

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

March 23, 2005

MINUTES

BOARD MEMBERS PRESENT: Edna Fund, President; Jo-Ann Andrews; John Braun; Peggy Meyer; Dick Nichols; Pat Shults-Runge; Gene Weaver

STAFF PRESENT: Bette Anderson; Liane Bascou; Jinny Burns; Judy Covell; Ellen Duffy; Alex Duncan; Susan Hanson; Leanne Ingle; Corene Jones-Litteer; Jodi Reng; Tina Roose; Sandra Sebbas; Mike Wessells; Art Wuerth

President Fund called the meeting to order at 7:03 p.m.

AGENDA ITEM

NO.

- 1 Mr. Nichols led the Pledge of Allegiance. Ms. Fund read a quotation she found on the Internet "Knowledge is free at the library. Just bring your own container."
- 2 Introductions were made
- 3 Approval of Agenda
- 05-13 DICK NICHOLS MOVED TO APPROVE THE AGENDA; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 4 Correspondence/Public/Board Comments
 - A. Public Comments

There were no public comments.
 - B. Board Comments

Ms. Fund welcomed new Board member Jo-Ann Andrews.
- 5 Voucher Report

Mr. Wuerth presented the Business Manager's report.
- 6 Consent Agenda
- 05-14 GENE WEAVER MOVED TO APPROVE THE CONSENT AGENDA (FEBRUARY 23, 2005 MEETING MINUTES; PAYROLL VOUCHERS #40034-#40309 FOR FEBRUARY 2005 IN THE AMOUNT OF \$895,225.59; OTHER VOUCHERS #78660-#78917 FOR MARCH 2005 IN THE AMOUNT OF \$255,319.76); PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Director's Report

A. Legislative Update

Ms. Reng reported that the legislative bill to extend a six-year levy lid lift to libraries did not make it out of committee. It will carry forward to next year so during the summer people can contact their legislators and talk to them about the value of this bill. Mr. Nichols added that we need to make sure the legislators understand how cost effective this bill can be, not only in terms of saving money on elections, but also in fiscal planning. Ms. Reng said we are only asking that libraries be treated the same as other taxing districts. Another bill introduced and aimed directly at TRL is to allow counties to withdraw from a multi-county library district and take with them a percentage of assets based on population. Ms. Reng will be meeting with mayors in Thurston County to talk about how the district operates, about the value of a district, how having a united district makes us stronger, and that the taxes collected for libraries in rural areas allow us to provide better service in the cities. Mr. Nichols said that he has been contacted by city and county officials about what they have been hearing from the individual who is pushing this legislation.

B. Bridge to Tomorrow Update

Ms. Reng reported that she has sent a draft of the Bridge to Tomorrow Strategic Plan to the Board for their comments. Today a draft was sent to the library building heads for their review prior to their meeting on March 28 where they will talk about priorities. A strategy is a statement of the direction we are going, a tactic is how we will get there, and priorities are the steps we will take to lead us in that direction. The priorities that are identified by the Library Managers as being the greatest will be incorporated into the Strategic Plan document. When the priorities and a timeline are incorporated into the document, it will be sent out to the Bridge to Tomorrow Committee for review and comments. The document will then be turned over to Susan Hanson in Communications to draft for the TRL Board's approval, after which Ms. Reng will present it to City Councils and County Commissions.

C. Patron Behavior Outline and Poster Update

Ms. Anderson reported that a task force has been working on patron behavior standards, including a poster that will be placed on the walls of every library and a document that will explain in more detail the kinds of behaviors people need to avoid in the library. Staff can use the document as a guideline when they need to talk to people causing difficulties in the library. This document has been reviewed by TRL's attorney and it will be provided to the TRL Board via email. The Board has adopted a disruptive patron policy in the form of a resolution. The Policy Review Committee will rewrite the policy in our standardized policy format and bring it to the Board for adoption, possibly at the May meeting.

D. Timberland Reads Together

Ms. Covell presented her written report (attached to the original of these minutes). Several programs are being planned in connection with the first book chosen, *The Secret Life of Bees*. The Foundation has sent out fundraising letters for the project. We hope to tape some of the events and play them on local cable channels. The Foundation has expressed interest in having a fundraising event on September 29 that ties into Timberland Reads

7D Together. We have sent letters to bookstores and are also hoping to get the schools involved.

E. Human Resources Annual Statistics

Ms. Duncan presented the 2004 Recruiting Statistics (copy attached to the original of these minutes). The report is similar to information supplied in previous years except that this report includes data that compares our applicant population to census data. Ms. Duncan noted that there is a slight increase over the previous year in the total positions recruited and an increase in the number of positions filled internally over the previous year. In response to a question regarding information about present employees and where they are in diversity, Ms. Duncan said this information is compiled every two years, called the EEO report. Staff we have employed and new hires are looked at in midyear. She can provide that data.

F. Facilities Update

Mr. Wessells reported that there was a groundbreaking ceremony for the new Westport Library on March 14 with about 70 people in attendance. Tomorrow afternoon a meeting is scheduled with the Westport Friends of the Library to finalize the plans.

Mr. Wessells reported that the Ilwaco Library shares a building with the PACE senior program. PACE must enlarge its space and we are working with them on that project since it will affect the library's space. We anticipate that meeting room space will be made available, and the project as planned will also allow for more parking spaces. This project has been presented to PCOG since they have funding arenas for economic development projects. The City of Ilwaco owns this building and a meeting is being scheduled with the Ilwaco Mayor.

Ms. Reng, Corine Aiken, and Ms. Jones-Litteer met with the Chehalis City Manager yesterday. We are working toward a building that is secure, functional, efficient, attractive and ADA accessible. The city expects to take care of those immediate safety concerns identified in the building audit by April.

G. Open Houses

A schedule of open houses in each of the libraries in May was distributed. The open houses will highlight our computer resources, catalog system, databases, express checkout, and software we have available. It will be an opportunity to show our communities what we have to offer. Several Board members requested that staff try to change some of the dates so that they can attend all of the open houses in their county.

H. Financial Report

Mr. Wuerth presented the February 2005 Financial Report.

I. Public Services – Service Stories

7I Ms. Roose presented the February 2005 Service Stories, a copy of which is attached to the original of these minutes. We are still unable to provide statistics for this year. The computer services department is working through the process.

8 Unfinished Business

A. Amended Agreement with Timberland Regional Library Foundation

05-15 PAT SHULTS-RUNGE MOVED TO APPROVE THE AMENDED AGREEMENT BETWEEN TIMBERLAND REGIONAL LIBRARY AND TIMBERLAND REGIONAL LIBRARY FOUNDATION; DICK NICHOLS SECONDED THE MOTION.

Ms. Shults-Runge requested clarification on the statement that the value of all that TRL provides to the Foundation shall not exceed the total amount of \$250,000 in any fiscal year. She understands that the Foundation will be self-sustaining at some point. Staff explained that the auditor recommended a ceiling limit. During the budget process the TRL Board will determine how much will go to the Foundation. Some of the expenses of the Foundation are in-kind. Ms. Sebbas said the Foundation will be including in its fundraising activities an amount for administrative costs. Mr. Wuerth can provide information on how much TRL is spending on the Foundation. A request was made for that information for the years 2003, 2004 and 2005. Mr. Nichols said the Foundation has the potential to be of great assistance to TRL, and this Board needs to discuss the issues of when this independence will happen and talk with the Foundation Board about what we would like the Foundation to support. Ms. Shults-Runge said she sees that as hers and Mr. Nichols' role on the Foundation Board as representatives of the TRL Board.

MOTION CARRIED. (MR. WEAVER WAS NOT PRESENT DURING THE VOTE.)

B. Committee Appointments

The following are the 2005 TRL Board Committee assignments:

Budget Committee: Dick Nichols, John Braun, Jo-Ann Andrews

Services/Facilities Planning Committee: Dick Nichols, Gene Weaver, John Braun

Policy Review Committee: Edna Fund, Pat Shults-Runge, Peggy Meyer

Organization/Classification Study: Peggy Meyer, Dick Nichols, Edna Fund

TRL Board Representatives on the Foundation Board: Dick Nichols, Pat Shults-Runge

The meeting recessed at 9:00 p.m. and reconvened at 9:08 p.m.

C. Contest Finalists

Ms. Hanson explained that a tagline is a one or two line descriptor that comes after a logo, explaining what we offer or promise to the patrons and the feelings we want to invoke in our patrons. She reviewed the process TRL used to come up with several taglines for the TRL Board to consider. This process included advertising the contest on TRL's website, making forms available in all of the libraries, advertising the contest in the media, and sending the information out to colleges and schools in our service area. The information included our new Mission and Vision Statements as background. We received 928 entries from staff and patrons. The Administrative Team voted on all of the entries. The Board agreed to use the same evaluation criteria to assess the top five finalists that the

- 8C Administrative Team used in its assessment of the entries that received the highest number of votes. The Board voted on the following finalists:
- Connecting People, Ideas And Dreams
 - Connecting Learning To Life
 - Connecting People & Communities
 - For Every Mind A Place To Grow
 - Explore The World At Your Library

The winning tagline is Connecting Learning To Life. Ms. Hanson will determine and publicize the winner(s).

9 New Business

A. Personal Services Contract with TRL Attorney

- 05-16 PAT SHULTS-RUNGE MOVED TO APPROVE THE AGREEMENT FOR LEGAL SERVICES WITH CRAIG W. HANSON FOR LABOR RELATIONS, COLLECTIVE BARGAINING AND OTHER GENERAL LEGAL MATTERS EFFECTIVE APRIL 1, 2005 THROUGH MARCH 31, 2006; PEGGY MEYER SECONDED THE MOTION.

Mr. Wuerth said that TRL used 73.4 hours of Mr. Hanson's time last year which works out to \$212.53 per hour. Mr. Hanson's hourly rate is \$210 per hour.

MOTION CARRIED UNANIMOUSLY.

B. Reciprocal Borrowing Agreement with City of Longview

- 05-17 DICK NICHOLS MOVED TO APPROVE AN AGREEMENT TO ESTABLISH A PILOT PROCESS FOR RECIPROCAL BORROWING WITH THE LONGVIEW PUBLIC LIBRARY; PEGGY MEYER SECONDED THE MOTION.

Mr. Nichols asked how materials will be transported between Longview and TRL. Ms. Reng said the materials can be returned to any library in our district. We do not have courier service between TRL and Longview. However, as sometimes happens, if items are returned to the wrong library, they do get returned to the correct library. Ms. Reng said this is another step toward a library card that can be used all over the state.

MOTION CARRIED UNANIMOUSLY.

C. Professional Development for Director

Ms. Reng said she has inquired about other professional development opportunities other than the Cascade Institute for Leadership. She received three possibilities but when she went online to check them out, she found they no longer exist. Another search online did not identify another institute in the U.S. of the same caliber as Cascade that had to do with leadership in public agencies and non-profits.

- 05-18 PAT SHULTS-RUNGE MOVED THAT THE TRL BOARD SUPPORT JODI RENG'S ATTENDANCE AT THE CASCADE INSTITUTE FOR PUBLIC EXECUTIVE MANAGEMENT PROGRAM; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

10 Reports to the Board

A. Policy Review Committee

Ms. Shults-Runge reported that the Policy Review Committee reviewed the fifth draft of the Human Resources Policy at their meeting this afternoon. The HR Department will complete the final draft for mailing to the Board prior to its April meeting. A cover letter will be included that explains the context. She anticipates there will be some discussion about the draft at the Board's April meeting. There is the possibility that the Board will vote on it at the April meeting.

B. Regional Planning Councils

There were no reports.

C. Foundation

Ms. Shults-Runge and Mr. Nichols attended their first Foundation meeting as representatives of the TRL Board. The Foundation did vote to endorse the Alaska cruise with J. A. Jance as a fundraising project. There was also discussion about the annual fundraiser that the Foundation is planning for September 29.

Ms. Shults-Runge reviewed the action items from this meeting:

The Patron Behavior Outline and Poster will be provided to the Board in April.

Art Wuerth will provide a fiscal snapshot of TRL's support to the TRL Foundation for 2003, 2004 and 2005.

HR Department will provide mid-year employee data.

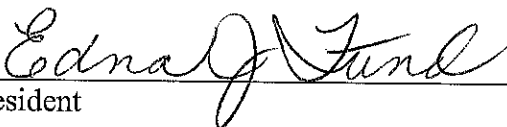
Action items carried forward:

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

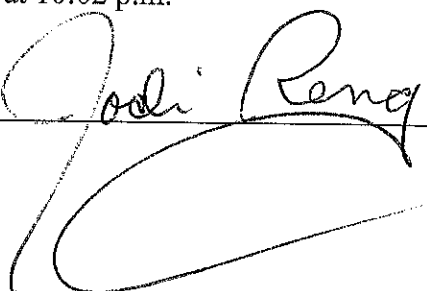
Director will complete a financial and organizational review by December 2005 per the "Direction to Executive Director From the Board of Trustees December 2004."

Ms. Anderson reminded the Board to get their registrations in for the Boards and Friends Forum on April 16 at the Thurston County Fairgrounds.

There was no further business and the meeting adjourned at 10:02 p.m.



President



Secretary