

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Packwood Timberland Library, 109 W. Main St., Packwood, WA 98361

June 16, 2004

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MINUTES

BOARD MEMBERS PRESENT: Peggy Meyer, President; Dick Nichols; Gene Weaver. Art Blauvelt and Edna Fund via teleconference

BOARD MEMBERS EXCUSED: Pat Shults; Janelle Williams

STAFF PRESENT: Corine Aiken; Bette Anderson; Liane Bascou; Jinny Burns; Corene Jones-Litteer; Rennee Minsch; Tina Roose; Cherie Rusk; Nancy Sawyer; Sandra Sebbas; Virginia Squires; Carole Watson; Mike Wessells; Art Wuerth

GUESTS PRESENT: Janet Daniels; Elmer Day; Dorothy Powell; Harold Powell; Connie Warner; George Warner; Barbara Wuerth

President Meyer called the meeting to order at 7:00 p.m. Mr. Blauvelt and Ms. Fund participated in the meeting via teleconference. Due to other obligations, they were not able to take part in the entire meeting. Ms. Meyer, therefore, suspended the order of business and requested that all of the action items be dealt with first.

AGENDA ITEM
NO.

5 Approval of Minutes

04-30 DICK NICHOLS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF MAY 26, 2004, AS DISTRIBUTED TO THE BOARD; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Unfinished Business

C. Policy Review Committee

Ms. Meyer said the Policy Review Committee has reviewed the "Public Access to Library Records" policy and the committee recommends the Board adopt the policy, which revises the policy adopted by the Board in 1985. The purpose of the policy is to establish the Library Director as the proper respondent to all requests for library records.

04-31 ART BLAUVELT MOVED TO APPROVE PUBLIC ACCESS TO LIBRARY RECORDS POLICY, WHICH SUPERCEDES RESOLUTION NO. 85-3; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

A copy of the policy is attached to the original of these minutes.

8 New Business

A. Adjustment of Partnership Amount for South Bend

The Board previously approved an amount for the South Bend project. Since the project is less than anticipated, the Board needs to adjust the amount.

8A

04-32 GENE WEAVER MOVED TO ADJUST THE ALLOCATION APPROVED ON JULY 24, 2002 THROUGH TIMBERLAND REGIONAL LIBRARY'S PARTNERSHIP PROGRAM AS FOLLOWS: AMOUNT NOT TO EXCEED \$35,100 TO THE CITY OF SOUTH BEND, WITH THE ACTUAL AWARD TO BE DETERMINED UPON RECEIPT OF A COMPLETED PARTNERSHIP APPLICATION; ART BLAUVELT SECONDED THE MOTION.

Mr. Nichols raised a question about the allocation formula. Although the difference is not a great deal in this instance, Mr. Nichols recommended that we reconsider the allocation formulas for these partnerships with cities. Ms. Meyer recalled that the allocations were based on both priority and percentage. Ms. Roose added that with the current formula half of the funds available are still allocated by percentage of project costs and the other half is allocated by priority.

MOTION CARRIED UNANIMOUSLY.

B. South Bend Partnership Grant Application

04-33 GENE WEAVER MOVED TO APPROVE THE CITY OF SOUTH BEND'S APPLICATION FOR TIMBERLAND REGIONAL LIBRARY'S PARTNERSHIP PROGRAM FOR LIBRARY FACILITIES IN THE AMOUNT OF \$35,100 FOR THE SOUTH BEND TIMBERLAND LIBRARY; DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Wessells said there are terms and conditions that TRL's attorney suggests be added to this partnership agreement. He has reviewed this document with the Mayor and attorney for South Bend and they agree with the terms and conditions with two additions: adding the date of July 1, 2005 as the deadline for the city to get the remaining funds needed before TRL releases the remaining 80% of the grant money and adding a sunset clause of December 31, 2024 wherein the city must repay the grant money if the city de-annexes from the district. TRL's attorney concurs with these two changes.

04-34 ART BLAUVELT MOVED THAT TIMBERLAND REGIONAL LIBRARY'S GRANT TO THE CITY OF SOUTH BEND UNDER TIMBERLAND REGIONAL LIBRARY'S PARTNERSHIP PROGRAM HAVE INCLUDED IN IT THE TERMS AND CONDITIONS RECOMMENDED BY THE LIBRARY'S ATTORNEY INCLUDING THE DEADLINE DATE OF JULY 1, 2005 FOR THE CITY TO RAISE THE REMAINING FUNDS, AND THE SUNSET CLAUSE OF DECEMBER 31, 2024; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Yelm Library Security Camera

04-35 DICK NICHOLS MOVED TO APPROVE THE SECURITY CAMERA INSTALLATION AT THE YELM TIMBERLAND LIBRARY; GENE WEAVER SECONDED THE MOTION.

Mr. Wuerth said there has been vandalism at the library necessitating the installation of security cameras. The landlord has agreed to allow TRL to tie into its security system if the TRL Board approves and signs a contract, which TRL's attorney has reviewed. Susan Hanson in Communications will supply the sign notifying the public of the cameras.

MOTION CARRIED UNANIMOUSLY.

9 Financial, Business Manager's Report/Voucher Approval

B. Payroll

04-36 DICK NICHOLS MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 37944 THROUGH NO. 38156 FOR MAY 2004 IN THE AMOUNT OF \$850,548.17; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Other Vouchers

04-37 GENE WEAVER MOVED TO APPROVE VENDOR VOUCHERS NO. 76121 THROUGH NO. 76345 FOR JUNE 2004 IN THE AMOUNT OF \$430,407.89; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Blauvelt disconnected from the telephone.

4 Correspondence/Public/Board Comments

A. Certificates of Appreciation – Veterans History Project – WWII

Ms. Watson said she has had the honor and pleasure of working with Ms. Fund on the Veterans History Project. So far they have interviewed/videotaped about 40 people involved in WWII. TRL partnered with the Centralia American Legion and a number of other agencies to celebrate the recent dedication of the WWII Memorial in Washington, D.C. Four of the people interviewed were unable to attend the dedication and they were invited to attend tonight's meeting to receive their Certificates of Appreciation from the American Legion. The following received certificates: George Warner and Elmer Day from Glenoma and Harold and Dorothy Powell from Salkum. Mr. Warner was in the Marine Corps, Mr. Day was in the Navy and stationed on the USS Cushing, Mr. Powell was in the Army and Mrs. Powell worked for Boeing. Mrs. Powell allowed the letters she received from her husband during the 21 months he was overseas to be videotaped. She also loaned her scrapbook. Ms. Jones-Litteer shared one of the articles from the scrapbook about the victory book campaign in Mossyrock. Ms. Meyer shared the story of her 88-year-old father who received news of his commission on June 15, the same day she was born. Both Ms. Fund and Ms. Watson expressed their thanks and appreciation to these veterans for sharing their stories for this project.

Ms. Fund disconnected from the telephone.

3 Focus on Local Library

Ms. Squires provided a history of the Packwood community. Packwood was settled in 1887 when the John Blankenship family settled in an area they named Cora. In 1890, the small community was renamed Sulpher Springs and by 1894 the first school was established. In 1910, Sulpher Springs was renamed Lewis and in 1930 Lewis became known as Packwood, named after Billy Packwood who had first discovered the Upper Big Bottom in 1854. For the next 70 years, Packwood grew and prospered. Over the past 8 years, business and political decisions have had major effects on the community. In 1996, the Packwood Mill closed. Local recovery efforts were delayed by the struggles for more than 5 years over the county's Growth Management Plan. In 2003, the U.S. Forest Service closed the Packwood Ranger Station that opened in 1923. Today is likely the last day of school at White Pass School District's Packwood Elementary. In 1948, a group of citizens

3 formed a community study program and published their report in the book “Packwood on the March.” They identified services necessary for the community to prosper and grow, with the top four being a doctor, a community school, a library, and a pharmacy. As of today, the survivor is the Packwood Timberland Library. For the past 30 years, the Packwood Library has been a very important part of the community. The need for library services continues to grow. Packwood is a community in transition, where its citizens are working to bring in new businesses and a charter school. More people are moving into the community. Ms. Squires shared a story when the author of four juvenile books, Darleen Bailey Beard, of Norman, Oklahoma, visited the Packwood library and exclaimed that none of her books were in the children’s section for her to autograph. Ms. Squires was able to tell the author that although her books were not on Packwood’s shelves, all four of them were located in other libraries in the Timberland system. Ms. Squires thanked the Board for their support and assured the Board that the citizens of Packwood will support Timberland if the Board decides to run a ballot measure.

4 Correspondence/Public/Board Comments

B. Public Comments

There were no public comments.

C. Board Comments

There were no Board comments.

6 Director’s Report

A. Marketing Committee

Ms. Roose reported that after the Marketing Workshop, a staff Marketing Committee was established. Three target groups—senior citizens, mothers with children under 18, and opinion leaders—were identified at the workshop. The committee is working on slogans and ideas to reach these target groups.

B. Editorial Boards

Mr. Nichols, Director Jodi Reng, and Communications Manager Susan Hanson met with The Olympian Editorial Board. They had planned to talk about TRL’s programs and Ms. Reng’s first few months with Timberland, but instead the subject turned to Initiative 864 and its consequences for the library if it gets on the ballot and passes, and the consequences for the library of the continuance of Initiative 747. The editorial that followed shed some light on what the library district is facing. Ms. Reng intends to schedule similar meetings with other editorial boards. Mr. Nichols said these meetings provide a good opportunity to get the word out of how important the library is and that Ms. Squires’ comments earlier made this point very clearly.

C. Hoquiam Annexation

Ms. Meyer relayed a message from Jodi Reng that the City of Hoquiam is not ready to take action on annexing to the library district.

D. Annual Report

Ms. Roose announced that the 2003 Annual Report would be completed in a few days.

6 E. Summer Reading Program

A packet of materials was provided for each Board member for this year's Summer Reading Program "Discover New Trails . . . Read!" On July 14, TRL will take part in "Read on the Lawn with Governor Locke". Other participants will be the South Sound Reading Foundation and the Paws to Read Pet Partners. Ms. Aiken reported on the Paws to Read open house on Saturday at the Chehalis Library where this program was introduced in conjunction with TRL's Summer Reading Program. Several children signed up to read with the dogs and their handlers. She passed around a scrapbook of the occasion. This open house also brought in Spanish speaking parents whose children are bilingual. One of the parents told how her son asks her to read to him a great deal, but he doesn't want to read to her. However, he read two books to a dog and signed up for more sessions. Ms. Aiken commented how well organized this program is. Paws to Read is through the Delta Society and this is the first time the handlers in this area had ever done a program in the library.

F. Westport Project

Mr. Wessells reported that the title for the donated property to the Westport Friends is being recorded this week. He expects that the request for partnership funds from TRL will be on the Board's July 28 agenda.

G. South Bend Project

See Agenda Items 8A and 8B.

H. Foundation Grants

Ms. Sebbas submitted a written report, including a report from grant writer Nancy Garcia (attached to the original of these minutes). Ms. Garcia spends half of her time grant writing for building projects and the other half for the Mother Goose program.

I. Public Services

Ms. Roose presented the May 2004 statistics. She shared a service story that happened in Elma today where a rural mail carrier told her about how much she loves the library and that she listens to books on tape during her route.

J. Elma Library's 10th Anniversary Celebration

Ms. Jones-Litteer reported on the recent celebration of the Elma Library's 10th anniversary in its current location. The local board gave out Certificates of Appreciation to former Community Library Supervisor Jerri Ferrier and Elma Friend Jean Chiveney, who were both instrumental in helping raise funds for the library. In honor of 10 years in that building, the Elma Friends commissioned the artist who did the stained glass windows at the Hoquiam Library to do a window for the Elma Library. There was also a quilt on display made by TRL staff member Donna Simms that will be hung in the library. Entertainment was provided by fiddlers Vivian and Phillip Williams who gave an anecdotal history of the Lewis and Clark expedition interspersed with tunes from that era.

6 K. Other

Ms. Roose announced that Ellen Duffy would be at Barnes & Noble at designated times signing people up for the Summer Reading Program. A percentage of purchases during these times will go to the Foundation.

7 Unfinished Business

A. Levy Lid Lift

Mr. Nichols said the potential PAC that might support a levy lid lift would have its initial meeting next Monday night to talk about planning a campaign. We are currently waiting to see if enough signatures will be gathered to put Initiative 864 on the ballot.


B. Set Date for Long Range Plan Workshop in January 2005

It has been agreed that the Long Range Plan Workshop will be held in January 2005 rather than on October 16, 2004. All present expressed a preference to hold the workshop on a Saturday.

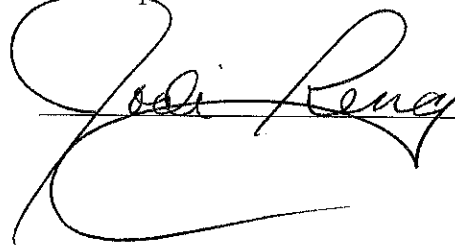
9 A. Financial, Business Manager's Reports

Mr. Wuerth reported that expenditures are under budget. May is generally the highest revenue month for the library because of the property taxes coming in. We had our second largest collection in four years from timber sales and we are seeing a positive upward trend in timber revenues. Mr. Wuerth referred to the proposed calendar for the 2005 budget process, which is based on last year's schedule. It is proposed that the full Board meet first to identify priorities, then the Budget Committee comprised of Dick Nichols, Pat Shults and Art Blauvelt and staff will meet to review the budget in more detail, with the full Board meeting again in October. The formal legal process will begin in November with a budget hearing and budget adoption at the December meeting.

There was no further business and the meeting adjourned at 8:20 p.m.



President



Secretary