

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

February 25, 1998

I N D E X

AGENDA ITEM

NO.

Page No.

1	Introductions	1
2	Correspondence and Public Comments	
	A. Certificates of Appreciation	1
	B. Public Comments	2
	C. Board Comments	2
	D. Correspondence	2
3	Approval of Minutes	2
4	Unfinished Business	3
5	New Business	
	A. State of the Library Report	3
6	Reports	
	A. Foundation	4
	B. Ethics Committee	4
	C. Services and Facilities	4
	D. Final 1997 Long Range Plan Progress Report	4
	E. 1998 Long Range Plan Action Plan	4
	F. Director	4

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MINUTES

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

GUESTS PRESENT: Ken Bragg; Lester Dickson; Edna Hughes; Arlene Luhr; Lucile Luhr; Irene McCall; Anna Spilseth

STAFF PRESENT: Liane Bascou; Jinny Burns; Barbara Durney; Margaret Epting; Margo Eytinge; Jamie Jenson; Thelma Kruse; Tina Roose; Carol Saynisch; Kitty Schiltz; Sandra Sebbas; Jan Sterner; Mary Strohl; Barbara Winfree

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

AGENDA ITEM

NO.

- 1 Introductions were made.
- 2 Correspondence and Public Comments
 - A Certificates of Appreciation

Jamie Jenson, supervisor of collection maintenance at the Service Center, said that every Tuesday and Thursday, nine volunteers generously give many hours to help mend and re-jacket books, deprocess books for the Friends of the Libraries book sales, search and record titles for the bindery and AV replacements, and do just about anything else asked of them. Last year, because of the volunteers' efforts, 4,826 books were mended, jacketed and returned to circulation; 2,029 books that had been rebound were first searched and then re-jacketed before returning to their home libraries; almost 20,000 books were deprocessed, providing the Friends groups with a variety of materials for their book sales. Ms. Jenson introduced one of these volunteers, Edna Hughes, who has been volunteering at the Service Center twice a week for over four years. Ms. Hughes is one of our top menders and because she is an excellent seamstress, she brings those skills to the job when repairing and stitching juvenile books. A former elementary school teacher, Ms. Hughes is known for her ability to find new solutions to old problems. Ms. Jenson said working with Ms. Hughes is a joy and she finds her an inspiring role model. Her tireless demeanor and quick wit enhance the mendery while her talented efforts reach out to the five counties and 27 libraries in our system. Tonight, TRL, KGY and The Retired Senior Volunteer Program honor Ms. Hughes for her invaluable volunteer service to the community. President Dobbs presented a plaque to Ms. Hughes and thanked her on behalf of the board and staff for her work.

Ms. Dobbs presented several Certificates of Appreciation for the following local library board members who have completed terms on their respective boards: Jodi Veatch; Centralia; Walter King, Chehalis; Pat Oleachea, Hoquiam; Roxanne Cobb, Lacey; Joy Iversen, McCleary; Traci Troutman, Tumwater. She thanked these people for the work in their local communities to help make the library district a success.

2 B. Public Comments

Mr. Bragg said that he has an appointment on Friday to meet with TRL's Planning and Development Officer Sandra Sebbas regarding his concerns with defining TRL's service areas for each Timberland library. In his judgment it is not possible to do planning without this information. When he asked for this information several months ago, Director Kruse responded that service area data did not exist but she indicated that she sees a need to develop it. Mr. Lawrence agreed this information is important, but in TRL's early years we spent a great deal of time trying to get people to think of TRL as a district. He assured Mr. Bragg that the board has generated this concern within itself and has asked the director to form a committee to work on planning for the future. Mr. Bragg said that part of his request for this information has to do with who should be responsible for paying for library buildings and another part is determining how large the buildings should be. Mr. Blauvelt said that patrons make use of all the buildings electronically. He does not think that learning only about people who walk into a library and use their library card is the answer. TRL is a districtwide system that serves every citizen in the five counties. Although she is looking forward to what we will find, Ms. Dobbs said she thinks we will end up with complex data which will not provide us with a clean picture. She thinks the timing is good as we enter the new millenium. She suggests that after we complete the planning that we hold symposiums for the public throughout the district with a structure that looks both backwards historically and to the future. We know we will be having increasingly lean times with increasing pressures on the public sector. She envisions including other library districts in the state in these symposiums.

C. Board Comments

Ms. Davies said she attended an intellectual freedom program in Marysville which featured Candace Morgan of Fort Vancouver Regional Library and TRL's Regional Library Manager Mike Wessells. Mr. Lawrence said he would like TRL to consider naming some of our libraries after individuals to recognize accomplishments of people who helped build the district. He suggested a committee be formed to look into this further. Ms. Dobbs said this will be on next month's agenda under new business.

D. Correspondence

There was no correspondence.

3 Approval of Minutes

98-06

BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF JANUARY 24, 1998, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. BILL LAWRENCE, ART BLAUVELT, JEAN DAVIES, AMORY PECK, JANELLE WILLIAMS AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; PEGGY MEYER ABSTAINED BECAUSE SHE WAS NOT PRESENT AT THE JANUARY 24, 1998 MEETING. MOTION CARRIED.

3

98-07

JEAN DAVIES MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JANUARY 28, 1998, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. JEAN DAVIES, ART BLAUVELT, AMORY PECK AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; BILL LAWRENCE, PEGGY MEYER AND JANELLE WILLIAMS ABSTAINED BECAUSE THEY WERE NOT PRESENT AT THE JANUARY 28, 1998, MEETING. MOTION CARRIED.

98-08

BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF JANUARY 31, 1998, AS DISTRIBUTED; AMORY PECK SECONDED THE MOTION. BILL LAWRENCE, AMORY PECK, JEAN DAVIES AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; ART BLAUVELT, PEGGY MEYER AND JANELLE WILLIAMS ABSTAINED BECAUSE THEY WERE NOT PRESENT AT THE JANUARY 31, 1998, MEETING. MOTION CARRIED.

4

Unfinished Business

There was no unfinished business.

5

New Business

A. State of the Library Report

Director Kruse gave her annual State of the Library Report. She talked about the population growth, which is increasing at a slightly higher rate than the state as a whole; TRL's source of revenues; the effect of Referendum 47; expenditures; use of timber revenues; the library's collection which is increasing about the same rate that the population is increasing; the electronic resources now available; increase in circulation which exceeded 4 million in 1997; new technology and space planning to accommodate the new technology; TeleCirc; increase in dialup services; increase in adult programs and outreach to children; increased service to young adults; formation of the TRL Foundation; achievements and challenges facing the district in each of the five counties it serves; changes in the communications and business departments; challenges ahead in 1998, including technological changes, increase in open hours, reaching out to segments of the population who are not using the library, changes in reference services, looking for additional ways to automate operations so more staff time can be used to help patrons, pressing building needs, and finding additional funding sources.

Mr. Lawrence commented that this type of presentation on PowerPoint is the most informative way to let the board know the state of the library. He applauded TRL's accomplishments this past year. Ms. Kruse thanked Carol Saynisch for her work on the report and Barb Durney who attended this meeting in the event there was a computer problem. Ms. Durney, who provides training to staff on Word, Excel, PowerPoint, and Publisher, said she is pleased when she sees the staff who receive this initial training develop their skills further such as what Carol Saynisch has done with this PowerPoint presentation. Ms. Kruse said a copy of her State of the Library Report will be available for the public next month.

Ms. Dobbs called for a recess at 8:30 p.m. Mr. Lawrence had to leave. The meeting reconvened at 8:40 p.m.

6 Reports

A. Foundation

Ms. Sebbas said as we recognize the volunteers at the Service Center this evening, she wants to take this opportunity to thank the TRL Board and the Foundation Board for their many volunteer hours. She announced that Bill Lawrence, who was a TRL Board representative on the Foundation Board, has had to resign that position for personal reasons. Janelle Williams is the other TRL Board representative on the Foundation Board and has been elected as its President. Ms. Meyer said she worked on the initial foundation planning committee and volunteered to be the second TRL Board representative on the Foundation Board.

B. Ethics Committee

The Ethics Committee met earlier this month. The next meeting is scheduled on March 5.

C. Services and Facilities

Ms. Sebbas said several attended a workshop today in Seattle and heard that the best way to predict the future is to create it. She thinks that is what TRL is doing with its services and facilities plan. Staff will look at what we are doing and create standards and benchmarks. There will be several groups involved focusing on borrower services, collections, facilities, adult services, and youth services, with a coordinating committee which will set the charges of the working groups and oversee the whole process. There will be public participation and specialists will be brought in as needed. We want TRL Board representation on the coordinating committee. Eventually a document similar to the current Long Range Plan will be prepared for TRL Board approval sometime in 1999. Carolyn Dobbs, Art Blauvelt and Bill Lawrence have volunteered to represent the TRL Board on the coordinating committee. Ms. Dobbs offered to contact a TESC faculty member and an urban planner to help with this project.

D. Final 1997 Long Range Plan Progress Report

E. 1998 Long Range Plan Action Plan

The final 1997 Long Range Plan Progress Report and the 1998 Long Range Plan Action Plan documents were presented. Ms. Kruse said she will add these to next month's agenda under reports to give the board members an opportunity to review the documents and discuss them further next month.

F. Director

Payroll and payroll related vouchers for January 1998 amounted to \$632,554.20.

98-09

JANELLE WILLIAMS MOVED TO APPROVE VOUCHERS NO. 52502 THROUGH NO. 52803 FOR FEBRUARY 1998 IN THE AMOUNT OF \$711,173.50; ART BLAUVELT SECONDED THE MOTION.

Ms. Epting reviewed the following vouchers: #52659 (\$23,484.43) to Scott Hilburn Auto Center for a one ton courier van which is on TRL's replacement schedule; #52717 (\$116,468.12) to Business Interior Northwest for furniture for the new North Mason Library; #52726 (\$71,850) to Library Systems for North Mason shelving. The voucher report for books and materials will be reorganized to separate out the electronic materials from other

- 6F materials per the board's request; #52767 (\$89,994) to Information Access is for electronic materials.


MOTION CARRIED UNANIMOUSLY.

The January 1998 Revenues and Expenditures report was presented. Any legislative matters which would have had an effect on libraries did not materialize. Ms. Kruse, Mr. Lawrence, and Ms. Epting met with Lewis County Commissioner Russ Wigley last week. He received a tour of the Service Center and they discussed various items pertaining to Lewis County. Mr. Wigley is very supportive and knowledgeable of the library and appreciates the services TRL is providing in Lewis County. He expressed concern with the non-annexed, incorporated areas in Lewis County not being served by TRL and wants to work with TRL to include those areas in the district. Ms. Kruse will be scheduling meetings with the County Commissioners' in the five counties for her and the TRL board member(s) from that county to attend to give an annual update on TRL. Building Projects: The Ilwaco remodeling is close to completion. The library will be closed for installing the shelving. The Lacey remodeling project is progressing to a more detailed level of planning. Staff met with space planner Mark Nelson to plan how to integrate the custom made furniture with the technology stations so it will be functional and look well planned. The city is looking at carpet samples and working on a contract with Mark Nelson. The staff is concerned about the impact this project will have on the public. The temporary North Mason library is closing February 28 and the movers will move the materials and equipment to the new library on March 3 and 4. The new library will open March 16 and a dedication ceremony is scheduled on March 21. There was good attendance at the Olympia Library Board meeting last Monday where there was discussion of the role of the Olympia library and what needs to be done in the future. Ms. Kruse will send minutes of the meeting to the TRL Board when available. The board has received copies of a proposal for the Olympia library from Dave Dressel which includes some creative ideas. Ms. Kruse said we still need to look for ways to get a new library in Olympia, but in the meantime Mark Nelson is doing some space planning for the current facility. One of the ideas is to expand the children's area into part of the meeting room which will have an impact. The city is not interested in spending a lot of money on the current library. Yelm did not receive the grant for a new library building. Yelm Community Librarian Kristin Blalack has requested a grant project review to learn why Yelm's application was not chosen in the event Yelm decides to try again. The North Mason Friends have invited the TRL Board to dinner prior to the board's March 25 meeting at the new North Mason library. The Friends Forum is scheduled March 28 at Montesano. The 1997 Statistics were presented. In response to Ms. Peck's question, Ms. Kruse will advise the board of the total amount of damages in the Hoquiam Library break-in when she has that information.

There was no further business and the meeting adjourned at 9:25 p.m.



President



Secretary