

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Tenino Timberland Library, 172 Central Ave. W., Tenino, WA 98589

April 25, 2001

MINUTES

BOARD MEMBERS PRESENT: Janelle Williams, President; Art Blauvelt; Ken Bragg; Edna Fund; Doug Mah; Peggy Meyer; Pat Shults

STAFF PRESENT: Liane Bascou; Peg Brown; Jinny Burns; Yvonne De Mestre; Ellen Duffy; Karen Fry; Susan Hanson; Corene Jones-Litteer; Kristina Kauffman; Thelma Kruse; Tina Roose; Sandra Sebbas; Jena Thrasher; Art Wuerth

GUESTS PRESENT: John Inverso; Karol Jump; Richard Meigs; Naomi Pearson; Jean Pettit

President Williams called the regular meeting to order at 7:00 p.m.

AGENDA ITEM
NO.

1 Introductions were made. New TRL Board member Edna Fund was introduced. Ms. Fund is from Centralia and serving as the Lewis County representative on the Board. Ms. Fund said she retired two years ago from state government and has been looking for opportunities to serve in her community. She is eager to learn, hear other people's opinions, thoughts and questions, and is open to receiving emails and telephone calls.

2 Focus on Tenino

Tenino Mayor Pettit welcomed the Board to Tenino. She shared some historical information about Tenino, including its railroading history and sandstone quarry. The population of Tenino is a little over 1,400. Tenino will be celebrating its 150th anniversary in a few years. The community has a 15-acre park maintained by the city, and an excellent museum for a city of its size. Tenino has many volunteers who staff the museum, serve on the local library board, and help with the city's events, including Oregon Trail Days and Winter Fest. She expressed thanks for the TRL libraries which provide a good recreational outlet. Ms. Pettit recognized Kristina Kauffman for the good job she does running the Tenino Library, and the Tenino Library Board for their commitment.

Ms. Kauffman said she has worked at the Tenino Library for 2 1/2 years. She enjoys her job because she gets to do a wide variety of work and help people of all ages. In a small community such as Tenino, one of the ways they reach the people is through programming. One recent program was standing room only with 91 people in attendance. About 150 children signed up for the winter reading program. They are getting ready for the summer reading program, which will begin with their annual treasure hunt.

3 Correspondence and Public Comments

A. Public Comments

3A There were no public comments

B. Board Comments

Mr. Bragg reported that he attended the dedication ceremony of the new 40,000 square foot St. Martin's College Library. Eventually the library will have about 250,000 titles which will be about equivalent to TRL and TESC. The college will be linked with WSL and TESC. Anyone in the Olympia area can use this library. He talked with the librarian regarding coordination opportunities between TRL and St. Martin's. Ms. Kruse said TRL uses St. Martin's College Library for interlibrary loan and added that TRL staff have met with St. Martin's library personnel. Mr. Bragg referred to an editorial by the publisher of the *American Libraries* March issue entitled "You Can't Have Sex in the Library." There was reference to a Chicago librarian who has filed a grievance alleging a hostile work environment created by patrons displaying graphic sexual images. Mr. Bragg invited any TRL employee who feels this type of hostile work environment to come forth and complain. Mr. Mah said that the Policy Review Committee is going to be reviewing TRL's Human Resources Policy, which may be an appropriate place for reference to a hostile work environment. Ms. Kruse added that staff are not required to look at a screen if someone complains.

C. Correspondence

Ms. Williams distributed her response to the letters dated 1/21/01 and 2/11/01 with multiple signatures regarding TRL's Internet Policy.

4 Approval of Minutes

01-19 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF MARCH 28, 2001, AS DISTRIBUTED TO THE BOARD; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Agenda Structure

At its February 28, 2001 meeting, the Board reviewed an Agenda structure proposed by Doug Mah. The Board discussed the proposed Agenda structure further, and it was agreed this matter will be discussed at the Board's April 28, 2001 Retreat.

6 New Business

A. Management Council

Mr. Bragg asked about the Director's email regarding dissolution of the Management Council. Ms. Kruse said that the Administrative Team, which is a smaller group, has taken over what used to be the Management Council's function. In the past few years the Management Council has primarily met to discuss goal setting and the budget process. The Admin. Team determined that it would be more useful to use other more efficient and less costly means to get this input.

7 Reports

A. Internet Access Progress Report

The Internet Access Progress Report was submitted. The progress report provides an update on what has been accomplished since the last report in November 2000 per the actions adopted by the TRL Board in July 2000. A copy of the report is attached to the original of these minutes. Of the 60,000 letters sent to individual and family cardholders enabling parents/guardians to designate an Internet access choice for their minor children, TRL received 1,761 replies for a response rate of 3%. The library card application includes a section for parents or guardians to indicate Internet access for children. Requests from Board members for further information included: How many unfiltered stations are not recessed that are outside of the category of being obscure from viewing by others? How many of the new cards being issued since the last progress report have indicated an Internet choice?

B. TRL Foundation

Ms. Williams introduced John Inverso, the President of the TRL Foundation. Mr. Inverso said that the Foundation was formed about three years ago. A grant writer has been hired by the Foundation and she has submitted several grants for literacy programming. Several have responded with grant funds and several more are looking promising. There are several potential capital projects coming up. There will be a workshop on capital campaigns held on May 21, 6:30-9:30 p.m., at the Montesano Library, to which the Board members on the Services and Facilities Committee are invited. The Foundation is in the process of developing programs which will provide a means for people to give stock to the Foundation and to make donations through the inheritance process. Leave a legacy programs were provided in each of the five counties. TRL staff met with Seattle Public's development officer who outlined their Foundation program. The Foundation's mission is to assist TRL with providing services in communities that TRL is not able to provide out of existing revenues, including capital campaigns. Most foundations start with an endowment amount and are able to hire a full-time director. This was not the case with the TRL Foundation, which has been more of a grassroots effort. The Foundation is working to make itself self-sufficient. This year's Boards & Friends Forum includes a talk by Terry Collings of the Seattle Public Library Foundation on a grassroots fundraising campaign. It was suggested that at next year's forum the TRL Foundation be a significant part of the agenda.

C. 2001 Action Plan Quarterly Report

The 2001 Action Plan Progress Report was submitted and is attached to the original of these minutes.

D. Policy Review Committee

The Policy Review Committee has reviewed and revised several policy Resolutions. The committee recommends adoption of these resolutions.

01-20

DOUG MAH MOVED TO APPROVE RESOLUTION NO. 01-02 WHICH SUPERSEDES AND REPLACES RESOLUTION NO. 85-10 DATED DECEMBER 18, 1985 CONCERNING LABOR CONTRACT NEGOTIATIONS; ART BLAUVELT SECONDED THE MOTION.

- 7D The resolution updates the titles of TRL's labor contract negotiators. There is no policy change.

MOTION CARRIED UNANIMOUSLY.

- 01-21 ART BLAUVELT MOVED TO APPROVE RESOLUTION NO. 01-03 WHICH SUPERSEDES AND REPLACES RESOLUTION NO. 19 DATED JUNE 21, 1973 ESTABLISHING PAYMENT OF PAYROLL AND PAYROLL-RELATED WARRANTS AND CHECKS PRIOR TO APPROVAL BY THE BOARD OF TRUSTEES; DOUG MAH SECONDED THE MOTION.

Mr. Wuerth said this resolution will bring TRL in line with the auditor's recommendation and corresponds with the Board's current practice.

MOTION CARRIED UNANIMOUSLY.

Mr. Bragg asked if it is necessary for all of the Board members to sign approved resolutions or if it is legal for just the Board President to sign. Ms. Kruse suggested the Policy Review Committee look into this matter and check with TRL's attorney.

- 01-22 DOUG MAH MOVED TO APPROVE RESOLUTION NO. 01-04 WHICH SUPERSEDES AND REPLACES RESOLUTION NO. 94-06 DATED DECEMBER 21, 1994 ESTABLISHING A UNIFORM PURCHASING POLICY TO ENSURE CONSISTENT PROCEDURES FOR DISTRICT PURCHASES; PEGGY MEYER SECONDED THE MOTION.

Mr. Wuerth reviewed the changes in the purchasing policy to conform to the auditor's and TRL's attorney's advice and bring us into compliance with state law. This change will also allow TRL to utilize the small works register and make it easier for us to do capital projects in the future. Mr. Bragg said he would have preferred that this resolution had been sent out in advance of this meeting to provide him time to review it. For that reason, he will vote against adoption. Ms. Williams said her understanding is that the Policy and Review Committee was established to review the policies and make recommendations in order to help the Board move through matters more quickly.

- 01-23 DOUG MAH MOVED TO TABLE ACTION ON RESOLUTION NO. 01-04 UNTIL THE NEXT MEETING; KEN BRAGG SECONDED THE MOTION. DOUG MAH AND KEN BRAGG VOTED IN FAVOR OF THE MOTION; ART BLAUVELT, EDNA FUND, PEGGY MEYER, PAT SHULTS AND JANELLE WILLIAMS VOTED AGAINST THE MOTION. MOTION DID NOT CARRY.

The vote on Motion #01-22 is as follows:

ART BLAUVELT, EDNA FUND, DOUG MAY, PEGGY MEYER, PAT SHULTS AND JANELLE WILLIAMS VOTED IN FAVOR OF THE MOTION; KEN BRAGG VOTED AGAINST THE MOTION. MOTION CARRIED.

The meeting recessed at 8:42 p.m. and reconvened at 8:52 p.m.

7 E. Services & Facilities Committee

Ms. Kruse reported that negotiations are going on between TRL and the City of Yelm regarding the proposed new library in Yelm. Mr. Mah reported that the committee met in anticipation of the Board Retreat. He referred to information in the Board's packet which provides a 10-year projection of revenues and expenditures.

F. Director

01-24 PEGGY MEYER MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 26536 THROUGH NO. 26800 FOR MARCH 2001 IN THE AMOUNT OF \$767,088.61; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

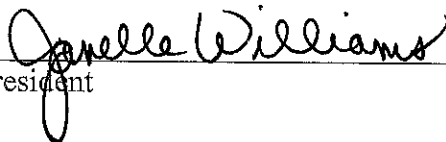
01-25 ART BLAUVELT MOVED TO APPROVE VENDOR VOUCHERS NO. 64742 THROUGH NO. 65065 FOR APRIL 2001 IN THE AMOUNT OF \$402,981.89; PEGGY MEYER SECONDED THE MOTION.

Mr. Mah requested Mr. Wuerth provide a document which groups the vouchers together in categories.

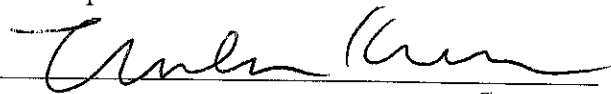
MOTION CARRIED UNANIMOUSLY.

The March 2001 Revenues and Expenditures report was presented. Expenditures are within budget at this point in the year. Mr. Wuerth is watching timber revenues closely. Public timber sales have been very weak the first quarter compared to last year, although private timber sales are equal to this period last year. A report on the Rochester ESD 113 opening was presented and is attached to the original of these minutes. The TRL Board Retreat will be held on April 28. Ms. Kruse has asked Susan Hanson to facilitate the meeting. The main topic on the agenda is capital projects. Ms. Kruse said we have learned recently that three library districts have been audited because of the way they have disposed of their discarded books. TRL has been handling its discarded books the same way by making them available to Friends groups for book sales. TRL is working with these other library districts and the auditor to determine how we should proceed. Meanwhile, on the advice of our attorney, we have notified Friends groups through the building heads that we cannot provide them with discarded books until this issue is resolved. Mr. Mah recommended that a formal letter be sent to the Friends outlining the problem and indicating why we are stopping our current practice, which will provide a record for the auditor that we are aware of the situation and took action. Several attended the WLA Conference. Mr. Bragg submitted a written report which is attached to the original of these minutes. Most of the TRL libraries and the Service Center will be closing one day next week for an In-Service Day. Mr. Mah recommended that Board members and staff attend a Thurston Regional Planning Council workshop on May 16 regarding bond issues and campaign activities.

There was no further business and the meeting adjourned at 9:24 p.m.



President



Secretary

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