

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

April 23, 2003

MINUTES

BOARD MEMBERS PRESENT: Pat Shults, Vice-President; Edna Fund; Peggy Meyer; Dick Nichols; Janelle Williams

BOARD MEMBERS EXCUSED: Art Blauvelt; Gene Weaver

STAFF PRESENT: Corine Aiken; Bette Anderson; Liane Bascou; Jinny Burns; Judy Covell; Gwen Culp; Ellen Duffy; Susan Hanson; Thelma Kruse; Christine Peck; Tina Roose; Cherie Rusk; Jena Thrasher; Carole Watson; Art Wuerth

GUESTS PRESENT: Linda Graetz

Vice-President Shults called the meeting to order at 7:02 p.m.

- 1 Introductions were made. Ms. Shults welcomed Dick Nichols, the Thurston County representative on the TRL Board. Mr. Nichols has previously served as a Thurston County Commissioner, on the Tumwater City Council, on the Tumwater Library Board, was Thurston County Citizen of the Year, and has been honored for his involvement with athletic programs. Mr. Nichols said he is looking forward to serving on the Board and anticipates it will be a rewarding experience.

- 2 Approval of Agenda

Ms. Shults said this month's Agenda is utilizing the new format recommended by the Policy Review Committee. As we utilize this format, the Board may wish to make some amendments.

03-26 EDNA FUND MOVED TO APPROVE THE AGENDA AS PRESENTED; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 3 Public Comments/Board Comments

A. Public Comments

There were no public comments.

B. Board Comments

Ms. Fund noted that the April 2003 issue of "American Libraries" features the new Yelm Library.

Ms. Shults announced that yesterday the citizens of South Bend voted to annex to the library district with a 90% yes vote. The annexation was the only issue on the ballot. Ms. Shults acknowledged the excellent article in the Chronicle newspaper featuring a day with Tenino Librarian Kristina Kauffman.

C. Awards

Ms. Shults announced that there were two TRL recipients of awards at the Washington Library Association Conference. Thelma Kruse received a merit award for advances in library

3C services in recognition of her creativity and receptivity to new ways of providing library buildings for outlying communities. Janelle Williams received a WLFTA Trustee Award for her commitment to the values of intellectual freedom and for standing courageously against strong public outrage and in defense of the First Amendment.

4 Approval of Minutes

03-27 EDNA FUND MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF MARCH 26, 2003, AND THAT THE CHANGES REQUESTED BY MS. FUND BE INCORPORATED INTO THE MINUTES; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Director Search

Ms. Meyer reported that the Search Committee met in an organizational meeting earlier this month and proposed a schedule. Ms. Meyer and Ms. Fund met with Jena Thrasher to develop a rating form to use in reviewing applications, which was presented to the full committee at a meeting earlier today. To date, TRL has sent out 37 application packets and nine applications have been received, three of which did not meet the minimum qualifications.

6 New Business

There was no new business.

7 Voucher Approval

03-28 JANELLE WILLIAMS MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 33143 THROUGH NO. 33752 FOR MARCH 2003 IN THE AMOUNT OF \$817,764.01; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

03-29 EDNA FUND MOVED TO APPROVE VENDOR VOUCHER NO. 72034 IN THE AMOUNT OF \$175.19 AND VOUCHERS NO. 72035 THROUGH NO. 72324 FOR APRIL 2003 IN THE AMOUNT OF \$422,277.85; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

8 Board Reports

A. Regional Planning Councils

Ms. Anderson reported that TRPC continues to work on updating its regional transportation plan. She presented TRPC's draft public participation plan. The plan outlines TRPC's policies, and how TRPC interacts with the public and the public with them. She requested the Board review the document. If the Board is interested in adopting a similar plan, staff could use TRPC's document as a model and present a draft to the Policy Review Committee. Ms. Roose presented a copy of TRPC's Thurston County demographic profile. The Board may wish to hear this presentation at a future Board meeting. It provides a lot of information about Thurston County that would be helpful for TRL to use in providing library services.

Mr. Nichols was appointed to represent the TRL Board on the Thurston Regional Planning Council. TRL holds an advisory membership this year. Mr. Nichols accepted the appointment

8A and noted that he has served on TRPC in the past and is familiar with the organization. Ms. Shults said that TRL will notify TRPC of Mr. Nichols' appointment.

B. Friends & Boards Forum

Ms. Fund reported that there were 74 in attendance at the Friends and Boards Forum, held at the Centralia College on April 5. She commended Jinny Burns for helping to organize the event. She attended the reference breakout session and has been able to apply what she learned and pass her knowledge on to others. Ms. Williams added that the day provided a wide range of activities, including several breakout sessions, and a dynamic luncheon speaker. The theme for the day was "Telling Our Stories." Mr. Nichols said this event is a good way to share information. He is amazed at the devotion of the people involved with libraries. Ms. Williams said the Friends groups are the heart of a lot of funding for our libraries and this annual event is a good way to let them know how much they are appreciated. Ms. Burns said she had a great planning team for the event. She has been reviewing the evaluations, which she will pass along to next year's planning committee. Next year's event will be held in Mason County.

C. TRL Board Retreat – May 10

The TRL Board will meet for a retreat on May 10 at the Service Center. Ms. Shults has discussed the tentative agenda with Board President Blauvelt and they propose that the retreat begin at 9:00 a.m. with the first hour spent in an exit interview with Ms. Kruse, followed by Ms. Kruse's presentation of the Capital Facilities Plan from 10:00 to 10:30. They would like the retreat to end around noon or 1:00 p.m. This was agreeable to the Board. Ms. Roose said that staff is prepared to provide any other information the Board would like.

9 Director's Reports

A. Financial

The March 2003 Revenues and Expenditures report was presented. Expenditures are within budget. At this time of year, we only collect about 7% of our total revenue. Timber receipts continue to decline.

B. Annual Reports to County Commissioners

Ms. Kruse reported that she has given her annual report to all of the five County Boards of Commissioners. She was accompanied by staff and TRL Board members from each county. She understands that Lewis County Commissioner Eric Johnson has proposed a full work session with the TRL Board next year. Ms. Meyer said Ms. Kruse gave a good presentation, and she would like to see more ongoing communication with the County Commissioners.

C. Library Visits

Prior to her retirement, Ms. Kruse has been visiting each of the libraries. When she first became Director of TRL, she visited all of the libraries. There have been remarkable changes since she began with TRL in 1992. The space planning done in each of the libraries has provided more comfortable space for patrons and staff, with a much more pleasant and positive atmosphere in each library. She is particularly struck by the good service that staff are providing in the libraries. She noticed all of the activities provided for children and teens. She saw a building head in action responding to an angry patron and solving the patron's problem to his satisfaction. The libraries are the center of many of these communities and so important to people of all ages, which she hopes TRL will always remember and recognize. Many

- 9C people rely on the library and she hopes that TRL can find a way to maintain those locations in the future. She has enjoyed being Director of TRL. She expressed her appreciation for the TRL Board and the staff.

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

D. Public Services

The March 2003 Statistics and the January-March 2003 Statistics were presented. Computer use continues to go up, particularly remote use. Ms. Fund noted that the connect boxes are down. Ms. Duffy responded that staff is in the process of rectifying that situation. The boxes are so popular that people are keeping them longer than the due dates. Several new clients have been added. She explained that the boxes are tubs of books and are available for loan to anyone who works with groups of children. Each box contains 50 to 75 books and they can be kept for up to eight weeks. There are also connect boxes for senior citizens that go out to nursing homes and day care centers. Ms. Fund noted that there has been a significant drop in children's classes/community visits/tours/programs/presentations. Ms. Duffy responded that she would need to check into this matter. She is aware that we are doing fewer programs; however, attendance continued to go up in 2002. Ms. Kruse said it is difficult to explain a difference in one month and that we need to see if there is a trend over a period of time.

In response to Ms. Fund's question at last month's Board meeting regarding library card signups, Ms. Roose said that although we can't provide a definitive answer, staff thinks demographics and internal changes are the reasons why library card signups were greater in 1998 than in 2002. We received the Gates computers in 1998 and the space planning was being accomplished at that time which probably brought more people into the libraries. The new North Mason Library opened in 1998. Population growth was greater in 1998 than in 2000. In 2001 we had more signups probably due to implementation of the SRI computer signups.

Ms. Fund said a County Commissioner asked her how many people are purged from the system. Ms. Culp said that she cannot provide an exact number, but said that TRL purges cards that have not been used for five years. Ms. Fund said the County Commissioner also asked her what the next steps are in getting parents to sign off on their children's use of Internet. Ms. Kruse said we are continuing our ongoing effort to have parents indicate their children's use of Internet. We still have displays in the libraries and staff are talking to parents at checkout. We have not decided if we will send out another mailing since that is expensive and doesn't seem to get as much response as one-on-one contact. Staff will continue to brainstorm ideas to get this process accomplished.

Ms. Meyer has noticed that there is a line at the circulation desk because patrons do not realize they can check out items themselves. She suggested we need to highlight this new self-checkout service.

E. Conferences

Ms. Kruse reported that she attended a presentation on the USA Patriot Act conducted by Candy Morgan from Fort Vancouver Regional Library. Ms. Shults also attended and found it very informative. Ms. Roose said that there is the question of whether or not TRL should follow what some other libraries are doing by putting up notices to warn patrons about how the Act affects libraries. Some attorneys have concluded that if libraries put up signs warning

- 9E people that it would take away their presumed right of privacy. Ms. Shults agreed there are many legal issues involved. The Policy Review Committee will be reviewing this matter.

There is a World Health Organization travel advisory for Toronto, Canada due to the outbreak of SARS. The American Library Association and Canadian Library Association will hold a joint conference in Toronto in June. Since several Board members and staff are planning to attend the conference, Ms. Roose wanted people to be aware of the advisory.

F. Other

Ms. Meyer said she has been requested to attend as an alternate the Services and Facilities Committee meeting on Monday, April 28. She is unable to attend and suggested that Mr. Nichols attend in her place, which was agreeable with Mr. Nichols.

10 Other

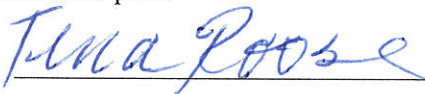
A letter dated April 21, 2003 from John Cusick regarding the USA Patriot Act was acknowledged. Mr. Cusick is encouraging the TRL Board to adopt a resolution similar to that recently adopted by the Santa Cruz Public Libraries.

Ms. Graetz requested information on how TRL is responding to the requirements of the USA Patriot Act. Ms. Kruse responded that TRL has in place procedures on how to respond to law enforcement requests. TRL does not provide any records or give access to any information without following due process of the law. We always consult with our attorney. TRL does not maintain records of what people have checked out once the items have been returned, nor does TRL keep a log of people's viewing on the Internet once they have logged off the computer. The Library Director is the person who is authorized to release any records. TRL's policy and procedures outline very clearly that we must be presented with a court order, and that includes any requests under the USA Patriot Act. Ms. Graetz asked what kinds of information TRL envisions would be provided under this Act since records are erased. Ms. Kruse said if a search warrant requests if someone has a library card, for example, that type of information would still be in our records. Any current materials checked out would still be in the records, but law enforcement would have to be very specific in what information they want. There may be some information on the hard drive that staff could not access and law enforcement would be able to take the computer with a court order to a crime lab to access the information. Again, law enforcement would have to be able to identify a particular person on a particular computer in a particular library. One difference in a court order under the Patriot Act is that it is issued through a secret court and we are not allowed to tell anyone, not even the patron. Ms. Graetz suggested that TRL may wish to consider more public discussions about this Act.

There was no further business and the meeting adjourned at 8:30 p.m.



President



Secretary

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I N D E X

<u>AGENDA ITEM</u>		
<u>NO.</u>		<u>Page No.</u>
1	Introductions	1
2	Approval of Agenda	1
3	Public Comments/Board Comments	
	A. Public Comments	1
	B. Board Comments	1
	C. Awards	1
4	Approval of Minutes	2
5	Unfinished Business	
	A. Director Search	2
6	New Business	2
7	Voucher Approval	2
8	Board Reports	
	A. Regional Planning Councils	2
	B. Friends & Boards Forum	3
	C. TRL Board Retreat	3
9	Director's Reports	
	A. Financial	3
	B. Annual Reports to County Commissioners	3
	C. Library Visits	3
	D. Public Services	4
	E. Conferences	4
	F. Other	5
10	Other	5