

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

December 17, 2003

MINUTES

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

STAFF PRESENT: Corine Aiken; Bette Anderson; Liane Bascou; Jinny Burns; Judy Covell; Gwen Culp; Ellen Duffy; Susan Hanson; Corene Jones-Litteer; Kristine Mahood; Jodi Reng; Tina Roose; Bob Stalder; Liz Stroup; Jena Thrasher; Mike Wessells; Art Wuerth

GUESTS PRESENT: Teresa Guajardo; John Youmans

President Blauvelt called the regular meeting to order at 7:03 p.m.

AGENDA ITEM
NO.

- 1 Introductions were made.
- 2 Approval of Agenda

Mr. Blauvelt requested a change in the order of the Agenda because he needed to leave early.

03-70 DICK NICHOLS MOVED AND EDNA FUND SECONDED THE MOTION TO SUSPEND THE ORDER OF BUSINESS. MOTION CARRIED UNANIMOUSLY.

Ms. Schults commented that she likes the new Agenda format, but requested the wording of the recommended motions to be sent to the Board prior to the meeting.

- 3 Correspondence/Public Comments/Board Comments

A. Certificate of Appreciation

A Certificate of Appreciation was presented for John Smith, who has completed two terms on the Aberdeen Library Board. Mr. Blauvelt said that Mr. Smith has been a long-time participant of library activities in Aberdeen, including the remodel of the library, and acquisition of additional land and parking for the library.

B. Public Comments

Mr. Youmans, a frequent user of the Lacey Library, expressed concern that the Lacey Library's subscription to Morningstar, a mutual fund investment service, was not renewed. Morningstar has been heavily used at the Lacey Library and contains information that is not available in Value Line. Reference Coordinator Liz Stroup explained that several subscriptions were dropped due to budget constraints. The price of Morningstar has increased from \$295 to \$795 per yearly subscription. A study of use indicated that Value Line was more heavily used. The Tumwater Library will retain its subscription to Morningstar and copies of information will be faxed to any TRL branch. Ms. Stroup said she is exploring the possibility of getting an on-line subscription to Morningstar for all 27 branches.

- 3B Ms. Guajardo said access to Internet has been a long-time concern for her and she is attending tonight's meeting to hear the Board's discussion on CIPA.

C. Board Comments

There were no Board comments.

4 Approval of Minutes

03-71 PEGGY MEYER MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF NOVEMBER 12, 2003, AS DISTRIBUTED; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

03-72 PAT SHULTS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF NOVEMBER 19, 2003, AS DISTRIBUTED TO THE BOARD; DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Children's Internet Protection Act

Ms. Reng said the Supreme Court has determined that CIPA does not violate the constitution. A concern has been that filters tend to over block or under block web sites and are viewed as limiting access to information. TRL's Youth Services Librarian and Central Reference staff have been testing Websense, the filter TRL uses, and have found very few instances where access to information was blocked when it should not have been. Ms. Reng reviewed how compliance with CIPA would affect TRL. Age 16 and under would have filtered access only. Age 17 and over would be able to choose filtered or unfiltered access mechanically, without intervention by staff. A parent who does not want their children to use the Internet can register that choice. If patrons find sites they think have been blocked or unblocked in error, they may fill out a form online and send to TRL's computer services staff. Since TRL receives very little federal funding for Internet access, Ms. Reng does not consider compliance a financial question, but rather a question of the best way we can serve the people in our communities. Ms. Reng recommended that TRL become CIPA compliant. We have already placed recessed monitors in our libraries and we can take additional steps where possible to cut down on inadvertent viewing, especially by children. Ms. Reng recommends a campaign to educate people about the dangers of giving out personal information over the Internet. In order to be CIPA compliant, an Internet Safety Policy will need to be developed.

03-73 PEGGY MEYER MOVED THAT TIMBERLAND REGIONAL LIBRARY BE FULLY COMPLIANT WITH THE CHILDREN'S INTERNET PROTECTION ACT BECAUSE IT IS CONSTITUTIONAL, BECAUSE THE INFORMATION AVAILABLE IN A FILTERED ENVIRONMENT IS ALMOST COMPLETE FOR ALMOST EVERY INSTANCE, AND BECAUSE WE SHOULD RECOGNIZE THE POLITICAL PRESSURE FROM PATRONS AND THE LEGISLATURE. PAT SHULTS SECONDED THE MOTION.

The Board members agreed with the rationale behind complying with CIPA. There was concern expressed that CIPA ignores the rights of parents. However, Board members are encouraged that Websense seems to be a good filter. This action will also allow TRL to focus on other issues.

MOTION CARRIED UNANIMOUSLY.

6 New Business

B. Staff Association Contract

Ms. Thrasher reported that TRL and the TRL Staff Association have agreed to the three-year contract which has been under negotiation the past few weeks. The Staff Association is polling its members for agreement. In response to Mr. Nichols' concerns with not getting the results of the negotiations prior to this meeting, Ms. Thrasher explained that since the entire contract had to be negotiated, the process was much more complex and involved last minute details. There will only be three items open to negotiations next year.

03-74 PAT SHULTS MOVED TO ACCEPT AND RATIFY THE AGREEMENT REACHED BETWEEN NEGOTIATORS FOR TIMBERLAND REGIONAL LIBRARY AND THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION AS NEGOTIATED. THIS ACCEPTANCE AND RATIFICATION IS CONTINGENT UPON SIMILAR ACCEPTANCE AND RATIFICATION BY THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION. UPON WRITTEN NOTICE OF SUCH ACCEPTANCE AND RATIFICATION BY THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION, THE BOARD PRESIDENT AND THE DIRECTOR ARE HEREBY AUTHORIZED TO EXECUTE THE AGREED UPON COLLECTIVE BARGAINING AGREEMENT ON BEHALF OF TIMBERLAND REGIONAL LIBRARY. JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

E. Election of Officers

03-75 PAT SHULTS MOVED TO ELECT PEGGY MEYER AS TRL BOARD PRESIDENT FOR 2004; JANELLE WILLIAMS SECONDED THE MOTION. THERE WERE NO FURTHER NOMINATIONS AND THE MOTION CARRIED UNANIMOUSLY.

03-76 DICK NICHOLS MOVED TO ELECT EDNA FUND AS TRL BOARD VICE-PRESIDENT FOR 2004; PAT SHULTS SECONDED THE MOTION. THERE WERE NO FURTHER NOMINATIONS AND THE MOTION CARRIED UNANIMOUSLY.

Mr. Blauvelt relinquished the Chair to Pat Shults. He asked that the record reflect that if he were able to stay longer, he would vote in favor of the 2004 Budget, salaries for staff not represented by the Staff Association, and for voucher approval. Mr. Blauvelt left at 7:50 p.m.

6 New Business

C. Salaries for Staff not represented by the Staff Association

03-77 JANELLE WILLIAMS MOVED TO GRANT, EFFECTIVE JANUARY 1, 2004, A 2% SALARY INCREASE TO STAFF NOT REPRESENTED BY THE STAFF ASSOCIATION (EXCLUDING THE DIRECTOR), PLUS THE PAYMENT BY EMPLOYER OF THE PREMIUM AMOUNT FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION TO A MAXIMUM OF \$446.48, AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS. PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

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03-78

DICK NICHOLS MOVED TO GRANT, EFFECTIVE JANUARY 1, 2004, THE PAYMENT BY EMPLOYER OF THE PREMIUM AMOUNT FOR THE LIBRARY DIRECTOR'S HEALTH AND HOSPITALIZATION TO A MAXIMUM OF \$446.48, AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS. PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

D. Meeting Schedule for 2004

After review of the proposed meeting schedule and making a few changes in locations of the meetings,

03-79

EDNA FUND MOVED TO ADOPT THE REVISED 2004 MEETING SCHEDULE OF THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The meeting schedule is as follows:

Jan. 28	Service Center	May 26	Aberdeen	Sept. 22	Raymond
Feb. 18	Service Center	June 16	Packwood	Oct. 27	Westport
Mar. 24	Olympia	July 28	Amanda Park	Nov. 17	Service Center
Apr. 28	Salkum	Aug. 25	Shelton	Dec. 22	Service Center

A. 2004 Budget

Mr. Wuerth distributed the final 2004 Budget. A copy is attached to the original of these minutes. A public hearing on the preliminary budget was held on November 19. Changes from the preliminary budget include an appropriation of \$35,000 to replace the failing septic system at the Amanda Park Library, an e-rate credit of \$100,000, and \$7,000 for the increase in Dynix maintenance costs. The assessors will "freeze" values on December 26 and certify the values on December 29. It was agreed that there would be a special Board meeting on Tuesday, December 30, at 4:30 p.m. at the Service Center for the purpose of setting the levy.

03-80

DICK NICHOLS MOVED TO ADOPT RESOLUTION NO. 03-06 ESTABLISHING APPROPRIATIONS OF \$16,225,000 FOR THE GENERAL FUND AND APPROPRIATIONS OF \$17,950,00 FOR ALL FUNDS; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

B. 2004 Priorities

At the November meeting, Ms. Reng submitted her priorities for 2004, as follows (in no particular order): (1) Decision on CIPA compliance; (2) Get to know the District; (3) Strategic Plan; (4) Marketing; (5) The Foundation. It was agreed that these priorities go hand in hand. As the Strategic Plan develops, Ms. Reng and the Board will get to know the district better. Marketing will be part of the Strategic Plan. The Strategic Plan will include planning for and marketing the Foundation. The decision on CIPA compliance has been made but there are related tasks that need to be completed. It was suggested that the Board schedule a workshop to discuss marketing in more detail.

7 Voucher Approval

03-81 JANELLE WILLIAMS MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 35549 THROUGH NO. 35772 FOR NOVEMBER 2003 IN THE AMOUNT OF \$836,602.80; DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

03-82 EDNA FUND MOVED TO APPROVE VENDOR VOUCHERS NO. 74412 THROUGH NO. 74667 FOR DECEMBER 2003 IN THE AMOUNT OF \$235,273.67; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

8 Board Reports

A. Regional Planning Councils

Mr. Nichols reported that the Thurston Regional Planning Council plans to hold one of its meetings at the TRL Service Center.

Mr. Wessells reported that the Pacific and the Grays Harbor Councils of Governments provide opportunities for TRL to make contacts with other agencies in the communities we serve which will be crucial in our strategic planning process. GHCOG commended TRL, and specifically Shelton Community Librarian Tim Mallory, who is heading up the cataloging project TRL is doing for GHCOG in lieu of dues.

B. Rainier

Mr. Nichols reported that he and Mr. Weaver met with staff regarding Rainier. A meeting will be scheduled sometime in mid January with the group that is working for a library in Rainier.

C. Other

Mr. Nichols said that he and Ms. Reng have been in contact with Representative Sandra Romero who was approached about introducing legislation to create a mechanism for a county to pull out of a library district and how library trustees are selected. We are in the process of scheduling a meeting in January at Rep. Romero's request that will include the people who are pushing this legislation. TRL will advise the group of its strategic planning process and the action taken on CIPA. Ms. Shults added that she would be willing to attend any meeting regarding these subjects and speak of the importance of libraries in a small county such as Pacific.

9 Director's Reports

A. Financial

The November 2003 Revenues and Expenditures report was submitted. Mr. Wuerth said revenues will be close to the amount budgeted and we will be under budget with expenditures, which means we will be able to add to our fund balance. Timber revenues are slightly higher than last year at this time.

Mr. Wuerth reported that TRL was audited for 2001-2002. The exit conference was on December 1. There were no findings, but several issues were raised, including a loan made to the City of Shelton and a recommendation that the contract between TRL and the TRL Foundation be reviewed again. The contract with Shelton states that if the city stays with the library district for 20 years, the library will forgive the last \$100,000 of the loan. The city is paying \$10,000 a year

9A on the interest-free loan. The auditor's objection appears to be with the wording in the contract of forgiving the loan. The auditor was unaware that TRL has had other financial partnerships with cities. Ms. Reng said the contract with the Foundation is on the Foundation's January agenda and will come before the TRL Board for its consideration.

B. Public Services

The October and November 2003 Statistics were presented.

Ms. Mahood reported on the district-wide Teen Read Week Poetry Contest that was held in October as part of the national Teen Read Week celebration. Her written report is attached to the original of these minutes. There were 283 poems submitted. Judges from throughout the district picked the top three poems in each of the five counties. Ms. Mahood had the pleasure of notifying the winners and talking with the proud parents who were delighted that TRL is recognizing their children's accomplishments. The winning poems will be coming out as bookmarks and distributed throughout the district.

Ms. Duffy reported on the November Read Aloud event. Her written report is attached to the original of these minutes. Suitcases full of books and read-aloud books were given as prizes. TRL staff presented story times on TCTV. There have been many positive comments about this annual event.

Ms. Stroup reported on the kick-off event on December 7 for the Veterans History Project at the Centralia Library. There has been a lot of good press about the project, including a feature article in The Chronicle about former Board member Bill Lawrence, who was the first veteran interviewed by TRL. Several veterans and others involved in WWII have come forward to be interviewed. There is a need for more equipment and volunteers to conduct the interviews.

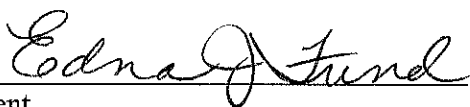
Ms. Duffy reported on TRL's 4th annual Mock Caldecott Workshop. A copy of her report is attached to the original of these minutes. The American Library Association presents the real Caldecott award in January to the illustrator of the most distinguished picture book of the preceding year. Ms. Duffy explained the process used in the mock workshop and referred to the display of books that were selected as medal winners and honor books.

Ms. Reng announced that there had been a bomb threat at the Shelton Library that staff handled well. The building was evacuated while police did a search. Although TRL has established policies on how to handle many types of emergencies, we will be adding a policy on bomb threats.

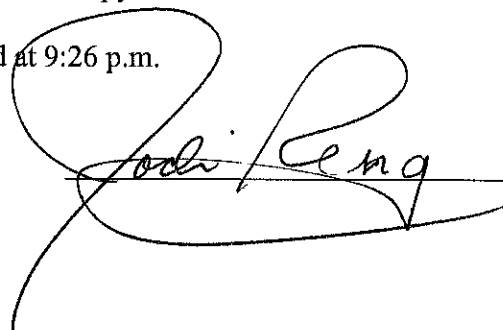
It was noted that Target has made a donation to the Foundation for the Mother Goose program.

In response to Mr. Nichols, Ms. Reng said that she and Susan Hanson would be sending out a news release in the morning regarding the Board's action on CIPA, the action on the 2004 Budget and election of new officers. The Board will receive a copy of the news release.

There was no further business and the meeting adjourned at 9:26 p.m.



President



Secretary

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES ANNUAL MEETING
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