

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

December 22, 2004

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MINUTES

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

STAFF PRESENT: Bette Anderson; Liane Bascou; Gwen Culp; Alex Duncan; Susan Hanson; Corene Jones-Litteer; Jodi Reng; Liz Stroup; Mike Wessells; Art Wuerth

The meeting was called to order at 7:00 p.m.

AGENDA ITEM

NO.

1 No introductions were needed.

2 Approval of Agenda

04-65 ART BLAUVELT MOVED TO APPROVE THE AGENDA AS PRESENTED; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

3 Correspondence/Public/Board Comments

A. Certificates of Appreciation

Certificates of Appreciation were presented to the following for their service on local library boards: Ellen F. Nelson and Mary Lacey, Elma; Marjorie Stage, Hoquiam; Sheryl John and Wes Cornelius, Winlock; and E. J. Curry, Yelm.

Ms. Meyer presented a Golden Tree Award to Liz Stroup, who is retiring December 31, 2004, in recognition of her extraordinary achievement in successfully leading Timberland's outstanding Central Reference Service, for leading the library community in Washington as an energetic innovator, champion and selfless mentor, and in appreciation of her dedication, professionalism, and strong focus on service.

Ms. Meyer presented a Golden Tree Award to Art Blauvelt, who is resigning from the TRL Board in February 2005, in recognition of his extraordinary achievement as a devoted leader on the TRL Board of Trustees for more than 14 years, for representing the best interests of the library district as a whole and of Grays Harbor County, for his enthusiastic support of the library's mission and of lifelong learning, and in appreciation of his dedication, professionalism, and strong focus on service.

B. Correspondence

The following letters were acknowledged: 11/21/04 letter from Mary B. Segawa, Executive Director of Together! on behalf of the members of the Ad Hoc Media Work Group of Partners for Children, Youth, and Families, thanking TRL for allowing Susan Hanson,

- 3B Communications Manager, to present a workshop on "Media Relations"; 12/4/04 letters from Sandy Carlson, WLA/PNLA Conference Co-Chair, thanking Susan Hanson for her work as Communications/Graphics Co-Chair, and Tim Mallory for his work as the Conference WEB Master & Interest Group Chair, at the joint conference in August, 2004; 12/15/04 letter from Linda M. Donaldson, commending the Central Reference staff for their work in helping her with her information needs and resources.

C. Public Comments

There were no public comments.

D. Board Comments

Ms. Meyer referred to the document "Direction to Executive Director From the Board of Trustees December 2004." The direction to Ms. Reng from the TRL Board is to conduct two comprehensive and systematic reviews in 2005 in anticipation of a possible levy lid lift election and to assure the Board that the way TRL operates is carefully examined and prudently managed: (1) a financial review to assure that we have done everything possible to control costs and use revenues carefully; and (2) an examination of the organizational structure to assure that the library district is flexible and able to deliver essential services in a creative and productive style in the least costly manner.

4 Approval of Minutes

04-66 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF NOVEMBER 17, 2004, AS DISTRIBUTED TO THE BOARD; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

04-67 JANELLE WILLIAMS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF DECEMBER 14, 2004, AS DISTRIBUTED TO THE BOARD; DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Director's Report

A. Horizon Update

Ms. Culp reported that we have 3 1/2 weeks before we move over to the Horizon system. She provided an update of the installation. We are on schedule and planning to take the system down the evening of January 16 and bring it back up midday January 19. Barb Durney, who is on Ms. Culp's staff, has trained about 200 staff herself, with the wireless laptop lab we purchased for that purpose. Staff are able to practice on a training server. Ms. Reng commended Ms. Culp and her staff on the good job they are doing. Ms. Hanson and Ms. Culp have developed a Q/A to be posted on our website and a press release will go out soon, to be followed up with media calls to talk about the system in more depth. The RLMs are setting up dates at each location for open houses in the libraries in March or April to which the public will be invited. The TRL Board will receive a copy of the schedule.

5 B. Grays Harbor Council of Governments

Mr. Wessells said that TRL has had an in-kind partnership with the Grays Harbor Council of Governments in lieu of paying dues. The project that the library has been working on for the COG is in its final stages of completion. Beginning January 2005, TRL will be assessed dues at \$2,500, which includes a voting membership and products. Mr. Wessells outlined advantages of continuing our membership—mapping, updated statistics such as population and demographics, qualification for grants (e.g., for Westport and Oakville), and an opportunity to stay in touch with officials in all of the cities TRL serves in Grays Harbor County. In response to a question from Ms. Shults, TRL's membership in Pacific County Council of Governments is \$1,500 per year. There was discussion about TRL's membership in Thurston Regional Planning Council, which is an associate membership at \$1,000 per year and provides us with a presence at the table but no work products or vote.

- C. Planning for Strengths, Weaknesses, Opportunities, Threats (SWOT) Exercises
- D. Strategic Plan Update

Ms. Reng said that originally we were envisioning a two-day Bridge to Tomorrow workshop. We agreed that we would have a one-day workshop and complete exercises prior to the workshop to help move us along. At the January 2005 meeting, the Board will complete an exercise regarding the budget. She presented the Board with the SWOT analysis document and requested they review it to prepare for the exercise. The information from this exercise will be included at the February 12 workshop. Ms. Reng distributed a document of definitions. We began this process with the idea of creating a Long Range Plan, which is used by agencies with very solid foundations and with very little anticipated changes. A Strategic Plan is used in an environment that is subject to constant changes. TRL is an organization that is constantly changing and we need to strategize how we will make these changes. Therefore, we are now referring to this process as a Strategic Plan and calling it the "Bridge to Tomorrow." A Mission Statement is a statement of our purpose. A Vision Statement is how we are going to carry out our mission. Once we know what our mission is and how we will achieve that mission, we will talk about shared values. A smaller strategic planning group made up of TRL Board members and key staff have met and determined the key elements of our vision—finances, facilities, people, collection, marketing, services and programs, community involvement, partnerships, and evaluation. At the workshop, we will create strategy statements for each of these key elements. Staff will then determine how we will fulfill those strategies. Ms. Reng distributed the agenda for February 12 and the strategic plan outline. After the workshop, staff will create a timeline that will list the activities and responsible parties. The facilitator will draft the plan for our review.

Mr. Nichols raised a question about the community chats, which contained a lot of similarities. There were discussions in those community chats that the library cannot do anything about, such as improve the economy, and there are issues that we need to deal with that were not identified in the community chats. He is concerned with the investment of time and materials in this process and making sure we have a mechanism where we can make priorities. Ms. Reng responded that the issues addressed in the community chats are not the only issues that will be addressed. We will strategize how much we can do and how we will do it. For example, staff will identify what we need in our collection to address the number of Spanish speaking people we have in our service area. We can help unemployed people. New outreach programs will need to be handled by volunteers because we do not

5C/D have the resources and staff to handle them. Ms. Meyer suggested we might wish to spend less time on the Mission Statement because we may not need to recreate it. Ms. Reng said the facilitator would guide us through the Mission Statement. Mr. Blauvelt suggested we should follow what other agencies do and have our Mission Statement posted on the wall of the Service Center Conference room.

E. Veterans History Project

Ms. Stroup reported that 83 veterans have been interviewed for the Veterans History Project since December 7, 2003. Each interview is taped, and each tape is duplicated in either DVD or VHS—one for the veteran, one for the Library of Congress, one for TRL's collection, and one for the Veterans History Museum in Lewis County. We are receiving excellent publicity. A recent article in the Olympian newspaper helped recruit 14 more veterans for interviews and 11 new volunteers to help with the project.

On a personal note, Ms. Stroup thanked everyone for what they have done for TRL. She said she first visited TRL almost 40 years ago when she was working at her first public library job at North Central Regional Library. Becky Morrison was Director and TRL was going through its library demonstration. Ms. Stroup said staff at all levels care a lot about the people and the services they are providing and TRL is a very special library. Ms. Fund added her thanks to Ms. Stroup for getting the Veterans History Project off the ground.

F. Public Services – Statistics/Service Stories

Ms. Anderson presented the November statistics and service stories. She noted that statistics are up in most areas, particularly in use of our electronic resources. The service stories highlight the library's impact on people's lives. A copy of the service stories is attached to the original of these minutes.

6 Unfinished Business

There was no unfinished business.

7 New Business

- A. (1) Increasing the 2004 regular levy from what was levied the previous year AND
(2) Certification of 2004 tax levy and levy rate for 2005 collection

04-68 DICK NICHOLS MOVED TO ADOPT RESOLUTION NO. 04-04 INCREASING THE REGULAR LEVY FROM WHAT WAS LEVIED THE PREVIOUS YEAR FOR THE 2004 REGULAR TAX LEVY FOR 2005 COLLECTION; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

04-69 DICK NICHOLS MOVED TO ADOPT RESOLUTION NO. 04-05 CERTIFYING THE TAX LEVY AMOUNT AND TAX LEVY RATE AND POPULATION FOR THE 2004 REGULAR TAX LEVY FOR 2005 COLLECTION; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 B. 2005 Budget

04-70 ART BLAUVELT MOVED TO ADOPT RESOLUTION NO. 04-06 ESTABLISHING APPROPRIATIONS OF \$17,240,000 FOR THE GENERAL FUND AND APPROPRIATIONS OF \$18,820,000 FOR ALL FUNDS; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

A copy of the 2005 budget is attached to the original of these minutes.

C. Non-Resident Borrower Fee for 2005

04-71 JANELLE WILLIAMS MOVED TO ESTABLISH THE NON-RESIDENT BORROWER FEE FOR 2005 BASED ON THE USUAL FORMULA, AT \$73 PER YEAR EFFECTIVE JANUARY 1, 2005, WITH THE OPTION OF A SIX-MONTH CARD AT \$37 OR A THREE-MONTH CARD AT \$19. A ONE-MONTH CARD WOULD BE AVAILABLE FOR \$7 FOR PATRONS WHOSE SPECIAL CIRCUMSTANCES MAKE PURCHASING A THREE-MONTH CARD UNDESIRABLE. ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

D. Contract between Timberland Regional Library and the Timberland Regional Library Staff Association

04-72 EDNA FUND MOVED TO ACCEPT AND RATIFY THE AGREEMENT REACHED BETWEEN NEGOTIATORS FOR TIMBERLAND REGIONAL LIBRARY AND THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION AS NEGOTIATED. UPON WRITTEN NOTICE OF ACCEPTANCE AND RATIFICATION BY THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION, THE BOARD PRESIDENT AND THE DIRECTOR ARE HEREBY AUTHORIZED TO EXECUTE THE AGREED UPON COLLECTIVE BARGAINING AGREEMENT ON BEHALF OF TIMBERLAND REGIONAL LIBRARY. ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

E. 2005 Salaries for staff not represented by the Staff Association

04-73 PAT SHULTS MOVED TO GRANT, EFFECTIVE JANUARY 1, 2005, A 3% SALARY INCREASE TO STAFF NOT REPRESENTED BY THE STAFF ASSOCIATION (EXCLUDING THE DIRECTOR), PLUS THE PAYMENT BY EMPLOYER OF THE PREMIUM AMOUNT FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION TO A MAXIMUM OF \$486.66 AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS. ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

F. 2005 Salary for the Library Director

04-74 ART BLAUVELT MOVED TO GRANT, EFFECTIVE JANUARY 1, 2005, AN ANNUAL SALARY OF \$100,940 FOR THE LIBRARY DIRECTOR, PLUS \$200 PER MONTH AUTOMOBILE ALLOWANCE FOR USE OF HER PERSONAL VEHICLE IN WESTERN WASHINGTON, PLUS THE PAYMENT BY EMPLOYER OF THE PREMIUM AMOUNT FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION TO A MAXIMUM OF \$486.66, AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS. DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7F Ms. Meyer stated that the salary represents a 3% increase over the Director's 2004 salary.

G. Adoption of Meeting Schedule for 2005

04-75 PAT SHULTS MOVED TO ADOPT THE RECOMMENDED 2005 MEETING SCHEDULE OF THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES, EXCEPT FOR A CHANGE IN THE DECEMBER MEETING DATE FROM DECEMBER 28 TO DECEMBER 21. JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The meeting schedule in 2005 is as follows:

January 26	Tenino	July 27	Ilwaco
February 23	Service Center	August 24	Winlock
March 23	Service Center	September 28	Yelm
April 27	Tumwater	October 26	South Bend
May 25	North Mason	November 16	Service Center
June 15	Elma	December 21	Service Center

H. Election of Officers for 2005

04-76 PAT SHULTS MOVED TO ELECT EDNA FUND AS TRL BOARD PRESIDENT AND DICK NICHOLS AS TRL BOARD VICE-PRESIDENT FOR 2005; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Nichols commended Ms. Meyer for the outstanding job she has done as President of the TRL Board the past year.

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 under budget on expenditures and over budget on revenues. He no longer projects a target of \$2 million in timber revenues in 2004 due to a weak fourth quarter.

B. Payroll

04-77 ART BLAUVELT MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 39353 THROUGH NO. 39589 FOR NOVEMBER 2004 IN THE AMOUNT OF \$872,874.94; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Other Vouchers

04-78 ART BLAUVELT MOVED TO APPROVE VENDOR VOUCHERS NO. 77818 THROUGH NO. 78125 FOR DECEMBER 2004 IN THE AMOUNT OF \$398,923.53; DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

9 Reports to the Board

A. Regional Planning Councils

Mr. Wessells reported that at the last meeting of the Mason County Economic Development Council, Tim Sheldon, who has served as Executive Director of the EDC for the past 15 years, made a farewell speech and introduced the new EDC director, Matt Matayoshi, who is coming direct from the Lewis County EDC. Mr. Sheldon reported on what has happened in the council for the past 18 years including the statistic that taxable retail sales have tripled in less than 20 years.

Mr. Nichols reported that the Thurston Regional Planning Council is working with a number of other agencies on various interest areas for the next legislative session, including the Washington Library Association. Their goal is to get a legislative package organized with other agencies, so that TRPC can help support some of these interest areas. Mr. Nichols referred to statistics from the Thurston County Profile. Since 2000, 68% of the increase in population in Thurston County is in-migration. The average house in Thurston County averaged \$200,000 in 2003 and is at \$240,000 this year. The Lacey, Olympia, Tumwater, Thurston sewer treatment alliance called LOTT and the Thurston County EDC are considering joining TRPC. TRPC is trying to work out an arrangement to keep the Port of Olympia as a member.

B. Other

Mr. Blauvelt commended Ms. Reng on her response to a "Patron's Opinion on Library Resources" regarding *Daddy's Wedding*. He recalled one of the first resource controversies the TRL Board handled was *Daddy's Roommate*.

Mr. Nichols asked about the report that Ms. Reng sent to the TRL Board from Cal Jordan Associates regarding the assessment of the Chehalis Library building. Ms. Reng said she will be contacting each Board member individually within the next few days regarding their reactions to the report and recommendations. A meeting is scheduled next week in Chehalis among TRL and city staff to discuss the next steps.

Ms. Fund reviewed the action items from this meeting.

Director will complete a financial and organizational review by December 2005 per the "Direction to Executive Director From the Board of Trustees December 2004."

The Regional Library Managers will provide a calendar of events of open houses for the new Horizon system to the TRL Board by January 2005.

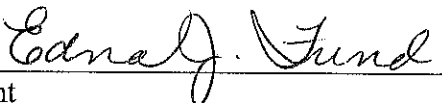
The TRL Board members will complete the SWOT Analysis at its January 26 meeting.

Action items carried forward:

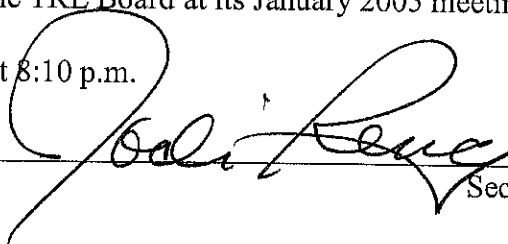
Director will develop list of each city's library needs for the Facilities Planning Committee when she completes her visits with city officials

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 8:10 p.m.



President



Secretary