

TIMBERLAND REGIONAL LIBRARY
 BOARD OF TRUSTEES MEETING
 Amanda Park Timberland Library, 6118 U.S. Highway 101, Amanda Park, WA 98526

July 28, 2004

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Amanda Park Timberland Library, 6118 U.S. Highway 101, Amanda Park, WA 98526

July 28, 2004

MINUTES

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

BOARD MEMBERS EXCUSED: Dick Nichols; Janelle Williams

STAFF PRESENT: Corine Aiken; Bette Anderson; Liane Bascou; Jinny Burns; Kathy Clayton; Susan Hanson; Corene Jones-Litteer; Jodi Reng; Sandra Sebbas; Jena Thrasher; Mike Wessells; Art Wuerth

GUESTS PRESENT: Elizabeth Carlyle; Karen Hayduk; Paul Hayduk

President Meyer called the meeting to order at 7:00 p.m.

AGENDA ITEM
NO.

- 1 Introductions were made.
- 2 Approval of Agenda

Ms. Meyer requested an addition to Agenda Item 8, New Business, item C. Sponsorship Policy.

04-38 ART BLAUVELT MOVED TO APPROVE THE AGENDA; EDNA FUND
SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 3 Focus on Local Library

Ms. Clayton introduced Karen Hayduk, director of the Rain Forest Learning Center and grants manager for the Quinault Lake School District. The prior director of the Learning Center was the first to finance Mother Goose in TRL. They have reached 25 families through the Mother Goose program with sessions in Queets, Humptulips and at the Amanda Park Library. Ms. Hayduk said in a small community like Amanda Park, the partnership with the library is vital. They have done numerous after school programs. The children are able to walk to the library. Once a week the preschoolers from Humptulips receive books. Since prisoners are hired to take care of maintenance at the school during the summer and children cannot be at the school when the prisoners are there, they partner with the library so the children have access to books and computers. One of the questions asked when Ms. Hayduk writes grants is who are the community people that support her. She is pleased to respond that it is Timberland and the Amanda Park Library staff.

Ms. Clayton introduced Elizabeth Carlyle, Secretary of the Friends of the Amanda Park Library. Ms. Carlyle provided a history of library service at Amanda Park. When she was a child, the only library they had was at school. During the summer her mother would bring home discarded books from the Hoquiam Library. In 1940, the bookmobile from the Grays Harbor County Library started serving Quinault twice a month until WWII when there was gas rationing. Her mother didn't want the community to lose access to a library,

- 3 so she organized the Neilton Literary Club. Ms. Carlyle's parents had the Neilton Store and Post Office, and her mother had a room in the back of the store that served as a library. When her parents sold the store and moved back to the farm, the library was without a home. The books were placed at the Neilton Church and the literary club continued to take care of the collection. A member of the club and her husband, Alice and Joe Ashennbrenner, purchased a house with the intention of demolishing it. Instead they remodeled it into one large room and moved it next to their garage to use as a library. The literary club helped with the expenses and maintenance of the building. By 1965 the bookmobile started coming again and stopped at the Neilton library. In the 1970s, the Neilton library was closed and the bookmobile continued to come twice a month until about 1977 when the bookmobile itself was placed permanently on the school grounds. In 1991, the library moved into its new home, the Amanda Park Library.

Ms. Clayton said that the Friends of the Library have taken on a project to purchase artwork from local artists and crafts people. Those people who have pieces featured in the library are lifelong learners and use the library.

4 Correspondence/Public/Board Comments

A. Public Comments

There were no public comments.

B. Board Comments

Ms. Fund reported that the sessions she attended at the American Library Association conference were excellent. She shared her "Orlando Top Ten" and reviewed some of the highlights of the sessions (Top Ten list attached to the original of these minutes).

Ms. Fund said that both she and Dick Nichols, who also attended the conference, felt that there was a one-sided political agenda that filtered through at the conference. She and Mr. Nichols approached the executive director at the conference about the imbalance. She sent an email to the new ALA incoming president who responded that she would send Ms. Fund's comments on to the ALA staff. There was a session about where ALA should go and whether they should get into non-library issues. Ms. Fund said she heard someone call in to a radio station talking about the library and ALA. She did not want any confusion about positions taken by ALA and TRL so she called in and explained that ALA is a national organization and that TRL has at times taken opposing views to ALA's views. She thinks the underlying conflict with this caller is taxpayer dollars being spent in an unbalanced political arena. Since Mr. Nichols was not present this evening, it was recommended that this discussion take place at the August meeting when Mr. Nichols can be present.

Mr. Wessells brought to the Board's attention a book called *Reaching Out to Religious Youth* about various religious beliefs among teens and which gives help and instruction to youth librarians. He wrote a chapter in the book and he wants to make sure that everyone understands that he was giving his own views and thoughts and was not speaking for TRL. He will bring a copy to the next Board meeting.

5 Approval of Minutes

04-39 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JUNE 16, 2004, AS DISTRIBUTED TO THE BOARD; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

04-40 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES BUDGET WORKSHOP OF JULY 14, 2004, AS DISTRIBUTED TO THE BOARD; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Director's Report

A. Public Services – Statistics/Service Stories

The June 2004 and January-June 2004 statistics and June 2004 Service Stories were presented. Ms. Anderson asked Ms. Clayton to share a recent Amanda Park service story. Ms. Clayton said a family from France with two young children were bicycling across Canada. They stopped by the Amanda Park Library to use the Internet to connect with two people from New Zealand. The children were particularly happy to be able to stretch out on the floor of the library. The next day the New Zealand couple stopped by the library and made a date with the family from France to meet on the Moclips Highway. They were very grateful to be able to get in touch with each other via the Internet at the library.

B. Westport Project

Mr. Wessells reported that the transfer of land for the Westport Library is progressing slowly due to the intricacies involved in the donation of several parcels for various purposes and the lengthy surveying process. He anticipates that the application for a partnership grant to TRL will be on the Board's August agenda. In the meantime, Debra Harper from the U.S. Department of Agriculture is advocating for another grant for this project. USDA grants are for improvements to rural infrastructures and based on census figures indicating the percentage of poverty in lesser-developed areas. Mr. Wessells understands the Westport project qualifies and hopefully will receive funds in this funding cycle, but if not, we can still apply for funds in December.

C. South Bend Project

Ms. Reng reported that there is a possibility of a USDA grant for the South Bend project, which could provide 15% of the cost of equipment. Mr. Wessells added that there might be some local funders as well. The architects would prefer to do this project in the fall.

D. Library Foundation

Ms. Sebbas presented the brochure for the William H. Lawrence Endowment "Carving Out a Legacy of Learning." Mr. Lawrence served as a TRL Board member for 17 years. This endowment was established by Bob O'Neill and now consists of over \$15,000. The endowment will be used to purchase books and other library materials. The summer Foundation newsletter was recently mailed out to over 5,000 individuals, 800 of whom were donors. The lead story features the Chehalis Library remodel campaign.

6 E. Levy Lid Lift

Ms. Reng said that at this point it appears that TRL will not need to go out for a levy lid lift in 2005 and instead can wait until 2006 for funding in 2007. This delay will provide us with an opportunity to do some marketing of library services and build community support

F. Other

Ms. Reng announced that she has finalized the document of priorities for 2005 and the remainder of 2004 that was presented to the Board at its July 14 budget workshop. She will email the document to all staff.

Ms. Reng, Ms. Hanson and Ms. Fund recently met with *The Chronicle* newspaper editorial board. The person they spoke with is interested in the method we are using for our community chats and has requested an invitation to the Salkum Library chat to learn how they are done. He would like to run articles on the veterans who have shared their stories for the Veterans History project if we can find someone to write the articles. Ms. Fund added that he mentioned an article about a study that says people are reading less literature and poetry than a decade ago. They told him that does not mean that people are reading less, but are reading different types of materials. That article also said that libraries are more important than ever.

Ms. Reng is scheduled on the meeting agendas with all five County Commissions. These presentations will begin next week.

7 Unfinished Business

A. Long Range Plan Workshop

Ms. Reng said the facilitator for the Long Range Plan workshop is available any Saturday in February. She had originally envisioned a two-day workshop, but it has been suggested that some of the work be done at regular Board meetings or ad hoc committees be set up to do preliminary work. A Strategic Planning Committee composed of Dick Nichols, Gene Weaver and Edna Fund, with Janelle Williams serving as an alternate, was established early this year that can also do some preliminary work prior to the workshop. The Board agreed to schedule the workshop on February 12. The workshop will be held at the Service Center, probably 9:00 a.m.-4:00 p.m. The LRP committee will review TRL's mission statement and will do a shared values exercise called SWOT (strengths, weaknesses, opportunities, threats). The group will come up with the main goals and if they have time they can also work on measurable objectives. The Regional Library Managers and the building heads will develop the activities under the objectives. Notebooks will be developed for each LRP committee member that will contain the map studies, community chats, and user and non-user survey results. These notebooks will be completed by November so that committee members will have plenty of time to review them prior to the workshop.

8 New Business

A. Declaration of Surplus Property

04-41

ART BLAUVELT MOVED TO DECLARE SURPLUS A VARIETY OF PAPER THAT IS NO LONGER USEFUL FOR THE LIBRARY DISTRICT'S NEEDS, I.E. PARTIAL REAMS, OBSOLETE COLORS, AND IRREGULAR SIZES AND

8A WEIGHTS; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Ms. Hanson said some of this surplus paper will go to Headstart programs and the rest will be placed in the surplus sale that TRL will hold in September.

B. Resolution Requesting Approval to Participate in the Wash. State Insurance Plans

Ms. Thrasher explained that this resolution is part of the process that will allow TRL to apply to the Washington State insurance plan PEBB. TRL is investigating the PEBB insurance plans in conjunction with the TRL Staff Association. If the Board adopts the resolution, TRL will then begin to supply the materials that PEBB needs in the application process. Ms. Thrasher has sent a letter to Washington Counties Insurance Fund advising them of TRL's intent to withdraw from WCIF. If TRL leaves WCIF, we will be responsible to pay any deficit to WCIF in the self-insured plan. At this point, WCIF has indicated that TRL need not be concerned about a deficit. Ms. Thrasher will be sending a comparison of the two plans based on 2004 rates to staff next week for their review and comments. She expects to know by August what the 2005 rates will be. Mr. Blauvelt cautioned that clients he is currently representing received a similar letter from WCIF about a deficit and then received a large bill the following year. Apparently it has to do with WCIF's bookkeeping methods. Until all the data is in place, TRL will be following steps necessary to keep our options open.

04-42 ART BLAUVELT MOVED TO ADOPT RESOLUTION NO. 04-03 REQUESTING APPROVAL BY THE HEALTH CARE AUTHORITY TO APPLY FOR THE WASHINGTON STATE INSURANCE PLANS; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Sponsorships Policy

Ms. Fund reported that the Policy Review Committee has reviewed the Sponsorships Policy and recommends its adoption. The policy will help underwrite the cost of TRL's programs, services and special events that otherwise may not be available. The funding may come from businesses, foundations (both private and public) and individuals. The policy does not affect small donations that staff may solicit as incentives for participants of reading programs.

04-43 EDNA FUND MOVED TO ADOPT THE SPONSORSHIPS POLICY; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

9 Financial, Business Manager's Report/Voucher Approval

A. Financial, Business Manager's Reports

Mr. Wuerth presented the June 2004 Financial report and the Business Manager's report. Expenditures are within budget and revenues are coming in a little stronger than in previous years. Timber revenues are also increasing over previous years.

B. Payroll

04-44 ART BLAUVELT MOVED TO APPROVE PAYROLL AND PAYROLL-RELATED VOUCHERS NO. 38157 THROUGH NO. 38386 FOR JUNE 2004 IN

9B THE AMOUNT OF \$848,713.57; EDNA FUND SECONDED THE MOTION.
MOTION CARRIED UNANIMOUSLY.

C. Other Vouchers

04-45 GENE WEAVER MOVED TO APPROVE VENDOR VOUCHERS NO. 76346
THROUGH NO. 76678 FOR JULY 2004 IN THE AMOUNT OF \$434,164.55;
EDNA FUND SECONDED THE MOTION. MOTION CARRIED
UNANIMOUSLY.

10 Reports to the Board

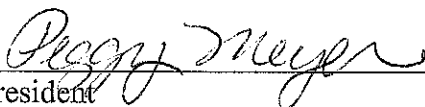
A. Policy Review Committee

Ms. Meyer reported that the Policy Review committee began its review of the draft Human Resources Policy today, which has already been reviewed by the Administrative Team.

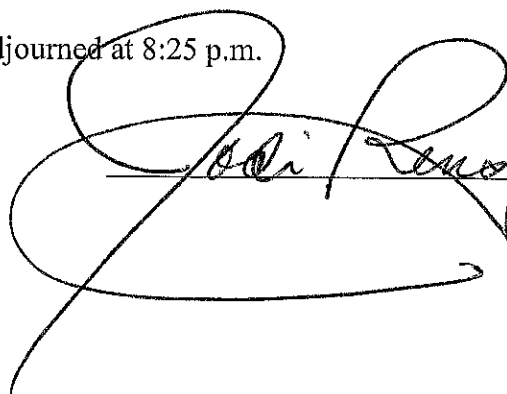
B. Regional Planning Councils

There were no reports regarding the Grays Harbor Council of Governments and the Lewis County Economic Development Council. Mr. Wessells reported that Rosanne Thompson of the Shelton Library staff represented TRL on the Mason County Economic Development Council. Her attendance is a good example of the importance of TRL's membership in these councils because she talked with the president of the local community college that resulted in coordinating computer classes for senior citizens. Mr. Wessells also networked today at the meeting of the Pacific County Council of Governments and made a connection with the Grays Harbor College representative to do something similar in our libraries in Pacific County. The WACERT list was distributed at today's meeting and the South Bend project is still on that list. Being on that list allows South Bend to apply for certain funds. Ms. Reng reported that the Thurston Regional Planning Council would hold its August 6 meeting at the TRL Service Center. She will speak to the group and take them on a tour of the Service Center. The theme of the tour is to show how centralized selection, acquisitions, processing, and cataloging is saving taxpayers money and enabling each community library to be as powerful as any big library would be in its ability to access information.

There was no further business and the meeting adjourned at 8:25 p.m.



President



Secretary