

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Yelm Community Schools Board Room, 404 Yelm Ave. W., Yelm, WA 98597

October 24, 2001

MINUTES

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

BOARD MEMBER EXCUSED: Pat Shults

STAFF PRESENT: Nancy Alcott; Bette Anderson; Liane Bascou; Kristin Blalack; Jinny Burns; Ellen Duffy; Susan Hanson; Corene Jones-Litteer; Thelma Kruse; Sandra Sebbas; Jena Thrasher; Art Wuerth

GUESTS PRESENT: Pam Bachmeier; LeRoy Bendien; Evelyn Cissna; Felix Kreitel; Helen Kreitel; Sally Meyer; Cindy Teixeria

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 Yelm

Ms. Blalack said that although the new Yelm Library is a modern structure, it is important to incorporate the flavor of Yelm in the building as well. She shared the poetry she wrote entitled *Yelm "Essence"* which is attached to the original of these minutes.

4 Correspondence and Public Comments

A. Public Comments

Ms. Cissna of Rainier spoke of the Historical Society's plans for renovating an old school house with the intent of providing space for the municipal court, a community center, the Historical Society, and a library. The Historical Society is leasing the building for \$1 per year. They plan to apply for grants to obtain the \$1 million needed for the project. However, in order to receive grant funding, they need to provide information on who will occupy the building and how it will be financed. Ms. Cissna said Rainier needs a library and the Historical Society is looking for a commitment from TRL. Board members expressed concern with the timing of the project, TRL's priorities, the overall costs, the need to work in concert with TRL on these kinds of projects, the fact that there are libraries close by in Yelm and Tenino, and assurance that the City of Rainier will be responsible for maintenance of the

- 4A building. It was agreed to refer this proposal to a committee to explore the feasibility of this project.

B. Board Comments

Ms. Fund requested that a document she has provided from the COPA Commission regarding Internet be discussed under Agenda Item 8J.

C. Correspondence

Ms. Williams referred to a letter from her to the editor of the Olympian newspaper.

5 Approval of Minutes

- 01-54 PEGGY MEYER MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF SEPTEMBER 26, 2001, AS DISTRIBUTED TO THE BOARD; DOUG MAH SECONDED THE MOTION.

Two errors in the minutes were noted.

MOTION CARRIED UNANIMOUSLY AS CORRECTED.

The recording secretary was requested to make the appropriate corrections before distribution.

6 Unfinished Business

There was no unfinished business.

7 New Business

A. Amendment to Agreement for Library Quarters in Yelm

In February 2000 the Board ranked the need for an expanded Yelm facility as a priority in TRL's Services and Facilities Needs Assessment. The Director was requested to develop a creative solution. Staff proposed partnering with the City of Yelm in leasing space in a complex under development by the Yelm Prairie Development Co. An Amendment to Agreement for Library Quarters in Yelm has been negotiated and is submitted for the TRL Board's consideration.

- 01-55 DOUG MAH MOVED TO APPROVE THE AMENDMENT TO AGREEMENT FOR LIBRARY QUARTERS IN YELM; ART BLAUVELT SECONDED THE MOTION.

Mr. Blauvelt commended the Director and staff for coming up with this creative solution for more library space in Yelm. Ms. Kruse said the City of Yelm has already approved this amendment to agreement. Several Board members commented on what they envision will be a beautiful library with impressive space, large windows, and good accessibility. Mr. Mah urged the Board to support this motion since this project is definitely a creative solution to a difficult situation solving our immediate library needs in Yelm. Mr. Bragg said this is a joyous occasion where a developer, the city and TRL collaborated to acquire a larger library for Yelm and the surrounding county area. However, in his view there are two serious flaws:

- 7A the arrangement places an unfair burden on the taxpayers within the City of Yelm, and it lacks vision and a sound financial footing by providing a downsized library to meet needs for only the next ten years. Mr. Bragg's full comments are attached to the original of these minutes.

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

8 Reports

A. Initiative 747

A fact sheet on the impact of Initiative 747 was presented for the TRL Board's review. Mr. Blauvelt said it is important to note what the Olympian editorial has stated, that Initiative 747 will place an artificial limit that no household could live within. He intends to encourage people to vote no on the initiative. If the initiative passes, it will limit the library's ability to keep up with inflation. If the library cannot keep up with inflation, all that can be done is to cut hours, services and close libraries. Mr. Bragg added that this initiative goes too far and even though the polls indicate it may pass, he hopes there will be a turnaround before election day. Ms. Meyer agreed this is a bad law and she hopes the people of Washington will realize this. Mr. Bendien pointed out that the initiative allows for taxing bodies to go to the people for a vote to increase their revenue. Mr. Wuerth responded that it would cost TRL anywhere from \$75,000 to \$300,000 to run an election since we are a five-county district. Mr. Bendien said people are having a difficult time keeping up with increases in taxes. Mr. Bragg said the costs of inflation are going up faster than 1%. He is not supporting that we go above the rate of inflation, but we have to pay taxes commensurate with inflation costs. Ms. Fund said the people have to make choices of where they are willing to spend their money. She hopes the people will be informed voters when they go to the polls. The voters will make the decision and we have to make sure they are informed.

B. Regional Planning Councils

Mr. Mah reported that the Thurston Regional Planning Council continues to look at the boundary lines for Intercity Transit. He will send a copy of the work plan to Ms. Kruse for distribution. TRL's dues to TRPC in 2002 will remain the same amount as this year although there is the expectation that junior taxing districts will have an opportunity to review these rates. TRPC is suggesting TRL pay half of its dues with the possibility that they will be reduced in the second half.

C. Services & Facilities Committee

Ms. Kruse reported that the Services & Facilities Committee met with Olympia officials on October 15. She explained at this meeting why TRL's building policy was developed and the rationale behind it, including the historical perspective of library buildings in cities and in the unincorporated areas. She will be writing this report up for the Board. The group will meet again in January. Before the January meeting the Olympia City Manager and Ms. Kruse will be looking at how much money needs to be put into their capital budgets next year to take care of any planning costs as we continue to look at library facilities in Olympia. A steering committee will be formed which may include TRL Board members, Olympia Library Board members, TRL Foundation Board members, and members of the public.

8 D. Policy Review Committee

Mr. Mah said the Policy Review Committee is submitting a revised resolution related to TRL's policy to use unbudgeted forest tax revenues to financially participate with cities in the provision of new and enlarged library facilities. He requested the Board review the resolution and that it be on next month's agenda for consideration. One of the major changes is that the committee is not recommending a set percentage or dollar amount for projects but rather using various factors such as community needs, suitability of the project, consistency with TRL's long range goals, and availability of funds.

E. Budget Committee

Preliminary budgets were presented for estimated revenues and expenditures in the general fund and estimated expenditures in the capital funds. Three budget levels are being prepared, one in the event Initiative 747 passes, another is an IPD budget, and the third a substantial needs budget. A public hearing on the budget is scheduled on November 28 at 6:00 p.m. at the Service Center. In the I-747 budget, significant cuts are being proposed, including reduced open hours by four hours per week in each of the six large libraries, reduced substitute use, reducing 2 Librarian II vacancies to Librarian I, reducing the number of leased postage meters from 27 to 8, and reducing supplies and summer reading materials. The materials budget is still at 16%, but the total amount will not keep up with inflation. All of these cuts will impact service. The TRL Board will hold a budget workshop on November 15 when the Board will have an opportunity to review the budget in detail. Mr. Wuerth said he has not received estimates from all five counties. The recent cost efficiency study done by a consultant indicated that TRL is already running fairly efficiently. Mr. Bragg raised several issues of concern to him—the replacement of computers that TRL received from a Gates grant; if we should budget even as much as 50% of timber revenues for operations; providing seed money to the TRL Foundation; and that the budget process does not fit the facilities requirements on an equal basis with services. He understands cutting hours at the large libraries would provide more savings, but in terms of fairness why not cut hours at all of the libraries. His recollection is that when computers became part of TRL's services, more hours were added to the smaller libraries. Three of the six large libraries where hours could be cut are in Thurston County. Mr. Blauvelt said that since he has been on the TRL Board, which predates substantial computer use in libraries, the small libraries have always asked for more hours. He disagrees with Mr. Bragg about the computers provided by the Gates grant becoming a burden for the library. TRL would have had to purchase these computers otherwise, but instead received them as a gift. He also disagrees that TRL take away seed money from the Foundation. The whole purpose of the Foundation is to benefit TRL. Ms. Kruse added that technically only \$19,000 of that \$79,000 can be considered seed money for the Foundation. It includes the contract for a grant writer who has brought in nearly \$80,000 for programs and operating expenses for the Foundation. Ms. Kruse plans to discuss with the Board at its November 15 workshop using \$50,000 to hire someone to help us organize and manage campaigns for building projects. TRL staff does not have the expertise or the time for these projects. Staff has been in contact with others fundraisers in the state and they have advised that one has to spend money to make money. If TRL is serious about these building campaigns, it has to commit funds. Regarding the Gates computers, we would have had to buy them if we had not been given them. TRL cannot provide good library service without computers. When Ms. Kruse first started with TRL there were some libraries that were only open 15 hours a week, some with no evening or Saturday hours. Over the years, we have tried to make sure that most

8E of the libraries in the smaller communities have evening and Saturday hours. People need to be able to use the library as a resource for many reasons, not just for using the computers. It is not possible to save much money by cutting hours in the small libraries, but we can in libraries with larger staffs. Ms. Williams said it takes several years for a Foundation to become self-sufficient. With the few people who serve on the Foundation Board, she said there has been significant success. We need the Foundation for these capital campaigns. Ms. Fund said there is a change in the usage of libraries. She is aware that TRL staff have been brainstorming in all of the libraries, no matter what size, on where cuts can be made that will least harm our patrons. Ms. Kruse commended the Public Service Administrative Team on their work. They have analyzed workloads, looked at how much time it takes to do various activities, and have based their recommendations on those studies. Mr. Mah recalled a recommendation last year that we do more performance or outcome measures. Ms. Kruse said the Board will be able to look at these performance measures on November 15. Mr. Bragg said it would be helpful for him to see changes in open hours for the past five years. The Executive Secretary was instructed to provide to Mr. Bragg copies of the library rosters for the past five years.

F. Foundation

Ms. Williams announced that Mr. Blauvelt has agreed to become a Board member on the Foundation. Ms. Sebbas added that the Foundation was set up to have two TRL Board members serve on its Board and she is pleased to have this full representation again.

G. Summer Reading Program – Final Report

Ms. Duffy presented a Summer 2001 Youth Program Report. TRL libraries reached 58,828 children, teens and families through spring visits to areas schools and through summer library and outreach programming. This number reflects attendance at 1,261 programs and events. The *Feed Your Brain* Summer Reading Program reached 15,435 pre-readers and readers, up 1,524 from last year. Of those who signed up, 6,298, or 40.8%, received finishing prizes, an increase of 863 over last year. Teen participation was up as well, with 3,919 teens participating, up 1,444 over last year. Of those teens that signed up, 1,393 received finishing prizes, up 627 over last year. Library staff visited 122 schools in the spring reaching 35,484 students. Ms. Duffy thanked the 221 teen volunteers who contributed 3,773.5 hours assisting with the summer reading program; the Friends of the Libraries, who purchased 1,171 books to give away to participants, as well as sponsoring many summer programs, and purchasing craft materials and refreshments; and the Communications staff for their work in turning out all of the materials used in this year's program. Ms. Duffy said she recently had the opportunity to attend a meeting with the Governor's assistant to discuss early literacy. She was encouraged with the direction the meeting took where they brainstormed how the Governor's office can assist those who work toward early literacy.

H. Read Aloud House

Ms. Duffy reported that beginning November 1, TRL will co-sponsor Read Aloud House, a campaign throughout November promoting families reading together. One of the organizations TRL is partnering with is the South Sound Reading Foundation. Families will be encouraged to read aloud with their children 20 minutes a day. Ms. Hanson introduced and commended Nancy Alcott, TRL's Graphic Specialist, for her work on this project. Ms. Alcott drew the house featured in the materials. Publicity is being sent to doctor's offices, childcare

8H providers, and other places that will reach families. Ms. Duffy said this was an amazing production in a short period of time and staff is already thinking of reaching out even further next year. Mr. Bragg commented on the impact on children regarding the events since September 11 and he hopes that planning for future programs is taking this impact into consideration. Ms. Duffy said a lot of information is coming across list serves from librarians across the U.S. and from ALA regarding books and displays that library staff can recommend to help children through these events. Several libraries have already created displays. Mr. Mah commended the staff on the read aloud campaign and he is looking forward to sharing it with his daughter. Ms. Williams said her high school students do not read as much as she would like them to. She plans to wear the button to school for her students' reactions.

I. 2001 Action Plan 3rd Quarter Progress Report

The 2001 Action Plan 3rd Quarter Progress Report was presented. Board members were asked to review the report and ask questions at the November meeting.

J. Internet Access Actions Progress Report

The Internet Access Actions Progress Report was presented. Ms. Kruse said we have accomplished nearly all of the objectives of the Internet Access Actions approved by the Board in July 2000. Staff delayed implementing installation of recessed monitors so we could purchase an improved product at a better price. Some of the objectives in the action plan are ongoing as we continue education and training.

Ms. Fund referred to the COPA Commission document. This commission was asked to look at ways to protect children online and this document contains the commission's 12 recommendations. Ms. Fund recommended the Board use this document when it reviews the Internet Access Actions next July. There are a lot of studies going on and technology is moving very fast. Ms. Fund is bringing this to the Board's attention to keep them informed because these quarterly reports on the action plan do not contain this kind of information. As an organization dedicated to information, the library staff and Board should keep itself as informed as possible on Internet issues. Mr. Bragg said he is concerned that TRL does not charge for the paper patrons use to print from the Internet. He is aware that other libraries do charge. He would like to again request how much TRL is spending on furnishing free copies from printers. Ms. Kruse said it is difficult to figure this out since paper supplies are purchased in bulk. Paper is used for staff and patron printers, for photocopiers, and several other uses. The reason TRL does not charge patrons for their paper use is because so much information is available online that is not available in other sources. We would be penalizing people who can least afford it and children doing their homework reports. Mr. Blauvelt said he voted against Mr. Bragg's idea when he brought this up several months ago because it is a slippery slope. We do not charge people to look at books and we need to provide people an opportunity to print information from the Internet. Charging for paper would penalize people that the public library is designed to help. Ms. Fund asked if TRL charges for copies for public information requests. Ms. Kruse responded that we provide information when people ask us and we do charge people who request a large amount of material after we inform them what it will cost.

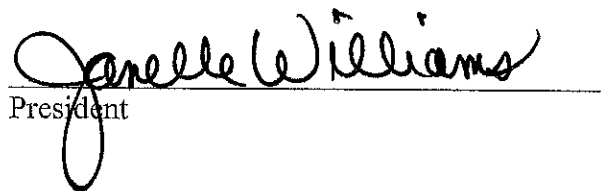
8 K. Director

01-56 ART BLAUVELT MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 28539 THROUGH NO. 28728 FOR SEPTEMBER 2001 IN THE AMOUNT OF \$760,555.06; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

01-57 ART BLAUVELT MOVED TO APPROVE VENDOR VOUCHERS NO. 66543 THROUGH NO. 66838 FOR OCTOBER 2001 IN THE AMOUNT OF \$494,190.41; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Bragg reported he attended the Auditor's exit conference. Some of the items mentioned during the last audit have not been completed and put into procedures. He suggested a standard be established so that when an auditor makes suggestions, they be fully implemented before the next audit. Mr. Mah agreed that changes should be made immediately. Mr. Wuertch said there were no findings from the latest audit. Some items were listed in the exit conference that the auditor recommended we look at. Ms. Kruse said the auditor recommended the TRL Board's expense vouchers be signed. They will be reviewed by the Executive Secretary and then submitted to the Director for signature. Currently the Deputy Director signs the Director's expense vouchers. Mr. Mah recommended that a TRL Board member sign them. It was agreed that this procedure will be implemented. The September 2001 Revenues and Expenditures report was presented. Mr. Bragg reported he attended the Workshop in Library Leadership Conference. This conference is primarily for library trustees. He thought there was a viewpoint that trustees should reflect on and interpret the values of the communities they serve. Trustees should not only support the library's position and promote libraries, but link with the public at large. He was encouraged that he is expected to provide that kind of leadership. Ms. Thrasher reported on the October 8 All Staff Day which was attended by three TRL Board members, Edna Fund, Peggy Meyer and Ken Bragg. There was one concurrent session time, with more time spent in general sessions. Staff were provided an opportunity to evaluate the day. Two comments recommended not having All Staff Day and instead use that money to provide substitutes. Ms. Thrasher said she personally would not recommend that happen since All Staff Day provides an opportunity for all staff to come together for programs and training. She doesn't know how much it cost in mileage, but other costs were \$500 less than last year. We get the L & I facility at no cost and the cost of lunch is reasonable. Several of the programs were also provided at no cost. The TRL Board held a retreat on October 13. Most of the day was spent in a workshop facilitated by The Effectiveness Institute. Mr. Blauvelt said it was an interesting session and he wishes all of the Board members could have stayed to the end so they could have all "crossed the finish line together." The September 2001 Statistics were presented.

There was no further business and the meeting adjourned at 9:10 p.m.



President



Secretary

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