

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Aberdeen Timberland Library, 121 E. Market St., Aberdeen, WA 98520

May 26, 2004

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MINUTES

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

BOARD MEMBER EXCUSED: Janelle Williams

STAFF PRESENT: Corine Aiken; Bette Anderson; Liane Bascou; Jinny Burns; Roberta Holmes; Susan Hanson; Corene Jones-Litteer; Thirza Krohn; Christine Peck; Jodi Reng; Tina Roose; Sandra Sebbas; Liz Stroup; Mike Wessells; Art Wuerth

GUESTS PRESENT: Lori Berken; Erik Sandgren; Eileen Schermer; Bob Wiggins; Mike Wilson

President Meyer called the meeting to order at 6:15 p.m. She called for an Executive Session pursuant to RCW 42.30.110(g) for the purpose of evaluating the Library Director. The Executive Session ended at 7:00 p.m. and after a brief break the regular meeting reconvened at 7:05 p.m.

AGENDA ITEM
NO.

- 1 Introductions were made.
- 2 Approval of Agenda
- 04-24 ART BLAUVELT MOVED TO APPROVE THE AGENDA; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 3 Focus on Local Library

Ms. Peck introduced Aberdeen Mayor Mike Wilson. Mr. Wilson said as mayor he wanted to concentrate on improving the looks of the community. About 100 old buildings in the city have been demolished. The city is working hard on economic development. The correction center just outside the city limits employs over 700 people, 70-80% of which were hired locally. The city provides utility services to the center that provides an additional economic benefit to the city. The sewage plant has been upgraded and a water filtration plant has been added. Home Depot is in the process of building a facility in Aberdeen. It will employ about 200 people and a lot of local contractors are being used in its construction. Another company called AGP, a large soybean coop from the Midwest, is moving into the area to be near Aberdeen's deep-water harbor for shipping to the Far East. The downtown area is torn up due to a state-funded sidewalk project. Mr. Wilson said the city has been through difficult times but they are very proactive and proud of the work that has been done over the past several years. He considers the library a jewel in the downtown area and they want to develop around it and make it the center of their community.

- 3 Ms. Peck introduced Bob Wiggins, President of the Aberdeen Library Board. Using the drawing on display, Mr. Wiggins outlined the site improvement project next door to the library. The property was purchased through the Kathryn N. Sherk Fund, a bequest to the Grays Harbor Community Foundation for the specific purpose of capital improvements to the Aberdeen Library. Originally the site was envisioned as just a parking lot but they have decided to embellish on that concept. The first phase is to stabilize and redo the wall. The objectives in this project are prudent use of the funds, low maintenance, and making a positive statement for downtown that blends in and complements the downtown changes. There are plans to put in a piece of art in one corner, which will be selected from several proposals. Ms. Peck invited the Board to drive by and see the progress of the project when they travel to Amanda Park and Westport for meetings later this year.

Ms. Peck reported on the recent map project in February. They found that two-thirds of the patrons who use the Aberdeen Library live in the city. Of the third that live outside the city, 96% of the people who use the Aberdeen Library are from other TRL areas, 92% of which are Grays Harbor County residents. In another phase of TRL's strategic planning process, staff will be doing community chats in June. The Aberdeen Library was one of four TRL libraries involved in the diversity grant. Aberdeen Reference Librarian Thirza Krohn led a successful six-week Talk Time session with Spanish and English speaking patrons. They had an off-duty policeman who spoke to the group through a Spanish translator. The Spanish-speaking people were able to talk about their issues and concerns and it was exciting to see bridges being crossed. They plan to do another six-week series this fall. All of the Aberdeen staff went through the library Spanish classes. They did a community chat with some of the organizations that serve the Latino population. Ms. Krohn regularly attends Spanish outreach committee meetings. Ms. Fund congratulated Ms. Peck on the report on Aberdeen's map study. Ms. Peck credited Mr. Wiggins who personally counted the pins by city wards because they thought that would be valuable information for the city council.

- 4 Correspondence/Public Comments/Board Comments

- A. Public Comments

There were no public comments.

- B. Board Comments

Ms. Fund invited the Trustees and TRL staff to volunteer on Saturday in Centralia at the middle school where the American Legion will celebrate the WWII memorial dedication in Washington D.C. Breakfast will be served at 7:00 a.m., there will be a walkathon to benefit the Children's Miracle Network, and at 11:00 a.m. certificates will be given out to all the WWII people present, plus there will be a down link of the true dedication of the WWII memorial. Ms. Fund commended Jinny Burns and the Centralia staff who have, in cooperation with the American Legion, done a wonderful job with displays in the library. Some of the materials have come from veterans who have been interviewed in the Veterans History Project. She and Carole Watson hope to do some more interviews on Saturday. They will have a box of materials including library card applications, videos, and large print books on WWII.

5 Approval of Minutes

04-25 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF APRIL 28, 2004, AS DISTRIBUTED; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Information Items

A. Partnership Projects

Ms. Reng reported that the figures in the four partnership projects that the TRL Board approved two years ago have been revised. The funds available for these projects were divided up based on a formula that combined the priority and costs of the projects. The McCleary project has been completed and the amount for the South Bend project will be considerably decreased. Ms. Roose explained that using the same formula and the revised figures would provide more for the Chehalis and Westport projects and less for South Bend. Mr. Wessells reported that they hope to begin the Westport project this summer and finish before the end of the year. They have received 3/4 of the needed funding and are continuing to submit grant applications. He anticipates that the City of Westport will apply for its partnership funds from TRL in July. He added that the City of South Bend would apply for its partnership funds in June. Ms. Jones-Litteer said the City of Chehalis is still defining the project which will increase the costs. She estimates that they have about 60% of the funding raised.

04-26 ART BLAUVELT MOVED TO PLACE ON THE BOARD'S JUNE AGENDA ADJUSTMENT OF THE PARTNERSHIP AMOUNTS FOR WESTPORT AND SOUTH BEND; DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. South Bend Partnership Application

Mr. Wessells reported that the South Bend project would bring the restrooms up to ADA standards in addition to installing a lift. The city attorney is working on a formal contract arrangement between the South Bend Friends and the city so that there is a proper chain of authority before the partnership application comes before the TRL Board in June.

C. Impact of I-864 on Libraries

Ms. Stroup said that she is on vacation and is attending this Board meeting as a citizen rather than as staff of TRL. She reported that statewide, library supporters are showing up where there are paid signature gatherers for Initiative 864 to try to persuade people not to sign the initiative. Libraries and fire districts depend mostly on property taxes and passage of this initiative would cause severe cuts. She has signs available for anyone to carry in their cars and use when they come upon signature gatherers.

Ms. Reng said that while we are pinning our hopes on this initiative not making it to the ballot, TRL is still moving forward with the decision-making process for a levy lid lift on the September ballot. We are gathering information from staff on ideas to cut expenses and

- 6C raise funds in other ways. Although we hope this planning is for naught, it is a good exercise in setting priorities and determining what is most essential to our operation.

D. Potential September 16 Special Board Meeting

Ms. Reng requested a tentative September 16 special Board meeting in case we need to place a levy lid lift on the November ballot. We will only have a two-day window between the September election and the time to file a ballot measure. The Board agreed to tentatively schedule a special meeting on September 16 at 4:00 p.m. at the Service Center. Several Board members may choose to take part in the meeting via telephone.

E. Hoquiam Annexation

Ms. Reng advised that TRL staff would be on the Hoquiam City Council's June 14 agenda to discuss annexation.

7 Unfinished Business

A. Limiting Printing/Fees

Per instructions at the last meeting, Board members were provided with statistics on interlibrary loan costs. The Regional Library Managers have surveyed the libraries about excessive printer use and what types of signs and how many signs are located at public printers. Out of 27 libraries, 14 have signs that request patrons to limit what they print. The Regional Library Managers will be working with the building heads on a methodical weeding of signs and will ensure that all libraries have a sign that encourages people to limit what they print. During the week of May 17-22, libraries averaged nearly 11,000 Internet sessions. Staff reported only 23 incidents where patrons printed more than 50 pages. Of those 23, only 5 left copies behind; 2 were accidental and the patrons asked staff to cancel the print jobs; 1 patron left a donation, and several offered to pay for their copies; 4 were identified as printing research articles. Staff feel empowered to tell patrons when they are making excessive use of printers, especially in the small libraries. It is more difficult in the large libraries because there are so many more printers and staff do not know their patrons as well. It was the consensus of the Board that empowering the staff to deal with excessive printing and the posting of signs will be sufficient and that TRL will not consider charging for printing or interlibrary loans at this time.

B. Levy Lid Lift

A timeline for getting a levy lid lift on the September ballot was presented. Ms. Reng noted that an informational mailing to all households in the district is estimated to cost about \$37,000. Mr. Nichols said the PAC that would enable promotion of a levy lid lift is on its way to formation and it may be more cost effective for the PAC to get information out. Mr. Weaver said he is concerned with the general attitude of people toward more taxes. Ms. Reng agreed and said we need to do a good job of getting information out to the people of how their taxes that go to the library are being spent. If it appears by mid July that I-864 will not be on the ballot, we could do a better job of preparing for a lid lift in 2005.

7 C. Long Range Plan Workshop

It was agreed that the October 16 Long Range Plan Workshop will be rescheduled in January 2005. Ms. Meyer requested that the board be prepared to schedule the date at the June meeting.

The meeting recessed at 8:55 p.m. and reconvened at 9:08 p.m.

8 New Business

There was no new business.

9 Voucher Approval

04-27 ART BLAUVELT MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 37605 THROUGH NO. 37943 FOR APRIL 2004 IN THE AMOUNT OF \$876,819.68; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

04-28 ART BLAUVELT MOVED TO APPROVE VENDOR VOUCHERS NO. 75844 THROUGH NO. 76119 FOR MAY 2004 IN THE AMOUNT OF \$274,398.04; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

10 Board Reports

A. Regional Planning Councils

Mr. Nichols reported that the last meeting of the Thurston Regional Planning Council focused on the regional transportation plan. Mr. Wessells reported that the Pacific County Council of Governments met this afternoon and divided up some sales tax funding for projects that have to do with economic development, which TRL does not qualify for. Future agendas will include additional reports from the Mason County and Lewis County Economic Development Councils which TRL staff attend.

B. Policy Review Committee

Ms. Meyer reported the Policy Review Committee met this afternoon. The Non-Resident Borrower Fees policy was presented for the Board's action and the Policy Review Committee recommends its approval.

04-29 PAT SHULTS MOVED TO APPROVE THE NON-RESIDENT BORROWER FEES POLICY AS PRESENTED WHICH SUPERSEDES RESOLUTION NO. 87-19; EDNA FUND SECONDED THE MOTION.

Ms. Meyer said the only addition to this policy is the various payment options.

MOTION CARRIED UNANIMOUSLY.

The committee also discussed public access to library records, corporate sponsorships, and had its first review of the revised Human Resources Policy.

11 Director's Reports

A. Financial, Business Manager's Report

The Financial and Business Manager's reports were presented. Expenditures are within budget. For the first time in 7 years, timber revenues are increasing. Mr. Wuerth has included a chart on the ratio of timber revenue collection among the five counties

B. Public Services

Ms. Roose presented the April 2004 statistics. She highlighted several of the April service stories, a copy of which is attached to the original of these minutes.

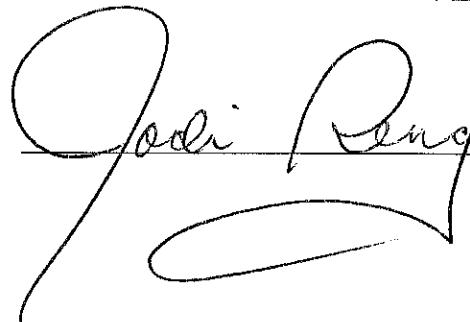
Ms. Meyer announced upcoming district events: Elma Library's 10th anniversary celebration on June 5, 1-4 p.m.; ALA conference in June; joint WLA/PNLA conference in August; All Staff Training Day October 11.

Ms. Fund reviewed the action items from the April meeting. A one-page timeline of Internet actions was distributed. Mr. Blauvelt stressed the importance of having a central repository of the history of decisions made regarding Internet. Mr. Wessells said that we do have that information up to 2002 and he will work with Ms. Bascou on updating that information. Ms. Jones-Litteer reported that a survey of all the libraries was done regarding disks. Some libraries loan disks and some Friends groups offer disks as small fundraisers. The feedback indicates that it works best to keep this as a local option based on need. The RLMs will work with staff in libraries that don't offer disks to encourage their Friends groups to consider offering disks in some way. Ms. Reng added that we did investigate sources for free disks and have not found any. The RLMs will be working with the building heads on weeding signs at the printers and get new signs out encouraging people to limit their printing. The information presented regarding limiting printing/ILL fees will be filed for possible discussion in the future. Action items carried forward: (1) the next HR report will compare applicant data with census data; (2) continue research on obtaining free disks; (3) indicate "new construction revenue included" on future budget projections; (4) ongoing preparation of information regarding options, including levy lid opportunities; (5) by July 12, the "perfect storm" information sheet will be finalized.

Ms. Meyer announced that the Executive Session pursuant to RCW 42.30.110 for the purpose of evaluating the Library Director would continue. The meeting recessed at 9:30 p.m. The Executive Session began at 9:35 p.m. and ended at 10:15 p.m. There was no further business and the meeting adjourned.



President



Secretary