

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
W. H. Abel Memorial Library, 125 Main St. S., Montesano, WA 98563

March 26, 2003

MINUTES

BOARD MEMBERS PRESENT: Art Blauvelt, President; Edna Fund; Pat Shults; Janelle Williams. Via teleconference: Peggy Meyer and Gene Weaver

STAFF PRESENT: Bette Anderson; Liane Bascou; Gwen Culp; Alex Duncan; Valerie Jester; Corene Jones-Litteer; Thelma Kruse; Tim Mallory; Tina Roose; Cherie Rusk; Sandra Sebbas; Mike Wessells; Art Wuerth

GUESTS PRESENT: Helen Hepp; Dick Nichols; April Pocklingham; Audrey Seymour; Ben Trowbridge; Priscilla Wilder

President Blauvelt called the meeting to order at 7:08 p.m.

- 1 Introductions were made.
- 2 Welcome to Local Library

Valerie Jester, Montesano Community Librarian, said Montesano has been devoted to information and learning since its beginning. The town was incorporated in 1883. At one time there was a university, with 50 students on an 8-acre campus, in Montesano. In 1883 the first issue of the local newspaper, The Vidette, was published, which was the first newspaper in Grays Harbor County and also has the distinction of being the oldest newspaper of continuous publication in Washington State. In the late 1800s the first public reading room was opened by the Women's Christian Temperance Union. Several years later Montesano opened its first library. In 1942, Grays Harbor was one of the first counties in the state to vote for a library district and Montesano became the headquarters of the Grays Harbor County Rural Library District. In 1960, the county headquarters moved into the current building, which was built as a result of a bequest from a prominent attorney, W. H. Abel, hence the name of the library. With the vote to establish TRL in the late 60s, this building became the property of the new library district. Montesano later annexed to TRL for library service. In 1991, a major remodeling project was completed upstairs in the library and several years later the downstairs was remodeled.

Montesano is the county seat for Grays Harbor and has a beautifully refurbished historical courthouse. Montesano is one of the oldest white settlements in the county and is also home to the Clemons Tree Farm, the nation's first tree farm established in 1941. Farming and logging is the core of the town's history. Montesano is also known for the many Victorian style homes that grace its streets.

The Montesano Friends of the Library are invaluable and essential to the library because of their ideas, time and energy, and funding. Some of the Friends projects are: Vintage Montesano, with historical plaques at homes and businesses throughout the town, including two for the library; production of a booklet filled with fascinating local history; the Shakespeare Garden; presentation of the Margaret Downey Award (a former Friend of the Library), a community service award to an outstanding citizen of Montesano; sponsorship of

- 2 one of the Montesano Library's special adult programs, Lunch for Brains, that has been held for the past 10 years.

Ms. Jester mentioned several local library board members who have been responsible for so many good things happening in the community—Helen Hepp, Mary Shane, Pat Ronholdt, and Diane Ronholdt. Two of the Friends serve on the TRL Foundation Board—Helen Hepp and Donnie Rostedt. Ms. Jester closed with an anecdote about a young man who came into the library. She helped him find his materials. He told her he did not have a library card because his wallet had been stolen. Although he had lost \$80, he said he was sorrier that he had lost his library card.

- 3 Public Comments/Board Comments

- A. Public Comments

There were no public comments.

- B. Board Comments

Ms. Fund commented on a library she visited recently in Hong Kong using an improvement system with benchmarks of how long it takes to go through various parts of the work of the library (e.g., get a library card in 10 minutes, check out a book in 2 minutes). If they did not meet those benchmarks, they would make comments of what interfered with it in order to get rid of the interference and continue to provide quality service.

Ms. Kruse introduced Dick Nichols, who was recently appointed by the Thurston County Commissioners to serve on the TRL Board. She first met Mr. Nichols when his late wife, Joyce, was librarian at the Tumwater Library. Mr. Nichols has served as a Thurston County Commissioner, a Tumwater City Council member, on the Tumwater Library Board, and has for many years and still continues to broadcast sports events on radio. Ms. Kruse said TRL is fortunate to have him on the Board. We are waiting for the appointment letter from the Thurston County Commissioners to send out to the other four Boards of County Commissioners for their concurrence. Mr. Nichols said he is honored to have been appointed to this position. He thinks a lot of TRL and is an avid user of the library.

- 4 Approval of Minutes

03-20 EDNA FUND MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF FEBRUARY 26, 2003, AS DISTRIBUTED TO THE BOARD; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 5 Unfinished Business

- A. Director Search

The Pre-Search Committee has completed its work and has submitted its recommendation for members of the Search Committee, including alternates. So far there have been 20 requests for application packets and one application for the position has been received. The Search Committee will begin reviewing applications on April 18.

6 New Business

C. Director Search Committee

The Pre-Search Committee's recommendation for Search Committee members was presented. The committee attempted to fill the positions with as much diversity as possible from the list of people who volunteered to be on the committee.

03-21 PAT SHULTS MOVED TO APPROVE THE SEARCH COMMITTEE MEMBERS;
EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The membership is as follows:

Pat Shults, Chair, TRL Board of Trustees
Edna Fund, Vice-Chair, TRL Board of Trustees
Peggy Meyer, TRL Board of Trustees
Bill Lawrence, former TRL Board of Trustees
Carole Watson (Service Center)/Michelle Zilli (Naselle), Staff Association
Leo Scarpelli, TRL Staff (Olympia)
Dee Depoe, TRL Staff alternate (Shelton)
Richard Hawkins, Friends of the Library (Hoodsport)
Tammy Owings, Friends of the Library (McCleary)
Maggie Foran, Local Library Board (Olympia)
Anita Hunt, Local Library Board alternate (McCleary)
Marsha Woods, TRL Foundation (Olympia)
Tina Roose, Deputy Director
Corene Jones-Litteer, Regional Library Manager
Christine Peck, Community Librarian (Aberdeen)
Cheryl Heywood, Community Librarian alternate (Olympia)
Judy Covell, Collection Manager
Art Wuerth, Business Manager, ex-officio
Jena Thrasher, Human Resources Manager, ex-officio

A. Personal Services Contract

The contract with Craig W. Hanson for Personal Services under which he represents TRL is due for consideration in March. The terms of the agreement are the same as in the previous agreement (\$1,300 per month with any hours in excess of 132 during the term of the agreement at an hourly rate of \$135.00; and authorized paralegal services at \$50.00 per hour).

03-22 JANELLE WILLIAMS MOVED TO RENEW THE CONTRACT WITH CRAIG W.
HANSON FOR LABOR RELATIONS, COLLECTIVE BERGAINING AND OTHER
GENERAL LEGAL MATTERS EFFECTIVE APRIL 1, 2003 THROUGH MARCH 31,
2004; PEGGY MEYER SECONDED THE MOTION.

Ms. Fund requested information on how many attorney hours were used in 2002 and if TRL has ever put this matter out for bid for other attorneys to apply. From discussions with some attorneys who are not interested in the TRL retainer, she learned that retainers are not as common as they used to be. Since the attorney is paid with public funds, Ms. Fund recommended that we open it up for any attorney to bid on, with the characteristics we want spelled out clearly. If Mr. Hanson is selected, we have gone through the public process anyway. Mr. Wuerth responded that TRL used approximately 75 hours of Mr. Hanson's time

6A in 2002, which averages approximately \$207 per hour. Ms. Shults recalled last year's discussion where it was pointed out that Mr. Hanson's rates are very good and he has a history with TRL. She understands that he has not increased his rates for the library for the past two years. Ms. Kruse added that several years ago she contacted other library districts in the state regarding their legal rates and found that they were paying two to three times what TRL is paying. Mr. Blauvelt said TRL could go out to bid, but he doesn't think we would find a better deal. A new attorney would have to educate him/herself in a whole new area, since there are no other attorneys in Southwest Washington that are familiar with library law. Tacoma or Seattle attorneys would charge a much higher hourly fee. Ms. Kruse said that the current retainer arrangement encourages us to call on Mr. Hanson earlier in a potential problem area.

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

B. Interim Director

Since the Board does not anticipate having a new Director hired by May 2, which is Director Thelma Kruse's last day, the Board will need to appoint an Interim Director until a new Director is hired.

03-23 PEGGY MEYER MOVED TO APPOINT DEPUTY DIRECTOR TINA ROOSE AS INTERIM DIRECTOR EFFECTIVE MAY 3, 2003, UNTIL A NEW DIRECTOR BEGINS; PAT SHULTS SECONDED THE MOTION.

Ms. Fund said that usually when there is an interim position available, it is opened up for other staff to apply for. Ms. Meyer and Ms. Shults said that appointing Ms. Roose as Interim Director is appropriate and fits in with her position as Deputy Director. Ms. Fund asked if Ms. Roose is willing to serve, and Ms. Roose said she would be honored to serve as Interim Director.

MOTION CARRIED UNANIMOUSLY.

7 Voucher Approval

03-24 PAT SHULTS MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 32926 THROUGH NO. 33142 FOR FEBRUARY 2003 IN THE AMOUNT OF \$819,001.77; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

03-25 PAT SHULTS MOVED TO APPROVE VENDOR VOUCHERS NO. 71761 THROUGH NO. 72033 FOR MARCH 2003 IN THE AMOUNT OF \$446,595.80; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

8 Board Reports

A. Regional Planning Councils

Ms. Roose reported that the highlight of the last Thurston Regional Planning Council meeting was a presentation about Thurston County (past, present and future) by Pete Swenson. She

8A suggested that the TRL Board request Mr. Swenson make a presentation at a Board meeting. There was also discussion of the transportation infrastructure in the county. Lacey Mayor Graeme Sackrison commented at TRPC that the Lacey Library is the most used public facility in Lacey and said it is important to preserve the library even in small communities. Mr. Wessells reported that he represented Grays Harbor Council of Governments and the library at a Grays Harbor County meeting of the Governor's Committee on Disabilities. Several people gave testimony about how important library service is to a community and the importance of making accommodations for people with disabilities. Several will be in touch with us on ways to partner to achieve more accomplishments in this arena. We give in-kind services to GHCOG in lieu of dues. The manager of that project, Tim Mallory, reported that Shelton staff have been spending about one day a month cataloging GHCOG's documents so that the public can access the material. These documents include census data from 1970 forward, a fair number of reference materials, local history files, and environmental impact reports. Patrons are already placing holds on these cataloged documents. The only place many of these documents are available is at GHCOG, which other planning councils rely on.

B. Policy Review Committee

Ms. Fund said the committee discussed TRL Board procedures, recommended the order of tonight's Agenda, and heard a presentation by Mike Wessells regarding the USA Patriot Act. The committee established a schedule to review policies. The Executive Secretary will have the new Trustee Reference Manual available for the committee's review by next week. A written report of the meeting is attached to the original of these minutes.

C. Friends & Boards Forum

Ms. Jones-Litteer said the theme for this year's Friends & Boards Forum is "Telling Our Stories," including TRL's stories and stories relevant to Lewis County. The luncheon speaker is Roy Wilson of the Cowlitz Indian Tribe. Two of the breakout sessions have to do with Lewis County history. Trustees Williams and Fund will both take part in the program. Ms. Jones-Litteer commended Centralia Community Librarian Jinny Burns for her good work of chairing the committee that planned the day. Ms. Meyer complimented the beautiful brochure done by TRL's Communications Department.

9 Director's Reports

A. Financial

The February 2003 Revenues and Expenditures report was presented. Mr. Wuerth reported that the South Bend Library annexation election is scheduled on April 22. Ms. Shults added that a group is working on promoting passage. A news release about the election will be published. A mailing is going out to all absentee voters. Elementary and high school students are provided information to take home to their parents.

B. Foundation

Ms. Sebbas announced that the Foundation has received the Relt and Edith McWhorter Endowment (Helen Hepp's parents). The endowment will be used to support programming in the libraries (one of the first is this year's Friends & Boards Forum luncheon speaker). The Foundation is reviewing ways to recognize donors. A recommendation will be brought before the TRL Board. A copy of the written report is attached to the original of these minutes.

9 C. Public Services

Ms. Anderson reported that several TRL staff attended the Staffing for Results Workshop last week presented by Library Consultant Jeanne Goodrich. TRL staff will begin a workload study of circulation in the Grid II and Grid III libraries. They will then go on to study other levels of activities. A copy of the written report is attached to the original of these minutes.

Ms. Roose noted today's Olympian editorial supporting TRL's current Internet Policy, calling TRL a model for other libraries. She referred to two written reports, Parent Choice Internet Access Mailing and Minors' Internet Access Settings Report (copies attached to the original of these minutes). The letters mailed to parents of minors who use computers in the libraries asking them to make an Internet access selection for their child resulted in a 12% response to date. TRL's campaign to get all parents to indicate an Internet access for their children still continues.

Ms. Jones-Litteer referred to the written report regarding the new McCleary Library (attached to the original of these minutes). We anticipate moving to the new building by the end of May with a grand opening planned for the end of June.

Ms. Roose referred to the Patron Use Survey conducted February 1-11, 2003, and Library User Satisfaction Surveys for February 2002 and February 2003 (attached to the original of these minutes). The satisfaction surveys indicate that staff are doing a good job.

The February 2003 Statistics report was presented. Ms. Roose noted that computer use is up 5%, remote use of Internet has doubled, youth volunteers is up 51% over last year, and nearly half of the holds were placed remotely. Ms. Fund noted that the previous year patron count has been removed from the form due to what she assumes is a problem with the patron counters. Ms. Anderson said staff have been requested to ask volunteers to manually count patrons to get a sense of how accurate the patron counters are. Jeanne Goodrich, who conducted the Staffing for Results workshop, said that every library in the country questions the reliability of patron counters and whether or not they provide useful information. Ms. Fund noted the increase in telephone reference and instruction over last year, which she assumes is due to publicity of Central Reference. Ms. Anderson said TRL has not yet done a great deal of publicity about the service. Ms. Roose said staff has been asked about the impact on TRL of Library Card Signup Month in September. TRL promotes library cards all the time so it is difficult to determine if it is higher in September. We tend to have more signups when school starts in September. Staff will research why library card signups decreased in 2002—the highest number of patron signups was in 1998.

D. Conferences

Ms. Roose said she attended a conference at the Center for Creative Leadership last December. This is an international non-profit educational institution with the mission of advancing the understanding, practice and development of leadership for the benefit of society worldwide. There is a relationship between productivity and creativity. Her work group (the people she supervises) scored very high in the categories of freedom, challenging work, sufficient resources, supervisory encouragement, work group supports, and organizational encouragement.

9 E. Other

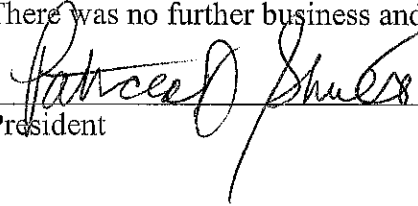
Ms. Kruse reported that the Senate did pass the filtering bill and election of trustees bill. These bills are now in House committees. The State Library has received funding in the supplemental budget through June but there is still uncertainty for future budgeting.

Several attended election training. Susan Hanson is working on a presentation of that training for a future Board meeting.

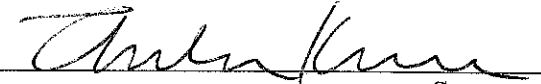
A report on Hispanic population in the district was presented (attached to the original of these minutes). Cherie Rusk, Salkum Community Librarian, reported that several Spanish-speaking people visit the Salkum Library and use the computers.

It was announced that both Janelle Williams and Thelma Kruse will receive awards at the WLA Conference next month.

There was no further business and the meeting adjourned at 8:56 p.m.



President



Secretary

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
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March 26, 2003

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