

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
W. H. Abel Memorial Library, 125 Main St. S., Montesano, WA 98563

September 22, 1999

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MINUTES

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

STAFF PRESENT: Liane Bascou; Ellen Duffy; Leanne Ingle; Valerie Jester; Thelma Kruse; Kathleen Ringenberg; Sandra Sebbas; Liz Stroup; Tina Roose; Mike Wessells; Art Wuerth

GUESTS PRESENT: Phil Banks; Ken Bragg; Ann Brown; Tom Casey; P. J. Curtiss; Helen Hepp; Don Hewitt; Molly Iverson; Jacque Jones; Randy Lewis; N. V. Meyer; Nadine Sargent; Mary Shane

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

AGENDA ITEM  
NO.

- 1 Introductions were made. Ken Bragg was introduced as the newly appointed Trustee for Thurston County. Mr. Bragg presented a copy of his application for the position. Mr. Bragg's appointment needs to be confirmed by the other four counties.
- 2 Focus on Montesano

Ms. Jester reported that the Montesano Library has been part of Timberland since the demonstration and served as the headquarters for the Grays Harbor Rural Library District prior to the Timberland demonstration. There has always been great support for the library from the community. The library ranks high in the number of registered patrons among the service population. The Montesano Library was built in 1960, the upstairs was remodeled in 1990 and the basement was remodeled in 1997. There is a memorial fund available from which books are purchased for the library. There is a very supportive and active Friends group at Montesano. Some highlights of their activities are the Shakespeare flower garden which will be dedicated with a program "The Bard" on September 30; and a garden tour this spring in which the Friends are planning "Rhapsody in Rhododendrons" for May 20, 2000. A book sale is scheduled October 2. The Montesano Library has always been active in adult programming and has made good use of the adult programming budget assigned to Montesano.

- 3 Correspondence and Public Comments

A. Public Comments

Mr. Bragg referred to the unfinished business at the last Board meeting regarding the Board's minutes being made available to the public prior to approval. His concern is that those who make public comments have an opportunity to see that their comments are recorded accurately.

3 B. Board Comments

Ms. Meyer said that the Board requested a survey be made of how other jurisdictions handle their minutes. This survey has been completed and the Board has received a copy of the survey results this evening. A copy of the survey results was made available to Mr. Bragg.

Mr. Lawrence said TRL has made strong use of the Washington Commission for the Humanities Inquiring Mind programs. He said these are very worthwhile programs and he hopes the citizens in the district will support their continuation, which depend on good attendance.

C. Correspondence

There was no correspondence.

4 Approval of Minutes

Ms. Meyer said at the last Board meeting the Board learned that instead of approving the minutes through a motion, the minutes can be approved by unanimous consent. This matter was researched because there were three months of minutes pending approval. Ms. Meyer asked if there were any corrections to the August 25, 1999 minutes. Hearing no corrections or objections, Ms. Meyer declared the August 25, 1999 minutes approved as distributed to the Board.

There was discussion on using this method of approval for all minutes instead of using it only in approving minutes because of a lack of quorum of Board members who attended the meeting under consideration. It was agreed that this matter will be discussed further at the October 27, 1999 meeting.

5 Unfinished Business

A. Naming Policy

99-26 BILL LAWRENCE MOVED TO NAME THE CONFERENCE ROOM AT THE SERVICE CENTER AFTER BECKY MORRISON, THE FIRST DIRECTOR OF TIMBERLAND REGIONAL LIBRARY; THAT THE CONFERENCE ROOM BE NAMED THE LOUISE E. (BECKY) MORRISON CONFERENCE AND LEARNING CENTER; THAT AN APPROPRIATE PLAQUE BEARING BECKY MORRISON'S NAME, THE OCCASION OF THE 30<sup>TH</sup> ANNIVERSARY OF TIMBERLAND REGIONAL LIBRARY, AND THE DATE OF NOVEMBER 6, 1999, BE PLACED IN A PROMINENT POSITION AT THE ENTRANCE TO THE ROOM. JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

99-27 BILL LAWRENCE MOVED THAT THE DIRECTOR BE AUTHORIZED TO IDENTIFY THOSE PEOPLE WHO WERE INSTRUMENTAL IN PLANNING THE TIMBERLAND DEMONSTRATION AND HELPED TO FORM THE TIMBERLAND REGIONAL LIBRARY DISTRICT AND THAT THESE PEOPLE RECEIVE BOARD RECOGNITION IN THE FORM OF GOLDEN TREE AWARDS; ART BLAUVELT SECONDED THE MOTION.

- 5A Mr. Blauvelt asked Mr. Lawrence if he has specific people in mind and if the Director will come back to the Board with a list of those who have been identified for this award. Mr. Lawrence said his motion gives the Director authority to make the selections. Ms. Kruse suggested names be submitted to her. Mr. Lawrence added that he thinks it is important that we look back on the district's history. There were crucial times during the demonstration period and in the early days of the district. We would not have what we have without the work of these individuals. He said we should thank these people and he thinks citizens in the district will appreciate this recognition as well.

MOTION CARRIED UNANIMOUSLY.

6 New Business

There was no new business.

7 Reports

A. Westport

Mr. Wessells said there has been activity in Westport for a larger library facility. He introduced Randy Lewis, Westport City Manager. Mr. Lewis said Anchor Bank donated a building to the city for use as a library. City officials have been working with TRL staff to analyze the current library facility which is part of city hall and the donated building to see which could best serve as a library. TRL's space planner, Mark Nelson, has looked at both buildings and has provided some cost estimates to renovate the bank building or double the current space in city hall. The Westport City Council is analyzing this information and Mr. Lewis expects the council will make a decision in the near future as to which direction they will proceed. He said TRL staff is doing a phenomenal job of serving the public with the current library's space limitations. Although there are budget constraints, he thinks we have the beginning of a solid plan to move forward on developing a library facility which can serve this area for a number of years.

B. Foundation

Ms. Sebbas reported on the two chocolate events held at the Tumwater and North Mason Libraries, which was the first marketing of the Foundation. Although she does not have all of the reports, preliminary figures indicate the foundation took in \$1,080 in ticket sales, \$1,059.50 in the silent auction, and \$1,100 on the raffles, \$800 of which will go to those Friends groups which partnered with the foundation for these events. Ms. Williams commended staff and volunteers who worked on the events. She thinks the Foundation accomplished its goals. She said the Foundation Board will be reviewing these events and considering several strategy options.

C. Regional Planning Councils

Mr. Wessells said TRL has been a member of the Grays Harbor Regional Planning Council this year. He introduced Phil Banks and Tom Casey from the Planning Council. Mr. Banks welcomed TRL as the newest member of the Planning Council. Other members include cities in the county, the Port District, PUD, several school districts. Transportation planning takes a great deal of the Planning Council's time. One benefit from having TRL as a member is the possibility of getting assistance with cataloging materials in the planning library to make them more

7C accessible to the members and to the general public. Mr. Casey represents the PUD on the Regional Planing Board. He explained that all the members have a planning component in their operations. They all have to look to the future and prepare for it. Many of the concerns and issues of the members tend to be common and regional. In addition to transportation planning, the Council is also discussing the idea of a technology plan. There could be some advantages in sharing planning, regional concerns and costs in technology. Mr. Casey took a few moments to reminisce about the early days of TRL. He used the Montesano library when he was a child and his mother, Margaret Casey, worked for TRL in its early days. He recalled that his mother believed in TRL and in the idea of a regional system.

Mr. Mah reported that on October 21, the Thurston Regional Planning Council will hold a transportation finance summit at the Lacey Community Center. This is a meeting where all the officials who sit on the commission will be reviewing a consultant's findings for a regional transportation plan. Mr. Mah encouraged TRL Board members and staff to attend this meeting because of the amount of information which will be offered. He thinks we need to be attentive to how the transportation plan is financed since it could have an impact on junior taxing districts and school districts.

D. New Reference Paradigm

Ms. Stroup said she is impressed with the level of dedication and caring of TRL staff. She believes that the delivery of excellent service is enhanced by a five-county district. No one county or city could provide the service TRL does as a joint district. Staff is working on a proposal which is built on the Services Needs Assessment, mindful of the cost constraints. How do we make certain everyone gets equal access to the highest quality of service, including reference service? One of the proposals is a reference hotline. Most of the telephone systems in the district would need to be replaced. This service could be accomplished with a small staff augmented by current staff whose workload would be decreased. It would also allow scheduling of Internet throughout the entire district.

Ms. Kruse announced that she received a call today from the Gates Foundation inviting us to apply for a technology grant. She does not yet know the parameters of the application. TRL received a \$250,000 grant from the Gates Foundation two years ago. This new grant may help us do some of the things Ms. Stroup referred to.

E. Director

The auditor has recommended that the TRL Board approve the payroll and payroll related vouchers as well as expense vouchers.

- 99-28 JEAN DAVIES MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 20195 THROUGH NO. 20674 FOR AUGUST 1999 IN THE AMOUNT OF \$706,613.46; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 99-29 JANELLE WILLIAMS MOVED TO APPROVE VOUCHERS NO. 58726 THROUGH NO. 59111 FOR SEPTEMBER 1999 IN THE AMOUNT OF \$458,303.12; ART BLAUVELT SECONDED THE MOTION.

- 7E Ms. Davies noted the voucher for the 100 privacy screens. She expressed concern that these screens do a better job of shielding what people are looking at. Ms. Kruse said she would need to check into this further but assumes they are the best screens available. This month's vouchers include the Pharos Systems license (\$4,000) which will be put in three libraries as test sites and the cost of the state audit (\$11,340.81). Mr. Blauvelt noted another repair on the exterior wood at the Naselle Library. Mr. Wessells responded that there was a major replacement of the wood and it is being treated against the weather.

MOTION CARRIED UNANIMOUSLY.

The August 1999 Revenues and Expenditures report was presented. The Budget Committee which included Ms. Williams and Mr. Mah met on September 16. The next meeting is scheduled October 18. Mr. Mah, Ms. Davies and Ms. Meyer attended the exit conference with the auditor on August 30. A "clean" audit report will be issued soon. The consultant evaluating the Human Resources Department has submitted a draft report which will be reviewed by staff. There has been concern expressed with two election issues. The Medic One permanent levy will not affect TRL's levy. Mr. Wuerth said his understanding of the impact of Initiative 695 is that it would affect the library's ability to adjust the property tax, not only the levy rate but also the amount. The rate would be frozen without voter approval. The district would need to spend \$73,000 to \$300,000 each year to place a property tax increase on the ballot.

There was discussion among the Board about the best time for the Board to discuss I-695. It was determined that discussion should take place sooner than the next regular Board meeting in the event the Board determines to take a public position on the initiative.

99-30

ART BLAUVELT MOVED THAT THE BOARD HOLD A SPECIAL MEETING ON OCTOBER 11, 1999, AT 7:00 P.M. FOR THE PURPOSE OF RECEIVING INFORMATION ABOUT INITIATIVE 695 AND CALL FOR A VOTE OF SUPPORT OR OPPOSITION OF INITIATIVE 695 AT THAT TIME; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The meeting will be held at the Service Center if possible.

In the Services and Facilities Needs Assessment, TRL considers it a priority to offer library service to Native American Tribes. Several TRL staff recently visited the new Quinault Nation's Taholah school. The school has a 4,000 square foot library with a small collection of materials. The Quinault Nation is desirous of cooperating with TRL to provide a larger collection and work together to improve library service to the community. The tribe is willing to keep the library open during the summer as well. School district employees and TRL staff will put together a proposal on ways we can cooperate to provide library service in Taholah. Ms. Kruse explained that we are not talking about TRL staffing a library at Taholah but rather increasing the collection. She said this may be an opportunity for seeking a grant for materials and computers. Mr. Lawrence commented that there are other tribes in the district which might benefit from this model. Several mentioned the benefits of this partnership--it follows the Services and Facilities Needs Assessment; we would be serving the underserved; it will help the community; we would be able to provide great resources and provide literacy programs; it would be a place for the community to congregate and study. Ms. Kruse reported that a consultant has presented a draft RFQ for the Services and Facilities Needs Assessment. She would like to set a time with the three Board members who served on the Community Advisory Committee (Jean Davies, Bill

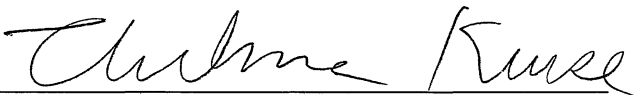
7E Lawrence and Art Blauvelt) to review the RFQ. The North Mason Library won another architectural award from the Northwest and Pacific Region of The American Institute of Architects. TRL has received cost estimates for the space planning projects at Chehalis and Olympia. The space planning architect will break out the costs of which apply to the cities and which apply to TRL. The City of Olympia is discussing the possibility of its work crews doing some of the work in the Olympia Library. Mr. Wessells reported the Aberdeen Library will be moving into temporary quarters during its remodel. We will be able to house most of the materials at this temporary facility. The remodel of the library is expected to take about 10 months. Ms. Davies, Ms. Meyer and Ms. Kruse attended the Workshop in Library Leadership conference. Ms. Meyer found the conference valuable because it focuses on library issues specifically for trustees. She attended sessions on conducting the public's business and sharing of information on how other boards handle similar issues. Ms. Davies encouraged other trustees attend this valuable conference which occurs every two years. The dean of the library school at the University of Washington spoke about his vision for the future of the library school. Ms. Davies said she thinks he will bring new energy to this state's library school and its students will be innovative and creative. Ms. Davies encouraged trustees to join WLA's interest group WLFTA. This group is working very hard to educate and inform people about library issues. The TRL Board's Retreat is scheduled on October 16. District Events include All-Staff Day on October 11. TRL Trustees are encouraged to attend. Ms. Meyer requested a change in the Board's December meeting from December 22 to December 15. Ms. Kruse said the Board also needs to schedule a time for her yearly evaluation.

99-31 ART BLAUVELT MOVED TO CHANGE THE DECEMBER 22, 1999, TRL BOARD MEETING DATE TO DECEMBER 15, 1999, AT 7:00 P.M.; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

A public hearing on the budget will be held on October 27, at 6:00 p.m., at the Lacey Library, prior to the TRL Board's regular meeting.

There was no further business and the meeting adjourned at 8:50 p.m.

  
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President

  
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Secretary