

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Ilwaco Timberland Library, 158 1st Ave. N., Ilwaco, WA 98624

June 27, 2001

MINUTES

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

STAFF PRESENT: Bette Anderson; Liane Bascou; Ellen Duffy; Betty Erberich; Corene Jones-Litteer; Iver Matheson; Kristine Pointer; Mike Wessells; Art Wuerth; Michelle Zilli

GUESTS PRESENT: Shirley Burt; Dawn Gough; Chris Jacobsen; Doug Miller; Sandra Stonebreaker

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

AGENDA ITEM
NO.

1 Introductions were made.

2 Approval of Agenda

No additions or changes were made to the Agenda.

3 Focus on Ilwaco

Ms. Pointer said this is the first time the TRL Board has met at Ilwaco since the remodel of the library in May 1998. She thanked the Ilwaco Library Board and Friends and TRL for making the remodel possible. Tinting of the windows was just completed today, and was paid for by the Friends of the Library. The exterior of the building, which is city owned, is in need of repair. Mr. Jacobsen added that repairs to the exterior will need to be dealt with in the next two to three years. Ms. Pointer said that summer visitors to the Peninsula are now starting to use the library. Staff have recently issued 24 temporary cards to out of town people. Most of the summer visitors come from out of state and they are always amazed at the great service TRL provides. The library is open 29 hours a week. More students are using the library which Ms. Pointer attributed to the Internet. She expressed appreciation for the Ilwaco staff. They enjoy working in the bright and well-equipped library. Mr. Wessells said that there will be a number of festivities and tourist attractions commemorating the bicentennial of the Lewis and Clark expedition, which ended at Ilwaco. Materials on Lewis and Clark are being added to the collection.

4 Correspondence and Public Comments

A. Public Comments

Ms. Gough said as a patron of the Ilwaco Library, she finds it to be a very pleasant place to come. The staff are always pleasant, friendly and helpful.

4 B. Board Comments

Ms. Fund said that after attending several trustee training sessions at her first ALA conference, she feels strongly that trustees need to keep informed in order to represent their community and library well. Internet was a big topic at the conference and the TRL Board needs to continue to discuss this issue. She expressed concern with incidents that are taking place related to Internet and stressed that the TRL Trustees need to pay attention to these matters.

Mr. Bragg concurred with Ms. Fund's comments. He inquired about the information requested regarding leasing space as opposed to owning a facility. Mr. Wuerth responded that he will provide that information at the July 9 Budget Committee meeting. In light of the recent incident of a person pawning TRL library materials, Mr. Bragg recommended that the Policy Review Committee review TRL's policy of patrons being able to check out 200 items at a time. Ms. Meyer responded that the committee did discuss this matter at its last meeting and will be reporting on it later on the agenda. Mr. Bragg said he has received telephone calls regarding the letter to the editor of the Olympian "Transients spoil the Olympia Library." He suggested the Policy Review Committee look into this matter and consider what TRL should maintain as a standard of conduct in the library. He has visited other libraries and several have behavior requirements; some follow the standard that people use the library for information purposes only. Mr. Bragg acknowledged the report from Gwen Culp regarding the replacement cycle for computers and other hardware. He plans to contact her for more detail. The replacement cycle represents a great deal of money and he is also concerned with TRL having to replace the computers received from the Gates grant. Mr. Bragg has been pursuing a policy of TRL building libraries in cities the same as in unincorporated areas. He noted that TRL owns the Ocean Park Library and has also purchased additional land for future expansion of that library. Ilwaco is attempting to maintain the exterior of its library and TRL fully maintains the Ocean Park Library. He invited anyone interested in changing TRL's policy to contact him.

C. Correspondence

The 5/29/01 letter from D. W. Taylor regarding a public records request was acknowledged.

5 Approval of Minutes

01-33 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF MAY 23, 2001, AS DISTRIBUTED TO THE BOARD; PEGGY MEYER SECONDED THE MOTION.

Mr. Bragg referred to the discussion regarding the agenda item Building Policy. Comments are attributed to himself and to the Director but remarks by other Board members are not attributed to individuals; the minutes only state "Comments from Board members were as follows". He thinks it is important that Board members be held accountable for comments they make about issues being discussed, particularly since the press rarely covers these meetings, and the minutes are distributed to county commissioners and city councils. He requested this change be made in the May 23, 2001 minutes.

Ms. Williams suggested we follow Robert's Rules, which requires that minutes contain mainly a record of what was done at the meeting, not what was said by the members. Ms. Meyer supported this suggestion since the minutes are intended to capture the actions taken by the

- 5 Board. She said this particular agenda item did not result in any Board action. Mr. Bragg said he thinks it would be a mistake for this Board to go to summary minutes because there would be no accountability. Ms. Williams disagreed since these are public meetings and the minutes simply streamline what took place at the meeting. Mr. Blauvelt said it was appropriate to attribute Mr. Bragg's remarks since he was the one who made the motion. He doesn't think all of the comments need to be attributed to a specific person as long as the concept comes through. Ms. Fund suggested that we need to consider what purpose the minutes are serving and adjust them for the needs of the people who use them. For her the minutes are sufficient. If anyone needs more information, they can contact TRL. Mr. Mah said on this particular issue, he agrees with Ms. Meyer and Mr. Blauvelt. It is important that the action be recorded. He interprets Robert's Rules to mean that when the Board is taking action on a specific item, we should capture who spoke in favor and who spoke against it. Since the minutes are recorded, it is possible to go back and identify specific comments by Board members. Mr. Mah said he is comfortable with the way the minutes are being done.

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

- 01-34 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES WORK SESSION OF MAY 24, 2001, AS DISTRIBUTED TO THE BOARD; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Ms. Williams suspended the order business and moved to Agenda Item 8A.

8 Reports

A. Regional Planning Councils

Mr. Wessells said that last year the Grays Harbor Council of Governments made a presentation to the Board to support TRL's continuation as a member. The Board requested that the Pacific County Council of Governments make a presentation. TRL does not currently belong to PCOG. Mr. Wessells introduced Doug Miller who is the chair of PCOG. Mr. Miller said that the PCOG currently has 11 members and the Grays Harbor COG is a reciprocal member. The PCOG meets monthly alternating between north and south county. They have a 3-person board and share a staff person with Pacific County EDC. PCOG facilitates five projects on an annual basis. There are currently 35 projects on PCOG's list. PCOG sends the list of projects to the Pacific County Commissioners for approval. PCOG then goes to the State of Washington for funding from agencies which may be interested in the projects on the list. More projects are added during the year and go to the bottom of the list and PCOG reranks them annually. The main advantage of PCOG is that its representatives from public entities in Pacific County get together to discuss regional issues. PCOG is looking for more members, including TRL, as well as schools and hospitals. The annual membership dues are \$1,500. Mr. Wessells considers it valuable for TRL to become a member. TRL could receive data which is specific to our service area and not available from standard public sources. Ms. Shults said the economic health of a community directly impacts use of libraries. She recommended TRL become a member of PCOG. Mr. Miller said to become a member, TRL could submit a letter of interest along with a presentation to PCOG at one of their meetings. PCOG would then vote on the membership.

6 Unfinished Business

There was no unfinished business.

7 New Business

A. Section 125 Flexible Spending Account

TRL currently provides one segment of the pre-tax dollars IRS section 125 code of a premium only plan. TRL staff have been investigating companies that provide Section 125 Flexible Benefits Plans in order to provide enhanced opportunities for before-tax savings to TRL employees. Staff recommend contracting with American Fidelity Assurance Company for two other benefit plans (medical expense reimbursement and dependent child or elder daycare) and transfer the premium only plan from Colonial Life Insurance to American Fidelity. The employee advantage is a savings on taxes increasing net pay. The employer advantage is a savings on FICA and FUTA taxes. The Section 125 plans are at no cost to TRL.

01-35 PEGGY MEYER MOVED THAT THE BOARD OF TRUSTEES ADOPT A SECTION 125 FLEXIBLE FRINGE BENEFITS PLAN PROVIDING MEDICAL EXPENSE REIMBURSEMENT ACCOUNTS AND DEPENDENT DAYCARE REIMBURSEMENT ACCOUNTS FOR THE EMPLOYEES OF TIMBERLAND REGIONAL LIBRARY TO BE EFFECTIVE SEPTEMBER 1, 2001, AND TO CONTRACT WITH AMERICAN FIDELITY ASSURANCE COMPANY FOR ALL OF THE LIBRARY'S SECTION 125 "FRINGE BENEFIT PLANS"; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Declaration of Surplus Property

Occasionally the library district declares equipment and supplies to be surplus. These items are then offered for sale to the general public.

01-36 ART BLAUVELT MOVED TO DECLARE SURPLUS THE ITEMS INCLUDED ON THE LISTING OF SURPLUS PROPERTY, AND THAT A COPY OF THE LISTING BE ATTACHED TO THE ORIGINAL OF THE BOARD MINUTES; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

8 Reports

A. Regional Planning Councils

TRL needs to advise the Thurston Regional Planning Council in July if it is anticipating withdrawing its membership in 2002. Mr. Mah said there have been benefits to serving on TRPC and recommends continuing our membership. TRL has an interest in the areas of growth and future development and the expertise TRPC can provide to TRL is useful. It would be incumbent on TRL to work with TRPC as we move forward on our capital facilities plan. Ms. Meyer said her concern is that the membership in TRPC is expensive. It was agreed that TRL will send a letter to TRPC advising them that TRL's membership in 2002 is under discussion in its budget process.

- 8A Mr. Wessells reported that the last meeting of the Grays Harbor Council of Governments was held at the Aberdeen Library. Head librarian Christine Peck provided a tour of the newly remodeled library and talked about library services. He understands the Grays Harbor COG is assuming that TRL will continue to be a member in-kind rather than a monetary contribution. TRL's in-kind contribution includes ordering and cataloging of materials and making these materials available through TRL. Mr. Bragg asked if TRL could have that kind of arrangement with TRPC. Mr. Mah said that it would be difficult for TRL to provide services that TRPC doesn't already have, but we could ask. Ms. Williams requested Mr. Mah research an in-kind membership with TRPC. Mr. Mah said he will also look into a different funding formula than what we have had in the past. He said that TRL's presence on the council is a good reminder during TRPC's discussions that there are junior taxing districts that are impacted by the actions of the larger jurisdictions.

B. Policy Review Committee

The Policy Review Committee discussed TRL's checkout policy allowing patrons to check out 200 items at a time. Ms. Anderson provided the committee with a report of one day in which 278 people had more than 40 items. Only 17 people had more than 100 items. The committee recommends the Director change the limit from 200 to 100 items per patron and allow building heads to exercise discretion if there is a reasonable purpose for someone to check out more than 100 items at a time. There was consensus of the TRL Board to make this recommendation to the Director. The committee discussed Mr. Bragg's issue of TRL's program for library facilities in annexed cities. Resolution #81-5 sets up the procedure for cities to join TRL through annexation "provided there is prior written agreement from such city to provide suitable quarters for the library, . . ." All of the cities which have annexed to TRL have done so with the full knowledge of this agreement. It is the committee's opinion that it would be inappropriate to go back and change the current annexations. With concurrence of the TRL Board, the committee recommends that this policy could be changed with new annexations. The committee also recommends that TRL's partnership program for library facilities, which sets out how TRL funds and supports buildings in cities, also be examined. Mr. Bragg said that some cities annexed to TRL, i.e. Rainier and Bucoda, are not required to provide buildings. He recommended a legal determination on this matter in case cities that are required to provide buildings challenge us. Mr. Blauvelt said no one is challenging this policy and he does not see the need for TRL to spend money for an attorney to research this matter. Mr. Bragg said that the idea of only having this policy apply to future annexations is bypassing the fundamental issue of fairness. He referred to last month's minutes in which he states his reasons for resolving this issue of unfairness, including the matter of some libraries being so close together. We need to determine where additional space will be needed. In his judgment we will need to make decisions on which of two libraries close together will receive the additional space so we can have a large enough library to serve enough people and have more open hours. Mr. Mah said it is his desire that TRL's partnership formula with cities reflect current and future growth in an area. For example, if Thurston County is getting all of the new population, the funding formula could reflect that. He thinks it would be very difficult to retroactively make a change in cities which have already annexed. The committee recommends we move forward in determining how to bring new areas into the district and look at the partnership formula as it pertains to the future. There was consensus of the Board for the Policy Review Committee to draft a resolution for conditions for future annexations. The committee will also examine TRL's partnership program.

8B The committee discussed a naming policy. Next month when the Board meets at Packwood, we anticipate that community members will request that the Packwood Library and the park surrounding the library be renamed after the individual who donated the building and land to TRL. The committee recommends that instead of a Board policy, that this remain as a grassroots focus which will be brought before the Board. If there is a capital fundraising project going on, then the Foundation would bring it before the Board. Ms. Williams said the Foundation came up with the same conclusion when they discussed the matter. Ms. Meyer added that a consideration is the expense involved in renaming current buildings.

C. Summer Reading Program

Ms. Duffy presented the Board members with a packet of Summer Reading Program materials. This year's theme is "Feed Your Brain". She had set a goal at the end of last summer's program to register participants online this summer. As of this morning, 70 have registered online. She will be receiving reports from the libraries on the number of signups next month.

D. Children's Internet Protection Act

Ms. Culp submitted a written report. The CIPA and NCIPA are laws passed by Congress that require schools and libraries that apply for some types of federal funds to protect minors from certain materials on the Internet. Ms. Culp explained that TRL has only received E-rate discounts on telecommunications services. We have never received E-rate discounts for Internet access. Since we do not receive that type of funding there is no need for TRL to certify its compliance

E. Director

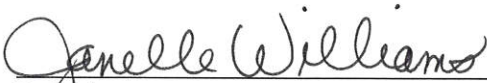
01-37 PAT SHULTS MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 27076 THROUGH NO. 27346 FOR MAY 2001 IN THE AMOUNT OF \$787,957.54; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

01-38 ART BLAUVELT MOVED TO APPROVE VENDOR VOUCHERS NO. 65362 THROUGH NO. 65700 FOR JUNE 2001 IN THE AMOUNT OF \$414,380.27; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The May 2001 Revenues and Expenditures and Business Manager's reports were presented. Ms. Williams noted that in response to a question of whether or not all trustees are obligated to sign resolutions, Mr. Wuerth's research has indicated that it is lawful, but not preferable, for trustees to adopt a procedure by which only the Board President and Secretary (i.e., Director) sign approved resolutions. Mr. Blauvelt added that this kind of procedure could cause complications, for example, if TRL purchases property, because title companies want a full Board's signatures. Ms. Fund asked if TRL responds to inaccuracies in newspaper articles about TRL. She was referring in particular to the May 25, 2001 Olympian article about the Board's work session with Olympia officials. Ms. Anderson said TRL's approach has been to try to educate reporters who are regularly assigned to cover TRL and to request a correction when an error is egregious. Ms. Meyer said it seems TRL is missing an opportunity to correct inaccuracies. She would prefer to see inaccuracies corrected by a letter from the Board, no matter how many times we have to send a letter to newspapers. Several others agreed and suggested a fact sheet about TRL's revenue sources would help educate the public. Ms.

8E Anderson reported that Director Kruse has completed her annual visits with all of the County Commissions. Ms. Anderson said that Ms. Kruse met with McCleary City Administrator Brian Shay to look at vacant buildings in McCleary. Mr. Shay is in the process of applying for a grant to purchase and renovate one of the buildings for a new library. Ms. Anderson has written a letter of support on behalf of Ms. Kruse for that grant. Several staff and Board members attended the ALA Conference. Mr. Wessells and Ms. Zilli made presentations at the conference. As new Board members, Ms. Shults and Ms. Fund both found the conference beneficial. Ms. Fund was interested in sessions regarding service to people with disabilities. She has noticed that the meeting announcements in newspapers of the TRL Board's meetings do not include information for people with disabilities to request an interpreter or other help. Ms. Williams requested that TRL's meeting notices include this information. The May 2001 Statistics were presented.

There was no further business and the meeting adjourned at 9:20 p.m.



President



Secretary

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
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I N D E X

<u>AGENDA ITEM</u> <u>NO.</u>		<u>Page No.</u>
1	Introductions	1
2	Approval of Agenda	1
3	Focus on Ilwaco	1
4	Correspondence and Public Comments	
	A. Public Comments	1
	B. Board Comments	2
	C. Correspondence	2
5	Approval of Minutes	2
6	Unfinished Business	4
7	New Business	
	A. Section 125 Flexible Spending Account	4
	B. Declaration of Surplus Property	4
8	Reports	
	A. Regional Planning Councils	3, 4
	B. Policy Review Committee	5
	C. Summer Reading Program	6
	D. Children's Internet Protection Act	6
	E. Director	6