

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

January 28, 2004

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MINUTES

BOARD MEMBERS PRESENT: Edna Fund, Vice-President; Gene Weaver; Pat Shults; Art Blauvelt (via teleconference)

BOARD MEMBERS EXCUSED: Dick Nichols; Janelle Williams

STAFF PRESENT: Bette Anderson; Liane Bascou; Jinny Burns; Judy Covell; Gwen Culp; Susan Hanson; Corene Jones-Litteer; Jodi Reng; Tina Roose; Jena Thrasher; Mike Wessells; Art Wuerth

GUEST PRESENT: Ben Trowbridge

Vice-President Fund called the regular meeting to order at 7:10 p.m.

AGENDA ITEM
NO.

1 Introductions were made.

2 Approval of Agenda

There were no changes to the Agenda.

3 Correspondence/Public Comments/Board Comments

A. Public Comments

There were no public comments.

B. Board Comments

Mr. Weaver played a taped excerpt from John Panesko's talk show on Centralia radio station KELA where three callers discussed their concerns about pornography viewing in the library and the plans for remodeling the Chehalis Library that will not provide for sufficient parking. Mr. Weaver urged TRL to establish some communication with people regarding these concerns especially since TRL is looking at the possibility of having to go out for a levy lid lift. It was agreed that Ms. Reng would contact Mr. Panesko and arrange for an off-air meeting with him.

4 Approval of Minutes

04-04 PAT SHULTS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES ANNUAL MEETING OF DECEMBER 17, 2003, AS DISTRIBUTED; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

04-05 PAT SHULTS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF JANUARY 14, 2004, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Information Items

Ms. Reng said she has added this item to the agenda to bring the Board up to date on what is happening in the district. These items will not require any action on the part of the Board.

A. Map Study

Ms. Reng informed the Board that the first activity in the Long Range Planning process will begin with a map study during the month of February at all of the TRL libraries. Each library will have a large map of their library area where each person who comes into the library will be encouraged to place a colored pin on the place where they live. There will be six different colored pins for six age groups. If anyone visiting the library lives outside the map area, they will be able to place a pin on the edge of the map indicating where they are from. The results of the study will be analyzed by staff in early March and presented to the Board at its March meeting. This study will also provide us with an opportunity to introduce people to our strategic planning process and let them know they are a part of it.

B. Purging Unused Cards

Ms. Reng said that traditionally libraries purge library cards that have not been used in three years. For sometime, TRL has been purging library cards after five years of non-use. TRL offers family cards, which will be a challenge for TRL as we become CIPA compliant. Since we don't know the ages of everyone on a family card, there will have to be a lot of interaction with staff to obtain birth dates for each person on a family card. In our statistics, a family card counts as one card no matter how many people are on the card. TRL currently has about 25,000 family cards. If TRL discontinues family cards, there will be a large increase in our card statistics. If TRL goes back to purging unused cards after three years, there will be a large drop in our card statistics. If both of these actions are done at the same time, there will not be as dramatic of an effect on our card statistics. Ms. Reng has sent an email to all staff for their opinions on family cards and this information will be provided to the Circulation Committee for its recommendation. The TRL Board passed a policy in 1984 regarding confidentiality of library records. Under this policy, staff will not tell parents what their children have checked out or have on hold. However, with a family card, parents do have that ability. TRL's attorney has advised that state law does not indicate that parents cannot know what their children have checked out. The Board could change its policy to accommodate parents' control and we would still have the ability to issue individual cards.

C. Board Workshop

The Board has suggested that a marketing workshop be scheduled. At the recent state Library Directors meeting Nancy Lee presented a half-day workshop on marketing for non-profits, particularly directed at social services marketing. It was agreed that Ms. Reng would contact Ms. Lee about the possibility of presenting a one-day workshop on a Saturday in March or April.

6 Unfinished Business

A. Internet Policy

Ms. Reng explained her viewpoint on policies. There are standards that the library district must adhere to. These standards are both general and specific to libraries. The TRL Board adopts policies, which are broad general statements under which the district operates. Under these

- 6A policies there are administrative guidelines, which usually are written by staff and provide details on how the policy will be carried out. Under the guidelines, procedures are written for staff to follow. Procedures can be changed as needed, but they have to be guided by and reflect the policies adopted by the Board. Ms. Reng has noticed that TRL's policies, guidelines and procedures are not well organized. The Policy Review Committee met earlier today. The committee has agreed that its first priority in 2004 is to organize the policies, guidelines and procedures, which will then be published in a manual for staff. Today the committee reviewed a draft of the Internet Use Policy. This particular policy is an exception to other Board policies because the Neighborhood Children's Internet Protection Act requires specific items must be included in an Internet Use Policy in order to be CIPA compliant, making the policy more detailed. The draft includes an addendum which are the administrative guidelines detailing how this policy will be administered. Procedures will be developed telling staff how to carry out the policy and guidelines. Ms. Shults requested the Board review the draft for adoption at the Board's March meeting.

B. Non-Resident Borrower Fee for 2004

Ms. Reng said it has been brought to her attention that there is an inconsistency in what the Board has authorized for non-resident borrower fees and what is actually being done by staff. The Board has traditionally authorized an annual card and a six-month card at half the price of the annual card. Staff have also been issuing quarterly cards at one-quarter the cost and monthly cards at one-twelfth the cost of the annual card. There was discussion of charging for non-resident cards at an increased rate for one month and quarterly cards. Several staff commented that the monthly cards provide service to people who cannot afford to purchase a card for a longer period of time. There was concern about charging people with the least amount of money more for a one-month card. The number of non-resident cards is small. Friends groups in a couple of the libraries help subsidize the cost of non-resident cards for children who live in non-resident areas but attend schools in TRL served areas. This is particularly important during the summer reading program.

04-06

ART BLAUVELT MOVED TO ESTABLISH THE NON-RESIDENT BORROWER FEE FOR 2004 BASED ON THE USUAL FORMULA, AT \$71 PER YEAR EFFECTIVE FEBRUARY 1, 2004, WITH THE OPTION OF A SIX-MONTH CARD AT \$36.00 OR A THREE-MONTH CARD AT \$18. A ONE-MONTH CARD WOULD BE AVAILABLE FOR \$6 FOR PATRONS WHOSE SPECIAL CIRCUMSTANCES MAKE PURCHASING A THREE-MONTH CARD UNDESIRABLE. PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 New Business

A. Committee Appointments

Mr. Blauvelt agreed to continue serving on the Budget Committee and the Services/Facilities Planning Committee. Ms. Fund and Ms. Shults agreed to continue serving on the Policy Review Committee. Other Board members currently serving on those committees will be asked if they wish to continue.

B. New Committees

Dick Nichols had indicated that he was interested in serving on the Strategic Planning Committee. Mr. Weaver and Ms. Fund volunteered to serve on this committee as well.

8 Voucher Approval

04-07 ART BLAUVELT MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 35773 THROUGH NO. 35997 FOR DECEMBER 2003 IN THE AMOUNT OF \$834,972.41; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

04-08 PAT SHULTS MOVED TO APPROVE VENDOR VOUCHERS NO. 74668 THROUGH NO. 74962 FOR JANUARY 2004 IN THE AMOUNT OF \$635,916.96; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

9 Board Reports

A. Regional Planning Councils

Mr. Wessells reported that the Grays Harbor Council of Governments (GHCOG) invited Senator Patty Murray to its last meeting. The focus of the meeting was on transportation issues. As a member of GHCOG, TRL was at the table where we made the point that the transportation infrastructure affects the delivery of library services in remote areas. GHCOG provided at no cost to TRL maps of all the cities in Grays Harbor County. Ms. Fund requested a letter of thanks be sent to GHCOG for providing the maps.

Mr. Wessells said the Pacific Council of Governments (PCOG) met today. The main topic of discussion was the anticipated increase in tourism on the Lewis & Clark passage. There are grant funds available for projects. Although the grants are transportation related, he will check if TRL can qualify. TRL should make sure we have a lot of Lewis & Clark information at the Ilwaco Library and at kiosks that will be set up.

B. Meeting re Olympia Library

Ms. Reng reported that Representative Sandra Romero was requested to introduce two pieces of legislation this session. One had to do with representation on a multi-county library Board based on population rather than representation from each county. The other legislation had to do with a county withdrawing unilaterally from a multi-county district. Rep. Romero felt that the source of the legislation had to do with the Olympia Library and requested a meeting with TRL. Those in attendance included TRL staff, TRL Board members, persons pushing for the legislation, and Olympia city representatives. TRL representatives reviewed its plans for a Long Range Plan and a Strategic Plan that will include a Capital Facilities Plan. Rep. Romero does not intend to introduce either of these legislations. She sees the value of a library district as a way of saving taxpayers money. She is supportive of what TRL is doing. The City of Olympia is the one to make the decision about the Olympia Library and TRL staff stands ready to help in any way we can. Former TRL Board member Doug Mah, who is now an Olympia City Councilman, was present and pointed out that the issue is lack of resources. This proposed legislation deals with symptoms and instead of destroying what we already have, we need to find other funding resources.

10 Director's Reports

A. Financial

Mr. Wuerth presented his Financial and Business Manager's Reports. He noted that in 2003 TRL received for the first time in six years more timber revenue than the previous year.

10 B. Foundation

The Foundation Board held its annual meeting on Monday. Three new Board members from Mason County were approved under the Foundation's new procedure—Mike McCarty, Patti Case, and Lynn Busacca. A process to mentor new Board members was set up. The Board worked on its action plan for the coming year and has identified several special projects and events. Nancy Garcia is under contract with the Foundation for obtaining Mother Goose grants, which we hope to expand to all of the counties. Ms. Fund said the "Building Our Future" brochure should have listed the cities on the front and we should keep that in mind in future publications. Ms. Roose announced that the Chehalis Library kickoff event is scheduled on February 12 at 5:30 p.m.

C. Public Services

The December 2003 and 2003 Year End Statistics were presented. Ms. Roose noted the increases in several areas over 2002, particularly in the Connect boxes and electronic resources. Ms. Fund remarked that walk-in reference continues to increase in some of the libraries but in most libraries it is going down. Ms. Burns said that in the Centralia library, staff educate the patrons on how to utilize the databases so they become more self-sufficient and independent, which cuts down on the number of questions asked. Also, since some of the statistics require keeping track manually, the accuracy of some of the numbers may deteriorate if staff is very busy.

Ms. Roose commended Ms. Fund on her volunteer work on the Veterans History Project. Ms. Fund has conducted several interviews of World War II veterans and provided information about the project, i.e. information tents on every table at Spiffy's Restaurant in Lewis County. Ms. Fund commented that it has been a rewarding experience for herself as well as the veterans and their families. TRL has been receiving good PR about the project.

Ms. Anderson announced that during Thurston County's Sesquicentennial celebration, the Tumwater Library received an award honoring the formation of the Tumwater Library Association in 1876. The award will be framed and mounted on the wall at the Tumwater library. The library also received handwritten documents from that association's establishment that will be housed in the library's historical collection.

Mr. Wessells announced that the City of Westport has received a donation of land from an anonymous donor. The city will be able to build a brand new library for approximately the same amount as it would cost to expand and remodel the current location. The land is in an excellent location. An architect is donating his services to help design the building.

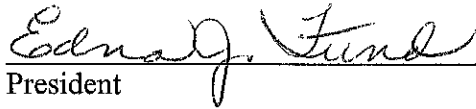
Ms. Reng said that Dick Pust on radio station KGY recently interviewed her and Dick Nichols. They talked about library services, the Long Range Planning process, the Veterans History Project, and the Mother Goose program.

Ms. Reng said the Library Directors throughout the state recently met. As she reported earlier there was a workshop on marketing. The WLA lobbyist Steve Duncan talked to them about upcoming legislation. The major issue that libraries are concerned about is the initiative to reduce property taxes across the board by 25% if enough signatures are gathered to place it on the ballot.

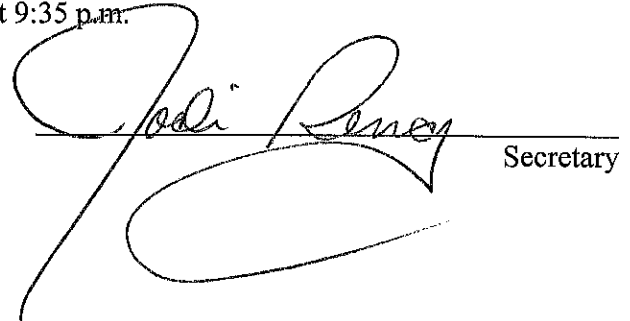
Ms. Fund mentioned the upcoming Public Library Association Conference in Seattle. She is unable to attend but will ask staff to get information on the sessions she is interested in.

- 10C Ms. Fund reviewed the action items for staff's attention as a result of tonight's meeting. (1) determine dates and price of marketing workshop; (2) make sure that trustees taking part in meeting via telephone get handouts ahead of time; (3) Ms. Reng will send letter to GHCOG thanking them for maps; (4) Ms. Reng will send letter to John Panesko arranging for a meeting.

There was no further business and the meeting adjourned at 9:35 p.m.



President



Secretary