

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Mountain View Timberland Library, 210 Silverbrook Rd., Randle, WA 98377

May 28, 2003

MINUTES

BOARD MEMBERS PRESENT: Peggy Meyer, Acting Chair; Edna Fund; Dick Nichols; Gene Weaver

BOARD MEMBERS EXCUSED: Art Blauvelt; Pat Shults; Janelle Williams

STAFF PRESENT: Bette Anderson; Liane Bascou; Susan Hanson; Corene Jones-Litteer; Tina Roose; Nancy Sawyer; Elizabeth Squires; Virginia Squires; Jena Thrasher; Mike Wessells; Art Wuerth

GUESTS PRESENT: Barb Selis; Bert Selis

Acting Chair Peggy Meyer called the meeting to order at 7:00 p.m.

1 Introductions were made.

2 Approval of Agenda

Ms. Meyer announced that the Board would go into Executive Session at the end of the business meeting at approximately 8:00 p.m. for the purpose of discussing the Library Director position.

03-30 DICK NICHOLS MOVED TO APPROVE THE AGENDA; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

3 Welcome to Local Library

Ms. Sawyer pointed out the change in the library since the last time the TRL Board met at Mountain View. The meeting room had not yet been completed so the Board met in the staff room. The meeting room is heavily used by several organizations in the community. Together with AmeriCorp, the library has begun a homework program on Wednesday evenings that has been their most successful program. One of the Mountain View Library's goals this year is to provide more outreach in the community that will bring more organizations and groups into the library. Ms. Sawyer expressed appreciation for the opportunity to provide such great service to their small community.

Ms. Fund asked Ms. Sawyer to share some of the challenges this community faces in terms of employment and school enrollment. Ms. Sawyer has noticed more senior citizens are using this library. Younger people are moving out of the area. The Mountain View Library doesn't get as many children in the library because there is a transportation issue, whereas in Packwood students can walk from school to the library. School enrollment has dropped considerably in the past few years and there is talk of combining schools and classes.

4 Public Comments/Board Comments

A. Public Comments

There were no public comments.

4 B. Board Comments

Ms. Fund recalled the Board's discussion at its May 10 Work Session regarding community building. Just prior to this meeting, a young man told her how much he likes the Mountain View Library. She asked if he gets on line to order books and he said he did. She asked if he uses Ask-a-Librarian and he was not aware of that service. She had a good exchange with him, and another young man was listening to their conversation as well. Earlier this month, she attended a Chamber meeting and talked with a travel agent about the library. The travel agent asked about the Polk Directories. Ms. Fund emailed her information and told her about getting a library card online, which the travel agent has done.

5 Approval of Minutes

- 03-31 EDNA FUND MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF APRIL 23, 2003, AS DISTRIBUTED; DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The recording secretary called attention to a revision to the May 10, 2003 Work Session minutes.

- 03-32 GENE WEAVER MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES WORK SESSION ON MAY 10, 2003, AS REVISED; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Unfinished Business

A. Director Search

Ms. Meyer reported that the Search Committee has narrowed the field of candidates to eight. These eight candidates will be interviewed by the Search Committee on June 4 and 5. Ms. Fund added that several people who requested an application packet chose not to apply. Several of the people who applied did not meet the minimum qualifications. For those who met the minimum qualifications, the Search Committee reviewed their applications using a ranking system. The committee will narrow the field of candidates further after these first-round interviews.

B. Committee Assignment – 2003

At its January 22, 2003 meeting, the TRL Board tabled appointment to the Services and Facilities Committee until the Thurston County Commissioners appointed a Thurston County representative to the Board. Since Ms. Meyer was unable to attend the committee's April 28 meeting as an alternate, Mr. Nichols was asked to attend in her stead. Mr. Nichols was officially appointed to serve on this committee along with Janelle Williams and Art Blauvelt.

C. Interim Director Salary

At its March 26, 2003 meeting, the TRL Board appointed Tina Roose to serve as Interim Director, effective May 3, 2003, until a new Director begins. The Board did not set a salary at that time. Ms. Thrasher said she has discussed this matter with Art Blauvelt and he requested this item be added to tonight's agenda. She provided Mr. Blauvelt with background information on the last Interim Director appointment. Since the Board is already planning an

6C Executive Session at the end of the business meeting, the Board will also discuss the Interim Director's salary at that time.

7 New Business

A. Communication Guidelines

On March 14, 2003, the Policy Review Committee approved Communication Guidelines for the TRL Board of Trustees. These guidelines were presented to the Board at its May 10, 2003 Work Session.

03-33 DICK NICHOLS MOVED TO ADOPT THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES COMMUNICATION GUIDELINES AS PRESENTED BY THE POLICY REVIEW COMMITTEE; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The Communication Guidelines are attached to the original of these minutes.

B. Board Meeting Summer Schedule

The Board has been reviewing their calendars in preparation for Library Director interviews in order to schedule the interviews when all Board members can be present. There was some concern about a quorum at the Board's regularly scheduled meetings. It appears that there will not be a quorum problem at the meetings scheduled on June 18, July 23 and August 27 and there is no need to change the dates.

C. Signature Authorization on Timberland Accounts

The TRL Board has authorized the Library Director and Business Manager authority on the Timberland bank accounts. The signature authority on the bank accounts needs to be updated to include the Interim Library Director and the current Business Manager.

03-34 EDNA FUND MOVED TO AUTHORIZE TINA ROOSE, INTERIM LIBRARY DIRECTOR, AND ART WUERTH, BUSINESS MANAGER, SIGNATURE AUTHORITY ON THE TIMBERLAND REGIONAL LIBRARY BANK ACCOUNTS; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

8 Voucher Approval

03-35 DICK NICHOLS MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 33753 THROUGH NO. 34082 FOR APRIL 2003 IN THE AMOUNT OF \$837,139.53; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

03-36 EDNA FUND MOVED TO APPROVE VENDOR VOUCHERS NO. 72327 THROUGH NO. 72646 FOR MAY 2003 IN THE AMOUNT OF \$354,334.08; DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

9 Board Reports

A. Regional Planning Councils

Mr. Nichols reported that there was discussion at the Thurston Regional Planning Council (TRPC) meeting about the regional transportation plan. Olympia City Councilman Doug Mah suggested at the meeting that TRPC engage a task force to look at the plan to make sure that the plan reflects what is really going on in the region and that assumptions made in the plan are valid. The plan is due for completion in a year.

Mr. Wessells reported that TRL has now converted about 200 items for the Grays Harbor Council of Governments (GHCG), which is TRL's in-kind contribution in lieu of dues. Shelton Librarian Tim Mallory, Mr. Wessells, and staff from GHCG have reviewed GHCG's materials and designated which ones are reference and need to be used on site.

B. TRL Board Work Session – May 10

Ms. Meyer reported that the Board discussed at the work session the need for a new strategic plan after a new Director is hired. There was discussion of issues management and the possibility of the Board receiving training on this matter within the next year. Ms. Fund added that the Board also discussed ways to get the library story out to people. She distributed a copy of an article from the *Public Libraries* November/December 2002 issue regarding electronic newsletters suggesting this as a cost effective way to get the word out.

C. Services and Facilities Committee

Mr. Nichols reported that the Services and Facilities Committee reviewed the draft of the Facilities Plan, which was discussed by the full Board at its May 10 Work Session. Several suggestions were made at the work session regarding the plan. He anticipates that the Services and Facilities Committee will be reviewing another draft of the plan at its next meeting based on that discussion. Mr. Nichols suggested at the work session that he thinks it is important that the plan include a process on how decisions are made so that there is not the appearance of inequity and yet will still allow us to take advantage of other creative ways to build libraries in cities that are not part of a formula.

10 Director's Reports

A. Financial

The April 2003 Revenues and Expenditures report was presented. Expenditures are within budget. For the first time in several years timber revenues for the period January through April 2003 have not declined from the previous year. Taxes on private timber sales have been dropping but this has been offset by an increase in state forest board sales through the Department of Natural Resources.

B. Public Services

The April 2003 Statistics were presented. Ms. Anderson noted that there has been an increase in most of the libraries over last year. Lacey Library is showing a significant decrease due to the road construction making it difficult to reach the library. Ms. Fund expressed her pleasure

10B in the increase in Connect boxes use.

Ms. Stroup explained the Talk Time program, which is a volunteer based program where people who do not speak English well are invited to come to the program and practice English. We had successful numbers at the Centralia Library due to our collaboration with the Centralia College. Ms. Stroup is working on a grant from the State Library to help serve our increasing Hispanic population. We have added to our position announcements the ability to speak Spanish as a plus.

Ms. Jones-Litteer reported that the shelves in the current McCleary Library are being moved to the new location and new shelving was installed last week. The Friends of the Library are working on fundraising to eventually replace the old shelves. The grand opening is scheduled on June 28, 2:00-4:00 p.m. Next Monday there will be a book brigade where children will pass books from the old location to the new location. Other community members are also helping to move books on carts. Local artists are painting murals in the new library. There is great excitement and support in the community for this new library.

Ms. Roose reported that staff is testing the new Public Access Catalog (iPAC). Once the technical problems are solved, it will become available to the public.

C. 2003 Goals and Service Priorities January-April 2003 Progress Report

The January-April 2003 Progress Report was presented. Ms. Fund requested that completion dates be included in the report. She said she is pleased with the progress on publicity of the toll-free number and Ask-a-Librarian. Ms. Roose said that staff is usually focused on what they have not yet completed and it is good for them to have this report so they can see how much they have accomplished. Staff is becoming more experienced at measuring their progress as well.

D. Foundation

A report on the Foundation's May 5 meeting was presented. It was noted that Westport is within \$80,000 of its goal for a new library. Mr. Wessells said the donated Bennett paintings are by the noted artist Elton Bennett. His daughters live in the area and are very open to donating prints of their father's work. One of the paintings, worth \$3,000, will be used in a raffle, and several others will be donated for display in the library. The LEAP (Library Expansion Action Plan) group is a good example of how a community can work together on fundraising.

Ms. Fund related a concern from Bill Lawrence that the two cedar trees at the Service Center, one honoring first Library Director Becky Morrison, and the other honoring recently retired Library Director Thelma Kruse's father, are planted too close together.

E. Other

The May 14, 2003 note from Thelma Kruse to the Board was acknowledged. She thanked the Board for her Golden Forest award and expressed her pleasure to have worked with them.

The May 28, 2003 response to John Cusick from the Board was noted. Mr. Cusick had written a letter regarding his concerns with the USA Patriot Act and its effect on libraries.

10E Judy Covell's report on the ESD 113 sites was presented. There is enough money left in the grant to continue these sites through the summer. Mr. Nichols said the continuation of the ESD 113 sites after the grant money runs out would be a good program to ask the Foundation to help fund. Ms. Roose said the North River Superintendent plans to attend the TRL Board's June meeting. Ms. Meyer requested that the Matlock Superintendent also be invited to attend the June meeting.

The Board recessed into Executive Session at 8:05 p.m. pursuant to RCW 42.30.110(g) for the purpose of discussing the Library Director position and the Interim Director's salary. Pat Shults joined the Executive Session via telephone. The Executive Session ended at 9:02 p.m. and the Board reconvened into regular session.

6 Unfinished Business

C. Interim Director Salary


03-37 EDNA FUND MOVED TO SET THE INTERIM DIRECTOR'S SALARY AT \$8,166.67 PER MONTH EFFECTIVE MAY 3, 2003 UNTIL A NEW DIRECTOR BEGINS; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

This motion increases Ms. Roose's salary by approximately \$300 per month.

There was no further business and the meeting adjourned at 9:05 p.m.



President



Secretary

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