

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
McCleary Timberland Library, 100 3rd St., McCleary, WA 98557

August 29, 2001

MINUTES

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

STAFF PRESENT: Bette Anderson; Liane Bascou; Jinny Burns; Gordon Earsley; Corene Jones-Litteer; Thelma Kruse; Tim Mallory; Tina Roose; Mary Thornton; Art Wuerth

GUESTS PRESENT: Evert Challstedt; Michael A. Green; Helen Hepp; Anita Hunt; Janis Moore; Tammy Owings; Donnie Rostedt; Brian Shay; Janet Strong

The Board met in Executive Session from 6:30 p.m. to 7:00 p.m. pursuant to RCW 42.30.110(b).

President Williams called the regular meeting to order at 7:10 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made.
- 3 Focus on McCleary

Mr. Shay, McCleary City Administrator, said that the Mayor and City Council are committed to moving forward for a new McCleary Library. They will receive a \$60,000 Bishop Foundation grant if they are able to match those funds, and they anticipate receiving additional grants to raise the \$220,000 that has been identified as needed for the library.

Ms. Thornton, Community Librarian, said McCleary has had a long history of libraries. Records held by the McCleary Historical Society indicate openings of new libraries in 1928 and 1949. The library has been housed in City Hall since the building's dedication in December 1958. McCleary began contracting for library services from TRL in 1969. In 1985, a drastic drop in TRL's timber revenue caused closure of three of its libraries, including McCleary. Dedicated volunteers kept the library open during a three-year period until TRL was able to provide full service again in 1988. Since 1989, McCleary's circulation has increased 113%. When the library closed in 1985, an average of 66 people per week came into the library. McCleary now averages over 100 people per day. Although McCleary is the smallest library in TRL, it is heavily used and appreciated by the community. Ms. Thornton cited examples of how McCleary residents appreciate being able to use multiple library outlets. McCleary's population is about 1,400. As of June 2001, McCleary Library has issued 1,033 cards. About 90% of the students have library cards.

Ms. Moore, McCleary Library Board President, distributed packets to the TRL Board, which includes information on the library's activities and plans, and other information related to McCleary and Grays Harbor County. She has passed along to TRL's Automated Systems Manager information regarding telecommunications enhancement in Grays Harbor County.

3 All five positions on the McCleary Library Board are now filled. She thanked the city for its efforts for a new library in McCleary.

2 Approval of Agenda

No additions or changes were made to the Agenda.

4 Correspondence and Public Comments

A. Public Comments

There were no additional public comments.

B. Board Comments

Mr. Bragg referred to an article in a reading foundation publication related to why filtering is unconstitutional. Related to the lawsuit challenging CIPA, the American Library Association's position is that filtering stops protected, as well as unprotected, speech. If filtering becomes a real problem of interfering with the First Amendment, a fallback position might be to require parental approval before children can get on the Internet. Mr. Blauvelt said that TRL offers everyone a choice of filtered or unfiltered access. If the parent does not restrict a child's access, TRL does not make that choice. It is the parents' responsibility. Ms. Williams added that TRL's filtering system is not mandatory, and we are following our attorney's advice of the least restrictive alternative. Ms. Fund urged that we continue to pay attention to studies going on and cases being heard in courts related to Internet.

C. Correspondence

There was no correspondence

5 Approval of Minutes

01-44 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JULY 25, 2001, AS DISTRIBUTED TO THE BOARD; KEN BRAGG SECONDED THE MOTION.

DOUG MAH AMENDED THE MOTION TO CHANGE THE WORD "BLESSING" IN MOTION #01-40 TO "SUPPORT".

There was a question of whether or not a word could be changed in a motion that was passed in the previous meeting. Ms. Williams researched Robert's Rules of Order, but could not find anything specific to changing a motion after it has been passed. She cautioned the Board to be careful with semantics in future motions. It was agreed that the intent of the motion is to support the Packwood/Mountain View Friends in their grant application. Mr. Mah withdrew his amendment.

MOTION CARRIED UNANIMOUSLY.

6 Unfinished Business

There was no unfinished business.

7 New Business

A. Appointment of Agent to Receive Claims for Damages

In April 2001, the Washington State Legislature passed Engrossed House Bill 1530, Chapter 119, Laws of 2001. The governing body of each local government entity shall appoint an agent to receive any claim for damages made under this chapter. The identity of the agent and the address where he or she may be reached during normal business hours of the local governmental entity shall be recorded with the auditor of the county in which the entity is located.

01-45 PEGGY MEYER MOVED TO APPOINT THE LIBRARY DIRECTOR AS THE AGENT FOR TIMBERLAND REGIONAL LIBRARY TO RECEIVE ANY CLAIM FOR DAMAGES PURSUANT TO ENGROSSED HOUSE BILL 1530, CHAPTER 119, LAWS OF 2001; ART BLAUVELT SECONDED THE MOTION.

Mr. Blauvelt explained the need for local government entities to make these appointments in order to make sure the appropriate person is served and ultimately save time in the courts. He recommended that this matter be handled by resolution rather than motion in order to have a document that can be recorded with the auditor. He offered to share the resolution he has prepared for jurisdictions he legally represents.

PEGGY MEYER WITHDREW HER MOTION. ART BLAUVELT AGREED TO THE WITHDRAWAL.

This matter will be on the Board's September 26, 2001 meeting agenda.

8 Reports

A. Regional Planning Councils

Mr. Mah reported that the funding formula for next year's membership to the Thurston Regional Planning Council has been sent to a sub-committee for review.

Ms. Shults recalled the report from the Pacific County Council of Governments at the Board's June 27, 2001 meeting in which TRL was asked to consider joining. The Director was instructed to include this membership in the budget preparation.

B. Services & Facilities Committee

Ms. Kruse reported that the Services & Facilities Committee met with Olympia City representatives. The group reviewed answers to the questions from the May 24, 2001 meeting. Several more assignments were noted. The next meeting is scheduled in October and the group agreed to meet every two months. A summary of the last meeting will be sent to the Board. Ms. Anderson added that both TRL and the city representatives agreed that we should continue to move forward on this matter. Several studies will be updated to include

- 8B demographic changes in the community and more recent statistics, which the group hopes to complete by the end of this year. Early next year, the group plans to do an intensive gathering of information from the community, possibly through surveys, to find out what the people perceive the Olympia Library needs to be, and what people are willing to financially support. By next June, the group expects to make a decision on whether or not to continue to proceed.

Ms. Fund asked if the Services & Facilities Committee is the source of ADA information she has requested. Is there a transition plan in place and have ADA issues been prioritized, as required by law? Ms. Kruse responded that TRL has a Health & Safety Committee headed by Human Resources Manager Jena Thrasher, which looks into ADA issues. Staff did an analysis of ADA issues about two years ago. Some of the concerns were corrected immediately, others were done as the budget allowed, and others still need to be completed. The major ADA issues have been identified in the Facilities Needs Assessment. Nothing has been done at the level Ms. Fund is referring to. Mr. Mah requested a report to the Board prioritizing ADA issues, including city-owned buildings and recommended steps for remedy. Mr. Blauvelt commented that the first step is determining who is responsible. TRL has already identified what needs to be done. He assumes the cities have been notified of what needs to be done in their city-owned buildings. Ms. Kruse responded that staff have had conversations with the cities' representatives. She will instruct Ms. Thrasher to look into this matter.

Mr. Bragg said at the Services & Facilities Committee meeting, a former Thurston County Commissioner commented that she did not think there was any point in trying to go for another bond issue for a new Olympia Library. He said there are some basic issues that need public discussion, one of which is TRL's policy to build libraries only in the unincorporated areas. Until that issue is resolved, he sees a problem with raising the money necessary for a new Olympia Library.

With regard to the Yelm Library, Mr. Bragg said he requested an analysis of the costs of leasing vs. owning. He has prepared his own analysis based on public documentation. He recommends the Board reconsider what he referred to as a short-term lease of 10 years. His reasons are that there is no provision for additional space needed beyond 10 years, and up front costs of \$434,950 to make space suitable for a library could not be recovered when a new site would be needed in 10 years. His analysis is attached to the original of these minutes. Ms. Williams said that a motion should be on the table before the Board continues discussing this matter. The Board has already taken action to proceed with the Yelm lease, and this discussion is more appropriate in an Executive Session.

C. Director

- 01-46 ART BLAUVELT MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 27611 THROUGH NO. 27996 FOR JULY 2001 IN THE AMOUNT OF \$757,523.07; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 01-47 ART BLAUVELT MOVED TO APPROVE VENDOR VOUCHERS NO. 65979 THROUGH NO. 66283 FOR AUGUST 2001 IN THE AMOUNT OF \$382,666.58; DOUG MAH SECONDED THE MOTION.

Ms. Meyer asked about the entrance conference with the auditor regarding the audit of TRL. The notice of the entrance conference was received too late for any Board members to take

8C part. Mr. Wuerth reported there was nothing significant that came out of the entrance conference and we had nothing specific which we requested them to look at. There will be an exit conference. The auditor has one more day of field work to complete and then she will prepare her final report. Ms. Fund said in the future she recommends that at least three Board members take part in the entrance conference. In her work experience, she has found them to be very helpful and if used correctly, an agency can get more for its money.

Mr. Bragg noted in the Business Manager's Report a comparison of populations in incorporated vs. unincorporated areas in each of the counties. He requested a table of growth management areas, which are future annexations and certainly not rural areas as such. Mr. Wuerth said he is not sure how that information would help TRL since we cannot anticipate what may or may not be annexed. Mr. Blauvelt said his understanding is that the only county that growth management applies to is Thurston County and he questions how this information would be useful. The Board directed Mr. Wuerth to see if he can obtain this information without spending a great deal of time on the matter.

Mr. Mah requested that staff be kept informed of their successes in energy conservation. He commended staff on the good job they have done to generate an 8.3% savings.

MOTION CARRIED UNANIMOUSLY.

The following reports were presented: July 2001 Revenues and Expenditures, Summer Reading Program Participants as of July 2001, South Sound Reading Foundation, and July 2001 Statistics.

Ms. Kruse said the Board's meeting schedule includes a retreat on October 13, and a budget workshop on November 15. She asked if the Board wishes to have both of these meetings or combine the meetings. She also requested agenda items for the retreat. After further discussion, it was agreed to retain both meeting dates. Some preliminary budget information will be available for discussion at the October 13 retreat. The Executive Secretary was requested to schedule the retreat from 9:00 a.m.-2:00 p.m. Mr. Mah suggested a consultant be invited to provide the Board with tools necessary to work together more collaboratively. Other suggested topics should be emailed to the Executive Secretary or Director.

Ms. Roose reminded the Board that they are invited to All-Staff Day on October 8. All branches and the Service Center will be closed to allow a training day for staff, volunteers and substitutes.

Ms. Fund recalled her question about reference statistics, comparing 2000 to 2001. She was referred to Liz Stroup's written report. Ms. Roose said the reference statistics are changing due to Virtual Reference. Staff are also looking into how the reference questions are being counted in order to provide more consistency throughout the district.

Mr. Mah acknowledged the work TRL staff are doing with the South Sound Reading Foundation.

9 Other

Mr. Bragg commented about the request he had made at the July 25, 2001 Board meeting for an alternative budget with 50% of timber money used for operations. He said he wants to find

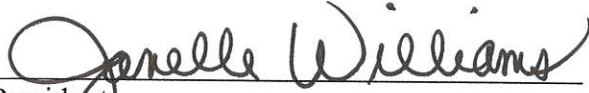
9 out what would happen if we give the same priority to facilities as we do to services. He believes we are now using about 68% of timber revenues for operations.

01-48 KEN BRAGG MOVED THAT STAFF BE ALLOWED TO PREPARE BUDGET IMPACTS ON POLICY CHANGES SUGGESTED BY BOARD MEMBERS; DOUG MAH SECONDED THE MOTION.

Ms. Kruse said that Mr. Bragg had requested a change in the July 25 minutes to strike the sentence that other Board members did not support his budget request. She asked the Executive Secretary to listen to the tape of the meeting and include in the minutes comments from other Board members for further clarification. Since Mr. Bragg's request was staff intensive, she needed to know if the full Board wanted her to proceed. Mr. Blauvelt recalled that Mr. Bragg made a very specific request at the July meeting, and it was clear that other Board members did not support this request. Ms. Williams added that Board actions cannot take place without a majority of the Board. Her concern with this motion is that it is too general and she interprets its intent to allow a single Board member to direct staff to move in a particular direction. Mr. Mah said he seconded the motion and speaks in favor of it only in the sense that he thinks staff should be exploring all budget options. The Budget Committee needs flexibility to assess various solutions. Ms. Kruse assured the Board that staff are looking at various scenarios. Ms. Shults said that the Budget Committee has been given the responsibility to look at alternatives and bring its recommendations back to the full Board. Mr. Blauvelt added that staff has received direction from the Budget Committee and is now looking at the numbers to see if we can meet the criteria established. Ms. Meyer said she looks to the Budget Committee to guide the staff, explore alternatives and follow up with a strong recommendation to the full Board.

KEN BRAGG AND DOUG MAH VOTED IN FAVOR OF THE MOTION; ART BLAUVELT, EDNA FUND, PEGGY MEYER, PATRICIA SHULTS AND JANELLE WILLIAMS VOTED AGAINST THE MOTION. MOTION DID NOT PASS.

The meeting recessed at 9:00 p.m. The Board continued its Executive Session at 9:10 p.m., which continued until 10:00 p.m. There was no further business and the meeting adjourned at 10:00 p.m.



President



Secretary

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