

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Yelm Timberland Library, Fay Fuller Building, 210 Prairie Park St., Yelm, WA 98597

October 23, 2002

I N D E X

<u>AGENDA ITEM</u>		<u>Page No.</u>
<u>NO.</u>		
1	Introductions	1
2	Approval of Agenda	1
3	Focus on Yelm	1
4	Correspondence and Public Comments	
	A.    Certificates of Appreciation	2
	B.    Public Comments	2
	C.    Board Comments	2
	D.    Correspondence	4
5	Approval of Minutes	4
6	Unfinished Business	
	A.    Travel Policy	5
7	New Business	6
8	Reports	
	A.    Regional Planning Councils	6
	B.    Policy Review Committee	6
	C.    2002 Goals and Service Priorities Progress Report	6
	D.    ADA Survey	7
	E.    Summer Reading Program	7
	F.    November Read Aloud	7
	G.    Director	7
9	Other	
	A.    Television Coverage of TRL Board Meetings	8

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October 23, 2002

MINUTES

BOARD MEMBERS PRESENT: Art Blauvelt, President; Ken Bragg; Edna Fund; Pat Shults; Gene Weaver

BOARD MEMBERS EXCUSED: Peggy Meyer; Janelle Williams

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

GUESTS PRESENT: LeRoy Bendien; Harold Jacobson; Ruth Jacobson; Tammy Jenkins; Duane King; William H. Lawrence; Mike Louisell; Cindy Teixeira; Wilma Tokarczyk

President Blauvelt 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 changes to the Agenda.

3 Focus on Yelm

Ms. Blalack said many have been involved in planning for the new Yelm Library space. The fact that we are all sitting comfortably here is a tribute to the work of several generations. The first library in Yelm was formed in 1924 by a group of local citizens. They pooled books from their personal collections and put them on a few shelves that stayed in various locations, including a restaurant, the Methodist Church, and City Hall. In 1968 when TRL was formed, Yelm contracted with the district. The library was in City Hall at that time, sharing space with the fire department, police station, jail, and city offices. When the new City Hall was built in 1975, 800 square feet was included for library space. Children's story times and programs were held in the adjacent council chambers/courtroom when not in use. In 1992, a 2,000 square foot addition was added to the end of the building for library space. Both the Yelm Board and Friends have provided staunch support for the library. At the Yelm Friends' October meeting, Ms. Kruse was presented with a \$90,000 check as the first installment on their contribution of \$131,000 toward the cost of furnishings and shelving for the new library. A few months ago, the library received a pledge of \$20,000 (\$5,000 per year for the next four years) from Steve and Yael Klein for library materials.

4 Correspondence and Public Comments

A. Certificates of Appreciation

Certificates of Appreciation were presented to Michael Louisell and Duane King, who have completed terms on the Olympia Library Board. Both Mr. Louisell and Mr. King were present to accept their Certificates.

B. Public Comments

Mr. Lawrence, a former TRL Board member, talked about his impressions of the new Yelm Library. He served on a task force that was involved in planning for this library, but retired from the TRL Board before completion of the library. The new Yelm Library is not the first experiment in a partnership. Shortly after the TRL district was formed in 1969, TRL invited Shelton to join. Shelton chose to continue as an independent library. It became apparent that people in South Mason County were not being served adequately. A developer offered to build a library to TRL's specifications if TRL would lease it. TRL later purchased the building. The City of Shelton built a new library and decided to join TRL. The city was short on funds to complete the building and borrowed \$300,000 from TRL with the proviso that if Shelton made payments on the loan and remained in TRL for 20 years, the balance of the loan would be forgiven by TRL. Mr. Lawrence recommended that this kind of approach be used in other areas of the district, such as in the Winlock/Napavine, and Rochester/Grand Mound areas. He urged the TRL Board and staff to take an aggressive stand on these opportunities to do this kind of library construction.

C. Board Comments

Ms. Fund said she attended a session last Wednesday at the Centralia College regarding working with children in the community. She was pleased to see the library represented by Salkum Librarian Cherie Rusk to let people know what the library can do to help make Lewis County a better place for the community.

Mr. Bragg said he was pleased to have the opportunity to attend All Staff Day. It is a chance for Trustees to experience the energy and dedication of the staff. He attended a legal reference session and offered the suggestion that TRL offer a dispute resolution website. He was pleased to receive an email from Reference Librarian Thirza Krohn that this website has been publicized to all the TRL libraries.

Mr. Bragg said the TRL Board's budget work session on October 16 did not include the issues he had presented in an October 13 memo due to time constraints and because responses from staff were not available prior to the meeting. He had requested information on how many hours would need to be reduced in those libraries whose hours were increased between 1997-2001 in order to save \$120,000 (the amount that was saved by cutting hours in the six largest libraries in 2002). Ms. Kruse told him that she couldn't provide this information without guidance from the Board. He finds this puzzling since there must have been an analysis of hours done in 2002. Another unknown is the impact of technology on services and costs. In the past five years expenditures for technology have increased dramatically which has increased service levels. He asked how many FTEs have been freed up for new or expanded services. For example, Central Reference now handles work formerly provided by branch staff. He said the TRL Board needs to be able to participate in decisions of how staff may be reduced in the branches to maintain previous levels of service. A plan has been announced to

- 4C have self-checkout in all of the branches before the Board has seen an analysis of machine cost vs. staff hours saved. He said the Board should participate in decisions of how increased productivity provided by technology is used to cut costs, increase service levels or a mixture of each.

Ms. Kruse responded that at the beginning of the budget process the TRL Board was asked for direction and priorities for building the 2003 budget. Six of the seven Board members said they wanted to keep the open hours we have. The Board also directed staff not to cut the collection budget and to maintain our current services. Staff built the budget based on that direction. Staff is not proposing any changes in services and has been telling the Board all along how staff is managing to cut costs and maintain services with current staff. Self-checkout is something staff has been talking about for several years. At one point we were told it would cost \$27,000 for one machine. We have since discovered that we can use old machines we no longer need and it will only cost \$200 per library for equipment for self-checkout. We have not had to cut regular staff because we have cut the substitute hours and worked for more flexibility among staff. Ms. Kruse said she has declined to provide the information to Mr. Bragg regarding cutting hours unless she receives direction from the full Board since it will require many hours of staff time.

Mr. Bragg said Ms. Kruse's comments do not address the issue he presented regarding self-checkout of how much staff time has been saved by taking people away from the desk and putting them out on the floor to serve people. He said that is an increased level of service and he thinks that is a policy the Board should make. Ms. Kruse said we do not have that kind of information. The only library with self-checkout at this time is Yelm. Mr. Bragg asked at what point staff will know if self-checkout in all the libraries is an economic thing to do. He said the largest part of the budget is for personnel. Ms. Kruse said we have been responding to increased use of libraries. We are keeping up with the demand in services with reduced staff hours. We will be measuring how we are doing. For example, we will look at how long people have to wait for service. She answers any questions from a TRL Board member if it can be done in a reasonable amount of time. If many hours of staff time are involved, she will defer to the wishes of the full Board.

Mr. Bragg said it is wonderful how staff promotes services. Left to staff's own devices, they will just keep expanding those services. He said people think TRL's level of service is extremely high. In his opinion, we are not giving proper attention to the building fund.

Ms. Fund said she is interested in workload standards, not just for TRL but libraries across the country. How libraries provide services and its impact on personnel are changing. Ms. Kruse responded that Ms. Roose is working with staff to develop measurements of library activities. She agreed that it is valid to gather this kind of information so that we know how well we are doing. Ms. Shults added that she looks to the Director and other staff to look at individual libraries to determine the level of staffing needed and the level of services needed in each community and report that back to the Board.

Mr. Blauvelt said this Board indicated to staff that the 2003 budget was not to include reductions in hours or services. He said Mr. Bragg is requesting staff to spend time on answering a question the rest of the Board is not interested in. He said the Board advocated a long time ago using self-checkout machines. According to his calculations, it will cost only \$5,400 to put these machines in all 27 branches. Mr. Blauvelt said he is not interested in micromanaging \$5,400. He said the Board sets policy. Mr. Bragg said the Board has not seen any documentation of that cost and whatever it is, we should know how many hours of staff

- 4C time will be saved by having individuals check out their own materials. Ms. Kruse said more people are coming into the libraries and the self-checkout machines are a way to help us keep up with the increases in the use of libraries.

Ms. Fund complimented Jinny Burns on including individual invitations to the Board on an upcoming program "An Evening With Virginia Euwer Wolff." She appreciates this kind of marketing. She said Ms. Burns was also at the Centralia Council meeting last night promoting this program, which is a good role model for librarians to be out in the community. Ms. Roose assured the Board that librarians are out in the communities promoting the library.

D. Correspondence

Ms. Shults distributed copies of several letters from South Bend Library patrons addressed to the TRL Board. Word has gotten out that the Board was presented with the idea to close the South Bend Library and merge it with the Raymond Library because they are in such close proximity. Several people, including retirees, school teachers, and an attorney, have written expressing their concerns with this idea. Ms. Shults said the letters speak of the unique sense of having a library in their community. She encouraged the TRL Board to read the letters.

5 Approval of Minutes

02-61 PAT SHULTS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES BUDGET WORK SESSION OF AUGUST 5, 2002, AS DISTRIBUTED TO THE BOARD; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

02-62 PAT SHULTS MOVED TO APPROVE MINUTES OF THE TRL BOARD OF TRUSTEES BUDGET WORK SESSION OF SEPTEMBER 18, 2002, AS DISTRIBUTED TO THE BOARD; EDNA FUND SECONDED THE MOTION.

KEN BRAGG MOVED TO AMEND THE MINUTES OF THE SEPTEMBER 18, 2002 MEETING TO INCLUDE A STATEMENT THAT THESE MINUTES DO NOT INCLUDE A REPORT OF THE DISCUSSION BECAUSE NO AUDIO TAPE WAS MADE AND THE EXECUTIVE SECRETARY WAS NOT PRESENT; GENE WEAVER SECONDED THE AMENDMENT TO THE MINUTES.

Mr. Bragg explained that there used to be a Budget Committee on which three TRL Board members served. Now the full Board meets regarding the budget and, therefore, it is a public meeting. He feels there was discussion at the meeting valuable for the public record. He doesn't see any difference between regular meetings and work sessions when it comes to recording the meetings. Mr. Blauvelt said the Board is only required to note the time the meeting started, the purpose of the meeting, who was present, and record any action that is taken. He said work sessions are an opportunity for discussion and no action is taken. There just has to be a record that the Board met. When the Board meets in a special meeting, they are limited to discussing only what is on the agenda. He said TRL happens to go into more detail than necessary in minutes of its regular meetings. He is not in favor of recording work sessions or having the recording secretary present to take notes. Mr. Weaver added that he questions the value of such abbreviated minutes.

- 5 KEN BRAGG, GENE WEAVER AND EDNA FUND VOTED IN FAVOR OF THE AMENDMENT TO THE MOTION; PAT SHULTS AND ART BLAUVELT VOTED AGAINST THE AMENDMENT TO THE MOTION. MOTION CARRIED.
- ALL VOTED IN FAVOR OF APPROVING THE SEPTEMBER 18, 2002 MINUTES AS AMENDED.
- 02-63 EDNA FUND MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF SEPTEMBER 25, 2002, AS DISTRIBUTED TO THE BOARD; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 02-64 EDNA FUND MOVED TO APPROVE THE MINUTES OF THE OCTOBER 16, 2002 TRL BOARD OF TRUSTEES SPECIAL MEETING/BUDGET WORK SESSION AS DISTRIBUTED TO THE BOARD; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 02-65 KEN BRAGG MOVED THAT IN THE FUTURE AUDIO RECORDINGS BE MADE OF ALL BOARD WORK SESSIONS WHERE A MAJORITY OF THE BOARD IS PRESENT AS WELL AS ALL REGULAR BOARD MEETINGS; GENE WEAVER SECONDED THE MOTION.

Mr. Blauvelt said that anyone is welcome to record a work session. He is concerned that requiring staff to record work sessions will become more burdensome than productive. Ms. Shults said that the Board chose to meet as a full board in budget work sessions this year, which is a change from the past. A new budget period will begin next year and at that point the Board may decide to continue with having the full Board meet or go back to a sub-committee. She thinks it is important that the Board review how well having the full Board meet in budget work sessions is working. Mr. Weaver said that he supports following the same procedure for budget work sessions as regular meetings by recording both. Mr. Blauvelt said there is no requirement to tape meetings, only that the Board has minutes of their meetings. Mr. Bragg said there are very serious discussions about public issues that he thinks warrant keeping an audio record. Ms. Fund said it would be helpful to her to have audio tapes of work sessions she is unable to attend.

KEN BRAGG, GENE WEAVER AND EDNA FUND VOTED IN FAVOR OF THE MOTION; PAT SHULTS AND ART BLAUVELT VOTED AGAINST THE MOTION. MOTION CARRIED.

6 Unfinished Business

A. Travel Policy

The Board was presented with a draft of the Travel Policy at its September 25, 2002 meeting. The Policy Review Committee has reviewed the policy and recommends its adoption. TRL's attorney has recommended further changes to the policy and the Washington State Auditor's office is in the process of reviewing the policy as well. Adoption of the policy is postponed until the November 20, 2002 meeting.

7 New Business

There was no new business.

8 Reports

A. Regional Planning Councils

Mr. Bragg reported that the November 1 agenda of the Thurston Regional Planning Council (TRPC) includes approval of the budget, including assessments. TRL's assessment in 2003 is \$5,050, which includes a full voting member. An alternative is an associate membership of \$1,000, wherein TRL would not be a voting member, and would not be entitled to the three free hours of requested information, but may attend and take part in meetings.

02-66

GENE WEAVER MOVED THAT TIMBERLAND REGIONAL BE AN ASSOCIATE MEMBER OF THURSTON REGIONAL PLANNING COUNCIL IN 2003 AT A COST OF \$1,000; EDNA FUND SECONDED THE MOTION.

Ms. Shults asked what the impact on TRL would be by becoming an associate member. Ms. Kruse responded that TRL has taken advantage of TRPC's services in the past but she doesn't foresee that we may need their services in the near future. Mr. Bragg said there should be more study into determining how TRL's databases could facilitate the work of the planning council and vice versa. There is a lot of information that TRPC is preparing for Thurston County. He said we should maximize use of our facilities to make this information available to the general public.

GENE WEAVER, EDNA FUND, PAT SHULTS AND ART BLAUVELT VOTED IN FAVOR OF THE MOTION; KEN BRAGG ABSTAINED. MOTION CARRIED.

Ms. Kruse will notify TRPC of this action.

Mr. Bragg announced that TRPC is sponsoring a public forum on land use on October 29 at the Lacey Community Center.

B. Policy Review Committee

The Policy Review Committee discussed the Gift Policy, the Ethics Policy, and Communication Guidelines at its last meeting. Mr. Bragg referred to 1981 and 1982 TRL Board meeting minutes regarding discussion of a Code of Ethics adopted in 1975. That Code of Ethics was repealed because there was a strong feeling on the Board that there should not be any rules that might interfere with the relationship between the Trustees and the appointing authority.

02-67

EDNA FUND MOVED TO ADOPT THE GIFT POLICY AS PRESENTED; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. 2002 Goals and Service Priorities Progress Report

The Board was presented with the 2002 Goals and Service Priorities Progress Report on September 25. Ms. Fund asked about a target date on item 2 on page 3, to provide a diverse collection in various formats. Ms. Kruse said she would check with Judy Covell to see if that

- 8C item will be completed by the final report. We may not be on target with that item because of the renovation that has been happening at the Service Center.

D. ADA Survey

An Americans with Disabilities Act Status Report was presented and is attached to the original of these minutes. The report outlines the major areas that TRL is addressing (library services and collections; facilities; and assistive technology). All of the TRL owned facilities are ADA accessible. Four city-owned buildings (Chehalis, McCleary, South Bend, and Westport) have access issues that are currently being addressed in building projects. Ms. Fund talked about a software program called Bobby which determines how well our website works for people with disabilities. Her test of TRL's website indicated that it is not necessarily well done for people with disabilities. Since Chehalis is not ADA accessible, she recommended that we list both Centralia and Chehalis in our publications. She recommended our signs have the TTY number, telecirc number, and TRL's website listed. She urged TRL to let newspapers know how important it is to print information about how people can give us notice of their ADA needs prior to meetings and programs.

E. Summer Reading Program

Ellen Duffy's written report on this year's Summer Reading Program (SRP) was submitted. Over 15,000 kids signed up this year. We had 196 teenagers volunteer to help with SRP this year, contributing nearly 3,000 hours. Mr. Bragg asked how SRP is funded. Ms. Kruse said it is funded from the general fund budget. Two years ago we cut the contracted performers budget. Ms. Anderson added that almost all of the libraries receive supplemental funding for SRP from Friends groups and from local businesses and organizations. Mr. Bragg suggested that TRL target libraries with low participation. Ms. Kruse said she would pass that suggestion along to Ms. Duffy. Mr. Bragg asked about the ESD sites' participation in SRP. Ms. Hanson said some of the ESD sites chose to participate and requested materials from us. Ms. Bragg asked if TRL should take the initiative to organize Friends groups to help support these ESD sites when the grants run out. Ms. Kruse said TRL does not have a staff presence at these ESD sites. She has met with officials at each of these sites to discuss how the program is going and if they are interested in continuing some sort of operation after the grant runs out. In most cases, the schools are interested in keeping these sites open.

F. November Read Aloud

Ms. Hanson presented the November Read Aloud materials. TRL's graphic artist Nancy Alcott designed the log cabin. Ms. Hanson said TRL is fortunate to have someone so talented on staff that can provide this artwork so economically.

G. Director

02-68

KEN BRAGG MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 31721 THROUGH NO. 31962 FOR SEPTEMBER 2002 IN THE AMOUNT OF \$780,963.91; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.



8G  
02-69

EDNA FUND MOVED TO APPROVE VENDOR VOUCHERS NO. 70235 IN THE AMOUNT OF \$11,840.18, NO. 70236 IN THE AMOUNT OF \$648.25, AND NO. 70237 THROUGH NO. 70553 IN THE AMOUNT OF \$642,034.68 FOR OCTOBER 2002; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The September 2002 Revenues and Expenditures report was presented. Ms. Roose reported that Hoquiam Librarian Roberta Holmes has indicated that the mayor has included the library in the budget he has presented to the City Council. A written report from Judy Covell regarding the Service Center renovation was presented. Board members are invited to come early before the 6:00 p.m. budget hearing on November 20 for a tour of the Service Center. Mr. Bragg said he thought the renovation would cost \$500,000 but noted it is closer to \$1 million. Ms. Kruse said that everything, including the construction, furnishings, compact shelving, etc. is just under \$1 million. At one point the estimate for just the construction came in at over \$1 million but we were able to cut costs with changes. We budgeted \$150,000 for the compact shelving and it cost considerably less. An Internet Implementation Update report was presented and is attached to the original of these minutes. Staff have determined in a one month study that 25% to 36% of children who use the computers have already had their access level determined by parents. Staff estimate that about 3,000 out of 60,000 children signed up to use the computers in the past month. This figure does not include children on family cards (TRL has 30,000 family cards). Also, children can use computers in the children's areas without signing up for them. We are currently testing the new library card application. Staff are interacting with parents in various ways to make sure they have selected an Internet access level for their children. In response to Board members questions, Ms. Kruse said the Board will receive the most recent data of Internet logon statistics with a breakout of logons/users by adults, minors and one-time users, a comparison of statistics between the previous Internet policy and the new policy, and the cost of the SRI software. In response to Mr. Bragg, Ms. Kruse said she isn't sure we will be able to determine the amount of staff hours that will be involved to implement the new policy, but we may be able to provide an estimate. Mr. Blauvelt questioned why staff should spend time figuring out this information when they are doing what the Board has told them to do, particularly since we have such limited staff resources. Mr. Bragg and Ms. Shults, in addition to several staff, attended the WLA Training and/or the WLFTA Friends Forum. Ms. Kruse said the session on passing bond issues was interesting and enlightening. She will provide handouts to the Board on that session. Ms. Thrasher presented a memo regarding All Staff Day held on October 14. Three of the TRL Trustees were present and about 250 staff attended. She said TRL was able to present this year's session at almost \$1,000 less than last year. Ms. Fund requested statistics on Library Card Sign-up Month.

9 Other


A. Television Coverage of TRL Board Meetings

Mr. Bragg said that he is currently acting as producer of the TCTV productions of TRL Board meetings, which means that TCTV only shows the meetings on Channels 22 and 29. If TCTV receives a letter from TRL indicating that TRL will be producer of the program, it can then also be shown on Channel 3. Mr. Blauvelt said he would like to hear from TRL's attorney about the potential exposure that TRL would have to be producer of a television segment and whether or not we have insurance that would cover us in the event of a lawsuit. He has seen circumstances of agencies sponsoring events where they thought their exposure were non-

- 9A existent and are paying out of their insurance policies because they loaned their name. Mr. Bragg said at All Staff Day he made an announcement at the session on communications that he needed assistance in providing this TV coverage. A TRL staff member came to him afterwards and said she has freelance ability with TCTV and could work on this TV coverage on her own time. Mr. Blauvelt said he also has a concern with a TRL employee of a governmental agency volunteering to help the agency because sometimes in later years a class action lawsuit comes along that raises issues about whether or not people should have been paid. Ms. Kruse will check both of these issues with TRL's attorney.

There was no further business and the meeting adjourned at 9:28 p.m.

  
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President

  
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Secretary