

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Service Center, 415 Airdustrial Way S.W., Olympia, WA 98501

November 18, 1998

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MINUTES

BOARD MEMBERS PRESENT: Peggy Meyer, President; Art Blauvelt; Jean Davies; Bill Lawrence; Doug Mah; Glen Nutter; Janelle Williams

GUESTS PRESENT: Ken Bragg; Duane King

STAFF PRESENT: Bette Anderson; Liane Bascou; Jinny Burns; Judy Covell; Gwen Culp; Margaret Epting; Thelma Kruse; Tina Roose; Carol Saynisch; Kitty Schiltz; Sandra Sebbas

President Meyer called the regular meeting to order at 7:10 p.m.

AGENDA ITEM
NO.

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

B. Public Comments

Mr. King said he has been attending the Services/Facilities Community Advisory Committee meetings. He noted that there are 199,000 people living in Thurston County for whom in the last 20 years no library facilities have been built. He is pleased that TRL is planning facilities.

C. Board Comments

There were no board comments.

D. Correspondence

Mr. Blauvelt received a letter from Janis Moore of the McCleary Library Board dated 11/18/98. Ms. Moore referred to the September statistics indicating a 17% increase in circulation over last year, exceeded only by North Mason and the Service Center, and a 27% increase in the number of holds filled. She cites the library supervisor's report to the McCleary Board which indicates that she has processed more library card applications, there have been more reference requests, and because of the additional workload, the library supervisor has had to curtail her preschool efforts. Ms. Moore appeals for more open hours at the McCleary Library.

The TRL Board has received a letter dated 10/29/98 from the Olympia Library Board regarding a funding proposal for library space planning. The Olympia Board is asking that their recommendations for space planning be implemented in 1999. The recommendations are as follows: (1) Allocate a portion of the interest earned on the estate gift from Randolph Rebe as a "matching gift" for the space planning implementation. The amount recommended is \$40,000. (2) Both the City of Olympia and Timberland Regional Library fund an amount equal to or greater than the matching gift. The matching gift would be contingent on both the City of Olympia and TRL participating in this proposal. Mr. Mah said he supports this idea. He is aware

2D that the City of Olympia has received this same request. Mr. Blauvelt said we do not yet know what the space planning is going to cost. TRL is already paying a significant part of the space planning by paying the architect, plus the wiring and furniture. Ms. Davies asked how space planning fits into TRL's partnership program. Ms. Kruse explained that in some instances the space planning has involved substantial remodeling in which a city has requested partnership funds. Ms. Anderson explained that since the city is in its budget process, the Olympia Board hopes the city includes an amount for the library in 1999. Otherwise the Olympia Board is concerned that this project will be delayed for another year. She thinks the Olympia Board would like a statement from TRL that this is an acceptable idea and approach. Mr. King said there is concern among the Olympia Board members of inaction in space planning for the Olympia Library. He would like to see both parties get together and work out the details of whom is responsible for what. Ms. Culp and Ms. Kruse updated the board on the progress of the space planning of the Olympia Library. Olympia was left until last to await the results of the bond issues. Some of the other space planning projects have taken a great deal of the architect's time. The architect has made preliminary visits to the Olympia Library and it will be a while before we know what his recommendations will be. He may recommend major reconstruction or a minimal plan without any reconstruction. Mr. Mah said if a condition of using the interest from this bequest is a match of city and library funds, it leverages everyone's resources. Without providing the matching funds, the interest is essentially off the table. Mr. King said this process is exactly what is making the Olympia Board frustrated, not knowing who is going to pay for what in the project. Mr. Blauvelt explained that we have a contract which defines the city's responsibilities and TRL's responsibilities. TRL contributed to the Tumwater and Lacey Libraries in the same way as we have contributed to other incorporated cities in the partnership program. Ms. Davies said this is the first time the Board has discussed this Olympia proposal and they must do so in a thoughtful, conservative manner. She believes we are committed to improving libraries in Thurston County and we are working on it.

98-31 DOUG MAH MOVED THAT THE BOARD RESPOND BY THANKING THE OLYMPIA LIBRARY BOARD FOR THEIR LETTER AND RECOMMENDATION AND PENDING THE RECOMMENDATIONS OF THE SPACE PLANNER, WE WILL TAKE THEIR PROPOSAL UNDER CONSIDERATION.

ART BLAUVELT AMENDED THE MOTION AS FOLLOWS: THAT TIMBERLAND REGIONAL LIBRARY CONCURS AND APPROVES OF THE OLYMPIA LIBRARY BOARD REQUEST TO APPLY \$40,000 OF THE INTEREST FROM THE RANDOLPH REBE BEQUEST TO THE OLYMPIA LIBRARY SPACE PLANNING IMPLEMENTATION; THAT TRL WILL PROCEED EXPEDITIOUSLY ON THE SPACE PLANNING FOR THE OLYMPIA LIBRARY; THAT TRL WILL CONSIDER A REQUEST FROM THE CITY OF OLYMPIA FOR A PARTNERSHIP REQUEST WHEN THE DOLLAR AMOUNT IS KNOWN; DOUG MAH SECONDED THE AMENDMENT. AMENDED MOTION CARRIED UNANIMOUSLY.

The Board directed Ms. Kruse to respond to the Olympia Library Board's letter based on the above motion.

A. Certificates of Appreciation

Certificates of Appreciation were presented for Raymond staff Bob Stalder and Emily Popovich for their response to the victims of a fire in Raymond. Ms. Davies said a fire destroyed several businesses and the Willapa Hotel, which housed many low-income families. The homeless

2A people were housed temporarily in the high school gymnasium. The community pulled together to help the people. Bob Stalder and Emily Popovich opened the library additional hours and escorted the children to and from the library for special activities. Ms. Meyer said Mr. Lawrence suggested that the TRL Board recognize employees who provide valuable community service. Mr. Lawrence said he hopes the Board will continue to make this kind of presentation to staff who do community work above and beyond their normal workload.

3 Approval of Minutes

98-32 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF SEPTEMBER 23, 1998, AS DISTRIBUTED; JEAN DAVIES SECONDED THE MOTION. ART BLAUVELT, JEAN DAVIES, BILL LAWRENCE AND PEGGY MEYER VOTED IN FAVOR OF THE MOTION; JANELLE WILLIAMS ABSTAINED BECAUSE SHE WAS NOT PRESENT AT THE SEPTEMBER 23, 1998 MEETING. MOTION CARRIED.

98-33 GLEN NUTTER MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF OCTOBER 28, 1998, AS DISTRIBUTED; DOUG MAH SECONDED THE MOTION. GLEN NUTTER, DOUG MAH, JANELLE WILLIAMS AND PEGGY MEYER VOTED IN FAVOR OF THE MOTION; ART BLAUVELT; JEAN DAVIES AND BILL LAWRENCE ABSTAINED BECAUSE THEY WERE NOT PRESENT AT THE OCTOBER 28, 1998 MEETING. MOTION CARRIED.

4 Unfinished Business

A. Proposal to seek legislation to extend the term for non-voted debt from 6 years to 20 years

Ken Bragg has submitted a proposal to the TRL Board regarding the need for buildings in various areas of the district. He has proposed that TRL seek legislation to authorize issuance of general obligation bonds for terms up to 20 years and that TRL use their bonding authority for library construction throughout the district.

Mr. Bragg said his proposal would amend Section 27.12.222 of the RCW. Currently libraries have authority to issue non-voted debt up to 1/10 of 1% of assessed value for only six years. He proposes to change the term from 6 years to 20 years. From what he has observed other general purposes districts, cities and counties already have that authority. He requests a motion from the TRL Board to take a position on this issue. Comprehensive planning is currently going on in the library district for services and facilities which is not expected to be completed for another year. He feels this planning is being done without focusing on financial components that are necessary to carry out the plan. He would like to see this change made in this legislative session so that TRL would have a fallback position in the event the Board decides they want to use its bonding authority. Changing the bonding authority is the only way Mr. Bragg can see for TRL to build facilities in unincorporated areas as well as in cities. He feels that city residents feel it is fair for TRL to build in both incorporated and unincorporated areas because everyone pays the same taxes. He thinks that is why both bond issues failed for the Olympia Library even though the taxing area was extended beyond the city boundaries to include the Olympia School District. As a member of the Services and Facilities Community Advisory Committee, he has learned that TRL is unable to separate service areas between cities and counties. He feels this lends credence to the idea of TRL taking the responsibility to not only operate libraries, but to also provide the space in incorporated as well as unincorporated areas.

- 4A Mr. Blauvelt said he would prefer to approach TRL's Services and Facilities plan as we have been. We need to study what we have now, what we need, and what basic services we feel we have an obligation to provide. Because of this lack of information, we cannot say at this time that we need to extend the length of time to pay back debt. Mr. Blauvelt said TRL is really a remarkable library system. Compared with other library systems in the country, TRL is doing a good job of providing good library service to people in an area as large as the State of Connecticut with the assets and money it has. Ms. Kruse said she anticipates the Services and Facilities work will be completed by June and after that time the Board will look at the funding, which is part of the planning process. Mr. Blauvelt added that libraries have a limited amount of "political capital." If TRL goes to the legislature requesting this bonding authority extension without a plan, we would use up some of that political capital. Legislators also have a tendency to attach other items to library bills which cause other problems for libraries. If we find that we need this authority after TRL completes its Services & Facilities Plan, we can approach the legislature next year and be able to give them reasons why we need this change.

Mr. Bragg indicated that he will pursue this legislation. If it gets before the legislature, they will want to know the library's position on this matter and from what he is hearing, the Board does not support it. Mr. Mah responded that he thinks TRL would be supportive, but would not be a champion for the change. He suggested that perhaps King County Library System would be more interested in seeing this type of change. In documents presented by Mr. Bragg, he has cited some population and square footage figures and what he perceives to be a shortage of square footage in library space currently and by the year 2020. Mr. Lawrence questioned the comparison of populations of cities vs. rural areas. In cities population is concentrated and in rural areas the population is diffused. He requested that Mr. Bragg think about that factor. Ms. Meyer expressed appreciation to Mr. Bragg for his time and effort in this matter. The consensus of the Board is that it does not oppose the extension of bonding authority from 6 to 20 years, but has no need to take action on the matter at this time.

5 New Business

- A. Membership in the Thurston Regional Planning Council/Grays Harbor Regional Planning Council

Harold Robertson, Executive Director of Thurston Regional Planning Council, attended the TRL Board meeting on October 28, 1998, to explain TRPC's programs and operations and explore the possibility of TRL membership in TRPC. Mr. Mah, Ms. Meyer, and Ms. Kruse attended TRPC's meeting on November 6, 1998, to investigate the benefits of TRL membership. TRL staff have also had discussions with Bill Banks, Executive Director of the Grays Harbor Regional Planning Council, regarding TRL membership in that council. Ms. Kruse recommended that TRL join these two planning councils and that we work with planning agencies in the other three counties (Lewis, Mason, and Pacific). The anticipated cost to join TRPC is \$17,000 annually, and Grays Harbor Council is \$2,500 annually. In Grays Harbor, it may be possible to lower the fee through an exchange of services. Pacific County has a Council of Governments with no charge, as does Mason County. Lewis County has a Planning Commission.

98-34

BILL LAWRENCE MOVED TO PROPOSE THAT TRL APPLY FOR MEMBERSHIP IN THE THURSTON REGIONAL PLANNING COUNCIL AND GRAYS HARBOR REGIONAL PLANNING COUNCIL; ART BLAUVELT SECONDED THE MOTION.

5A Mr. Nutter said he has strong reservations against joining these agencies since he does not see how TRL would get \$20,000 worth of value nor is he sure for what purpose TRL would join. He is also concerned about TRPC's formula for determining the cost for TRL to join. He is aware that school districts pay considerably less. He suggested TRL could contract for the information it needs from TRPC for less than \$17,000. He said other agencies could provide TRL with information. If TRL were doing a lot of building in Thurston County and had to be concerned about sewers, power and building codes on a regular basis, he could better see the value of joining. Mr. Mah said that joining the councils would allow us the opportunity to gather the types of information we need. We can help the councils shape their analysis of the region. We can ask for information and analyze it in such a way that we can benefit and then take our Services and Facilities Plan and lay it on top of their plan. He thinks it is very important when we implement our Services and Facilities Plan that we be proactive and align our activities with other jurisdictions in the counties. Mr. Mah suggested we join for one year and assess if we receive our expected benefits. Ms. Epting suggested the rate quoted may be negotiable. Ms. Kruse explained that the rate quoted is based on cardholders in Thurston County and may be negotiable. Ms. Davies said she is concerned about the cost of joining these planning councils. She thinks it may be advantageous for TRL to participate in planning councils. She is concerned that the motion does not address the other counties. She recommends the matter be tabled and that we renegotiate the rate.

98-35 JEAN DAVIES MOVED THAT THE TRL BOARD TABLE THE PROPOSAL TO APPLY FOR MEMBERSHIP IN THE THURSTON REGIONAL PLANNING COUNCIL AND THE GRAYS HARBOR REGIONAL PLANNING COUNCIL AND DISCUSS THE MATTER AGAIN AT THE DECEMBER MEETING AFTER GATHERING MORE INFORMATION; BILL LAWRENCE SECONDED THE MOTION. JEAN DAVIES, BILL LAWRENCE DOUG MAH, AND ART BLAUVELT VOTED IN FAVOR OF THE MOTION; JANELLE WILLIAMS AND GLEN NUTTER VOTED AGAINST THE MOTION. MOTION CARRIED.

6 Reports

A. Services and Facilities Plan

Ms. Sebbas reported that the Community Advisory Committee has met. The committee discussed service standards and models of service for facilities. The committee's next meeting is December 1 at the McCleary City Hall. They will complete the facilities discussion and will discuss the reference resource center. In January the committee will talk about adult services standards and models of service and will begin discussion on borrowers service. The February meeting will focus on youth services followed by a discussion on collection services. The committee expects to review the entire package by April after which the material will be taken out to the public for input. The Community Advisory Committee will then review the public comments and expects to have a document ready for the TRL Board by June. This timeline will flow into budget discussions with implementation of the plan in 2000.

B. Foundation

Ms. Sebbas reported the Foundation received its first donation of \$1,600 to be used for literacy materials in Grays Harbor County. Ms. Covell met with the Foundation Board to talk about TRL's Read Succeed program and she has met with staff of libraries in Grays Harbor County to discuss how the \$1,600 should be spent and where the materials should be placed. The

6B Foundation Board is still working on its infrastructure. New members of the Foundation Board are Michael Petri, who works in insurance in Lewis County; Elizabeth Thompson, an attorney in Olympia; and Shirley Watts, a member of the Mountain View and Packwood Friends of the Library. The Foundation is still in need of members from Pacific County. Ms. Williams said the Foundation Board is working on ideas for a big fundraising event next fall and plans to begin publishing news releases about the organization by the first of the year.

C. Budget

Ms. Epting reported that the Budget Committee met November 16. Among the items discussed were some suggestions by Mr. Mah to reduce the budget as follows: cut \$10,000 from the property and liability insurance item since our rates have gone down; if we join the planning councils, take that amount out of the building fund rather than the general fund; adjust the materials budget to maintain the 16% portion. These suggestions would reduce the substantial needs budget discussed at last month's Board meeting from 5.53% to 5.19%. The Budget Committee discussed the new interpretation by the Department of Revenue regarding preservation of the 6% limit. The TRL Board needs to decide if that language should be included in the substantial needs resolution. The Budget Committee discussed the input from the budget hearing. Most of the comments had to do with more open hours in the libraries. Mr. Mah added that he is concerned with taking funds to support the Foundation out of the general fund and including it in the substantial needs budget. He suggested support for the Foundation come from a different funding source. He expressed concern with the risk of criticism of adopting a substantial needs budget when there is a reserve of timber dollars. He sees a substantial needs budget as keeping the doors open and continuing to provide services that the public expects. He doesn't think the Foundation meets that criteria. There are reserves in the form of timber revenues and suggested the Foundation be funded from that source. Ms. Kruse explained that with the Services and Facilities Plan we are currently working on, we will be using those reserves and, in fact, we will have to look at other sources of funding because we will not have enough to fund the projects we are looking at. Ms. Williams said the Foundation is helping to find long term solutions for funding. She thinks shifting the support of the Foundation will send a mixed message and would undermine the work of the Foundation.

98-36 DOUG MAH MOVED THAT TRL FUND \$40,000 FOR THE FOUNDATION OUT OF THE BUILDING FUND RATHER THAN THE GENERAL FUND; BILL LAWRENCE SECONDED THE MOTION. DOUG MAH AND BILL LAWRENCE VOTED IN FAVOR OF THE MOTION; ART BLAUVELT, JANELLE WILLIAMS AND GLEN NUTTER VOTED AGAINST THE MOTION; JEAN DAVIES ABSTAINED. MOTION DID NOT CARRY.

The Board agreed that the substantial needs budget be prepared without the preservation language.

Mr. Lawrence left the meeting at 9:10 p.m.

D. Director

Payroll and payroll related vouchers for October 1998 amounted to \$680,611.70.

6D
98-37

ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 55449 THROUGH NO. 55752 FOR NOVEMBER 1998 IN THE AMOUNT OF \$340,928.47; JEAN DAVIES SECONDED THE MOTION.

Ms. Epting reported that the surplus sale netted \$1,164.96. The amount spent this month on electronic resources from the materials budget is \$31,820.

MOTION CARRIED UNANIMOUSLY.

The October 1998 Revenues and Expenditures report was presented. Ms. Kruse announced the open house for the Mountain View library is on November 21. The North Mason library was one of 14 out of 110 applicants that won an architect award. There will be a program at the Tenino library tomorrow evening in celebration of a grant received by that library in which students were trained as Web Wizards. Ms. Anderson announced that December 10 is the 20th birthday of the Olympia library at which there will be a variety of celebrations throughout the library.

Ms. Meyer called for an Executive Session at 9:20 p.m. pursuant to RCW 42.30.110(b) to discuss real estate. The Executive Session ended at 9:25 p.m. There was no further business and the meeting adjourned at 9:25 p.m.



President



Secretary