

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Service Center, 415 Tumwater Blvd. SW, Tumwater, WA 98501

November 17, 2004

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MINUTES

BOARD MEMBERS PRESENT: Edna Fund, Vice-President; Art Blauvelt; Dick Nichols; Gene Weaver; Janelle Williams

BOARD MEMBERS EXCUSED: Peggy Meyer; Pat Shults

STAFF PRESENT: Bette Anderson; Liane Bascou; Judy Covell; Gwen Culp; Alex Duncan; Susan Hanson; Corene Jones-Litteer; Jodi Reng; Tina Roose; Sandra Sebbas; Liz Stroup; Art Wuerth

GUESTS PRESENT: Craig Hanson

The meeting was called to order at 5:40 p.m. Ms. Fund called for an Executive Session pursuant to RCW 42.30.110(g), to meet with TRL attorney Craig Hanson regarding negotiations with the TRL Staff Association. The Executive Session ended at 6:00 p.m.

The 2005 Budget Hearing began at 6:10 p.m. A copy of the Preliminary Budget is attached to the original of these minutes. Property taxes, contract fees and timber revenues make up most of the library's revenue. Salaries, wages and benefits represent 71% of expenditures. This is an increase of 1% over 2004 due to the cost of the COLA and benefits increases. The next largest expenditure is for books and resources at 16%. The budget contains five funds—General Fund, Building Fund, Automated Circulation Fund, Unemployment Compensation Fund, and Gift Fund. Mr. Wuerth said he doubled the amount in the Unemployment Compensation Fund, increasing it to \$200,000; \$100,000 would have been insufficient to cover claims if I-864 had passed, which would have caused a reduction in force. Timber revenues fully support the Building Fund and Automated Circulation Fund. Fifty-four percent of the Building Fund is budgeted for projects in city-owned buildings. Since the Board's Budget Workshop last month, Mr. Wuerth has added to the Building Fund money for an additional driveway out of the west end of the Service Center parking lot. There are plans by the City of Tumwater to redo Tumwater Blvd. after which staff would not be able to make a left turn onto Tumwater Blvd. from the current driveways. Mr. Wuerth anticipates the levy rate will be 45.2¢ per \$1,000 of assessed valuation. We can only levy a 1% increase because of I-747. Mr. Wuerth has received preliminary valuations from all five counties. Ms. Fund suggested showing expenditures in a pie chart as it was done in the 2003 Annual Report, wherein costs of administration were broken out from costs for library services. Mr. Blauvelt said that since TRL is a service organization, he sees no reason to disguise the fact that 71% of our budget goes toward salaries, wages and benefits. Ms. Fund said that when she worked for a state agency, this type of breakout was helpful in their community relations and helped reduce questions from the public. Mr. Nichols added that the percentage that TRL spends for salaries, wages and benefits is not out of line and is lower than many service organizations.

There were no public comments about the 2005 Budget. The 2005 Budget will be adopted by the Board at its December 22, 2004 meeting. The Budget Hearing ended at 7:00 p.m. After a break, Vice-President Fund called the regular meeting to order at 7:10 p.m.

1 Introductions were made.

2 Approval of Agenda

04-61 ART BLAUVELT MOVED TO APPROVE THE AGENDA AS PRESENTED;  
GENE WEAVER SECONDED THE MOTION. MOTION CARRIED  
UNANIMOUSLY.

3 Correspondence/Public/Board Comments

A. Public Comments

There were no public comments.

B. Board Comments

Mr. Blauvelt announced that he has written a letter to the Grays Harbor County Commissioners resigning as a Board member effective February 2005. He said he has enjoyed the 14 1/2 years he has served on the Board. He served an unexpired term for Karen Herrell, and according to statute he was eligible to serve two full seven-year terms. His second term expires in December 2006, but he feels it is time to retire and for someone else to be appointed. Ms. Reng said that TRL appreciates Mr. Blauvelt's strong leadership and voice for libraries and for guiding TRL through some difficult times.

Ms. Fund said she forwarded to Lewis County Commissioner Eric Johnson a service story from the Salkum Library about a woman who found her foster son through Internet at the library. She received a comment back from Mr. Johnson that it was a warmhearted story and good use of the Internet.

4 Approval of Minutes

04-62 DICK NICHOLS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD  
OF TRUSTEES REGULAR MEETING OF OCTOBER 27, 2004, AS  
DISTRIBUTED TO THE BOARD; ART BLAUVELT SECONDED THE MOTION.  
MOTION CARRIED UNANIMOUSLY.

5 Director's Report

A. Legislative Update

Ms. Reng reported that she attended the Washington Library Association Legislative Committee meeting last week. There are two issues that WLA will be recommending to the legislature. One has to do with library property tax levies and giving libraries an opportunity to go out for multi-year levy lid lifts up to six years. This legislation was passed by the last legislature for cities so adding libraries would not break new ground. Having to go back to the voters so frequently is very expensive, especially for a multi-county library district such as TRL. This legislation would also provide more dependable funding. The second bill that WLA plans to introduce has to do with gathering of signatures on initiatives asking that the list of names be made available to the public, that paid signature gatherers be required to put their name and contact information on each page

5A of the petition, and that paid signature gatherers be paid by the hour rather than by the number of names. The reason for this legislation is to reduce the possibility of fraud. Other taxing districts (fire, hospitals, counties, cities) are also interested in this legislation. A committee is working on a bill to introduce in 2006 having to do with early childhood literacy development or emerging literacy tying libraries and schools together and providing funding for programs.

B. Horizon Update

Ms. Culp reported that the servers for the new automated system have been shipped and are due to arrive tomorrow. The installer will be here on Monday. They will begin pulling the Dynix data on November 29 and start loading it into the new system. We purchased a wireless laptop training lab. The Circulation Supervisors were trained last Friday. Barb Durney, who is on Ms. Culp's staff, is doing the training. She is training every morning in the large libraries this week and the Circulation Supervisors are training in the afternoons. After staff in the large libraries are trained, Ms. Durney will start training staff in the smaller libraries. The training is going well and the attitude of staff is great. We will have a new self-checkout system. We are still evaluating touch screens on self-checkout. In response to Mr. Blauvelt, Ms. Culp pointed out that patrons will see changes. The indexing will be different and there will be more indexes. The new version of the public catalog will be very different. There will be lots of new functionality that we will not introduce to the public right away. In response to Mr. Nichols, Ms. Culp said that press releases will go out in mid December and there will be signs and notices throughout the libraries. Other suggestions were to invite reporters to the libraries, do radio interviews, get pictures of well-known people using the new system, and have ceremonies in each library when they reopen to the public. The libraries will be closed for the holiday on Monday, January 17, which is when the switchover to the new system will take place. The libraries will be closed to the public on the 18<sup>th</sup> and the morning of the 19<sup>th</sup>.

C. Bridge to Tomorrow Update

The strategic planning process is progressing. The three Board members on the Strategic Planning Committee (Dick Nichols, Gene Weaver, and Edna Fund) met with several staff and discussed strategies. The strategies have been categorized. Ms. Reng talked today with Peg Werner who will facilitate the February 12 workshop. Ms. Werner will be providing exercise materials for the Board at their December and January meetings which deal with strengths, weaknesses, opportunities and threats (SWOT). The staff facilities committee is developing a document of strategies to deal with facilities projects. The Board Facilities Planning Committee (Art Blauvelt, Janelle Williams, and Dick Nichols) will meet in early January to review the staff's document. Ms. Werner will take all of this information and commit it to paper for the workshop on February 12. Publication of the Long Range Plan should occur in early March.

D. Chehalis Project

Ms. Jones-Litteer reported that a contract was signed with Cal Jordan Associates for a facilities inventory at the Chehalis Library. Engineers looked at the building on Monday and we will have their report by December 15. We will then have a better idea of what the total project cost will be. Ms. Jones-Litteer announced that we received word today that the second pledge of stock from Mel Johnson was transferred to the TRL Foundation's account.

5 E. Once Sold Tales

Ms. Reng referred to Judy Covell's written report (attached to the original of these minutes) regarding Once Sold Tales. TRL has arranged with this company to sell withdrawn materials on Amazon.com after the materials have been offered to Friends groups for their book sales. The Olympia Friends will make a presentation at next spring's Friends & Boards Forum on their experiences with selling their donations on the Internet. Mr. Blauvelt asked if the proceeds from Once Sold Tales will be earmarked for anything in particular, e.g. to help fund the Friends and Boards Forum. Ms. Reng said that currently the money is going into the general fund, but she will discuss this further with the Admin. Team at its next meeting.

F. Public Services – Statistics/Service Stories

Ms. Roose presented the October 2004 Statistics and Service Stories. A copy of the Service Stories is attached to the original of these minutes. Mr. Blauvelt cited a story for a case he was working on where he received helpful information through Ask A Librarian. Ms. Reng mentioned a couple of incidents regarding use of library meeting rooms, which were not library sponsored programs, wherein people complained about political activities going on. It provided an opportunity to explain our meeting room policy and that libraries provide a forum where anyone can present his or her point of view. Ms. Reng said one reason we are compiling these service stories is because statistics are no longer the only accurate measure of what we do.

6 Unfinished Business

There was no unfinished business.

7 New Business

A. Librarian Exchange Program

Ms. Reng outlined a plan that has never been done in TRL before and she would like the Board's approval. The husband of a Lacey Library employee is currently working in Minnesota and flies home on the week ends. The employee requested an unpaid leave of absence so she could be with her husband in Minnesota. Ms. Reng called a friend who runs the Appleton Library in Minnesota to discuss the possibility of an exchange of librarians who have similar skill levels. This exchange would provide the employees with the opportunity to expand their abilities and learn new skills, provide a way for each library to get new ideas and fresh input, and allow the staff to continue being paid. The RLM for the region would deem which library the person would be working in. Her friend found someone at Appleton who is interested in an exchange. Each employee would pay his/her own expenses. The Board approved the plan.

B. Reciprocal Borrowing Agreement

Ms. Reng presented a draft of a Reciprocal Borrowing Agreement between TRL and Seattle Public Library. TRL's attorney has reviewed the agreement and the draft has been sent to Seattle Public for their Board's review. Ms. Reng requested the Board members review the

- 7B document and be prepared to act on it at the December meeting. This is a slightly different reciprocal borrowing agreement than we have with other libraries. In our current agreements, we ask for the person's address and identification and give them a TRL card, and vice versa. In this proposed agreement, the person will be required to show a Seattle Public Library card before a TRL card is issued and vice versa.

Ms. Reng has requested Susan Hanson to produce a colored map of the State of Washington indicating which areas TRL has reciprocal borrowing agreements with. This document will be used in presentations showing all the places in the state that TRL's card can be used.

8 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 on expenditures and over budget on revenues. He continues to project \$2 million in timber revenues in 2004.

B. Payroll

- 04-63 ART BLAUVELT MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 39118 THROUGH NO. 39352 FOR OCTOBER 2004 IN THE AMOUNT OF \$869,606.30; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Other Vouchers

- 04-64 JANELLE WILLIAMS MOVED TO APPROVE VENDOR VOUCHERS NO. 77539 THROUGH NO. 77817 FOR NOVEMBER 2004 IN THE AMOUNT OF \$449,477.40; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

9 Reports to the Board

A. Regional Planning Councils

Ms. Jones-Litteer reported that she attended the Lewis County Economic Development Council on the Veterans Day holiday. She heard reports that the City of Toledo is building a new city hall and community center; Cardinal Glass is starting their construction work, using about 20 different construction companies in Lewis County; a third-generation company that makes conveyor belts and systems for large companies, is moving its operation from San Diego, California, to Lewis County. The featured speaker was Elizabeth Stratton from the Washington State Department of Transportation, who talked about a commerce corridor for the State of Washington. A feasibility study was done by the legislature this year to look at a way to ease the freight traffic on I-5. The study indicated that there is not sufficient demand, interest or funding to have a corridor run from Vancouver to the Canadian border, but there are still discussions of the possibility of a toll road for trucks only from Lewis County near Highway 12 to I-90. There are about 20,000 trucks a day that cover that amount of distance compared to 6,000 a day that go from I-90 to the Canadian border. An economic forecast for 2005 will be out the end of November.

- 9A Ms. Jones-Litteer said that Chehalis Librarian Corine Aiken will be attending the 2005 Lewis County Economic Forecast Conference on November 30.

Mr. Nichols reported that TRL's fee for membership in the Thurston Regional Planning Council will be \$1,000, same as this year. Some other members' assessments have increased. TRPC presented its population and employment forecast. The percentage of employees that work in the government sector in Thurston County is going down. Although there is a population increase, state employment has leveled off somewhat. Health services are up. Thurston County is a commuter county with more people living in the county and commuting to King and Pierce Counties. A lot of people who work in King and Pierce Counties are moving to Thurston County, which is one of the factors driving up the average housing price. The population in Thurston County has gone up 17,000 in the past four years and it is predicted to increase another 38,000 in the next five years, which would be an increase of almost 25%. We also have a tremendous inflow from Lewis, Mason and Grays Harbor Counties, partly because of the health services and job growth. Mr. Nichols has provided to Ms. Reng a copy of the Thurston County Profile, which contains statistics that may be useful in our long range planning.

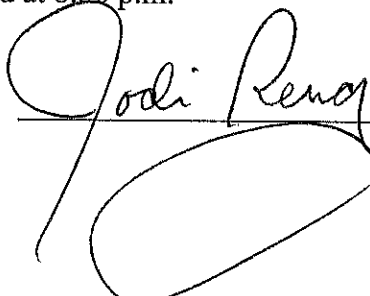
Action items carried forward:

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

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

There was no further business and the meeting adjourned at 8:30 p.m.

  
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President

  
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Secretary