

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Mountain View Timberland Library, 210 Silverbrook Rd., Randle, WA 98377

September 23, 1998

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MINUTES

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

BOARD MEMBERS EXCUSED: Janelle Williams

GUESTS PRESENT: Ken Bragg; Russell Fox; Lil Hamlin; Richard Hamlin; Marian Kratzer; Doug Mah; Janis Moore; Glen Nutter; Barb Selis; Bert Selis; Shirley Watts

STAFF PRESENT: Liane Bascou; Kristin Blalack; Jinny Burns; Judy Covell; Corene Jones-Litteer; Thelma Kruse; Tina Roose; Doug Ross; Nancy Sawyer; Kitty Schiltz; Sandra Sebbas; Elizabeth Squires; Harriet Whisler

President Dobbs called the meeting to order at 7:20 p.m.

AGENDA ITEM

NO.

1 Introductions were made. Ms. Kruse introduced TRL's new accountant, Doug Ross, who is a retired Air Force officer, where he was a pilot and computer systems program manager. After leaving the Air Force, he earned an accounting degree to go along with an MS in Systems Management and a BS in engineering. Glen Nutter, who is replacing Amory Peck on the TRL Board, was present, as well as Douglas Mah, who will be replacing Carolyn Dobbs in October. Once the other counties confirm their appointments, Mr. Nutter and Mr. Mah will be voting members of the board.

2 Correspondence and Public Comments

A. Certificates of Appreciation

A Certificate of Appreciation was presented for Thelma Thurman who has completed a term on the Westport Library Board. Ms. Dobbs said these volunteers provide an important service throughout the district and it is always a high point in the meeting to be able to give them recognition.

B. Public Comments

Ms. Moore, newly appointed McCleary Library Board member, commented on several concerns and asked several questions regarding local library boards. She has discovered that the McCleary Board has no bylaws, sometimes does not have a quorum at its meetings, and has no agendas or minutes. Ms. Moore said there are two other recent appointees to the McCleary Library Board who are also interested in these concerns. She did speak by phone to Kitty Schiltz who provided her with some background information. The McCleary Community Library Supervisor has resigned and Ms. Moore said the McCleary Board members are interested in the process of finding her replacement. The board is also interested in expanding the library facility. The McCleary Library Friends (two active members) have held several fundraisers and did a survey of the local community on what people would like to see in their library. What should be done with this survey? The McCleary Board has scheduled a special meeting on October 1. Ms. Kruse agreed to attend that meeting along with Ms. Schiltz to discuss these concerns. The McCleary

- 2B Board plans to foster relations with the City Council and with the community. Ms. Kruse said TRL is in the process of advertising the McCleary library position and said that the local library board will be involved in the process. She said the McCleary Library Board is the liaison among the city, the community and the TRL Board.

Mr. Bragg understands that the Services and Facilities planning will soon be opened to the public and that one of the aspects of this planning is to review the partnership formula for city-owned buildings. He hopes that the next step is that the district will declare its responsibility to build libraries in cities as well as in the unincorporated areas. He does not think this would be difficult for the library district to do. He has determined there is a surplus of 42,000 square feet of library space in the cities and a shortage of 106,000 square feet in the unincorporated areas. Olympia, for example, has a shortage of only 3,000 square feet based on the present population. People in the Olympia School District were asked to fund a 64,000 square foot library and they turned it down. With a population increase of 50% in the five counties TRL serves, it is clear to him that there is no way to finance new libraries unless the district borrows the money. Since the library district deals only on a cash basis, in the last 10 years, the district has averaged 25% on buildings. His proposal would increase that to 50%. In the last 3 years, timber revenue has increased from \$1.5 million to \$3.2 million. He understands the district is concerned about its programs. In the last 10 years the general fund expenditures increased 117%. He said there is a discipline involved and suggested the district slow down on its programs. Mr. Bragg's proposal is to request the legislature to change the terms of issuing bonds from 6 years to 20 years. The increased population will help pay off the bonds. The Olympia Chamber of Commerce has endorsed this proposal and he hopes the library district will support the change in legislation. It will not commit the district to issuing bonds, but it would put in place the possibility of doing so. He is concerned with the timeline. TRL's services and facilities planning has already extended beyond a year and will continue for at least another 6 months. Mr. Bragg is meeting with the McCleary City Council in October and expects to be speaking to more cities and counties over the next several months. He plans to make people aware of the unfairness of TRL's policy regarding the provision of library buildings and how they are financed.

Ms. Blalack attended this meeting to talk about two important people in her life, one who is leaving the board and one who is joining the board. She has known Carolyn Dobbs for 26 years and said it has been wonderful having their paths cross at Timberland. She is sorry to see Ms. Dobbs leave the board but is excited for her as she carries out her upcoming plans. Ms. Blalack met Glen Nutter 25 years ago in Yelm when he was superintendent of the schools. Mr. Nutter hired her as a librarian in the school and she is aware of his views of learning, knowledge, education and libraries. She knows of his personal commitment to what libraries have to offer people and is pleased he has been appointed to the TRL Board.

C. Board Comments

Ms. Davies said the board needs to have a discussion of Mr. Bragg's concerns. Ms. Dobbs agreed there needs to be a discussion, whether it is at a work session, or a retreat or as the ongoing work of the Services and Facilities Coordinating Committee. Ms. Kruse said Mr. Bragg has been asked to be part of the citizens' participation on this committee.

D. Correspondence

There was no correspondence.

3 Approval of Minutes

98-25 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF AUGUST 26, 1998, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Unfinished Business

There was no unfinished business.

5 New Business

A. Election of Vice-President

President Carolyn Dobbs is leaving the TRL Board the end of this month. Vice-President Peggy Meyer will act as President of the board the remainder of the year. It is necessary to elect a new Vice-President for the remainder of the year.

98-26 PEGGY MEYER MOVED TO ELECT BILL LAWRENCE AS VICE-PRESIDENT OF THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES FOR OCTOBER-DECEMBER 1998; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Reports

A. Focus on Mountain View

Ms. Sawyer reported that she and Leanna McMahan visited the schools and talked about the Summer Reading Program. A lot of new kids came to the library this summer. They had programs every Tuesday which were well attended. The pot-bellied pigs program was so well attended, they had to move it to the parking lot. The community heavily uses the Internet. Ms. Sawyer said the Internet can provide so much information for people in the rural areas. There is an Inquiring Minds program scheduled at the library on October 5. They are experimenting with advertising on the local TV channel which they hope will increase attendance. There are remodeling plans in the works for the library that will add additional public and meeting room space.

B. Services and Facilities Plan

Ms. Sebbas reported that the Services and Facilities Plan has been a series of staff working groups looking at adult services, youth services, collections, facilities, and borrower services. The Coordinating Committee, with staff and TRL Board membership, has been reviewing the work of these committees, working with the Thurston Regional Planning Council, and looking at how the library is being used. Standards of service are being developed and out of those standards we will develop models. We know we will not be able to build libraries everywhere so we are looking at other ways to serve people. The Coordinating Committee will be opened up to community members with representation from each of the five counties. Its first meeting will be at the end of October and will be advertised to the public. Ms. Dobbs, who has been serving on the Coordinating Committee, said the process has taken considerable time because of the complexity of the data needed. Pressures are increasing on the library. Its resources have grown but we have to consider that we may not be able to continue to grow at the same rate. Ms. Moore said she grew up in a rural area which had bookmobile service once a week. She suggested a "topical"

- 6B bookmobile, which carries books on a specific topic, visit rural areas so people can at least browse a collection. Ms. Dobbs referred to Mr. Bragg's earlier comment to curtail new programs and suggested we take an idea such as Ms. Moore's and look for partnerships with the public and private sectors.

C. Foundation

Ms. Sebbas reported that the TRL Foundation Board has selected an image and logo. The Foundation Marketing Committee is working on stationery, gift envelopes, a newsletter and ways to market the needs of the library district. The Events Committee is planning a kickoff event for the Foundation (suggested event is mystery night in the library). The Foundation Board has been focusing on getting its 501(3) established for the budget process. Martin Reynoso, treasurer of the Foundation Board, is helping the board work through the process of creating a budget and donor tracking system. The board will be looking at sponsorships, grants and startup money to help fund the annual marketing campaign mailing. One of the concerns of the Foundation Board is the necessity to know the needs of the organization. Ms. Kruse has identified three areas of needs—building up the collection, new computer stations, and other technology such as AV equipment for using videos and talking books in the libraries, listening areas, and microfiche machines. She said these items are budget requests for 1999 which cannot be funded .

D. Director

Payroll and payroll related vouchers for August 1998 amounted to \$678,228.55.

98-27

ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 54780 THROUGH NO. 55032 FOR SEPTEMBER 1998 IN THE AMOUNT OF \$253,626.76; PEGGY MEYER SECONDED THE MOTION.

Since Business Manager Margaret Epting was absent due to illness, Mr. Ross attended in her place. Mr. Ross said this is his first month of doing the vouchers after Dixie Lynn's retirement. He has made some minor changes in the appearance of the voucher list. This month's vouchers include several for All Staff Day and one for the TRL Foundation's logo.

MOTION CARRIED UNANIMOUSLY.

The August 1998 Revenues and Expenditures report was presented. Ms. Kruse noted that Ms. Epting has created graphs comparing revenues and expenditures with last year which Mr. Blauvelt requested last month. Personnel: Ms. Kruse announced that Jan Sterner, who has been TRL's Reference Coordinator, has been hired in the Collection Development Specialist position vacated by Yvonne Seidler. Ms. Sterner has a great deal of selection, management and adult programming experience. Sharon Brunk has been hired to fill the Reference Coordinator position temporarily while TRL conducts a national search to fill that position. Nancy Alconcel, currently Youth Services Librarian at Shelton, has been hired as the head of the Elma Library. The Budget Committee, including the TRL Board representatives, met on September 1. The committee has recommended that a budget be prepared including the top priorities identified by the Management Council. The budget hearing will be held on October 28 at 6:00 p.m. at the Service Center. This will be the second year that the Board will need to follow the requirements of Referendum 47 in which all government entities serving a population of over 10,000 may increase their property tax amount of the budget only by the amount of the Implicit Price Deflator (IPD). If the Board can determine that there are substantial reasons to go above the IPD, they may increase the budget up to 6%. The IPD is at .85 which is half of what it was last year. The Board will be asked to adopt a budget at .85 and asked to look at a substantial needs budget as well. Building Projects: Ms.

- 6D Roose reported that in all 27 libraries, we are trying to maximize the space we have. Mark Nelson, a space planner, has been hired by the district, and has completed the space planning of most of the libraries. Ocean Park will be the next library which will be closed for rearrangement. Yelm was just completed. Ms. Blalack reported that Yelm's space planning has been very successful and patrons and staff have been pleased with the changes. She applauded the TRL Board for moving ahead with this space planning. Ms. Kruse reported that she and Ms. Roose will be meeting with Marcel King regarding acquisition of some property for expanding the Ocean Park Library. The Board Retreat which was scheduled on November 21 has been canceled and will be rescheduled. All Staff Day is on October 12 at the Tyee Hotel. TRL Board members are invited and will soon receive registration information. The Local Library Boards Workshop "Toward the Millennium: The Library's Role in the Future" is scheduled on October 17 at St. Mary's Conference Center near Toledo. Registration information will be sent out next week. Media Training is scheduled on October 20. Anyone in the library district who may come in contact with the media is encouraged to attend.
- 2 A. Certificates of Appreciation/Commemorative Plaques

Ms. Meyer presented a Certificate of Appreciation and a Commemorative Plaque to Carolyn Dobbs in recognition of Ms. Dobbs' 14 years of service on the TRL Board. A gift was also presented, which is a Native American carving by Bill Lawrence of the transformation of a bear to a human. Mr. Lawrence shared a letter he had written dated November 29, 1989 to the Provost of The Evergreen State College regarding Ms. Dobbs:

"Some time ago Carolyn and I were discussing the objectives of individual performance evaluations in connection with our duties as trustees of the Timberland Regional Library system. At that time she mentioned you were interested in determining the involvement and effectiveness of your senior staff in community affairs. I volunteered to prepare such a letter describing those activities of Carolyn in which I have had some direct involvement. . . .

"I became acquainted with Carolyn when we both worked on an environmental impact assessment of a poorly designed mobile home project in Lewis County. This was in the early '70's and she was that 'nosy Evergreen woman' (a young faculty member at the time) and I was in charge of Forest Environmental Sciences for Weyerhaeuser Company and located in Centralia. The project went forward, but with a better design. Carolyn was learning how to be an effective environmental activist in those days. (I had forgotten this early episode until I mentioned to my wife that a Carolyn Dobbs from Evergreen was serving on the Library Board . . . and she reminded me of our earlier involvement.)

"Currently, Carolyn serves as vice chairperson of Timberland Regional Library. She is much respected by all board members for her ability to resolve tangled issues into the significant components and her skill in aiding the resolution of the initial issue. In effect, she is the glue that keeps the board together and focused when we get polarized. Carolyn has demonstrated strong leadership in the design, preparation and final drafting of the long-range planning document for Timberland. I worked closely with her on this task and Carolyn displayed great patience in dealing with my seemingly endless concerns.

"Because of my high regard for Carolyn's ability in issue resolution amongst members of the working board, I recommended to both DNR and Forest Industry officials that she be considered for appointment to DNR's Old Growth Study Commission. Although we have quite different backgrounds and sometimes hold opposing viewpoints regarding forest management practices, I felt she would work for a balanced set of recommendations for the management of our remaining old growth forests. After the Commission had completed its work, and


- 2A recommendations were at hand, Carolyn was appointed to serve as a member of DNR's Old Growth Advisory Group. This is a continuing assignment. Her appointment to this latter group was an indicator of her effectiveness on the earlier Old Growth Commission.

"You are indeed fortunate to have a person on your staff as active and effective in community and civic affairs as Carolyn Dobbs is. It must give you a sense of satisfaction to learn of the high regard Carolyn is held by peers. Evergreen College and its students will benefit from Carolyn's experiences in the real world and the skills she hones there."

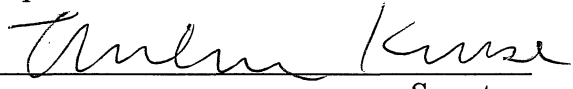
Ms. Dobbs expressed thanks for the opportunity of serving in what she considers one of the most important policy arenas in the community. During the time she has been associated with Timberland she has seen two major phases in the development of the district. The first phase is what she calls the rebuilding and stabilization phase. When she came on the Board, the first Director was retiring so we were dealing with the type of instability which leadership transition always brings, not necessarily negative but certainly disruptive. We also were in desperate financial straits and we needed to get our financial feet back under us again. This became more complicated by prorationing which came very close to destroying the district as a special purpose government. We were able to come up with creative and collaborative solutions working with the other special purpose and general purpose forms of government. We learned a lot about collaboration during those times. We restructured the budget and restructured service provisions in those early years. We hired a second director. We instituted a savings plan to bring us out of a debt ridden time. We are not a big financial operation and we make as efficient use of those funds as we can. We finally arrived at a point where we could have stability and began to build from that foundation for growth. That is the second phase we have been in more recently, which is a measured type of growth. It has been a thoughtful growth and a growth which has benefited by participation of communities and staff and people who work with TRL. In that measured growth one of the highlights which she thinks is important is that we have fully arrived at a regionalization of services in the district. We have increased the capital facilities in rural underserved areas and we have developed new capital partnerships with the cities. We continue to review that partnership agreement since its inception several years ago and make changes as needed. We have moved fully into a computerized library district. The cost has been tremendous and will continue to be tremendous. We have made a steady commitment to increasing the size of the collection. When she first came on the board, Ms. Dobbs said we were spending between 9% and 10% on the collection and the board felt very strongly that that was no way to offer services to the patrons. We worked hard to get that to about 16% of the budget now and it still needs to be looked at. Finally, we institutionalized the long range planning process and strategies coming from that planning process. This was the time of measured growth and it is the time that she thinks is coming to some conclusion. It is time to look to the future and what new realities that will bring. We don't know what the future will be but we know it will be informed by fiscal conditions. One we are dealing with right now is Referendum 47. We also know it will be informed by the future health of the local areas we serve and the state and national economies. The fiscal conditions are going to be affected by the well being of the foundation which is still in a very early stage of development but which has lots of potential. She thinks the future will be informed by a regionalization of facilities that will match the regionalization of facilities we have had in the past decade. There will be innovation in the provision of library services. At one extreme there is talk of a placeless library and bookless library. She thinks part of that will be in our future and we need to figure out how to respond and provide services to our patrons from that context. We need to continue to respond to increasing cultural diversities in the district and the state, particularly the potential for relationships with tribes in our district for library access. She offers two basic pieces of advice. One is we have to live within our means and second is sustainability. Whatever we do, we have to be able to sustain it in the long haul. She tends to be fiscally conservative, but at the same time we have to balance that with the ability to follow our

2A dreams and look at innovations that we can provide in library services and facilities. She thinks we have to look very seriously within this sustainability and living within our means by developing new partnerships with county governments as well as city governments. She suggested we take the initiative through a symposium format as we better understand our needs at the end of the planning process we are in now. The symposium should bring in people to give us ideas we have not been able to generate within our own deliberations and ratify or question ideas we have come forward with, something that really signals the library moving into the next century. TRL has been a leader in this state and in the country in library services and she hopes we can continue to do that. She will return in a year. She cannot imagine life without TRL but she will definitely look for ways to be involved.

There was no further business and the meeting adjourned at 8:45 p.m.



President



Secretary