

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

February 23, 2005

MINUTES

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

BOARD MEMBER EXCUSED: Pat Shults

STAFF PRESENT: Bette Anderson; Liane Bascou; Gwen Culp; Ellen Duffy; Susan Hanson; Corene Jones-Litteer; Jodi Reng (via teleconference); Sandra Sebbas; Jena Thrasher; Mike Wessells; Art Wuerth

GUESTS PRESENT: Jo-Ann Andrews; Janelle Williams

President Fund called the meeting to order at 6:15 p.m. She called for an Executive Session pursuant to RCW 42.30.110(g) for the purpose of discussing the Library Director evaluation process. The Executive Session ended at 6:40 p.m. Ms. Fund called the regular meeting to order at 7:00 p.m.

AGENDA ITEM

NO.

- 1 Mr. Nichols led the Pledge of Allegiance. Ms. Fund read the First Amendment.
- 2 Introductions were made
- 3 Approval of Agenda

Ms. Fund requested an email message from Eric Keith of Dynix be added under correspondence.

05-06 ART BLAUVELT MOVED TO APPROVE THE AGENDA; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 4 Correspondence/Public/Board Comments

A. Golden Tree Award

Ms. Fund presented a Golden Tree Award to Janelle Williams "In recognition of your dedicated and meritorious service as a leader on the Timberland Regional Library Board of Trustees for more than 11 years. You are a strong advocate of the library as a social institution open to and of service to all Americans."

Ms. Meyer said she has admired Ms. Williams for her strong stance in favor of the First Amendment, which caused her to experience some hostility. She has appreciated knowing her and serving with her on the Board. Mr. Blauvelt said he has enjoyed working with Ms. Williams on the Board and hopes they will both treasure the experiences they have had as

- 4A Board members. Ms. Williams said it has been a pleasure to be on the TRL Board and that she would not change a thing.

B. Correspondence

Ms. Fund referred to the February 22, 2005 letter to Art Blauvelt from the Aberdeen Library Board thanking Mr. Blauvelt for his many years of service and most especially for the quality of his service. They referred to his 14 years on the TRL Board as a "guardian of the public interest."

Ms. Fund read an email message dated February 2, 2005 from Eric Keith of Dynix commending Gwen Culp for her assistance in working out of the kinks in the SIP Socket Server. He mentioned Ms. Culp's willingness to help, offer suggestions, and do whatever was needed to get the job done, including several late night and weekend sessions.

C. Public Comments

There were no public comments.

D. Board Comments

Mr. Blauvelt thanked everyone he has worked with at TRL for the past 14 1/2 years. He considers it an enormous privilege to have served as a TRL Trustee and to work with people who love and support libraries. TRL has done a superb job serving the five counties. He is impressed with the way TRL has pushed the envelope in technology bringing it to people who could not afford it otherwise. TRL has been known throughout the library community in this nation as a progressive library that fights hard to bring library service to the people. His experience with TRL has been one of the most stimulating experiences of his life. He knows that his replacement on the Board, Jo-Ann Andrews, will do a superb job.

Ms. Fund shared a service story from a friend who has a 4 1/2 year old daughter who is autistic. She checked out a movie from the library for her daughter, and for the first time her daughter is saying her ABCs. Because this video was available in TRL's collection and helped change her daughter's life, the mother purchased it for her.

5 Approval of Minutes

05-07 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JANUARY 26, 2005, AS DISTRIBUTED TO THE BOARD; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Director's Report

A. Readers Advisory Training

Ms. Duffy said a few years ago TRL began Reference Effectiveness Training. She proposed that TRL offer similar training for Readers Advisory. A survey indicated that 94% of the respondents come to the library to check out books. Two years ago a committee was formed to develop the program. Committee members are Jean Barnett, Pat Chupa,

6A Cheryl Heywood, Kristine Mahood, Nancy Shutz, and Ellen Duffy. They entitled the training "Great Reads." Our goal is to train 198 staff in 2005. The outcome of the training is to help participants develop skills to assist patrons to meet their reading needs. Ms. Duffy presented a packet of materials that provides a snapshot of the training. Each participant receives a training handbook. TRL purchases a monthly publication *Book Page* for patrons' use at the libraries. There is also a link to Great Reads on TRL's web page. Comments from staff have been very positive. A copy of the written report is attached to the original of these minutes.

B. Library Legislative Day

Ms. Reng reported that 106 people registered for Library Legislative Day and more than 130 attended. TRL staff and Board members met with several legislators in our service area and presented them with a TRL library card in case they didn't already have one, and showed them how to access our databases from their offices. Legislation that libraries are interested in are SB 5333 and HB 1446 having to do with modifying the requirements of voter-approved property tax levies.

C. Bridge to Tomorrow

The Bridge to Tomorrow Strategic Plan workshop was held on February 12. Ms. Reng said the facilitator, Peg Werner, was very impressed with the group. The Admin. Team reviewed and slightly modified the Mission and Vision Statements that were drafted at the workshop. The Board will be asked to adopt the statements in Agenda Item 8B.

D. Contest

TRL has embarked on a tagline contest open to TRL Employees and the public. The deadline is March 15.

E. Facilities Update

Ms. Jones-Litteer reported that on February 8, citizens of Chehalis voted on whether or not they wanted to invest in the county's public services building and turn it into city offices. The issue received 58.33% instead of the required 60% of votes it needed to pass. The Chehalis Library issue is still on the table, and meetings are being held on fundraising for the project and what our next steps should be. The two major donors are still on board. There are some short-term safety issues that were identified in the building audit a few months ago that need to be addressed. Chehalis Community Librarian Corine Aiken has sent a letter to the City Manager listing those needs and the city will take care of them.

The Regional Library Managers were requested to have signs placed on the doors of libraries that are near each other (e.g. Centralia and Chehalis, Aberdeen and Hoquiam) indicating the hours of each library so the public has some alternatives. The library's web site will also be included.

Mr. Wessells provided an update on the project to install a lift at the South Bend Library and remodel the restrooms to bring them into ADA compliance. The cost estimate is \$92,000. The community has already raised \$15,000 locally and a couple of memorial funds have been established for the library. We will be applying for a USDA rural

6E community development grant. The amount we are eligible for will put us over the top of the funds needed. Mr. Wessells reported that the building in which the Ilwaco Library is located will be remodeled. The other tenant in the building, PACE, needs its area to be brought up to code in order to retain its state certification. A meeting room will be added to the library and additional parking will be provided. The Friends of the Ocean Park and Ilwaco Libraries have awarded a \$6,000 grant to the city for the project. Mr. Wessells reported that fundraising for the Westport Library project is almost completed, including an \$18,000 USDA grant. The final design plans are being prepared and the city hopes to begin breaking ground next month.

F. Technology Open House Schedule

The original intent was to schedule open houses to introduce the public to the new Horizon system, but we broadening the scope to include all technology (including the online databases and self-checkout system). In order to be sure that all of the "bugs" are worked out of the new system, we plan to schedule the open houses in May.

G. Public Services – Service Stories

Ms. Anderson presented the January 2005 Service Stories. A copy is attached to the original of these minutes. Statistics are not available at this time.

7 Unfinished Business

A. Agenda Discussion

A consent agenda has been proposed wherein approval of the minutes and payroll and vendor vouchers would be passed in one motion, and other items could be included as well. A Board member could request that a consent item be removed for further discussion. There was discussion of whether or not to continue introductions at the beginning of the meeting. It was agreed that it is valuable to continue with introductions. There was discussion about when public comments should take place. It was agreed that the public could be invited to comment under public comments and also have the opportunity to comment on items as they come up on the agenda. The Board agreed to try a consent agenda at the March 23 meeting. The Financial, Business Manager's Reports will occur after Board Comments and the consent agenda will be moved toward the end of the agenda.

The meeting recessed at 8:05 p.m. and reconvened at 8:20 p.m.

8 New Business

A. Amended Agreement with Timberland Regional Library Foundation

Ms. Sebbas said that the State Auditor has recommended that the agreement between TRL and the TRL Foundation be more specific. The TRL Foundation and TRL attorneys have reviewed the amended agreement. The TRL Foundation has approved the amended agreement and the TRL Board is requested to approve the agreement. Board members requested that they be provided with copies of the current agreement and the suggested changes before acting on the matter.

8A

05-08

DICK NICHOLS MOVED TO MOVE THIS AGENDA ITEM TO THE MARCH 23, 2005 MEETING AND THAT COPIES OF THE CURRENT AGREEMENT AND THE ATTORNEY'S OBSERVATIONS BE PROVIDED TO THE BOARD; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Adoption of Mission Statement and Vision Statement

The Mission Statement is as follows:

Timberland Regional Library provides:

Information

Resources

Services

Places

where all people are free to

Read

Learn

Connect

Grow

The Vision Statement is as follows:

For every reader, the best book,
For every question, the best answer,
For every need, the best resource,
For every encounter, the best experience,
For every library dollar, the best value,
For every person, a place to belong.

05-09

ART BLAUVELT MOVED TO ADOPT THE MISSION AND VISION STATEMENTS AS PRESENTED WITH GRAMMATICAL CONSULTATION; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

9 Financial, Business Manager's Report/Voucher Approval

A. Financial, Business Manager's Reports

The Financial and Business Manager's Reports were presented. Next month, Mr. Wuerth will have information on timber revenues. In 2004, the county that provided the most timber revenues was Thurston County.

B. Payroll

05-10

ART BLAUVELT MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 39815 THROUGH NO. 40033 FOR JANUARY 2005 IN THE AMOUNT OF \$904,263.09; DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

9 C. Other Vouchers

05-11 PEGGY MEYER MOVED TO APPROVE VENDOR VOUCHERS NO. 78387 THROUGH NO. 78659 FOR FEBRUARY 2005 IN THE AMOUNT OF \$374,567.74; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

10 Reports to the Board

A. Policy Review Committee

The Policy Review Committee presented the Volunteer Policy for the Board's approval. Adoption of this policy formally establishes TRL's program of using volunteers.

05-12 PEGGY MEYER MOVED TO APPROVE THE VOLUNTEER POLICY; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The Volunteer Policy as approved is attached to the original of these minutes.

B. Facilities Committee

The report from the Facilities Committee was presented. A copy is attached to the original of these minutes. The committee recommends that TRL declare that it is in the library service business rather than in the business of acquiring and owning buildings. There may be alternative service points and opportunities for partnerships and other ways to provide library services. The committee recommends that TRL's support of the Foundation replace the current partnership fund. TRL does not now nor will it have in the foreseeable future the revenue for large capital expenditures. Mr. Blauvelt said he is concerned that this statement would close a chapter in the history of TRL. We have several libraries in rural areas that would not be there if TRL had not built them. Mr. Weaver responded that the committee's recommendation shifts the emphasis of building buildings over to the Foundation. Ms. Reng added that we would be involved in buildings but the Foundation would be raising the money through private donations rather than TRL taking money out of our timber tax revenues. The committee will clarify these recommendations.

C. Regional Planning Councils

Mr. Wessells reported that the Grays Harbor Council of Governments is primarily dealing with funding of transportation, which will have an indirect effect on TRL. TRL patrons are regularly using the Council's library materials.

Ms. Jones-Litteer reported that there was a special Chamber of Commerce meeting on February 14. Presentations were made by the Cities and Ports of Centralia and Chehalis and by the Centralia College. New businesses are bringing more jobs to the area. The college has a 20-year plan for expansion. The Lewis County Strategic Plan was discussed. Ms. Jones-Litteer distributed a copy of a summary of the plan. The full plan will be posted on the county's website. Lewis County plans to host a local government summit to which local government officials will be invited. Overall, the tone of the meeting was very positive, except for the message that 75% of the county's budget goes into the criminal budget and 75% of that deals with illegal substances and alcohol.

10C Mr. Wessells reported that the Mason County Economic Development Council met today but there was no library related business on the agenda. Next month the Ilwaco Library project will be presented to the Pacific County Council of Governments with a request that it be added to the WA-CERT list. Getting on that list will make the Ilwaco project eligible for certain grants.

Mr. Nichols reported that the Thurston Regional Planning Council is continuing its discussion of its structure of memberships and dues.

Mr. Weaver reviewed the action items from this meeting.

Regional Library Managers will develop signage which shows the library hours of a nearby city/location and TRL's website.

The Technology Open Houses schedule will be developed by April 2005 for May 2005.

The agenda changes for the next meeting include moving the Business Manager's reports after Board Comments; the consent agenda will be moved toward the end of the agenda and will include minutes approval, payroll and vendor vouchers, proclamations, and policies.

The Amended Agreement between TRL and the TRL Foundation will be on the March 23, 2005 TRL Board meeting agenda. Copies of the original Agreement and TRL's attorney's comments will be sent to the Board.

The Mission and Vision Statements will be reviewed grammatically.

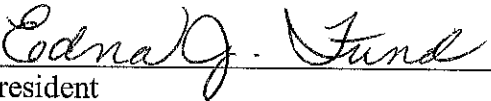
Staff will revise the Facilities Committee's Strategic Planning Workshop statements.

Action items carried forward:

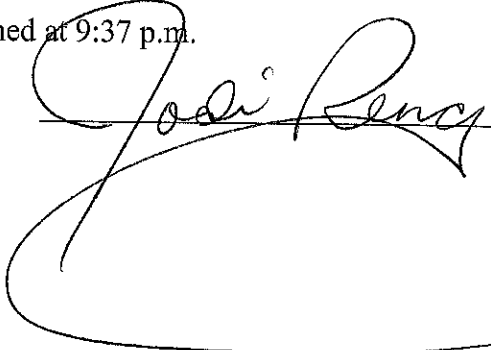
Director will complete a financial and organizational review by December 2005 per the "Direction to Executive Director From the Board of Trustees December 2004."

Mr. Blauvelt said he looks forward to reading about TRL's great accomplishments.

There was no further business and the meeting adjourned at 9:37 p.m.



President



Secretary