

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Naselle Timberland Library, 4 Parpala Rd., Naselle, WA 98638

August 26, 1998

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MINUTES

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

BOARD MEMBERS EXCUSED: Janelle Williams

GUESTS PRESENT: Scott Beaulaurier; Ken Bragg; Jim Coder; Edmund Darcher; Helen Harkins; Anahid Heemstra; Harm Heemstra; Cathy Maxwell; Dora Nelson; Isaac Queral; Alan Richards; Mary Steller; Marilee Wirkkala

STAFF PRESENT: Liane Bascou; Judy Covell; Margaret Epting; Mona Givens; Sherrill Hartline; Thelma Kruse; Dixie Lynn; Iver Matheson; Ann Musche; Kristine Pointer; Tina Roose; JoAnn Rucker; Carol Saynisch; Bob Stalder; Shannon Tetz; Mike Wessells; Barbara Winfree

President Dobbs called the meeting to order at 7:15 p.m.

AGENDA ITEM

NO.

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

A Certificate of Appreciation and Commemorative Plaque were presented to Amory Peck who is leaving the TRL Board. Ms. Peck said her move to Tumwater and an opening on the Tumwater library board occurred at the same time. That event in the mid 80s allowed her to put her love of books and access to books into action as the Tumwater board bought property, designed and opened its marvelous facility. She learned about the regional library system and was appointed Thurston County representative on the TRL Board after Doris Fourre completed her term. Ms. Peck said it has been such a marvelous arena. She has stretched and grown in her understanding of the complexities of this mountain to ocean, to forest, to city library district. It has been a joy for her to participate in an organization where she can put her values into action: access to information, literacy, and freedom to read. Ms. Peck is moving out of the area and said she leaves her position on the TRL Board with a sense of "too soon", selfishly sad that she won't be part of all that is ahead for TRL, but confident about TRL's future. She expressed thanks for a wonderful experience. Ms. Davies said it has been a joy working with Ms. Peck and she expressed appreciation for her dedication to the library district. Mr. Lawrence recalled a complete and well-organized report Ms. Peck gave to the board about her trip to Washington, D.C. for the President's Council on Libraries. Mr. Lawrence presented Ms. Peck with a replica of a spoon used by northern Native Americans, which he carved.

Certificates of Appreciation and Commemorative Plaques were presented to the following staff who have retired after 20+ years of service: Sue Cowell, Ocean Park; Jeanette Dilk, Raymond/South Bend; Dora Nelson, South Bend; Dixie Lynn, Karin Schumaker and Yvonne Seidler, Service Center. Ms. Nelson and Ms. Lynn were present to accept their certificates and plaques.

2 B. Public Comments

Mr. Bragg distributed a copy of fiscal highlights 1988-1997 for TRL, which is based on information he has gleaned from figures given to him by TRL's Business Manager. He understands that the district in its planning process will be developing standards and models of service. Public hearings have been mentioned but no schedule of hearings has been announced. He does not feel that public hearings allow dialogue; they are of a different nature and not as satisfactory. There are two undesirable outcomes—the plan lacks real public input and the trustees are in a position of defending whatever the planning process produces. He said the process TRL has undertaken in its planning is different from many other jurisdictions, which usually start with a citizens committee making recommendations before staff begin its work. During the Olympia library bond campaign, Mr. Lawrence had asked him at one of the TRL Board meetings if he would participate in the planning and Mr. Bragg responded that he would. He said there has been a reversal in the process and he has been denied that participation. He sees a flaw in the planning process because it does not provide for ongoing financial planning and development alongside the fiscal planning and development. He has taken a lead in developing that financial plan. TRL will be receiving a resolution from the Olympia/Thurston County Chamber of Commerce endorsing the idea of at least changing the bonding authority from six years to twenty years. He said Rep. Gary Alexander is also in favor of that proposal. He noted that in the July 22, 1998 minutes which the TRL Board will be approving this evening, a question he asked regarding TRL's planning process is not included. He had 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. He requested his question and Ms. Kruse's response be included in the July 22, 1998 minutes. Mr. Bragg said he has heard no objections from the board of having the bonding authority law changed from six years to twenty years. He asked if the board would seek this authority and requested an answer at the board's September meeting. He commented on a situation which occurred last Monday evening at the Olympia Library Board meeting. He was interrupted while presenting a point of view about TRL's planning process and public participation. Mr. Bragg said he thinks this occurrence demonstrates overall that the TRL Board is insulated from the public because it is not elected. Yesterday he attended interviews of five candidates for the two open positions on the TRL Board. At least three of the five were asked if they felt TRL is treating Thurston County fairly because TRL has never built a library in Thurston County and Thurston County provides half of the support for TRL. Mr. Bragg said this is on people's minds and he has heard elected officials say Thurston County should pull out of TRL.

Ms. Dobbs said part of Mr. Bragg's concerns regarding involvement of citizens will be addressed. In the past, TRL has included the public in major planning. This services and facilities plan is a significant planning effort. TRL has been working with the Thurston Regional Planning Council on gathering data and it has been a time consuming process. They have almost completed the data gathering and will be entering the next phase. They will consider having citizens as members of the committee.

Mr. Darcher commented that when he moved to the Naselle area ten years ago, the library was in a bookmobile. He can definitely attribute his children's educational success to the library system available to them. The library has added to the community.

C. Board Comments

There were no board comments.

2 D. Correspondence

The Board acknowledged the August 14, 1998 letter from Carolyn Dobbs to the Thurston County Commissioners announcing her resignation from the TRL Board effective October 1, 1998. Ms. Dobbs has served almost two full seven-year terms on the board. She is unable to complete the last three months of her second term because she is leaving the country on sabbatical.

3 Approval of Minutes

98-23 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JULY 22, 1998, WITH THE AMENDMENT THAT KEN BRAGG'S QUESTION AND THELMA KRUSE'S ANSWER BE INCLUDED; BILL LAWRENCE SECONDED THE MOTION. ART BLAUVELT, BILL LAWRENCE, JEAN DAVIES, PEGGY MEYER, AND AMORY PECK VOTED IN FAVOR OF THE MOTION. CAROLYN DOBBS ABSTAINED BECAUSE SHE WAS NOT PRESENT AT THE JULY 22, 1998, MEETING. MOTION CARRIED.

The July 22, 1998 minutes will be revised to include the following: 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.

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. Ms. Covell said Mr. McInturff's vision is to ask the faith organizations to donate to the library their best resources. She has not yet seen any of the materials but she has seen lists of the materials and many do not appear to be the best resources available. Mr. Wessells added that we envisioned accepting any materials faith traditions designated as being central core materials describing their particular faith. Many of the lists coming in did not fit that description. While we do not want to discourage people from donating those types of materials, we did not want to say we would automatically include those materials in this project. It was felt the materials for this project should focus on central faith doctrines, central historical documents and understandings of faith traditions. There was a need to clarify how these decisions are made and assure we have space to house all of the materials donated. We needed to distinguish between the materials donated for the Spiritual Resources Project and materials which do not fit that definition, but which can still be added to our collection. Ms. Covell said Mr. McInturff has been very understanding, accommodating and easy to work with and wants to make sure that all faith traditions are represented equally. Another element of this project is evaluating TRL's current collection of religious materials. Ms. Covell said Yvonne Seidler did a good job of selection of religious materials.

5 New Business

There was no new business.

6 Reports

A. Focus on Naselle

Ms. Musche reported that since the board last met at Naselle in early 1995, there have been a number of improvements made to the library. The roof is flat and has caused a number of problems. An area of the roof has been resurfaced and the drains have been revised. The Douglas fir has weathered badly on the outside of the windows. Most of it has been refinished and some had to be replaced. The multipurpose room (Ms. Musche's office, the staff break room, mail room, work room, and courier delivery area) is a tight area but moving the fax machine out and placing it near the copy machine has freed up some precious counter space. The parking lot was expanded from 14 to 24 parking spaces, one of which is a handicapped parking space which complies with ADA. Ten of the spaces are wider than before and there is a wider area for turning. Talking books are popular. The library has an active children's program. Today was the wrap-up for this year's Summer Reading Program. The number of participants are down compared to last year but those who did take part had a good time. Adult programs include an annual Inquiring Mind program sponsored by TRL, and one or more sponsored by the Naselle Friends. A Page Turners Book Discussion Club began in January which meets on Saturday mornings. The personal computers are heavily used by all ages, searching the Internet, using the e-mail, or using Publisher software. Ms. Musche thanked the Naselle Friends for their work in enhancing the library. Four years ago the Friends created a library card scholarship fund for children and their families who reside in the Wahkiakum County portion of the local school district. This fund has provided 48 six-month cards for 31 families. The fund is being closed this month, and Ms. Musche hopes for a more permanent expansion of library service to residents of Western Wahkiakum County in the future. The Friends have planted and maintained the landscaping around the library for nearly seven years. Due to various circumstances, the number of people able to continue this maintenance has dwindled. Ms. Musche said she is grateful that TRL is considering a budget item for hiring someone to continue this maintenance. Through the Friends' fundraising efforts, the library has received a set of a copy of the original journals of Lewis and Clark, which has been out of print. The library has a display of Finnish artifacts and posters from the July festival. Ms. Musche said the community is thankful for the library. She thanked TRL for supporting the staff by providing them with training and helping to keep staff organized through policy and procedure manuals. Board members expressed appreciation to the Naselle community for helping to make this library a reality.

B. Adult Basic Education

Ms. Covell reported that the Outreach Committee has been working on providing literacy services and materials in TRL. The committee took on this task in response to a report given to the TRL Board sometime ago and also it was a need recognized by several TRL staff. Committee members talked to library staff, literacy organizations and tutors who work with literacy organizations. They found out that people are not very aware of the literacy materials available in the library. The literacy budget has been increased to \$10,000. We are referring to these materials as adult basic education rather than literacy materials since they will cover a broader area—for example, GED, basic math. Ms. Covell commended Carol Saynisch with the work the communications department has done, including a logo "Read, Succeed", posters which will be placed next to the basic adult education materials, and brochures for tutors and students. These materials will be sent to literacy organizations throughout the district. The information will include a list of TRL libraries and which ones have meeting space available for tutoring. Labels will be placed on the materials identifying them for basic adult education. Changes are being made in the database to make these materials easier to find. Staff feel a crucial aspect of this project is to get tutors in to tour the libraries and see what is available.

6 C. Services and Facilities Plan

Ms. Kruse showed examples of some of the products being produced by the Thurston Regional Planning Council for TRL's Services and Facilities Plan. Color coded maps show where the libraries are, where people are registered, where people are coming from to use the libraries, the underserved areas, land use and land cover. Thurston County is the only county where we can get this kind of data mapped easily. Other areas of the district have many post office boxes and rural routes and it is not possible to show that data on a map. Since we are trying to create service areas for each library, it is important to find where the people are coming from and where the underserved areas are. Staff have been doing some creative research in the other four counties to come up with this information, including driving to various areas, talking with post office personnel, and talking with local businesses to find out how many people live in the area. Surveys are also being conducted in some of the libraries to identify where people live. Through other surveys, we are learning how libraries are being used. Several committees are working on standards for library service in various areas—borrower services, collections, facilities, adult services, and youth services, which are being presented to the Coordinating Committee. We believe that everyone throughout the district should have equal library service no matter where they live. Facilities audits were done two years ago and these are being brought up to date. Once all of this information has been compiled, TRL will request citizen participation in the process. At the last Coordinating Committee meeting with the three Board members present, citizen participation was discussed. That committee recommends that five citizens be on the committee, one from each county, representing local library boards, schools, someone representing the underserved (for example, a Native American), a city representative. Ms. Dobbs added that this committee will talk about the public participation process. The funding mechanism is a critical part of the discussion particularly for a special purpose district like TRL. Ms. Davies suggested more citizens be on the committee since there are a lot of people in the district who do not fit into the categories suggested but are very interested in the process. Ms. Dobbs said she is comfortable with that, although the more people on a committee, the more difficult it is to get everyone together. She said this will not be the only dialogue opportunity for the public. Ms. Peck said another emphasis not included in the membership is a parent of young children.

D. Foundation

Ms. Kruse reported that foundation sub-committees are meeting regularly. She attended the Foundation Executive Board Committee meeting this week in which discussion focused on the direction of the foundation, plans for publicity, and seeking donations.

E. Summer Reading Program

Ms. Winfree referred to the mid-August report of Summer Reading Program signups and finishers. She noted that the count is down this year, although if the figures are compared for each building to the amount of school population in kindergarten through sixth grade, it is amazing how many children do sign up for the program. Youth services is also about basic education and starting children out with good reading skills. The Summer Reading Program encourages reading to pre-schoolers and encourages older children to read and keep them reading.

6 F. Director

Payroll and payroll related vouchers for July 1998 amounted to \$666,645.72.

98-24 PEGGY MEYER MOVED TO APPROVE VOUCHERS NO. 54405 THROUGH NO. 54757 FOR AUGUST 1998 IN THE AMOUNT OF \$319,488.34; JEAN DAVIES SECONDED THE MOTION.

Ms. Epting noted that Dixie Lynn has been training the new accountant, Doug Ross, and he prepared this month's vouchers. Mr. Blauvelt requested graphs which show a comparison of the current month's expenditures with the same period of the previous year (both payroll and payroll-related vouchers and the vouchers which the board approves).

MOTION CARRIED UNANIMOUSLY.

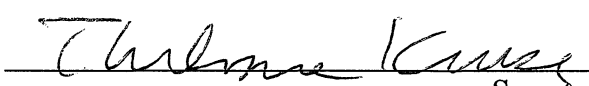
The July 1998 Revenues and Expenditures report was presented. A committee, which included board representation (Ms. Dobbs and Ms. Davies) recently met to discuss TRL's Partnership Agreement with cities for library facilities. As work continues on the services and facilities plan, a lot of needs will be identified and the Partnership Agreement will need to be changed to reflect how we will meet those needs. The committee has come to the conclusion that the Partnership Agreement cannot be revised until after we know the direction we are going in the facilities plan. After working so closely with the Thurston Regional Planning Council on gathering data for the services and facilities plan, Ms. Kruse has become more aware of the role this organization has in the county. She has become aware of all of the government entities which are members of the council and recommends TRL become a member. She has met with the organization's Executive Director to discuss the council's purpose. The Executive Director has volunteered to make a presentation to the TRL Board so the board can determine if there is a role for the library in the council. Ms. Dobbs has been a member of the council for sometime representing TESC. What she has seen over the years is an opportunity for different types of organizations and government entities to talk about issues which affect the area. Membership includes school districts, port districts, tribes, general purpose jurisdictions, counties. The council does a lot of work with data gathering and with transportation planning. Ms. Dobbs said she sees an advantage to the library district coordinating with other organizations. Mr. Blauvelt recommended TRL join planning councils in the other four counties as well. Ms. Epting reported that the budget process is on schedule. The budget requests were due the end of July and she did a financial analysis, compiled all of the budget requests, and the administrative team discussed them at a meeting on August 11. The Management Council discussed and prioritized the budget requests on August 24. The next step is to convene the Budget Committee which includes three board members. Tomorrow Ms. Kruse, Mr. Blauvelt, Ms. Epting, and Ms. Saynisch will be meeting with the Ocean Shores library board and staff where TRL's State of the Library report will be presented. Building Projects: Ms. Pointer reported the Ilwaco remodeling project is completed. The open house was a great success and the library is incredibly busy with people coming in that she has never seen in the library before. The work stations are in great demand. The Friends purchased new furniture and new shelving. The remodeling project was funded from several sources—grants, private donations, Friends, local foundations, and TRL's partnership grant. Ms. Pointer said she hopes the TRL Board will consider meeting at Ilwaco next year. Mr. Matheson reported that TRL is in the process of getting a second appraisal of property next to the Ocean Park library which the library district is considering purchasing from Marcel King. The appraiser expects to have an appraisal to TRL soon. The Ocean Park library is tentatively scheduled to be closed in early October to implement the space plan, which will include a technology island in the middle of the library, create more space and improve the workflow. Ms. Kruse reported the space planning at the Yelm library has been completed. The space appears larger. There is a table for people to sit

- 6F at, the computer stations are better organized, the children's area includes open space for programs, and staff now have a small staff room and work area. The TRL Board Retreat is tentatively scheduled on November 21. If this date is acceptable to the two new board members, arrangements for a place to hold the retreat will be made. The Local Library Boards Workshop is scheduled on October 17 at St. Mary's Retreat Center in Toledo. Ms. Davies reported that she attended the PNLA Conference at Sun Valley, Idaho. She attended one of the pre conferences on libraries, the Internet and first amendment strategies for the future. Ms. Saynisch said the Internet is one of the issues which will be addressed at the media training on October 20 at the Lacey Community Center. The training will be tailored to our needs. The June 1998 Statistics were presented.

There was no further business and the meeting adjourned at 9:15 p.m.



President



Secretary