

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

February 26, 2003

MINUTES

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

BOARD MEMBER EXCUSED: Janelle Williams

STAFF PRESENT: Liane Bascou; Jinny Burns; Judy Covell; Gwen Culp; Ellen Duffy; Susan Hanson; Corene Jones-Litteer; Thelma Kruse; Tina Roose; Liz Stroup; Jena Thrasher; Mike Wessells; Art Wuerth

GUESTS PRESENT: Jim Burri; Nancy Burri; Margaret Foran

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

1 Introductions were made.

2 Approval of Agenda

No changes were made to the Agenda.

3 Correspondence and Public Comments

A. Certificate of Appreciation

A Certificate of Appreciation was presented to Dave Foscue, who has completed his term on the W. H. Abel Memorial Library (Montesano) Board.

B. Public Comments

There were no public comments.

C. Board Comments

There were no Board comments.

D. Correspondence

There was no correspondence

4 Approval of Minutes

03-14 EDNA FUND MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JANUARY 22, 2003, AS DISTRIBUTED TO THE BOARD; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

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03-15 GENE WEAVER MOVED TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF FEBRUARY 6, 2003, AS DISTRIBUTED TO THE BOARD; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 03-16 PAT SHULTS 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.

Approval of the December 18, 2002 meeting minutes was tabled at the January 22, 2003 meeting because changes requested by Ken Bragg had not been made due to time constraints. The Executive Secretary was requested to review the recording of the meeting and verify the requested changes. Ms. Meyer proposed that the first two changes requested by Mr. Bragg not be made because they are inaccurate and misleading statements. She said the Board has also determined that we will attempt to keep the minutes shorter and capture the action and the general direction that the discussion took rather than trying to include every person's remarks. Both Mr. Weaver and Ms. Fund said that changes requested by a Board member should be made if the Board member made the comments. Ms. Fund added that if another trustee would like to add comments in response that they feel strongly about, she would like both sides of a particular issue put in the minutes. Ms. Meyer responded that she is not concerned with the difference of opinion on the issue but rather the staff work involved and information being incorrect. She does not think it is a good idea to publish inaccurate information and suggests a much more simplified approach to the minutes.

- 03-17 MR. BLAUVELT SAID HE WILL TREAT THE WRITTEN PROPOSED CHANGES BY MR. BRAGG AS A MOTION TO ADD TO THE DECEMBER 18, 2002 MINUTES. EDNA FUND AND GENE WEAVER VOTED IN FAVOR OF THE MOTION. PEGGY MEYER, PAT SHULTS, AND ART BLAUVELT VOTED AGAINST THE MOTION. MOTION DID NOT PASS.

The vote on Motion 03-16 was as follows:

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

5 Unfinished Business

A. Director Search

Ms. Thrasher reviewed the recommendations of the Pre-Search Committee, including a position description, the advertisement of the position, where the position should be advertised, the salary, the application packet, and the structure of the Search Committee. The committee recommends that each applicant submit with their application a cover letter and an essay, not to exceed three pages, on the topic of "Library Leadership in a time of Increasing Need and Decreasing Revenue." The committee recommends the Search Committee consist of a cross section of the library and its community of supporters including three TRL Board members (Pat Shults, Chair; Edna Fund, Vice-Chair; and Peggy Meyer); and representatives from the Staff Association, Foundation, Friends of the Library, local Library Board, Regional Library Manager, Community Librarian, Human Resources Manager, Business Manager, and Deputy Director. Volunteers for the Search Committee will be requested to submit their

5A names in writing by March 14, 2003. The Pre-Search Committee will meet shortly after that time and select the Search Committee. The Search Committee will begin review of applications on April 18, 2003. Ms. Fund agreed that an essay is a good screening mechanism. She questions leading the applicants and recommends instead "Library Leadership 2003 and Beyond" and let them pick it up and identify what they consider the big issues. Mr. Blauvelt said he proposed the essay topic because this is a timely topic that applies to TRL. He is not as interested in the answers as he is in how the applicants craft reasonably rational arguments for their position. He would prefer the topic not be broad. The purpose of the essay is to get an idea of how applicants speak, think and organize their thoughts. Ms. Fund said that former TRL Board member Bill Lawrence contacted her indicating interest in participating as a citizen on the Search Committee. It was agreeable to the Board to add Mr. Lawrence to the committee. Ms. Fund asked how the salary of \$98,000 was arrived at. Ms. Thrasher provided the committee with an update on comparable salaries for Library Directors in the area. Mr. Blauvelt added that the committee decided to put in a minimum salary and make it clear to applicants that depending on their qualifications, they can negotiate a higher salary. Ms. Fund recommended that qualifications include the necessity to apply for Washington State certification. Approval of the Search Committee and interim appointment of a Director will be on the Board's March agenda.

6 New Business

There was no new business.

7 Voucher Approval

03-18 EDNA FUND MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 32705 THROUGH NO. 32925 FOR JANUARY 2003 IN THE AMOUNT OF \$827,274.54; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

03-19 PEGGY MEYER MOVED TO APPROVE VENDOR VOUCHERS NO. 71434 THROUGH NO. 71755 FOR FEBRUARY 2003 IN THE AMOUNT OF \$428,690.49; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

8 Reports

A. State of the Library Report

Ms. Kruse presented her eighth annual State of the Library Report. She talked about accomplishments in 2002, TRL's financial situation, how TRL is changing, and a retrospective look at the past ten years. Major accomplishments include Central Reference consolidation, initiation of the "Building Our Future" Comprehensive Campaign, new Yelm Library, Internet Policy review, and cost savings. People continue using the library in traditional ways (check out materials, request information, use library resources, and attend programs). Circulation continues to climb, particularly in audio-visual items. Express checkout stations were installed in six libraries in 2002 and will be installed in the remainder of the libraries in 2003. Use of online resources is increasing, both in and out of the library. Computer signups continue to increase. Although the number of programs decreased in 2002 due to budget constraints, attendance was up. TRL faces financial challenges because of Initiative 747, which will require going to the voters for a lid lift in order to maintain services. Timber revenues

8A continue to drop as well. Other challenges are concerns about the Patriot Act and computer searches that affect confidentiality of library records. TRL will be affected financially if the State Library loses essential funding. TRL continues to assess the effectiveness and efficiency of how it provides services. TRL relies on grants and volunteers to help provide services. In the ten years Ms. Kruse has been Director of TRL, the budget has more than doubled, population has increased 16%, the number of cardholders has increased 76%, circulation has increased 19%, we have 361,133 more items in the collection (many in formats that were not available in 1992), the number of staff has increased from 153 FTEs in 1992 to 215 FTEs in 2002, and the number of volunteers increased from 351 to 686 in 10 years. A yearlong long range planning process was completed, the Services and Facilities Needs Assessments were completed, many new programs to reach people inside and outside of the library have been introduced (several of which are receiving financial support from the Foundation), and technological advancements have been incorporated. New buildings were opened in Salkum, Elma, Tumwater, Hoodspport, North Mason and Yelm. All of the libraries were evaluated and reorganized to accommodate changes in service. An ESD 113 grant provided for community library centers in six schools located in remote locations. A new McCleary library is currently under construction, and Westport and Chehalis are involved in fundraising campaigns for expanded and renovated buildings. South Bend is beginning a campaign for an elevator in the library, and TRL purchased land for expansion of the Ocean Park library in the future. Ms. Kruse said she appreciates the opportunity to have served as Director of TRL for the past 10 years and has faith in the ability of the Board and staff to lead TRL to new achievements in the future.

#### B. Regional Planning Councils

Mr. Wessells reported that the Grays Harbor Council of Governments (GHCG) has reorganized and split into sub-councils, one of which addresses regional issues, which he will be chairing. One of the issues this sub-council will address is bringing high-speed telecommunications into the areas that do not currently have it, which for TRL will result in better communications for remote users. TRL's in-kind service in exchange for dues is converting a large number of documents that GHCG maintains and adding them to TRL's collection, so they will be available to patrons at large. TRL will also be providing reference training to GHCG staff in exchange for GHCG's expertise in some areas, such as map searching.

#### C. Policy Review Committee

Ms. Fund referred to the Policy Review Committee's proposed TRL Board meeting agenda. It was agreed that the March agenda will follow the committee's proposal. The committee's May 9 meeting will include discussion of the Human Resources Policy.

#### D. Foundation

The Foundation organized a phonathon on February 25, 26 and 27 to raise money for the comprehensive campaign. They took in over \$600 on the 25<sup>th</sup> and several people responded that they would consider contributing.

#### E. Patriot Act

Mr. Wessells reported that the main focus of the ALA Midwinter Conference last month was the USA Patriot Act. Under this act, the FBI may access or seize library records or equipment

8E with a search warrant, and staff may not reveal the existence of the warrant or the FBI search to anyone other than the appropriate supervisor or TRL's attorney. This act overrides any state law that may protect such records. He referred to his written report that lists several web sites regarding this act. TRL is preparing guidelines for staff to use if faced with a request for records pursuant to this act. The TRL Board has already established the Library Director as the custodian of library records and staff will be directed to contact the Director. Mr. Wessells has contacted the FBI office in Seattle, which has recommended that we call them to confirm that staff is being approached by a legitimate FBI agent.

F. 2002 Goals and Service Priorities Final Report

The 2002 Goals and Service Priorities Final Report was presented. Ms. Fund noted that under No. 3 regarding providing service to the under-served, there is no mention of people with disabilities. Ms. Kruse said that staff will provide a response in that area. Ms. Covell will report on the types of materials we purchase as well.

G. 2003 Goals and Service Priorities

A final copy of the 2003 Goals and Service Priorities was presented. This year's document is in a better format for staff to respond to and includes action items and measurements.

H. Director

The January 2003 Revenues and Expenditures Report was presented. Ms. Kruse reported that there are several bills concerning libraries before the legislature this year. The funding for the State Library has been restored for this year, but there is still concern over what will happen next year. A Senate bill regarding election of trustees moved out of committee but has changed considerably from its original form. The new bill says that jurisdictions may choose if they want their trustees elected, or there could be a petition of 10% of the voters who voted in the last election to put an election on the ballot. There are costs involved, but it is not clear who would pay for the election, nor is there much detail in how the terms would be calculated. Another Senate bill requires filtering Internet in libraries for everyone. Thurston County Commissioners' appointment of a trustee to the TRL Board is moving forward. Carolyn Dobbs had been appointed but had to resign due to a family emergency. The application deadline is March 3. The Commissioners will select those they want to interview and make an appointment toward the end of March. The 2002 Year-End Statistics report, two five-year trend reports for circulation and computer use, and the January 2003 Statistics report were presented. A report of cardholders by county as of December 31, 2002 was presented. The report notes by county the percentage of library cardholders vs. total population. Every year TRL purges its records to delete any cardholders who have not used their cards within the last five years.

9 Other

Ms. Roose announced that there will be a retirement party for Ms. Kruse on Friday, May 2, 4:00-7:00 p.m. at the Service Center.

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

  
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President

  
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Secretary

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