

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Service Center, 415 Airustrial Way S.W., Olympia, WA 98501

October 22, 1997

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M I N U T E S

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

STAFF PRESENT: Liane Bascou; Ginny Burns; Margaret Epting; Thelma Kruse; Tina Roose; Carol Saynisch; Bill Scherr; Sandra Sebbas; Barbara Winfree

GUESTS PRESENT: Mark Griffin; Sandy Jones; Debbie Saade

President Williams called the regular meeting to order at 7:10 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made.
- 2 Correspondence and Public Comments

A. Certificates of Appreciation

Certificates of Appreciation were presented for Jean Chiveney, Elma; Robert Hyde, Hoquiam; and James Ulberg, Westport, who have completed terms on their respective local library boards.

B. Public Comments

Ms. Jones and Ms. Saade said they are working on a grassroots effort to bring a library to the Rochester area. The director and board members encouraged them to contact TRL for any information. Ms. Dobbs said the Grand Mound/Rochester area is one of the fastest growing areas in Thurston County and has been designated as an urban growth area even though it is unincorporated.

C. Board Comments

Mr. Lawrence thanked Ms. Sebbas for the information she has provided to the foundation board members. He said one of the foundation board members had occasion to use the Olympia library and said he was impressed with Rosanne Thompson's dedication to satisfying his inquiries. Ms. Peck said she is pleased to see Ms. Jones and Ms. Saade tonight. They also attended the local library boards workshop on October 18.

D. Correspondence

Last week Ms. Kruse received a phone call from Dean Hooper of Yelm requesting Timberland's support for an application for a block grant for a new library in Yelm. The deadline to express interest is this evening. Because of the short timeline, Ms. Kruse contacted each of the TRL Board members and then wrote a letter of support to the City of Yelm. The Yelm City Council is meeting this evening to make a decision on which of the three block grants it will support--a senior center, a teen center, or a library. There is

2D an individual with grant writing experience who has volunteered to help with the grant application.

3 Approval of Minutes

97-36 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF SEPTEMBER 17, 1997; ART BLAUVELT SECONDED THE MOTION. BILL LAWRENCE, ART BLAUVELT, PEGGY MEYER, CAROLYN DOBBS, AMORY PECK, AND JANELLE WILLIAMS VOTED IN FAVOR OF THE MOTION; CAROLYN DOBBS ABSTAINED BECAUSE SHE HAD NOT HAD AN OPPORTUNITY TO REVIEW THE MINUTES. MOTION CARRIED.

97-37 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF OCTOBER 8, 1997, A PUBLIC HEARING ON THE 1998 BUDGET; AMORY PECK SECONDED THE MOTION. ART BLAUVELT, AMORY PECK, BILL LAWRENCE, AND JANELLE WILLIAMS VOTED IN FAVOR OF THE MOTION; CAROLYN DOBBS ABSTAINED BECAUSE SHE HAD NOT HAD AN OPPORTUNITY TO REVIEW THE MINUTES; JEAN DAVIES AND PEGGY MEYER ABSTAINED BECAUSE THEY WERE NOT PRESENT AT THE OCTOBER 8, 1997 MEETING. MOTION CARRIED.

Mr. Blauvelt and Mr. Lawrence commented on the excellent presentation made by staff at the October 8 meeting.

4 Unfinished Business

There was no unfinished business.

5 New Business

A. 1998 Preliminary Budget

By November 15 of each year the board must adopt its preliminary budget for the following year. The 1998 final budget is adopted in December. On October 8, 1997, the board held a public hearing on the budget pursuant to RCW 84.55.120.

97-38 CAROLYN DOBBS MOVED TO ADOPT RESOLUTION NO. 97-07 ADOPTING A PRELIMINARY OPERATING BUDGET FOR 1998; BILL LAWRENCE SECONDED THE MOTION.

Ms. Kruse said this resolution essentially represents the same budget presented at the October 8, 1997 hearing with a few minor changes. All of the programs discussed at the public hearing are still in place. This budget is based on a 5.5% increase rather than a 6% increase. If Referendum 47 passes, the TRL Board will need to take further action. Ms. Epting reported on a seminar she attended sponsored by the Department of Revenue regarding levies of taxes and Referendum 47. In addition to limiting the amount of taxes a taxing district can levy, this Referendum will also reduce the state school levy and limit the increase of large assessments. The Department of Revenue advised that two resolutions be passed, one at 1.9% and another at anything above 1.9%. TRL can pass one resolution

5A at this time since we pass a preliminary budget now and a final budget in December. The issue is the possibility of another public hearing. If necessary, TRL will advertise a public hearing at the November 19 regular meeting of the board.

MOTION CARRIED UNANIMOUSLY.

6 Reports

A. Ethics Committee

The Ethics Committee met on September 30. This committee is reviewing two documents-- use of TRL resources and code of ethics/conflict of interest. Ms. Kruse requested that Ms. Davies, Ms. Peck and Mr. Blauvelt meet with her later to schedule another Ethics Committee meeting. Mr. Lawrence asked if this committee is considering professional conduct and interpersonal relations in these policies. Ms. Kruse said she thinks these issues are dealt with in a different way and are addressed in the Human Resources Policy. The board was advised that staff are reviewing all district policies.

B. Long Range Plan Progress Report

The Long Range Plan Progress Report dated 10/22/97 was presented. Ms. Kruse has also provided the board with her 1997 goals and objectives progress report.

C. Director - Thelma Kruse

Payroll and payroll related vouchers for September 1997 amounted to \$596,309.35.

97-39 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 51222 THROUGH NO. 51582 FOR OCTOBER 1997 IN THE AMOUNT OF \$782,097.94; PEGGY MEYER SECONDED THE MOTION.

Ms. Epting commended the diligence of the business office staff who had to reenter the information for the vouchers after the business office computer system crashed, and the computer staff who worked until 11:30 Monday night to get the system back up.

MOTION CARRIED UNANIMOUSLY.

The September 1997 Revenues and Expenditures report was presented. Ms. Epting and Ms. Kruse met with Mr. Lee and Mr. Geyer of the state auditor's office on October 3 regarding the recent audit of TRL. TRL has received a clean opinion and TRL's financial statements meet the standards for equitable reporting. There were a few exit notes of the lowest level. Mr. Lee visited several branch libraries and had some criticism of the way money is handled and has made recommendations for access to keys and safes. There needs to be a notation on receipts of whether money is received in cash or by check. The auditor has advised that two employees be present when the money is counted. TRL will be developing new procedures for handling cash. The auditor said we need better control of leave requests because there are so many inconsistencies. The business office staff will make recommendations on a written policy for leave requests. We also need to update our fixed assets inventory system. Theft of materials - Ms. Kruse reported on two theft situations involving thousands of dollars of materials. Staff have been consulting with TRL's attorney

6C and with law enforcement. In one case some of the materials have been returned and in the other most of the materials have been returned. Building projects - Mark Nelson, who has been doing space planning for TRL libraries, has been hired by the City of Ilwaco to work on that remodeling project which the city hopes to complete by the end of the year. On the North Mason project, the roof is completed, most of the siding is done, the parking lot has been graded and asphalt is expected to be in by the end of the week, interior sheetrock is finished, and the exposed beams and wood are being readied for a protective finish. The bond issue vote for the Olympia library will be on November 4. TRL has produced a second fact sheet which will go out next week. Work is continuing on the Lacey library remodeling plans. Modifications were made to the work room plans which will make that cost considerably less. It is anticipated that space planning projects in all of the libraries will be completed in a few months. The new circulation desk at the Raymond library will be installed soon. It was decided to place the circulation desk on the stage which will require two steps up for staff. Ms. Davies expressed concern with making sure that in any remodeling projects that there be handicap accessibility for staff as well as patrons. There will be a local TV program which will feature various Lacey city departments. The library program is scheduled on November 10. Ms. Roose reported on the search for a new Olympia Regional Library Manager. Three candidates have been selected as finalists and various groups, including TRL staff, city personnel, board and Friends will have an opportunity to meet them on November 14. A schedule will be sent to the TRL Board. Ms. Winfree presented a report on this year's Summer Reading Program, which had almost 20,000 signups (children and adults) and over 9,000 finishers. We had 275 volunteers helping with this year's program, 243 of whom were children 5th grade through high school, who gave over 4,500 hours which equates to 2.25 years of one full time employee. TRL provided 315 programs, 84 of which were by paid performers. Over 18,500 people attended the programs. This year there was a young adult reading program in seven of the libraries with 471 high schoolers signed up, and which provided 17 programs and workshops with 465 total attendance. Of the total book circulation for June, July and August, 44.1% was for children and young adult. There were a lot of incentives provided for the finishers, many provided by the local communities. Mr. Blauvelt suggested that we provide some special recognition plaques to contributors. Ms. Meyer reported that 52 people attended the Local Library Boards Workshop on October 18. It was a varied day and from a review of the comments it appears it was an enjoyable day for those in attendance. The annual TRL Board Retreat is scheduled on October 25 at the Alderbrook Resort. There were 289 people registered for All Staff Day on October 13. The keynote speaker was Alvin Granowsky who spoke about "The Other Side of the Tale" which concerned withholding judgment until both sides are heard. This year staff had 17 concurrent sessions to choose from covering a wide variety of topics. Ms. Davies attended this year's All Staff Day. The Workshop in Library Leadership and National Rural Libraries Conference were held in September. Ms. Kruse said both were valuable conferences with good keynote speakers and concurrent sessions. Ms. Peck participated in a session for WILL and talked about TRL's Long Range Plan. Ms. Meyer added that the speakers were excellent and she found the subjects particularly relevant for her. Several board members commented that they hope to attend the Public Library Association Conference in Kansas City, Missouri in March 1998.

There was no further business and the meeting adjourned at 8:55 p.m.

  
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President

  
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Secretary