

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Westport Timberland Library, 506 N. Montesano St., Westport, WA 98595

May 22, 2002

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MINUTES

BOARD MEMBERS PRESENT: Art Blauvelt, President; Ken Bragg; Edna Fund; Janelle Williams

BOARD MEMBERS EXCUSED: Peggy Meyer; Pat Shults

STAFF PRESENT: Bette Anderson; Liane Bascou; Kathy Clayton; Corene Jones-Litteer; Thelma Kruse; Kathleen Ringenberg; Tina Roose; Cherie Rusk; Sandra Sebbas; Mike Wessells; Art Wuerth

GUESTS PRESENT: Dorothy Adkins; Ann Brown; Mike Bruce; Gene Hall; Jeremy Hawkins; Helen Hepp; Duane King; Randy Lewis; Abe Ringel; Gene Weaver

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

AGENDA ITEM

NO.

- 1 Introductions were made.
- 2 Approval of Agenda

There were no changes to the Agenda.

- 3 Focus on Westport

Ms. Ringenberg reported that the book *Washington's Westport* written by a Westport library patron Ruth McCausland says that in the 30s, 40s and 50s, Westport was served by the Grays Harbor County Rural Library bookmobile. In 1963, the city decided to develop its own library and found temporary quarters at the marina. Within a year the city approved a permanent library in city hall quarters, which had formerly served as a transportation barn. The library has been housed in the same space for the past 38 years. Westport joined TRL when it was formed in 1969 and in the 1980s Westport annexed to the library district. The Westport Library is the second smallest library in TRL at 950 square feet. Although the library does not have the space available to house all of the materials needed to serve its population, it ranks 18th in circulation. In spite of the small space, the library is busy. Recently a questionnaire was published in the newspaper asking people what they needed in the library. One of the responses was Internet classes. Since the library does not have space for the four computers from the Gates grant, staff is able to provide only private computer lessons. One of the services the Westport staff provides is ordering materials for people who are unable to use the library. Westport Library has a very supportive Friends group which has been fundraising for several years and has put aside \$30,000 for the building fund. Ms. Ringenberg introduced the chair of LEAP (Library Expansion Action Project) Mike Bruce.

Mr. Bruce said he received a request to attend a meeting to organize a library expansion committee and ended up chairing the committee. The committee, which meets at least twice a month, is made up of people from all walks of life who are dedicated and enthusiastic. The Westport Library serves a large area. The community needs more library resources. The

- 3 community's fundraising efforts will continue to move forward and TRL can be assured that every dollar raised for the building will be used wisely. Mr. Bruce introduced Westport City Administrator Randy Lewis.

Mr. Lewis said a lot is happening in Westport, even with the downturn in the fishing industry. The community is willing to work together to get an expanded library. Discussions for an expanded library began about four years ago, including the process of determining if they should expand the current library or build a new library. Anchor Savings Bank donated the building it was vacating to the city which was considered for the library. However, it was determined that the building would not work well for a library and instead the city administrative staff will be moving to that building. Working with TRL's architect, it was determined that the best course of action is to expand the current library. Mr. Lewis showed an architectural drawing of the proposed library expansion which will double the size of the library. In addition to community fundraising activities, the city will be applying for grants.

Mr. Bragg said he is always impressed with the pride that cities have for their libraries. His personal viewpoint is an issue of fairness that TRL should build libraries in cities as they do in rural areas since the city libraries serve rural areas and people in the cities and rural areas pay the same taxes for libraries. He said Westport's need for library space expansion is based on the people in the unincorporated area using the library.

Ms. Kruse said that staff will be reviewing the amount set aside for four current building projects and determine how much TRL will be able to commit to Westport. She suggested the Board might be able to make an advance pledge to Westport as they did for McCleary. The grant writer which the Foundation has a contract with may also be able to provide assistance. In addition, TRL has contracted with a fundraiser who will be assisting with these capital projects.

4 Correspondence and Public Comments

A. Public Comments

There were no public comments.

B. Board Comments

Mr. Bragg said he has read in Admin. Team meeting minutes of plans to propose to the TRL Board a public hearing on the Internet policy. Ms. Kruse said that is one of the ideas proposed and the whole issue of the process will be discussed with the Board at its retreat on June 1.

C. Correspondence

The May 14, 2002 letter from John B. Youmans regarding use and loss of reference materials and Bette Anderson's May 17, 2002 response were acknowledged. Mr. Bragg expressed concern with the inconsistency in how each library deals with reference materials. Some require I.D. be left at the desk while using reference materials, and some libraries have detectors at the door. Ms. Kruse acknowledged that some libraries are more informal than others; however, this is the first reported theft of this type in Lacey in 13 years.

Westport's May 17, 2002 letter of intent requesting a partnership grant from TRL was acknowledged.

5 Approval of Minutes

02-33 JANELLE WILLIAMS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF APRIL 24, 2002, AS DISTRIBUTED TO THE BOARD; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Unfinished Business

There was no unfinished business

7 New Business

A. Resolution for Cancellation of Outstanding Warrants

Occasionally warrants issued by the library are not presented by the payee to the County Treasurer for payment. When warrants are issued by the library, the County Treasurer immediately transfers funds from the library's account to a county clearing fund in anticipation of presentation. Since the library no longer has access to the funds, we do not earn any interest on the funds. Strong financial internal controls would provide for high level of approval for the write-off of outstanding warrants. Washington State law requires that warrants not presented within one year of their issue shall be canceled by passage of a resolution by the Board of Trustees. Accordingly, the County Treasurer requires a board resolution before outstanding warrants can be canceled and the funds returned to the library's account. Resolution 95-04 is superseded because it inappropriately transferred the authority to cancel warrants to the library staff.

02-34 KEN BRAGG MOVED TO ADOPT RESOLUTION NO. 02-05 CANCELING WARRANTS NOT PRESENTED WITHIN ONE YEAR OF THE DATE OF THEIR ISSUE AND SUPERSEDING RESOLUTION NO. 95-04; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

8 Reports

A. Regional Planning Councils

Mr. Bragg reported that the Thurston Regional Planning Council discussed the Commuter Trip Reduction Program wherein the Washington State Department of Transportation allocates money to provide local government with incentives to reduce commuter trips. He has requested someone contact TRL to see if we come under the law. The Planning Forecast Policy is being amended to provide for high, medium and low range of projections instead of a single growth projection. TRPC keeps track of Federal Job Access and Reverse Commute grants. The program is directed toward special transportation needs including Tribal transportation projects. The Assessment Committee will soon recommend to TRPC a change in its assessment policy which may reduce TRL's annual fee.

B. Policy Review Committee

Ms. Fund reported that the Policy Review Committee agreed with the proposal to condense the current Trustee Handbook from two manuals to one manual. The Trustees will turn in their

8B manuals once a year in December and the Executive Secretary will update them. The district's proposed Travel Policy was discussed. It was agreed to use the federal reimbursement rates in the policy. Ms. Kruse added that this committee will be presented with a revised draft of the policy and she anticipates it will be ready for the Board's action in July. Mr. Bragg requested a history of TRL's travel budget for the past several years. Ms. Kruse responded this may be complicated because in prior years there were inconsistencies in charging to accounts. However, this process is now more organized.

C. Foundation

Ms. Kruse reported that the Foundation recently met in Westport. The major focus of the Foundation is capital campaigns. Ms. Sebbas reported that the Foundation turned over \$33,000 to TRL for reimbursement of the Mother Goose programs and the grant writer's contract. Ms. Anderson reported that a Yelm couple is pledging \$5,000 a year for four years to the Foundation for materials, and they have requested that this donation be used as seed money for other donations from members of the community to increase Yelm's collection. Mr. Bragg said he understands that TRL is spending about \$61,000 from TRL's budget for the campaign manager. Ms. Kruse clarified that this amount is not from the money set aside for the capital projects, but it is coming from the building fund. Mr. Bragg suggested we need to raise five times the \$61,000 to consider this campaign to be successful.

D. Director

02-35 JANELLE WILLIAMS MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 30286 THROUGH NO. 30626 FOR APRIL 2002 IN THE AMOUNT OF \$778,290.19; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

02-36 EDNA FUND MOVED TO APPROVE VENDOR VOUCHERS NO. 68664 THROUGH NO. 68975 FOR MAY 2002 IN THE AMOUNT OF \$367,188.50; JANELLE WILLIAMS SECONDED THE MOTION.

Mr. Wuerth highlighted the savings Gwen Culp was able to generate for the self-checkout system. She found a better priced software and determined that we are able to use old computers, plus the remote software will allow computer staff to do their work on site. The Yelm Library is designed for self-checkout. Mr. Bragg asked if any adjustments to TRL's lease were made regarding the delay in the Yelm Library construction caused by roof problems. Ms. Anderson responded that no adjustments were made to the lease; however, some floor repairs we have requested will be made that may offset the delay expense.

MOTION CARRIED UNANIMOUSLY.

The April 2002 Revenues and Expenditures report was presented. TRL received the building permit today for the Service Center renovation, allowing for the first phase of the construction, which includes renovating the warehouse area. Ms. Anderson reported that the grand opening for the new Yelm Library is scheduled on July 27. During the week after the grand opening, there are plans to devote a day to a different part of the community with specific activities that appeal to each particular group. On June 10, there will be a book brigade, moving books from the old library to the new library called "Books Are Cool, Pass It On" with 600 local students participating. The TRL Board's Retreat is scheduled on June 1. Major topics of discussion are the 2003 budget priorities and process, and the Internet Policy review process. Ms. Roose

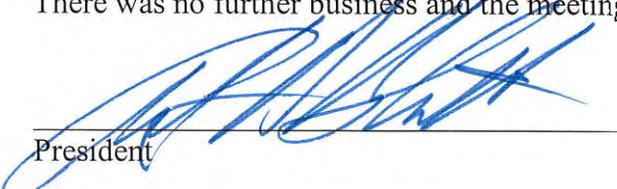
8D reported on the Effective Management Performance Training attended by 54 managers. About 200 staff participated in a pre-training assessment of supervisors' behaviors. The training focused on management techniques, such as recognizing good management, preventing performance problems, holding coaching sessions, and giving positive reinforcement. The April 2002 Statistics were presented. There was discussion on the value of the statistics. Staff indicated that there are many different ways to gather information. It is difficult to get accurate numbers on those statistics that are kept manually; however, those kept by automation are quite valid and provide us with trends. Since measuring information services is so difficult, we are moving toward user surveys. Mr. Bragg said there are concerns in some libraries that we are competing with private industry and suggested we should look at the kinds of reference questions that the library can answer and no one else can. He has read that businesses are contracting with libraries and paying for information. Ms. Kruse pointed out that the library is the only place for some people to get their answers. Mr. King commented that it would be possible to increase the number of reference questions by having equipment that people need assistance to operate.

9 Other

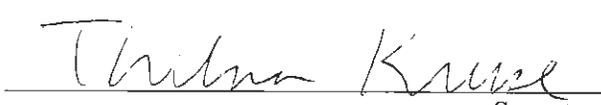
Ms. Anderson provided an update to the Sunday programs at the Olympia Library targeted at the homeless population. Two of the programs had no one in attendance and a third had one person attend. Staff has concluded that this is a difficult population to reach and are considering several ideas, such as printing up flyers, attempting to connect with the homeless population through their grapevine, and getting input from them in terms of programs they would be interested in. Mr. Bragg mentioned behavior standards and having rules in writing, which would apply to everyone. Staff said we have a disruptive patron policy that addresses behaviors in all of the libraries and a committee is in the process of reviewing this policy. We have standards of behavior requirements in all of our libraries that are applied equally to all people.

Ms. Fund referred to the employment diversity report received from the Human Resources Department. She said the report does not mention people with disabilities. Additionally, there is no information as to the current demographic representation of each group in the TRL area, i.e. if 2% of our employees are Hispanic, what is the percentage of the Hispanic population in the TRL service area? Ms. Kruse said she will request that information from the HR department.

There was no further business and the meeting adjourned at 8:40 p.m.



President



Secretary