

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Olympia Timberland Library, 313 8th Ave. SE, Olympia, WA 98501

January 24, 2001

MINUTES

BOARD MEMBERS PRESENT: Janelle Williams, President; Art Blauvelt; Ken Bragg; Bill Lawrence; Doug Mah; Peggy Meyer (via teleconference)

STAFF PRESENT: Bette Anderson; Liane Bascou; Jinny Burns; Gwen Culp; Ellen Duffy; Angie Gaenz; Susan Hanson; Cheryl Heywood; Corene Jones-Litteer; Thelma Kruse; Karen McElravy; Carmine Rau; Sandra Sebbas; Liz Stroup; Rosanne Thompson; Jena Thrasher; Art Wuerth

GUESTS PRESENT: Stan Biles; Jim Burri; Jean Finely; Maggie Foran; Mike Louisell; Mike McCormick; Winnifred Olsen; Curt Pavola; Judy Wilson

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

AGENDA ITEM
NO.

- 1 Introductions were made.
- 2 Focus on Olympia

Olympia Mayor Stan Biles thanked the Board for its support in joining in a partnership with the City of Olympia to accomplish the Olympia Library remodel. He reads the Board's minutes and appreciates how the Board has dealt with difficult issues in the past year through an open process. Olympia Councilman Curt Pavola seconded Mr. Biles' comments. He attended some of the TRL Board's meetings and personally appreciates the Board's firm stand on freedom of information and parental rights.

Ms. Heywood reported that in 2000, the Olympia Library underwent a major remodel with the theme "Making More of Your Library" thanks to the City of Olympia, the Olympia Library Friends and TRL. The new features in the library include an expanded children's section, a teen section, major roof repair, new carpet, paint, shelves, workstation furniture, and plants in the atrium, reupholstered furniture, more office space for staff, and 10,000 new items. There are 37 computers available to the public. To accommodate the Board's meeting this evening, a modified family story time is being held in the children's area. Ms. Heywood invited the Board to take a few moments to observe this library service in action.

- 3 Correspondence and Public Comments
 - A. Public Comments

Judy Wilson recalled that last year after the Board completed its capital facilities plan, there was discussion about the possibility of doing a consultant review on how to fund this plan and to look at the long-term financing. It was her understanding that the Board was going to pursue that review and that a Request for Proposal was developed. The Board chose not to

3A proceed. She would like to see an analysis done on some of the questions which have been raised over the past few years regarding funding, from the standpoint of how much the city funds and how much TRL funds, and if there should be bonding for capital facilities. She urged the Board to revisit that RFP and consider taking that on as an outside review. She thinks there are a lot of people who are interested in the future of the library who would like to know if we need to get the state laws changed, such as changing the bonding for a longer period of time or how much library districts pay toward libraries in cities. Ms. Wilson also thanked TRL for its services. Mr. Lawrence commented that TRL is a rural district in which cities either contract or annex and changing any parameters under which this district operates will rest with the rural population.

B. Board Comments

Mr. Mah offered to meet with representatives from the Olympia City Council and the Olympia Library Board to revisit the Olympia Library situation, assess where we are and where we want to go, and talk about the vision for library services in Olympia. The RFP referred to by Ms. Wilson was quite broad in scope. Mr. Mah said he would like it to focus more on high priorities. TRL is currently focusing on two libraries in Thurston County, Yelm and Olympia. Revenues will definitely be part of the discussions. He feels confident that within the next year, TRL will have made positive steps to address these issues. Mr. Bragg echoed Mr. Mah's comments and welcomes an interface with the City of Olympia on this issue.

C. Correspondence

The January 3, 2001 letter to the Olympia Library from Martin D. Meyer, Attorney for the Estate of Helen Wiseman, was acknowledged. The library, as well as other organizations, is listed in the Will. We do not yet know the amount.

4 Approval of Minutes

01-02 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES ANNUAL MEETING OF DECEMBER 20, 2000, AS DISTRIBUTED TO THE BOARD; PEGGY MEYER SECONDED THE MOTION.

Mr. Bragg requested a change in the minutes to include a comment made by Mr. Mah. Mr. Mah has agreed to the following change in the paragraph before the approval of minutes: "Mr. Mah said he thought considering the budget first was a more logical approach." Mr. Bragg said this is pertinent because he had commented that the Board was approving the tax rate before approving the budget. Several Board members commented that the minutes are still too lengthy. Robert's Rules says that the minutes include the wording and disposition of motions, notices of motions, points of order, when the meeting started, when it adjourns, and who is presiding.

KEN BRAGG MOVED THAT THE MINUTES BE AMENDED AS INDICATED; DOUG MAH SECONDED THE MOTION. KEN BRAGG AND DOUG MAH VOTED IN FAVOR OF THE MOTION; ART BLAUVELT, BILL LAWRENCE, PEGGY MEYER AND JANELLE WILLIAMS VOTED AGAINST THE MOTION. MOTION FAILED.

The vote on the motion to approve the minutes was as follows:

- 4 ART BLAUVELT, PEGGY MEYER, BILL LAWRENCE, DOUG MAH AND JANELLE WILLIAMS VOTED IN FAVOR OF THE MOTION; KEN BRAGG VOTED AGAINST THE MOTION. MOTION CARRIED.

It was agreed that the Board will have discussion of the details of minutes as an agenda item at the next meeting.

- 01-03 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF JANUARY 10, 2001, AS DISTRIBUTED TO THE BOARD; DOUG MAH SECONDED THE MOTION. BILL LAWRENCE, DOUG MAH, KEN BRAGG, PEGGY MEYER, AND JANELLE WILLIAMS VOTED IN FAVOR OF THE MOTION; ART BLAUVELT ABSTAINED. MOTION CARRIED.

5 Unfinished Business

A. TRL Board's 2001 Meeting Schedule

The following are proposed changes to the TRL Board's 2001 meeting schedule adopted at its December meeting:

February 28 – Change site from Service Center to Centralia

March 28 – Change site from Tenino to Service Center

April 25 – Change site from Service Center to Tenino

Aug. 29 (5th Wed.) – Change from Aug. 22 and change site from South Bend to McCleary

Sept. 26 – Change site from McCleary to South Bend

- 01-04 ART BLAUVELT MOVED TO APPROVE THE RECOMMENDED CHANGES TO THE TRL BOARD OF TRUSTEES MEETINGS IN 2001; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 New Business

A. Non-Resident Borrower Fee for 2001

The non-resident fee is calculated based upon the total property taxes and contract fees levied in the district divided by the number of households. The annual non-resident fee for 2000 has been \$60. Payment of this fee enables all family members in the same household to borrow materials from Timberland.

- 01-05 ART BLAUVELT MOVED TO ESTABLISH THE NON-RESIDENT BORROWER FEE AS CALCULATED BASED UPON THE TOTAL PROPERTY TAXES AND CONTRACT FEES LEVIED IN THE DISTRICT DIVIDED BY THE NUMBER OF HOUSEHOLDS AND EFFECTIVE JANUARY 1 OF EACH YEAR; THAT BASED ON THIS FORMULA, THE NON-RESIDENT BORROWER FEE WILL BE \$62 PER YEAR EFFECTIVE JANUARY 25, 2001; THAT THE TRL BOARD CONTINUES TO AUTHORIZE NON-RESIDENTS THE OPTION OF PAYING FOR A NON-RESIDENT BORROWER CARD WHICH IS GOOD FOR SIX MONTHS FOR HALF

6A THE ANNUAL FEE; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Regional Planning Councils

There was no report.

B. Services and Facilities Committee

The Services and Facilities Committee met this month and will be meeting monthly in 2001. The committee will be meeting in February with several in the Yelm community to review the proposed plans for a new library. The committee is proposing a meeting with Olympia representatives in March. The committee discussed the need to look at the finances for capital facilities. Ms. Kruse has set a goal to have a draft plan in place for the Board to review and discuss at a Board retreat in April.

Mr. Lawrence said that Ms. Kruse has been asked by the Lewis County Commissioners to act as a resource person in his replacement on the TRL Board. Mr. Lawrence is on the Services and Facilities Committee. Ms. Kruse said she has sent the Commissioners information and she has agreed to act as a resource.

Mr. Bragg said he intends to make comments regarding facilities planning under the agenda item for the final action plan report for 2000. Since Mr. Bragg was referring to the tentative agenda sent to the Board previously, Ms. Kruse explained that that item has been removed from tonight's agenda. Staff is proposing a new way to set goals and actions in 2001. Ms. Kruse will present the final 2000 report and the 2001 action plan at the Board's February meeting. Mr. Bragg suggested that the TRL Board should do as some other agencies and approve the agenda at the beginning of the meeting. It was agreed that the February meeting include the topic of the structure of the agenda along with minutes as previously discussed.

Mr. Bragg said the TRL Board has never approved the Needs Assessment. The Director has been asked to develop creative plans to address the need for more facility space in the Olympia area. He cited the recommended 55,000 square feet for Olympia and 15,000 square feet for Yelm from the Needs Assessment. He said the creative solution for Yelm resulted in a reduction to 7,400 square feet. He said it is important that the Board approve the Needs Assessment so that the Director is given a clear direction. Ms. Williams said that the Services and Facilities Needs Assessments were presented to this Board and they were accepted, which is all that is required by Robert's Rules. They were never intended as plans. The Services and Facilities Committee is now meeting regularly to consider the Facilities Needs Assessment and turn some of those needs into plans. Mr. Blauvelt added that he does not think there is any misunderstanding by the Director as to what the Board wants. She has been directed to present the Board with creative solutions. The Board will make the final decisions on those proposals.

C. Partnerships

Ms. Duffy introduced the three AmeriCorps staff, Karen McElravy, Carmine Rau, and Angie Gaenz, and Youth Services Librarian Rosanne Thompson, who helped create the program for TRL through grants in partnership with the Child Care Action Council. The AmeriCorps staff

7C talked about the history of the program in TRL, which started in Thurston County and was expanded to Lewis and Mason Counties, and about the program's structure and benefits. Through this outreach program, childcare providers learn, through observing the AmeriCorps member, how to do story time activities. One of the benefits of the program is to help childcare providers keep up with their licensing requirements. The cost to TRL is minimal. A copy of the written report is attached to the original of these minutes.

A written report on the South Sound Reading Foundation (SSRF) was submitted and is attached to the original of these minutes. TRL has partnered with SSRF in 2001 in Mason and Thurston Counties in a quest for early literacy. Since the SSRF mirrors TRL's mission, Ms. Duffy sees this partnership as a great opportunity. Ms. Duffy is serving as TRL's representative to the Board of Directors for SSRF.

D. Board Calendar

A draft of a 2001 TRL Board calendar was submitted. The calendar includes the regular monthly meetings of the Board, committee meetings, and conferences and other events of special interest to Board members. The calendar will be updated as needed. Mr. Bragg suggested that the committee meetings be public meetings so that more than 3 TRL Board members can attend. Ms. Williams clarified that the Budget Committee and the Services and Facilities Committee are staff committees and members of the Board are invited to sit in on the committees. The Policy Review Committee is a Board committee, but she does not support making that committee public. Mr. Blauvelt added that if these meetings are public, we have to give notice, which becomes difficult if the meeting date needs to change.

E. Cost and Efficiency Review

The Cost and Efficiency Review report and Ms. Kruse's staff recommendations for implementation were presented at the Board's December meeting. Several of the recommendations have been accomplished.

F. Director

01-06 ART BLAUVELT MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 25691 THROUGH NO. 25972 FOR DECEMBER 2000 IN THE AMOUNT OF \$746,188.89; KEN BRAGG SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

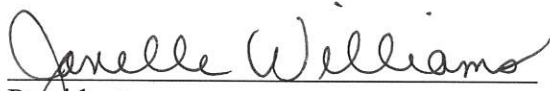
01-07 ART BLAUVELT MOVED TO APPROVE VENDOR VOUCHERS NO. 63803 THROUGH NO. 64126 FOR JANUARY 2001 IN THE AMOUNT OF \$722,842.54; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The December 2000 Revenues and Expenditures report was presented. Ms. Williams requested Board members indicate which committees they are interested in serving on. Several indicated their interest. The new Board members from Pacific and Lewis Counties will be asked their preferences.

Since there were no more action items on the agenda, Ms. Meyer disconnected the teleconference call at 8:50 p.m.

7F Mr. Mah acknowledged receipt of the report from Judy Covell regarding the gift fund. He is interested in receiving additional information on the parameters and limitations on the major contributions. Ms. Kruse will advise the Board in an email when this information can be made available. Ms. Thrasher reported that the Washington Counties Insurance Fund, through which TRL provides medical benefits to employees, is dropping Regence, due to the large premium increases we are experiencing. WCIF has formed a pooled board under the umbrella of the main WCIF board under which insurance will be offered. WCIF will continue to offer Group Health. The premiums will continue at the current rate this year and hopefully next year as well since they expect a large savings in the administration of the fund. Ms. Thrasher will be bringing an interlocal agreement for the TRL Board's consideration when all of the details are worked out. Mr. Wessells reported on the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA). He serves on the ALA Intellectual Freedom Committee. A meeting was held last week in Washington, D.C. at which representatives from ALA, federal agencies, and attorneys were present. The basic intent of the two acts is similar. In order to continue receiving certain federal funds, schools and public libraries must meet certain obligations regarding access to Internet. ALA is advising libraries to continue as they are now because they have until October to certify their intent to comply or not comply with the act next year. Many of the details still need to be worked out and it is still not clear which of the federal funds would be limited. Lawsuits are being filed to challenge the constitutionality of the acts. Ms. Kruse reported that TRL used to have two in-service training days annually. One of the days was dropped as a cost-saving measure. Ms. Thrasher is proposing to reinstate the second day but instead of bringing all staff together at a central location, the staff would stay in their own libraries and use the day for training or working on projects that they don't have time to do when the libraries are open to the public. The closures could be staggered throughout the district. Ms. Kruse requested the TRL Board send their thoughts on the matter to her. The December 2000 Statistics and the 2000 Statistics were presented. Library Legislative Day is scheduled on February 7.

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



President



Secretary

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