

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

December 17, 1997

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AGENDA ITEM

NO.

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

December 17, 1997

MINUTES

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

STAFF PRESENT: Liane Bascou; Jinny Burns; Margaret Epting; Corene Jones-Litteer; Thelma Kruse; Tim Mallory; Sally Nash; Tina Roose; Reverda Russell; Carol Saynisch; Sandra Sebbas; Mary Strohl; Mike Wessells; Barbara Winfree

GUESTS PRESENT: Ken Balsley; Kenneth Bragg; Gil Carbone; Michael Louisell; Debbie Schultz; Walter White

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

AGENDA ITEM

NO.

- 1 Introductions were made. Reverda Russell was introduced. She is acting Human Resources Manager while Bill Scherr is recuperating from surgery.
- 2 Correspondence and Public Comments

D. Certificates of Appreciation

Certificates of Appreciation were presented to the following local library board members who have completed terms on their respective boards: Pat Warren, Aberdeen, Kathy Andruss, Tenino, Walter White, Tumwater, and Christie Gorman, Yelm. Mr. White was present to accept his certificate. Ms. Peck said she and Mr. White served together on the Tumwater Library Board for several years. She recalled them sharing the ground breaking and opening of the new Tumwater library. Ms. Nash added her thanks to Mr. White for helping with the transition from the former Tumwater library to the new library. She has appreciated his legal mind and lending that perspective to the Tumwater board and that he truly understands the role of the public library in society. Mr. White responded that during his time on the board, the Tumwater City Council needed convincing that a board was important and necessary. The City Council adopted an ordinance formalizing a Tumwater Library Board which has been in effect for about a year. He expressed appreciation for the experience of serving on the board.

A. Public Comments

Mr. Carbone said he was a member of the advisory committee which worked on the bond issues for a new Olympia library. His background as a former member on the Olympia City Council and as an educator helps him value what libraries can do for us. He is deeply disappointed that the Olympia bond issue did not receive the necessary votes for passage. He referred to a "Sounding Off" article he wrote for the *Olympian* newspaper (attached to the original of these minutes). The theme of the article is that unless we all go back and examine the basis for library operations, what we want and what we can afford, we will never get the library service we need in Olympia. Mr. Carbone said he thinks we need to look at the fundamental principles in terms of how the library system operates, what municipalities are expected to do and how to serve the unincorporated areas of the five counties of the library district. Mr. Bragg said he led the opposition that Mr. Carbone referred to. He would like to see some practical solutions to the problem. He doesn't think that

- 2A cities will be able to pass bond issues for new libraries and we need to look at other solutions. He has sent the TRL Board and administration a document outlining some of his ideas. He said he intends to devote more time to this matter.

B. Board Comments

Ms. Dobbs received a faxed document which she has copied for the TRL Board from Dave Dressel, a citizen of Olympia who is also interested in the Olympia library (attached to the original of these minutes). Mr. Dressel is attempting to schedule a meeting with the head of General Administration to talk about the proposal outlined in this document. Ms. Dobbs has requested that a TRL Board member be invited to the meeting. She requested the board members review the document and be prepared to discuss it further at next month's meeting. She invited Mr. Dressel to attend TRL board meetings. She also told him that the city is the lead on this matter but that TRL is willing to do whatever we can to respond.

C. Correspondence

The board received the Statement of Ideas for Library Services from Kenneth Bragg (attached to the original of these minutes).

3 Approval of Minutes

- 97-43 PEGGY MEYER MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF NOVEMBER 19, 1997; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Unfinished Business

There was no unfinished business. Ms. Peck said she is delighted to see the complimentary letters about TRL's reference services. Mr. Lawrence referred to the removal from the collection of a real estate book which is the first time he recalls that a book was removed after a complaint. The book was removed because the review committee could find no reviews of the book or background information about the author, and the information was outdated.

5 New Business

A. Reciprocal Use Agreement with Fort Vancouver Regional Library

Fort Vancouver Regional Library would like Timberland Regional Library to consider entering into a reciprocal use agreement with that library system. Fort Vancouver Regional Library is headquartered in Vancouver, Washington and has ten branches. Other libraries which have reciprocal agreements with Timberland include King County Library System, Kitsap Regional Library, Pierce County Library, Sno-Isle Regional Library, North Central Regional Library, North Olympic Library System, and Whatcom County Library System. Jefferson County Library pays TRL for non-resident cards for people who live on the west side of Jefferson County.

- 97-44 CAROLYN DOBBS MOVED TO ENTER INTO A RECIPROCAL USE AGREEMENT WITH FORT VANCOUVER REGIONAL LIBRARY; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 B. 1997 Tax Levy for 1998 Collection

Assessed value information is not yet available from all five counties; therefore, it is not possible for the Board to establish a levy rate for 1998 property tax collection. It was agreed that a special meeting of the board will be set to establish the district's levy rate for 1998 property tax collection when the assessed value information becomes available.

C. 1998 Budget

On October 22, 1997, the TRL Board adopted a preliminary 1998 budget for all funds of \$18,574,307, which is a 5.5% increase in the General Fund property tax levy. Current fund balance information shows a 1998 final operating budget for all funds of \$18,959,953, with the same 5.5% increase in the General Fund property tax levy. The operating budget at the 5.5% level includes expenditures from the General fund of \$14,217,394. In addition, the operating budget also provides for expenditures from the Building Fund of \$2,724,266; the Circulation System Fund of \$1,539,118; the Unemployment Compensation Fund of \$97,500; and the Major Gift Fund of \$381,675. Two public hearings on the budget were held on the budget on October 8, 1997 and November 19, 1997. Under the provisions of Referendum 47, the Board must approve an additional resolution approving a 1.9% increase in the levy before they can adopt a "substantial needs" budget.

97-45 ART BLAUVELT MOVED TO ADOPT RESOLUTION NO. 97-08 ESTABLISHING THE 1.9% BUDGET FOR 1998; BILL LAWRENCE SECONDED THE MOTION.

Ms. Kruse reviewed the "substantial needs" of the district. The new North Mason library will require additional staff and more open hours. Libraries are used differently now that we have more computer resources and people are spending more time in the libraries. Staff reviewed the hours of operation in the small and medium size libraries and looked at whether we are meeting people's needs. It is recommended that open hours be increased or rearranged in 18 of the libraries, including adding evening and Saturday hours. Another creative way we are working with hours is to allow school classes to come into two of the libraries before they are opened to the public. Mr. Wessells shared some of his observations about library use. As more computer based materials and resources become available, people who don't have private computers need to have access to them when they are able to get to the library. Because of the nature of some resources, they are only available during open library hours. One library reported that in one day, the usage of the computers was greater than the entire previous month. An additional benefit is that more people are getting library cards. Since it is not possible for all the libraries to be open 60 hours a week, the additional hours and rearrangement of hours will geographically balance the district. Mr. Blauvelt noticed that the McCleary library will still only be open 15 hours a week and he expressed hope that since this is in an economically deprived area that hours there will be increased in 1999. Ms. Kruse said the hours at McCleary would be rearranged to add more evening hours and Saturday hours. Another substantial need is to provide better reference services in the small and medium libraries. The TRL Board has stated several times its commitment to serve children well. We are continually trying to find ways to reach children who cannot make it to the library. A substantial needs budget will add staff and resources to allow us to continue this outreach. We are also trying to better serve young adults and find ways to keep them using the library. Ms. Schultz, who is a member of the Salkum Library Friends, spoke about what library service in a rural area means to her. She is new to the area and misses the library not being open as much as she is used to. She thinks the wonderful services should be available more often during the week. She mentioned adult book clubs, talking books, Internet, word processors, videos, meeting rooms, preschool programs, Summer Reading Program events, copy machines, income tax forms, tax help. She said evening hours are important so parents who work can bring their children to the library.

5C MOTION CARRIED UNANIMOUSLY.

97-46 ART BLAUVELT MOVED TO ADOPT RESOLUTION NO. 97-09 ESTABLISHING THE "SUBSTANTIAL NEEDS" OPERATING BUDGET FOR 1998; PEGGY MEYER SECONDED THE MOTION.

Mr. Bragg said his general observation of the explosion of the information age is that no matter how many computers are put into the libraries, there may still be a shortage. He encourages TRL to reach out to others who have computers; for example, forming liaisons with schools, to use their computers during non school hours. He asked how the expenditures in this resolution compare with expenditures in 1997. Ms. Epting said she cannot provide that information at this moment. In the general fund, we maintain a fund balance to carry forward to the next year to keep the district running until we receive property tax collections. In other funds, we maintain unappropriated balances because they are essentially savings accounts. Ms. Kruse said the Business Manager's year end report will be available at the board's January 1998 meeting which will provide the amount of expenditures for 1997. Several mentioned how institutions are already working together to maximize use of their resources. Partnerships with other institutions is always an ongoing discussion with this board. The Centralia School District has applied for funds to help students with low level reading and math skills. If funded, computers and software will be placed in the Centralia library as well as in the schools. Grays Harbor Community College's learning program has been implemented in Elma for students who cannot get to Aberdeen or do not have the money to rent the learning tapes. A VCR monitor and video tapes have been placed in the Elma library for free use by students and this access has worked very well with minimal problems. Mr. Blauvelt said he is in favor of cooperating, but urged that we not forget the public library provides a unique role in providing free access to materials for all people.

MOTION CARRIED UNANIMOUSLY.

D. Contract between Timberland Regional Library and the Timberland Regional Library Staff Association

Negotiations between Timberland Regional Library and the Timberland Regional Library Staff Association have been held for the 1998-2000 contract. The contract will be voted on by the Staff Association membership.

97-47 CAROLYN DOBBS MOVED TO ACCEPT AND RATIFY THE AGREEMENT REACHED BETWEEN NEGOTIATORS FOR TIMBERLAND REGIONAL LIBRARY AND THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION AS NEGOTIATED. THIS ACCEPTANCE AND RATIFICATION IS CONTINGENT UPON SIMILAR ACCEPTANCE AND RATIFICATION BY THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION. UPON WRITTEN NOTICE OF SUCH ACCEPTANCE AND RATIFICATION BY THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION, THE BOARD PRESIDENT AND THE DIRECTOR ARE HEREBY AUTHORIZED TO EXECUTE THE AGREED UPON COLLECTIVE BARGAINING AGREEMENT ON BEHALF OF TIMBERLAND REGIONAL LIBRARY; JEAN DAVIES SECONDED THE MOTION.

Mr. Mallory said the negotiations were a very cooperative effort. He anticipates the Staff Association membership will approve the contract.

MOTION CARRIED UNANIMOUSLY.

5 E. 1998 Salaries for staff not represented by the Staff Association

In accordance with the TRL Board's operating policies, the salaries for staff not represented by the Staff Association should be reviewed/adjusted effective January 1, 1997.

97-48 ART BLAUVELT MOVED TO GRANT, EFFECTIVE JANUARY 1, 1998, A 2% SALARY INCREASE TO STAFF NOT REPRESENTED BY THE STAFF ASSOCIATION (EXCLUDING THE DIRECTOR), PLUS THE PAYMENT BY EMPLOYER OF THE PREMIUM AMOUNT FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION TO A MAXIMUM OF \$205.00, AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

F. 1998 Salary for the Library Director

On December 10, 1997, and on December 17, 1997, the TRL Board held Executive Sessions in regard to setting the 1998 salary of the Library Director.

97-49 PEGGY MEYER MOVED TO GRANT, EFFECTIVE JANUARY 1, 1998, AN ANNUAL SALARY OF \$88,000 FOR THE LIBRARY DIRECTOR, PLUS THE PAYMENT BY EMPLOYER OF THE PREMIUM AMOUNT FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION TO A MAXIMUM OF \$205.00, AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

G. Non-Resident Borrower Fee for 1998

All residents of the unincorporated areas of Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties pay a uniform tax to support the provision of library services. Through annexation or contracts, the residents of most of the cities within this five-county area pay the same amount for TRL services. The annual non-resident fee for 1997 has been \$52. Payment of this fee enables all family members in the same household to borrow materials from Timberland. The non-resident fee is calculated based upon the total property taxes and contract fees levied in the district divided by the number of households. Since we have not been able to set the district's levy rate, it is not possible to determine the non-resident borrower fee at this time. The board agreed to set the amount of the non-resident borrower fee for 1998 at the same meeting as the levy rate is set for 1998 upon recommendation of the Library Director as to the amount.

H. Adoption of Meeting Schedule for 1998

Each December the TRL Board adopts a meeting schedule for the following year. The recommended meeting schedule for 1998 is:

Jan. 28	Service Center	July 22	Winlock
Feb. 25	Service Center	Aug. 26	Naselle
Mar. 25	North Mason	Sept. 23	Mountain View
Apr. 29 (5th Wed.)	Elma	Oct. 28	Service Center
May 27	Westport	Nov. 18 (3rd Wed.)	Service Center
June 17 (3rd Wed.)	Service Center	Dec. 30 (5th Wed.)	Service Center

5H Ms. Meyers said she would prefer the December meeting date be in the middle of the month. The board agreed to December 16.

97-50 ART BLAUVELT MOVED TO ADOPT THE RECOMMENDED MEETING SCHEDULE WITH AN AMENDMENT TO CHANGE THE DECEMBER DATE FROM DECEMBER 30 TO DECEMBER 16; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

I. Election of Officers for 1998

Each December the TRL Board elects its President and Vice-President for the following year.

97-51 AMORY PECK MOVED TO ELECT CAROLYN DOBBS AS TRL BOARD PRESIDENT FOR 1998; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

97-52 BILL LAWRENCE MOVED TO ELECT PEGGY MEYER AS TRL BOARD VICE-PRESIDENT FOR 1998; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Reports

A. Foundation

Ms. Sebbas announced that the first meeting of the Foundation Board will be held on Saturday, January 24, at the Service Center.

B. Director - Thelma Kruse

Payroll and payroll related vouchers for November 1997 amounted to \$620,941.55.

97-53 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 51918 THROUGH NO. 52128 FOR DECEMBER 1997 IN THE AMOUNT OF \$500,523.69; BILL LAWRENCE SECONDED THE MOTION.

Ms. Dobbs requested that non-book materials be separated out from the books and materials vouchers.

MOTION CARRIED. (Mr. Lawrence was not present for the vote.)

The November 1997 Revenues and Expenditures report was presented. Janelle Williams has been appointed to a second term by the Lewis County Commissioners. There is still one county which needs to concur with the appointment. A meeting was held with two women from Rochester who are interested in establishing a TRL library there. The women are going to approach others in the community to see what level of interest there is to have a library in Rochester. Building Projects: There has been a delay in reopening the Iiwaco library, but the remodeling is expected to be completed by the end of December. Ms. Strohl reported on a meeting regarding the Lacey library space planning. The plan will add a covered area at the back door for courier delivery which will free up more work room space for staff; a glass wall which separates the circulation desk from the holds shelves will be removed which will help staff work more efficiently; space for computers will be expanded (adding 13 more computer stations) and more conveniently located for staff assistance; a new young adult area will be added with more shelving and a sitting area. The funding for the

6B project was about \$39,000 short. The Lacey Library Board agreed to spend \$27,500 from the Meadowcroft bequest; the Lacey Friends will contribute \$10,000; a memorial fund of \$1,700 from a long time supporter of the Lacey Library who died this past year and whose husband increased it to \$2,500 will be used for this project. The city has agreed to recarpet the entire library. The space planner, Mark Nelson, managed to save TRL a considerable amount in rewiring costs. TRL's cost in the project will be \$83,000-\$86,000. The project will begin as quickly as possible and hopefully be completed by the time the Summer Reading Program begins. The City of Yelm has applied for a block grant for a new library. A grant requirement is that 51% of the people served are low to moderate income, and an analysis of the Yelm service area shows 46.9% of the people are low to moderate income. However, the block grant office has suggested the library consider other possibilities such as designating an area of the library specifically to serving low to moderate income people or to serve special needs. These options are being explored. Mr. Blauvelt attended a meeting in McCleary concerning the possible relocation of the library to the former police department. The general consensus of those in attendance is that the move would not provide much more space and the area is not a good design for a library. The group will approach the new mayor with other suggestions. Ms. Epting reported that carpeting is being installed at the new North Mason library, fixtures are in, and the hardwood floor is in. A committee is working on publicity, interior signs, and the open house ceremony. Next year the water problem outside the front door of the Service Center will be fixed. Mr. Lawrence suggested marking parking spaces for visitors. The October 1997 Statistics were presented.

There was no further business and the meeting adjourned at 8:40 p.m.



President



Secretary