

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Olympia Timberland Library, 313 8<sup>th</sup> Ave. SE, Olympia, WA 98501

March 24, 2004

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MINUTES

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

BOARD MEMBERS EXCUSED: Dick Nichols; Gene Weaver

STAFF PRESENT: Bette Anderson; Liane Bascou; Gwen Culp; Ellen Duffy; Alex Duncan; Carrie Dye; Susan Hanson; Cheryl Heywood; Corene Jones-Litteer; Ruta Maeda; Jodi Reng; Tina Roose; Cherie Rusk; Sandra Sebbas; JoAnn Sterbis; Liz Stroup; Jena Thrasher; Mike Wessells; Art Wuerth

GUESTS PRESENT: Janet Charles; Jean Finely; Mark Foutch; Craig Hanson; Wanda Hedrick; Winnifred Olsen; Irene Osborn

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

Mr. Blauvelt requested that the next item on the agenda be a motion to seat the Mason County Trustee on the TRL Board.

3 Seating of Mason County Trustee

04-14 ART BLAUVELT MOVED TO SEAT PEGGY MEYER AS THE TIMBERLAND REGIONAL LIBRARY TRUSTEE REPRESENTING MASON COUNTY AS APPOINTED BY THE MASON COUNTY COMMISSIONERS UNDER RCW 27.12.190 AND AS RATIFIED BY THE LEWIS COUNTY COMMISSIONERS, GRAYS HARBOR COUNTY COMMISSIONERS AND THURSTON COUNTY COMMISSIONERS; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Ms. Fund turned over the chair of the meeting to Peggy Meyer, who was elected President of the Board at the Board's December 2003 meeting. Ms. Meyer said she is pleased that there is once again representation on the Board from Mason County.

4 Focus on Local Library

Ms. Heywood said that in 1976, Olympia voters approved a bond to build a new library, which was dedicated on December 10, 1978. She referred to an exhibit in the meeting room about the early history of library service in Olympia. In 2000, the building underwent a major remodel with the theme "Making More of Your Library." New features include an

- 4 expanded children's section, teen section, roof repair, new shelving, new workstation furniture, new office space for staff, and 10,000 new items. Five months after the remodel, an earthquake struck causing significant damage. The library was closed for 3 weeks for cleanup and repairs.

There are 37 computers available to the public. Two computers share 51 genealogy cd-roms donated by the Olympia Genealogical Society. The library holds over 170,000 items, including an extensive sheet music collection, a local Pacific Northwest collection, and a large genealogy collection. Since 2000, total cardholders increased 10%, the daily door count has increased 31%, circulation of materials has increased 33%, reference and technical assistance has increased 8%, the collection has increased 17%, Internet use has increased 86%, and attendance at programs has increased 16%. Ms. Heywood cited the relevant, current and traditional programs offered for patrons of all ages, including Reading Explorers Book Discussion Group for ages 8-12, a Book Babies program for newborns to 24 months (so successful that it is being split into two age groups this year), a PageTurner adult book discussion group, and bilingual family story times and computer classes. Future programs include a Talk Time for people to learn conversational English and Spanish, and a Junior PageTurners group. On average, 1,200 patrons come into the library every day. The Thurston County Housing Task Force holds monthly meetings at the library and soon the Choice Regional Health Network support group will be meeting there as well. Other ongoing relationships include in-depth library instruction to local nonprofits such as Enterprise for Equity, The Evergreen State College International program, and the local Evenstart program. The Olympia Friends continue to be a strong and vibrant group, supporting many of the library's programs and activities. There are also 30-40 adult and teen volunteers who help in the library. One of the City of Olympia's 2004 goals is a new roof on the library.

Olympia Mayor Mark Fouch commended Ms. Heywood on the glowing description of all that is being accomplished in what is really a very inadequate facility. He recalled that when he first moved to Olympia in 1985, the first contact he had with a public employee was with the Olympia librarian. The Olympia Library has been in a number of buildings, including the old city hall downtown at the corner of State and Capital Way. The first building built specifically to be a library was the old Carnegie library nearby. The city outgrew that and in the early 70s a gentleman offered to donate \$50,000 for a new library if the city could get one together in five years. In 1975 a bond issue went before the public for about \$2.5 million and it failed. The city officials cut \$1 million out of that plan and put it before the voters again and it passed, resulting in the current library. Unfortunately, in cutting \$1 million out it took away features that would have allowed the building to economically expand upward in later years. The community is divided by Budd Inlet and the west side has access challenges to downtown. It was always thought that a library would be built on the west side. A library consultant was hired and it was determined that a new library should be built downtown. A bond measure was put before the voters again in the late 90s that included an expanded voting taxing district. It failed, the city tried again, and that failed as well. The city then invested in maintenance and remodeling of the current library. Mayor Fouch commended the Olympia Library staff and library Friends for what they are able to accomplish in this limited space.

- 5 Correspondence/Public Comments/Board Comments
  - A. Public Comments

5A There were no public comments.

B. Board Comments

There were no Board comments.

6 Approval of Minutes

04-15 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF FEBRUARY 18, 2004, AS DISTRIBUTED; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Legislative Update

Ms. Reng reported that two pieces of legislation that would affect libraries did not make it to the floor. One had to do with election or recall of trustees and the other with unilateral removal of a county from a multi-county district.

One concern libraries have is Tim Eyman's proposed Initiative 864. Mr. Wuerth provided a history of Eyman's initiatives. In 1999, I-695 passed which rolled back license tab fees to \$30 and required a vote for any tax increase. It was found unconstitutional although the legislature did implement the \$30 license tab. I-722 would have limited property tax increases to 2% but was also found unconstitutional. I-747 introduced in 2001 is the 1% limitation that we are currently working under. This year, Mr. Eyman has introduced I-864, which basically decreases property tax levies by 25%. Mr. Eyman included a phrase that says this levy exempts any tax levy approved by voters in an election so any voter-approved levies, including property tax levies would not be affected. The Department of Revenue has interpreted that to mean a taxing district that has passed a permanent tax increase such as a lid lift would be exempt from I-864. Mr. Wuerth provided a financial analysis of the impact of this initiative on TRL. Under I-747, the 1% limitation is already eating away at our revenue. Under I-864 the impact in the 2005 budget would be \$3.4 million in property taxes. However, other revenues are affected such as city contract fees that are based directly on the levy rate at a loss of an additional \$.2 million. Much of our timber revenues are based on the levy rate so that would be an additional loss of \$.5 million. Because our cash balance is dropping there would be an additional \$100,000 in lost interest earnings. The total revenue loss in one year is estimated at \$4.1 million. Schools are specifically exempted in I-864, but junior taxing districts would be affected, including libraries, fire districts, hospital districts, cemetery districts, conservation districts, and county roads. It is estimated that taxpayers will only see a 10% decrease in their property taxes under this initiative, not a 25% decrease. Ms. Reng said if the initiative makes it to the November ballot and it passes, it will take effect January 2005. Therefore, TRL needs to begin planning ahead in case the initiative passes.

8 Information Items

A. Map Project

8A Ms. Reng reported that the map project was the beginning of our long range planning process and the beginning of reaching out to our communities. The response has been good and the project is providing some valuable information. A packet will be developed explaining what has been learned from this project, including a picture of each map and comments from the building heads, the Regional Library Managers, Tina Roose and Ms. Reng. Some of our communities have different patron traffic patterns in the summer due to their proximity to tourist attractions, so another map project will be done in those areas in July. One of the benefits in this project was that staff and volunteers had a lot of interaction with the public. We learned that lots of people use more than one library on a regular basis and many use the library several times a week for many different reasons.

B. South Bend Library Elevator

Mr. Wessells reported that because the South Bend Library is inaccessible to people who are unable to negotiate the steps, plans are in the works for installation of an elevator. The first cost estimate of \$150,000 is too expensive for the city to handle. This past week the architect presented a scaled-down version for a lift that is similar to the lift in the Raymond Library at a cost of \$70,000. There will be an additional cost to make the restroom handicap accessible, which is required whenever a remodel is done. The South Bend Friends did vote to contract with the architect on a phase-by-phase plan. The timing of the project will be driven by the fundraising efforts. The project is on the official WACERT list for Pacific County, and Nancy Garcia is working on cultivating other grants for this project. Ms. Shults said that TRL has dedicated some funding for this project and the city has received a bequest to be used specifically for this project. She recommended that we let the local fundraising committee know soon how much TRL will be providing to this project so they will know how much they will need to raise. Ms. Meyer directed staff to provide this information to the Board at the April meeting.

9 Unfinished Business

A. Committee Appointments

Membership to several committees was not completed at the January Board meeting due to the absence of some of the Board members. Membership is as follows:

Budget Committee: Art Blauvelt, Dick Nichols and Pat Shults (Ms. Shults agreed to serve if the meetings are held closer to Pacific County)

Services and Facilities Planning Committee: Art Blauvelt, Janelle Williams and Dick Nichols

Policy Review Committee: Edna Fund, Pat Shults and Peggy Meyer

Strategic Planning Committee: Dick Nichols, Gene Weaver and Edna Fund (Janelle Williams will serve as an alternate)

TRL Board representatives on the Foundation Board: Art Blauvelt's three-year term expires January 2005; Janelle Williams agreed to serve a second three-year term to expire January 2007

B. Other

Ms. Fund asked about the status of a report on outreach requested at the February 18, 2004 meeting. Ms. Anderson responded that the Regional Library Managers are working on a

- 9B comprehensive report on outreach and expects it will be available at the Board's April meeting.

Ms. Fund reminded everyone that the deadline for submitting book title suggestions for Timberland Reads Together is March 27, 2004.

10 New Business

A. Personal Services Contract with TRL Attorney

Craig Hanson has submitted a renewal of his contract at the same rate as the previous contract. We currently pay Mr. Hanson a retainer. Since we have not been using all of the hours this retainer covers, Ms. Thrasher has arranged for Mr. Hanson to provide training on personnel evaluations. The first training will be given to the Administrative Team on April 6. The Admin. Team will critique the training to see if it meets TRL's specifications after which Mr. Hanson will go out in the district and provide the training to the rest of the staff that do evaluations. Ms. Fund requested the number of hours that Mr. Hanson provided us during the last contract. Mr. Wuerth will provide this information at the April meeting.

04-16

ART BLAUVELT MOVED TO RENEW THE CONTRACT WITH CRAIG W. HANSON FOR LABOR RELATIONS, COLLECTIVE BARGAINING AND OTHER GENERAL LEGAL MATTERS EFFECTIVE APRIL 1, 2004 THROUGH MARCH 31 2005 AND AUTHORIZED THE DIRECTOR TO SIGN THE CONTRACT; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Marketing Workshop Attendance

A Marketing Workshop is scheduled on May 8 at the Service Center. The workshop presenter Nancy Lee has requested that we have no more than 20 participants. A list of attendees was made available based on Administration's recommendation of who should attend and the Board's request that a building head representing each of the five counties attend. The list totals 22 participants and Ms. Reng hopes we can work this out with the presenter. This workshop is a major step in moving forward in our long range planning process and presenting our libraries to our communities in a way that will help our libraries become an integral part of each community. Ms. Reng said that since this is a Board workshop, she would like the Board to invite the attendees. It was noted that there is not a TRL Foundation representative on the list and Ms. Reng proposes that she and Sandra Sebbas provide similar training to the TRL Foundation Board since their marketing strategy will be different from Timberland's. Ms. Shults asked for clarification of how the Board's new Strategic Planning Committee will fit into the long range planning process. Ms. Reng said this committee will be doing the initial work of analyzing the information we gather in the map project and community chats prior to the October workshop where the Long Range Plan will be developed. Ms. Reng will provide the attendees with an agenda for the May 8 workshop in about two weeks. Ms. Meyer directed that invitations be sent to the listed attendees in the Board's name. Ms. Shults suggested that an additional Board workshop be held in July or August for the purpose of setting priorities.

10 C. Limiting Free Computer Printouts

Ms. Reng said the subject of limiting free computer printouts was discussed at the Policy Review Committee's meeting this afternoon. She recommended that this discussion be tabled until the April Board meeting so that she can seek legal advice.

11 Voucher Approval

04-17 JANELLE WILLIAMS MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 36190 THROUGH NO. 37391 FOR FEBRUARY 2004 IN THE AMOUNT OF \$857,229.42; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

04-18 JANELLE WILLIAMS MOVED TO APPROVE VENDOR VOUCHERS NO. 75192 THROUGH NO. 75515 FOR MARCH 2004 IN THE AMOUNT OF \$366,258.74; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

12 Board Reports

A. Regional Planning Councils

Mr. Wessells reported that the Grays Harbor Council of Governments held a special meeting where there was discussion about membership fees. TRL currently does in-kind service for the Council in exchange for its membership fee. Several members of the Council are having budget difficulties and are looking at ways to handle their membership fees through in-kind services. However, this would cause budget difficulties for GHCOG and they may not be able to offer this type of membership in the future. Mr. Wessells said TRL's assessment would be about \$5,000 and he wants the Budget Committee to be aware that in 2005 TRL may be required to pay the fee rather than do in-kind services.

Mr. Wessells said the Pacific County Council of Governments met today and the main order of business was the Washington Community Economic Revitalization Team project. It is important for us that the South Bend elevator project is on that list because it helps that project to qualify for other grants. He is also looking at the possibility of the Ilwaco remodel project getting on that list.

B. Policy Review Committee

Ms. Reng said that in 1984 the TRL Board interpreted the state's law on confidentiality of library records to mean that TRL could give out information to only the cardholder. No exceptions were made for parents who are financially responsible for what their children have checked out. This policy has been unworkable in the practical sense and staff have worked out other ways to provide information to parents, which are not consistent throughout the district. Family cards were also created, which cause administrative and statistical problems. The Policy Review Committee met today to review the proposed change in the confidentiality resolution adopted by the TRL Board in 1984. The current resolution states that "Information regarding materials currently checked out to a patron will be released only to the person to whom the library card is issued." The proposed change adds the following after that sentence: "However, in the case of patrons under the

12B age of seventeen, such information will also be released to the parent/guardian who is responsible for all library use by the minor patron.” Ms. Schults said the Policy Review Committee recommends the change in policy but has agreed that the policy will be laid out in a policy format rather than a resolution format and presented to the Board for adoption at its April meeting. Mr. Blauvelt said he has no problem with the change, but is concerned about the age of 17, which he realizes conforms to CIPA. Based on his understanding of Washington State law, which states that someone 17 years of age and younger is a minor, he does not think this proposed change would be enforceable. Ms. Reng will check this matter further with TRL’s attorney. Ms. Meyer said that the Policy Review Committee will be reviewing all the policy resolutions and presenting them to the Board in policy format.

13 Director’s Reports

A. Financial

The Financial and Business Manager’s reports were presented. At this point, we have collected about 3% of the total revenues we expect for the year. For this time of year, the timber revenues are running ahead of schedule compared to the past two years.

B. HR Report

Ms. Thrasher presented the Human Resources report, which is attached to the original of these minutes. TRL had 68 positions filled in 2003 and 49% of those positions were filled internally. We are averaging 21 applications for each of our open positions. Our retention rate is high at nearly 90%. More females apply for positions so the percentage of females on staff is considerably higher than males. The highest turnover rate in 2003 was in Library Aides vs. Library Pages in 2002. Ms. Fund asked if it is possible to compare our hiring percentages with those of the area’s demographics. Ms. Duncan responded that we could provide that information. It was noted that we have added to our position announcements the ability to speak a second language and we are training our staff to speak library Spanish. Ms. Fund asked how we are obtaining the information on applicants with a disability. Ms. Thrasher said that information is provided voluntarily on a separate confidential form and she believes that some people are still unwilling to provide that information to us.

Ms. Thrasher requested that the Board meet in Executive Session following the regular meeting because she has an update on a personnel matter.

C. Public Services

The January and February 2004 statistics were presented. Ms. Roose referred to the document on service stories that we began collecting in February on how library service impacts people’s lives, a copy of which is attached to these minutes. She noted that the January statistics are unusually low because of the snow storm closures in all of our libraries. Ms. Fund asked about the ESD sites. Ms. Reng said the grant funds will run out in April and she is contacting each of the superintendents of those sites to see what they are willing to contribute to keep those sites open. TRL has already budgeted for courier service to those sites.

Ms. Duffy presented a report on the Mother Goose Parent Education Program, a copy of which is attached to these minutes. In 2003, the second year of this very successful grant-

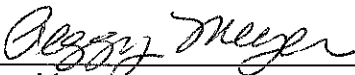


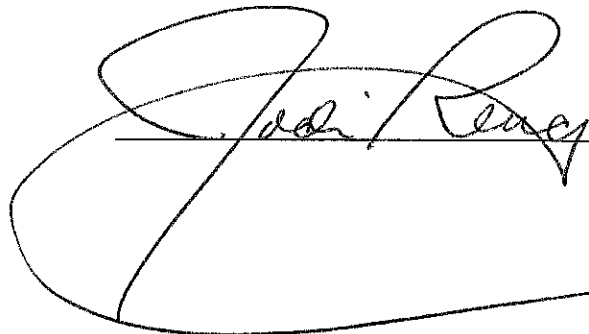
13C funded program, we received \$58,000, which placed 3,626 quality picture books and 402 hands-on activity guides into the hands of 370 parents and 32 early childhood educator participants. The participants are often under 20 years old, unemployed, unskilled, were not read to as children, lacked role models and mentors for parenting and life skills, and had negative academic experiences. The participants are learning the importance of sharing time, books, play and conversation with their children.

Ms. Meyer said she has asked Ms. Fund to continue reviewing the action items from each Board meeting as she has done for the January and February meetings. Ms. Fund listed the following items: (1) staff provide the formula and amount dedicated for the South Bend project at the April meeting; (2) the October workshop for the Long Range Plan and a workshop in July or August to set priorities will be scheduled; (3) the Regional Library Managers will present an outreach report at the April Board meeting; (4) staff will provide at the April meeting the number of hours that TRL used in the last contract for legal services; (5) Ms. Reng will provide a timeline of the Long Range Plan; (6) Ms. Reng will provide an agenda for the May 8 Marketing Workshop within two weeks; (7) invitations to attendees to the Marketing Workshop will be sent in the Board's name within the next two weeks; (8) Ms. Reng will discuss with TRL's attorney the patron confidentiality policy in relation to age 17 vs. age 18; (9) the next HR report will compare applicant data with census data; (10) Ms. Reng will contact the superintendents of the ESD sites.

Ms. Meyer reviewed upcoming events. The Boards and Friends Forum is on March 27. The ALA Annual Conference is June 24-30. Several Board members are planning to attend. The joint WLA/PNLA Conference is August 11-14. Ms. Fund requested copies of the reports on the recent PLA Conference. The Executive Secretary will provide the reports to all the Board members. Since only one staff person is attending the ALA Conference, Ms. Fund requested that staff let her know of any sessions staff would like Board members to consider attending.

Ms. Meyer requested an Executive Session pursuant to RCW 42.30.110 for the purpose of discussing personnel matters. The regular meeting ended at 9:05 p.m. and was followed immediately by the Executive Session. The Executive Session ended at 9:35 p.m. There was no further business and the meeting adjourned.

  
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President

  
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Secretary