

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Westport City Hall Council Chambers, 506 N. Montesano St., Westport, WA 98595

October 27, 2004

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MINUTES

BOARD MEMBERS PRESENT: Peggy Meyer, President; Art Blauvelt; Dick Nichols; Pat Shults; Edna Fund (via teleconference)

BOARD MEMBER EXCUSED: Gene Weaver; Janelle Williams

STAFF PRESENT: Bette Anderson; Liane Bascou; Judy Covell; Gwen Culp; Ellen Duffy; Susan Hanson; Corene Jones-Litteer; Jodi Reng; Kathleen Ringenberg; Tina Roose; Liz Stroup; Valerie Talbert; Jena Thrasher; Mike Wessells; Art Wuerth

GUESTS PRESENT: Dorothy Adkins; Ann Brown; Gene Cook; Mary Cook; Vicki Cummings; Julie Dickson; Gene Hall; Jeremy Hawkins; Elenore McKee; Pat Nurney; Jan Quinn; Laura Stauffer; Jean Tweedie

The Board met in a 2005 Budget Workshop beginning at 6:05 p.m. Mr. Wuerth presented the preliminary budget dated October 20, 2004. A copy is attached to the original of these minutes. He reviewed the various funds—Building, Automated Circulation, Gift, and Unemployment Compensation. The Building and Automated Circulation funds are supported almost entirely by timber revenues. Mr. Wuerth reviewed the budgeted items which were requested for 2005, including funds to repaint the exterior of the Salkum Library, replace the sinks at the Service Center, an energy efficiency study, drive up book drops, and directional signage.

As we continue to fall from the maximum of 50 cents levy rate, we will need to use fund balances to maintain services until we hold a levy lid lift election to bring the rate back up to 50 cents, after which time we will begin to build up the fund balance again. Mr. Wuerth has been using as a benchmark the Department of Revenue's projections of how much cash draw down we can anticipate from loss of tax capacity due to the passage of I-747. In 2005 he estimates using \$206,000 from the fund balance, about \$25,000 less than DOR's estimate.

We budget a fixed amount from timber revenue in the general fund. Most of the other revenue is from property taxes. Mr. Wuerth has received preliminary valuation estimates from all five counties. Three of the counties have decreases in valuations (Grays Harbor, Lewis, and Pacific), one has a negligible increase (Mason), and the fifth (Thurston) shows an increase of nearly 10%. The overall district wide increase in assessed valuations is 5.63%, but we are limited to a 1% increase. He has calculated a levy rate for next year of 45.2 cents. He has calculated inflation at an average of 3%.

The salaries and benefits budget is based on existing staff plus calculations for a COLA and increments. He has included \$24,000 for substitutes related to training for one-time events, Readers Advisory and Horizon. The only increase in new staffing is for a .15 FTE for a temporary position in communications and 1.5 FTE for Library Aides in Thurston County to help keep up with the workload of getting materials back on the shelves. At Mr. Nichols' suggestion it was agreed to increase the FTE for Library Aides to 2.0 and not fill the extra .5 FTE unless absolutely essential. The benefits budget has been increased by 13.5%. Ms. Thrasher distributed a document showing the increases/decreases in health benefits. Retirement rates are increasing in 2005 and there will be an additional increase in

2006. TRL's liability insurance is remaining constant. We have budgeted for two new vehicles in 2005. The books and materials budget is 16% of the total budget per the Board's directive.

The budget includes \$50,000 for a classification study. The last classification plan was adopted in 1995 and implemented in 1996. Mr. Nichols suggested we don't begin a classification study until after the strategic plan is completed in the event there is a reorganization of the district. Ms. Meyer agreed that there is a timing issue and she has no problem with appropriating money for this in the budget, but would want more detail. Ms. Thrasher said that we would have to do a Request for Proposal that would outline what we want done.

The budget includes \$45,000 for Timberland Reads Together, which is a pilot project for TRL. Ms. Covell said we hope to establish partnerships for financial and in-kind support. This program has been very successful in libraries in other parts of the country. Funding is included in communications for the strategic plan and other marketing and public information efforts. Funds have been included in the budget for an audit by the State Auditor's office. Mr. Wuerth has budgeted \$2.50/gallon for gasoline. We will continue to try to economize in the facilities area.

The Budget Workshop ended at 7:00 p.m. and President Meyer called the regular meeting to order at 7:10 p.m.

AGENDA ITEM  
NO.

1 Introductions were made.

2 Approval of Agenda

04-56 ART BLAUVELT MOVED TO APPROVE THE AGENDA AS PRESENTED; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

3 Focus on Local Library

Ms. Ringenberg welcomed the Board to TRL's smallest library. Although Westport is the smallest library, statistically, they are the 17<sup>th</sup> busiest in the district. The community has been working for a new library for many years. Bit by bit, they are raising funds through donations and grants. The Westport Friends have held book sales, bake sales, raffles and bazaars over the years raising \$40,000. A committee called LEAP made up of Friends and community members began meeting regularly. With the help of grant writers, they have received grants from various organizations and donations from generous community members and businesses. TRL has graced the Friends with a grant as well. Verizon recently presented the library with a grant that will provide them with additional Internet computers. Ms. Ringenberg said she is very grateful for all of the support.

The meeting recessed at 7:20 p.m. for the purpose of watching the eclipse of the moon and reconvened at 7:25 p.m.

4 Grays Harbor Council of Governments Annual Report

Vicki Cummings, Executive Director of the Grays Harbor Council of Governments of which TRL is a member, talked about the role of the Grays Harbor COG in the community

4 and how it relates to the library system. The Grays Harbor COG has been serving the community since 1960. She encouraged people to visit their website [www.ghcog.org](http://www.ghcog.org) for more information. The COG is a community-based organization that exists solely because of its members who partner together to support their own and the larger community's needs. The COG is the only organization in the county that pulls all of these various groups together to discuss issues and solutions. Its most consistent task is fulfilling state and federal mandates to allow them to get funding for various planning projects. The COG has channeled over \$9 million into Grays Harbor County. It has brought to life several development projects in the region, most recently the Satsop Development Park. Today that site is run by the Grays Harbor Development Authority and has brought about 400 jobs to the region. The COG gathers a lot of data and uses it in a variety of ways, e.g., planning projects, developing grants, fielding calls for information from the public and businesses. The COG offers a full range of mapping services, which TRL has utilized. They are the only entity in the county that maintains a vast historical library of maps, many one of a kind. The COG is very beneficial for TRL. The library uses technology to reach its patrons and uses the roadways. If roads are not accessible and are too congested, it costs the library both time and money. New housing means more population, which means more users of the library, and a larger tax base. The COG can help the library in its planning through COG's data and transportation planning resources. TRL has been a voting member of COG since 1999. The COG has a library of planning documents, many of them historical, and they wanted to provide a way for the community at large and other agencies to have access to it. TRL staff helped catalog these materials into TRL's system and they have already had quite a bit of usage. Mike Wessells is TRL's representative to COG. Ms. Cummings said he has done an exemplary job of representing the library and is very proactive in bringing the needs of the library to the table. On behalf of the members of COG, she thanked TRL for being a member and hopes TRL will continue its membership in the future. Ms. Cummings introduced Gene Hall, who is the Chair of COG. Mr. Hall said that about half a billion dollars of development is going on in Grays Harbor County right now. He hopes that TRL will continue its membership with COG.

5 Correspondence/Public/Board Comments

A. Public Comments

There were no public comments.

B. Board Comments

There were no Board comments.

6 Approval of Minutes

04-57 DICK NICHOLS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF SEPTEMBER 22, 2004, AS DISTRIBUTED TO THE BOARD; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Director's Report

A. Community Presentations

Ms. Reng reported on community presentations that she and other staff have made the past month. On September 27 she spoke to the Lewis County Commissioners. Meetings with city officials, including the library building head in each respective area, were as follows: Aberdeen Mayor Mike Wilson; Shelton City Administrator Dave O'Leary; McCleary City Administrator Brian Shay; Centralia City Manager J. D. Fouts and Community Development Director Dennis Rhodes. Ms. Reng made a presentation to the South Lewis County Chamber, accompanied by Corene Jones-Litteer and Harriet Whisler. Corine Aiken and Alice Goudeaux spoke to the Chehalis School District teachers about TRL's database, with about 100 in attendance. A positive result of that presentation is that Ms. Aiken was asked to help a Chehalis Middle School librarian put on a Data and Dessert night for the 8<sup>th</sup> grade parents. Liz Stroup spoke to the Olympia Genealogical Society at Panorama City, with about 50 in attendance. Corene Jones-Litteer attended a lunch that was part of Brian Baird's tour of the new Valley View Medical Center in Chehalis. The director of the Center is interested in having a Connect Box placed there. Ms. Jones-Litteer also connected with representatives from DSHS and Work Source about a quarterly meeting of area service providers. TRL had booths at the zoo in Tacoma and at the Sand in the City event in Olympia. We are getting the word out in the communities about the library and letting people know that we are looking for partners and that our goal is to help communities be successful.

B. Summer Reading Program

Ms. Duffy reported on this summer's "Discover New Trails" summer reading program. This was the first summer that TRL joined the collaborative statewide reading program. TRL reached over 37,000 children, teens and families, through 630 different program events. The program drew over 14,000 participants with a 37.6% finisher rate. Youth services staff reached over 29,000 preschoolers through high school students during spring visits to the schools. Twenty-three of the TRL libraries used 224 teen volunteers who provided 2,360 hours of service. Ms. Duffy introduced Valerie Talbert, Youth Services Librarian at Aberdeen, who talked about the activities she developed for this summer's program that tied into the 200-year anniversary of the Lewis and Clark expedition. One of the activities was letterboxing, which was a popular program for families. There is a website [www.letterboxing.org](http://www.letterboxing.org) where people can find letterboxes worldwide. Another activity was getting a passport stamped at each library that encouraged families to learn about how large and diverse the TRL system is. Ms. Duffy's report is attached to the original of these minutes.

Ms. Duffy announced that the Paws to Read Pet Partners has established the first certified programming in libraries at TRL. The national center of this organization has been following TRL's success with this program and asked if we would consider being part of a movie in which Jane Goodall is involved.

C. All Staff Training Day

Ms. Thrasher reported that about 300 staff attended All Staff Training Day on October 11 at the Thurston County Fairgrounds. TRL Board members Edna Fund, Dick Nichols and

- 7C Peggy Meyer also attended. The day began with remarks from Ms. Meyer followed by Ms. Reng. Staff could attend two from a variety of 10 breakout sessions in the morning. The All Staff Training Day committee made a special presentation based on the Lewis and Clark theme. Two general speaker sessions were held in the afternoon.

D. Horizon Update

Ms. Culp reviewed the schedule of our migration to Horizon. We have already started training some of the staff and have been developing a schedule to train the other 240 staff in circulation. We are purchasing a laptop lab to take out in the district for hands-on training of six to eight staff at a time in four-hour sessions. Staff will have an opportunity to practice on a training server. Training will begin on November 12. We have also set up a way to do online training using the 13-party conference bridge on TRL's phone system. Equipment is coming in on a daily basis. The database server was installed today. Our database will be extracted on November 15. New computers and servers will be installed November 22 and the data will be loaded on November 29. The cutoff for patrons' use of the system will be at midnight on January 16. Monday, January 17, is a holiday and the libraries will be closed to the public on January 18 and possibly half a day on January 19. A demo of the new system will be provided for the TRL Board at its January 2005 meeting.

E. Donor Thank You Event

Ms. Reng reported that about 60 people attended the donor recognition event on October 16. One of the attendees commented on the important things the Foundation is funding such as Mother Goose and the Veterans History Project. She was impressed with the fact that the library staff is taking the time and effort to offer talk time in the libraries to help people learn to speak English. Mike Wessells told ghost stories into which he incorporated the importance of giving. It was the highlight of the evening.

F. Bridge to Tomorrow -- Update

Ms. Reng said we have been working since February on gathering information for the Long Range Plan, which we are calling the "Bridge to Tomorrow." The committee members will receive the notebooks next week. Each committee member is also receiving a suggested timeline to review the voluminous information prior to the workshop on February 12.

G. Public Services -- Statistics/Service Stories

The September 2004 and January-September 2004 statistics were presented, along with the September Service Stories. A copy of the Service Stories is attached to the original of these minutes. These stories continue to tell us the impact the library has on people's lives. The statistics indicate the continued increase in the use of the library.

8 Unfinished Business

There was no unfinished business.

9 New Business

A. Director Evaluation Schedule

The Board agreed to hold an Executive Session for the purpose of the Director's evaluation on either December 9 or December 14, at 6:30 p.m., at the Service Center, dependent on the other two Board members' schedules. One week prior to the meeting, the Director will provide the Board with her goals and accomplishments and future goals for next year. The Board will come to the Executive Session prepared with their comments, which will be pulled together into one document.

10 Financial, Business Manager's Report/Voucher Approval

A. Financial, Business Manager's Reports

Mr. Wuerth presented his Financial and Business Manager's Reports. We are within budget in expenditures and slightly ahead on revenues.

B. Payroll

04-58 ART BLAUVELT MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 38834 THROUGH NO. 39117 FOR SEPTEMBER 2004 IN THE AMOUNT OF \$844,871.65; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Other Vouchers

04-59 ART BLAUVELT MOVED TO APPROVE VENDOR VOUCHERS NO. 77215 THROUGH NO. 77538 FOR OCTOBER 2004 IN THE AMOUNT OF \$567,752.33; DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Wuerth announced that the retirement system has scheduled eight days next month to do an audit of our employees' records to make sure all employees are properly covered.

11 Reports to the Board

A. Policy Review Committee

The Policy Review Committee presented the Gift Policy for the Board's adoption. Ms. Anderson explained that this is primarily a rewrite of the existing policy into the preferred format with minor changes. A statement was added to establish the TRL Foundation as the preferred receiver of gifts for the library.

04-60 PAT SHULTS MOVED TO ADOPT THE GIFT POLICY DATED OCTOBER 27, 2004, WHICH SUPERSEDES THE GIFT POLICY ADOPTED ON OCTOBER 23, 2002; DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

A copy of the Gift Policy is attached to the original of these minutes.

11 B. Budget Committee

The 2005 preliminary budget presented during the Budget Workshop prior to this meeting is the same budget that the Budget Committee reviewed at its October 20 meeting.

C. Regional Planning Councils

i. Mason County Economic Development Council

Mr. Wessells reported that the Mason County Economic Development Council met with people from Grays Harbor County to talk about a funder that allows local businesses to apply for grants. Shelton Community Librarian Tim Mallory will let us know as soon as a new Executive Director for the Mason County EDC is on board and arrange for Ms. Reng to meet with that person.

ii. Pacific County Council of Governments

Mr. Wessells reported that the major focus at the Pacific COG's meeting today was transportation advances that will be happening in Pacific County, specifically in areas that will be affected by the new national park and terminus of the Lewis and Clark trail.

iii. Thurston Regional Planning Council

Mr. Nichols reported that TRPC is working on its budget, which is on the agenda for adoption at the November 5 meeting. TRPC is working on developing a diversity policy that will reflect the goals of the organization. At the last meeting TRPC concentrated on transportation projects, having to do more with alternatives that might help with the traffic flow as opposed to building more roads.

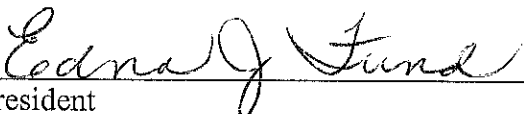
Action items from this evening's meeting:

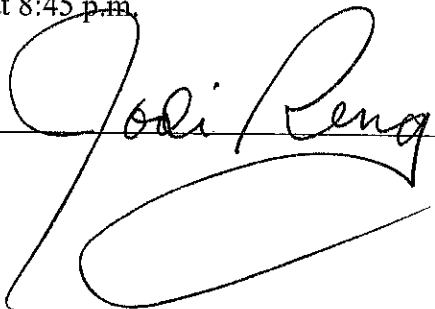
A demo of the Horizon system will be provided for the TRL Board at its January 2005 meeting

Action items carried forward:

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

There was no further business and the meeting adjourned at 8:45 p.m.

  
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President

  
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Secretary