

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

November 17, 1999

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MINUTES

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

STAFF PRESENT: Bette Anderson; Liane Bascou; Jinny Burns; Judy Covell; Gwen Culp; Ellen Duffy; Cheryl Heywood; Leanne Ingle; Pam Johnson; Corene Jones-Litteer; Thelma Kruse; Ruta Maeda; Tim Mallory; Sally Nash; Tina Roose; Sandra Sebbas; Jan Sterner; Liz Stroup; Jena Thrasher; Mike Wessells; Barbara Winfree; Art Wuerth

GUESTS PRESENT: Hilton Bailor; Peter Brooks; Bob Edwards; Marie Grinnell; Erin Majors

President Meyer called for a public hearing on the 2000 budget at 6:05 p.m. Introductions were made. Ken Bragg was welcomed as the new TRL Board member from Thurston County.

Ms. Kruse presented an overview of the budget. The IPD budget includes an increase of 1.42% in the levy which brings it to the Implicit Price Deflator (IPD) rate. According to Referendum 47, the Board can pass by a simple majority a budget up to the IPD rate with one resolution. The Board may go over this rate with a second resolution adopting a substantial needs budget with a super majority vote. A substantial needs budget has been prepared at a 2.48% increase in the levy which would bring the district to the maximum allowable rate of 50 cents per thousand dollars of assessed valuation. The levy rate increase from the IPD budget to the substantial needs budget is 1/2 cent. Neither of these budgets contains requests for any new programs. However, changes have been made within the budget itself which staff anticipate will provide more efficient service. As these budgets were prepared, staff were very much aware of Initiative 695. The major impact of I-695 will occur in the year 2001; however, the district needs to position itself this year for changes which will be necessary then. Staff have analyzed the district's spending over the past five years and changes in the budget lines have been made accordingly (for example, utilities have increased about 15% the past two years).

Mr. Wuerth reviewed the budget documents. The 1999 budget is \$14.8 million; the 2000 IPD budget would be \$15.3 million; the 2000 substantial needs budget would be \$15.4 million. Staff is asking for resources in the substantial needs budget to maintain adequate services. This includes a computer support staff person and public service equipment needs. I-695 will freeze the district at its current levy rate without a vote to raise the levy rate. Election costs would be very high. The substantial needs budget will provide the district with a base for future years. A freeze in the levy rate means in the future the district will collect only the total levied in 1999 plus new construction. The levy rate will drop unless property values escalate at a very high rate. For example, if the property taxes double in eight years, the levy rate will be at 25 cents. If the levy rate is frozen at 49.5 cents instead of 50 cents, the cumulative loss over the next ten years would be over \$1 million. Mr. Wuerth explained that some jurisdictions, such as cities and counties, are faced with immediate cuts as a result of passage of I-695. Cities and counties do not rely as heavily on property taxes, whereas most of the library's revenue is from property taxes. A freeze in the library district's levy rate would have more of an impact because the library does not have other resources.

Most of TRL's expenditures are for salaries/wages and benefits. The next largest portion goes to books and materials. Most of the timber revenues go into the building and computer funds. Mr. Wuerth said that there was \$352,928 available after accounting for inflation and other fixed increases in 2000. Of that \$257,428 goes to salaries/wages and benefits adjustments, including a minimum wage adjustment; \$39,100 for equipment; and \$56,400 for books and materials to keep that budgeted at 16% of the total budget. If the Board passes a substantial needs budget at the maximum allowable levy rate of 50 cents, an additional \$115,309 would be collected in property taxes and city contract fees. This amount would be used for additional equipment and a computer support position.

Ms. Roose said that staff have been looking at ways to become more efficient. Ms. Stroup reported that in the past five years, the workload for reference has increased by 47%. Staff are coping with learning new technology and an increasing number of patrons coming into the library. We need to adapt and keep our eyes on those critical elements of making a library without walls and a place to serve all people. Plans are to do cross training between reference and children's staff so they can support each other better, recruit more volunteers, rotate staff, provide a hotline, and provide email reference service. We will try to be true to the dreams in the Services and Facilities Needs Assessment, which is more outreach and collaboration. Ms. Duffy said we have already begun streamlining youth services. For example, we are making changes in how booklists are developed, sharing the development of programs which will save staff time and substitute costs, looking at restructuring the Summer Reading Program, communicating more by email, reducing the number of meetings which will reduce the need for substitutes, and encouraging professional sharing.

Ms. Meyer asked for public comment. Peter Brooks, Tumwater, said he does not want to presume to know whether or not the library has legitimate needs. The passage of I-695 has ushered in a new way of doing business for all governments in Washington State. He said the library needs to create a partnership with the patrons, the taxpayers. To do that the library needs to develop goodwill with the taxpayers so they understand what the library provides is a very important and useful service and that it is being provided in a very cost effective way. Whenever the library goes forward with a budget increase, it will have to be explained well. It has to be crisp, clear, understandable and compelling. He expressed concern that if the Board passes the IPD budget, it will jeopardize the people's goodwill, which is one of the key things the library will need when the library cannot increase taxes anymore. Regardless of the needs, he encouraged the Board to not vote for it, to package this better, and go out to the people after the first of the year for their blessing.

Marie Grinnell, a Shelton Library Board member, advocated passing an IPD increase. She said there is a need for new materials, particularly in the youth section. Twenty-five percent of the Shelton patrons are young adults, but less than 25% of the materials in the library are for young adults. She would like to see the number of children's programs doubled to be able to accommodate the number who want to attend, and an increase in instructive programming for adults, particularly more computer classes.

Hilton Bailor related a story about how he learned that there are different types of football. When growing up, he had no reason to ask what kind of football people played. This is the crux of communication. People use what they think is the same language, but the pictures we send are not the same. He enjoyed his parents growing up and the library was one of the things which brought that into focus. A bookmobile came into the village once a month where he grew up in Africa which was a big event. He loves to make connections with people. He has come from a third world country to a developed society. The reason he wants to add his voice is because when he needs something from the library, he calls on the staff and they help him. We need the library to help us expand our vision so we see people. He suggested we find ways to generate money for the library through partnerships. For

example, start a publishing branch. Mr. Bragg thanked Mr. Bailor for his comments. He said in a sense Mr. Bailor comes from a developed society in the values which are important.

Erin Majors, a library patron, advocated for the passage of an increased budget. She considers TRL one of the best libraries she has ever used. The staff help her find what she needs or direct her to resources where she can find information. The library is one of the few places anyone can go and get answers to questions. She realizes every social service organization will be affected by I-695. This is sad to her, especially in terms of the library. If she reads in the newspaper that the TRL Board passed an increased budget, she would be glad. She thinks TRL is doing a great job and she hopes the library will continue to have the funds it needs to continue doing a good job.

Ms. Kruse reported she received a telephone call from Stuart Forester, an Olympia patron, earlier today. He could not attend this hearing, but wanted the Board to know how much he appreciates the computers in the library and that he thinks TRL is the finest library system he has ever been in. He advocated for more computers in the libraries.

Mr. Blauvelt said he understands Mr. Brooks' earlier comments. Coming from a county which will be extremely hard hit by I-695, particularly in the health and transportation sectors, he wants to be certain that people can get to the library and come to a library that has at least 16% of its budget devoted to materials. He said we spend a lot of money on salaries and wages, but this is necessary. This is why the library works so well and is why so many people talk about what a great library TRL is. We need to keep the books and materials budget high because that is why people come to the library. He notices the substantial needs budget provides for improvement to courier service to Yelm, additional equipment, keeping the books and materials budget at 16%, and more automated system support. He is inclined to believe that the public will welcome the library looking out for one of the primary reasons people go to the library, which is to receive lots of good books and materials. He sympathizes with earlier remarks about the need for more young adult materials at Shelton. According to his calculations, at a 50 cent levy rate, someone with a \$100,000 valued house would pay \$50 to the library, a \$300,000 house would be \$150, and a \$500,000 house would be \$250. The difference between the IPD budget and the substantial needs budget is 50 cents on a \$100,000 house, \$1.50 on a \$300,000 house, and \$2.50 on a \$500,000 house. Mr. Blauvelt said we need to keep this in perspective. Although he sympathizes with people who pay taxes, at least in the county he represents, Grays Harbor, the library is one of the lights in a dismal and depressed area and he wants to keep that light as bright as he can. He is in favor of the substantial needs budget.

Mr. Bragg said we need to weigh this problem of whether to exceed the parameters of Referendum 47. He doesn't think there will be any problem this first year if we do this. But looking down the line, he thinks the library does have an image problem. He comes to this Board as a representative of the taxpayers and is just becoming acquainted with the culture here. We are not aware of the culture on the outside. The fact that the Board is not elected insulates us from the day to day pressures of that nature. Last year he went to the legislature to lobby for a bill that would increase the authority to issue bonds for 20 years instead of six years. He was astounded by the anti-library climate among the legislators he met in the Local Government Committee. They did not even have a hearing on the bill. They said they will not give the libraries anymore power until boards are elected. Not just in the five counties here, but people in other parts of the state were going to their library boards and not getting satisfaction. They were either being ignored or there was a communication problem. So they went to the legislators. Another hot issue is Internet access which is not helping the library's image. He thinks we need to be very much aware of the long-term image we are creating. We all admit there is value to the library. It is a question of what our strategy is to keep it going on schedule.

The public hearing was adjourned at 7:00 p.m.

Ms. Meyer called the regular meeting to order at 7:10 p.m.

AGENDA ITEM
NO.

- 1 Introductions were dispensed with since they were done prior to the public hearing on the budget.
- 2 Correspondence and Public Comments

A. Certificates of Appreciation

Certificates of Appreciation were presented to Gerald Fuller, Elma, and Renee Rutz, Olympia, who have completed terms on their respective local library boards.

B. Public Comments

There were no public comments.

C. Board Comments

Mr. Lawrence reported he has been exploring a program with a group in Centralia that deal with art in the Centralia School District. The program is run with 12 to 15 established professional artists, who receive a stipend, and reaches about 200 students a year. He has been associated with this program for about eight years, first as a photographer, and the past few years as an instructor. He turns his stipend back to the program. For two years he taught string finger art and next year he will teach how to build dynamic toys out of wood. They are looking at expanding this program and he suggests tying it in with the Summer Reading Program where students could sign up in a particular area of interest, for example, making and painting Northwest Coast Indian masks. The students would have an opportunity to study the history of their project, execute their project, and then tell people about what they have done. It could be a partnership program with TRL and the school district would fund the program workshop. Since the group does not have a tax free number we could probably collect the funds through the Foundation and then pay the artists a stipend and purchase materials. This is an exploratory program which he would like to see get underway next summer and if successful it could be a model that could be extended to other areas of the district. It will require some planning, and he will report back to the Board from time to time on the progress.

Mr. Mah expressed his appreciation to those who put together the 30th anniversary celebration of the district. It was a wonderful gathering at the Service Center, and he enjoyed seeing the people coming together who helped build this district. He has had some discussions with other Board members regarding an oral history project, which would include research on the demonstration project and creation of the district, interviews of Board members and other influential people, gathering their comments and observations about the events which have taken place and what needed to be done to create TRL. Mr. Mah has spoken with someone who is an oral historian and she has agreed to attend a Board meeting and explain what it would take to set this up. There is quite a bit of background research which would need to be done, but he thinks there would be staff available who could help with this project. Also we

- 2C would need to determine what types of scoping we would need to do to develop the project and figure out what the finished product would look like, such as a book or video. Ms. Meyer suggested the oral history project be on the Board's agenda early next year. Mr. Wessells mentioned that Mike Crose, a former TRL staff member, wrote a thesis on the history of libraries in Washington State which may provide helpful information.

Mr. Blauvelt said he understands there are plans to make changes in the summer reading program booklet. He would like to hear more about this before we move away from the pamphlet, which he thinks is a gem. He would hate to see the summer reading program get lost in a larger publication. He understands we need to streamline and save money, but he hopes we don't lose sight of the children's reading program and how important that is, plus how many awards have been won for this program.

Mr. Bragg reported that on October 14, 1999, the Mayor of Yelm wrote a letter to Peggy Meyer in which she indicated that the 2,000 square foot library is adequate for the 2,700 residents of Yelm, but there are over 9,000 cardholders who use the library. Ms. Meyer responded to the letter on October 27 indicating that Yelm taxpayers paid \$73,000 in taxes, but did not state how much taxes are paid by the non-residents who use the Yelm library. There was an error in the enclosure which shows TRL's expenses for the Yelm Library. The direct expenses should have been \$254,186 instead of \$327,384. Adding the \$254,186 to the proration of TRL centralized expenses brings the total to \$423,577 instead of \$496,774. Mr. Bragg recalled Ms. Meyer saying at the last Board meeting that it looks like Yelm is getting a good deal. With all due respect, he emphatically says that he does not agree Yelm is getting a good deal, because whether or not TRL has a responsibility to build libraries in cities, TRL has not built a library in Thurston County in the unincorporated area. Ms. Meyer asked if it is true that Mr. Bragg proceeded to recommend that Thurston County withdraw from TRL. Mr. Bragg said he did not say that. He said someone else brought that issue up and he indicated that those ideas have resonated out in the library community. He does not recommend that but he thinks that threat is there. He said that feeling has to be dealt with. Because Thurston County represents 50% of the assessed value, it is probably the one county that could reasonably have enough scale to set up its own institution. It is very difficult to change an institution but the feelings are there. Ms. Davies said she hears Mr. Bragg saying he represents lots of people. She has been on this Board for 13 years and she has never heard those things that Mr. Bragg is saying. Mr. Lawrence said when we have the oral history done, we can talk about some of the problems the Olympia Library underwent. Certainly the association of Olympia with TRL has increased the value of that library to the public of Thurston County. We know it is widely used. He would hazard a guess that the quality of library service would decline markedly in Thurston County if it left the district. He thinks it would be a tragic event even to try to proposition this. He thinks the public would respond in a very positive way of keeping the district together. He encouraged Mr. Bragg to not foster that idea. Mr. Bragg assured the Board that he is not fostering this idea but is reporting what he has heard. Mr. Blauvelt said one of the greatest experiences he has had since joining the Board is learning about the TRL system. He has learned how 27 branches working together can make a great library system. He hopes that as Mr. Bragg experiences being a Trustee, he will see the tremendous advantages of a regional library system for everyone in all five counties and will become an advocate for the concept of the regional library system. Mr. Bragg said he has visited most of the libraries, has attended TRL Board meetings, so he is not unaware of the advantages of this library system. He does feel that one of the main problems that needs to be faced is having TRL declare they have a responsibility for buildings as well as services for all of the libraries. Then he thinks all of the cities will fall behind and make it work. He thinks

- 2C this is one of the main problems which keeps some of these ideas radiating. The other problem that could rear up again is the Internet access problem. He is very much interested in preserving the image of TRL and he sees some things eroding this image.

D. Correspondence

There was no correspondence.

3 Approval of Minutes

- 99-42 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF OCTOBER 27, 1999, AS DISTRIBUTED TO THE BOARD; DOUG MAH SECONDED THE MOTION.

Mr. Bragg requested a change in the minutes on page 2, Agenda Item 3C, sixth line, to read . . . "for the Yelm Library in 1998 totaled \$423,576." On September 27, 1999, Mr. Bragg wrote a letter to Ms. Kruse requesting some changes in the August 25, 1999 minutes. Since the October 27, 1999 minutes reiterate the changes he proposed to the August 25, 1999 minutes, he withdraws his request. Mr. Mah requested a change on page 3, Agenda Item 7A, last sentence, to read "It has been very informative in understanding what other jurisdictions are doing and has helped raise awareness of our issues.

ART BLAUVELT AMENDED HIS MOTION TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF OCTOBER 27, 1999, AS CORRECTED; DOUG MAH SECONDED THE AMENDED MOTION. ART BLAUVELT, DOUG MAH, BILL LAWRENCE AND PEGGY MEYER VOTED IN FAVOR OF THE MOTION; JEAN DAVIES AND JANELLE WILLIAMS ABSTAINED BECAUSE THEY WERE NOT PRESENT AT THE OCTOBER 27, 1999 MEETING. MOTION CARRIED.

4 Unfinished Business

A. Method of Approval of Minutes

There have been discussions about methods of approval of minutes, whether by formal motion or by unanimous consent. The Board used the unanimous consent method when there were three months of minutes which needed approval. It has been the practice of this Board that only those Board members who were present at a meeting vote on approval of minutes of that meeting. However, 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, only that approval must be by a quorum of the body. After further discussion, it was agreed that the Board will continue its practice of approving minutes by motion, and allow all members of the quorum to vote on the minutes.

Another issue is if a Board member can participate in a meeting via telephone. Ms. Meyer said she understands the Board would have to take formal action on this matter. Mr. Blauvelt said the Board would need to draft a formal resolution that sets up a procedure whereby Board members can be present by telephone or video conference. The Board member who is not physically present must be able to hear everyone in the room and everyone in the room must be able to hear the Board member. Ms. Kruse said TRL's attorney is researching this matter.

- 4A She requested that Mr. Blauvelt send a sample resolution. Ms. Meyer requested this matter be on the December agenda.

Mr. Bragg requested a clarification of what actually occurred in a recording of the minutes of August 25, 1999. He happened to also record that meeting and at the moment he said the word in question "facilities", someone coughed which made it inaudible. The logic of the sentence structure required this word. He said this shows a need to have a procedure to review the minutes.

5 New Business

A. Budget

Mr. Bragg said that for several years the TRL budget has not been prepared with any direct relationship to TRL's responsibility to provide facilities except for \$11.00 a square foot provided to cities. When Olympia was considering the bond issue, TRL proposed it would provide \$700,000 of additional staffing for that building. That was two years ago so at least \$1.4 million was not expended. Apparently that money does not exist today. We are proceeding along with this planning process which is going on into the third year since the Olympia bond issue failed and there is another year envisioned to get the funding costs resolved. Meanwhile we are ignoring any contingent liabilities which might occur in case it is necessary to borrow money to provide this space, with the highest priorities in Yelm and Olympia. TRL has not seen fit to endorse legislation to extend bonds to 20 years which would provide an opening. The source of paying any bonded indebtedness could come from timber revenues which have been quite stable from 1975 on of over \$3 million. We have a policy now of budgeting 12% of the operating budget from timber revenues. That is gradually increasing the amount of timber money spent on operations. In 1996 the amount of timber money spent on buildings or the automated circulation system was 60%. In 1997 it was 60% and in 1998 it dropped to 54.7%. It is not possible to see what is happening in 1999 or 2000 without complete data. It is clear that the amount of money spent on operations is increasing. He thinks even though it is still above 50% going into buildings or automated circulation, he thinks it is time to consider a slight change in the present policy which would be to continue to use the 12% rule, but that we should never budget more than one-half of the timber revenues for operations. He doesn't think that has to be faced in this budget but should be faced seriously in the next go around. Another item he thinks should be reconsidered is spending 16% on books and materials. In addition to what is spent on books and materials, we are spending an increasing amount in the automated system. Part of that is the basic database from which people get information. Another portion of that he believes is spent on personal computers in the library, not only on additional ones but replacing existing ones every four years. He thinks we need to find out if that particular function of the automation account is providing the equivalent of what books provide. He personally is able to get the New York Times and Washington Post on his email which means he doesn't have to purchase these papers. He thinks this trend is accelerating with an increase in the availability of information which can be found in books. Ms. Stroup responded that the databases are part of the 16% of books and materials. Others responded that computers are not purchased from the books and materials budget. Mr. Bragg said he thinks there is a relationship.

Mr. Mah said he would in the future like to see some measures of the relationship between the book budget to the rest of the budget. Ms. Kruse said allotting 12% in the budget from timber revenue is not a directive from the Board nor even a strict practice. The amount is usually

- 5A close to 12% but varies according to revenue projections. The 16% for books and materials is a directive from the Board. In fact, the Long Range Plan adopted in 1995 has a directive to increase the books and materials budget by 1% each year to get to 20%. Staff came back to the Board and said we cannot do that without giving up other resources. Mr. Mah said he understands the underlying rationale to continue to improve the collection, but there is no measure tied to it. Ms. Williams said 16% is what we could achieve but we would prefer more go into books and materials. She said the Board still wants to keep the books and materials budget at 16%. Mr. Blauvelt added that patrons have sent a clear message that they want more materials. Ms. Kruse said we will need to look at books and materials next year in addition to looking at everything we do, but we do not want to sacrifice books and materials if we do not need to. Mr. Blauvelt said that from his standpoint, in his economically depressed county, the only place some people are able to get access to a computer is in the library. It would be difficult for him to depart from the concept of having PCs available in the library.

B. Resolution in memory of Marcel King

Marcel King was a charter member of the TRL Board from December 1968 to December 1972. Ms. King passed away on November 13, 1999. Mr. Lawrence proposed the following resolution:

“WHEREAS, Marcel King served as a charter Timberland Regional Library Board member, representing Pacific County, from December 1968 to December 1972; and

“WHEREAS, Marcel King helped shape the direction that the library district would take in the future; and

“WHEREAS, Many of the meetings of the charter Board were held in Olympia, Washington, which Marcel King faithfully attended displaying her interest and support of the new library district; and

“WHEREAS, Marcel King passed away on November 13, 1999, now, therefore, be it

“RESOLVED that the Timberland Regional Library Board of Trustees expresses its sorrow in the loss of Marcel King and honors her service as a charter Timberland Regional Library Board member.”

- 99-43 BILL LAWRENCE MOVED TO ADOPT RESOLUTION NO. 99-04 IN MEMORY OF MARCEL KING; JEAN DAVIES SECONDED THE MOTION.

Ms. Kruse reported that a few minutes before this meeting she received a call from Iver Matheson at the Ocean Park Library. He said that Ms. King's son presented a check to TRL in the amount of \$10,000.

MOTION CARRIED UNANIMOUSLY.

A. Budget

Mr. Mah said when the TRL Board passes the budget next month, the Board will also be passing on the amounts in other funds as well. He requested more information on the other funds. Ms. Kruse said the budget the Board adopts uses bottom line figures, but staff have broken out amounts in the documents presented this evening so the Board can see what staff has estimated. The amount in the automated fund is probably closer to what will be budgeted than in the building fund. Mr. Wuerth said some of the items in the building fund are carried forward from this year to next year. For example, we budgeted space planning of the Service

- 5A Center this year, but this has not yet been accomplished. Ms. Kruse said we definitely need carryover to take care of the facilities planning. Mr. Bragg asked about new collections. Ms. Kruse responded that when a new building is built or there is a remodel, it has been TRL's practice to increase the collection because of the increased patron usage. These new collections come from the capital fund because it is part of a building project. It is not taken from the 16% because staff feel it is important to not take away from the rest of the district. Ms. Culp said the budget for computer replacement includes computers, printers, and scanners. Replacement of this equipment is on a four year cycle. We need to replace the Dynix hardware. Dynix is moving to a new system that will be completely graphical. There is an opportunity when we purchase this hardware to license a future system at much reduced rates. Part of this budget is for the computer itself and part is set aside for licensing. The network equipment replacement in 1994 included licensing the Dynix system separate from the consortium TRL belonged to, the wide area network including all of the hardware all around the district, and network circuits for the whole telecommunications network. That hardware is six years old and also needs upgrading. We would also like to start running voice over data network and be able to run video at some level from a desktop video network. The telephone system needs upgrading in all libraries, and it is especially crucial in the large libraries. We will be looking at new technology to take better advantage of the investment we have made in the district-wide communications system.

Mr. Wuerth said the funds were established by Board resolution. The fund called automated circulation covers all computer acquisitions and associated software to run them. What was budgeted this year for a Human Resources system has been carried forward. This year we upgraded the accounting system and added a Human Resources module. Staff is evaluating this module and if it does what we need, we will not go to a new system. Several Board members agreed that a Human Resources system is critical and valuable to our operations.

Mr. Wuerth has been receiving preliminary information from the assessors. He has verified with the Department of Revenue that as long as the Board sets the dollar amount of the levy by December 31, then the calculation of the percentage next year, if there are any stragglers in providing information which DOR's attorneys call ministerial, would meet the criteria of the law. We will establish the levy but how much we can tax will not be known until we get the final numbers. As we approach the December 15 meeting, Mr. Wuerth will know better how reliable the information is that he is receiving from the assessors.

6 Reports

A. Regional Planning Councils

Mr. Mah reported that he attended part of the last meeting of the Thurston Regional Planning Council. He had to leave in the middle of the discussion about the next steps of the regional transportation funding plan. There were discussions about how I-695 has complicated the funding scheme, particularly for transportation, since it has created an even larger gap. Mr. Wessells said Grays Harbor Regional Planning has also been discussing I-695. The Executive Director has resigned so there was also discussion about that situation. Mr. Mah said we need to pay attention to the reductions in transportation service in rural areas. Mr. Blauvelt said there will be no bus service between Pacific and Grays Harbor Counties. People who depend on buses to get to the library will no longer be able to.

6 B. Long Range Plan Action Plan Report May-August 1999

The Long Range Plan Action Plan Report for May-August 1999 was presented at the October meeting. Board members were requested to review the document and make comments or ask questions at this meeting. There were no comments or questions.

C. Services and Facilities

A committee of staff and TRL Board representatives met to review the Request for Qualifications and Quotes to Develop a Funding Plan for Facilities Development and Operations. The group got into a discussion about the need for the TRL Board to look at the priorities recommended. It was pointed out that the Board has not really had a thorough discussion of those priorities and the group recommended that there be a Board workshop for this purpose. Mr. Lawrence said Bob Edwards, who has developed the draft RFQQ, has been asked to prepare an outline for a controlled discussion to allow the Board to come to some ending point. This is a complicated issue and it was felt we need some guidance. Mr. Mah added that he thinks Mr. Bragg would be very much in agreement with the issues which came up in discussion with regard to the notion that the facilities portion has not been approved by this Board. It was felt we are out of step to be looking at funding options when the Board still has no idea of which facilities to fund. Also the priorities listed cities and not unincorporated areas. He said there needs to be a balanced discussion so the Board can come to a resolution of the plan and how we plan to support buildings within cities. Mr. Bragg said he has read the RFQQ. It was an exercise in finding out what funding would be available which could be done at any time in this process. He asked where we get the information about who furnishes the amount of funding required. He doesn't see it in this document. It seems to him that this important part is missing. Whether we have a workshop on this issue or not, we don't have a way of determining the amount of funding required. Ms. Williams said the Services and Facilities Plan is going along with TRL's current policy to build or remodel buildings in areas we have been and furnish and staff ones owned by the cities. Ms. Kruse said the Board also needs to discuss changing the amount provided to cities, and consider bonding. The reason we did not look at exact amounts for each building project is because that would involve discussions with each of the cities and would be more than what a consultant could do for us. We need to know what the funding sources are, what our resources are, and we need discussions with key people before we can develop a plan. Mr. Lawrence said the Board has to prioritize how they think we should proceed. There is no point in putting together a money package until the Board decides where the priorities are. Mr. Mah said we also have to take into consideration a revenue shortfall. Staff have put a lot of time in establishing priorities which provides a good foundation for the Board's discussion.

99-44

ART BLAUVELT MOVED THAT THE BOARD HAVE A WORKSHOP ON THE SERVICES AND FACILITIES NEEDS ASSESSMENT ON SUCH DATE AS AGREED UPON THROUGH TELEPHONE CALLS BY THE EXECUTIVE SECRETARY; BILL LAWRENCE SECONDED THE MOTION.

Mr. Bragg said as he read the information that the consultant would be using, it simply arrives at what funding could become available. He sees no reason why we cannot go ahead before we determine what amounts are actually needed.

MOTION CARRIED UNANIMOUSLY.

6C

99-45

KEN BRAGG MOVED TO PROCEED WITH THE REQUEST FOR QUALIFICATIONS AND QUOTES AND GET THIS UNDERWAY.

The motion died for lack of a second.

Mr. Bragg asked what changes would be needed in the timeline for completion of this project. He understands this was to be signed by December 31 and completed in one year. Ms. Kruse said this can be determined after the Board's workshop. The Board may even give staff a different direction to go.

D. Director

99-46

ART BLAUVELT MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 21135 THROUGH NO. 21605 FOR OCTOBER 1999 IN THE AMOUNT OF \$717,423.54; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

99-47

ART BLAUVELT MOVED TO APPROVE VENDOR VOUCHERS NO. 59502 THROUGH NO. 59813 FOR NOVEMBER 1999 IN THE AMOUNT OF \$366,664.11; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

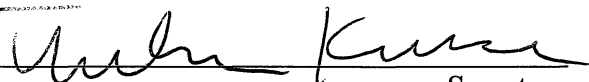
The October 1999 Revenues and Expenditures report was not available and will be mailed to the Board later. Internet Update: Ms. Culp said staff have implemented at the Olympia, Tenino and Yelm libraries an alternative, discussed at the last Board meeting, which shuts down the computer after a period of time. It is working and accomplishing some of the things we want to accomplish. Staff are continuing to review Pharos. Ms. Anderson reported that there has not been a lot of patron response, other than a few patrons complained when the computer shut down at the end of their session. There are signs up telling patrons this will happen, and staff tell patrons about it when they reserve time, and there are clocks on the computers. Ms. Culp said TRL has applied for the Gates Grant. We anticipate receiving \$155,450 in the grant which we must spend on public computers and printers. It was determined that four of our libraries do not meet the criteria and we have requested they review this again. Ms. Culp presented a Collection Agency Report. TRL began using Unique Management Services (UMS) about a year ago. Patrons are turned over to collections if they have more than \$50 worth of materials more than 60 days overdue. We have sent 4,710 patrons to the collection agency. Of that amount 1,271 have gone to secondary placement when patrons are advised that they will be credit reported if the items are not returned (565 of those are incorrect addresses). The whole process takes about 120 days. In option 1, TRL pays \$4.95 for each patron turned over to the collection agency, and when it goes to secondary status, we pay 40% of the value of the items returned or money paid. A second option is to pay a flat fee of \$8.95 per patrons. The total cost so far has been \$46,762.54 which works out to \$9.90 per patron. We will be going to option 2 this month. Ms. Kruse said the Board may wish to consider at the December meeting charging patrons the collection agency fee. Ms. Culp explained that if the Board does decide to charge patrons this fee that it would go on the patron's record and they would not be able to check anything out until the fee is paid. Ms. Stroup spoke against charging patrons this fee because it would keep people from using the library. Mr. Blauvelt added that he considers this as a cost of doing business. The vote to establish a partial county library district in Wahkiakum County failed. The County

- 6D Commissioners have resolved that regardless of how the vote went they will address the children in the school district who are unable to get library cards without paying a non-resident fee. The Public Library Association Conference is scheduled March 28-April 1, 2000 in Charlotte, North Carolina. The September 1999 Statistics were presented. Mr. Mah asked about the statistics being kept at Tumwater and Olympia on the filtered computers. Ms. Anderson said that patrons are beginning to object to being asked whether they want filtered or unfiltered every time they sign up. In September at Olympia, 83 people wanted filtered, 200 requested unfiltered, and 662 had no preference. In October, 49 people requested filtered, 164 unfiltered, and 409 did not care. Mr. Bragg asked if the statistics gathered show which computers children choose. Ms. Anderson said staff is not keeping track of ages of people who request Internet time. Ms. Davies said we do not ask people what age they are, and Mr. Mah added that no direction was given to staff to ask this question.

There was no further business and the meeting adjourned at 9:15 p.m.



President



Secretary