

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Westport Timberland Library, 506 N. Montesano St., Westport, WA 98595

June 17, 1998

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MINUTES

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

BOARD MEMBERS EXCUSED: Bill Lawrence; Janelle Williams

GUESTS PRESENT: Anna Zugish

STAFF PRESENT: Liane Bascou; Joanne Clarkson; Margaret Epting; Roberta Holmes; Thelma Kruse; Kathleen Ringenberg; Kitty Schiltz; Mike Wessells

Peggy Meyer, Vice-President presiding for President Dobbs, called the meeting to order at 7:00 p.m.

AGENDA ITEM

NO.

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

Certificates of Appreciation were presented to the following who have retired from their respective local library boards: Lois Rimer and Herb Elliott, Westport; Linda Pilkey-Jarvis, McCleary; and Sheila LeBrun, Montesano. Ms. Ringenberg commented that both Mr. Elliott and Ms. Rimer have volunteered for the Westport library and have served on the Westport Library Board for several years.

B. Public Comments

There were no public comments.

C. Board Comments

Ms. Davies said she attended a Washington Library Friends and Trustees Association (WLFTA) meeting in Yakima last Friday. One of the issues discussed was the Washington Library Association's (WLA) proposal to increase dues to WLFTA to \$35. They thought that was too large of an increase and strongly made that point to the WLA President who polled the WLA board and got the dues reduced to \$20. The WLA membership will be receiving materials in about a week to vote on the dues structure.

Mr. Wessells said he has been requested to speak next week to the National Commission on Libraries and Information Science in Washington, D.C. regarding intellectual freedom challenges inherent in the development of Internet policies in libraries and about the most beneficial ways to work with library boards on these issues. He requested the TRL Board share their comments with him to take to this meeting regarding the process the TRL Board went through as they developed TRL's Internet policy. Ms. Peck said the concerns brought before the TRL Board were heartfelt, particularly from parents who care deeply about what

- 2C their children learn. There were very compelling arguments brought before the board. She thinks most people do not see this as an intellectual freedom issue. She thinks it was a struggle for the board to develop TRL's policy and that the board feels very strongly about its commitment to the First Amendment.

D. Correspondence

There was no correspondence.

3 Approval of Minutes

- 98-16 AMORY PECK MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF APRIL 29, 1998, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Unfinished Business

A. Spiritual Resources Project

At the April 29, 1998 Board meeting, Bob McInturff reported on the Spiritual Resources Project to increase the library's collection of religious materials. President Dobbs requested that this item be on the next agenda for further discussion. Since this item is a special interest of Board member Bill Lawrence, who was unable to attend tonight's meeting, it was agreed to table this matter until the July Board meeting.

5 New Business

A. Ethics Policy

A committee of TRL staff and TRL Board members has drafted an Ethics Policy for the TRL Board's consideration: "Code of Ethics - Use of Timberland Regional Library Resources", "Code of Ethics - Conflict of Interest" and the American Library Association's "Statement on Professional Ethics." The purpose of the policy is to provide guidelines for employees on the use of TRL resources and when dealing with incidents or making choices that may pose a conflict of interest. The draft policy has been distributed for staff's comments. This matter will be on the Board's July agenda.

6 Reports

A. Focus on Westport

Ms. Ringenberg said with the loss of Herb Elliott and Lois Rimer as volunteers, the library does not have any regular volunteer help. A volunteer takes care of the Friends of the Library's garden at the back of the library. The Westport Library has a very active Friends group. The Friends hold two book sales each year and use the funds to help with library programming and other incidentals for the library. Several years ago the Friends set up a building fund. Last year the Friends sponsored a community quilt raffle and will hold another raffle this year. Currently staff are looking for a volunteer to work on a local history file because they receive so many requests for this information. Recently a Westport resident produced a film on crab fishing which TRL has agreed to purchase to go along with the local history project. Westport library receives requests for school year books so staff are

6A accumulating these year books for the library. The Internet station in the library is steadily in use. Susan McConnell, the Westport Library Assistant, provides private half hour computer lessons to patrons—she has provided about 75 lessons in the past 3 months. TRL recently sent her to a two-day class in Seattle on using Internet as a reference tool. Westport staff are planning a program for home schooling parents on how they can use the Internet. The computers seem to be bringing more teens into the library and staff plan programs for them to encourage them to keep coming back. Furnishings for the library have been purchased by the city, TRL, and the library received a children's table from a grant from the Grays Harbor Social Services Department. This year, they have asked for additional lighting because the library is now open on Wednesday evenings. The Westport library is the second smallest library in TRL in square footage, but ranks 23rd with its collection size. The library ranks 17th or 18th in the number of card holders and in circulation. The Westport library conducts a lot of business in a very small space. The city has two empty buildings that may be appropriate for a library. City officials are interested in meeting with TRL officials to see if this possibility should be pursued. Ms. Kruse recommended that Ms. Ringenberg discuss this matter with the Westport Library Board and with Regional Library Manager Mike Wessells.

B. First Book – Roberta Holmes and Joanne Clarkson

Ms. Clarkson said that about a year ago she received a surprise phone call informing her that the Aberdeen and Hoquiam libraries were being awarded a \$7,000 First Book grant. First Book is a national organization founded in 1992 to provide new books to address literacy needs and allow economically deprived children book ownership. One of the requirements of the grant was to set up a committee to administer the funds. Ms. Clarkson contacted the Grays Harbor College, a Grays Harbor literacy group, and the school district to find people to sit on this committee. This part of the process was beneficial because it has helped bring these agencies together. The committee targeted groups they thought might apply for the grant. Ms. Clarkson told the national grant contact that there was a need to cover the whole of Grays Harbor County, not just Aberdeen and Hoquiam. Several organizations were sent applications. They funded almost everyone who applied. They have received many heartwarming stories of what a difference this program has made to children. This grant cycle has been completed, and they have been told that whatever funds are raised locally will be matched by First Book in the future. Some of the groups who received a grant have been coming into the library more regularly. Ms. Clarkson said she thinks they have made good library connections through this program.

C. Services and Facilities Plan

Ms. Kruse reported that good progress has been made on this plan. Various committees are developing standards for service. Thurston Regional Planning is doing some mapping for TRL regarding population density, where patrons checking out materials are from, and where card holders live.

D. Long Range Plan 1998 Action Plan Report

The Long Range Plan 1998 Action Plan Report was presented. The report provides information on accomplishments of tasks in the first quarter.

E. Director

Payroll and payroll related vouchers for April 1998 amounted to \$667,448.72. Payroll and payroll related vouchers for May 1998 amounted to \$645,013.78. Since the May 27, 1998

- 6E TRL Board meeting was canceled because of a lack of a quorum, Carolyn Dobbs, Board President, signed a Warrant Approval Authorization authorizing the Director and the Business Manager to sign the vouchers and issue warrants for May 1998, to be retrospectively approved by the Board at its regular June meeting.
- 98-17 JEAN DAVIES MOVED TO RETROSPECTIVELY APPROVE VOUCHERS NO. 53508 THROUGH NO. 53828 FOR MAY 1998 IN THE AMOUNT OF \$330,295.03; AMORY PECK SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 98-18 ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 53830 THROUGH NO. 54076 FOR JUNE 1998 IN THE AMOUNT OF \$253,287.96; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Ms. Epting noted voucher #54034 (\$12,691.62) to The Evergreen State College is the balance of the CALS equipment fund which TRL has been maintaining for TESC.

The April 1998 and May 1998 Revenues and Expenditures reports were presented. The 1998 Budget process has begun. The Management Council has met twice to discuss budget priorities, and the Budget Committee, which includes three TRL Board members, has met once, where Ms. Williams and Ms. Davies were asked to share their vision for the 1999 budget. Ms. Williams thought TRL should focus on the underserved, public relations, marketing the library, doing more outreach, and the foundation. Ms. Davies felt TRL should have more open hours, particularly in the smaller libraries, better signage, increase the book budget, improve the computerized card catalog especially for community education, and grow in a manner which does not put so much stress on staff. Budget requests from staff are to be sent to the Regional Library Managers and that information will be compiled including a financial analysis. Retrieval of Overdue Materials – TRL has been in contact with a company, Unique Management Services, which specializes in retrieving library materials. They use a module which will connect with our Dynix system. We have gathered data on our own retrieval efforts for three months and will try this company out for three months and do a comparison. The staff person who is currently doing retrieval, and who has been included in these discussions, will transfer her retrieval hours to public service during the three month experiment. Staff Appointments – Tim Mallory, former Reference Librarian at Aberdeen, has been appointed as Community Librarian at the Shelton Library. Jinny Burns, who was Community Librarian at Elma, has transferred to the Centralia Library as Community Librarian. Thirza Krohn has transferred from Centralia to Aberdeen as head of Reference. Leslie Taggesell, Community Library Supervisor at Tenino, has resigned to move out of the area. Retirees - Several staff, who have worked for TRL for 20+ years, are retiring this year. Yvonne Seidler, Collection Specialist, is leaving the end of June. Sue Cowell, Community Library Associate at Ocean Park is retiring the end of June. Dixie Lynn, Accountant, is retiring the end of August. Others who have retired are Jean Dilk, Library Assistant at Raymond and South Bend; Sally Kauffman, Circulation Supervisor at Tumwater; and Karin Schumaker, Automated Systems Associate at the Service Center. Ms. Kruse suggested some recognition from the TRL Board to retirees who have worked 20+ years for TRL. It was agreed that plaques will be prepared. TRL is receiving two ALA awards at the conference this year for the in-house production of materials for a reading program for young adults "Sounds Weird. I'll Read It" and for an adult winter reading club "'Book' a Great Getaway." Ms. Kruse is chairing a literacy committee for Rotary. Building Projects: The Ilwaco library has reopened in its remodeled library which is double its previous size. This remodeling project is a model for how successfully a small town can raise funds for a better library facility. There was tremendous community support. Mr. Wessells commended the Ilwaco

6E library staff for their hard work. Ms. Schiltz reported that the Oakville Friends have proposed to the city to increase their library space. The Friends have offered \$20,000 from their building fund, TRL will be asked for funds through its partnership program and the Friends will seek other grants. As part of the space planning at the Yelm library, the City will recarpet the library and move the entryway. Computer stations will be moved, staff will have more space and new shelving will be added. The City of Yelm has been very supportive in their part of the costs of space planning. Several months ago, two women from Rochester attended a TRL Board meeting regarding a library in Rochester. TRL staff have attended meetings in Rochester and talked about the library services already available to them through their closest libraries, the WeeConnect project available at the neighborhood center, and story programs in Rochester. TRL will be looking at alternatives to a library building in its Services and Facilities Plan. The TRL Board has been invited to dinner prior to the August 26 board meeting in Naselle. The TRL Board Retreat is normally held in October. The Executive Secretary will contact board members for dates and schedule the retreat. Several staff are going to attend the ALA Conference in Washington, D.C. Board member Bill Lawrence and several staff are attending the Canadian Library Association Conference this week and Art Blauvelt will attend that conference this week end. The April 1998 Statistics were presented.

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

Alzoy Meyer, V. Pres
President

Arthur K... (K...)
Secretary