

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Ocean Park Timberland Library, 1308 256th Place, Ocean Park, WA 98640

August 27, 2003

MINUTES

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

BOARD MEMBERS EXCUSED: Janelle Williams

STAFF PRESENT: Bette Anderson; Liane Bascou; Susan Carney; Ellen Duffy; Leanne Ingle; Corene Jones-Litteer; Iver Matheson; Tina Roose; Joann Rucker; Sandra Sebbas; Bob Stalder; Jena Thrasher; Mike Wessells; Art Wuerth; Michelle Zilli

President Blauvelt called the regular meeting to order at 7:00 p.m.

AGENDA ITEM
NO.

- 1 Introductions were made.
- 2 Dedication of the Marcel King plaque and reception

A plaque honoring the late Marcel King was dedicated and unveiled in the main part of the Ocean Park Library. Mrs. King was a charter member of the TRL Board of Trustees from December 1968 to December 1972 and helped shape the five-county library district from its beginning. Mrs. King contributed \$10,000 in 1999 toward a future expansion of Ocean Park's library. Several spoke of their memories of Mrs. King, including her son, Doug King, who in 2000 continued the family's legacy by gifting a generous portion of the land adjacent to the library for future expansion of the library. He spoke of his mother's passion for teaching children and her work toward betterment of library service in Pacific County.

A brief reception followed the dedication after which the Board convened to the meeting room for the remainder of the meeting.

- 3 Approval of Agenda

There were no additions or amendments to the Agenda.

- 4 Welcome to Local Library

Mr. Matheson thanked the Ilwaco/Ocean Park Friends of the Library for hosting the reception for the dedication of the Marcel King plaque. He reported that the elementary school is in the process of being remodeled, going from a K-3 school to a K-5 school. Fourth and fifth graders will be visiting the library more often. This will mean more work for the staff, but is a challenge they are looking forward to. The Ocean Park Library will be focusing more on senior outreach this year. Juanita Stone, a Friend of the Ilwaco/Ocean Park Libraries, is the RSVP volunteer coordinator for the south part of Pacific County on the Peninsula. They will be working together setting up a pool of volunteers to go out to the homebound and elderly, as well as other outreach projects. There are several people interested in helping with the Library of Congress Veterans History Project. Mr.

4 Matheson said he has been fortunate to have the job as Community Librarian at Ocean Park and he thinks he can speak for all the staff at Ocean Park that they are looking forward to continuing to serve this community for the next several years.

5 Public Comments/Board Comments

A. Public Comments

There were no public comments.

B. Board Comments

Ms. Fund received a letter at her home addressed to Art Wuerth from the Lewis County Sheriff's office requesting a vulnerability assessment from each facility by September 15. This is a follow-up letter relating to the letter she received last month inviting TRL to join in the Lewis County Multi-Jurisdictional Hazard Mitigation Plan. Ms. Roose said TRL did respond affirmatively to this invitation and will provide the information requested.

Ms. Fund said she recently visited a library in Kona, Hawaii to use the Internet. The library has only three computers for a city of 40,000 people. Three-month passes are available for \$10 but no one-day passes are available. She brought back the library's annual report that she will pass on to Susan Hanson.

Ms. Fund said she received in the mail from the Tompkins County Public Library Foundation a video "Turn the Page" used in promoting voting for the library. She suggested the Board view this video to see how this library marketed itself. She provided the video to Sandra Sebbas.

6 Approval of Minutes

03-46 PEGGY MEYER MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES BUDGET WORKSHOP OF JULY 16, 2003, AS DISTRIBUTED; DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

03-47 PAT SHULTS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JULY 23, 2003, AS DISTRIBUTED; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Unfinished Business

A. Director Search

Ms. Shults reported that the TRL Board met in Executive Session last month to discuss the details of the recommendation from the Director Search Committee to bring one of the candidates, Jodi Reng, back for a final round of interviews. Ms. Shults listed the times and places of the six forums that have been scheduled throughout the district on August 28 and 29. The Board will meet with the candidate the evening of August 28. Ms. Meyer suggested the Board meet by the end of next week to discuss what their next steps should be. The Board agreed to meet in Executive Session on Friday, September 5, at 10:00 a.m., at the Service Center.

There was discussion of a get-acquainted tour after a new Director is hired proposed by Mr. Nichols. Mr. Nichols said employment of a new Director would provide TRL a good public relations opportunity. He suggested that the TRL Board members could accompany the Director

7A on these tours in their respective counties. Staff has prepared suggested priorities for the get-acquainted tour. Recognizing that not all of the Board members would be able to accompany the Director to all of these events, Ms. Roose said we would make sure that staff are available as well.

8 New Business

There was no new business.

9 Voucher Approval

03-48 PEGGY MEYER MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 34516 THROUGH NO. 34832 FOR JULY 2003 IN THE AMOUNT OF \$810,575.32; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

03-49 DICK NICHOLS MOVED TO APPROVE VENDOR VOUCHERS NO. 73222 THROUGH NO. 73539 FOR AUGUST 2003 IN THE AMOUNT OF \$577,235.68; PAT SHULTS SECONDED THE MOTION.

Mr. Wuerth highlighted a voucher to Orbis Cascade Alliance for interlibrary loan courier service. Using this service instead of the U.S. Postal service will represent an annual savings of about \$7,000.

MOTION CARRIED UNANIMOUSLY.

10 Board Reports

A. Regional Planning Councils

Ms. Anderson attended the August 1 Thurston Regional Planning Council (TRPC) meeting on behalf of Mr. Nichols. They heard a report from the committee working on the site of the new Thurston County Justice Center. Issues are that courthouses have to be sited in the city of the county seat, which means that the center could not be sited in Tumwater, and estimates are coming in considerably more than the \$100 million mark. Another discussion was a concern from the Port of Olympia questioning the value of their membership in TRPC. One of the main functions of TRPC is to work on transportation issues. The TRPC Executive Director will prepare a packet for all of its members that will not only be used to train new members but also to help current members determine the value of their membership. The TRL Board voted to become an associate member of TRPC this year.

Mr. Wessells said the Grays Harbor Council of Governments' next quarterly meeting is tomorrow evening. The Pacific Council of Governments met this afternoon. The main topic of discussion was the Washington Community Economic Revitalization Team list of projects that counties consider to be priority projects. The South Bend Library elevator project is on that list. Another area of interest to TRL is that there are a considerable number of projects based around the Lewis and Clark Centennial that will bring a lot of people to the Peninsula and will mean additional use of the Ilwaco and Ocean Park Libraries.

11 Director's Reports

A. Financial

- 11A Mr. Wuerth presented the July 2003 financial report. We are within budget and timber revenues continue to be unpredictable.

B. CIPA Update

Mr. Wessells said the amended federal regulations for e-rate came out on July 24. There is some slight change in the e-rate schedules but not much change in terms of qualifications. TRL is part of the K-20 network at the Washington State Library, which applies as a consortium for all the libraries that participate. The decision to apply for 2003-04 was made last January. Since TRL had not made any declaration of intent to comply at that time we currently do not qualify for the 2003-04 e-rate funding affected by CIPA. The next year for which TRL will qualify will be 2004-05. That decision will occur sometime in January which means that this Board would have to make a decision at its December meeting regarding an e-rate application. This interval will provide us time to assess further some of the compliance issues. One cost impact for TRL is if we have to filter the staff computers, we will have to purchase more Web Sense licenses for an additional \$1,000 a year. We are currently seeking legal advice on these issues.

Ms. Fund said she would send via email information regarding the settlement with librarians in Minnesota who sued over a hostile work environment involving sexually explicit materials on the Internet.

C. 2004 Budget

The Budget Committee will meet on September 17 and October 15. A budget hearing is scheduled on November 19 prior to the regular Board meeting and the Board will adopt the 2004 budget at its December meeting. All of the board members have received a copy of the Cost and Efficiency report that was done in 2000. Ms. Fund said she has several questions regarding that report and is not sure if all of the recommendations were completed. Both Ms. Meyer and Ms. Shults said they were under the impression that the recommendations in the report were completed. It was determined that Ms. Fund had not seen the two staff reports regarding the cost and efficiency review and the changes that were made in response to the review. Ms. Fund will review those two staff reports and if she has any further questions, she will contact administration. The answers to the questions will be sent to the full Board.

D. Public Services

Ms. Jones-Litteer presented her report on attendance at the Pacific Northwest Library Association conference. The keynote speaker, Sherman Alexie, a Spokane Tribal Indian and author, was interesting and spoke about how books influenced his life on the reservation. Sessions that were particularly beneficial were "Winning Library Elections," "Selling Your Vision for Fantastic, Flexible, Functional, Fun Facilities," and "Analyzing Service Characteristics in the Public Library." Several Board members commented on the effective format of Ms. Jones-Litteer's report.

The June 2003, January-June 2003, and July 2003 statistics were presented. Use from patrons' homes continues to grow. July is the first month that the McCleary Library has operated from its new location, showing an increase in circulation of 25% and computer use of 82%. Several community groups have used the library's meeting room. The August 2003 statistics that the Board will receive at its September meeting will be the first month that there will be a corresponding comparison at the Yelm Library. Ms. Shults noted the impressive statistics at the North River ESD site. She asked about the status of that grant. Ms. Roose said that ESD 113 is currently contacting the superintendents at these sites to determine their plans for continuing the

11D sites. Ms. Fund noted the outreach attendance at Centralia shows 1,580 for June 2003 but is blank for 2002. Several possibilities were cited. The RLMs will look into this matter further.

E. Foundation

A report on Building Our Future Campaign was presented. Ms. Roose informed the Board that the Bishop Foundation denied our \$30,000 grant application for the Westport, Chehalis and South Bend libraries and requested that instead we submit separate \$50,000 grants for each library. The Bishop Foundation is reaching the end of its endowment and needs to distribute all of its funds. Ms. Sebbas announced that a donor recognition event would be held on September 29, 7-9 p.m., at the Service Center. This will be an opportunity for the Foundation and for TRL to recognize and thank donors. Harvest Moon, a renowned Quinault Native American and basket maker, will be part of the program.

12 Other

Ms. Roose reminded the Board of the Workshop in Library Leadership October 1-3 at Yakima. Mr. Blauvelt is part of the program providing a presentation on CIPA. There is also an ALA sponsored Lawyers for Libraries workshop in San Francisco on October 16 and 17 that trustees may wish to attend.

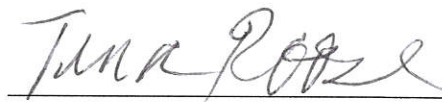
A report from Ellen Duffy, Youth Services Coordinator, providing an update on the 2003 Summer Reading Program, was submitted.

Mr. Blauvelt called for an Executive Session at 8:45 p.m. pursuant to RCW 42.30.110(1)(g) for the purpose of discussing the hiring of a Library Director. The Executive Session ended at 9:45 p.m.

There was no further business and the meeting adjourned.



President



Secretary

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Ocean Park Timberland Library, 1308 256th Place, Ocean Park, WA 98640

August 27, 2003

I N D E X

<u>AGENDA ITEM</u> <u>NO.</u>		<u>Page No.</u>
1	Introductions	1
2	Dedication of the Marcel King plaque and reception	1
3	Approval of Agenda	1
4	Welcome to Local Library	1
5	Public Comments/Board Comments	
	A. Public Comments	2
	B. Board Comments	2
6	Approval of Minutes	2
7	Unfinished Business	
	A. Director Search	2
8	New Business	3
9	Voucher Approval	3
10	Board Reports	
	A. Regional Planning Councils	3
11	Director's Reports	
	A. Financial	3
	B. CIPA Update	4
	C. 2004 Budget	4
	D. Public Services	4
	E. Foundation	5
12	Other	5