

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Raymond Timberland Library, 507 Duryea St., Raymond, WA 98577

August 25, 1999

I N D E X

<u>AGENDA ITEM</u>		
<u>NO.</u>		<u>Page No.</u>
1	Introductions	1
2	Focus on Raymond	1
3	Correspondence and Public Comments	
	A. Public Comments	2
	B. Board Comments	2
	C. Correspondence	2
4	Approval of Minutes	2
5	Unfinished Business	2
6	New Business	
	A. Naming Policy	3
7	Reports	
	A. Foundation	3
	B. Services & Facilities Needs Assessment	3
	C. Thurston Regional Planning Council	4
	D. Adult Programming	4
	E. Director	4

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MINUTES

BOARD MEMBERS PRESENT: Peggy Meyer, President; Art Blauvelt; Jean Davies; Doug Mah

BOARD MEMBER EXCUSED: Bill Lawrence, Janelle Williams

STAFF PRESENT: Bette Anderson; Liane Bascou; Gordon Derek; Ellen Duffy; Cheryl Heywood; Leanne Ingle; Thelma Kruse; Iver Matheson; Marie V. Mathis; Lois McCleary; Patrick Monohon; Rita Mueller; Ann Musché; Emily Popovich; JoAnn Rucker; Sandra Sebbas; Bob Stalder; Liz Stroup; Art Wuerth

GUESTS PRESENT: Ken Bragg; Anne Grimm-Richardson; Don Hewitt; Mary Monohon

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

AGENDA ITEM
NO.

- 1 Introductions were made. Ms. Kruse introduced TRL's new Youth Services Coordinator Ellen Duffy. Ms. Duffy received her Masters of Library Science degree from Indiana University. Her last position was with the Topeka and Shawnee County Public Library as Youth Services Manager.
- 2 Focus on Raymond

Mr. Stalder said he is half-time Community Librarian at Raymond and half-time Youth Services Librarian for Pacific County. People visiting the area usually think the Raymond Library was originally built as a mansion. In fact, the Charles Lewis family built this building for a library and gave it to the city. This building also once served as a community center. Residents have told him that recitals used to be held downstairs on the stage which is where the circulation desk is now located. Mr. Stalder said he is looking for grants to make improvements to the building. A lot of programming is done in the Raymond Library. Many children are coming into the library to use the Microsoft lab. One very successful and well-attended program held was "Space Cadets." Another successful program was mystery night in the library, which was a fundraiser to help get the Friends group started again. Another popular program is the Page Turners book discussion group. The first junior Page Turners program is scheduled in October. A lot of outreach is done from the Raymond Library. Mr. Stalder thinks it is important that the library be involved in the community. Staff promote this library as a community center and they work on family literacy in this area. Mr. Stalder praised the Raymond staff for helping to make the Raymond Library a success.

3 Correspondence and Public Comments

A. Public Comments

Mr. Bragg said he has been discussing with some of the cities that Timberland has come up with a facilities needs study and is unable to separate the responsibility of cities vs. the urban areas for library services because people go to different libraries. This was unknown when the Olympia Library was proposed three years ago. This is a new element which he thinks lends credence to the notion that the next step for TRL is to recognize it has a responsibility to provide services to both cities and the unincorporated areas since everyone pays the same taxes.

Mr. Bragg presented an article from the New York Times "A Library That's All Too Free." He also referred to an article which he sent to the Director regarding the proposed Medic I ballot measure.

B. Board Comments

There were no Board comments.

C. Correspondence

There was no correspondence.

4 Approval of Minutes

The Board has had difficulty approving several months of minutes because, although there has been a quorum at these meetings, the quorum has not been the same Board members who attended these meetings. In researching Roberts Rules of Order a procedure can be used called unanimous consent. Ms. Meyer proposed the Board use this procedure to approve the May, June and July 1999 minutes. She asked if there are any corrections to the May, June and July 1999 minutes. Hearing no corrections or objections, Ms. Meyer declared the May, June and July 1999 minutes approved as written.

Mr. Bragg said he made a special trip to the Service Center today to get copies of these minutes but was not given them. He asked the Board to review the policy of not distributing minutes until they are approved. Ms. Meyer said that the TRL Board is responsible for reviewing the minutes and the minutes become a public document when they have been approved by the Board. Mr. Blauvelt said that until minutes are approved, they are a draft and it would become confusing if a draft is circulated before it becomes final. Mr. Mah requested staff conduct a survey of other jurisdictions of how they handle minutes.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Naming Policy

The question has been raised about policy and procedures to be followed in honoring or acknowledging the contributions of individuals by naming buildings or portions of buildings after them. TRL has no policy or procedures on naming at this time. Janelle Williams has raised a concern about future donations that may be tied in some fashion with naming a building or part of a building after an individual and thinks there should be a policy. Bill Lawrence has indicated that he feels the issue of money does not need to be a part of a Board policy and that any policy should be simple. Ms. Davies said this matter has never been an issue for us. We have occasionally honored individuals who have had long service with the library system. It was pointed out that the Montesano and Shelton libraries are named after individuals, and the meeting room at Tumwater is named after individuals. Mr. Blauvelt suggested if a member of the Board wants to honor a person, that the Board member lobby for it and make a motion. He is concerned if we make a policy we will stifle the kind of grassroots enthusiasm that might come forward to support someone. Ms. Meyer suggested this be a topic of discussion at the Board's retreat. Mr. Blauvelt requested we ask how other library districts handle this issue.

7 Reports

A. Foundation

Ms. Sebbas said she has looked at the history of development in Timberland. She found interesting the different methods of fundraising used, particularly for Carnegie buildings. For example, the Centralia Library started with a \$15,000 grant from Carnegie and \$314 from the Ladies of the Round Table. She has received copies of letters from the librarian requesting funds from Carnegie and the response from Carnegie. She appreciates that the libraries keep these treasures.

The Foundation has received an offer from Olympia Federal Savings of \$800 worth of advertising the two Chocolate Sundays. The next meeting of the Foundation Board is October 11 at 5:30 p.m. at the Service Center. The TRL Board is invited to this meeting. Ed Schumaker, who has worked with other foundations as a facilitator and consultant, will speak to the group. This will be the first opportunity for the TRL Board and Foundation Board to talk about the Foundation, its goals, and the types of fundraising planned.

B. Services & Facilities Needs Assessment

Ms. Kruse reported that staff are developing costs of all of the items in both the Facilities and Services Needs Assessments. Architect Mark Nelson will do a cost analysis of building projects, and a consultant is preparing a Request for Qualifications for a study of how to fund these projects and to develop a community process. Mr. Mah suggested breaking the RFQ into two parts, the first phase to examine the revenue stream. We can then determine if we should go forward with developing the community process. A time will be arranged for the Board members who served on the Community Advisory Committee (Bill Lawrence, Jean Davies, and Art Blauvelt) to review the draft RFQ. Doug Mah will be an alternate if one of these three Board members cannot attend.

7 C. Thurston Regional Planning Council

Mr. Mah reported that the Thurston Regional Planning Council is in the midst of a financial analysis similar to what TRL is doing with its needs assessment. TRPC is reviewing all of the revenue sources that could be used to finance the regional transportation plan. Once this work is done, they will then go through the process of determining how to go forward. They, too, are looking at how I-695 will affect the revenue picture if it passes.

Mr. Mah suggested a presentation to the TRL Board regarding the impact of I-695. Mr. Blauvelt agreed and suggested a presentation at the September Board meeting.

D. Adult Programming

Ms. Heywood reported on adult programming in TRL over the past 18 months. There have been a wide variety of programs including exploring the mystery of UFOs, teachings of the First People, a national photography contest, African short stories. Thirteen libraries participate in two national programs—"Favorite Poem Project" and "Beyond Words: Celebrating America's Libraries Photo Contest." At the state level, we offer Inquiring Mind programs through the Washington Commission for the Humanities. In 1997-98, TRL sponsored 27 Inquiring Mind programs and Friends groups sponsored 10 programs; in 1998-99, TRL sponsored 27 programs and Friends groups sponsored 19 programs. During the remainder of 1999 and into 2000, over 50 Inquiring Mind programs are planned. The average number of people attending these programs is 24 and include all age groups. At the district level, 16 libraries offer PageTurners Adult Book Discussion Groups and this fall 4 more libraries will begin this program. A web site for PageTurners is included on TRL's homepage. Kits are also provided which contain multiple copies of the book under discussion. The Adult Winter Reading groups just completed their second year, with 8 libraries participating in 1998, reading 1,000 books, and 13 libraries participating in 1999, reading 3,000 books. At the local level, for the first time this year, TRL provided \$350 for each library to spend on adult programs. Community Librarians use this money to seek speakers in their local communities, plus TRL has set up a Speaker's Bureau on its intranet. An upcoming district-wide program is TRL's 30th anniversary celebration November 1-6. Ms. Heywood offered statistics which indicate the popularity of adult programming. In 1995, we offered 150 programs with 2,307 people in attendance. In 1998, we offered 663 programs with 6,963 in attendance. She said the numbers are only part of the story. TRL is attracting new users to the library. We are providing opportunities for life-long learning.

E. Director

Payroll and payroll related vouchers No. 19647 through No. 20194 for July 1999 amounted to \$702,079.51.

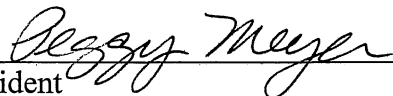
99-25 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 58377 THROUGH NO. 58725
FOR AUGUST 1999 IN THE AMOUNT OF \$388,376.91; ART BLAUVELT
SECONDED THE MOTION.

Mr. Wuerth highlighted voucher #58572 (\$32,258.73) for the latest version of Great Plains software. It was necessary to do this upgrade because early next year we will be losing support for our current platform. We were able to purchase this software at considerable savings since the list price is almost \$103,000.

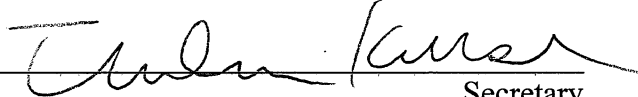
7E MOTION CARRIED UNANIMOUSLY.

The July 1999 Revenues and Expenditures Report was presented. There have been some changes in the Human Resources Department. Art Wuerth is acting Human Resources Manager while Bill Scherr is on leave. TRL has contracted with the Center for Information Services (CIS) for expertise and assistance. We have engaged two people through CIS, one who is supporting the basic day-to-day human resources operations, and the other who is evaluating the library's human resources functions. The Budget Committee met earlier this month and reviewed the budget schedule, forms, and the Services Needs Assessment. The committee will meet again on September 16 and October 18. Space Planning – A cost estimate on the Olympia Library space planning is expected tomorrow. There have been several meetings regarding the Chehalis Library space planning. The city has been very supportive. It is anticipated that this project can be done with a combination of funding. A space planning meeting for the Westport Library is scheduled on September 1. Internet Update – Ms. Anderson provided some statistics on use of the filtered Internet stations at the Olympia and Tumwater Libraries. Each patron requesting computer time is asked whether they wish to use a filtered or non-filtered computer. Responses are counted as filtered, unfiltered, or no preference. Patrons are not asked what they will use the computer for or why they want a filtered or unfiltered computer. However, staff do receive volunteer responses. For example, some patrons want to use the filtered computer at Tumwater because it is by itself and has its own printer. Some patrons who request a filtered computer are willing to use an unfiltered computer because of availability, and vice versa. Most patrons want to be able to use a computer immediately. Ms. Meyer announced that an audit exit interview is scheduled on August 30 at 11:00 a.m. at the Service Center. She plans to attend along with Doug Mah and Jean Davies. Ms. Kruse reported on her attendance at the PNLA Conference in Canada. She attended a session on intellectual freedom and how Canadian libraries are struggling with this issue, and sessions on ethics and on media. She had expected the media session to touch on Internet. When it was time for audience participation, she brought up Internet and there was considerable discussion about that. This session provided good information on editorial boards. Ms. Kruse has been asked to participate in a Lessons in Leadership panel discussion on November 17 at 10:00 a.m. in Olympia. The Board Retreat is scheduled on October 16, place yet to be determined. The July 1999 Library Use Statistics and the Summer Reading Program Statistics were presented.

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



President



Secretary