of said Library Capital Facility Area a ballot proposition at the November 4, 1997 general election to fund

5B a new library. This proposal requires a resolution from the TRL Board to approve the financing of the Olympia Library Capital Facility Area, including a Joint Request to Finance the Library Capital Facility Area and a Memorandum of Understanding between Timberland Regional Library and the City of Olympia. Ms. Kruse recapped the process the city and TRL have gone through for the past 2 1/2 years, beginning with a feasibility study which recommended there be one library built in Olympia, followed by several meetings of various groups, hiring of an architect to study sites and make a recommendation, formation of an advisory committee, and finally the election in May.

Mr. McCormick said he is a 30 year resident of Olympia and a library user. He is working on the new library campaign and he is here this evening on behalf of the Olympia Friends of the Library to encourage the TRL Board to pass this resolution so the matter can be placed on the November ballot. After the May election, the campaign was reorganized since the November election will have more issues on the ballot and property taxes are a big issue. Mr. McCormick said there is strong support in the community for the library site which has been picked. The advisory committee reviewed again the recommended site and size and continue to support that recommendation.

Mr. Bragg said he has been leading the campaign in opposition to the new library measure because of his concern with increased taxes. He is concerned with the boundaries of the library capital facility area since many people who would use a new Olympia library are not being asked to help pay for it. He has requested from TRL its service area boundaries for each library and has been advised that this information has not been determined. He thinks TRL should change its system for funding libraries. He thinks county commissioners who appoint the TRL Board members should step back and take a leadership role in reorganizing the way the whole library system is financed. Mr. Lawrence said he thinks the TRL Board has been working very hard to have the five counties TRL serves viewed as the service area. It is the library's philosophy that TRL is one unit.

Ms. Thompson said the Olympia library is very crowded with inadequate shelving for new materials, and she hopes the TRL Board will see fit to pass this resolution so we can work together to secure a facility which will better serve the population.

97-32 AMORY PECK MOVED TO ADOPT RESOLUTION NO. 97-06 ADOPTING THE JOINT REQUEST OF THE CITY OF OLYMPIA AND TIMBERLAND REGIONAL LIBRARY DISTRICT TO FINANCE A LIBRARY CAPITAL FACILITY AREA; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Reports

A. Focus on Shelton

Ms. Schiltz said a new computer lab at the Shelton library was dedicated recently. Shelton has had a library since 1914 and joined TRL in 1989. The library was built with funds from the city, a Library Services Construction Act grant, and a grant from TRL. The Shelton library has an annual circulation of about 30,000 and an average of 700 people visit the library per day. Youth services staff work with four school districts with a student population of about 4,500. The community's industry has primarily been logging and fishing, but it is becoming more diversified and has become a bedroom community. One

6A of the challenges in the library has been intellectual freedom. Parents are concerned about what children can access on Internet. Staff are busy training people on the use of Internet.

B. Labor Relations

Mr. Scherr reported that there have been three negotiation sessions between TRL and the TRL Staff Association. Ms. Kruse said there have also been some issues which have been resolved outside of the negotiations. She appreciates the creative ideas, energy and willingness of everyone to work cooperatively in what she considers a very unique and rewarding relationship. Mr. Mallory said there is a Union-Management Committee which meets regularly. It has been a good forum to address issues and create solutions. He thinks this committee has led to the spirit of cooperation which has made negotiations work so well.

C. North Mason Project

Mr. Warner, Clerk of the Works on the North Mason project, commended the TRL Board for selecting the Merit Company as the contractor for the North Mason project. The contractor has been exemplary in its work and has done an outstanding job in dealing with unforeseen problems. One major problem is the free flowing springs which were discovered while excavating, which resulted in having to dig down lower and lowering the footings. This set the project back about two weeks. A very specific type of window was designed for the building and they have been unable to get a guaranteed time of shipment which may delay the project further. One of the sub-contractors hired was not qualified to do what it was hired to do so Merit has taken on this part of the construction. If the windows arrive on time, the building should be enclosed in 3 weeks. Then interior work can begin. He expects the building to be ready to occupy by January 1998.

D. Director - Thelma Kruse

Ms. Kruse expressed her appreciation to Jim Morgan for the work he has done at TRL in the past 3 1/2 years. Ms. Dobbs expressed her appreciation on behalf of the TRL Board.

Payroll and payroll related vouchers for July 1997 amounted to \$595,726.74.

97-33 ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 50681 THROUGH NO. 50965 FOR AUGUST 1997 IN THE AMOUNT OF \$523,149.13; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The July 1997 Revenues and Expenditures report was presented. Mr. Morgan announced that the state auditor's office is conducting its two year audit of TRL. He anticipates a clean audit. After the auditor completes his examination, there will be an exit interview and eventually the final audit report. The biggest change in the 1998 budget process is that the budget is being put together in a much broader sense. TRL has in the past figured its budget based on the 106% limitation and then cut the budget requests to fit into what we anticipate receiving. This fall there will be a measure on the ballot for taxing districts to increase their budgets by the rate of inflation unless they can demonstrate a need to take a 6% increase. This year, without regard to any revenue projections, staff have been reviewing the requests based on a demonstrated need. Building Projects: The Service Center is experiencing growing pains to support public services which has required some

6D staff to work in the storage area. A storage unit for basic storage will be placed behind the Service Center to make more room in the warehouse area for more staff space. This will also allow us to cancel the storage area we are currently renting. The Ethics Committee will meet on September 30 at 6:00 p.m. at the Service Center. Ms. Kruse referred to an informational memo from Gwen Culp regarding TeleCirc. Several attended the PNLA Conference in Seattle. One of the speakers, Alvin Granowsky, will speak at TRL's All Staff Day in October. Ms. Davies said she attended the dedication of the Louis Hough meeting room at the Ocean Park library. Mr. Hough had been a volunteer at the Ocean Park library for several years. His daughter presented the Friends with a \$1,000 donation for the program the Friends sponsor which provides books to children. The Local Library Boards Workshop is scheduled on October 18. The committee is finalizing the agenda. The July 1997 Statistics were presented.

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

Janelle Williams
President

Theresa Kruse
Secretary