

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
North Mason Timberland Library, 23081 NE State Rt. 3, Belfair, WA 98528

April 24, 2002

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MINUTES

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

STAFF PRESENT: Bette Anderson; Liane Bascou; Jinny Burns; Judy Covell; Dee D'Haem; Susan Hanson; Thelma Kruse; Tim Mallory; Tina Roose; Sandra Sebbas; America Smith; Liz Stroup; Mary Thornton; Jena Thrasher; Nancy Triplett; Mike Wessells; Art Wuerth

GUESTS PRESENT: Dorothy O'Loughlin; Kaye Skubinna; Stanley Stahl

President Blauvelt called the regular meeting to order at 7:05 p.m.

AGENDA ITEM
NO.

1 Introductions were made.

2 Approval of Agenda

02-27 KEN BRAGG MOVED TO APPROVE THE AGENDA; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

3 Focus on North Mason

Mr. Wessells said the North Mason Library has won an AIA architecture award. The building, which once served as the North Mason Library, was moved by barge on the Hood Canal and now serves as the Hoodspout Library. That event received national recognition for the creative recycling of a building and savings in tax dollars. Dee D'Haem, speaking on behalf of Victoria Rexford, North Mason's Community Librarian, told a story of an elderly gentleman who wanted to find his son who he had not seen in over 40 years. From the information he provided, her research came up with three possibilities. Several months later the man came in and told her how he had met his son again, his grandson and his great grandson. Although something like that doesn't happen every day at the library, it happens enough to give one a great sense of job satisfaction. Ms. D'Haem mentioned several ways that the North Mason Friends help the library and its patrons. The most recent donation from the Friends was \$10,000 for landscaping and a sprinkler system. Both North Mason and Hoodspout Libraries are fortunate to have a husband and wife team who help with maintenance at both libraries. Mr. Wessells added that during the recent budget cutbacks, the North Mason Library lost 46 hours a week of staff time. He commended the North Mason staff for their positive and creative rearranging of hours.

4 Correspondence and Public Comments

A. Public Comments

There were no public comments.

4 B. Board Comments

Mr. Bragg commented on an article from the May-June 2002 issue of *Futurist Magazine* entitled "Virtual Reality Is Getting Real" by John C. Briggs. He said this technology impacts TRL and library users. He questioned how staff, police or patrons can know when to report a child pornography violation if virtual reality appears more real than actual reality. Ms. Kruse responded that if TRL staff perceive or are advised that someone is accessing child pornography, they would not try to differentiate between virtual reality and actual reality, but would instead call law enforcement to make that determination.

C. Correspondence

There was no correspondence.

5 Approval of Minutes

02-28 JANELLE WILLIAMS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF MARCH 27, 2002, AS DISTRIBUTED TO THE BOARD; EDNA FUND SECONDED THE MOTION. JANELLE WILLIAMS, EDNA FUND, PEGGY MEYER, KEN BRAGG AND PAT SHULTS VOTED IN FAVOR OF THE MOTION; ART BLAUVELT ABSTAINED. MOTION CARRIED.

6 Unfinished Business

There was no unfinished business

7 New Business

A. 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.

02-29 PEGGY MEYER 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; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Blauvelt turned over chairing of the meeting to Vice-President Pat Shults for the next agenda item.

B. McCleary Library

The City of McCleary has an option to purchase an existing building for a new McCleary Timberland Library. The City has several contingent grants pledged to the project. The City of McCleary desires to move forward in requesting financial support from TRL. TRL has budgeted \$200,000 for three small city building projects. Using criteria as outlined in the partnership grant administrative guidelines, McCleary's share is estimated to be a minimum of \$40,000. The City of McCleary needs to have a commitment of funds from TRL in order to receive several contingent grants which have been pledged to the project.

7B
02-30

ART BLAUVELT MOVED THAT TIMBERLAND REGIONAL LIBRARY MAKE A COMMITMENT TO THE CITY OF MCCLEARY TO PLEDGE FUNDS THROUGH ITS PARTNERSHIP PROGRAM FOR A NEW MCCLEARY TIMBERLAND LIBRARY UNDER THE ADMINISTRATIVE GUIDELINES FOR FINANCIAL PARTICIPATION WITH CITIES IN BUILDING, ENLARGING OR REMODELING LIBRARY FACILITIES; THAT THE AMOUNT PLEDGED BE A MINIMUM OF \$40,000 WITH THE EXACT AMOUNT TO BE DETERMINED UPON RECEIPT OF A PRELIMINARY PARTNERSHIP APPLICATION FROM THE CITY OF MCCLEARY. PEGGY MEYER SECONDED THE MOTION.

Mr. Bragg questioned how the McCleary Library fits into the least costly way to provide library services to the McCleary area. TRL does not have a long-range capital facilities plan to cope with the anticipated population growth in the district in the next 20 years. McCleary is only 7 miles from the Elma Library. He questions how TRL will respond to a building fund request from Rainier which is 7 miles from both the Tenino and Yelm Libraries. Staff have not recommended Oakville as a high priority, although it is 21 miles from the Elma Library and 19 miles from the Centralia Library. Mr. Bragg said the McCleary proposal has bypassed the Services and Facilities Committee. This proposed allocation of a minimum of \$40,000 to McCleary represents 23.5% of the cost of the project. TRL's previous guidelines would have provided only \$10,200 for McCleary. The allocation document provided to the Services and Facilities Committee at its April 3 meeting was illustrative and the committee has not been provided an explanation of how the scoring was done. He recommended the Board not proceed with this matter until they adopt a comprehensive plan which accommodates a 50% increase in population with maximum services within funds available.

Ms. Kruse said use of the McCleary Library has been increasing the past several years. McCleary was deemed to be a high priority in the needs assessment. She said the scoring criteria was discussed at the April 3 Services and Facilities Committee meeting based on the guidelines which were approved by that committee several months ago and based on the need and availability of funds. Funds for capital projects were set aside in the budget that was approved by the Board and staff are proceeding on a course that has been approved by the Board. McCleary had a library when it joined TRL. It is the smallest library in the district, with no room for the computers donated in a Gates grant, and has a collection so small that they have to borrow from other libraries 44 out of every 100 books they check out. Ms. Kruse said the Board has made commitments to pledge funds in other cities before knowing the exact amount. The City of McCleary needs to know for planning purposes how much it can count on from TRL in order to allow them to move forward on other grants. When TRL receives an official application from McCleary, we will be able to determine the exact amount. Mr. Blauvelt compared the McCleary project to Yelm where we have creatively taken advantage of opportunities to solve problems. The City of McCleary has found a building for a library and has several other grant possibilities in order to make a better library for the people of McCleary. There is a strong community interest in the McCleary Library. McCleary also serves people who live in the other direction toward Olympia. Mr. Blauvelt said he has not had the perception that recommendations for funding under TRL's partnership program have to come from the Services and Facilities Committee. McCleary Community Librarian Mary Thornton said that McCleary's City Administrator Brian Shay is hopeful that with a pledge from TRL, other grant commitments will be released which will allow the city to purchase the building. The city hopes that if enough funds are raised that they will be able to add a small meeting room to the back of the 1,200 square foot building. The McCleary Friends have pledged their entire treasury of \$5,000 to the project. Although the size of the library will

- 7B nearly double, it will not be necessary to hire additional staff. Ms. Thornton said McCleary is in the midst of a comprehensive plan wherein they expect McCleary to become a bedroom community for Olympia, nearly doubling its population. Many of McCleary's most loyal patrons walk and have no way to get to the Elma Library. The city's planning commission is emphasizing that the city does have a library. Ms. Shults added that it seems clear that the city is providing TRL a wonderful opportunity. It is heartening to hear of the \$5,000 donation from the library Friends. The \$40,000 minimum pledge from TRL seems to her to be a reasonable contribution. She requested a vote on the motion.

MOTION CARRIED UNANIMOUSLY.

Ms. Shults returned the chairing of the meeting back to Mr. Blauvelt.

8 Reports

A. Regional Planning Councils

Mr. Bragg reported on the Thurston Regional Planning Council's April 5 meeting. The Executive Director's evaluation process was revised. Mr. Bragg will provide a copy of the grading standards to anyone interested. He is learning that one of the major roles of TRPC is to unravel the federal and state laws that impact local government. He suggested some of these reports may be of value to other counties that TRL serves that may not have as many staff resources as TRPC. TRPC's 5/3/02 pre-agenda was presented for review. It was noted that the subcommittee reviewing special district members' dues will give an update on its progress at the next meeting.

Mr. Wessells reported that the new Executive Director of the Grays Harbor Council of Governments has a great deal of expertise in transportation issues. As mentioned by Mr. Bragg, GHCOG is moving in the direction of sharing with other regional planning councils. TRL's membership in GHCOG is through in-kind contributions rather than monetary, such as making GHCOG's documents available on TRL's database.

Ms. Shults reported that she attended her first meeting today as TRL's representative to Pacific County Council of Governments. She attended a public hearing regarding disbursement of funds for various projects. The Pacific County Commissioners designate PCOG to make recommendations for disbursement of these funds.

B. Services and Facilities Committee

Ms. Kruse reported that she has met with the City Managers in Chehalis and Westport regarding those capital campaign library projects. Ms. Covell reported that bids for the Service Center renovation were opened last week. This project includes the warehouse area where staff are currently working with no heating and ventilation system, and space for Virtual Reference and Central Reference staff. Of the six bids received, Capital Contracting, Inc. is the apparent low bidder. This company is also the contractor on the Yelm project. Architect Mark Nelson recommends that TRL accept Capital Contracting's bid. Ms. Covell referred to the breakdown of all of the bids, including the alternate packages. Capital Contracting's bid is low enough that we will be able to include some of the alternate packages. Mr. Bragg asked if staff have considered using the money for these alternates for other needs in the district. Ms. Kruse said any funds not spent could be transferred, but she anticipates that the full amount budgeted for the Service Center will be spent. These alternates have always been in the plan

8B and are considered important. Ms. Stroup added that the Service Center renovation will be beneficial and have an impact on the entire system because it will allow Service Center staff to work more efficiently. Mr. Bragg stated that the amount that could be transferred to the operating fund if the alternatives were not included in the Service Center renovation was equal to one-quarter of the cost saved by cutting hours in the six largest libraries this year.

C. Policy Review Committee

The Policy Review Committee will meet tomorrow.

D. Family Literacy Outreach

Ms. Roose introduced America Smith, one of the facilitators for the Mother Goose program. Ms. Smith has a background in Social Science and Education and experience as a corporate trainer, ESL instructor, remedial reading and classroom teacher. Ms. Smith referred to the report from Youth Services Coordinator Ellen Duffy regarding TRL's family literacy outreach, which spells out how successful the Mother Goose program has been. Ms. Smith said we have already exceeded our expectations in all five counties and the program will continue through August. Current research indicates that early literacy is important. The program offers tools, encouragement and ideas for parents to read to their children. She thanked TRL for supporting this program. There is tremendous enthusiasm, creativity, and experience in early childhood literacy among the facilitators. The facilitators have recruited community partners, which have links to families who have literacy needs, including bilingual needs. Mr. Bragg commented that while this was a commendable program, it was not reaching children without highly motivated parents.

E. Library User Satisfaction Survey

Ms. Roose referred to the February 2002 Library User Satisfaction Survey report. TRL has been focusing on performance measures and one of the most significant measures is the impact the library has on our customers. A survey done in February this year asked the following questions: "Did you find what you needed at the library today, or at least have it ordered?" with 89% responding yes; "When you talked to library staff were they able to fully understand exactly what you wanted?" with 87% responding yes. All of the comments made are included in the report as well, most of which are positive and complimentary. Mr. Bragg noticed there are a lot more comments about the Olympia Library and that some refer to the cut in hours and behavior of some people. Ms. Roose said that there are probably more comments about Olympia because they had volunteers covering more hours. She agreed that Olympia may have different issues than the other libraries. Ms. Anderson added that behavior problems in Olympia is a citywide issue and is being addressed as such. Library staff have done several things to address the complaints in the library. Furniture has been rearranged and the atrium area is now a reading area. People are respecting the rules and the results have been positive. Mr. Bragg suggested that TRL's policy be published so patrons would know everyone is being treated equally. Mr. Bragg also suggested TRL should consider allowing diversity in rules among its branches to allow for local differences in behavior. Ms. Anderson said TRL staff have met with representatives from Bread and Roses, an organization that provides food and services to the homeless population. Sunday is a particularly difficult day at the Olympia Library because people using the soup kitchen near the library come into the library waiting for the kitchen to open. Starting in May, staff will be providing various activities on Sundays with assistance from other agencies. The programs are open to everyone, and will focus on such topics as literacy and job skills.

8 F. Employee Recruitment

Ms. Thrasher said that although TRL has had cutbacks, we continue to recruit as positions come open. We continue to look for ways to recruit from a more diverse population and are educating people about employment opportunities in libraries. TRL recently took part in a career fair sponsored by TESC and St. Martin's College. We had two positions open at that time and a number of people filled out applications. We have been invited to take part in a specialized job fair sponsored by the organization that oversees AmeriCorp workers. The HR department has identified other job fairs in Grays Harbor, Lewis, Mason and Pacific Counties. Other standard sources for recruiting include ads in local newspapers, with professional positions advertised in library publications and Seattle Times and Oregonian newspapers as appropriate. TRL also takes part in web site placements, some of which we pay for and others which are free. In 2001, TRL had 80 openings and received 1,468 applications. Of those applications 66.4% were female, 24.3% male, and 9.3% unidentified; 3.3% were Asian, 1.1% African American, 77.8% Caucasian, 3.1% Hispanic, 2.1% Native American, and 12.6% unidentified. In 2002 we have had 18 openings so far with 478 applicants. Ms. Thrasher has contacted the Diversity Manager for the State of Washington who has provided us with additional web sites for advertising our positions. We have been invited to be involved in Morningside's focus group. Mr. Bragg asked about the change in diversity in our employment structure. Ms. Thrasher said she would need to provide that information later since she did not have the 2000 figures available.

G. Director

- 02-31 EDNA FUND MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 30031 THROUGH NO. 30285 FOR MARCH 2002 IN THE AMOUNT OF \$784,931.35; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 02-32 KEN BRAGG MOVED TO APPROVE VENDOR VOUCHERS NO. 68366 THROUGH NO. 68662 IN THE AMOUNT OF \$481,454.18 FOR APRIL 2002; JANELLE WILLIAMS SECONDED THE MOTION.

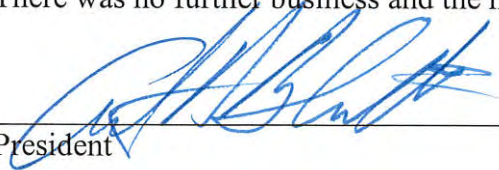
Mr. Bragg asked if the roof problem on the Yelm Library project is costing TRL more money and if so, why should TRL pay for an additional delay if TRL did not know about the problem. Ms. Anderson said TRL's architect, who designed the interior, had drawings instead of specs for the roof. It is in TRL's best interests to make sure that the roof does not leak. There are still discussions with the developer and the architect regarding this financial responsibility. She will also check into the additional rent cost due to this delay.

MOTION CARRIED UNANIMOUSLY.

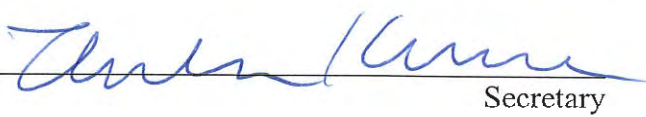
The March 2002 Revenues and Expenditures report was presented. This week is National Volunteers Week. A Certificate of Appreciation was presented to Dorothy O'Loughlin, who has been an outreach volunteer at the Lacey Library since 1985. Ms. Kruse and Ms. Meyer reported on their attendance at the OLA/WLA Joint Conference. TRL staff Sally Nash and Kristine Mahood presented a program about services to teens, and Susan Hanson played a role in helping to plan the conference. An update report on the Washington State Library was presented. The State Library will continue to be funded this year under the Secretary of

8G State's office. State Librarian Nancy Zussy has announced her resignation. The March 2002 and the Year-To-Date January-March 2002 statistics were presented.

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



President



Secretary