

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Hoodsport Timberland Library, N. 40 Schoolhouse Hill Rd., Hoodsport, WA 98548

June 18, 2003

MINUTES

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

BOARD MEMBERS EXCUSED: Dick Nichols; Janelle Williams

STAFF PRESENT: Bette Anderson; Liane Bascou; Judy Covell; Ellen Duffy; Susan Hanson; Pam Johnson; Rose Marshall; Tina Roose; Sandra Sebbas; Jena Thrasher; Nancy Triplett; Art Wuerth

GUESTS PRESENT: Gene Avey; Maxine Clow; JoAnne Lines; Darlene Hamilton

President Blauvelt called the meeting to order at 7:02 p.m.

AGENDA ITEM  
NO.

- 1 Introductions were made.
- 2 Approval of Agenda

Mr. Blauvelt announced that there would be an Executive Session after the regular meeting. Ms. Shults said that the format of the agenda as recommended by the Policy Review Committee is a work in progress. The committee welcomes any suggestions for changes.

- 3 Welcome to Local Library

Ms. Triplett said that it has been six years since the Hoodsport Library moved from its 1,000 square foot strip mall location to the recycled and renovated former North Mason Library building that was cut into three pieces, put on a barge, floated down the Hood Canal, and put back together at its present site. She showed several pictures of the move. She referred to several books she has read recently (*The Land That Slept Late* by Robert L. Wood; *A History of Hoodsport* by Jean Bearden; and *Early Days on the Hood Canal* by Lester L. Dickinson) which provided her with insight into the area's remoteness and inaccessibility and the great sense of community that developed in spite of these obstacles. This same spirit holds true today in Hoodsport. The community pulled together to help make the library move happen. The use of the library's meeting room is high, used on average 40 to 45 times a month even though the library is open an average of 16 days a month. The community is very supportive of the library. The Friends are supporting this year's Summer Reading Program by paying for two programs, purchasing six copies of the new Harry Potter book to use as prizes, and providing CD gift certificates for teens. The Hoodsport Library has been the recipient of memorial donations from two of its favorite patrons who passed away this year. The most recent one was from Fay Hill who served on the site selection committee and whose obituary said that "she had a passion for reading and was well-known at her local library, consuming as much as a book a day up until her death."

4 Public Comments/Board Comments

A. Public Comments

Ms. Clow commented that it is a joy to come to this library. She likened it to a present to the community. In looking at her tax statement, she considers what she pays for library service a bargain. She said the Hoodspout Library is a wonderful place and the whole TRL system is like a miracle.

B. Board Comments

Ms. Fund reported that last week she attended an individual education plan for two disabled children at Jefferson Lincoln School. She picked up a flyer entitled *Early Years* that includes a section on visiting the library. They talked about what the children will be doing this year. The teachers have volunteered to create individual reading lists for these children and share with the library so they can continue their development as well as they can. She appreciates that cooperation between the library staff and teachers.

5 Approval of Minutes

03-38 PEGGY MEYER MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF MAY 28, 2003, AS DISTRIBUTED; EDNA FUND SECONDED THE MOTION.

Ms. Fund noted that her requested change on the last page regarding the Interim Director's salary was not made. She would like to add what the actual monthly increase is. Staff indicated that there was no record, due to equipment malfunction, that the requested comment was made in public session. Ms. Fund acknowledged that there was some confusion when the motion was made and it may not have been heard but said she recalls making the comment in regular session.

EDNA FUND MOVED TO AMEND THE MINUTES BY ADDING THE FOLLOWING ON PAGE 6 OF THE MINUTES "THIS INCREASES MS. ROOSE'S SALARY BY APPROXIMATELY \$300.00 PER MONTH"; GENE WEAVER SECONDED THE AMENDED MOTION. MOTION CARRIED UNANIMOUSLY.

MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY.

6 Unfinished Business

A. ESD 113 Sites

The North River School District houses one of the Cooperative Library Centers through which Timberland is providing grant-funded services to rural communities. Superintendent Gene Avey spoke about the success of the community library at North River, which is located in a remote area called Brooklyn. Since the closest TRL library is an hour away, this library has become an important part of the community. There are a few home-schooled children in the area that now come to this library. Mr. Avey shared some pictures of children using the library and comments from people who are pleased to have this resource so readily available. Since this facility has become the heart of this community, it would be disappointing if it doesn't continue. Due to the establishment of this library and the after school programs there

6A have been other positive developments. The grange has been revitalized. A Bible Camp in the area participates in the library's activities. North River has been one of the most successful of the ESD sites. Due to this success, the community has asked him to come before the Board and talk about the future of this library. Mr. Avey attributes the passage of a capital project levy (75% approval rate) to having this library in the school. The project will include sprucing up the building and putting in a lift to the second floor which is where the library is located. The community established a scholarship program and raised about \$15,000, which allowed him to give scholarships to all four graduates. This library has changed the vision of the community. Mr. Avey thanked TRL for its support. He is currently working with ESD 113 to write another grant for an after school program and he hopes it can be tied to the library. He requested that TRL, if possible through its limited resources, keep this library going. The school board is soundly behind the library.

Ms. Shults asked about the status of the grant for these sites. Ms. Covell responded that the funding will definitely carry us through the summer and whatever is left over can be used for next year. ESD has advised that there is a possibility of applying for a one-year extension. Both the Taholah and Rochester sites are closed for the summer. TRL is also working with the Shoalwater Tribe in Pacific County to provide similar service, including courier, training and access to the circulation system and databases. The building where the library center will be located is currently under construction. Ms. Covell is not sure of the duration of the Shoalwater grant, which they are getting through the U.S. Department of Agriculture.

#### B. Director Search

Ms. Shults reported that the Director Search Committee interviewed eight candidates for Library Director on June 4 and 5, 2003. The committee narrowed the panel of candidates down to five. The committee is not releasing the names of these five candidates yet, but the candidates have authorized us to check references, which we are in the process of doing. The committee proposes that the five candidates be invited for a second interview in an attempt to narrow the selection down further. In addition, the Search Committee recommends the TRL Board and Administrative Team also be involved in the interviews during the week of July 14. The structure of the interviews has not yet been established. After this second round of interviews, the names of the candidates will be released and the final interview process will be opened up to the public. The Board members were asked to save August 20, 25, 26, 28 and 29, 2003 on their calendars for the final interview process. Ms. Shults said she was impressed with the quality of the candidates and looks forward to meeting them again, including meeting face to face two of the candidates who were interviewed by telephone.

#### C. Budget Committee

At its January 22, 2003 meeting, the Board discussed continuing to have the entire Board serve with the Administrative Team on the Budget Committee. TRL is at the point of beginning discussions of the 2004 budget and setting the 2004 budget calendar. Because of schedule conflicts among Board members during the next two months, the Board discussed whether to appoint a sub-committee, at least for initial budget discussions. A proposed budget process and calendar was submitted. It is recommended that the full Board meet on July 16, that a sub-committee of the Board meet on September 17 and October 15, and the full Board meet on October 22. The calendar includes a public hearing prior to the November 19 regular Board meeting, final budget adoption at the Board's regular meeting on December 17, and a tentative meeting on December 30 if needed. This proposed schedule was agreeable to the Board and it was agreed that the sub-committee would be appointed at the July 16 meeting.

7 New Business

There was no new business.

8 Voucher Approval

03-39 EDNA FUND MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 34084 THROUGH NO. 34301 FOR MAY 2003 IN THE AMOUNT OF \$833,101.49; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

03-40 PAT SHULTS MOVED TO APPROVE VENDOR VOUCHERS NO. 72647 THROUGH NO. 72890 FOR JUNE 2003 IN THE AMOUNT OF \$284,409.35; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

9 Board Reports

A. Policy Review Committee

Ms. Meyer reported that the Policy Review Committee met this afternoon and worked on a number of items. A Display Policy will be ready to come before the Board at its July 23 meeting. The committee reviewed a draft of a Public Participation Policy similar to one used by the Thurston Regional Planning Council. A Naming Policy is also under discussion. Ms. Thrasher presented to the committee an outline for a Human Resources Policy. Ms. Fund added that the committee would not meet again until September.

10 Director's Reports

A. Financial

The May 2003 Revenues and Expenditures report was submitted. Expenditures are within budget. Although we are receiving more in timber revenues from Department of Natural Resources sales, this is offset by a decline in private timber taxes. Mr. Wuerth referred to his response to a question from Ms. Fund regarding the estimated revenue loss due to the passage of Initiative 747. Initiative 747 imposed a 101% limit whereas we previously were limited to 106%. However, TRL has a statutory dollar rate limit of 50 cents per \$1,000 of assessed valuation which comes into effect first. The Department of Revenue's calculation of revenue loss under Initiative 747 is based on the statutory dollar rate limit.

B. Public Services

Ms. Roose reported that the new McCleary Library is open. A customer appreciation day was held in McCleary, which brought a lot of people into the new library. They signed up a lot of people for the Summer Reading Program. The open house is scheduled on June 28, 2:00-4:00 p.m. The city won a Municipal Achievement Award from the Association of Washington Cities for the project.

Ms. Duffy reported on this year's Summer Reading Program SeaSplash. The program is based on the knowledge that keeping kids reading during the summer leads to their future success, and TRL's youth services staff passionately believes in that. Last year there were 53 online

10B signups in the first week and this year we had 245 signups. TRL launched this year's program with two story times at Barnes and Noble. Twenty percent of the total sales during those designated times resulted in \$450 to the TRL Foundation. A SeaSplash events box has been created and can be reserved by the libraries resulting in a savings of staff time. Next year we anticipate a big change in TRL's Summer Reading Program. All of the libraries in the state have bought into a statewide program and we hope that Governor Locke will be involved as well. There will be a coordinated theme. The Collaborative Summer Library Program is a consortium of 23 states, with representatives who vote on an illustrator and put together a resource manual. The 2004 theme is Discover New Trails. The State Library has agreed to provide some financial help.

The Board was referred to Ms. Hanson's report on Governor Locke's visit to the Shelton Library. Ms. Meyer said those in attendance included a group representing students from the Shelton area, the school superintendent, the mayor, and a number of library activists. She felt it was a very productive meeting where children read, and the Governor talked about the importance of reading in his life and with his children. There were a number of suggestions made such as incorporating celebrities into advertising and promoting next year's coordinated Summer Reading Program.

Two new brochures were presented, one a reference resources brochure called *Information at the Speed of Light*, and the other entitled *Today's Library*.

Ms. Roose announced that the Westport Library received a \$10,000 donation from the Westport Boat Yards.

The May 2003 Statistics were presented. Ms. Fund noted that telephone reference in the libraries is going down. Ms. Anderson explained that the libraries are encouraged to transfer telephone reference calls to Central Reference so many of these telephone reference calls are reflected in Central Reference's figure. Ms. Fund noted the drop in children's programs. Staff responded that we are dropping in programs due to less staff time. However, the outreach to children is higher because more school visits are being made which is much less labor intensive. Ms. Anderson highlighted the interlibrary loan statistics, which indicate that we are borrowing less from outside TRL than other libraries are borrowing from us. She considers this a positive trend and a good sign that our collection is growing.

C. Other

Mr. Blauvelt shared a recent experience when he needed a 1947 year book which he found at the Aberdeen Library. He officiated at a man's funeral and he wanted to share information about him when he was younger. He asked if TRL makes a concerted effort to collect year books from local schools. Staff responded that we do but it is difficult. We often receive donations.

Mr. Blauvelt called for a recess at 8:40 p.m. The Board met in Executive Session beginning at 8:45 p.m. pursuant to RCW 42.30.110(g) for the purpose of discussing a personnel matter. The Executive Session ended at 9:00 p.m. and the meeting was adjourned.

  
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President

  
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Secretary

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