

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Hoquiam Timberland Library, 420 7<sup>th</sup> Street, Hoquiam, WA 98550

April 21, 1999

I N D E X

<u>AGENDA ITEM</u>		
<u>NO.</u>		<u>Page No.</u>
1	Introductions	1
2	Correspondence and Public Comments	
	A.    Certificates of Appreciation	1
	B.    Public Comments	1
	C.    Board Comments	1
	D.    Correspondence	1
3	Approval of Minutes	2
4	Unfinished Business	
	A.    Internet Services	2
5	New Business	
	A.    Aberdeen Library Partnership Agreement	2
6	Reports	
	A.    Focus on Hoquiam	3
	B.    Electronic Book	3
	C.    Services and Facilities Plan	4
	D.    Thurston Regional Planning Council	4
	E.    Y2K	4
	F.    Web/Electronic Resource Statistics	4
	G.    Director	4

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Hoquiam Timberland Library, 420 7<sup>th</sup> Street, Hoquiam, WA 98550

April 21, 1999

MINUTES

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

BOARD MEMBER EXCUSED: Janelle Williams

STAFF PRESENT: Liane Bascou; Bette Anderson; Judy Covell; Gwen Culp; Roberta Holmes; Val Jester; Corene Jones-Litteer; Thirza Krohn; Thelma Kruse; Christine Peck; Tina Roose; Doug Ross; Sandra Sebbas; Mike Wessells; Art Wuerth

GUESTS PRESENT: Lori Berken; Kristi Earley; Roger Jump; Paul McMillan; Eileen Schermer; John Smith; Marjorie Stage; Pat Wandell

President Meyer called the regular meeting to order at 7:05 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made. TRL's new Business Manager, Arthur Wuerth, was introduced.
- 2 Correspondence and Public Comments
  - A. Certificates of Appreciation

Certificates of Appreciation were presented to the following people who have served terms on local library boards: Mark Lewis, Centralia; Debi Olson and Kyle Imler, McCleary; Kelle Metz, Oakville; Martha W. Pinnix, Dr. James C. Cockrell, and Douglas Mah, Olympia; and Ronald Gray, Tumwater.

- B. Public Comments

There were no public comments.

- C. Board Comments

There were no Board comments.

- D. Correspondence

Ms. Meyer read the following note: "On behalf of the members of the Hoquiam Timberland Library Board and our Librarian Roberta Holmes, we extend our thanks to the TRL for funding the two-year task of the space planning project in the Hoquiam Library. With your help we now have an inviting new look and a capacity for 12 work stations. Heartfelt thanks!" /s/ Marjorie Stage, Secretary, Hoquiam Library Board.

3 Approval of Minutes

99-15 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF MARCH 24, 1999, AS DISTRIBUTED; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Unfinished Business

A. Internet Services

The TRL Board held a special meeting on April 20, 1999 for the purpose of discussing Internet services. The Board moved that the Director provide the Board at its May meeting a proposed plan to consider having a portion of Internet terminals in Timberland filtered to exclude graphic sexual material.

5 New Business

A. Aberdeen Library Partnership Agreement

The City of Aberdeen will submit an application to Timberland Regional Library for TRL's Partnership Program for Library Facilities for the Aberdeen Library building remodeling project. Ms. Kruse suggested the city wait to submit the actual application until the funding was more exact since they are still in the process of fund raising. The Board has in the past made a similar commitment to pledge funds for building projects (i.e. Yelm and Ilwaco).

Ms. Peck provided background information about the library. The library was built in 1966 to house a maximum of 60,000 volumes (there are currently 90,000 volumes). In 1995 there was a proposal for an ambitious project to expand the library into the alley. That bond issue failed. There was some money available which took care of some of the major issues, such as a new roof, heat pumps, new lighting, and handicap door. In 1997, we were able to blend the city's interest in ADA issues along with TRL's space planning for computers. The design allows for an additional 2,000 square feet on the mezzanine level, an elevator, and handicapped access to the meeting room. There will be a new wing for teens, increased seating and increased shelf space. The Aberdeen Friends of the Library have pledged \$125,000, the Bishop Foundation has granted \$109,000 specifically for the teen area, and a grant of \$100,000 has been received from the Grays Harbor Community Foundation. The current project cost estimation is \$1.6 million. However, other costs have been identified such as new shelving, replacing existing furniture, redoing the entry way to provide additional space, a drive-up book drop, and covered courier area, which would increase the cost of the project to \$2 million. They would like to see if they can raise the money for these items before coming back to the TRL Board for a Partnership grant. The request will be for 10% of the total project cost (\$160,000 to \$200,000). The project is expected to go out for bid in October and will take eight to ten months to complete. The library will need to be housed in temporary quarters during this period.

99-16 ART BLAUVELT MOVED TO MAKE A COMMITMENT TO THE CITY OF ABERDEEN TO PLEDGE 10% UNDER THE GUIDELINES OF TIMBERLAND REGIONAL LIBRARY'S PARTNERSHIP PROGRAM; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Reports

A. Focus on Hoquiam

Ms. Holmes introduced Hoquiam Mayor Roger Jump. He related how financially difficult it is in timber towns such as Hoquiam. However, the City does its best to support Timberland Regional Library since it is considered a great asset to the town. The City of Hoquiam contributes over and above its contract fee in order to provide extra staffing so the library can be open additional hours. He hopes that next year, TRL will consider taking on this additional cost. He thinks the City of Hoquiam has shown its interest in the library. The citizens voted to have the library remodeled. The city residents have never failed to pass bond issues for education or the library.

Ms. Holmes talked about the space planning project at the Hoquiam Library. This project took nearly two years from the time the space planner Mark Nelson first put the space planning on paper to completion. Fortunately, Mr. Nelson was familiar with the library's type of construction and knew that the floor had to be X-rayed before any drilling could be done. The library now has 9 public stations (5 Dynix and 4 PCs) with the potential for 12 in the future. Two of the PCs have Internet access and Microsoft products. The Hoquiam Friends purchased a PC for the children's area, which does not have Internet access. Ms. Holmes thanked several people who were involved in the space planning: Gwen Culp who put in a lot of hours and thought; Donna Schumann and others in the computer department for ordering the PC for the children's area and for hooking up the machines; Greg Carter, the district's Facilities Mechanic; the Hoquiam staff; the Hoquiam Friends; the Communications Department staff; and the TRL Board for providing the funds for the project. Ms. Holmes thanked the City of Hoquiam for its support of the library. The city purchased the property next door to the library for additional parking. As of December 1998, Ms. Holmes spent the last of the money remaining in the building fund, which had to be used for building improvements. The building is 88 years old and Ms. Holmes is appreciative of the city's support to keep it in good shape. The city had to pay about \$5,000 in damages when the building was broken into and vandalized. The perpetrators were apprehended, but only a small part of the \$5,000 has been repaid. The city purchased new meeting room tables and new metal doors at the entrance. One of the challenges Ms. Holmes sees for the library in the future is reaching out to the community (educators, students, Spanish speaking) and remaining relevant in a rapidly changing world. She invited everyone to the library's open house on Saturday, May 15.

B. Electronic Book

Ms. Covell demonstrated an electronic book. She said it is important that the library keep on top of the latest developments in technology. An electronic book is a device which allows a person to read a book in electronic format. An electronic book can be accessed on the Internet through the Barnes & Noble web site, downloaded into a PC and by means of special software, uploaded into the electronic book. The device has nice features—light weight, nice shape, can be used by right hand or left hand, can be touched with a stylus, is easy to read, can be read in the dark, shuts off automatically when not in use, can use the font size most comfortable to the reader, can use a dictionary while reading, can underline text, can search for words, can add notes, has a keyboard, and some models can link subjects together from different books. The negatives of the device are the cost and copyright issues. Most items available now are classics. Ms. Covell envisions these devices being checked out like other materials in the future.

6 C. Services and Facilities Plan

Ms. Sebbas reported that six months ago, TRL made a commitment to have dialog with community members on our future growth and planning. Three TRL Board members, Mr. Blauvelt, Ms. Davies and Mr. Lawrence, joined administrative staff and individuals in our five counties in several meetings. This Community Advisory Committee's last meeting was April 14. The TRL Board will meet in a work session on May 8 and review the recommendations from the Community Advisory Committee, the Management Council, the Library Managers, and the working groups.

D. Thurston Regional Planning Council

Mr. Mah distributed a letter from the Chair of the Thurston Regional Planning Council regarding the discussion of the Economic Roundtable on March 31. Some common themes from the roundtable discussion were ideas about prosperity, the benefits of education, assets and liabilities of the community, and fostering entrepreneurs/small businesses. These themes are some of the things the TRL Board might want to keep in mind as it discusses its services and facilities planning and the future of the district.

E. Y2K

Ms. Culp said staff has about 25 spreadsheets for checking on Y2K concerns. The Internet has been extremely helpful in this work. Staff is working on getting compliance statements from various utilities throughout the district. The Public Service Team is discussing contingency plans in the event some libraries do not have utilities. There have been discussions about preparing the January paychecks in December. She said staff has not noticed any major problems. The Dynix system will be no problem. The upgrades of PCs throughout the district is almost complete.

F. Web/Electronic Resource Statistics

Ms. Culp distributed statistics for January, February and March 1999. These are more detailed statistics than what will be included with the monthly statistics report, showing the kind of activity on TRL's web server. Electronic resources, such as the reference databases, reference CD Roms, children's CD Roms, and office applications, are accessed through our web pages. On May 10, Ms. Culp will be attending a meeting with a State Library group looking at statewide statistics. This group plans to draft a standard of how public library electronic statistics be kept. Mr. Blauvelt noted that people seem to prefer the general search engines instead of the filtered search engines. In light of the motion the Board made at its meeting last evening, he requested that this information be included on the monthly statistics report.

G. Director

Payroll and payroll related vouchers for March 1999 amounted to \$703,630.76.

99-17

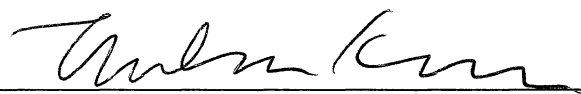
GLEN NUTTER MOVED TO APPROVE VOUCHERS NO. 56960 THROUGH NO. 57287 FOR APRIL 1999 IN THE AMOUNT OF \$375,214.49; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Lawrence left the meeting at 8:45 p.m.

6G The March 1999 Revenues and Expenditures report was presented. Building Projects: Mr. Ross reported that the Service Center Annex is nearing completion. The exterior walls, roof, and concrete floor are completed, and they are in the process of installing insulation, wiring and drywall. Ms. Anderson reported the Lacey Library enhancement project is essentially completed. Mark Nelson will do a final walk through in the morning. This project began in the summer of 1995, initially for a covered courier area. In January 1997, Mark Nelson was requested to begin the space planning of this library. Mr. Nelson made a number of recommendations. The funding to accomplish these recommendations was discussed and it appeared that we would go ahead with the covered courier area only and accomplish the other changes later. The courier area work was delayed and discussions began on how we could fund the entire project. The city, the Lacey Friends and Timberland made decisions about what they could contribute to the project and the work began in 1999. During the enhancement project, the Lacey Library has operated with limited services out of the meeting room. The library reopened quietly on April 16. The grand opening is scheduled on May 1 with several activities planned throughout the day. Olympia Space Planning: Ms. Anderson distributed two preliminary drawings prepared by Mark Nelson for the Olympia Library space planning. One of the drawings separates the library into areas of activity and the second drawing shows the shelves and furniture details. It is suggested that all technology be located centrally so it will be easier to supervise and help people. There are concerns of how everything that needs to be included will fit into the building. There are no changes to the meeting room at this point. One of Ms. Anderson's main priorities is getting rid of so many book carts, so there will be a need for more shelving. The only place for more shelving is up. It may be necessary to take away some of the meeting room space to use for youth services. Parking is also inadequate. Westport: The Westport Library Board President is trying to get in touch with the city manager to obtain a copy of the building plans for the donated bank building. The January and February 1999 Statistics were presented. Next month, Ms. Roose will update the Board on the types of statistics we have begun to keep this year. Several staff and Board members are planning to attend the WLA Conference in April and the ALA Conference in June.

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

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary