

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
McCleary Timberland Library, 121 S. 4<sup>th</sup> St., McCleary, WA 98557

October 22, 2003

MINUTES

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

STAFF PRESENT: Bette Anderson; Ellen Duffy; Gordon Earsley; Susan Hanson; Corene Jones-Litteer; Tim Mallory; Tina Roose; Cherie Rusk; Sandra Sebbas; Mary Thornton; Jena Thrasher; Mike Wessells; Art Wuerth

GUESTS PRESENT: Helen Hepp; Fred Yancey

The Board met in a budget workshop beginning at 6:15 p.m.

Mr. Wuerth presented Preliminary Budget #3 of estimated revenues and expenditures in all funds (general, building, automated circulation, unemployment compensation, and gift). The general fund includes three appropriations, one for the general operating budget, one for intergovernmental, and one for operating transfer-out. The intergovernmental fund is an amount set aside for potential pro-ration situations. Each of the five counties does a separate calculation for the levy but TRL must set a district-wide levy. If one county is below the other counties, TRL must set its levy at the lowest level. If that happens, TRL would be able to contract tax capacity with another taxing district in order to levy a higher rate across the district.

The Department of Revenue has estimated that TRL will lose an additional \$285,000 in revenue due to Initiative 747. The library's proposed additional use of fund balance in 2004 is \$230,000. Since we will use less of our fund balance than the calculation from the Department of Revenue, the fund balance should last longer than originally anticipated.

The property taxes are comprised of three components: the existing valuation that is limited to a 1% increase in our levy, new construction that is outside of that calculation, and any increase in state assessed property. Mr. Wuerth has received some preliminary numbers from the counties and has redone the revenue estimates since the Budget Sub-Committee last met. The valuation of new construction is higher than he originally estimated which is one reason we do not need to use as much of the fund balance. Mr. Wuerth explained that every assessor is behind the statutory deadline. A law was passed effective this year that says if everyone is not done, it is allowable to go ahead and set the levy and make adjustments in next year's levy.

Mr. Wuerth explained several of the revenue sources. Leasehold Excise Taxes are mostly based on where projections for this year are likely to end up. The Diversity Grant TRL has just been awarded has been included in a separate line item. He has budgeted zero for the ESD 113 grant in 2004, although there may be some carryover from 2003. He has budgeted less in 2004 for Interest on Investments because the interest rates have gone down. The annexation of South Bend becomes effective in January 2004 so the amount received for South Bend will be included in Property Taxes rather than in City Contract Fees. Other Miscellaneous Revenue includes fees collected by the collection agency. Compensation for Loss of Fixed Assets mostly includes lost and damaged books. The Contributions item is money coming in from the TRL Foundation.

The other significant revenue source is timber revenues. The same amount has been budgeted in 2004 as in 2003. Anything we collect in excess of the amount budgeted in the general fund in timber revenues is placed in the capital fund.

Mr. Wuerth reviewed the expenditures in the General Fund. Personnel Benefits have been increased due to the increase in medical benefits. The Board has directed by resolution to set the Books and Materials budget at 16% of the operating budget.

The Unemployment Compensation Fund is a segregated amount of money to make sure there is money available for unemployment compensation claims. Mr. Blauvelt suggested Mr. Wuerth review this fund to make sure it is more cost effective for TRL to have a separate Unemployment Compensation Fund vs. paying insurance premiums to the state. The Gift Fund has a \$539,000 appropriation.

Mr. Wuerth reviewed the Building Fund revenues and expenditures. He has broken out the expenditures in detail to include repair and maintenance projects and new projects as well as partnerships with the Cities of Chehalis, Westport, South Bend, and Olympia, which the Board set aside in 2003. In the lease arrangement TRL has with Yelm, TRL was not being charged for property taxes because there is a statute that says a library is exempt from paying property taxes. However, the administrative regulations for applying for the exemption do not list libraries. In anticipation of this, Mr. Wuerth did budget this year for that possible expense. An amount has been included for space planning and remodeling of South Bend due to the future installation of an elevator. A 10% contingency has been set aside. About two-thirds of the building fund expenditures are attributed to cities.

The Automated Circulation Fund is an old title and in fact includes expenditures for computers, servers, and telecommunications. This fund has decreased dramatically due to the reduced costs of computers and servers. This fund includes a \$12,000 carry forward for Human Resources software module enhancements. As in the Building Fund, a 10% contingency has been set aside. If all of the money is not used up in this fund, it can be set aside to build up a reserve to replace the accounting system.

A public hearing on the 2004 preliminary budget will be held on November 19. At the December 17 meeting, the Board will adopt the 2004 budget. Mr. Wuerth anticipates that the Board will need to hold a special meeting to set the levy.

The budget workshop ended at 7:00 p.m.

President Blauvelt called the regular meeting to order at 7:10 p.m.

AGENDA ITEM  
NO.

- 1 Introductions were made.
- 2 Approval of Agenda

Ms. Roose requested that Continuous Service Recognition be added in Agenda Item 4.

- 3 Welcome to Local Library

Ms. Thornton said the McCleary Library has been in its new location almost six months. McCleary has had a long association with public libraries. It began with donated magazines that traveled to people's homes throughout town. She has discovered newspaper notices indicating that the library has been housed in church basements and storefronts, and story times were held at the McCleary Hotel. The library was located in the city hall for the past 15 years prior to moving to its new location. This new library space is an achievement that can be shared by many groups. In just over six months, \$10,000 worth of bricks was sold that helped furnish much of the inside of the library. These bricks will be placed at the front of the library within the next week with donated labor. With a population of just over 1,500, over 338 bricks were sold. There have been

3 so many additional requests for the bricks that the Friends have opened up a second campaign. In addition to an increase in circulation, reference questions are on the rise, much of which is readers advisory. Use of express checkout and self-serve holds shelves average over 50%. Many patrons have embraced the express checkout, and the biggest supporters are the elementary school children who take great pride in showing their elders how to use it. The collection has increased by over 2,000 items. The increased space has allowed them to welcome new patrons. Those in wheelchairs and with walkers are able to move around the library independently. Parents with very young children appreciate the additional room. Patrons have found the new library to be very inviting and they continue to express their delight.

4 Public Comments/Board Comments

A. Public Comments

Mr. Wessells introduced Fred Yancey, Superintendent of the Mary M. Knight School District in the Matlock area, which is one of the ESD 113 sites. Mr. Yancey said that unless one went to Shelton or Elma or Montesano on a regular basis, the Matlock residents had no access to libraries. About two years ago, Simpson Timber awarded a \$50,000 grant that allowed the school to purchase a portable building to install on the school campus for the express purpose of operating as a community and school library. The school was fortunate to be part of the ESD Century 21 grant that provided a partnership with TRL and helped fund acquisitions of materials and establish a courier route. Mr. Yancey thanked the TRL Board and staff for their support.

B. Correspondence

The Board received a letter dated October 3, 2003 from Elat Lerner regarding Internet access and availability of word processing at the Westport Library. Mr. Wessells said Ms. Lerner is a resident of Grayland, uses the Westport Library, and is a volunteer for the campaign to expand the Westport Library. Westport staff has verbally responded to Ms. Lerner and administrative staff will be sending a formal response as well. TRL will be able to accommodate Ms. Lerner's need to participate in the discussion groups she is interested in, which can only be done with unfiltered access, but will not be able to make word processing available on the two catalog PCs due to the nature of the use of those two PCs.

The Board acknowledged correspondence from Rainier residents, including students, Rainier Mayor, Rainier Alumni Association, a local pastor, the Rainier Sportsman's Club, and the Rainier Historical Society requesting a library in Rainier. Ms. Anderson said a group in Rainier has been working for sometime to find space for a library. The group has made an arrangement with the school district for an old school building that needs a lot of work. Other community groups have been invited to help make this a multi-purpose building. Mr. Blauvelt appointed Mr. Nichols and Mr. Weaver as a sub-committee of the Board to work with staff in responding to this matter. He requested a report at the November meeting.

Ms. Roose reported that she received a telephone call today from a person who lives near Pe Ell requesting a library in west Lewis County. Pe Ell is not part of the TRL district. Ms. Roose told the person that there is an ESD 113 site in Boistfort. Ms. Jones-Litteer and Ms. Roose will follow up on this matter.

There was further discussion of the ESD 113 sites and the sustainability of these sites. The collections and computers for these sites were purchased with grant funds and belong to the schools. Mr. Nichols expressed concern with providing a service in a community and the community's perception if that service is withdrawn. He is particularly interested in the Rochester site that recently closed. Mr. Weaver added that there are discussions in Rochester of a

4B community center that would include a library site. Ms. Duffy assured the Board that there are good things happening in Rochester. Thanks to Mr. Nichols' suggestion, TRL staff have met with a parent-to-parent coordinator who is working with families in Rochester through a Success by Six grant, particularly with Spanish-speaking parents who have never been in the library. A Connect Box has been customized with Spanish materials for this coordinator's use. Mr. Nichols, who served on the planning committee, explained that Success by Six is a United Way project in Thurston County. Two schools were chosen with at-risk populations, Lydia Hawk in Lacey and the Rochester school. The purpose of the project is to prepare at-risk children when they enter the first grade. It was noted that TRL committed to ongoing costs of courier service and staff consultations and help for the volunteers staffing the ESD sites. Mr. Blauvelt requested a report from staff at the November meeting on TRL's committed costs and staff time involved.

C. Board Comments

There was discussion of orientation of the new Library Director, Jodi Reng, and what that process will include. There have been discussions of scheduling receptions in each of the counties, the first one to be held on November 19, 4:00-6:00 p.m. at the Service Center. Many items have already been scheduled on Ms. Reng's calendar. Ms. Reng and the Board will receive copies of the talking points that Ms. Hanson, Ms. Roose and Mr. Nichols have created, the Director position description, the 2003 Goals and Objectives, the Mission Statement, and the Long Range Plan. The Board scheduled a special meeting on Wednesday, November 12, at 6:00 p.m. at the Service Center for the purpose of meeting with the Director and discussing expectations of the Director.

Ms. Fund said the Veterans History Project is creating a lot of excitement in Lewis County. The kick-off event is scheduled on Sunday, December 7, 2:00-4:00 p.m., at the Centralia Library.

Mr. Weaver expressed concern with the amount of time it took to respond to a complaint from a patron in Oakville. Staff responded that there were several telephone conversations with the patron in the interim. It took time for the members of the committee to review the DVD that the patron was concerned about. Mr. Blauvelt suggested that a letter be sent immediately acknowledging a concern, the steps that will be taken, and a timeline, to be followed up by the official response to the concern.

Ms. Fund reported on conversations she has had with Lewis County library patrons regarding the following concerns: a mother's 15-year-old son accessed inappropriate materials on the computer; a RN was using a computer next to a man exhibiting unacceptable behavior and found pornography interspersed among her print job; a 9-year-old boy who, because of his height, was able to see unsuitable materials on a recessed screen. Ms. Fund and Ms. Meyer recently attended a Lawyers for Libraries conference and received ideas on how to deal with disruptive patrons. One idea presented was to have a Code of Conduct displayed making it clear what constitutes a breach of this code.

D. Continuous Service Awards

Ms. Blauvelt presented a pin to Ms. Williams for 10 years of continuous service on the TRL Board of Trustees. Several other continuous service pins were presented at All Staff Training Day.

5 Approval of Minutes

03-57

DICK NICHOLS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF SEPTEMBER 24, 2003, AS DISTRIBUTED; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Unfinished Business

There was no unfinished business.

7 New Business

A. Declaration of Surplus Property

03-58 PEGGY MEYER MOVED TO DECLARE SURPLUS THE FOLLOWING ITEMS: (1) ONE SMALL WHIRLPOOL REFRIGERATOR MODEL #EAL 12 CT; (2) ONE FRIGIDAIRE REFRIGERATOR 17 CU-FT MODEL #170T-7. PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

8 Voucher Approval

03-59 JANELLE WILLIAMS MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 35085 THROUGH NO. 35315 FOR SEPTEMBER 2003 IN THE AMOUNT OF \$810,787.71; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

03-60 GENE WEAVER MOVED TO APPROVE VENDOR VOUCHERS NO. 73807 THROUGH NO. 74090 FOR OCTOBER 2003 IN THE AMOUNT OF \$561,145.28; DICK NICHOLS SECONDED THE MOTION.

Voucher #74008 to Prairie Park Property includes \$24,765.98 for TRL's share of property taxes under the Yelm lease agreement. Although the statute lists libraries as exempt from paying property taxes, the administrative rules developed around that statute do not list libraries. Ms. Anderson reported that she had a telephone conversation with the department that handles the application for exemption and was told that we would have to pursue this matter through the legislature to get the rules changed to include libraries. Mr. Blauvelt requested that this matter be referred to TRL's attorney. If the rules do not conform to the statute, he thinks TRL may have some recourse or at the least we should receive an official written response that our application for exemption is denied. Based on his legal experience, Mr. Blauvelt recommended that Mr. Wuerth immediately contact the landlord to find out if the landlord has paid the taxes and see if there is a way that TRL can write a check directly to the government agency collecting the taxes.

MOTION CARRIED UNANIMOUSLY.

9 Board Reports

A. Budget Committee

See Budget Workshop discussion at beginning of this meeting.

B. Policy Review Committee

The Policy Review Committee presented a Naming Policy for the Board's approval.

03-61 PEGGY MEYER MOVED TO ADOPT THE NAMING POLICY AS PRESENTED BY THE POLICY REVIEW COMMITTEE; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

A copy of the Naming Policy is attached to the original of these minutes.

9 C. Regional Planning Councils

In 2003 TRL has been an associate member of the Thurston Regional Planning Council (TRPC) at a cost of \$1,000. TRL's dues for membership in Pacific Council of Governments was \$1,500 in 2003, and TRL performs cataloging in lieu of dues for the Grays Harbor Council of Governments. TRL has negotiated membership dues with TRPC in previous years. It was acknowledged that there is value in being a member of regional planning councils, but concern with paying the cost of full membership.

03-62 JANELLE WILLIAMS MOVED THAT TIMBERLAND REGIONAL LIBRARY BEGIN NEGOTIATIONS FOR 2004 DUES IN THE THURSTON REGIONAL PLANNING COUNCIL UP TO A MAXIMUM OF \$5,000; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Nichols and Ms. Anderson will handle the negotiations with TRPC.

03-63 PAT SHULTS MOVED THAT TIMBERLAND REGIONAL LIBRARY CONTINUE MEMBERSHIP IN THE PACIFIC COUNCIL OF GOVERNMENTS IN THE AMOUNT OF \$1,500; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

D. Planning Your Successful Library Election Campaign Workshop

Those who attended this workshop reported that it covered information on analyzing turnout from previous elections, whom to target, strategies in getting the vote of the people you want to vote, and determining the best time to hold an election. Libraries often offer voter registration services and Ms. Fund suggested TRL consider doing this in the future. Staff reported that TRL offers mail-in voter registration materials. Election costs are considerable and TRL will need to build grassroots support within our communities to work on any election campaign.

E. Workshop in Library Leadership

Topics covered at this workshop included outreach and promotion of library services, a talk about the political environment by Steve Duncan, WLA's lobbyist, presentations by Pat Wagner regarding relationships between Boards and staff and on leadership, a session on presenting budgets by Tacoma Library Director Susan Odencrantz, a presentation about the Patriot Act, and a presentation by Mr. Blauvelt on the Children's Internet Protection Act and the Supreme Court decision. Several recommended that Steve Duncan be invited to speak to the TRL Board. Ms. Roose will contact him.

F. Lawyers for Libraries

Ms. Fund and Ms. Meyer attended the Lawyers for Libraries workshop. Ms. Fund will provide the Executive Secretary with copies of the materials for anyone interested. One of the topics covered was the importance of making sure any policies are rooted in the library's mission statement and that they are visible in the library.

10 Director's Reports

A. Financial

The September 2003 Revenues and Expenditures report was presented. To date revenues are less than anticipated, but expenditures are below budget.

B. Public Services

The September 2003 Statistics and January-September 2003 Year-To-Date Statistics were presented.

Ms. Duffy presented the Summer Reading Program Final Report. A copy is attached to the original of these minutes. This year's program reached more children than last year through fewer events. This year our school visit bookmark was printed in Spanish. We partnered with Barnes & Noble this summer and are continuing to partner with them in other events. We continue to have excellent support from our district sponsors. We are already planning next year's statewide Summer Reading Program. One of the goals next summer is to increase public awareness of the role that Timberland libraries play in developing emergent literacy, school readiness, academic success and lifelong learning.

C. Foundation

A Donor Appreciation event was held on September 29. The donor wall was unveiled at the event. Ms. Sebbas recognized Helen Hepp, Grays Harbor representative on the Foundation Board representing the Friends and who is serving as Foundation Secretary. Ms. Hepp also established the Ralph and Edith McWhorter endowment. Several shared the positive comments they heard about the event.

D. All Staff Training Day

Board members who attended commented on the good programs and speakers. Ms. Thrasher said this year we changed from strongly recommended staff attendance to required attendance, which meant we were not able to accommodate as many volunteers as we have in the past. We had 22 concurrent sessions in the morning and two main speakers in the afternoon. About 290 attended and of those 174 filled out evaluations (84% indicated the day was excellent to good and 90% rated the afternoon speakers as excellent to good). Direct expenses of \$3,790 was \$417 less than last year. Ms. Fund added that she was impressed with the Green Tree and Purple Tree awards. Ms. Thrasher explained that this is the second year of these bi-annual, employee-nominated awards and that the purpose of the awards is to recognize staff for their money saving ideas and outstanding service to the public.

The meeting recessed at 9:35 p.m. Mr. Blauvelt called for an Executive Session to begin at 9:40 p.m. for the purpose of discussing with legal counsel negotiations with the Staff Association. The Executive Session ended at 10:12 p.m. There was no further business and the meeting adjourned.

  
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President

  
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Secretary

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I N D E X

<u>AGENDA ITEM</u>		<u>Page No.</u>
<u>NO.</u>		
1	Introductions	2
2	Approval of Agenda	2
3	Welcome to Local Library	2
4	Public Comments/Board Comments	
	A. Public Comments	3
	B. Correspondence	3
	C. Board Comments	4
	D. Continuous Service Awards	4
5	Approval of Minutes	4
6	Unfinished Business	5
7	New Business	
	A. Declaration of Surplus Property	5
8	Voucher Approval	5
9	Board Reports	
	A. Budget Committee	5
	B. Policy Review Committee	5
	C. Regional Planning Councils	6
	D. Planning Your Successful Library Election Campaign Workshop	6
	E. Workshop in Library Leadership	6
	F. Lawyers for Libraries	6
10	Director's Reports	
	A. Financial	7
	B. Public Services	7
	C. Foundation	7
	D. All Staff Training Day	7