

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Lacey Timberland Library, 500 College St. SE, Lacey, WA 98503

October 27, 1999

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MINUTES

BOARD MEMBERS PRESENT: Peggy Meyer, President; Art Blauvelt; Bill Lawrence; Doug Mah

BOARD MEMBERS EXCUSED: Jean Davies; Janelle Williams

STAFF PRESENT: Bette Anderson; Liane Bascou; Jinny Burns; Judy Covell; Gwen Culp; Ellen Duffy; Leanne Ingle; Thelma Kruse; Ruta Maeda; Liz Stroup; Tina Roose; Barbara Winfree; Art Wuerth

GUESTS PRESENT: Ken Bragg; Lester Dickson; Sherri Hrubby; Duane King; Ruth Kirk; Nancy Peterson; Harold Robertson; Father John Scott; Lenoa Silver; Carol Valley

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

AGENDA ITEM
NO.

- 1 Introductions were made.
- 2 Focus on Lacey

Ms. Maeda said the Lacey Library is a credit to the community. She mentioned an article in the *Olympia News* dated April 15, 1937 which referred to the Lacey Public Library located in the Lacey School. The library has gone through several transformations. It was located in a bookmobile in 1965, then was located in Market Square, then in the Lacey Village Shopping Center, and has been in its present location since 1991. Because this library has been so successful and popular, it was decided that some enhancements were needed. These recent enhancements include a new courier enclosure, consolidation of the technology area, a new Teen Zone area, a larger collection, additional seating space, new reading and study areas, more efficient work areas, and new carpeting. So much has been accomplished through the cooperation of TRL, the City of Lacey, the Lacey Library Board and Friends, and the community. Ms. Maeda said the city is very responsive to building concerns. For example, the hanging lights outside, which have had to be permanently turned off because of problems, will be replaced by the city at considerable cost. Several activities are planned in the library during TRL's 30th anniversary celebration November 1-6. There will be several author presentations during the week. Along with this celebration, the Lacey Library is also having a book drive for the Hawks Prairie Head Start Center where each child will be given a book to take home. It took only two weeks for patrons to respond to this drive and purchase books for the 74 children in this program.

- 3 Correspondence and Public Comments

A. Public Comments

Nancy Peterson, Mayor of Lacey, commented on how proud the city is to have the library. She appreciates the working relationship the city has with TRL and the Lacey Library staff. It is a

- 3A great library and service to the community. The community provides money and support in any way it can. The library exemplifies the city's motto of building our community together.

Mr. Bragg announced an on-line safety for children satellite broadcast on November 9. He presented a copy of an email from a training consultant with the Division of Library and Development Services regarding a teleconference on October 28 "Building Earth's Largest Library".

B. Board Comments

Mr. Lawrence said he is pleased with TRL's participation in the Inquiring Mind programs sponsored by the Washington Commission for the Humanities. These are very worthwhile programs on historical, entertaining and serious topics.

C. Correspondence

The City of Yelm's October 14, 1999 letter has requested that TRL give serious consideration to some suggestions made by Mr. Bragg including reversing the current policy of paying for construction only in unincorporated areas, and seeking support for a 20-year debt service limit to replace the current six-year limit. Ms. Meyer's response to this letter includes information that TRL is receiving in 1999 from the City of Yelm tax revenues of \$73,198 and TRL's expenditures for the Yelm Library in 1998 totaled \$496,774. TRL is in the process of hiring a financial planning consultant to help develop a funding needs assessment.

TRL received a letter dated October 14, 1999 from the Thurston Regional Planning Council requesting involvement of TRL next year in TRPC's vision of the future.

Ms. Meyer dispensed with the regular order of business and moved to Agenda Item 7A.

7 Reports

A. Regional Planning Councils

TRL joined Thurston Regional Planning Council this year. Doug Mah is TRL's representative on the Council. Ms. Peterson, Chair of TRPC, said this is the time of year when the Council's Chair and Executive Director visit the members. TRPC is a jurisdictional body made up of 15 Thurston County members, including cities and towns, Thurston County, Intercity Transit, Port of Olympia, several school districts, the Nisqually Tribe, and TRL. Some of TRPC's responsibilities are regional transportation planning and distribution of federal and state grant money for transportation projects. TRPC has a transportation advisory board made up of its members and citizen representatives which helps TRPC coordinate regional issues. When TRL joined last May, Mr. Mah, Ms. Kruse and Mr. Lawrence provided the Council with information about the library, including its makeup, patrons, budget, services and facilities planning. There are many common issues among the members. One of the top priorities this past year has been transportation. In 1998, TRPC updated the Regional Transportation Plan and discovered there is about a \$400 million shortfall over the 20 years of the plan. The plan's components include Intercity Transit, bike lanes, sidewalks, trails, roadways, and maintenance and operation of these components. TRPC members have had discussions on where we look for funding the shortfall. In the meantime, Initiative 695 came into play, but TRPC decided to continue its planning anyway whether or not I-695 passes. TRPC will be working with TRL and other organizations to

- 7A develop a coordinated system for transportation of people with special needs. Another main focus last year was an economic assessment. Out of that study came a decision to follow up in three areas—look at comparative advantages in Thurston County with regard to bringing new economy into the county and expanding our economic base and jobs in the community; look at a fiscal impact model about the cost and benefit of economic development; and put together an overall community vision for our economic future.

Mr. Robertson, Executive Director of TRPC, distributed a brochure which was developed for its members and the public. It explains what TRPC is, highlights its programs, and describes its ability to provide contract services. For example, TRL has contracted with TRPC for some geographic information and mapping. Mr. Mah said it has been a pleasure to represent TRL on the Council. It has been very informative in understanding what other jurisdictions are doing and has helped raise awareness of their issues.

4 Approval of Minutes

99-35 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF SEPTEMBER 22, 1999, AS DISTRIBUTED TO THE BOARD; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

99-36 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF OCTOBER 11, 1999, AS DISTRIBUTED TO THE BOARD; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

99-37 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES RETREAT OF OCTOBER 16, 1999, AS DISTRIBUTED TO THE BOARD; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Approval of Minutes/Distribution of Minutes

There was discussion about distribution of minutes and methods of approval of minutes at the September 22, 1999 meeting. Board members asked that this matter be on the October 27, 1999 agenda for further discussion.

Mr. Bragg has requested two changes in his comments in the minutes of the August 25, 1999 meeting as follows: Agenda Item 3A, last sentence of first paragraph should read “. . . to provide services and facilities to . . .” Agenda Item 4, second paragraph should state that Mr. Bragg also requested attendees be permitted to at least view a draft of the minutes prior to approval if the Board will not allow distribution of a copy labeled draft to the public prior to approval. As a consequence of raising this issue, a survey was done of how other libraries and governmental agencies handle minutes. The responses vary, but in most cases, the issue has never come up. Mr. Blauvelt verified the procedures TRL follows with the Board meeting minutes (the recording secretary transcribes the minutes usually within 2 weeks of the meeting, the draft is reviewed by the Director, and the minutes are sent to the TRL Board no later than the Friday before the next meeting). He suggested a copy of the minutes stamped “draft copy for review prior to approval”

5A be made available to the public at the Service Center and at the Board meeting where the minutes will be approved. A member of the public requesting a change in the minutes could make a written statement to the Board or appear at the meeting where the minutes are to be approved, assuming the member of the public wants to talk about what that member of the public said rather than to interject other things into the meeting. He said the ground rules would be the same as for the Board if a Board member feels he/she has been misquoted and would try to convince the majority of the Board that what is written did not occur.

Ms. Meyer said the board also needs to address the issue of approval of minutes—whether they will be approved by formal motion or through unanimous consent. A review of Robert’s Rules of Order does not address a requirement that only those Board members present at a meeting can approve the minutes of that meeting. She thinks that using a procedure for unanimous consent which a research of Robert’s Rules indicates is appropriate would be a good routine way to handle approval of the minutes. Mr. Mah said his concern is that this process was used to address a unique situation where we had several months of unapproved minutes. Ms. Meyer said she believes the Board should be consistent and if they use the unanimous consent process, they should use it every time. Mr. Blauvelt suggested that this matter be tabled until the next meeting where a full Board will be present, including the current vacancy.

99-38 ART BLAUVELT MOVED THAT THE BOARD TABLE THE DISCUSSION OF APPROVAL OF MINUTES TO THE NOVEMBER MEETING; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

99-39 ART BLAUVELT MOVED THAT THE MINUTES AFTER BEING DRAFTED AND REVIEWED BY THE DIRECTOR BE STAMPED “DRAFT COPY FOR REVIEW PRIOR TO APPROVAL” AND COPIES OF THAT DRAFT BE SENT TO THE TRUSTEES, A COPY BE AVAILABLE AT THE SERVICE CENTER FOR REVIEW BY MEMBERS OF THE PUBLIC AND A COPY BE MADE AVAILABLE AT THE MEETING WHERE APPROVAL OF THE MINUTES WILL BE CONSIDERED; DOUG MAH SECONDED THE MOTION.

Ms. Kruse verified that a draft copy could be faxed to people who request it since the Service Center is not convenient to everyone in the district. Mr. Blauvelt added that there could be other distributions at the discretion of the Director.

MOTION CARRIED UNANIMOUSLY.

B. Internet Update

Ms. Culp distributed a status report on the Internet filtering and PHAROS evaluation (attached to these minutes). Staff recommends that we go ahead and install the alternative to PHAROS, which Ms. Culp said can be done fairly quickly. Staff can continue to evaluate PHAROS for the future because it does have a lot of good features. It does not meet our requirements at this point and hopefully it will in the future. The alternative will get us down the road now to optional filtering and will automatically shut sessions down after 30 or 60 minutes.

6 New Business

There was no new business.

7 Reports

A. Regional Planning Councils

Ms. Kruse reported that the Grays Harbor Regional Planning Council is reexamining its mission and vision, especially in light of the coming vacancy in the Executive Director position. The committee to develop a new mission statement is chaired by TRL member Mike Wessells and includes Tim Mallory, Shelton Librarian and resident of Montesano.

B. Summer Reading Program

Ms. Winfree presented the 1999 Summer Reading Program report. This year's program "Galactic Readers" and the teen program "Go Galactic" had 16,852 signups with 6,507 finishers, including children, teens and adults. TRL's budget provided for 92 paid programs in all of the libraries drawing nearly 5,446 attendees. Staff also presented an additional 267 programs with 8,659 attendees. There were 62 teen events held with 682 in attendance. This year 187 volunteers helped with the Summer Reading Program, which equals 6.8 FTEs for a 3-month period. Ms. Winfree thanked the TRL Board for its support of youth.

C. Collection Management Policy

Ms. Covell reported that staff have developed a draft of a Collection Management Policy which will replace the Collection Development Policy the TRL Board adopted in 1992. This document is important to the district because it explains how staff determine which materials will go into the collection and which materials will be withdrawn. Staff have added more detail to the document to provide more clarity, as well as broadened it to cover the new formats in the collection. Ms. Covell requested that two or three members of the TRL Board help staff in the final review of the draft before it comes to the TRL Board for adoption. Mr. Blauvelt, Mr. Lawrence and Ms. Meyer volunteered to help with this review. Other Board members will receive a copy of the draft and may forward comments to Ms. Covell.

D. Long Range Plan Action Plan Report May-August 1999

The Long Range Plan Action Plan Report for May-August 1999 was presented. Board members were requested to review the document and make comments or ask questions at the next Board meeting.

E. Director

99-40 ART BLAUVELT MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 20675 THROUGH NO. 21134 FOR SEPTEMBER 1999 IN THE AMOUNT OF \$708,701.28; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

99-41 ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 59112 THROUGH NO. 59501 FOR OCTOBER 1999 IN THE AMOUNT OF \$535,961.08; BILL LAWRENCE SECONDED THE MOTION.

There was discussion of Voucher #59377 (\$5,921.56) to Unique Management Services which is the collection agency TRL uses to retrieve overdue materials. Ms. Kruse said that as a result of

- 7E using this agency, TRL is getting a very good return (about 300 books a week). The excellent rate of recovery means that TRL does not have to repurchase the same materials and go to the further expense of reprocessing them. Staff have been discussing the possibility of passing along the collection agency charges to the patron which is \$4.95 per account. Mr. Mah requested this matter be on a future agenda for further background information.

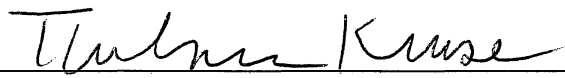
MOTION CARRIED UNANIMOUSLY.

The September 1999 Revenues and Expenditures report was presented which indicates that revenues are in excess of the amount budgeted and expenditures are on track at this time of the year at 76%. A committee of TRL Board and staff will review the Request for Qualifications and Quotes to develop a funding plan for facilities development and operations on November 9. Staff are working on further developing the 2000 Budget following the last Budget Committee meeting. A public hearing on the budget will be held November 17, 6:00 p.m., at the Service Center. Building Projects: Staff anticipate the Aberdeen Library will move into temporary quarters in mid-December. The remodel project is planned for completion by September 2000. The estimated cost for the Chehalis space planning is \$307,000. Ms. Kruse met with staff and the Chehalis City Manager two weeks ago and the city is optimistic that it will be able to move forward on this project. The city will be seeking donations and grants. Cost estimates have been prepared and presented to the City of Olympia for that library's space planning project. The City Manager will be presenting the information to the City Council for its budget deliberations. The estimate is \$309,000, not including the roof repair or new computer furniture. Ms. Anderson said she has reminded the City Manager that the Olympia Board has suggested using interest from a bequest toward the project. Ms. Kruse attended a public meeting in Wahkiakum County regarding a November ballot issue to create a partial county library district. Ms. Meyer reported she attended All Staff Day on October 11. She felt it was a worthwhile day and provided a good variety of choices for staff. The TRL Board met for its annual retreat on October 16. The August 1999 statistics were presented. During the week of November 1-6, the district will be celebrating its 30th anniversary, culminating in a district-wide toast at 2:00 p.m. throughout the district. A special event will be held at the Service Center where special honors will be made.

There was no further business and the meeting adjourned at 9:00 p.m.



President



Secretary