

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
William G. Reed Public Library, 710 W. Alder St., Shelton, WA 98584

August 25, 2004

I N D E X

<u>AGENDA ITEM</u> <u>NO.</u>		<u>Page No.</u>
1	Introductions	1
2	Approval of Agenda	1
3	Focus on Local Library	1
4	Correspondence/Public/Board Comments	
	A. Volunteer of the Week	2
	B. Public Comments	2
	C. Board Comments	2
5	Approval of Minutes	3
6	Director's Report	
	A. Mason County Literacy	3
	B. Timberland Reads Together	3
	C. Diversity Grant	4
	D. ALA Costs	4
	E. Family Cards	4
	F. Exploration of Benefits	4
	G. Public Services – Statistics/Service Stories	5
	H. Partnership Grants	5
	I. Westport Project	6
	J. South Bend Project	6
	K. Chehalis Project	6
	L. <i>Reaching Out to Religious Youth</i>	6
	M. Vacation	6
7	Unfinished Business	6
8	New Business	
	A. Declaration of Surplus Property	7
	B. Westport Application for Partnership Grant	7
9	Financial, Business Manager's Report/Voucher Approval	
	A. Financial, Business Manager's Report	7
	B. Payroll	7
	C. Other Vouchers	7
10	Reports to the Board	
	A. Foundation – Mother Goose	8
	B. Regional Planning Councils	8

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
William G. Reed Public Library, 710 W. Alder St., Shelton, WA 98584

August 25, 2004

MINUTES

BOARD MEMBERS PRESENT: Peggy Meyer, President; Edna Fund; Dick Nichols; Gene Weaver; Janelle Williams

BOARD MEMBERS EXCUSED: Art Blauvelt; Pat Shults

STAFF PRESENT: Corine Aiken; Bette Anderson; Jean Barnett; Liane Bascou; Jinny Burns; Judy Covell; Gwen Culp; Alex Duncan; Margo Eytinge; Leanne Ingle; Pam Johnson; Tim Mallory; Jodi Reng; Victoria Rexford; Tina Roose; Sandra Sebbas; Nancy Triplett; Carole Watson; Mike Wessells; Art Wuerth

GUESTS PRESENT: Herb Baze; Lynn Busacca; Sean Hanlon; Jim Hill; Wes Johnson; Rose Marshall; Winifred Paisley; Fred Rakevich; Irene Robbins; Carolyn Thiesen; Ben Trowbridge; Bill Valley; Claire Voskuhl; Marv Voskuhl

President Meyer called the meeting to order at 7:05 p.m.

AGENDA ITEM
NO.

- 1 Introductions were made.
- 2 Approval of Agenda

There were no additions or changes to the Agenda.

- 3 Focus on Local Library

Mr. Mallory said that the William G. Reed Public Library is built on the site where the Irene S. Reed High School once stood. Several commented that they had attended that high school, including TRL Board member Dick Nichols. Mr. Mallory introduced Bill Valley who had a special presentation. Mr. Valley said that the high school had a flagpole but it was removed when the William G. Reed Public Library was built. The high school classes of 1948 and 1953 installed a flagpole, including a small plaque at the base of the pole recognizing the installation. The plaque disappeared so the classes of 1948 and 1953 purchased a larger plaque that reads "In memory of Irene S. Reed High School donated by the classes of 1948 and 1953." The plaque was dedicated in 1993. Mr. Valley presented the plaque to Mr. Mallory, who in turn presented the plaque to the Mr. Trowbridge, who serves on the William G. Reed Public Library Board. Mr. Trowbridge commented that because of the history and since the library is such an important part of the community, this is a good place to have this plaque.

Mr. Mallory said the library has two strong partners. One is the Friends group that is providing the refreshments this evening. The other is Mason County Literacy. The library has about 100 meeting room uses per month by tutors and students. Mr. Mallory introduced Lynn Busacca of Mason County Literacy. Ms. Busacca said Mason County Literacy has had a strong partnership with Timberland for the past 13 years. When she helped start Mason County Literacy in 1991, she searched for a comfortable and private

- 3 place for students and was offered the room downstairs in the Shelton library. They are also tutoring at the Hoodspout Library and were recently provided with an office at the North Mason Library. They also have had a natural connection with a librarian on the literacy board of directors for the past 13 years, most recently Tim Mallory, who is the chair of their board and has a background in literacy programs. They work closely with Selina Gomez-Beloz on the bilingual talk time program where people speak with each other in Spanish or English. Ms. Busacca shared an example of how libraries and literacy have a natural affinity for one another. A student, who was reading at a 4th or 5th grade level, wanted to improve his reading. After about a month in the program he said he had to drop out because his family was complaining that he was away two nights a week. She suggested he bring his family to the library with him. They came every Wednesday night while he completed the program. Afterwards, he told her that they were continuing their ritual of coming to the library every Wednesday night. Ms. Meyer added that she first became aware of Mason County Literacy the year she served on United Way's distribution of funds board and continues to be very impressed by the organization. She is pleased that TRL can be such a good partner.

As a member of the Timberland Foundation Board, Ms. Busacca reported that the Mother Goose program would be provided in Mason County. This is an early literacy program where parents learn how to read to their children and do activities with their children. Along with fellow foundation board members, Patti Case and Jane Gruver, they will be building support for that program in Mason County.

4 Correspondence/Public/Board Comments

A. Volunteer of the Week

Ms. Reng announced that in the Sunday Olympian on June 20, Carolyn Thiesen was recognized as Volunteer of the Week. Ms. Thiesen has volunteered at the Service Center for over four years, helping in Collection Development. She checks the status of the last copy for adult fiction and audio-visual sections to ensure that we don't discard the last copy in the system and delete the record from the database. Ms. Thiesen also volunteers in communications, sorting and filing publicity from the various newspapers in our five-county area. Ms. Reng said there are three things that make Ms. Thiesen so valuable as a volunteer. First, she is dependable and always comes in as scheduled and gets right to work. Second, she knows her job well and pays attention to details. Third, her supervisors and co-workers enjoy working with her. Ms. Reng presented a plaque to Ms. Thiesen stating "Deer Creek Awards recognizes Carolyn Thiesen, a volunteer with Timberland Regional Library, for outstanding service to the community."

B. Public Comments

There were no public comments.

C. Board Comments

Mr. Nichols had nothing further to add to Ms. Fund's report last month regarding the ALA Conference. He commended Tim Mallory and Susan Hanson for their work in helping to organize the WLA Conference in Wenatchee. Sessions he attended included King County Library System's program where computer aficionados volunteer to teach computer use to

- 4C people in the library; Fort Vancouver Regional Library Director's presentation about that library's facilities development and its partnership with WSU in a two-year grant supported program of literacy instruction; Jefferson County Library's outreach program that focused mainly on their bookmobile service; North Central Regional Library's outreach wherein they mail out all of their materials; San Juan's Library's volunteer efforts. Mr. Nichols considered this conference first rate and he has materials he brought back that will be helpful in TRL's Long Range Plan process.

Ms. Fund reported on the outcome of the outreach that she and Carole Watson accomplished at the Southwest Washington Fair Senior Day. She thanked the TRL staff for their work in setting up displays, getting the word out and putting together promotional materials. She and Ms. Watson conducted six interviews for the Veterans History Project at the fair, including an interview of a Philippine guerilla. Ms. Fund will send a thank you note to the fair manager for being so accommodating, providing them with a tent, table, chairs, and electricity at no charge. In addition the fair manager provided free tickets and a coupon for a free ride to finishers of the Summer Reading Program. The fair manager is interested in TRL's assistance with the 100th anniversary of the SWWF in 2009. The August 25, 1909 "Daily Chronicle" included an article that "Sixteen Kansas corn-fed chorus girls of the big vaudeville show" will be providing entertainment at the first fair. Ms. Watson added that Ms. Fund's idea to hand out flyers about this project at the gate helped get the word out about the Veterans History Project.

5 Approval of Minutes

- 04-46 EDNA FUND MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JULY 28, 2004, AS DISTRIBUTED TO THE BOARD; GENE WEAVER SECONDED THE MOTION.

Ms. Fund noted that the action items were not included in the minutes. The recording secretary was instructed to include them in these minutes: (1) Jodi Reng will provide the Long Range Plan notebooks to the TRL Board by November 2004; (2) The book in which Mike Wessells wrote a chapter will be made available at the Board's September meeting.

MOTION CARRIED UNANIMOUSLY.

6 Director's Report

A. Mason County Literacy

See Lynn Busacca's report under Agenda Item 3.

B. Timberland Reads Together

Ms. Barnett reported that the TRL staff and Board were asked for ideas for Timberland Reads Together. This type of project where everyone reads the same book has been going on since 1998 when Seattle Public Library started it and it has expanded nationwide. A TRL staff committee reviewed the titles suggested for TRL's own program and selected "The Secret Life of Bees" by Sue Monk Kidd. Ms. Barnett presented copies of the book to the TRL Board including a reader's resource packet about the author, the book and why this particular book was chosen. The book is a coming of age story that appeals to all ages, is

6B available in several formats, and is being translated into Spanish. Ms. Barnett met the author recently at a book expo, told her that her book had been chosen, and invited her to come to tour TRL. Ms. Kidd agreed, although the tour will need to be arranged through her publicist. When the Board returns the books, they will be included in PageTurner kits for each library, which the staff will create. We hope to get various groups to come together in various places to talk about the book.

C. Diversity Grant

Ms. Roose reported that Selina Gomez-Beloz is continuing to teach TRL staff library Spanish. Spanish people throughout the district are very patient as staff practice their Spanish with them. Ms. Roose understands that Spanish-speaking clients of the Shelton Library are pleased to hear the library closure announcement in both English and Spanish. All libraries have signs that welcome people in Spanish and several other languages. TRL is purchasing more books in Spanish. We are reaching the end of this grant-funded project, which will conclude with a celebration of Mexican Independence Day in September.

D. ALA Costs

Mr. Weaver had submitted a written request to terminate the policy of paying American Library Association dues for Trustees and requested an accounting of all funds paid to ALA from TRL. Ms. Reng presented a document outlining TRL's costs for TRL Board memberships and institutional memberships in the American Library Association, Washington Library Association, and Pacific Northwest Library Association. TRL's membership to ALA includes membership to the Public Library Association and subscriptions to several valuable publications that we would not receive without that membership. The largest institutional membership is to WLA at an annual rate of \$9,000. Since TRL is one of the largest districts in the state, we carry a bigger responsibility to support WLA. Ms. Reng has determined that TRL does not have a policy regarding memberships to library associations. It was agreed to refer this matter to the Policy Review Committee, which will develop such a policy over the next several months.

E. Family Cards

Ms. Culp provided an update on the family library card project wherein family cards were split into individual cards. These cards are for patron records that represent several members of the family. If one record has several patrons on it, we only have the name and birth date of the primary cardholder. Since TRL has become CIPA compliant, we have to be very careful that we have the birth dates of minors. Signs went out to all of the libraries for posting in prominent places. The split resulted in 24,000 records transferring to 67,000 records. Of the 24,000 records, 16,000 had used their cards in the last three years, and only 8,000 used their cards in the last year. Since we discovered several problems with the family cards, the project has resulted in a cleanup of the database.

F. Exploration of Benefits

Ms. Duncan reported that TRL is investigating the PEBB medical plan and comparing it with the WCIF plan we are currently with. The premium rates for WCIF should be finalized soon. The PEBB rates should be available in two weeks. All staff have received information comparing the plans and are encouraged to share their comments with HR.

6F The Staff Association obtained the services of an outside benefits consultant to look at the various options and will share that information with TRL. The deadline to apply to PEBB is August 31. After that time we will wait for a decision from PEBB whether they will accept us. If the decision is made to stay with WCIF, we will need to revoke our notice to them. Ms. Meyer heard from a part-time staff member about the possibility of TRL offering a plan that would not wipe out her salary. Ms. Duncan said neither WCIF nor PEBB offer catastrophic plans but she is aware that WCIF is looking into this for the future because of the rise in health care costs. Ms. Reng suggested TRL could look into that type of plan or look into self-insuring in the future. Mr. Nichols said this is a significant item for the district and for the staff. He personally needs more information. It was suggested that Board members arrange individual meetings with HR staff. Ms. Reng pointed out that TRL only pays the staff's premiums and staff may at their own expense cover family members. As President of the Staff Association, Ms. Watson said that the Staff Association requested that Timberland look into PEBB. She requested that the Board members keep in mind that although PEBB may be cheaper for the district, it will cost staff more money out of pocket. Also, TRL has a voice in WCIF, whereas, that would not be the case with PEBB.

G. Public Services – Statistics/Service Stories

Ms. Roose presented the July 2004 statistics and service stories. She noted in particular the service story from Shelton where a woman donated books for the Friends' book sale that contained three family keepsakes. She requested them back and although two of them had been sold, the Friends Book Sales Coordinator managed to find the buyers who were happy to return them. Ms. Roose said that the Central Reference staff are conducting their own map study. Most of the calls come from people 75 and older and the next biggest number are people in the age group of 55-74. Ms. Fund said that several people she came in contact with at the Southwest Washington Fair were not aware that people could order materials online. She noted that the North River ESD site is way down in circulation compared to last year. Mr. Wessells speculated that the reason for the decline is that there have been changes in the superintendent and in staffing, and we did not do as many summer reading programs there this summer.

H. Partnership Grants

Ms. Roose provided documents that explain the context and history of financial participation with cities' library building projects. In 1974 the Board recognized that the quality of service is largely dependent upon adequate library buildings to house materials, equipment and staff to serve the residents. The first partnership committed funds of 10% of the expenditures for new or remodeled buildings to a maximum of \$1,000. In 1988 the Board adopted a new policy where the 10% was changed to \$10 per square foot and set aside money from unbudgeted forest tax revenues for this purpose. In October 2001, the Board adopted a new policy with no dollar amount attached but rather using criteria of availability of funds, suitability of project, the need for a larger, new or remodeled facility in a city with an existing building, or the need for a facility in a city without a building. Additional criteria are used within those conditions. In 2001 there was \$270,000 in unbudgeted forest tax revenue available for cities, and staff developed a formula in how to divide those funds among the four cities that made requests (\$135,000 allocated according to proportional costs of the project and \$135,000 allocated by scores based on the criteria). We have not had any requests since 2001. Mr. Nichols expressed concern that when new

6H requests come in that we have a consistent plan. The Facilities Planning Committee and the Budget Committee will discuss this topic further.

I. Westport Project

Mr. Wessells reported that the legal description of the property donated for a new Westport Library needs to be reviewed. It will be necessary to do a short plat and resurvey the land in order to make sure there is a clear title. Once this has been done, construction of the new library will begin.

J. South Bend Project

Mr. Wessells announced that the committee for the South Bend project has adopted the name of "Give the Library a Lift" as its campaign slogan. A brochure is being developed with pledge cards and other opportunities to donate to this project. Rocky Seaman, who was an engineer with the city and did a lot of work for the library, and was a big library user, passed away two years ago and his family has established a memorial fund in his name for the library.

K. Chehalis Project

Ms. Aiken reported that Corene Jones-Litteer has been working with the City of Chehalis on a Request for Qualifications to bring in engineers to perform a facilities inventory. Work is also going forward on a memo of understanding with the City of Chehalis so that once the facilities inventory is done, we can move forward on the project. An advisory committee has been formed which will meet early in September to discuss initial drawings for the interior of the building. Sizeable donations have been coming in from local businesses, a service club, and TRL staff and community members. Once we have more concrete figures on the cost of the project, which she anticipates will be early next year, we will be able to open the fundraising up more publicly. Ms. Aiken said that the library has been experiencing an increase in patrons.

L. *Reaching Out to Religious Youth*

Ms. Reng said that TRL is recognized as a library leader in the nation. One of the reasons we are well known is because our staff write articles for national publications. Ms. Reng announced that Mike Wessells has written a chapter in a book entitled *Reaching Out to Religious Youth*. The book is on order and she encouraged people to check it out.

M. Vacation

Ms. Reng announced that she would be on vacation four days after Labor Day. Tina Roose will be serving as Director in her absence.

The meeting recessed at 8:40 p.m. and reconvened at 8:50 p.m.

7 Unfinished Business

There was no unfinished business.

8 New Business

A. Declaration of Surplus Property

04-47 EDNA FUND 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; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Westport Application for Partnership Grant

Due to the delay in making sure there is clear title to the property, Mr. Wessells said this partnership grant application would be on the Board's September agenda. He distributed drafts of the application form and the conditions to be placed on the grant. The recipient of the donated land is the Westport Friends of the Library. The Friends will build the building and then will deed it to the City of Westport. TRL's attorney recommends that the partnership grant be made to the TRL Foundation because of the issue of giving public funds to a non-public sector organization. Mr. Wessells reviewed the conditions and noted that because of the large in-kind component in this project, he was unable to fill in the amounts at this time. Due to Mr. Nichols' concern that we have a good auditing trend on this project, Mr. Wessells will add a phrase to the conditions that the Foundation will be responsible for tracking this grant's expenditures. Ms. Sebbas said the Foundation's main concern is that TRL, the building head, and the Friends agree to expenditures from this account before the funds are released by the Foundation. Mr. Wessells requested the Board refer any concerns or questions about the grant to Ms. Reng. If the transfer of title does not take place prior to the Board's September meeting, he will request that the grant be made contingent on this transfer of title.

9 Financial, Business Manager's Report/Voucher Approval

A. Financial, Business Manager's Reports

Mr. Wuerth presented the Financial and Business Manager's reports. Timber revenues are coming in very well and he has enough months of receipts to be able to make projections.

B. Payroll

04-48 DICK NICHOLS MOVED TO APPROVE PAYROLL AND PAYROLL-RELATED VOUCHERS NO. 38387 THROUGH NO. 38604 FOR JULY 2004 IN THE AMOUNT OF \$842,231.12; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Other Vouchers

04-49 JANELLE WILLIAMS MOVED TO APPROVE VENDOR VOUCHERS NO. 76679 THROUGH NO. 76954 FOR AUGUST 2004 IN THE AMOUNT OF \$349,704.45; DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

10 Reports to the Board

A. Foundation – Mother Goose

See Ms. Busacca's report in Agenda Item No. 3.

B. Regional Planning Councils

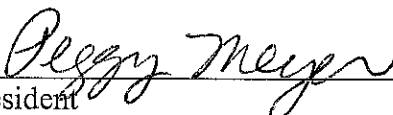
Mr. Wessells reported that a presentation by the Squaxin Tribe was provided to the Mason County EDC. The tribe has built a museum/library and TRL and tribal representatives have been discussing ways to interact with each other.

Mr. Nichols reported that the Thurston Regional Planning Council is continuing its work on transportation issues and what they call a vision/reality disconnect which addresses the differences between planning policy and what is really happening. TRL hosted TRPC's August meeting and Ms. Reng gave a presentation and took several in attendance on a tour of the Service Center. This was a valuable meeting because it drew out some possible relationships between TRL and the Chehalis Tribe in its literacy work, and TRL and the Thurston County Jail for some library services. The general result of TRL hosting that meeting was opening the eyes of government officials in Thurston County about the gem they have in the library and the partnerships that may be possible. He considered this marketing at its best.

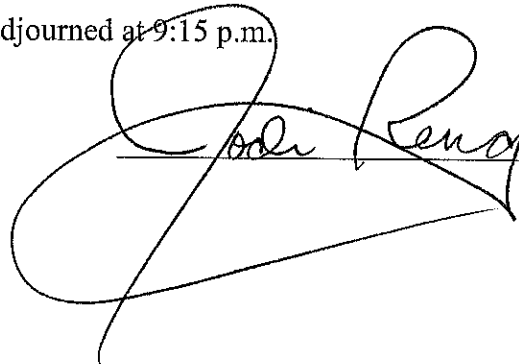
Mr. Nichols reported that Ms. Reng made a presentation to the Thurston County Commissioners. Commissioner Cathy Wolfe specifically mentioned attending the TRPC meeting at TRL and made several laudatory comments about TRL, and Commissioner Diane Oberquell talked about her feelings about TRL and commented on the good job the TRL Board did in hiring Ms. Reng as Director. They were very complimentary about how we are going about our Long Range Plan. Ms. Meyer reported that the presentation to the Mason County Commissioners went well and she was pleased that two of the commissioners accepted her invitation to attend tonight's meeting.

Ms. Fund reviewed the action items from this evening's meeting: The conditions document related to the Westport partnership will include statements that maintenance will continue to be provided by the City of Westport, that "land" be included in addition to the building as reverting to TRL if the city ceases to use the building as a branch of TRL, and that the Foundation will be named as the duly authorized agent. Ms. Meyer requested that action items be included at the end of meeting agendas as well.

There was no further business and the meeting adjourned at 9:15 p.m.



President



Secretary