

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
South Bend City Hall, 117 Willapa Ave., South Bend, WA 98586

September 26, 2001

MINUTES

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

BOARD MEMBER EXCUSED: Art Blauvelt

STAFF PRESENT: Liane Bascou; Gwen Culp; Gordon Derek; Leanne Ingle; Thelma Kruse; Marie Mathis; Tina Roose; JoAnn Rucker; Sandra Sebbas; Bob Stalder; Jena Thrasher; Mike Wessells; Art Wuerth

GUESTS PRESENT: Helen Hepp; Edward Penoyar; Jean Shaudys; Denny Wasberg; Tory Young; Vicki Young

The Board met in Executive Session from 6:15 p.m. to 6:50 p.m. pursuant to RCW 42.30.110(g) and (i).

President Williams called the regular meeting to order at 7:05 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 South Bend

Ms. Rucker said the South Bend Library is a Carnegie building built in 1913. She praised the South Bend Friends group, which is becoming more active and is encouraging young people to become members. The Girl Scouts handle the Friends book sales, which helps them earn badges. This year's Summer Reading Program has been quite successful, bringing in 67 people for the "Insect Safari" program and 50 people for the final program. Since the South Bend Library is not handicap accessible, there are discussions regarding installation of an elevator. Ms. Rucker said several of South Bend's senior citizens are unable to come into the library, and they would prefer using their hometown library rather than going to Raymond. There is a senior citizen complex within walking distance of the library, and materials are delivered to a senior assisted living facility. Staff also carry materials down the library steps for people who cannot access the library.

Ms. Shaudys, a South Bend Council member and member of the TRL Foundation Board, reported that they have received an estimate for an elevator and installation of \$45,000 to \$48,000. There would also be additional costs for an architect and engineer. There have also been discussions of installing a ramp. However, anything placed in front of the building

- 3 would remove it from the National Register of Historic Places. The city owns the property on the side of the building where a ramp and/or elevator could be placed. Ms. Kruse added that the TRL Foundation has contracted with a grant writer who will help seek grants for this project.

Mr. Stalder updated the Board on the memorial the Raymond Library received from the Bertha Hager Estate. A group who knew Ms. Hager when she was librarian at the Raymond Library, have suggested that the memorial be used to redo the meeting room, which is not heavily used, to make it more comfortable and user friendly.

4 Correspondence and Public Comments

A. Public Comments

There were no public comments.

B. Board Comments

Ms. Meyer complimented the staff on the thoughtful and sensitive message which went out to all employees after the September 11, 2001 attack.

Mr. Bragg questioned optional attendance at All Staff Day on October 8. Staff explained that those who are not regularly scheduled to work on that day do not need to attend or staff may choose to use that day as a vacation day.

C. Correspondence

There was no correspondence

5 Approval of Minutes

- 01-49 PEGGY MEYER MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF AUGUST 29, 2001, AS DISTRIBUTED TO THE BOARD; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Unfinished 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. It was recommended at the August meeting that this matter be handled by resolution rather than by motion so that there is a document available for recording with the auditors.

6A

01-50 PAT SHULTS MOVED TO ADOPT RESOLUTION NO. 01-06 APPOINTING THE LIBRARY DIRECTOR AS THE AGENT FOR TIMBERLAND REGIONAL LIBRARY TO RECEIVE ANY CLAIM FOR DAMAGES PURSUANT TO RCW 4.96.020; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 New Business

A. CIPA

CIPA (Children's Internet Protection Act) is a federal law that passed Congress after it was added as a rider to a major appropriations bill in December 2000. CIPA requires schools and libraries that receive certain federal funds to adopt and implement an Internet Safety Policy that includes the operation of Internet filtering or blocking software on all public and staff computers with Internet access. In August, TRL received its Funding Commitment Decision letter from the Universal Service Administrative Company regarding our applications for E-rate discounts for Year 4. We are eligible to receive \$5,395 for Internet Access costs, as well as \$101,697 (not covered by CIPA) for Telecommunication Services. In order to receive the \$5,395, we must certify that we will comply with CIPA.

01-51 PEGGY MEYER MOVED TO APPLY FOR E-RATE DISCOUNTS FOR TELECOMMUNICATION SERVICES ONLY, AND NOT TO APPLY FOR INTERNET ACCESS DISCOUNTS AT THIS TIME IN ORDER TO AVOID ADDITIONAL COSTS AND LEGAL IMPLICATIONS ASSOCIATED WITH APPLYING FOR INTERNET ACCESS DISCOUNTS; DOUG MAH SECONDED THE MOTION.

Ms. Fund referred the Board to several items she requested be copied for their information. ALA's CIPA Web Site lists actions that a library can take to preserve its right to receive Year 4 E-rate discounts. She quoted from a May 16, 2001 letter to the ALA Executive Board as follows: "A library with a Year 4 approval letter may certify in October 2001 that it is not prepared to comply in Year 4 but that it is 'undertaking such actions, including any necessary procurement measures, to comply with the requirements of CIPA for the next funding year.' Legal counsel for the FCC clarified that 'a library which makes the certification that it is undertaking actions to comply with CIPA for Year 5 need not have made a final decision as to whether it will install the technology devices for Year 5.' . . . the library 'may continue to evaluate its options under CIPA during Year 4, but decide not to participate in the universal service program in Year 5 (2002-2003) by not applying for further funding.'" Another document states "Even if you believe the requirements of CIPA are unconstitutional and that the courts will relieve libraries of this burden, certifying that you are in compliance is the only way to preserve your right to participate in this program. Certifying that you are 'undertaking such actions' is the least burdensome certification to make at this time." Ms. Fund believes that TRL has already undertaken some of the actions toward compliance.

Ms. Kruse said one reason that staff has recommended the motion under consideration is because of the financial issue. The items Ms. Fund is referring to would allow libraries which receive a large amount for Internet access to not lose the funds in the event the court case is overturned. If TRL complies with CIPA, the measures we would need to take would cost more than twice as much than the amount we would receive. These costs would include

- 7A additional software and server, customized SRI software, annual maintenance fees for all hardware and software, and a great deal of staff time. Ms. Fund said she understands from her research that TRL could receive the \$5,395 for Internet Access costs and hardly spend any money because we have done enough to be in compliance for Year 4 E-rate discounts. Ms. Kruse said TRL would have to meet the rules and staff believes TRL would spend more than we would receive. Staff explained that if the Board takes this recommended action, we would not receive the \$5,395, but it would not prohibit us from applying for these funds next year. Each year the library starts with a new application.

Ms. Meyer said if TRL did certify compliance with CIPA, it would be inconsistent with TRL's Internet Policy. The Board made a decision in July 2000 to adopt Internet access actions and give those actions time to work for at least two years. Mr. Mah is in favor of this motion as long as it does not prohibit us from applying for these funds in the future. Mr. Bragg said he will vote against this motion because he thinks TRL could receive the \$5,395 and wait until next spring before we would have to spend the \$8,030 for additional software, etc. Ms. Shults said she will vote for this motion because the implication behind complying would indicate support of CIPA.

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

8 Reports

A. North River Community Learning Center

Ms. Kruse said the North River School Superintendent planned to attend this meeting, but had another commitment. He wanted to talk to the Board about how successful the community learning center is and his hopes that it will continue. It is in a very remote area that did not have a library before the ESD 113 site was established.

B. Regional Planning Councils

Mr. Mah said the Thurston Regional Planning Council is reviewing new boundary plans being developed by Intercity Transit in Thurston County. They, like many local jurisdictions, are looking at reductions in service. TRPC is also reviewing a project to assess shorelines in Thurston County. TRPC's funding mechanism is still under a sub-committee's review. He hopes to have information on TRL's dues by next month so it can be considered in the 2002 budget.

C. Services & Facilities Committee

Ms. Kruse reported the committee discussed TRL's financial partnership policy with cities and has sent it to the Policy Review Committee for its review. The committee discussed the status of various building projects, Yelm in particular. The Yelm City Council is reviewing the contract at its regular meeting this evening. The committee's next meeting with Olympia officials is scheduled on October 15. Mr. Bragg requested a copy of the Yelm contract under review.

8 D. Policy Review Committee

Mr. Bragg asked if the Policy Review Committee has reviewed the city annexation policy. Ms. Meyer said the committee has reviewed it and recommends that it not be changed unless the district faces another annexation situation. The committee is reviewing the partnership policy where TRL contributes funds for city-owned buildings. Mr. Mah added that it was agreed the partnership policy take precedence over the annexation policy at this time.

Mr. Bragg questioned how the full Board is able to receive documentation of the items these committees are working on. He would like to see what is being considered in this process. It is difficult for him to make suggestions without having something written to look at. Ms. Meyer said the Policy Review Committee does not have anything available to show to the full Board. Ms. Shults added that the sub-committees are to develop policies and bring back to the full Board with recommendations. Ms. Williams said that any recommendations from the committee will be sent out ahead of time for the Board's review before they take action. Unless a Board member serves on every committee, they will not receive all of the information as it is being formalized.

E. Budget Committee

Mr. Wuerth reported that the Budget Committee met on September 20 and reviewed draft #4 of estimated revenues and expenditures. A more detailed budget is being developed for 2002. The Board will hold an Executive Session at 9:00 a.m. at its retreat on October 13 to discuss the salaries and wages portion of the budget.


F. Director

01-52 DOUG MAH MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 27996 THROUGH NO. 28368 AND NO. 28537 AND NO. 28538 FOR AUGUST 2001 IN THE AMOUNT OF \$760,709.60; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.


01-53 PAT SHULTS MOVED TO APPROVE VENDOR VOUCHERS NO. 66284 THROUGH NO. 66542 FOR SEPTEMBER 2001 IN THE AMOUNT OF \$521,812.05; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The August 2001 Revenues and Expenditures report was presented. The ESD 113 sites at Boistfort School and Wishkah Valley School are holding grand opening celebrations on September 27 and September 30 respectively. The August 2001 Statistics were presented. Ms. Roose distributed a report comparing the August 2001 with the August 2000 statistics showing an increase in library use. Mr. Wuerth distributed information to the Board on Initiative 747. If this initiative passes, the estimated impact on TRL is \$90,000. This matter will be on the Board's October agenda. TRL Board members are invited to All Staff Day on October 8.

There was no further business and the meeting adjourned at 8:20 p.m.



President



Secretary

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