

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Packwood Timberland Library, 109 W. Main St., Packwood, WA 98361

July 25, 2001

MINUTES

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

BOARD MEMBER EXCUSED: Peggy Meyer

STAFF PRESENT: Bette Anderson; Liane Bascou; Judy Covell; Ellen Duffy; Susan Hanson; Corene Jones-Litteer; Thelma Kruse; Chloe Lee Renne-Freitas; Tina Roose; Cherie Rusk; Nancy Sawyer; Kitty Schiltz; Sandra Sebbas; Elizabeth Squires; Virginia Squires; Liz Stroup; Jena Thrasher; Harriet Whisler; Art Wuerth

GUESTS PRESENT: Bob Baker; Cheryl Baker; Susan R. Baldwin; Marie Garlington; Don Garrison; Dick Hamlin; Lil Hamlin; Mike Litvan; Nancy Litvan; John McCroskey; Dennis O'Leary; Linda O'Leary; Cap Pattison; Carol Reifschneider; Barb Selis; Bert Selis;

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 Packwood

Virginia Squires reported that today is a celebration of the Packwood Library's 20th anniversary in the current building. The first library in Packwood opened in 1973 in a small building at the east end of town. In 1980, when the rent increased, Bob Baker, who was a member of the TRL Board, hunted for a new home for the library. Mr. Baker was contacted by Connie Combs with a proposition for TRL to accept the log building and the park in which it stood as a gift from the estate of Sherman Combs. Mr. Combs' intention had been to donate the building and land to Packwood when it became incorporated. Since Mrs. Combs believed that would not happen for many years, she decided a library would benefit the community. TRL took possession of the building and land in the spring of 1981 and after some remodeling the library reopened in July 1981. Ms. Squires provided a history of the building. In 1955 the first trees used for the building were felled, and local carpenters used Mr. Combs' home drawn plans. The building served as the local post office until 1974; it was a museum, which housed artifacts of the first settlers in the area; it housed a rock and gift shop; skiers at White Pass in the 50's and 60's used the dormitories upstairs. Ms. Squires said she believes that Mr. Combs would agree that the building is most suited for the library.

4 Correspondence and Public Comments

A. Public Comments

Ms. Squires introduced Robbie Baker, son of the late Bob Baker, who was very instrumental in bringing TRL into being. Mr. Baker said his father spent a great deal of time focusing on the library. He expressed appreciation for his father's efforts in helping to bring books and learning into his and many other people's lives.

Sheriff McCroskey applauded the TRL Board's efforts in addressing children's access to Internet in the libraries. At the national level, a task force is being formed on the issue of missing and exploited children specifically through the Internet. He brings this to the Board's attention because TRL still allows children unrestricted access to Internet unless parents indicate otherwise. In TRL's own literature, in order for a person under 18 to get a library card, a parent's signature is needed. He wonders what the risks would be for TRL and the taxpayers who support TRL if something bad happens. He does not like pornography publicly paid for in our public libraries, but is resigned to the fact that adults can do certain things. However, he thinks we need to affirmatively provide protection for children and that children should have filtered or no access to Internet as a default. He urged the Board to rethink its Internet policy.

B. Board Comments

Mr. Bragg referred to an article in the July-August 2001 edition of *Public Libraries* entitled "Legal Aspects of Internet Filtering in Public Libraries." He considers this article a fair analysis, which helped him to understand the issue better.

Ms. Fund said there is national research project, mandated by the U.S. Congress, called "Tools and Strategies for Protecting Kids from Pornography and Their Applicability to Other Inappropriate Internet Content. Juvenile Online Victimization Incidence Study and Criminal Justice Barriers to Investigation and Prosecution of Juvenile Online Victimization are two studies being conducted at the federal level. She referred to an AMA (American Medical Association) study "Risk Factors for and Impact of Online Sexual Solicitation of Youth" which points out that we need to be particularly concerned with troubled youth. Although there may be many reasons why 97% of TRL parents did not make an Internet choice for their children, she thinks it is because the majority are parents who don't pay attention.

Mr. Bragg referred to last month's minutes in which the Policy Review Committee cited that 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." TRL has allowed Rainier, Bucoda and Long Beach to annex without a building. He understands the Policy Review Committee is going to draft a policy for future annexations, which he thinks would cause problems with cities which are already annexed.

C. Correspondence

A letter and proposal from the Friends of the Packwood and Mountain View Libraries will be considered under new business.

5 Approval of Minutes

01-39 PAT SHULTS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JUNE 27, 2001, AS DISTRIBUTED TO THE BOARD; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Unfinished Business

There was no unfinished business.

7 New Business

A. Friends of the Packwood and Mountain View Libraries Proposal

The Friends of the Packwood and Mountain View Libraries have submitted a proposal regarding the grounds around the Packwood Library. There are several organizations that provide grants for beautification purposes in small towns. With the TRL Board's approval, the Friends would like to apply for a grant for funds to replace picnic tables and playground equipment, and install more lighting. They recommend the trees be pruned as well to help discourage inappropriate use of the grounds. Mr. Bragg expressed concern with justifying using TRL funds for a park. He suggested the grounds be separated from the building and deeded to the county to maintain as a park. Several in the audience commented that maintenance by Parks and Recreation is nearly non-existent in this area. Mr. Hamlin commented that the revenue that comes from the rural areas is more than from the urban areas so he thinks it would be fair if TRL put some of that money back into the Packwood library in appreciation for receiving the building as a gift. Mr. Bragg said there is a difference of views between rural and city parts of the library district. Cities feel that timber revenues should be allocated to cities as well, just as school districts and port districts allocate timber revenues to both cities and unincorporated areas. Ms. Kruse said this is a beautiful area and she agrees it needs to be better maintained. Mr. Mah encouraged the Friends to pursue a grant because there are advantages to cleaning up the area and reducing vandalism. In the meantime, TRL should look at our maintenance of this area to see if adjustments should be made.

01-40 EDNA FUND MOVED THAT THE FRIENDS OF THE PACKWOOD AND MOUNTAIN VIEW LIBRARIES PROCEED WITH THE TRL BOARD'S BLESSING TO APPLY FOR ANY GRANTS AVAILABLE FOR BEAUTIFICATION OF THE PACKWOOD LIBRARY GROUNDS; PAT SHULTS SECONDED THE MOTION.

Ms. Kruse requested that TRL be included in the grant preparation.

MOTION CARRIED UNANIMOUSLY.

8 Reports

A. Regional Planning Councils

Mr. Mah said a letter from TRL has been sent to the Thurston Regional Planning Council indicating that TRL is reviewing its membership as part of our budget process. At the Council's next meeting, members will discuss the possibility of a new funding formula in order to allow more junior taxing districts to participate as Council members. They were

- 8A unable to identify any type of in-kind contributions in exchange for TRL's membership fee. TRL's best option is to look at how TRPC bills us and what criteria they use to calculate TRL's membership fee.

B. Foundation

Ms. Sebbas reported that the TRL Foundation, TRL staff and an AmeriCorp worker, participated in Super Saturday at The Evergreen State College. She would like to see this type of participation in other areas of the district, particularly where we have building projects. Olympia Federal Savings gave the Foundation \$10,000 for its newsletter. The Foundation reimbursed TRL for \$10,000 for the grant writer's fee. The grants resulted in \$74,000 in funds for developing the Mother Goose literacy-parenting program. The Foundation is working on a naming policy, a conflict of interest policy, and a gift acceptance policy.

Mr. Blauvelt arrived at 7:35 p.m.

C. Services & Facilities Committee

Ms. Covell distributed a report regarding the Service Center remodel. Last week TRL's space planner Mark Nelson met with the Services and Facilities Committee regarding the remodel plan. The remodel will address the following concerns: health and safety, increased public service, and efficiency. The plans call for improved air quality and temperature control, more efficient work areas, improved escape routes in emergencies, better security, compact shelving, new computer lab, improved conference room, 16 new workstations, 14 volunteer work areas, and an additional conference room. Mr. Nelson was able to bring the cost for the remodel close to what is budgeted. Mr. Blauvelt urged the Board to approve the remodel because the improved efficiency will benefit the entire district and it addresses the health and safety concerns.

- 01-41 ART BLAUVELT MOVED TO AUTHORIZE THE DIRECTOR TO PROCEED WITH THE REMODEL FOR HEALTH AND SAFETY, INCREASED PUBLIC SERVICE AND EFFICIENCY OF THE SERVICE CENTER AS OUTLINED; DOUG MAH SECONDED THE MOTION.

Mr. Mah acknowledged the work of the staff and the architect to reduce significantly the cost of the remodel from the previous estimate. He was concerned with spending money on the Service Center, which is not a public facility. He now recognizes the need and is satisfied that the remodel will benefit the entire district. He is pleased to see the reconfiguration of the conference room and a new computer lab, which will enable us to provide these rooms to the public. He also supports the efforts to provide a safer and healthier environment for employees. He encourages the Board to support this motion. Ms. Kruse requested approval for an additional cost of improving the staff break room.

MR. BLAUVELT AMENDED HIS MOTION TO INCLUDE THE EXPENDITURE FOR AN HVAC SYSTEM IN THE STAFF BREAK ROOM.

Mr. Bragg said he hopes that if the cost goes over the \$420,000 budgeted, that it will come back to the Board, and Ms. Kruse responded in the affirmative. Staff responded to several questions from the Board related to the following: A computer lab would enable us to open it to the public for classes or other use. Although there are not computer labs in the other

8C counties, there are computers in all of the libraries. The major use of the lab would be to train staff, a function which needs to remain at the Service Center. The compact shelving has considerably more capacity than regular shelving and will allow us to store more materials than we are able to now due to lack of space. Staff will provide compact shelving capacity to the Board. Functions change, but because of the flexible nature of the remodel it should be useful space for the next 10 to 15 years. Work efficiency will improve because we will be able to get materials out to the libraries more quickly; the rearrangement of departments will provide better workflow; Virtual Reference will be able to respond more quickly by being located in one area. Mr. Mah said this project would provide opportunities for the Foundation. For example, we can seek funding if the computer lab is opened to the public; adding more space for volunteers may encourage donations. Ms. Kruse said there could be an additional expense of \$80,000 for a sprinkler system if the City of Tumwater requires it.

MOTION CARRIED UNANIMOUSLY.

D. Budget Committee

The Budget Committee reviewed the goals and priorities at its last meeting. An email group for the Budget Committee has been created so new information can be sent out immediately. The committee discussed revenue projections which will definitely be reduced next year. Mr. Bragg expressed concern that the goals and priorities relate only to service priorities and do not include facilities priorities. We have an obligation for facilities as well as services and he doesn't see that we are headed in the direction of having a level playing field with those two needs. Ms. Williams responded that we will never have a level playing field because the district wasn't set up with a table that is level in the first place. We have contracting cities, annexed cities, and buildings the district owns. Mr. Mah requested clarification of the six refocusing items, particularly reallocating resources to match priorities. Ms. Kruse explained that staff is reviewing what we are doing in the libraries now and looking for less expensive and staff intensive routines. Mr. Bragg suggested this item be worded instead to reallocate priorities to match resources. Ms. Kruse said the scheduling system based on library proximities relates to using staff more efficiently. Staff costs, including substitutes and benefits, take up 70% of the budget. Instead of calling in substitutes to cover absences, we may shift staff in libraries which are close to each other. The service priorities are not in priority order, but are priorities identified by staff. Mr. Mah suggested these priorities be prioritized. He does not support an across the board reduction. Ms. Shults added that we need to recognize that needs are different in each of the libraries and when prioritizing we need to take these community needs into consideration. Mr. Bragg said he would like the Board to review again and justify continuing to put 16% of our operating budget into materials when the public is receiving more information from online databases. Staff pointed out that costs for online computer resources are included in that 16%. Ms. Fund said she is concerned with services to the underserved, particularly people with disabilities being able to access the libraries. Mr. Bragg asked if an alternative budget can be submitted with 50% of timber money used for operations. Ms. Kruse said staff will follow the Board's directive on something that is so staff intensive. Mr. Blauvelt said he did not want staff spending time looking at the impact of an alternative budget nor did he think a majority of the Board would support such an activity at this time. Mr. Mah said he assumes that Initiative 747 will be ratified and placed on the ballot. He would like a presentation to the Board regarding the impact of that particular initiative. Mr. Wuerth said he will be preparing two budgets, targeting the primary budget as the I-747 budget. Mr. Mah said the Board should still be educated on what the initiative does and the impact in the future in the event the Board would

8D like to take a position on the initiative as we have done in the past. It was recommended the presentation be at the Board's August or September meeting.

E. Action Plan 2nd Quarter Progress Report

The Action Plan 2nd Quarter Progress Report was presented. Mr. Bragg asked when the last item regarding development of a technology plan will be completed, and if it will have any impact on the 2002 budget. Ms. Kruse responded that Gwen Culp is constantly planning for technology. Many of the significant changes in TRL's technology have been developments that are new and could not have been foreseen in a technology plan, for example, SRI. She will ask Ms. Culp to provide a report on this. Mr. Bragg asked about the reorganization of committees and working groups. Ms. Kruse will provide a list of the working groups. In a previous meeting, the Board directed implementation of an energy conservation program with the goal of reducing power consumption by 10%. Mr. Mah asked if we have achieved that goal. Mr. Wuerth will provide a report on energy conservation efforts. Mr. Mah asked about our work with the South Sound Reading Foundation. Ms. Duffy said staff are exploring several ideas with SSRF, including a story time on TCTV.

F. Internet Access Actions Progress Report

The Internet Access Actions Progress Report was presented. Ms. Fund noted that there is nothing in this progress report about Internet incidents and how they have been resolved. Mr. Blauvelt said this report only addresses the Internet Access Actions approved by the Board in July 2000. Staff are implementing procedures to carry out the policy adopted by the Board and reporting their progress. Ms. Kruse said she tries to make sure that any incidents Ms. Fund is referring to are reported to the Board in other ways, such as through email, through her quarterly report to the Board, or providing copies of letters from citizens. Ms. Fund said she is concerned that she is not fulfilling her duties as a trustee if she cannot respond to people with questions about issues at the library, i.e, incidents surrounding the Internet in her county, and how the library is responding to those issues. She is concerned with TRL's policy that if parents do not make an Internet choice for their children, the children will have unrestricted access. Ms. Fund also suggested there is another indication of dissatisfaction with the current Internet Access Policy, considering the most recent resignation of a library board member from Chehalis. In his letter, Tim Fuller indicated the Internet Access Policy was a primary reason for his resignation. Ms. Fund stated there are library staff who are also not happy with the situation, and we need to pay close attention to a potentially hostile work environment situation, considering the recent EEOC finding in Minnesota, where the penalty for the library is estimated around \$800,000 for 12 librarians. Ms. Williams clarified that Mr. Fuller also cited in his letter a second reason for his resignation dealing with the foundation and fundraising, which he was not comfortable taking part in. Ms. Fund cited from an ALA news release dated April 5, 2001, which states that a recent study shows that 64% of respondents require permission from parents before children can use the Internet. She considers TRL out of step with the majority of libraries. Ms. Fund said the *Daily Chronicle* newspaper reported there are 300 sex offenders registered. She asked if TRL has a way to monitor sex offenders who have library cards if there is a court order that they should not be in certain areas. Ms. Kruse responded the library would have no way of knowing. Staff have met with law enforcement agencies throughout the district. We cooperate with law enforcement but do not take on the role of enforcing the law. Mr. Blauvelt added that each of these people has a customized probation plan that the parole department deals with. He does not consider it the library's responsibility to monitor everyone who walks into the library. Ms. Williams said the

8F Board held many discussions regarding this issue and its policy goes as far as the Board wishes to go. Ms. Kruse added that there have not been a large number of incidents and most staff seem comfortable with the procedures established. Mr. Bragg pointed out that the Board could change its policy by reversing its decision not to reconsider the issue for another year from now.

G. Director

01-42 ART BLAUVELT MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 27347 THROUGH NO. 27611 FOR JUNE 2001 IN THE AMOUNT OF \$782,357.26; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

01-43 ART BLAUVELT MOVED TO APPROVE VENDOR VOUCHERS NO. 65701 THROUGH NO. 65978 FOR JULY 2001 IN THE AMOUNT OF \$755,767.92; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

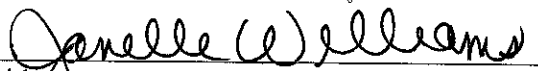
The following reports were presented: June 2001 Revenues and Expenditures, ESD Partnership Update, Summer Reading Program Participants as of June 2001, and June 2001 Statistics.

Ms. Kruse reported she will be attending the Director's Retreat Thursday and Friday. The State Auditor will be present to address the issue of sale of surplus books to Friends groups.


Mr. Bragg asked when the information regarding leasing vs. owning facilities will be provided. He considers this important because of the amount of money TRL will be putting into a project to lease a building in Yelm for 10 years which will not be adequate after 10 years. Ms. Kruse said she has discussed this issue with Mr. Wuerth. However, TRL is still negotiating the Yelm lease. She anticipates that she will be able to provide this information at an Executive Session at the next Board meeting.

Ms. Fund noted that the WILL Conference conflicts with the September TRL Board meeting. She noted that in the June 2001 statistics, that reference walkins are down from last year. Ms. Kruse said she has requested that the statistics get done earlier so that staff have an opportunity to analyze them before the Board meeting and will be able to respond to questions.

There was no further business and the meeting adjourned at 9:05 p.m.



President



Secretary

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