

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Winlock Timberland Library, 322 1<sup>st</sup> St., Winlock, WA 98596

July 22, 1998

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MINUTES

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

BOARD MEMBERS EXCUSED: Carolyn Dobbs

GUESTS PRESENT: Ken Bragg; Jeff Green; John Inverso; Martin Reynoso

STAFF PRESENT: Liane Bascou; Jinny Burns; Ellie Dickson; Margaret Epting; Pam Johnson; Corene Jones-Litteer; Thelma Kruse; Tina Roose; Carol Saynisch; Kitty Schiltz; Sandra Sebbas; Elizabeth Squires; Virginia Squires; Mary Strohl; Harriet Whisler; Barbara Winfree

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

AGENDA ITEM

NO.

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

A. Public Comments

Mr. Bragg said that since the Olympia Library bond issue was defeated, he has become interested in looking at other ways to finance a library. He is promoting the idea of using bonding authority, which TRL has, and of legislatively increasing that bonding authority from six years to twenty years. He distributed a statement he has prepared which explains why he thinks this step is necessary and hopes that the TRL Board will endorse this idea. Mr. Bragg said he is also concerned as to when the public will be asked to participate in the facilities and services planning which is currently going on. He has been advised that the meetings of the Services & Facilities Coordinating Committee, which includes three TRL Board members, are not open meetings. He is concerned that this process is already well underway with no public participation. Mr. Lawrence clarified that the Services & Facilities Coordinating Committee is a Director appointed committee and not a TRL Board appointed committee. It is appropriate to have up to three TRL Board representatives, which does not constitute a quorum of the board, on a committee. Mr. Lawrence said that any members of the public will have an opportunity to review and comment on the labors of this committee. The board will not act on the document until there is adequate review by the public. (NOTE--The following is a correction to these minutes requested by Mr. Bragg at the August 26, 1998 meeting: Mr. Bragg asked if it is true that in its planning process, Timberland is planning space needs for all citizens of the five counties, whether they live in cities or in the unincorporated areas. Ms. Kruse responded yes.)

*K*

B. Board Comments

Ms. Williams commented that she graduated from high school in Winlock. She received her first library card at the Winlock library when it was above the old fire hall. The building where the current library is belonged to her parents where they ran an appliance business.

2 C. Correspondence

The Board acknowledged the June 19, 1998 letter from Oakville Mayor Bernard H. Meile to the Oakville Friends supporting the Friends' efforts in the renovation of the Oakville Library.

3 Approval of Minutes

98-19 AMORY PECK MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JUNE 17, 1998, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION.

Ms. Davies requested clarification of Agenda Item 2C where she talked about the proposed increase in dues to WLA. The sentence which reads "One of the issues discussed was the Washington Library Association's (WLA) proposal to increase dues to WLFTA to \$35." should read "One of the issues discussed was the Washington Library Association's (WLA) proposal to increase Friends dues to WLA to \$35."

AMORY PECK MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JUNE 17, 1998, AS AMENDED; ART BLAUVELT SECONDED THE AMENDED MOTION. AMORY PECK, ART BLAUVELT, JEAN DAVIES AND PEGGY MEYER VOTED IN FAVOR OF THE MOTION. BILL LAWRENCE AND JANELLE WILLIAMS ABSTAINED BECAUSE THEY WERE NOT PRESENT AT THE JUNE 17, 1998, MEETING. MOTION CARRIED.

4 Unfinished 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 "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 policies were presented to the TRL Board at its June 17, 1998 meeting for adoption at the July meeting. Mr. Blauvelt, who served on the committee, explained that the policy regarding the use of Timberland resources deals with identifying TRL resources, how the resources should be used, explains limited personal use of resources, and provides sanctions for violations. The policy regarding financial conflicts of interest explains what TRL employees can receive for compensation for work outside of TRL, what constitutes improper compensation, clarifies improper use of influence, and addresses personal solicitation, personal benefit from confidential knowledge, and special privileges and gifts. Ms. Peck, who also served on the committee, feels the policy was very thoughtfully and deliberately done. She thinks it is a good document and it is time to implement it. If it becomes apparent that something was missed, then the board can address that later. Ms. Williams asked about occasions when staff would attend a conference on their own time and at their own expense and won a valuable door prize. Would the policy apply in that instance? Ms. Peck responded that one of the main reasons for not allowing an employee to keep a valuable prize is the appearance of influence and that would not change even if the employee paid his/her own way. Ms. Davies, another member of the committee, added that in that instance, the employee might be influenced and there would be the appearance of a conflict of interest. She said the trustees have made that same distinction—if they receive free books at a conference, they agreed they should turn them over to the district.

4A  
98-20

AMORY PECK MOVED TO APPROVE THE ETHICS POLICY: "CODE OF ETHICS – USE OF TIMBERLAND REGIONAL LIBRARY RESOURCES", "CODE OF ETHICS – CONFLICT OF INTEREST" AND THE AMERICAN LIBRARY ASSOCIATION "STATEMENT ON PROFESSIONAL ETHICS"; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 New Business

A. Lacey Library Partnership Agreement

The City of Lacey has submitted an application to Timberland Regional Library for TRL's Partnership Program for Library Facilities for the Lacey Library building expansion and remodeling project. This request is for the amount of \$14,983.00, and is supplemental to the previous request for partnership funds of \$2,916 which was approved by the TRL Board on June 18, 1997. Ms. Strohl reviewed the chronology of events which led up to this request. In September 1995 she sent correspondence to the Lacey City Manager about the need to change the courier delivery area in the library which was later formalized into a capital facilities budget request in the city's 1997 budget of \$10,000. In January 1997 there was a joint meeting between TRL staff and the city's finance committee where the idea was first mentioned to broaden the scope of the project and make the interior space of the library more efficient. This was an appropriate time to be discussing this idea since TRL was just beginning its space planning in all the libraries. In May 1997, the space planning architect, Mark Nelson, attended a TRL Board meeting and presented his first drawing of the proposed space plan for the Lacey Library. In June 1997, the TRL Board approved a partnership grant in the amount of \$2,916 for the courier delivery area addition. The Lacey Library Board approved spending \$20,000 from the Meadowcroft bequest for the courier delivery area. Meanwhile the planning continued for the space planning of the interior of the library to include a new area for young adults, more shelving, technology planning to accommodate more computers, wiring, moving a wall behind the circulation desk for better staff work area efficiency, and improvements in office space. The most recent meeting was held June 22, 1998 among TRL staff, city staff, Amory Peck representing the TRL Board, and Lester Dickson of the Lacey Board. There was great enthusiasm for the plans but still a shortfall of funds for the project. All parties agreed to contribute more—the city added \$10,000, the Lacey Board agreed to approve another \$12,968 from the Meadowcroft bequest, and the final piece is the request from TRL's partnership program for \$14,983. In addition to the Meadowcroft bequest which will fund \$60,468 of the remodel costs, the Friends of the Lacey Library are contributing \$10,000, and various other memorials total \$4,750.

98-21

AMORY PECK MOVED TO APPROVE THE CITY OF LACEY'S APPLICATION FOR TIMBERLAND REGIONAL LIBRARY'S PARTNERSHIP PROGRAM FOR LIBRARY FACILITIES IN THE AMOUNT OF \$14,983.00 FOR THE LACEY LIBRARY BUILDING EXPANSION AND REMODELING PROJECT; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Ms. Strohl thanked all the participants in making this project possible—the TRL Board, the City of Lacey, the Lacey Library Friends, and the Lacey Library Board. She announced that there will be an art auction on August 1 at the Lacey Library, the proceeds of which will benefit the remodeling of the library. Ms. Peck added she has been moved by the hard work of the Lacey Library staff and the thoughtfulness of city officials about not wanting to cut corners in this project.

6 Reports

A. Focus on Winlock

Ms. Whisler noted the space planning improvements in the Winlock Library. Chairs have received new cushions. A bulletin board has been installed, one side facing the front window and the other side holding samples of books. More counter space is available so she was able to bring back the public typewriter. The library is more comfortable with air conditioning. Effective in January this year the library is open additional hours, which has made a tremendous difference for the community. Earlier morning hours allows grade school classes to walk to the library. There is a book group which meets once a month. The wall behind the circulation desk has been set up for displaying quilts. Ms. Whisler has been contacted by a city employee about a program in the library through U.S. West working with Gonzaga University for free Internet lessons. The equipment will be installed in a few days. The Internet is popular with both children and adults. There was a complaint from a father about the pornographic materials available on the Internet, and because of that he would not allow his sons to come to the library. She suggested he supervise the children's use of Internet, and she hopes they will come back to the library. There are optional filtered search engines available on all of the Internet stations.

B. Services and Facilities Plan

Ms. Sebbas said the working committees have been very involved in meetings and bringing information to the Coordinating Committee. The mapping is expected to be ready for the Coordinating Committee to review next month. The mapping will help us determine who we are serving and who we are not serving. There is some concern with mapping of the rural areas because so many patrons in rural areas have P.O. boxes rather than street addresses. The Regional Library Managers are working with the Facilities Committee and have been analyzing the communities in their areas. Gwen Culp in Computer Services is providing information from the computer database. It is estimated that the information for presentation to the public will be available in October.

C. Foundation

Ms. Williams reported that the Foundation Board met recently. A number of committees have been formed and are meeting—Finance Committee, Events Committee, Marketing Committee. The board has a plan for the next two years with expenses they think they will incur. The board's next meeting is in September. There is also a committee working on enlisting more members to bring the board up to its full capacity of 21 members. Ms. Sebbas introduced Pam Johnson who is the Administrative Associate for the foundation. Ms. Johnson comes to TRL with a background in a family business, graphics arts, and employment with a newspaper. Foundation hours are 9 a.m. to 1 p.m. when Ms. Johnson is at the Service Center.

D. Summer Reading Program

Ms. Winfree presented a packet of Summer Reading Program materials to the board members. The theme is "Travel the Reading Highway." This year the participants choose their own goal. Some libraries use volunteers to help with the Summer Reading Program. This year's signups are down compared with last year. The booklet includes all of the programs throughout the entire district. Every library has three programs with paid performers. A separate brochure is available for teenagers with nearly 40 events available. Ms. Winfree complimented the communications department for the excellent graphics for the teen brochure. One of the incentives received by teens who finish their goal is a key chain.

6 E. Director

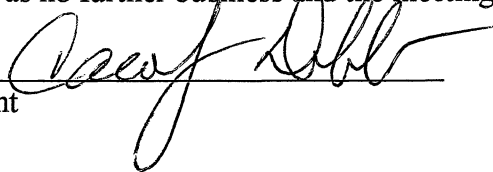
Payroll and payroll related vouchers for June 1998 amounted to \$668,061.00.

98-22 ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 54077 THROUGH NO. 54404 FOR JULY 1998 IN THE AMOUNT OF \$321,692.04; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The June 1998 Revenues and Expenditures report was presented. As part of the facilities planning, we want to review the Partnership Agreement and look at new ways of working with cities. Carolyn Dobbs has several ideas on this matter and Ms. Kruse wants to be able to use Ms. Dobbs' knowledge and experience before she resigns from the board. Ms. Davies volunteered to serve on the committee as well. At the Directors Retreat last week, there was discussion of trustee terms. Ms. Kruse learned of an Attorney General Opinion which states that a trustee can be appointed in an unexpired term and still be eligible to serve two full terms. This is good news because the two Thurston County representatives need to leave the board before they complete their terms. This will also allow other board members who were originally appointed to fill unexpired terms to be able to serve two full terms. Personnel: Ms. Kruse announced that there are three new hires in computer services—Jon Pitchford, Brian McGinty and Steve Cosper. These budgeted positions were offered at a higher level and we were able to hire applicants with more experience. Staff changes in public services include a new Circulation Supervisor at Tumwater, Lisa Nichols; Jinny Burns, who was in charge of the Elma Library is new head of the Centralia Library; Lorrie Kovell, Reference Librarian at Tumwater, is filling the Elma position temporarily; Tim Mallory was promoted from Aberdeen Reference Librarian to Community Librarian at Shelton; Leslie Taggesell, head of the Tenino Library, resigned to move out of the area; Thirza Krohn has transferred from Centralia to Aberdeen as Reference Librarian; Mary Strohl, Regional Library Manager, has announced her resignation after five years with TRL. Ms. Kruse commended Ms. Strohl on the work she has done for the Lacey Library and expressed her regrets that she is leaving. Ms. Kruse announced that Virginia Barton died this week and the funeral is Monday in Centralia. Mr. Lawrence said Ms. Barton was the first Assistant Director for TRL. She did a lot of planning work for the district and was very effective. Ms. Epting announced that Accountant Dixie Lynn is retiring the end of August. Ms. Lynn will be attending the TRL Board's August meeting. Doug Ross, who is retired from the Air Force, has been hired as Accountant. Building Projects: The Ilwaco remodeling project has provided an expanded, bright and welcoming library. The open house is scheduled on August 13, beginning at noon. Site preparation has been completed for the Service Center annex. Concrete work has been designed and the building kit has been identified. Electrical and heating specifications are almost completed and permitting is done. TRL's attorney has recommended that we go to bid for a general contractor for this project. The Yelm Library will close Saturday for remodeling and rearranging for more patron computer space and staff work area. The library will reopen in two weeks. Mr. Blauvelt has been appointed to the Library Council of Washington and was recently elected chairman. He said the council represents all types of libraries in Washington and reports to the State Library Commission. Some of the issues discussed are continuing with funding the connectivity with Internet for those libraries which need it, recommending uniform technical standards, and recommending start-up funds for digitalization of archival materials to make them available online. The Local Library Boards Workshop will be held in October in Lewis County. Janelle Williams volunteered to serve on the planning committee for this workshop. Conferences: Ms. Kruse will provide a written report in a Director's memo of her attendance at the ALA Conference. Mr. Lawrence will provide a written report of his attendance at the Canadian Library Association Conference. He also attended a pre-conference on economic development. Ms. Epting attended the Government Finance Officers Association conference.

- 6E She has been affiliated with this group for the past 15 to 20 years. She attended a number of sessions on writing financial policies and procedures which a TRL committee is currently in the process of doing. Ms. Kruse attended the Directors Retreat last week. Mr. Blauvelt was one of the speakers and Ms. Kruse heard several comments on how fortunate TRL is to have him as a trustee. One of the discussions was on statistics and how to make them relevant for libraries. Mr. Lawrence suggested the TRL Board discuss statistics at its retreat, as well as material losses and staff safety. Ms. Saynisch is working on arranging for media training for staff and board members who may have to address the media. A possible date for the training is October 20. The May 1998 Statistics were presented.

There was no further business and the meeting adjourned at 9:05 p.m.

  
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President

  
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Secretary