

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Tumwater Timberland Library, 7023 New Market St., Tumwater, WA 98501

March 27, 2002

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 Tumwater	1
4	Correspondence and Public Comments	
	A. Certificates of Appreciation	1
	B. Public Comments	2
	C. Board Comments	2
	D. Correspondence	3
5	Approval of Minutes	3
6	Unfinished Business	3
7	New Business	
	A. Personal Services Contract	3
	B. Declaration of Surplus Property	4
8	Reports	
	A. State of the Library Report	4
	B. Regional Planning Councils	4
	C. Foundation	5
	D. Services and Facilities Committee	5
	E. Policy Review Committee	5
	F. Director	6

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Tumwater Timberland Library, 7023 New Market St., Tumwater, WA 98501

March 27, 2002

MINUTES

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

BOARD MEMBER EXCUSED: Art Blauvelt

STAFF PRESENT: Bette Anderson; Liane Bascou; Jinny Burns; Norma Cline; Judy Covell; Gwen Culp; Susan Hanson; Corene Jones-Litteer; Thelma Kruse; Sally Nash; Tina Roose; Cherie Rusk; Sandra Sebbas; Liz Stroup; Art Wuerth

GUESTS PRESENT: Janell Bragg; April Fagerness; Wava Garza; Walter Jorgensen

Vice-President Shults called the regular meeting to order at 7:07 p.m.

AGENDA ITEM
NO.

1 Introductions were made.

2 Approval of Agenda

There were no additions to the Agenda.

3 Focus on Tumwater

Ms. Nash, Community Librarian, reported that the Tumwater Library is a dynamic place that focuses on patrons. The library is experiencing a lot of growth, i.e. when the library first opened in 1995 they checked out 290,000 items, and in 2001, they checked out 390,000 items. The City of Tumwater is also experiencing a great deal of growth. Several new businesses and office buildings have opened, including the Washington State Library and a new Fred Meyer store.

4 Correspondence and Public Comments

A. Certificates of Appreciation

A Certificate of Appreciation was presented for Mary Varain, who served on the Winlock Library Board.

A Golden Tree Award was presented to Norma Cline in recognition and gratitude for her 30 years of dedicated and unwavering service to Timberland, her tireless support for staff, and her heartfelt commitment to the Foundation. Ms. Cline expressed her thanks. She said it has been a short and a long 30 years. The biggest change she has seen is in technology. She said TRL is very fortunate to have such an incredible computer services department. Ms. Kruse said

- 4A there have been several staff functions honoring Ms. Cline in the past week. She said Ms. Cline has presented a standard of performance in her position that will be difficult to replace, and it has been an honor and pleasure working with her. Ms. Cline has agreed to serve on the Foundation Board and will be helping with fundraising on the Chehalis project.

B. Public Comments

Ms. Garza of Rochester said her daughter, who volunteered for 1 1/2 years in the children's department at the Centralia Library and was later hired as a page, recently quit. Her daughter resigned because a fellow page found pornographic materials that someone had left at a printer. Ms. Garza wanted those who make policies for the library to know the effect it can have on a young woman. Mr. Bragg apologized to Ms. Garza and commented that having centralized printing might help control this type of problem. He mentioned a court case by employees in a library in another state regarding an unfavorable working environment. Ms. Kruse said TRL has taken a lot of steps to prevent anyone from seeing things they do not want to see. She will look into this situation and make sure it is not part of a page's job to clean up items left at a printer. Ms. Garza said she is not critical of the library or of her daughter's supervisor, but this situation is not a conducive environment for a young woman. She understands and empathizes with the difficult decisions that have to be made in the library. Ms. Burns, Community Librarian at Centralia, assured Ms. Garza that her daughter was a hard worker and valued employee. In a conversation with her this afternoon, the young woman expressed to Ms. Burns concern with covers of books she was shelving but did not mention the Internet incident. Ms. Burns encouraged her to talk to the children's department supervisor about returning to her role as a volunteer. Ms. Fund said she has similar concerns. She mentioned a current court case having to do with the Children's Internet Protection Act that could impact TRL. In July the TRL Board will be reviewing the Internet Policy. She encouraged citizens to provide input on that policy.

C. Board Comments

Mr. Bragg referred to an item from the March 1 Washington Post regarding Internet chat rooms, which has been one of his concerns. Chat rooms cannot be filtered and TRL permits children to participate in chat rooms without parental approval. He mentioned an item in a Public Library Association publication that points out the competition between private industry and libraries and the fear that public libraries have a shrinking hold on what was previously considered to be library information and services. He thinks we need to reevaluate and identify our core functions.

Ms. Kruse announced that Becky Morrison, first Director of Timberland, passed away this week after a long battle with cancer. Ms. Morrison played a large role in developing TRL and conveying a cohesive district philosophy in those first years, which was a new concept at that time. Ms. Kruse considered Ms. Morrison a very wise person and someone to look up to.

Ms. Fund said one of the sessions she attended at PLA talked about how to promote your library in the community. One of the suggestions was for Trustees to ask at the beginning of each meeting what they have done since the last meeting to reach out to people who have never come to the library and then plan for the next month to get people into the library. She suggested we take a look at patrons with cards and determine how often they are coming to the library, determine the percentage of the population in each of our counties who have library cards, determine how many times they are touching base with us, and determine the needs of

- 4C each county. She attended a session regarding libraries across the country that have been involved in a longitudinal study with the federal government. The point is libraries are different, but not necessarily better or worse. We probably have that in our counties in TRL, with different needs in each county. Ms. Shults said she attended a seminar on outcome-based evaluation. She cautioned that we not use only statistics as an outcome but look at the community needs as well. Ms. Kruse attended a PLA session on listening to your community. We always like to tell the library story about what we do, but to have a real influence on the community, we need to listen to what the community needs from us.

D. Correspondence

There was no correspondence.

5 Approval of Minutes

Mr. Bragg said one of the changes he requested in the first draft of the minutes was to add a sentence. The draft stated "We offer parents the option to select the level of Internet access for their own children" and he suggested adding "Timberland does not require parental approval of Internet access by their children." This requested change was shortened to read "Timberland does not require but does offer parents the option to select the level of Internet access for their children."

02-21 KEN BRAGG MOVED THAT WE ADOPT THE LANGUAGE HE ORIGINALLY SUBMITTED WHICH WILL CLARIFY THIS POINT. MOTION DIED FOR LACK OF A SECOND.

02-22 JANELLE WILLIAMS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF FEBRUARY 27, 2002, AS DISTRIBUTED TO THE BOARD; EDNA FUND SECONDED THE MOTION. JANELLE WILLIAMS, EDNA FUND, KEN BRAGG AND PAT SHULTS VOTED IN FAVOR OF THE MOTION; PEGGY MEYER ABSTAINED. MOTION CARRIED.

6 Unfinished Business

There was no unfinished business

7 New Business

A. Personal Services Contract

The contract with Craig W. Hanson for Personal Services under which he represents TRL is due for consideration in March. The terms of the agreement are the same as in the previous agreement (\$1,300 per month with any hours in excess of 132 during the term of the agreement at an hourly rate of \$135.00; and authorized paralegal services at \$50.00 per hour).

02-23 JANELLE WILLIAMS MOVED TO RENEW THE CONTRACT WITH CRAIG W. HANSON FOR LABOR RELATIONS, COLLECTIVE BARGAINING AND OTHER GENERAL LEGAL MATTERS EFFECTIVE APRIL 1, 2002 THROUGH MARCH 31, 2003; PEGGY MEYER SECONDED THE MOTION.

- 7A In response to Mr. Bragg and Ms. Fund, Ms. Kruse said that she does not have the total number of hours provided by Mr. Hanson in the last contract period but she knows it is not in excess of 132 hours. Ms. Kruse said it is helpful to have Mr. Hanson on retainer because he is on call, he responds very quickly, and it keeps us better connected because we do not hesitate to call him, no matter what the question. She did a comparison several years ago with other library districts and found that Mr. Hanson's fees are very reasonable. Ms. Meyer said she is convinced that TRL should keep Mr. Hanson on retainer. Ms. Kruse said that Mr. Hanson is also available to speak to the Board in a work session or at one of the Board's retreats.

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.

02-24

EDNA FUND 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; JANELLE WILLIAMS SECONDED THE MOTION.

Mr. Wuerth said this list consists of outdated computer equipment. Mr. Bragg asked what the life of a computer is and why this computer equipment is being disposed of. Ms. Culp responded that this equipment is 4 to 5 years old and is being disposed of because it no longer serves our needs. It is TRL's policy to replace computer equipment every 4 to 5 years. TRL is retaining some of these older computers to use for self-checkout.

MOTION CARRIED UNANIMOUSLY.

8 Reports

A. State of the Library Report

Ms. Kruse presented her seventh annual State of the Library Report. She talked about the makeup of the district, new library services, changes in services, accomplishments in 2001, the financial picture, and challenges and opportunities that lie ahead. She commended Susan Hanson for helping put this presentation together. Ms. Hanson will be developing a 2001 annual report that will include the information presented in the State of the Library Report.

B. Regional Planning Councils

Mr. Bragg presented a written report on his attendance at the last Thurston Regional Planning Council meeting (attached to the original of these minutes). TRPC has adopted a new procedure whereby a pre-agenda for the next meeting will be sent out ahead of time for an agency's review. Mr. Bragg has been appointed to a committee that will be reviewing TRPC's dues for the next year.

Ms. Shults reported that the Pacific Council of Governments has received TRL's letter of application to become a member of that organization. She has received PCOG's next meeting agenda as TRL's representative so she assumes that TRL's membership has been accepted.

8 C. Foundation

Ms. Sebbas announced that Don Chalmers of SparrowHawk Consulting Co. has been selected as TRL's Capital Campaign Manager. Mr. Chalmers made a presentation at the recent Friends and Boards Forum, and provided fundraising training (funded by Washington Mutual and Washington State Library) on March 25 to people who will be involved in capital campaigns (Chehalis, McCleary and Westport). TRL staff will be working with Mr. Chalmers in April to identify tasks and create a timeline for the campaigns. Mr. Chalmers will be visiting each of the sites and will be talking with city and TRL staff about what they envision in their respective campaigns.

Mr. Bragg expressed concern that these other projects are taking priority over Olympia, which had been identified as a priority. He is concerned with the limited amount of money that is available for these projects and that there will not be any money left for Olympia. Ms. Kruse said we are in the process of scheduling another meeting with Olympia representatives. It is too soon to look at a fundraising campaign for Olympia. TRL has set aside funds for Olympia and is spending a limited amount of money on these smaller projects. Chehalis, McCleary and Westport were also identified as high priority projects in the Facilities Needs Assessment. Ms. Williams added that Olympia was identified as a high priority project, but two capital campaigns have failed and Olympia is not ready. She agrees it is wise to set money aside, but we need to go forward with those projects that are ready and have grant money promised. We cannot ignore them by waiting for Olympia to take care of the issues they need to iron out. Ms. Fund added that these smaller projects also have ADA needs.

D. Services and Facilities Committee

Ms. Kruse said the Services and Facilities Committee meeting had to be canceled due to weather, and we are in the process of scheduling another meeting. Ms. Covell reported that ads for bids for the Service Center remodel have been placed. The architect, Mark Nelson, took several bidders on a tour of the Service Center. Bids will be opened on April 18 and brought to the Board at its April 24 meeting. Ms. Kruse said that we are pleased to be moving forward with the Service Center project to improve the conditions under which some staff are working making the available space more useable. Ms. Anderson said although there have been a few unexpected delays, the Yelm project is moving forward. TRL is working with the local schools to use students on June 10 to move the collection to the new library in a process similar to a bucket brigade. Mr. Bragg asked if TRL started paying rent for the Yelm space in January. Ms. Anderson said we began paying rent in mid January when the contractor began making improvements.

E. Policy Review Committee

Ms. Shults reported that the Policy Review Committee met last week. The main topic on the agenda was review of the Unlawful Harassment Policy. Ms. Fund added that the committee looked at its priorities and meeting schedule for the remainder of the year. The committee is discussing standardizing the way policies are put together with review dates. Other policies the committee is reviewing are the Gifts Policy, Drug and Alcohol Policy, and Board Ethics Policy. Ms. Kruse said she anticipates the Unlawful Harassment Policy will be ready for the Board's consideration at its April meeting.

8 F. Director

02-25 EDNA FUND MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 29780 THROUGH NO. 30028 FOR FEBRUARY 2002 IN THE AMOUNT OF \$786,509.70; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

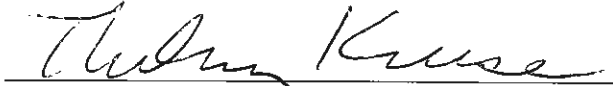
02-26 JANELLE WILLIAMS MOVED TO APPROVE VENDOR VOUCHER NO. 68038 IN THE AMOUNT OF \$2,101.94 AND VOUCHERS NO. 68039 THROUGH NO. 68365 IN THE AMOUNT OF \$572,031.98 FOR MARCH 2002; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The February 2002 Revenues and Expenditures report was presented. The TRL Board has a 2003 Budget Workshop scheduled on May 15. Mr. Bragg said he has several information needs regarding the 2003 budget, which he presented in writing. Ms. Shults suggested that at the Budget Workshop the full Board set some parameters for the budget process. She is concerned with the amount of time staff would have to spend responding to individual Board member's requests for information. Ms. Kruse agreed that would be helpful and would prefer direction from the full Board on matters that will take a lot of research. Ms. Williams expressed concern with spending time on a couple of the items in Mr. Bragg's document which she thinks the Board has already responded to and agreed not to pursue. She would prefer that staff spend time on dealing with financial challenges the district is facing. Ms. Kruse announced that the Washington State Library has been budgeted and will not close. She heard positive comments about the Friends and Boards Forum. Speakers included John Hughes, Editor of the Daily World, and Erik Sandgren, a Northwest painter and printmaker. This year's forum had a good attendance of over 100 people. Ms. Kruse said the Public Library Association Conference was a valuable conference for public library staff and trustees. Several have already commented on the conference earlier in the meeting. Mr. Bragg, Ms. Shults and Ms. Fund further reported on several sessions they attended. Ms. Roose referred to the January and February 2002 Statistics and the 2001 Year End Statistics. All of the 2002 statistics will have a comparison with the previous year, a graph will be included, and staff will highlight some items. The web electronic resources will now include both in library and remote use. We will continue refining the statistics in order to make better management decisions, although we will continue keeping certain statistics for the Washington State Library's report.

There was no further business and the meeting adjourned at 9:35 p.m.



President



Secretary