

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Service Center, 415 Tumwater Blvd. SW, Tumwater, WA 98501

November 19, 2003

MINUTES

BOARD MEMBERS PRESENT: Art Blauvelt, President; Peggy Meyer; Dick Nichols; Gene Weaver; Pat Shults (via teleconference)

BOARD MEMBERS EXCUSED: Edna Fund; Janelle Williams

STAFF PRESENT: Bette Anderson; Liane Bascou; Judy Covell; Gwen Culp; Ellen Duffy; Steve Fisher; Susan Hanson; Corene Jones-Litteer; Jodi Reng; Tina Roose; Sandra Sebbas; Liz Stroup; Jena Thrasher; Carole Watson; Mike Wessells; Art Wuerth

GUESTS PRESENT: Joan Ashcraft; Ken Bragg; Ed Fund; Duane King

Pursuant to RCW 84.55.120, a public hearing on Timberland Regional Library's 2004 Budget was held. The public hearing began at 6:39 p.m. Introductions were made.

Mr. Wuerth presented the 2004 Preliminary Budget dated November 19, 2003, which was the result of several Budget Committee meetings and TRL Board Budget Workshops. The final budget will be adopted at the Board's December 17, 2003 meeting.

Mr. Wuerth reviewed the estimated revenues and expenditures, totaling \$18,004,200, in each of the funds—General, Building, Automated Circulation, Unemployment Compensation, and Gift Funds. TRL's main revenue source is from property taxes and the next largest source is timber revenues. Mr. Wuerth reviewed the beginning fund balance of \$1,078,600, which includes \$395,000 in excess timber revenues; \$15,000 for the Unemployment Compensation Fund; \$250,000 as a levy subsidy contingency in the event we have a proration situation; \$75,000 for an election contingency; and \$343,600 to balance the general fund (\$26,500 for courier van not purchased in 2003 and \$317,100 for the General Fund to fund appropriations).

Initiative 747 limits TRL to a 1% levy increase, which is pushing our levy rate down each year. Mr. Wuerth estimates that the levy rate in 2004 will be at 46.9 cents per \$1,000 of assessed valuation. According to the Department of Revenue, TRL's estimated revenue loss under Initiative 747 by the year 2007 is \$5.1 million. The same amount has been budgeted in timber revenue in 2004 as in 2003 at \$1.27 million. About 52.5% of timber revenues is included in the general fund, representing about 8% of the total revenue, and the remaining is placed in the Building and Automated Circulation Funds. TRL does not use any of the property tax revenue to support the Building and Automated Circulation Funds. Other revenues include \$111,000 in E-Rate rebates, \$54,100 in Federal Grants, and \$83,000 from the Foundation, \$68,000 of which will support the Mother Goose program.

About 70% of the budget is used for Salaries/Wages and Benefits. The TRL Board has mandated that 16% of the budget will be used for Books and Resources. The total operating budget expenditures is \$15.5 million, and includes money for the strategic planning process. Mr. Wuerth reviewed the budgeted expenditures of \$621,000 in the Building Fund, most of which goes toward support of city projects.

Although the Preliminary Budget includes an increase in Salaries/Wages and Benefits, negotiations are still going on between TRL and the TRL Staff Association.

The hearing was opened up for public comments.

Mr. Bragg said that although it is true that following 2001 the amount of timber revenues used in the operating budget has dropped some, it has remained constant since 2002. The amount of money going into the Building Fund has dropped much more. That is a reflection of the fact that the emphasis is on the operating budget and buildings are the last to receive funding. Because Thurston County has over half of the population of the district, its needs are greater. When he inquired of the previous Director why 30% could not be budgeted for a new Olympia Library, which has been the case in smaller communities, her response was that it was too large a project. Each year a diminishing amount is left for the capital budget. Mr. Bragg's other concern is filming of TRL Board meetings for showing on TCTV. He understands from TCTV that it would cost TRL about \$3,400 to have its meetings filmed for showing on the government Channel 3 at regularly scheduled times. He suggested that a copy also be supplied to each of the 27 branches, purchased from the materials budget. Mr. Bragg said having meetings televised would help the public be more aware of library issues. Last year Mr. Bragg made the observation that TRL was funding 100% of the health care benefits. He suggested that due to the increases in health care benefits that staff help finance 5% of the cost.

Mr. King said he is concerned with the lack of financial planning for buildings. His perception is that Thurston County is treated unfairly in the provision of library facilities. At one point Olympia was identified as having the most critical need for a new building. It is Mr. King's position that residents of cities in Thurston County pay the same rate of taxes as those residents who live in the county. Even though the majority of property taxes that TRL receives comes from Thurston County, he does not see anything set aside in the 2004 Preliminary Budget for facilities in Thurston County. He noted the Building Fund includes partnerships with the Cities of Chehalis, Westport, South Bend, and Olympia. In response to Mr. King, Mr. Wuerth said \$25,000 is set aside for a consultant for Olympia when the city is ready to go forward with that project. Mr. King said he is disappointed to see once again that the TRL Board has failed to provide for future buildings, particularly for the majority of citizens and taxpayers in the library district. Mr. Nichols said that TRL would begin a strategic planning process in 2004. He said the TRL Board is well aware of the need for a long-range facilities plan.

Ms. Ashcraft said she is Community Relations Manager for Barnes and Noble. She said TRL is doing a good job and we are fortunate to have such a wonderful library system in this area. Barnes and Noble's serves people from Lewis, Mason and Thurston Counties and has helped fund several programs with TRL.

There were no further comments and the public hearing closed at 7:37 p.m.

President Blauvelt called the regular meeting to order at 7:47 p.m.

AGENDA ITEM
NO.

1 Introductions

Ms. Reng was introduced. She expressed appreciation for the reception held this afternoon and the opportunity to meet people. She welcomes everyone's comments at anytime. Ms. Reng reviewed the upcoming Long Range Planning process. This process will be an ambitious project involving all Timberland employees. We will be in a fact-gathering phase during the first seven months. The data will be analyzed and in about a year she expects we will have a strategic plan. The plan will cover buildings, programs, services, and personnel. In a region the size of TRL, there will be differences of opinions, but everyone's comments will be taken into consideration. We will come up with a plan that will guide us for the next five years as well as a plan that will project strategies for up to 20 years.

2 Approval of Agenda

Ms. Reng said the Board asked her at last week's special meeting to review the Board's Agenda format. She expects to have a reformatted Agenda for the Board's December meeting.

3 Correspondence and Public Comments/Board Comments

A. Correspondence

A letter from Evelyn Cissna, Rainier Historical Society, dated November 6, 2003, was acknowledged.

B. Public Comments

Mr. Bragg noted Agenda Item 9C regarding the Children's Internet Protection Act. He said the TRL Board vote of 3 to 4 defeated an Internet Policy that anyone under 18 years of age would require parental approval for access to the Internet, whether filtered or unfiltered. To his knowledge, email and chat rooms cannot be filtered. Although TRL may not be legally responsible if a tragedy happens, it would be politically liable, and could lessen support for the library. Two presidents of the American Library Association told him that parental approval for Internet access is a local option and does not involve the First Amendment.

Mr. King said he does not believe there is a danger to children to see dirty pictures or words on the Internet since it is so prevalent in other places. He does believe that youth are threatened by chat rooms and banner ads that pop up in Internet.

C. Board Comments

There were no Board comments.

4 Approval of Minutes

03-64 PEGGY MEYER MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF OCTOBER 22, 2003, AS DISTRIBUTED; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Declaration of Surplus Property

03-65 DICK NICHOLS MOVED TO DECLARE SURPLUS THE FOLLOWING ITEMS: (1) 25 4 FT. X 5 FT. HERMAN MILLER WALL SECTIONS; (2) 4 PALLETS OF GREEN INDUSTRIAL STYLE METAL SHELVING. PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Signature Authorization on Timberland Accounts

The TRL Board has authorized the Library Director and Business Manager signature authority on the Timberland bank accounts. TRL's bank accounts needs to be updated to include signature authority for the new Library Director.

03-66 PEGGY MEYER MOVED TO AUTHORIZE JODI RENG, LIBRARY DIRECTOR, SIGNATURE AUTHORITY ON THE TIMBERLAND REGIONAL LIBRARY BANK ACCOUNTS; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Voucher Approval

03-67 GENE WEAVER MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 35316 THROUGH NO. 35548 FOR OCTOBER 2003 IN THE AMOUNT OF \$809,493.03; DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

03-68 PEGGY MEYER MOVED TO APPROVE VENDOR VOUCHERS NO. 74092 THROUGH NO. 74411 FOR NOVEMBER 2003 IN THE AMOUNT OF \$417,364.06; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

8 Board Reports

A. Regional Planning Councils

Due to conflicts with Pacific Council of Governments' meeting schedule, Mr. Blauvelt granted Ms. Shults' request that Mike Wessells be designated TRL's representative to PCOG with Ms. Shults serving as an alternate.

Mr. Wessells reported that the Grays Harbor Council of Governments will meet on December 4. GHCOG has asked if TRL is interested in continuing the same membership arrangements wherein TRL provides services to GHCOG's library in lieu of dues. This continued arrangement was agreeable to the Board.

Mr. Nichols reported that he and Ms. Anderson met with Thurston Regional Planning Council regarding TRL's 2004 dues. TRL will continue its membership as an associate member at the rate of \$1,000. TRPC is hosting a legislative reception tomorrow morning. The draft of the regional transportation plan update will soon be ready for public comment. Mr. Nichols' invited TRPC to hold a future meeting at TRL's Service Center. He requested that Ms. Reng and Ms. Anderson contact TRPC's Executive Director and schedule a meeting and tour at the Service Center.

B. Rainier

Mr. Nichols reported that he and Mr. Weaver will be meeting with TRL staff on November 26 regarding the request for a library in Rainier.

C. Foundation

Ms. Sebbas referred to the Case Statement document, which is attached to the original of these minutes. She requested Board members familiarize themselves with the document so they can answer questions from their constituents about TRL's Building Our Future campaign.

9 Director's Reports

A. Financial

The October 2003 Revenues and Expenditures report was submitted.

B. Public Services

Ms. Duffy presented her Community Partnership Update report, which is attached to the original of these minutes. TRL is currently celebrating November Family Read Aloud in partnership with Barnes and Noble. TRL also partners with the South Sound Reading Foundation. During November TRL staff are sharing story times on TCTV. TRL has received a certificate acknowledging TRL's partnership with Governor Locke's statewide Summer Reading Challenge. TRL staff participated in the Health Information Access Workshop in Aberdeen on ways to work with special needs children.

9 C. Children's Internet Protection Act (CIPA)

Ms. Reng said that if TRL decides to comply with CIPA, one of the major changes is that staff terminals will have filtering added, which will involve additional costs for Websense licenses. The Washington State Library (WSL) is offering grants to public libraries to help cover the expenses of becoming CIPA compliant. Ms. Culp further explained that the non-competitive grant application states that the grant money may be used for pursuing compliance. She has verified that although TRL has not yet made a decision about CIPA, we do qualify for the grant. TRL currently pays about \$4,000 a year for Websense licenses, so the WSL grant could, for example, pay for the additional licenses to add filtering to staff terminals. Ms. Reng requested the Board approve the WSL grant application.

03-69

GENE WEAVER MOVED TO APPROVE THE CHILDREN'S INTERNET PROTECTION ACT GRANT APPLICATION FROM THE WASHINGTON STATE LIBRARY; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

In response to the Board's request at the November 12 meeting, Ms. Reng presented a document on what would be involved for TRL to become CIPA compliant. She considers perceptions to be a very important component in this decision. She has discussed this matter with each Board member individually. Some Board members and staff met with WLA lobbyist Steve Duncan earlier today and heard his view on compliance with CIPA. For TRL to become CIPA compliant, we will have to install filtering software on all computers. Anyone under the age of 17 will always have filtered access to the Internet. Parents may still request no Internet access. Anyone 17 years of age and older may select unfiltered access. TRL already has the mechanism in place for requesting unfiltered access mechanically. Since almost all of the TRL staff is 17 or older, they will be able to turn off the filters as well. From a political point of view, Ms. Reng said it would be to TRL's benefit to be fully CIPA compliant. She said that the Board developed a good Internet policy after several public meetings. Being fully CIPA compliant would move away from that decision. TRL's Youth Services Librarian Kristine Mahood has done extensive searches on filtered Internet and found that there has been much improvement in filtering software. If we become CIPA compliant, it would be possible for computer staff to unblock a site or to filter a site. Staff in the libraries would not have to make those decisions.

Several Board members expressed concern that under CIPA, those people who are under 17 years of age and currently have unfiltered Internet access would change to filtered access. Under TRL's current policy, some 17 year olds have filtered access and their access would change to unfiltered under CIPA. There are also some teenagers who are emancipated. How will TRL notify people about the changes? Staff responded that the most efficient and cost-effective way to notify people about changes would be in the library. The log-in screen can be one method of notification, handouts could be available in the libraries, and there can be a media campaign. The library card applications would need to be changed as would the library card itself. Ms. Reng said that if the Board makes a decision to become CIPA compliant at the December meeting, we would have until July 1, 2004 to get everything in place, which will provide us with plenty of time to do an informational campaign.

It was agreed that the Central Reference department will have filters installed on their computers and they will do their research under the filters and report any problems they encounter. Information will be sent to the Board prior to its December 17 meeting.

9 D. Strategic Plan

Ms. Reng referred to her proposed timeline for a long range planning process, which is attached to the original of these minutes. The Library Managers received training on the process at their meeting on November 17. The first activity will be a map study in January and February 2004 that will tell us who our patrons are and where they come from. By May and June we will establish focus groups. For example, TRL's Diversity Librarian will be doing a grant-funded pilot project with Hispanic communities in four of our libraries. In about a year, a retreat will be held with a facilitator where we will come up with a Long Range Plan, which will be published and distributed, to our communities.

Mr. Blauvelt requested that we ask TRL's attorney if TRL falls under the requirements of the State Environmental Policy Act. Ms. Roose agreed to handle this inquiry.

E. ESD Sites

Ms. Covell submitted her written report on options for handling the ESD sites, which is attached to the original of these minutes. The grant for these sites will end April 30, 2004. We are at the point where the Board will need to determine our relationship with these sites and communities. Attached to the report are charts indicating TRL's costs to continue supporting these sites and statistics comparing each of the sites. The 2004 Budget already includes money for courier service to these sites. Ms. Reng suggested that we try to have a plan in place before the funding runs out in April. She recommended that early in 2004 she, Judy Covell, and Tina Roose visit each of the sites, evaluate each situation and determine how much commitment there is on the part of each school to continue these sites. Mr. Nichols expressed concern that we come up with some sort of rationale of how we decide to take advantage of these grant opportunities and continue the service after the grant funds run out.

F. Shoalwater

Ms. Covell submitted her written report, which is attached to the original of these minutes, regarding TRL's partnership with the Shoalwater Bay Tribe. The Tribe has a new center built with a grant from the Department of Agriculture. This partnership will be similar to the partnership we have with the ESD sites, wherein TRL will provide courier service, training, and access to Dynix and online resources. The Tribe will provide equipment, computers, shelving, staffing, and materials purchased with TRL's assistance. TRL will be committed to this partnership only if the Tribe is able to procure another grant for materials.

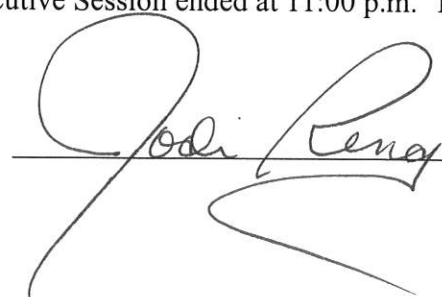
G. 2004 Priorities

Ms. Reng submitted her priorities for 2004, as follows (in no particular order): (1) Decision on CIPA compliance; (2) Get to know the Region; (3) Strategic Plan; (4) Marketing; (5) The Foundation. The TRL Board agreed with the list and Ms. Reng proposed prioritizing the list and setting timelines for discussion at the Board's December meeting.

At 10:45 p.m., Mr. Blauvelt called for an Executive Session pursuant to RCW 42.30.110 for the purpose of discussing negotiations with the Staff Association. The Executive Session ended at 11:00 p.m. There was no further business and the meeting adjourned.



President



Secretary

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BOARD OF TRUSTEES MEETING
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