

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Elma Timberland Library, 118 N. First, Elma, WA 98541

April 29, 1998

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AGENDA ITEM

NO.

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April 29, 1998

MINUTES

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

GUESTS PRESENT: Bill Bilsland; Jean Chiveney; Jerri Ferrier; Gerald Fuller; Marsha Hendrick; Willa Dodge Jones; Bob McInturff; Willette Ooms; Donnie Rostedt; Frankie Walding

STAFF PRESENT: Liane Bascou; Jinny Burns; Gwen Culp; Margaret Epting; Pam Force; Leanne Ingle; Thelma Kruse; Tim Mallory; Frances Pedersen; Carol Saynisch; Sandra Sebbas; Mike Wessells

President Dobbs called the meeting to order at 7:00 p.m. The Board met previously in an Executive Session pursuant to RCW 42.30.110(g).

AGENDA ITEM
NO.

- 1 Introductions were made. Mr. Lawrence introduced Bob McInturff who is on the agenda to talk about the Spiritual Resources Project. Mr. McInturff approached Mr. Lawrence about a year ago with an idea to increase the library's collection of religious materials. Mike Wessells is working with Mr. McInturff on the project.

- 6 Reports

- B. Spiritual Resources Project

Mr. McInturff said he currently resides in Federal Way but grew up in and has family ties in Lewis County. He is working with TRL to increase the materials it has for the public regarding spiritual matters and theology issues. He has approached various faiths throughout the five counties TRL serves. He has sent a mailing to 410 churches and organizations with faith traditions requesting that they participate in the project by contributing to the library print, audio-visual and computer materials. They are being requested to create a bibliography of materials they would like to donate. The bibliographies will be checked against what the library already has in its collection to determine what is needed. Although TRL's selectors do a good job of selecting materials, it is felt the faith traditions know best their own resources, where to find them, and have better access to them. The library has monetary restrictions and cannot focus in one area. It needs to spread its resources out over a large variety of materials. This project will help the library increase its collection to best express the religious identity of its community. Mr. McInturff has had some response and has met with three ministerial organizations. He would like to send out another follow-up mailing and suggested that TRL also participate in that mailing encouraging participation in the project. Ms. Dobbs said she is pleased to hear that this project fits in with TRL's mission statement and promises to be a creative partnership. She will include this item on next month's agenda for further discussion.

- 2 Correspondence and Public Comments

- B. Public Comments

There were no public comments.

2 C. Board Comments

There were no board comments.

D. Correspondence

The board acknowledged the April 2, 1998 letter from Dean Hooper, Secretary of the Friends of the Yelm Library, which provides clarification of Yelm's failure to receive a \$750,000 grant. The board requested that a copy of the letter be attached to these minutes.

A. Certificate

Jerri Ferrier said the Friends of the Elma Library wanted to do something special for National Volunteer Week and decided to recognize a person who has been a member of the Elma Friends for many years and who has been an ardent supporter of the library. On behalf of the Elma Friends, Ms. Ferrier presented to Willette Ooms a certificate for Lifetime Membership in the Elma Library Friends. Ms. Ooms has also been placed on the Elma Friends' Hall of Fame.

3 Approval of Minutes

98-14

ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF MARCH 25, 1998, AS DISTRIBUTED; PEGGY MEYER SECONDED THE MOTION. ART BLAUVELT, PEGGY MEYER, BILL LAWRENCE AND AMORY PECK VOTED IN FAVOR OF THE MOTION; JEAN DAVIES, JANELLE WILLIAMS AND CAROLYN DOBBS ABSTAINED BECAUSE THEY WERE NOT PRESENT AT THE MARCH 25, 1998 MEETING. MOTION CARRIED.

4 Unfinished Business

There was no unfinished business.

5 New Business

A. Web Server Space

At its April 30, 1997 meeting, the Timberland Regional Library Board of Trustees adopted Resolution No. 97-04 relating to web server space for Timberland Friends, Boards, Cities, and Counties. Administrative guidelines were established to implement this policy. The board resolved to review this policy one year from the date of adoption. Gwen Culp reported that although there was some interest initially, no one has taken advantage of the web server space provided by TRL. There has been interest recently from Elma and Packwood. In response to Ms. Dobbs' question about changes and further review of the policy, Ms. Culp said she thinks the policy is still appropriate and does not think it is necessary to schedule it for further review. The board agreed to let the policy stand as is.

6 Reports

A. Focus on Elma

Jinny Burns invited everyone to see a PowerPoint demonstration later on the CD-Rom computer to provide them with an example of the type of use staff and the public have available to them in all of TRL's libraries. Elma was the recipient of five additional open hours and is now open 40 hours a week spread out over six days in response to an open hours survey done last October. There has been some increase in the circulation and there have been positive comments from patrons about the additional hours. A patron counter was recently installed which has shown an average of 356 people a day using the library. The installation of additional public use computers has increased use of the library. The CD-Rom machine is heavily used by all ages, preschoolers through senior citizens. There is so much interest, in fact, that the Elma Friends are considering purchasing another PC particularly for children's CD-Rom programs. Internet is used heavily by all ages. One benefit of having Internet PCs available is access to the Washington State Library statewide database licensing project which provides access to a wide range of databases, making a wealth of information available to the public that is not available elsewhere. The Elma library is gearing up to start an adult book discussion group which will be the beginning of ongoing adult programming at this branch. This year Elma will have a special component of the Summer Reading Program for young adults. The library will also continue its preschool story time through the summer on a different day and time. The Elma City Council declared last week as both Volunteer Week and Friends of the Library Week in Elma. Ms. Burns said with the training staff receive from Barb Durney, she was able to create the Certificate presented earlier to Willette Ooms on Publisher. The Elma Friends have been stalwart supporters of the Elma library and we are deeply indebted to them. In the first quarter of this year, volunteers have contributed 126 hours to the Elma library; last year they contributed 862 hours which represents almost 1/3 of a full-time person. There will be a special event held for the Elma Friends and volunteers in May. An AmeriCorp volunteer will be teaching a literacy class at the Elma High School and the Elma library has been asked to donate magazines that will not go in book sales. There is a Grays Harbor College distance learning center located at the Elma library with a video play-back unit and video tapes.

C. Foundation

Ms. Sebbas recently attended a national fundraising conference. She also had an opportunity to meet with other development officers in Western Washington. A survey of how public libraries are raising funds will be conducted and Ms. Sebbas will bring the results of that survey back to the foundation board. At the last foundation board meeting, committees were formed. One committee is looking at developing a marketing plan; another committee is looking at a fundraising plan. The foundation board's next meeting is scheduled May 30. James Phelps of the Fort Vancouver Regional Library will speak about starting a non-profit organization.

D. Services and Facilities Plan

Ms. Sebbas said that three TRL Board members, Art Blauvelt, Carolyn Dobbs and Bill Lawrence, will serve with staff on the Services and Facilities Coordinating Committee which will coordinate the work of the Facilities, Borrower Services, Collection, Adult Services, and Youth Services working groups. The working groups will develop standards and models of service. These products will come back to the Coordinating Committee and that committee

6D will develop the Services and Facilities Plan which will be presented to the TRL Board of Trustees for adoption.

E. Director

Payroll and payroll related vouchers for March 1998 amounted to \$643,131.29.

98-15 BILL LAWRENCE MOVED TO APPROVE VOUCHERS NO. 53145 THROUGH NO. 53504 FOR APRIL 1998 IN THE AMOUNT OF \$642,169.56; JEAN DAVIES SECONDED THE MOTION.

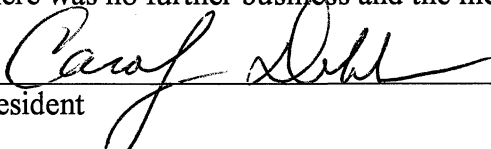
Ms. Epting said several months ago the board asked to be advised how much is spent in the materials budget on electronic resources. This month TRL spent \$5,408.09 on 67 CD-Rom titles.

MOTION CARRIED UNANIMOUSLY.


The March 1998 Revenues and Expenditures report was presented. Ms. Epting reviewed the 1999 Budget schedule. The process will begin on May 11 at a Management Council meeting where they will discuss the process and budget priorities. Staff also hope the Budget Committee will be able to meet in May to discuss the process and priorities. During the remainder of May and during June and July, the Regional Library Managers will meet with their clusters and prepare their budget requests. In August, all of the budget information received will be compiled by Ms. Epting and reviewed by the Management Council and the Administrative Team. In September the Budget Committee will meet and review the budget requests. In October there will be a public hearing on the budget. The Budget Committee will meet again in November and respond to the public input and adjust the proposed budget which will be adopted in December by the TRL Board. Jean Davies, Peggy Meyer and Janelle Williams will represent the TRL Board on the Budget Committee. Building Projects: Mr. Wessells reported that the Ilwaco library has been closed for remodeling and expansion which has nearly doubled the size of that library. The project provides for more work and office space, better courier delivery area, larger circulation desk and more space for materials on new shelving. The library will reopen May 4. The city, staff and Ilwaco Friends have worked hard on this project. Ms. Culp reported that the City of Lacey has decided to use Mark Nelson, TRL's space planner, as the architect on the Lacey remodeling project. When more detailed architectural and mechanical drawings have been completed, another cost estimate will be done, which TRL and the city will then review. Ms. Davies complimented the space planning which was done in the Raymond library. There is a beautiful new circulation desk which utilizes the stage area. The last time she visited the library, there was a lot of activity going on with almost all the computers in use. Ms. Sebbas referred to the display of pictures from the Friends Forum held on March 28 which was hosted by the Friends of Grays Harbor County libraries. Over 70 people attended. Mr. Blauvelt said he particularly enjoyed the program by Inquiring Mind speaker Theresa Trebon on weaving and encouraged more of these kinds of programs. Mr. Lawrence congratulated Mr. Blauvelt on his recent appointment to the Library Council of Washington. Mr. Blauvelt has been appointed as the "Special Expertise Area – Rural Library Services Representative." Ms. Kruse reported that Friends groups do not have to pay sales tax on their fundraising activities effective in July as the result of recent legislation. Ms. Saynisch referred to the packet containing pictures produced on a digital camera which TRL owns which were taken during the Volunteers Appreciation luncheon for Service Center volunteers on April 20. She introduced Communications Specialist Leanne Ingle, who wrote an excellent article about volunteers. This year the communications department promoted a contest during National

- 6E Library Week "How my Timberland Library changed my life." The T-shirts which were given as prizes were produced in-house using the new color copier. Participants ranged in age from 5 to 87 years. Several TRL staff and board member Amory Peck did presentations at the WLA Conference. The ALA Conference is scheduled the end of June. Ms. Sebbas is attending the preconference of the Canadian Library Conference in Victoria on planning and economic matters for libraries. Other board members are also considering attending this conference. The January, February and March 1998 Statistics were presented.

There was no further business and the meeting adjourned at 8:25 p.m.



President



Secretary