

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

January 27, 1999

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MINUTES

BOARD MEMBERS PRESENT: Bill Lawrence, Vice-President; Art Blauvelt; Jean Davies; Doug Mah; Glen Nutter

BOARD MEMBERS EXCUSED: Peggy Meyer; Janelle Williams

STAFF PRESENT: Bette Anderson; Liane Bascou; Kristin Blalack; Jinny Burns; Margo Eytinge; Deborah Gitlitz; Jamie Jenson; Corene Jones-Litteer; Thelma Kruse; Tim Mallory; Tina Roose; Doug Ross; Sandra Sebbas; Sue Verley

Vice-President Lawrence called the regular meeting to order at 7:05 p.m.

AGENDA ITEM
NO.

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

A. Public Comments

There were no public comments.

B. Board Comments

There were no board comments.

C. Correspondence

Mr. Lawrence received a communication from former TRL Board member Carolyn Dobbs reporting on her trip to Galapagos. She will be back February 17-23. Mr. Lawrence has discussed with Ms. Kruse the possibility of having a special get together in the conference room at the Service Center to visit with Ms. Dobbs.

Mr. Lawrence has received minutes of the Centralia Library Board, and he is pleased to see a strong board for that library. He referred to Centralia Board member Doris Lodwig's response to a letter from the Olympia Chamber of Commerce concerning Ken Bragg's proposal to support legislation to allow library districts to extend the term of non-voted bonds from 6 to 20 years. Ms. Lodwig has indicated to the Chamber that she is not in a position to support this legislation at this time.

3 Approval of Minutes

- 99-01 JEAN DAVIES MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF DECEMBER 9, 1998, AS DISTRIBUTED; DOUG MAH SECONDED THE MOTION. JEAN DAVIES, DOUG MAH, GLEN NUTTER AND BILL LAWRENCE VOTED IN FAVOR OF THE MOTION; ART BLAUVELT ABSTAINED BECAUSE HE WAS NOT PRESENT AT THE DECEMBER 9, 1998 MEETING. MOTION CARRIED.
- 99-02 GLEN NUTTER MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES ANNUAL MEETING OF DECEMBER 16, 1998, AS DISTRIBUTED; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Unfinished Business

A. 1999 Budget

Thurston County tax levy specialist Linda Rebic reviewed the TRL 1999 Budget Resolutions last week. Based on the most recent guidance from the Department of Revenue (DOR), she strongly suggested several changes to the Resolutions. Resolution 98-05 was written using the original DOR guidance that considered the IPD (currently .85%) as the "limit factor." Under the current interpretation of the law, the first Resolution can either protect future levy capability or establish a new "limit factor." The new limit factor should, in fact, be the desired levy increase of 5.19349%. Resolution 99-01 reflects this change. The wording in Resolution 98-04 refers to "an increase in the regular property tax levy," then states the total levy amount of \$9,357,950. Only the amount of increase (\$493,091) should be included in the Resolution. Resolution 99-02 reflects this change. Finally, the law does not require total dollar amounts to be specified for the levies. To avoid confusion, and to avoid loss of revenue if these values were underestimated, these estimates should not be included in the Resolutions. Both Resolutions 99-01 and 99-02 reflect this change. TRL's attorney reviewed these Resolutions.

- 99-03 JEAN DAVIES MOVED TO ADOPT RESOLUTION NO. 99-01 CLARIFYING AND READOPTING THE "SUBSTANTIAL NEEDS" OPERATING BUDGET FOR 1999, WHICH SUPERSEDES AND REPLACES RESOLUTION NO. 98-05; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 99-04 JEAN DAVIES MOVED TO ADOPT RESOLUTION NO. 99-02 CLARIFYING AND READOPTING THE 5.19349% OPERATING BUDGET FOR 1999, WHICH CLARIFIES AND SUPERSEDES RESOLUTION NO. 98-04; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

TRL is still waiting for assessed value information from Lewis County so we are not able to set the levy rate. As soon as this information is available, we will schedule a special Board meeting to set the levy rate.

5 New Business

There was no new business.

6 Reports

A. 1999 Action Plan

The 1999 Action Plan was presented. This matter will be on the February 24, 1999 Board Agenda for further discussion.

B. Services and Facilities Plan

The Community Advisory Committee has scheduled its last three meetings. At the February 8 meeting, there will be presentations by the Adult Services and the Borrower Services Working Groups. At the February 17 meeting, there will be presentations by the Youth Services and Collections Working Groups. At the April 14 meeting, the Facilities Working Group will make its final presentation, which will include the recommendations from the other working groups on Models of Service. At the end of this process, the Community Advisory Committee will make its recommendations. The recommendations will then be brought to the TRL Board of Trustees. It is recommended there be two work sessions of the Board in late April or early May, the first a discussion of services, and the second a discussion of facilities.

C. Foundation

Ms. Sebbas reported the Foundation Board met last Monday evening. The Board has identified its special event as a chocolatefest to be held at the Tumwater and North Mason Libraries on two Sundays, 1-4 p.m. Meeting forms have been submitted to those two libraries for use of their facilities.

D. Regional Planning Councils

Mr. Mah and Ms. Roose attended the Thurston Regional Planning Council's meeting at which TRL was accepted as a member. Mr. Mah will be meeting with Harold Robertson and Nancy Peterson from the Council the first part of February to receive a new member briefing. He plans to attend the Council's monthly meetings. He articulated to the Council TRL's desire that both sides benefit from this relationship and that we need to clearly identify the tangible benefits of membership. Mr. Lawrence asked if it would be appropriate for staff and Mr. Mah to review our goals for membership. There has been some discussion by the TRL Board about this matter but he thinks we need to know what course we are charting in our relationship with the Council so that we will know if it is a useful tool for us. Mr. Mah said he is interested in seeing the results of the Facilities and Services Plan and align that with the activities of the Council and our own budget process. Mr. Lawrence agreed that is an appropriate step, but he does think we need to have a road map for our relationship with the Council. Ms. Kruse reported that Mike Wessells will be attending the Grays Harbor Planning Council meeting tomorrow evening. We are continuing to look into joining planning agencies in the other three counties.

E. Volunteers

Ms. Eyttinge, Volunteer Coordinator, referred to the documents which chart the activities of volunteers and provide a comparison in use of volunteers since 1991. The year-end statistical report which will be published soon will indicate the total number of volunteers and hours worked in each library. The number of hours worked by volunteers in 1998 translates into 12 FTEs. Using a medium salary of \$9.00 per hour, volunteers have given \$200,000 worth of their time to

6E the district. Ms. Verley, Circulation Supervisor at Centralia, reported that last year each building was surveyed about the kinds of tasks their volunteers are doing and the tasks they would like volunteers to do. These tasks range from routine clerical to complex tasks. Mr. Lawrence asked about the screening process of volunteers. Ms. Eytinge responded that we have job descriptions which define the work we have available. We advertise for volunteers, volunteers fill out applications, we do reference checks, including a check through the Washington State Patrol if the volunteer is over age 16. The process is the same as for paid staff. Volunteers are also covered under L & I. Mr. Mah inquired about the 76 court referred volunteers used in 1998. Ms. Eytinge said that often people don't think of these court referrals as volunteers. They are assigned hours to pay off a fine and probably would not normally volunteer in the library. Very few of the libraries use court referred volunteers because they are not as reliable. Ms. Gitlitz, Youth Services Librarian at Lacey, reported that TRL uses a large number of youth volunteers, especially during the Summer Reading Program. We use the same process of recruitment for youth as for adults. The Olympia Library has the Olympia Teen Advisory Group (OLTAG) which meets once a month. Another program young adult volunteers are involved in is designing new covers for children's books. Using teen volunteers helps them keep ties with the library and provides them with valuable job skills. Young adult volunteers show a lot of enthusiasm for their work, which Ms. Gitlitz said she appreciates. In addition to teaching them skills, they also teach her and remind her that her job is worthwhile. Ms. Jenson, Collection Maintenance Supervisor at the Service Center, works with several volunteers, ranging in age from 68 to 90 years old, who mend, jacket and deprocess TRL material. These volunteers gather together twice a week. Their work helped put almost 4,000 books back in circulation last year, and over 2,000 books and 1,000 video titles were searched, reprocessed and returned to circulation. Almost 20,000 items were deprocessed for Friends of the Library book sales. Ms. Blalack, Community Librarian at Yelm, reported that for about five years, they have had a succession of volunteers who have taken materials to the homebound. She addressed the challenges staff face in working with volunteers. Many of our volunteers leave for permanent jobs so keeping programs going with the help of volunteers is a challenge. In a small library such as Yelm, it is difficult finding space for the volunteers to work. Another challenge is finding time as a supervisor to spend with volunteers, relate to them, and have tasks ready for them when they show up for work. Ms. Eytinge said the Volunteer Committee is going to work on streamlining the volunteer interview process, put volunteer opportunities on TRL's home page, and produce a volunteer brochure. As a final comment, Ms. Eytinge thanked the TRL Board for volunteering. Mr. Lawrence said it appears that the volunteer program has matured to become a significant contribution to the operation of the district. He recalls that when first initiated, there was some reluctance from staff to use volunteers. He is surprised to see that three libraries in Lewis County do not appear to use volunteers. With the increase in open hours made available to Lewis County libraries, it seems to him that the use of volunteers would become more important. Ms. Eytinge said TRL's use of volunteers compares with Seattle Public and Multnomah County Libraries, which are the only other two libraries in this region which have full-time paid volunteer coordinators.

F. Director

Payroll and payroll related vouchers for December 1998 amounted to \$683,082.97.

99-05

ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 56023 THROUGH NO. 56333 FOR JANUARY 1999 IN THE AMOUNT OF \$402,258.39; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.


6F The December 1998 Revenues and Expenditures report was presented. Timber revenues came in 377% above what was budgeted, which will be transferred into the building and automation funds. Expenditures were 98% of the amount budgeted. Personnel: Ms. Kruse announced that Margaret Eptinge has resigned from TRL to take a job with the state. This Business Manager position has been opened and application review will begin February 15. An interview committee will be formed. Since this is a key position, Ms. Kruse would like TRL Board participation in the process. There are now three Regional Library Managers in the district. Bette Anderson is overseeing the Lacey, Olympia, Tumwater and Yelm Libraries. Corene Jones-Litteer is overseeing all of the libraries in Lewis County, plus Elma, McCleary, Oakville and Tenino. Mike Wessells is overseeing all of the libraries in Pacific and Mason Counties, plus all of the libraries in Grays Harbor County except Elma, McCleary and Oakville. New library managers are Mary Thornton at McCleary and Kristina Kauffman at Tenino. Bette Anderson and Tina Roose are going to attend the ALA Midwinter Conference and will be recruiting for the Youth Services Coordinator, Reference and Adult Services Coordinator, and building heads for the Lacey and Olympia Libraries. Computer Tutor Pilot Project: Ms. Anderson reported that Olympia staff member Eric Erler is doing a pilot project for six months which began on September 1. He is organizing and teaching classes for the public on how to use library technology. The classes are filling quickly and there are people on waiting lists as well. There is a large public demand for this type of training and other areas of the district want this program expanded. Staff commented on training in some of the other libraries, including Shelton, Westport and Centralia. Centralia Library has just started a new program of instruction before the library opens to minimize the impact on the public. Mr. Lawrence requested a follow-up report on this project in two months. Y2K Report: Gwen Culp, Automation Systems Manager, plans to have a written Y2K compliance statement for all software, hardware, and equipment systems by March 30, 1999, or a plan to upgrade or replace. A letter is going to each city which owns a library building asking them to insure that their building systems are Y2K compliant. Lists of all of the computer and network software and equipment in all of the buildings are being prepared and vendors are being contacted to determine if they are Y2K compliant or need upgrades. The Dynix system is Y2K compliant. The Dynix host computer has had an upgrade and needs another upgrade. The Internet server computer Y2K upgrade has been ordered. Wide Area Network router upgrades are planned. The Business Office systems are Y2K compliant and all PCs are in the process of being upgraded. Ms. Kruse will pass along Board members' suggestions of contacting other supply vendors and checking the vehicles. Mr. Mah said another issue is having contingency plans in place in the event systems fail which are beyond our control. Ms. Kruse said this matter has been discussed and a plan will be in place before the end of the year. Debt Collect: During a three-month trial period using an automated system to retrieve overdue materials, we have gotten back .9% more materials, which translates to 108 more books a day being returned. This system is resulting in materials coming back to the libraries sooner and being available for more checkouts. Web Page Use Statistics: TRL will have statistical information by the end of this month. We are also involved with a state committee which is dealing with consistent counting of statistics by library systems. We have a Toll-Free Number to the Service Center of 1-877-2TIMBER (284-6237). Space Planning: Ms. Roose reported that new technology furniture was installed in Oakville last week; the Montesano Library has been rewired and technology furniture installed; Hoquiam, Mountain View and McCleary will receive technology furniture in February; we are meeting with the space planner for the Olympia and Chehalis Libraries; Aberdeen space planning will be implemented during its remodel. Building Projects: Ms. Anderson reported that the Lacey enhancement project is scheduled to begin February 1 with construction of a covered courier area. The library will close to the public on February 24 and reopen on February 26 with limited service. The circulation department will move into the meeting room where people will be able to return materials and check out holds. The reference department will set up telephone

6F reference in the youth services area. There may be a telephone in the lobby for people to call the reference department. The library remodel is anticipated to be completed mid April and the library will reopen in late April with a grand opening on May 1. The supervisors of the other libraries in Thurston County are discussing the anticipated impact on those libraries and shifting some of the Lacey staff to those libraries. Mr. Ross reported that out of a total of 27 bid packages, we received six bids for the Service Center annex, ranging from \$109,000 to \$205,000. We are still evaluating the bids and checking into claims filed against the low bidder. Ms. Kruse attended a meeting of the Westport Board today. The Anchor Bank has transferred ownership of its building to the city with the idea that it become the library. There is a possibility that the city take over the bank building for its offices and that the library expand its current space. Mark Nelson will look at both spaces and make his recommendations. The library's contract with Westport says that the city must provide adequate space for the library so it is the city's decision. Whichever space the library ends up in, Ms. Kruse expects it will require various funding sources. The Friends Forum is scheduled on March 13 at the North Mason Library. Library Legislative Day is on February 23. The November and December 1998 Statistics were presented.

There was no further business and the meeting adjourned at 8:55 p.m.



President



Secretary