

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Service Center, 415 Airdustrial Way SW, Olympia, WA 98501

November 20, 2002

MINUTES

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

STAFF PRESENT: Bette Anderson; Joan Ashcraft; Liane Bascou; Jinny Burns; Greg Carter; Judy Covell; Gwen Culp; Susan Hanson; Thirza Krohn; Thelma Kruse; Tim Mallory; Ted Nash; Christine Peck; Tina Roose; Sandra Sebbas; Jena Thrasher; Art Wuerth

GUESTS PRESENT: Maggie Adams; Don Chalmers; Carolyn Dobbs; Margaret Foley; Ed Fund; Craig Hanson; Laura Moon; Anna Nash; Earl Nash; Stanley Stahl

President Blauvelt called the meeting to order at 6:05 p.m. Pursuant to RCW 84.55.120, a public hearing on Timberland Regional Library's 2003 Budget was held.

Ms. Kruse provided background information and the process followed to develop the 2003 budget. Revenue is increasing less than inflation. There is an increase in library use. Priorities established for 2003 are to maintain open hours and access to high quality in-library services; increase high quality, cost effective remote (outside of the library) electronic and telephone services; maintain a diverse collection in various formats; maintain high quality outreach services, including service to the under-served; and increase awareness of TRL services and programs. TRL started several cost-saving measures in 2002 that have allowed us to begin 2003 in better financial shape. These include cutting the substitute budget and deploying staff differently, and making our resources available in other ways.

Mr. Wuerth presented the 2003 Preliminary Budget, including the General Fund, Building Fund, Automated Circulation Fund, Unemployment Compensation Fund, and Gift Fund. He explained the budget limitations including the statutory levy rate limit and the Initiative 747 levy increase limit of 1%. He showed a graph, using information from the Washington State Department of Revenue, regarding the impact of I-747 that indicates that the estimated property tax revenue loss total over a six-year period will be \$5.1 million. Timber revenues are also expected to continue to decline. Mr. Wuerth reviewed the General Fund revenues and expenditures. The bulk of TRL's revenue comes from property taxes and the rest from timber taxes and sales, city contracts, and other minor sources. About half of the timber revenues received is used in the General Fund, and the remainder goes into the Building Fund. Since TRL is service-oriented, the largest part of its expenditures is for salaries, wages and benefits at 69%. TRL is maintaining its books and resources expenditures at 16% and the remainder of the expenditures (15%) are for supplies; communications; professional services; utilities, repair and maintenance; and insurance, travel and rentals.

In summary, Ms. Kruse said staff was faced with a tremendous challenge in developing the 2003 Budget by trying to serve an increased population with fewer financial resources. She said she believes staff has developed a budget that will continue to provide a high level of access and maintain our excellent service.

Mr. Blauvelt requested public comments on the proposed 2003 Budget.

Laura Moon expressed concern with TRL's Internet Policy and said that TRL's desire to provide this service, well meaning as it is, has created an unacceptable outcome. She said TRL does not permit its materials out of the libraries without full disclosure and the same process must be used for the web. She

recommended that TRL have monitors the way schools have to handle misuse of the Internet. Ms. Moon said people told the Board of their concerns and fears of what could happen regarding Internet use. She is not in favor of giving more dollars to be misused. If TRL cannot properly set up a web service, she said it should be removed.

Carolyn Dobbs commended the work done to have the meeting televised. She then commended the Board and staff on the hard work and creativity in these difficult budget times. She spoke about the importance of maintaining a strong regional library in the future. As she has reflected on her travels to other parts of the world where public libraries do not exist and the aftermath of the 9/11 disaster, she has realized more strongly than ever before the importance and unique role of a public library in a democratic society. She said the key to maintaining our freedoms is access to knowledge and information. In these tight budget times, she hopes the Board will not go down the path of closing libraries. When she was on the TRL Board in the 80s, TRL faced difficult times then with declining revenues and with prorationing. The Board discussed at that time closing libraries, particularly ones in close proximity. However, they realized then that each of these libraries, no matter how small or close to another facility, is an essential point of democracy. She doesn't think much has changed, except the demand for library services has continued to go up. In each community, the public library provides a tangible access for citizens and the library supports in a unique way the particular community fabric that enriches the lives in that community. In today's reality, post 9/11, she believes libraries strengthen our ability to survive and grow in these difficult times. For the future sake of our democracy and the freedoms that involves, she doesn't think we can risk the loss of even one community library. She said statutorily TRL is a rural library. We have not yet found a key to providing a workable, diversified economic base for our rural communities. TRL is an information and knowledge lifeline to many of our rural areas and it would be difficult to maintain and match access to comprehensive library services without a regional library structure. She urged the Board to keep the district strong and whole.

Stanley Stahl said assessed valuations are going up and the tax base is increasing as more people move into the area. He asked why TRL's revenue is not increasing more. Mr. Wuerth explained that TRL is limited to a 1% increase due to Initiative 747, which is why we must lower our levy rate so that we do not take in more than 1% over the previous year. However, new construction has not yet been assessed and TRL is able to levy on new construction without the 1% limitation.

Ms. Fund said there is interest in the Lewis County area in seeing tapes of the TRL Board meetings but she understands that this item has not been included in the 2003 budget. Ms. Kruse said it is not in the budget. She referred to a memo that has an attachment of costs for TCTV to tape TRL's meetings. TRL is currently using the 6 hours we have per agreement with TCTV for story times developed by TRL staff in cooperation with TCTV. Ms. Fund suggested having tapes available in the libraries for people to view. Ms. Hanson said we cannot put these tapes into circulation because of copyright laws. She would need to check if the tapes could be shown in the libraries. We will have an internal copy at the Service Center that can be loaned to Board members.

Ms. Fund said she has been receiving public comments regarding photocopy fees charged to patrons but people are able to print out as many copies as they wish on the library printers. Ms. Kruse explained that TRL will not charge for photocopies of library reference materials. She said we have found that there is not a great deal of abuse by people's use of TRL printers. Most of the time the copies are for materials that people need and have no other way to access. If TRL charges for copies of materials, we would be hurting a lot of people who cannot afford any other way of getting the information they need.

The budget hearing ended at 6:50 p.m. The meeting recessed at that time and reconvened at 7:05 p.m. Mr. Blauvelt called for an Executive Session pursuant to RCW 42.30.110(g) that ended at 7:35 p.m. After a brief recess, the regular meeting reconvened at 7:42 p.m.

- 1 Introductions were made.
- 2 Approval of Agenda

Mr. Bragg requested an addition under Unfinished Business to discuss the budget. Ms. Fund noted that the 2003 proposed goals document was not on the agenda. Ms. Kruse said that she did not intend to discuss this document tonight but would like to hear the Board's reaction after they have an opportunity to review it.

- 3 Correspondence and Public Comments

A. Golden Tree Awards

Ms. Kruse said that several years ago when Bill Lawrence was on the Board, he suggested that the Board recognize staff that has gone above and beyond their duties. These awards are not given very often; however, we have three to present this evening.

Mr. Blauvelt presented Golden Tree Awards to Greg Carter and Ted Nash in Facilities Maintenance "In recognition and gratitude for your outstanding service, professionalism and dedication to Timberland Regional Library. You willingly tackle each situation and problem with creativity, persistence, resourcefulness and pride. Your helpfulness and positive approach to the many challenges brought by so many people and facilities are greatly appreciated." Mr. Blauvelt presented a Golden Tree Award to Thirza Krohn "In recognition of your extraordinary achievement in successfully organizing and leading the start-up of Timberland's Virtual Reference Service. During these two years, you continued your sterling performance as Aberdeen's head of reference and adult services. You trained and inspired a cohesive, responsive team who provide high quality reference and readers advisory service to our patrons throughout the District. We greatly value and appreciate your dedication, professionalism, strong focus on service and your grace under pressure." Mr. Wuerth also presented scrapbooks to Mr. Carter and Mr. Nash that district staff helped create. He also presented Mr. Carter with his ten-year continuous service recognition pin.

Ms. Krohn thanked the Board for this recognition. She said the pilot project for Virtual Reference service began in Aberdeen where we already had a toll-free line and there was space available. The service began in January 2001 and moved to the Service Center in October 2002. Ms. Krohn acknowledged all the staff that helped start this service. Mr. Carter thanked Mr. Nash for his help in the maintenance department, for his wisdom, experience, craftsmanship and integrity. Ms. Nash expressed his pleasure to be working with Mr. Carter and having him for his supervisor. Ms. Kruse also expressed her appreciation for their high standards and creative approaches to their tasks. She thanked Ms. Krohn for carrying out the vision of a new information service that is efficient and gives equal service to everyone in the district no matter where they live.

B. Public Comments

There were no public comments.

C. Board Comments

Ms. Fund commended the Centralia and Chehalis librarians who made sure that information about the library was provided for a new Chamber of Commerce publication. The Chamber's

3C web address also provides a link to the library. She mentioned a program at the Centralia Library "A Dickens of a Christmas" in which three gifts are being given this year by the City of Centralia, one of which is a gift of knowledge. There is a campaign for donated books. In the local newspaper, library telephone numbers were listed and a person here tonight from Centralia said she saw it and called the number. Ms. Fund suggested that we also include TRL's web address. Someone told her today they really like the library because of the genealogy available and requested she tell the Board how much it is appreciated and used. Ms. Fund referred to an article in the American Library's November issue "Insuring Privacy Rights of Minors." There was a section in the article that disappointed her because it said if librarians do not intercede when parents interfere with what their children are looking at, it is considered malpractice. On the positive side, the staff comments that Ms. Kruse provided to the Board regarding TRL's Internet Policy repeatedly say that parents should make the decisions and we want the parents involved. She intends to write a letter to ALA letting them know that we appreciate parents getting involved in their children's lives. Mr. Blauvelt suggested that Ms. Fund include a copy of the back of the library card which says we are honoring a contract we have with parents who control the selection choices of their own minor children.

Mr. Bragg offered to sign the letter to ALA with Ms. Fund. Regarding the discussion at last month's meeting in which it was agreed that an audio recording would be made of TRL Board Work Sessions, Mr. Bragg noted that the City of Olympia has minutes of its work sessions. Mr. Bragg asked if there is a report regarding the legal aspects of the TRL Board taking sponsorship on TCTV programming of TRL Board meetings. Ms. Kruse referred to her memo regarding TRL's attorney's advice that if TRL produces the program, TRL should not use employees as volunteers. Mr. Bragg said that Mr. Blauvelt suggested that TRL could be subject to liability if TRL sponsors the program. Ms. Kruse said she needs to clarify that with TRL's attorney. Mr. Bragg said that TRL is now using staff for story time programs on TCTV that are only shown in one county. He said it seems inconsistent to raise an issue of whether we would support our own Board meetings.

D. Correspondence

There was no correspondence.

Mr. Blauvelt suspended the order of business and moved to Agenda Item 7B

7 Reports

B. Services and Facilities Committee -- Comprehensive Campaign

Ms. Kruse introduced Don Chalmers of SparrowHawk who has been working with TRL on its comprehensive campaign, and who will talk to the Board about how he is proposing to organize TRL's fund raising in partnership with the TRL Foundation.

Mr. Chalmers introduced Margaret Foley who is helping with publications and campaign coordination. He said TRL has a proud history of over 30 years as a library district. TRL is experiencing challenges to its excellence, including diminishing resources, facilities needs, patron needs and lack of long-term, sustainable revenue sources. TRL identified goals in its Long Range Plan including provision of library facilities and fundraising in cooperation with community organizations. TRL has also identified objectives such as increasing opportunities for gift giving. It has become an important part of SparrowHawk's work to ensure

7B coordination among the communities, TRL and the Foundation. Current strategies are allocation of funds to support community campaigns, the Foundation's annual fund drive, and its pursuit of funding for family literacy programs. SparrowHawk is suggesting a more comprehensive approach that takes into account the current strategies and blends them into a single comprehensive campaign. This comprehensive campaign is called "Building Our Future" and includes local library development initiatives for McCleary, Chehalis, Westport and South Bend; a special programs initiative to support programs such as family literacy; the Foundation's annual fund appeal; and building on an endowment. The three-year (June 1, 2002-May 30, 2005) campaign's goal is \$2.5 million. The TRL Board is requested to advocate publicly and privately for the campaign and to join the TRL Foundation Board in endorsing the campaign by resolution. The Foundation has adopted a resolution similar to the one the TRL Board will be asked to adopt, authorizing launching the "Building Our Future" Comprehensive Campaign.

6 New Business

A. Comprehensive Campaign

Ms. Fund said there are people in Lewis County who are still upset about the Internet Policy and say they will not give any more money. Mr. Chalmers said he thinks the district is doing a good job of responding to these concerns, but it will take time and not everyone will be appeased. After meetings with the Chehalis group, his feeling is that we are not talking about a broad political environment, but neighbors talking with neighbors. His sense in this type of campaign is that people will step forward and make an investment because they believe in the library and how important it is. People will be trained to go out and approach the public.

Mr. Bragg asked about the connection between this campaign and the contract TRL has with Mr. Chalmers. Ms. Kruse said Mr. Chalmers has completed part of the contract with TRL. At the end of that contract, we will have done the training, gotten the projects going, etc. We may want to contract with him again for other services. Mr. Chalmers said in the original contract they were asked to prepare a district-wide campaign along with focused campaigns on the four communities mentioned above. The work they are doing now is consistent with the contract. A comprehensive approach is more cost effective and more effective in fundraising. In response to other questions from Mr. Bragg, Mr. Chalmers said that each client has a different approach to fundraising. Some want a feasibility study done first and others want to jump right into the fundraising. His company has done a large number of studies but they have also carried forward successful campaigns without the benefit of studies. Much of the assessment has already been done by TRL. The communities involved in these campaigns have also made assessments on whether they want to get involved and they have indicated that they do. Mr. Chalmers said the campaign goal was based on project costs determined by Timberland rather than an appraisal of the feasibility of reaching the fundraising goal. Mr. Bragg asked whether it is possible to estimate the amount Timberland could raise without consultant help. Mr. Chalmers said it was impossible. A three-year campaign (an industry standard for this type of campaign) provides a donor the opportunity to make a three-year gift. It is a way to attract larger gifts. The comprehensive nature of a campaign allows for more flexibility and provides potential donors the opportunity to choose which part of the campaign they want to support.

02-70

JANELLE WILLIAMS MOVED TO ADOPT RESOLUTION NO. 02-07, A
RESOLUTION AUTHORIZING LAUNCHING THE *BUILDING OUR FUTURE*
COMPREHENSIVE CAMPAIGN; PEGGY MEYER SECONDED THE MOTION.

6A Ms. Williams said she has worked with Mr. Chalmers as a member of the Foundation Board. She has always felt the Foundation has a lot of potential, but because of the limited resources, personnel, and volunteers that are involved, it would be slow and steady progress. She thinks Mr. Chalmers' program providing for a menu approach for a variety of giving opportunities is an excellent approach, will assure success and is attainable. Ms. Meyer said she felt more optimistic after hearing Mr. Chalmers' presentation to the Services and Facilities Committee meeting on Monday because TRL's projected revenue is anything but optimistic. She feels a sense of hope that we will be able to achieve ambitions we have talked about for a long time. She particularly likes the way the building projects at their various stages will be folded into this campaign and that they will only gain momentum by a comprehensive approach. Hopefully they will be successful and put us on the road to knowing how to bring in funds for much larger projects, such as Olympia, in the future. Mr. Bragg said he is dubious about this comprehensive approach and not doing a survey first to see what the potential for fundraising is. He is troubled by the fact that we have taken money out of the Building Fund to finance this campaign in order to raise money for the operating budget.

02-71 KEN BRAGG MOVED TO POSTPONE ACTION TO THE NEXT MEETING; GENE WEAVER SECONDED THE MOTION.

Mr. Bragg said he would like more time to review this matter. Monday was the first he heard about it and he would like more time to fully understand it. Ms. Kruse said postponing this action will delay the promotional materials that are being developed for the capital campaigns. We are using the comprehensive approach as we develop materials for each of the building projects we are currently working on. Mr. Bragg said there are two issues. One is the concept of a comprehensive program vs. a capital program. The other is the dollars that have been allocated on the goals. Twenty percent is for operating programs that are now underway. He thinks we need to examine what is involved in terms of the budget and the allocation of the expenses of the fundraising. Ms. Kruse explained that the comprehensive campaign includes goals to raise particular amounts in the four components and also to raise money to cover the expenses of the campaign. Mr. Blauvelt said the TRL Board is being asked to endorse a campaign that the Board requested and to seek the advice of a professional. Mr. Bragg said we need to examine our Long Range Plan, which now only applies to the rural areas. He thinks we are premature in launching this on a haphazard basis. It is not a comprehensive plan for the whole district. Olympia was the highest priority next to Yelm. After three years we have not used any creative solutions for Olympia. Ms. Fund said in her review of the Resolution before the Board, she can buy into it. She has concerns whether we can pull it off in some places. This is a three-year campaign and she assumes there is flexibility in this so there can be some modifications as we go along. Ms. Williams said at the Services and Facilities Committee everyone agreed with Mr. Bragg that Olympia is not mentioned. Four communities have come forward. She doesn't think we would ever do four major projects at a time, but these are smaller projects with similar needs. If this is successful and the momentum builds, it might be the only way we will be able to get a new library in Olympia. Ms. Shults added that the campaign allows for flexibility in the special programs. She likes the aspect of going into the communities and educating volunteers and identifying local donors and a broader base of donors. Ms. Fund recalled Mr. Bragg mentioning in previous meetings his concerns of grants we have received and how they can be sustained in our current budget. It appears to her that we can include those items in this campaign. Mr. Bragg said it is the lack of a Long Range Plan to include finances for cities. He said the leadership needs to come from TRL to decide where libraries of the future should be sited instead of waiting for each city to come to us on a sporadic basis. We need to have this program out there so people are aware of it and he thinks that is a more enticing way for people to give money than the approach we are using.

- 6A KEN BRAGG AND GENE WEAVER MOVED IN FAVOR OF MOTION 02-71; JANELLE WILLIAMS, PAT SHULTS, PEGGY MEYER, EDNA FUND AND ART BLAUVELT VOTED AGAINST THE MOTION. MOTION DID NOT CARRY.

JANELLE WILLIAMS, PAT SHULTS, PEGGY MEYER, EDNA FUND AND ART BLAUVELT VOTED IN FAVOR OF MOTION 02-70; KEN BRAGG AND GENE WEAVER VOTED AGAINST THE MOTION. MOTION CARRIED.

4 Approval of Minutes

- 02-72 JANELLE WILLIAMS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES BUDGET WORK SESSION OF OCTOBER 5, 2002, AS DISTRIBUTED TO THE BOARD; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 02-73 PAT SHULTS MOVED TO APPROVE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF OCTOBER 23, 2002, AS DISTRIBUTED TO THE BOARD; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Travel Policy

The TRL 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 minor changes to the policy and a CPA firm has also reviewed the policy.

- 02-74 PEGGY MEYER MOVED TO ADOPT RESOLUTION NO. 02-08, A RESOLUTION APPROVING THE TRAVEL POLICY; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Budget

Mr. Bragg said he has several motions he would like to make regarding the budget. However, due to the lateness of the hour, he assumes he can make the motions at the December meeting. Mr. Blauvelt said the TRL Board will be adopting the 2003 budget at the December meeting and it would be appropriate for Mr. Bragg to make his motions at that time.

7 Reports

A. Regional Planning Councils

Mr. Bragg reported that the budget was presented at the Thurston Regional Planning Council's meeting on November 1. Mr. Bragg suggested to TRPC that TRL might be able to help educate the public on TRPC's regional transportation planning, for example, have a special exhibit. He suggested staff initiate contact with TRPC. There was a legislative briefing on October 11 that he missed. Sen. Fraser presented an analysis of the problems for the 2003-2005 budget. Mr. Bragg asked TRPC about ways to raise their revenue. The planning council

- 7A has historically planned things that cost money but now they will have a problem getting money to carry out the plans.

C. Foundation

Ms. Kruse referred to Ms. Sebbas' written report. Ms. Sebbas said the Foundation has recently provided TRL with \$15,000 for the Mother Goose Program and books for the new Yelm Library.

D. Director

02-75 PEGGY MEYER MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 31963 THROUGH NO. 32265 FOR OCTOBER 2002 IN THE AMOUNT OF \$809,720.06; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

02-76 KEN BRAGG MOVED TO APPROVE VENDOR VOUCHERS NO. 70554 THROUGH NO. 70891 FOR NOVEMBER 2002 IN THE AMOUNT OF \$565,540.25; EDNA FUND SECONDED THE MOTION.

Mr. Blauvelt asked if TRL's insurance policies have deductibles only for claims paid or do we have defense costs deductibles as well. He has noticed that municipalities he represents are getting hit with the first \$15,000-\$25,000 defense costs. He has noticed that policies have the words "and for attorney's fees" in addition to deductibles for claims that the insured is responsible for. Ms. Kruse said that staff would check TRL's policies.

MOTION CARRIED UNANIMOUSLY.

02-77 PEGGY MEYER MOVED TO CORRECT APPROVAL OF THE AUGUST 2002 PAYROLL AND PAYROLL RELATED VOUCHERS DUE TO AN ERROR IN THE VOUCHER NUMBERS IN THE MOTION BEFORE THE BOARD. THE APPROVAL SHOULD READ PAYROLL AND PAYROLL-RELATED VOUCHERS NO. 31470 THROUGH NO. 31720. JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The October 2002 Revenues and Expenditures report was presented. Ms. Kruse reported that the Service Center renovation is nearly complete. The Cities of Hoquiam and South Bend are struggling with their budgets. Ms. Shults reported that one of the options in South Bend was to close the library. The city has heard from people that they want to keep their library open. The city has been provided information about annexation and it appears that the city is interested in placing annexation before the voters. There is still concern to pay the 2003 contract fee. An annexation election could be held early in 2003 and if it passes would be effective in 2004. Mr. Bragg suggested a presentation to the TRL Board regarding annexation and how it can vary from city to city. It was agreed Mr. Wuerth will do a presentation possibly at the January 2003 meeting. Ms. Kruse referred to the Internet Access Implementation Plan Update. Staff will eventually be able to provide information on how many parents have made an Internet selection for their children compared to the total number of children who have cards. The September 2002, January-September 2002 Year-to-Date, and October 2002 statistics were presented. Ms. Roose provided a highlight of trends in

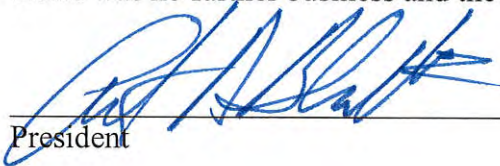
7D circulation, self-service, outreach, programs, in-library resources, and use of volunteers. Per Ms. Fund's request, Ms. Roose will provide statistics on September's Library Card Sign-up Month. There was discussion of analyzing remote access trends.

8 Other

Mr. Bragg has said before he would not do any editing of the tapes of the Board meetings. However, he has eliminated some of the administrative things at the end of the meetings, which he doesn't consider serious editing, that should shorten the tapes.

Ms. Williams asked about the letter to the editor in the Chronicle from the little girl who said she was refused a library card. Ms. Burns reported that a letter has been sent to the editor requesting it be forwarded to the girl. Centralia and Chehalis staff do not recall an encounter like this. It is TRL's policy to issue a temporary card in these circumstances.

There was no further business and the meeting adjourned at 10:00 p.m.



President



Secretary