

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Raymond Timberland Library, 507 Duryea St., Raymond, WA 98577

September 22, 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.    9/3/04 Letter from Victoria Wilson, Thurston County Corrections	2
	B.    Public Comments	2
	C.    Board Comments	2
5	Approval of Minutes	2
6	Director's Report	
	A.    County Commissioners	2
	B.    Chamber of Commerce Presentations	2
	C.    Bridge to Tomorrow	3
	D.    Washington Talking Book & Braille Library	3
	E.    Diversity Grant	3
	F.    Public Services – Statistics/Service Stories	4
	G.    South Bend Project	4
	H.    Washington Library Friends, Foundations & Trustees Association Friends Forum	4
7	Unfinished Business	
	A.    Westport Application for Partnership Grant	4
	B.    Medical Benefits	5
8	New Business	
	A.    Budget Committee Report	6
9	Financial, Business Manager's Report/Voucher Approval	
	A.    Financial, Business Manager's Report	6
	B.    Payroll	6
	C.    Other Vouchers	6
10	Reports to the Board	
	A.    Policy Review Committee	6
	B.    Foundation	6
	C.    Regional Planning Councils	7

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING

Raymond Timberland Library, 507 Duryea St., Raymond, WA 98577

September 22, 2004

MINUTES

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

BOARD MEMBER EXCUSED: Janelle Williams

STAFF PRESENT: Bette Anderson; Liane Bascou; Selina Gomez-Beloz; Iver Matheson; Kristine Pointer; Emily Popovich; Jodi Reng; Tina Roose; JoAnn Rucker; Sandra Sebbas; Bob Stalder; Liz Stroup; Jena Thrasher; Diantha Weilepp; Mike Wessells; Art Wuerth; Michelle Zilli

GUESTS PRESENT: Michael Bruce; Gene Hall; Randy Lewis; Ann Saari; Tory Young; Vicki Young

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

AGENDA ITEM  
NO.

- 1 Introductions were made.
- 2 Approval of Agenda
- 04-50 PAT SHULTS MOVED TO APPROVE THE AGENDA; GENE WEAVER  
SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 3 Focus on Local Library

Mr. Stalder, Raymond building supervisor, enjoys the part of his job working as youth services librarian in North Pacific County and occasionally on the beach. Emily Popovich is his assistant and a great teacher in training people on the Internet. She has taken this training to other libraries in the county as well. Both he and Ms. Popovich are very involved in the community and both belong to the Kiwanis. They go out to the schools and present book talks. For three years, books have been delivered to the Willapa Valley and Raymond Schools because it is so difficult for the kids to get to the library. The Kiwanis and Raymond Friends provided \$600 so they could purchase three boxes of books to take to the 4-6 grade classes to leave at each of the schools for three months. Since the Raymond and South Bend Libraries share so many resources, they combined their community chats for the Long Range Plan. Staff is pleased to have a new roof on the Raymond Library. They no longer have to take turns on Sundays emptying buckets of water.

During this presentation, Raggedy Ann and Andy dolls were delivered to Ms. Meyer. Anita Hawkins, President of the Oakville Friends of the Library, makes the dolls to raise funds for the Oakville Library.

4 Correspondence/Public/Board Comments

A. 9/3/04 Letter from Victoria Wilson, Thurston County Corrections

Ms. Meyer acknowledged a letter from Victoria Wilson, Thurston County Corrections, thanking TRL for the donation of paperback books for the inmates of the Thurston County Corrections facility. Literacy is a big problem in prisons and this type of donation is helpful. Ms. Reng said that TRL hopes to begin a partnership and cooperative arrangement with Thurston County Corrections. Ms. Stroup added that Central Reference answers questions everyday from prisons in all of the five counties TRL serves, with the largest number coming from Thurston and Lewis Counties.

B. Public Comments

Ms. Roose presented buttons to the TRL Board "I Love Libraries and I Vote."

C. Board Comments

There were no Board comments.

5 Approval of Minutes

04-51 DICK NICHOLS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF AUGUST 25, 2004, AS DISTRIBUTED TO THE BOARD; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Director's Report

A. County Commissioners

B. Chamber of Commerce Presentations

Ms. Reng reported that she has completed visits to four of the five County Commissions. Last week she made a presentation to the Pacific County Commissioners. Ms. Shults told the Commissioners about the service the library is providing to get people registered to vote. Next Monday Ms. Reng will visit the Lewis County Commissioners. These presentations have been very positive experiences and she has found that the Commissioners are pro library and are appreciative of the services the library provides. The Commissioners are interested in partnerships with the library to work within their respective communities.

Ms. Reng is also making herself available to speak to Chambers of Commerce. These presentations focus on the business resources that TRL makes available in the library and online.

Ms. Reng has been scheduling meetings with city managers/mayors throughout the district to discuss their needs for library facilities. She has already met with Lacey, Olympia and Tumwater officials and is scheduling meetings with other interested cities. Once she has completed these meetings, she will develop a list of each city's library needs for the Facilities Planning Committee.

6 C. Bridge to Tomorrow

Last Monday the building heads of the 27 TRL libraries met at the Service Center. They reviewed the common themes that Admin. staff had extracted from the community chats that were held throughout the district. They added to that list and also developed library responses to community needs. The building heads know what is happening in their communities and how the library can help people in each community. They came up with four common issues (literacy, diversity, community, economy) and discussed ways to respond in those four areas. All of this information will be placed in the notebooks that the Long Range Plan Committee will receive in early November to review for the Long Range Plan workshop on February 12.

D. Washington Talking Book & Braille Library

Ms. Reng recently met with a team of consultants that are working on the future of the Washington Talking Book & Braille Library and looking at the best and most economical ways to serve the sight impaired in the state. Ten percent of the people served by this facility live in TRL's service area. TRL may be involved in working out a partnership on how to best deliver these services. She was pleased that she was able to enlighten these consultants that libraries are more than just checking out books. Mr. Nichols said he recently became familiar with this great service and connected his mother-in-law with the library.

E. Diversity Grant

Ms. Stroup introduced Selina Gomez-Beloz, who has since November 1, 2003 served as TRL's Diversity Librarian through a grant-funded program. Ms. Gomez-Beloz was recently hired as Tenino's Community Librarian and is spending one day a week as the Diversity Librarian through the remainder of the grant. She has been teaching staff how to speak library Spanish, and helped acquire Spanish materials, prepare for the Fiestas to celebrate Hispanic Heritage Month at the Aberdeen, Centralia, Olympia, and Shelton Libraries, and translate signs into Spanish for the libraries. Ms. Gomez-Beloz said she has completed a needs analysis survey of organizations asking about the Latino communities they serve. The largest barrier to Latinos using libraries in Washington and in the U.S. is the lack of bilingual people to work with them. The majority of Latinos cannot find or are not aware that we have Spanish materials. Eighty-five TRL staff signed up to learn library Spanish and 73 completed the program. Fourteen staff participated in bilingual story time workshops. The Centralia, Olympia and Shelton Libraries will have Spanish computer instruction. The talk time programs are very popular and other libraries in the district are interested in conducting these programs as well. There has been an increase in library card applications among the Latino population. Some of the libraries are doing closing announcements in Spanish. Ms. Gomez-Beloz will complete her final report by the end of October, which will include survey results and comments from staff and patrons. Mr. Wessells said he is aware of several staff in his region that were so inspired by this project that they are taking Spanish classes on their own. A copy of "Bibliotecas para Todos Service Plan 2004" is attached to the original of these minutes.

6 F. Public Services – Statistics/Service Stories

Ms. Roose presented the August 2004 statistics and Service Stories. A copy of the Service Stories is attached to the original of these minutes. Although some of the information people request may seem frivolous, people have real life needs for this information. TRL staff go the extra mile to help people get the information they need. Ms. Roose noted that although statistics were down in some of the libraries in August, they are up overall from last year. In compiling some trend data for Ms. Reng in her talks to County Commissioners, Ms. Roose found that since 1998, there has been a large increase in library use, especially in computer use. Ms. Reng added that in spite of this growth, staff is managing to keep up with the increased workload.

G. South Bend Project

Mr. Wessells referred to the display of materials that are being used for the South Bend "Give the Library a Lift" campaign. He introduced Tory Young and Vicki Young. Tory Young, a member of the South Bend Library Friends, spoke of the importance of this project to the South Bend community. She works in the home services division of DSHS with the elderly and disabled and knows how much of a benefit a lift will be so that these people can access a public library. The South Bend Library had an entry in the local Labor Day parade that brought the project to the public eye and hopefully will help with fundraising for the project. Ms. Shults added that she was delighted with the library's entry in the parade. It was a good way to garner support for this project and she is sure it will generate a lot of interest. Ms. Rucker said she taught the children how to wave and yell out "Support your library. Give us a lift." They raised \$855 through fundraisers that weekend, and the Lutheran Church matched that amount.

H. Washington Library Friends, Foundations & Trustees Association Friends Forum

Ms. Reng reminded Board members to get their registrations to Ms. Bascou if they plan to attend the WLFFTA Friends Forum on October 23.

7 Unfinished Business

A. Westport Application for Partnership Grant

Mr. Wessells presented the Westport Application for Partnership Grant. He modified the conditions requested by the Board at its last meeting. Last Monday the TRL Foundation Board agreed to act in the capacity of receiving the grant and handling the funds. Mr. Hall, a member of the Westport City Council and the LEAP Committee heading up this project, displayed drawings of the exterior and interior of the new library. He said the Westport Friends of the Library have been working on fundraising for a new library for the past 36 years. The current Westport Library is 935 square feet and the new library will be 2,800 square feet. Mr. Hall said there has been a delay in the project due to the difficulty of getting a correct legal description of the property. Mr. Lewis said the problems with the legal description have now been taken care of and they are currently in the process of getting the boundary lines in, after which the property will be quit claim deeded to the Westport Friends. He said the city's position all along is that this is not a city project but a community project. Handling the project in this manner will allow the Friends to get more for their money because they will be able to use some volunteer labor whereas the city

7A could not. After the library is completed, the Friends will deed the property as a gift to the city.

04-52 ART BLAUVELT MOVED TO APPROVE THE TIMBERLAND REGIONAL LIBRARY FOUNDATION'S APPLICATION FOR TIMBERLAND REGIONAL LIBRARY'S PARTNERSHIP PROGRAM FOR LIBRARY FACILITIES FOR THE WESTPORT TIMBERLAND LIBRARY IN THE AMOUNT OF \$79,650; EDNA FUND SECONDED THE MOTION.

Mr. Nichols requested clarification on a couple of the items in the conditions document. He asked about the statements, "All such construction must be approved by TRL and the City of Westport, Washington. A condition of said building donation will be that if the City of Westport ceases to use the building as a branch of TRL, that title to and possession of the building and to the land donated with the building will revert to TRL." Mr. Wessells explained that we would review the plans, give feedback, and request necessary changes. This condition assures a long-term commitment so that we will not be investing a large amount in a building in case the city decides to use it for something else. In response to Mr. Weaver, Mr. Hall said there is no formal written agreement between the Westport Friends and the city. Mr. Wessells added that the Friends are very close to having the amount needed for this project.

MOTION CARRIED UNANIMOUSLY.

B. Medical Benefits

Ms. Thrasher said she has been working with the TRL Staff Association to investigate the possibility of joining PEBB, the state's medical plan. TRL currently participates in WCIF/WCIP. She was unable to get the actual rates from PEBB in time for this meeting so instead she figured PEBB's premiums based on their previous estimate. She presented a memo to the Board providing the comparison of rates and a summary of the feedback from staff, which overwhelmingly desires that we stay with our current plan. Both the Staff Association and management recommend that TRL continue with WCIF/WCIP in 2005. In response to Ms. Meyer, Ms. Thrasher said this type of comparison could occur annually. The assumption that PEBB will approve us may stand for some period of time but we would have to reapply. In the WCIP self-insured plan, we have given notice once. It is written into the bylaws that if we give notice a second time, it is our last chance.

04-53 ART BLAUVELT MOVED TO APPROVE THE HUMAN RESOURCES MANAGER'S RECOMMENDATION REGARDING MEDICAL BENEFITS, THAT IS, TO STAY WITH WCIF/WCIP IN 2005; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Ms. Thrasher will follow through to cancel our notice of intent to withdraw from WCIF. The good news from WCIF is that the dental rates are staying the same, the vision rates are going down and locked in for two years, and the term life insurance rates are going down. Ms. Thrasher announced that her term on the board for the self-insured plan was up, she ran for re-election and was reappointed.

8 New Business

A. Budget Committee Report

Mr. Wuerth reported that the Budget Committee (Art Blauvelt, Dick Nichols, and Pat Shults) met with staff last week to review the preliminary 2005 budget for all funds. They concentrated on capital funds and reviewed in detail the general fund revenues and reviewed timber revenues from the past and projections in the future.

9 Financial, Business Manager's Report/Voucher Approval

A. Financial, Business Manager's Reports

Mr. Wuerth presented the Financial and Business Manager's Reports. A major budget impact was the necessity to install a new septic system at the Amanda Park Library.

B. Payroll

04-54 DICK NICHOLS MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 38605 THROUGH NO. 38833 FOR AUGUST 2004 IN THE AMOUNT OF \$847,653.97; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Other Vouchers

04-55 ART BLAUVELT MOVED TO APPROVE VENDOR VOUCHERS NO. 76955 THROUGH NO. 77213 FOR SEPTEMBER 2004 IN THE AMOUNT OF \$314,860.64; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

10 Reports to the Board

A. Policy Review Committee

Ms. Shults reported that at this afternoon's meeting the Policy Review Committee finished the first full review of the Human Resources Policy. Some items in the policy will be referred to TRL's attorney. The committee also reviewed the Gift Policy and expects to present that policy to the Board for approval at its October meeting. The committee began a preliminary discussion on a policy of professional development and will continue that discussion at its next meeting on October 14, 1:00 p.m., at the Service Center.

B. Foundation

Ms. Sebbas announced that Secretary of State Sam Reed has been appointed to the TRL Foundation Board. She reminded the Board of the TRLF donor recognition event on October 16, 7-9 p.m., at the Service Center. Several individuals have been asked to provide an update on their various fundraising activities, e.g. Veterans History Project, Mother Goose Program, building campaigns. Ms. Shults suggested that the Westport Library plans and the South Bend banner be on display at the event.

10 C. Regional Planning Councils

Mr. Wessells announced that the Executive Director of the Grays Harbor Council of Governments has been invited to speak to the TRL Board at its October 27 meeting in Westport. TRL's membership in 2005 will have a budget impact since we will no longer provide in-kind services in lieu of dues.

Ms. Roose referred to the written report on the Lewis County EDC meeting on September 9 as reported in *The Chronicle* newspaper (attached to the original of these minutes).

Mr. Nichols attended the last meeting of the Thurston Regional Planning Council but there were no discussion or action items pertaining to TRL.

Action items from this evening's meeting:

Director will develop list of each city's library needs for the Facilities Planning Committee when she completes her visits with city officials

Action items carried forward:

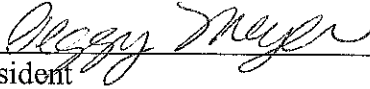
The next HR report will compare applicant data with census data

Indicate "new construction revenue included" on future budget projections

Long Range Plan notebooks will be provided to the TRL Board by November 2004

There was no further business and the meeting adjourned at 8:35 p.m.

\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary

