

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Tenino Timberland Library, 172 Central Ave. W., Tenino, WA 98589

January 26, 2005

MINUTES

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

BOARD MEMBER EXCUSED: Art Blauvelt

STAFF PRESENT: Corene Aiken; Bette Anderson; Liane Bascou; Jinny Burns; Beth Caldwell; Gwen Culp; Ellen Duffy; Selina Gomez-Beloz; Susan Hanson; Cheryl Heywood; Corene Jones-Litteer; Jodi Reng; Tina Roose; Jena Thrasher; Mike Wessells; Art Wuerth

GUESTS PRESENT: John Braun; Judith Fuller; Karol Jump; Richard Meigs

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

AGENDA ITEM

NO.

- 1 Trustee Nichols led the Pledge of Allegiance. President Fund read the library district's Mission Statement.
- 2 Introductions were made
- 3 Approval of Agenda

Ms. Shults requested an addition to the Agenda under New Business to discuss an appropriate venue for Agenda changes.

- 4 Focus on Tenino

Ms. Gomez-Beloz said she has been the Tenino Librarian since May last year. She invited everyone to look at the scrapbooks, and the display of photos that the Tenino Friends created providing a historical look at the Tenino Library. The Town of Tenino has had a library since 1925 and joined TRL in 1972. Ms. Gomez-Beloz is the fourth librarian at Tenino since 1925. The Tenino Board and Friends are wonderful supporters and advocates for the library. The current library used to be a bank, which the city purchased in 1984 and remodeled for the library. The library moved into its new quarters in January 1987. The library was expanded in 1996 which the Friends helped fund. There are several plaques throughout the library indicating the donations that have been made to the library. The Tenino Friends provided the library with a new circulation counter, and, along with the city, purchased a new air conditioner. The Tenino Library is vital to the community and is heavily used. Staff are very active in community outreach and hand deliver senior connect boxes. Several home-schooled families use the library, which is the only place in south Thurston County that has a home-school meeting time. More Latino families are coming to the library. The library takes part in several community activities such as Oregon Trail Days and Winter Fest.

5 Correspondence/Public/Board Comments

A. Certificate of Appreciation

A Certificate of Appreciation was presented for Elisa Sunflower, who has completed her term on the Centralia Library Board. Ms. Sunflower has been an active supporter of the library.

B. Public Comments

Mr. Wessells said that Kyle Rogers, a senior at the South Bend school, entered a contest "The Quest Leadership Challenge" in which he wrote an essay. Mr. Rogers won an award of \$500 for the charity of his choice. He chose the South Bend Library Lift project. Mr. Wessells presented the check to the TRL Foundation. Ms. Shults said there will be some publicity where an enlarged reproduction of the check will be available. The Foundation will send Mr. Rogers a thank you letter for his contribution.

C. Board Comments

There were no Board comments.

6 Approval of Minutes

05-01 PEGGY MEYER MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF DECEMBER 22, 2004, AS DISTRIBUTED TO THE BOARD; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

05-02 DICK NICHOLS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF DECEMBER 31, 2004, AS DISTRIBUTED TO THE BOARD; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Director's Report

A. Grays Harbor Trustee Candidates

Ms. Reng announced that five people have applied for the position of TRL Trustee for Grays Harbor County--Mary Ann Quigg, Floyd Wesley, Jennifer Wieland, Jo-Ann Andrews, and Eileen Sterling. Ms. Reng will notify the Board when interviews are scheduled.

B. Junior PageTurners

Ms. Duffy introduced Beth Caldwell, Youth Services Associate at Olympia. Ms. Caldwell implemented Junior PageTurners when she worked at the Lacey Library. The Junior PageTurners project had its beginnings in Pacific County after Raymond Librarian Bob Stalder returned from a workshop with a book on which the project is based. Ms. Caldwell said the book contains the prototype for 15 different kits. The kit includes a user-friendly manual and describes what to do for a Junior PageTurners program. Each program is a

7B mini celebration of a book. We have many titles to choose from, plus some staff have come up with kits of their own to celebrate other books. About 12-15 children, first through third grade, are included in each session. Each child is given a book to take home and read and come back a week later for the program. They begin with an icebreaker activity. They then discuss the author and illustrator. Ms. Caldwell usually displays other books by the same author and illustrator for the children to check out. They then discuss the book they have read. The kits contain questions that are designed to develop the children's thinking skills to a higher level. Since some of the children are better readers than others, the staff make sure that the atmosphere is comfortable and non-threatening. After the book discussion, the group moves into a game, after which the children do a craft activity so they have something to take away from their experience. The goal of the program is to build literacy skills and get the children excited about coming back to the library and make them lifelong learners. Currently we have 16 kits and about half of the TRL libraries are using them. The program is becoming incredibly popular. In fact, the Tenino library has had to go from having a program once a month to twice a month. Ms. Duffy added that we plan to develop a similar program that appeals to grades 4-8.

C. Mary Prophit

Ms. Roose provided an update on Mary Prophit, a Mountain View Library staff member, who is currently serving as a Major in the Army Reserves in Mosul, Iraq as commanding officer of a unit working with civilians. Her unit works with a platoon of the Iraq National Guard. Ms. Prophit has kept us informed through email. She wants to attend library school and she is thinking about projects she could do in Iraq on which to write a thesis for library school. Ms. Roose will check to see if Ms. Prophit would welcome emails.

D. Library Legislative Day

Library Legislative Day is on February 17. Meetings will be set with legislators that represent TRL's service area. Talking points will be made available. A bill, which the Washington Library Association is supporting, will be introduced having to do with establishing early childhood development and literacy programs. Ms. Reng will send the TRL Board information about the bill.

E. Horizon Update

Ms. Culp reported that the system is up. From her and her department's point of view, the transition went quite well considering it was a complicated conversion and each part of it had to come over one at a time. She and others commended the good work of her staff over the past several weeks in getting ready for the conversion and handling all of the last minute details. There have been a few problems. Holds, for instance, was a challenge because TRL has so many compared to other library systems. We also brought up a version of self-checkout that has never been used before. Ms. Culp said that the vendors were great to work with, provided excellent support, and worked around the clock dealing with problems immediately. Several commented on how well the staff in the libraries met the challenges with patience and positive attitudes, and how they have supported each other. The patrons have been very patient and understanding, especially once they understood what was happening.

7 F. Contest

Ms. Reng said that in discussions about a marketing plan, we have determined that we need a slogan to kick off our advertising campaign. We have decided to have a contest and open it up to the staff and public. Ms. Reng will provide out of her own pocket a prize of \$100 for the idea that results in the slogan. Susan Hanson will develop the announcement and rules of the contest. The Administrative Team will review all of the entries and decide the top ones, which Ms. Hanson will review to determine which ones will work graphic wise. The TRL Board will decide the winner.

G. Public Services – Statistics/Service Stories

Ms. Roose presented the December 2004 and the year-end 2004 statistics and the December Service Stories. She noted that nearly all categories in 2004 have increased over 2003. Ms. Fund asked about the reference and instruction statistics in the libraries since she understood they would go down once Central Reference (CR) was up and running. She noted that CR statistics have increased. Ms. Roose said many reference phone calls to the libraries are transferred to CR. More people are walking into the libraries and asking more questions. Ms. Shults asked about the ESD sites. Ms. Reng said that the Regional Library Manager's will take over working with the ESD sites. We need to establish firmer partnership arrangements with the Superintendents. The RLMs will nurture those partnerships with the goal of establishing more open hours for the public.

8 Unfinished Business

A. Strengths, Weaknesses, Opportunities, Threats (SWOT) Exercise

At last month's meeting, the Board was asked to prepare for this exercise as it relates to TRL's budget. This information will be used at the February 12 Strategic Plan workshop. One of the biggest challenges TRL faces is dealing with the budget as the demand for services increases and funding decreases. When libraries first started, their primary goal was preservation of materials. We still do that and so much more, e.g., education, information, collection, Internet, recreation, programs, a meeting place. The Board and audience completed the exercise, listing TRL's strengths, weaknesses, opportunities, and threats regarding the budget. Some of the items were listed under more than one category.

The meeting recessed at 8:45 p.m. and reconvened at 8:55 p.m.

9 New Business

A. State of Washington Deferred Comp

Ms. Thrasher said that TRL has an opportunity to offer the State of Washington Deferred Compensation program to the employees as an additional benefit at a minimal cost of payroll staff time. This plan will be in addition to the plan that TRL already offers and will provide employees with more options. Employees may take part in both plans as long as they don't go over the established limit.

9A
05-03

PAT SHULTS MOVED TO ADOPT RESOLUTION NO. 05-01 REQUESTING APPROVAL BY THE DEPARTMENT OF RETIREMENT SYSTEMS, DEFERRED COMPENSATION PROGRAM TO PARTICIPATE IN THE STATE OF WASHINGTON DEFERRED COMPENSATION PROGRAM; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. TRL Board Committee Appointments

The following are the TRL Board Committee appointments in 2005: Dick Nichols and Pat Shults will continue on the Budget Committee, with John Braun as the third member when he joins the TRL Board. Gene Weaver and Dick Nichols will serve on the Services/Facilities Planning Committee. Edna Fund, Pat Shults and Peggy Meyer will continue serving on the Policy Review Committee. Dick Nichols and Pat Shults will serve as TRL Board representatives on the TRL Foundation Board. There will no longer be a Strategic Planning Committee since the full Board will be taking part in the Strategic Plan workshop on February 12. Peggy Meyer will serve on the new Organizational/Classification Study Committee. Once the appointment is made, the new Board member from Grays Harbor County will be offered an opportunity to serve on the Services/Facilities Planning Committee and the Organizational/Classification Study Committee.

C. TRL Board Conference Attendance

Ms. Meyer plans to attend the ALA Conference in June and the WILL Conference in September. Ms. Shults is considering the ALA Conference and WILL Conference. Ms. Fund plans to attend the WILL Conference. Ms. Reng requested confirmation of any conference attendance by Board members as soon as possible so we can coordinate hotel accommodations. This year a staff member will act as a mentor for the Board members to make sure they have a good conference experience.

D. Venue for Agenda Changes

Ms. Shults reported that today the Policy Review Committee discussed the TRL Board agenda and how changes have been made to the agenda in the past. The committee talked again about the possibility of a consent agenda. A document currently exists that the Board approved wherein Board members may submit agenda items to the President or Director two weeks prior to the meeting. Ms. Meyer suggested we still need flexibility. It was agreed that this matter will be on the Board's February 23 agenda.

10 Financial, Business Manager's Report/Voucher Approval

A. Financial, Business Manager's Reports

Mr. Wuerth presented the Financial and Business Manager's reports. The end-of-the-year Financial report indicates that we were under budget in expenditures and revenues were slightly above estimates.

10 B. Payroll

05-04 PEGGY MEYER MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 39590 THROUGH NO. 39814 FOR DECEMBER 2004 IN THE AMOUNT OF \$874,493.76; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Other Vouchers

05-05 DICK NICHOLS MOVED TO APPROVE VENDOR VOUCHERS NO. 78126 THROUGH NO. 78386 FOR JANUARY 2005 IN THE AMOUNT OF \$414,410.02; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

11 Reports to the Board

A. Policy Review Committee

Ms. Shults reported that at today's meeting, the Policy Review Committee had their first review of the Volunteer Policy. She believes this policy will be ready to present to the Board at its February 23 meeting. The committee continued its review of the Human Resources Policy. Some legal questions will be sent to TRL's attorney regarding that policy. The HR policy may be ready for the Board's review in a couple of months.

B. Regional Planning Councils

Mr. Wessells reported that the Grays Harbor Council of Governments did not meet in December. The Economic Development Council held its annual State of Grays Harbor breakfast with 130 people in attendance, including public officials, elected officials, and business people. Grays Harbor County is moving up economically. TRL will probably be affected by an increase in construction projects and a plan to harvest a lot of timber on state lands in the county this year. Ms. Shults asked about an upcoming function in the near future involving Pacific and Grays Harbor Counties. Mr. Wessells said it is called Light Two and a meeting is scheduled next week at Grays Harbor College that he plans to attend. The idea of the meeting is to look at the positive things that are happening rather than looking at the areas as economically depressed.

Mr. Wessells said the Pacific County Council of Governments met today. One item of possible relevance to TRL's couriers is related to major chip sealing and paving on several highways this summer.

Mr. Nichols reported that two new members have joined the Thurston Regional Planning Council, LOTT as a full member and Puget Sound Regional Council as an associate member. TRPC is working on getting the Port of Olympia back as a member. Mr. Nichols volunteered to serve on a committee that is looking at the rules, bylaws, organization, memberships, and dues structure.

Ms. Shults reviewed the action items from this meeting.

Jodi Reng will email to Board prior to Library Legislative Day the legislative bill establishing early childhood development and literacy programs
The Board will continue its discussion of the Board's agenda at the February 23, 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

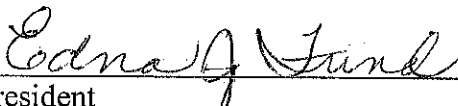
A demo of the Horizon system will be provided for the TRL Board at its February 2005 meeting

Director will complete a financial and organizational review by December 2005 per the

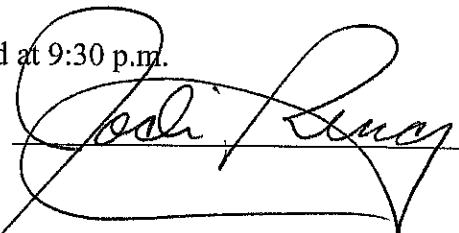
"Direction to Executive Director From the Board of Trustees December 2004."

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

There was no further business and the meeting adjourned at 9:30 p.m.



President



Secretary