

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Lacey Timberland Library, 500 College St. SE, Lacey, WA 98503

January 22, 2003

MINUTES

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

BOARD MEMBER EXCUSED: Janelle Williams

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

GUESTS PRESENT: Ken Bragg; Doris Ludwig; Dorothy O'Loughlin; Graeme Sackrison

President Blauvelt called the meeting to order at 7:04 p.m.

1 Introductions were made.

2 Approval of Agenda

No changes were made to the Agenda.

3 Focus on Lacey

Ms. Maeda introduced Lacey Mayor Graeme Sackrison. Mayor Sackrison talked about how special the library and library staff are to the community. After providing library service out of a storefront building for several years, the present library was built with the help of foundation money, TRL money, private and corporate donations, and city money. He said he personally spends a great deal of time at the Lacey Library. He has been noticing how full the parking lot is. He said this is the most used city facility in Lacey. He is aware of TRL's financial difficulties because of lower timber revenues and limitations on property taxes. The city is feeling the same impacts. It will be a challenge to come up with funding sources for operational activities, but he asked the board to keep in mind that the library is the heart of the communities. Before any decisions are made to close or shift library services for financial reasons, he hopes these communities are asked what they can do to keep their libraries open.

Ms. Maeda talked about the history of the Lacey Library. In 1937 the library was located in the Lacey school and remained there for a number of years. Because the Lacey population was growing, the library had to move out of the school. The community was without a library of its own until 1965 except for a once-a-week visit by the South Puget Sound Regional Library bookmobile. The North Thurston Library Association (NTLA) was established and one of its roles was to raise money for a Lacey Library. In 1968 the newly incorporated City of Lacey took part in the TRL Demonstration. The library moved to the Lacey Village Shopping Center in 1976. Although the conditions were not ideal, the Lacey Library was second highest in circulation in the district. It is now the highest in circulation. The NTLA continued raising money for the Lacey Library and in 1988 the City of Lacey purchased a site from St. Martin's College. The current 20,000 square foot library opened in March 1991. In 1999 several enhancements were made to the library including a courier enclosure, teen zone area, reading areas, additional seating space, more efficient work area, new carpeting, and a

3 larger collection. The city added new lighting in 2000. In November 2002 three self-checkout computers were added which are very popular with the patrons. The Thurston County Outreach volunteer Dorothy O'Loughlin works at the Lacey Library. Ms. O'Loughlin has run this service for the past 23 years delivering books every week to homebound patrons. TCTV has a small room in the library used primarily for editing purposes. The Lacey Library has a supportive Friends group that helps support special programs and purchase equipment. The dedicated staff provide excellent service, including outreach to the area schools.

4 Correspondence and Public Comments

A. Certificates of Appreciation

Certificates of Appreciation were presented for the following that have completed terms on their respective local library boards: Doris Lodwig, Centralia; Janis Moore, McCleary; Patricia Maninfor, Winlock. Ms. Lodwig personally accepted her Certificate from Ms. Fund. Ms. Burns commented on Ms. Lodwig's efforts for the Centralia Library particularly during the city's library funding difficulties. Ms. Meyer requested that her appreciation for Janis Moore's contributions to TRL be conveyed to her.

B. Public Comments

Mr. Bragg requested information about Gov. Locke's State Library budget proposal. Ms. Kruse referred to the handout of the State Library's role in supporting Gov. Locke's funding priorities. The Governor's proposal provides deep cuts for the State Library that will have a trickle down effect on public libraries in the state (e.g., the savings libraries receive for databases). Secretary of State Sam Reed is advocating strongly for the State Library.

C. Board Comments

There were no Board comments.

D. Correspondence

The January 10, 2002 letter from Carole Watson, TRL Staff Association President, was acknowledged. The Staff Association requests representation on the Search committee for a new Library Director. Ms. Kruse was directed to respond to Ms. Watson that the Board intends to have Staff Association representation on the Search Committee.

5 Approval of Minutes

03-05 EDNA FUND MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF DECEMBER 18, 2002, AS DISTRIBUTED TO THE BOARD; PEGGY MEYER SECONDED THE MOTION.

Mr. Bragg said he understands that changes he requested in a timely manner were not made. Ms. Kruse explained that the Executive Secretary reviews requested changes and the context in which the comments are made with Ms. Kruse. Sometimes these requested changes require additional comments be added by other Board members. Due to the secretary's illness, it was not possible for her to make the requested changes. The requested changes were emailed to the Board.

- 5
03-06 GENE WEAVER MOVED TO TABLE APPROVAL OF THE DECEMBER 18, 2002 MEETING MINUTES; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 03-07 PEGGY MEYER MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF JANUARY 9, 2003, AS DISTRIBUTED TO THE BOARD; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 03-08 PAT SHULTS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF JANUARY 16, 2003, AS DISTRIBUTED TO THE BOARD; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 6 Voucher Approval
- 03-09 PEGGY MEYER MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 32488 THROUGH NO. 32704 FOR DECEMBER 2002 IN THE AMOUNT OF \$797,987.55; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 03-10 PEGGY MEYER MOVED TO APPROVE VENDOR VOUCHERS NO. 71140 THROUGH NO. 71433 FOR JANUARY 2003 IN THE AMOUNT OF \$477,123.92; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Unfinished Business

A. Director Search

The Board met in a special meeting on January 9, 2003 and discussed the Director search process. The Board agreed to follow a similar process used during the Director search ten years ago. As requested, the Executive Secretary provided the Board with a list of members on the previous Pre-Search and Search Committees. Human Resources Manager Jena Thrasher presented the Board with a first draft of the Director position description. Ms. Meyer noted that it states an MLS degree is preferred. She understands from the RCW that a MLS degree is required. The Board requested that Mr. Kruse clarify with TRL's attorney the state's mandated requirements. Mr. Blauvelt, Ms. Williams and Ms. Thrasher will serve on the Pre-Search Committee. The Pre-Search Committee will draft the position description and an ad, will determine where to place the ad, recommend a timeline, make budget recommendations, gather names of people to serve on the Search Committee, and recommend a salary. The Pre-Search Committee will report back to the full Board at its February 26 meeting.

Mr. Bragg said he was not aware of the MLS requirement Ms. Meyer referred to, but encouraged the Board to "think outside of the box" to widen the search because of the challenging issues facing TRL.

8 New Business

A. Committee Assignments – 2003

It was agreed that the entire Board will serve on the Budget Committee. Ms. Meyer, Ms. Fund and Ms. Shults will continue on the Policy Review Committee. Mr. Blauvelt tabled appointment to the Services and Facilities Committee to the February meeting in anticipation of the Thurston County Commissioners' appointment to the TRL Board.

9 Reports

A. Regional Planning Councils

Ms. Anderson reported that the Thurston Regional Planning Council (TRPC) passed its budget for the year, granting a 2% COLA to its employees. TRL's request for an associate membership was discussed. TRPC is aware of TRL's budget issues and voted to accept the associate membership. TRPC discussed its regional transportation plan. Mr. Bragg added that he also attended the meeting. He urges TRL offer its libraries to TRPC to help get word out on its various projects. Ms. Anderson added that TRL has done this in the past and TRPC is aware that TRL is willing to continue to serve in this capacity.

B. Policy Review Committee

The Policy Review Committee presented its draft of the Ethics Policy. In order to clarify the application of the policy while serving as a Trustee vs. being a patron of TRL,

03-11

EDNA FUND MOVED TO AMEND THE POLICY IN NO. 2 TO STATE THAT IT APPLIES TO EVERY TIMBERLAND REGIONAL LIBRARY TRUSTEE "WHILE PERFORMING DUTIES AS A TRUSTEE" AND THAT THE POLICY BE ADOPTED AS AMENDED; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Ms. Kruse commented on the recommendation to change the order of the agenda to move voucher approval from the Director's report to follow approval of minutes. After further discussion, it was recommended that the Policy Review Committee consider that voucher approval be placed after new business and before reports.

C. Foundation

Ms. Sebbas' written report was submitted regarding the Foundation's annual meeting on January 6. A copy is attached to the original of these minutes.

D. 2003 Goals and Service Priorities

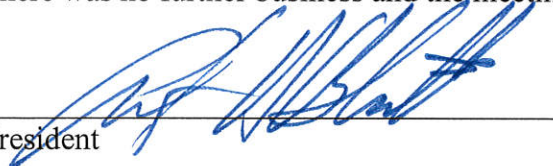
A draft of the 2003 Goals and Service Priorities was presented to the Board at its December 18, 2002 meeting. The Board had no further comments on the document.

E. Director

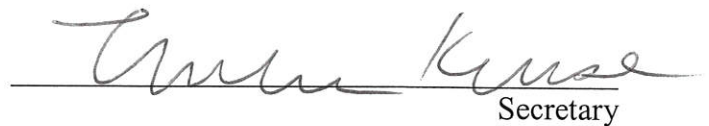
The December 2002 Revenues and Expenditures report was presented. Mr. Wuerth reported that disbursements are under budget and receipts are over budget. Because of all the cuts

9E made in 2002, it was not necessary to make as many cuts in the 2003 budget. The City of South Bend has drafted an annexation ordinance which it will adopt at its meeting on Monday. The matter will be on the TRL Board's February 26 agenda for concurrence. The city anticipates holding the annexation election in April or May. Ms. Shults added that the city officials have appreciated Mr. Wuerth's assistance in this matter. She anticipates that there will need to be a lot of PR about what annexation means. Ms. Kruse said she serves on the Legislative Planning Committee, which holds weekly teleconferences. Several Senate bills have been introduced that affect libraries (child pornography [5131]; Internet access for children [5132]; harmful to minors [5243]; adding library staff as mandatory reporters of child abuse [5252]; election of library trustees [5150]; and open public meetings [5185]). The web site for these bills is www.leg.wa.gov/wsladm/bills.cfm. Ms. Kruse reported that the Thurston County Commissioners' office indicated today that the commissioners are meeting in a two-day retreat and one of its agenda items is appointments to various boards and commissions. The commissioners expect to make its appointment to the TRL Board by the end of the month. Judy Covell's written report regarding the Shoalwater Bay Tribe Partnership was submitted and is attached to the original of these minutes. The tribe will build a community center that will include a library. The partnership will be similar to the relationship TRL has with the ESD 113 sites. Ms. Kruse reported that she acted as a facilitator in a statewide vocabulary contest sponsored by Reader's Digest for fourth through eighth grades. The winner will travel to Virginia to participate in a national context. Ms. Anderson's written report Staffing for Results was submitted and is attached to the original of these minutes. TRL is using a model that will be presented at the PLA Spring Symposium in Chicago. One of the presenters has agreed to provide this training to TRL on March 20. TRL Board members are invited to participate. The December 2002 Statistics report was presented. Ms. Roose noted that remote use of Internet is up 47% and remote use of databases is up 62% over December 2001. Ms. Fund asked about the patron count at the Lacey Library being down 10,000 patrons December 2002 compared to December 2001. Staff responded that they found problems with the counter device in December. Ms. O'Loughlin commented on her outreach activities in Thurston County. She provides outreach to several assisted living and nursing homes and to individuals in Lacey and Olympia. She calls the patrons to determine their needs, gathers the materials together and delivers them. Yesterday she visited the senior center and spoke to a group of visually handicapped. She has signed up 368 patrons for services from the Library for the Blind.

There was no further business and the meeting adjourned at 9:07 p.m.



President



Secretary

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