

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

February 18, 2004

I N D E X

<u>AGENDA ITEM</u>		<u>Page No.</u>
<u>NO.</u>		
1	Introductions	1
2	Approval of Agenda	1
3	Correspondence and Public Comments/Board Comments	
	A. Certificate of Appreciation	1
	B. Public Comments	1
	C. Board Comments	1
4	Approval of Minutes	1
5	Information Items	
	A. Diversity Program	2
	B. Map Study	2
	C. Board Workshop	2
6	Unfinished Business	
	A. Internet Policy	2
7	New Business	
	A. Declaration of Surplus Property	3
8	Voucher Approval	3
9	Board Reports	
	A. Regional Planning Councils	3
	B. Meeting with Pres. Kenneth Minnaert, SPSCC	3
10	Director's Reports	
	A. Financial	3
	B. Goals & Service Priorities Progress Report	4
	C. Timberland Reads Together	4
	D. Public Services	4

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

February 18, 2004

MINUTES

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

STAFF PRESENT: Bette Anderson; Liane Bascou; Jinny Burns; Gwen Culp; Selena Gomez-Beloz; Susan Hanson; Corene Jones-Litteer; Sally Nash; Jodi Reng; Tina Roose; Sandra Sebbas; Liz Stroup; Art Wuerth

GUEST PRESENT: Janet Weaver

Vice-President Fund called the regular meeting to order at 7:00 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. Certificate of Appreciation

A Certificate of Appreciation was presented for Larry Fazzari who has completed two terms on the Chehalis Library Board. Mr. Fazzari served as both President and Vice-President of the Chehalis Library Board and has been active in the Chehalis Library building project. His strong sense of the importance of a library in a community and his years of service on the local library board are appreciated.

B. Public Comments

There were no public comments.

C. Board Comments

There were no Board comments.

4 Approval of Minutes

04-09 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JANUARY 28, 2004, AS DISTRIBUTED; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Information Items

A. Diversity Program

Ms. Stroup introduced Selena Gomez-Beloz, who was hired as TRL's Diversity Librarian through a Library Services and Technology Grant. A written report is attached to the original of these minutes. Ms. Gomez-Beloz is working with the Aberdeen, Centralia, Olympia and Shelton libraries, which serve large Latino populations. Her work has consisted of conducting needs analyses in each of these four communities, conducting diversity forums, contacting service organizations requesting information about their Latino service needs, holding public forums in the four communities, teaching staff a library directed Spanish course, and setting up Talk Time programs in the four libraries where informal conversational English and Spanish can be practiced. At the end of the grant (September 2004), Ms. Gomez-Beloz will make recommendations for TRL to continue the work begun through this grant.

B. Map Study

During February TRL is conducting a map study at each of the TRL libraries, which is an introduction to the strategic planning process TRL is undertaking. Each library has a large map of their library area and each person who comes into the library is asked to place a colored pin representing their age group on the map indicating where they live. Sally Nash, Tumwater Community Librarian, displayed the map from the Tumwater library. She shared her observations of what the various clusters of pins represent. Most people chose to take part in the project and from her point of view, this has been a positive experience. Ms. Reng said in early March, she, Ms. Roose, and the appropriate RLM will visit each library and with the building head will make notes of their observations. The building heads will be gathering additional data in their communities from various sources. All of this raw data will then be compiled and analyzed for an overall picture of each community. That information will be provided for the Long Range Plan retreat that will be held in the fall.

C. Board Workshop

Ms. Reng has arranged for Nancy Lee to conduct a Marketing Workshop on May 8. Attendees will include the TRL Board, the Administrative Team, and several branch building heads (one from each of the five counties). The workshop will result in a marketing logo for TRL, a tag line, and a marketing plan.

6 Unfinished Business

A. Internet Policy

Drafts of the Internet Policy and Compliance Measures were presented to the Board at the January meeting. One change was requested in the Compliance Measures.

04-10 DICK NICHOLS MOVED TO ADOPT THE INTERNET USE POLICY AND COMPLIANCE MEASURES AS PRESENTED BY THE POLICY REVIEW COMMITTEE AND STAFF WITH THE AMENDMENT SUGGESTED IN THE COMPLIANCE MEASURES AS 1.C. "MAINTAINS SOFTWARE THAT ALLOWS ADULTS TO TURN OFF FILTERS WITHOUT STAFF INTERVENTION"; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Copies of the adopted Internet Use Policy and Compliance Measures are attached to the original of these minutes.

7 New Business

A. Declaration of Surplus Property

04-11 ART BLAUVELT MOVED TO DECLARE SURPLUS THE ITEMS INCLUDED ON THE LISTING OF SURPLUS PROPERTY, AND THAT A COPY OF THE LISTING BE ATTACHED TO THE ORIGINAL OF THE BOARD MINUTES; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

8 Voucher Approval

04-12 ART BLAUVELT MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 35998 THROUGH NO. 37228 FOR JANUARY 2004 IN THE AMOUNT OF \$856,962.92; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

04-13 JANELLE WILLIAMS MOVED TO APPROVE VENDOR VOUCHERS NO. 74963 THROUGH NO. 75191 FOR FEBRUARY 2004 IN THE AMOUNT OF \$247,396.88; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

9 Board Reports

A. Regional Planning Councils

Mr. Nichols reported that the Thurston Regional Planning Council's Regional Transportation Plan is now available for public review. The Council approved its budget and approved a legislative package that mostly deals with city and county issues. TRPC has been invited to hold one of its meetings at the TRL Service Center. Ms. Anderson agreed to contact the Executive Director to schedule a meeting.

B. Meeting with Pres. Kenneth Minnaert, SPSCC

Mr. Nichols reported that he and Ms. Reng met with South Puget Sound Community College Pres. Kenneth Minnaert. SPSCC has a branch in the Hawks Prairie area that is very successful. Pres. Minnaert is interested in partnerships. For example if funding is available for a second campus in the Hawks Prairie area, could a library be included? They also discussed the possibility of TRL staff and SPSCC staff meeting together for a better understanding of each other's resources. This process could be the first step in setting up similar meetings with other colleges in TRL's service area.

10 Director's Reports

A. Financial

The Financial and Business Manager's reports were presented. Very little revenues are usually received in January. Timber revenues are more than anticipated.

10 B. Goals & Service Priorities Progress Report – September-December 2003

The 2003 final Goals & Service Priorities Progress Report was presented. Mr. Nichols requested a report on what TRL is doing in outreach. A summary report will be sent to the Board.

C. Timberland Reads Together

Ms. Reng referred to Judy Covell's written report (attached to the original of these minutes). This new program will promote reading the same book district wide and having discussion groups and programs in Spring 2005. We are currently soliciting book title suggestions. Ms. Williams suggested that this program could tie in with fundraising for the Foundation, e.g. bring in the author of the book selected if living, or partnering with Barnes & Noble on purchase of the book selected.

D. Public Services

Ms. Roose explained that the statistics TRL compiles each month are requested by the Washington State Library. Beginning in February, we will be adding outcome-based statistics. Ms. Reng explained the differences in input, output and outcome. Input and output are easy to measure. For example, we purchase a certain number of books, which is input, and the books circulate a certain number of times, which is output. Outcome is how people's lives are affected. We will add an additional area in our statistics wherein staff will send in their best service story for the month of how our collection, services, or programs affect people's lives. Each month one of the stories will be recognized in the staff newsletter and the stories will also be used to let the public know how the library can change people's lives.

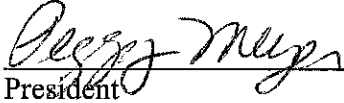
Ms. Anderson said that a few years ago representatives from the Rainier Historical Society reported to the Board about their efforts to get a Timberland library established in Rainier. A few months ago the Board received copies of letters written by Rainier residents requesting a library in Rainier. A meeting was scheduled including TRL staff, TRL Board members, Historical Society representatives, the Superintendent of the school, Rainier Mayor and City Council members, a local businessman, local pastor, and member of the Kiwanis. The Historical Society has been seeking grants to restore an old school building with the intention of turning it into a community center to include a library. Their first priority is to get the building restored. Whether or not a library can be incorporated into the building will come later, possibly 4 or 5 years. TRL representatives talked about our financial challenges. In the meantime, they have requested that TRL write letters of support in their grant applications. Ms. Reng also offered to advise them on writing grant applications.

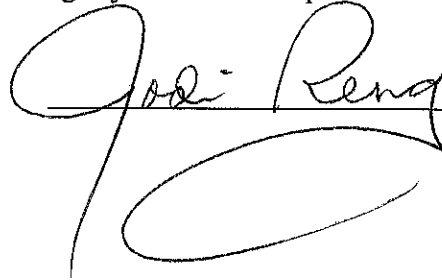
Ms. Jones-Litteer referred to the written report regarding the Chehalis Library's kickoff campaign held on February 12 (attached to the original of these minutes). Two major donors, Orin Smith and Mel Johnson, were recognized. The City of Chehalis has pledged \$100,000 toward the project, TRL will contribute toward the project through its partnership program, and the Chehalis Friends of the Library have been fundraising for several years for this renovation. Since this event, an additional \$8,615 has been received in checks and pledges.

Ms. Burns announced that TRL is co-sponsoring with the Centralia College a presentation by David Guterson, author of *Snow Falling on Cedars*, on March 8 at the college. Invitations to the Board are forthcoming.

Vice-President Fund called for an Executive Session at 9:10 p.m. pursuant to RCW 42.30.110 for the purpose of discussing personnel matters. The Executive Session ended at 9:43 p.m. Ms. Fund reviewed

the action items from the regular meeting: (1) the Regional Library Managers will select a staff representative from each county to attend the May 8 Marketing Workshop; (2) the RLMs, Director, and Deputy Director will meet with the building heads regarding the map study; (3) a report on outreach will be provided to the Board; (4) submission of book titles for the Timberland Reads Together program are due March 27, 2004. There was no further business and the meeting adjourned at 9:45 p.m.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary