

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Tumwater Timberland Library, 7023 New Market St., Tumwater, WA 98501

April 27, 2005

MINUTES

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

STAFF PRESENT: Corine Aiken; Liane Bascou; Jinny Burns; Tracie Clawson; Ellen Duffy; Gwen Culp; Susan Hanson; Leanne Heald; Corene Jones-Litteer; Kristine Mahood; Jodi Reng; Tina Roose; Sandra Sebbas; Mike Wessells; Art Wuerth

GUESTS PRESENT: Sue Allen; Bill Bonde; Jim Brown; Chris Colton; Pam Folsom; Joshua Pong; Don Snider

President Fund called the meeting to order at 7:04 p.m.

AGENDA ITEM  
NO.

- 1 Mr. Nichols led the Pledge of Allegiance. Ms. Fund commented that it was 'TV turn off week.' "Give your child a real reading boost. The website (<http://www.tvturnoff.org/index.htm>) tells you what you can do to help your child get away from the TV and read books."
- 2 Introductions were made
- 3 Approval of Agenda

Report on the WLA Conference was added to Agenda No. 11 Reports to the Board.

05-19 PAT SHULTZ-RUNGE MOVED TO APPROVE THE AGENDA; JO-ANN ANDREWS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 4 Focus on Local Library

Sally Nash, librarian for the Tumwater Library, reported that the library had just wrapped up a two-day event celebrating the library's 10 years at its current site. TRL and the City of Tumwater coordinated installation of a new drive-up book drop. Ms. Nash introduced the Tumwater Library Board, and commented that one of the members is a high school student at Tumwater High School--perhaps the only high school student participating on a Library Board at this time. In celebration of Arbor Day, a Sequoia tree was planted. A brochure is in the works to help identify the various trees on the library grounds. The Tumwater Library has a strong teen program and recently held a popular program, Teen Poetry Jam (copy of written report attached to the original of these minutes). The library also has lots of children's programs, and business workshops in cooperation with the Tumwater Chamber of Commerce.

5 Correspondence/Public/Board Comments

A. Certificate of Appreciation – Pam Folsom

Ms. Reng presented Pam Folsom with a certificate of appreciation and \$100 check for submitting the winning slogan for TRL “Connecting Learning to Life” in the recent tagline contest. Ms. Folsom stated that she thought of how her family uses the library, combined those ideas with what the library was looking for and then used words she felt resonated that idea.

B. Public Comments

There were no public comments.

C. Board Comments

Peggy Meyer mentioned that she ran across some items at an arts and crafts show that may be appropriate to use for the Timberland Reads Together program featuring Sue Monk Kidd’s book The Secret Life of Bees. These items included a beeswax candle, a glass ornament, and some honeycomb. The items and contact information will be provided to Judy Covell to investigate if this is something to pursue.

6 Director’s Report

A Successful Library Trustee Handbook

There will be a Workshop in Library Leadership in Olympia on September 14-16. These workshops are aimed directly at Trustees, and Board members are encouraged to attend. The focus this year will be on “The Library of the Future.” The first WILL conference was given for the purpose of hearing Mary Moore speak about how to be a library trustee. She has written a book “Successful Library Trustee Handbook” based on this program. Ms. Reng handed copies of the book to the Board members, compliments of TRL.

B Public Services – Statistics/Service Stories

Ms. Roose presented January through March 2005 statistics. Audio-Visual material is the fastest growing area of Circulation. Use of web electronic resources is also growing. Staff responded to several questions from Board members. Staff explained that the large anomaly of Holds Requested and Holds Checked Out indicates that all holds are not being picked up. Library staff is encouraging people to pick up or cancel holds. Since the implementation of Horizon, we can provide a total only on Reference Database Sessions. We anticipate we can separate it out by in-library and remote use by April. Statistically, young adult covers ages 12-18 and younger than 12 is considered a child.

Ms. Roose presented the March 2005 Service Stories, a copy of which is attached to the original of these minutes. These stories are measurable outcomes of library services and show the significance of libraries in people’s lives. Ms. Fund commented that some of the schools in Centralia are doing research on “Rosie the Riveter” to help locate these woman

- 6B for the Veterans History Project. Students are being required by their teachers to obtain a library card in order to pass the class.

C. Financial Report

Mr. Wuerth presented the March 2005 Financial Report. We don't see much revenue the first three months of the year but we are ahead of last year at this time. We are under budget in expenditures. Timber revenues in this quarter are the highest since 2000.

7 Voucher Report

Mr. Wuerth presented the Business Manager's report. The report includes information requested at last month's meeting regarding TRL's support of the TRL Foundation for the past three years. There was discussion about the Foundation's Alaska cruise fundraiser with author J. A. Jance in September 2006. At least 20 people must sign up for the cruise in order to break even. After that the Foundation will receive \$100 for each additional person. The cruise company will begin advertising the cruise soon with flyers and posters available in the libraries.

Mr. Wuerth reviewed several vouchers. He noted that 13 drive-up book drops have been purchased at a substantial savings, due to the ability to buy in bulk.

8 Consent Agenda

- 05-20 DICK NICHOLS MOVED TO APPROVE THE CONSENT AGENDA (MARCH 23, 2005 MEETING MINUTES; PAYROLL VOUCHERS #40253-#40456 FOR MARCH 2005 IN THE AMOUNT OF \$887,520.03; OTHER VOUCHERS #78920-#79231 FOR APRIL 2005 IN THE AMOUNT OF \$416,166.73); GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

9 Unfinished Business

A. Bridge to Tomorrow Strategic Plan

The April 27, 2005 draft of the plan was presented to the Board. After much discussion, several suggestions were made. Ms. Reng will incorporate these into another draft. Copies of the draft with changes in bold will be mailed out to the Board by May 10. Comments from the Board are due by May 20.

- 05-21 DICK NICHOLS MOVED TO CONTINUE THE DISCUSSION OF THE STRATEGIC PLAN AT THE NEXT BOARD MEETING WITH THE POSSIBILITY OF ADOPTION AT THAT TIME; JOHN BRAUN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The meeting recessed at 9:40 p.m. and reconvened at 9:45 p.m.

10 New Business

A Human Resources Policy

Ms. Meyer stated that the Policy Review Committee has reviewed the Human Resources Policy extensively and it is now ready for approval. The HR Policy covers all staff and some sections apply only to staff not represented by the Staff Association, currently about 37 employees. For those not covered by the Staff Association Agreement, it mirrors wherever possible the Agreement that TRL has with the Staff Association, including compensation, and benefits, leave, disciplinary action and termination, conflict resolution, reduction in force, and interim appointment to a higher level position. The HR Policy provides links to state and federal laws. An Employee e-Guide is in development and will set out procedures in more detail.

05-22 PAT SHULTS-RUNGE MOVED TO ADOPT THE HUMAN RESOURCES POLICY; JO-ANN ANDREWS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Reciprocal Borrowing Agreements

Ms. Reng stated that Ms. Roose has been in negotiations with the Seattle Public Library to develop a reciprocal borrowing agreement. The agreement being proposed is the same as with Longview Public Library. Ms. Reng stated that her goal is to make the TRL card good at every public library in the state.

05-23 PAT SHULTS MOVED TO ENTER INTO A RECIPROCAL BORROWING AGREEMENT WITH SEATTLE PUBLIC LIBRARY. GENE WEAVER SECONDED THE MOTION.

Bill Bonde asked if there was a list of the libraries that TRL has reciprocal borrowing agreements with. He stated that he had a problem in the past with a library that he thought was included in the agreement that would not allow him to check out any items. Ms. Reng responded that there is a list posted on TRL's website ([www.trlib.org](http://www.trlib.org)), and if he ran into that issue again, he should ask to speak to a supervisor at that library. If that did not resolve the issue, ask the library to call the Service Center to verify. Mr. Bonde asked if Tacoma Public would be one of the libraries that TRL will have an agreement with. Ms. Reng replied that since Tacoma Public charges for reciprocal lending, we are not pursuing an agreement with them at this time. She expects that eventually this subject will be discussed at future Library Directors meetings since more libraries are entering into these agreements. Those areas that are not part of a library system are not included in these reciprocal agreements. This includes several areas in TRL and it may be possible to use these borrowing privileges as a tool to encourage membership into TRL.

Mr. Bonde asked who decides on the video choices for TRL. He stated that he felt more of the classics were needed, rather than so many copies of current movies. Ms. Reng stated that a team of professional selectors purchase videos based on such things as reviews and customer input. Ms. Reng suggested that Mr. Bonde make a list of the movies he would like the library to purchase and send it in, so that the selection committee can review it.

THE MOTION CARRIED UNANIMOUSLY.

11 Reports to the Board

A. Policy Review Committee

Ms. Shults-Runge reported that the Policy Review Committee discussed a Board Development Policy relating to orientation of new Trustees, continuing education, and conferences. Several changes were made and the committee will review it again before bringing it to the full Board. Ongoing mentoring of new Board members was discussed where current Board members will take turns each month contacting new Board members soon after meetings to answer any questions they may have. This month Ms. Shults-Runge will contact Ms. Andrews and Ms. Meyer will contact Mr. Braun. Mr. Weaver commented that the new members should also be aware that they can call any member of the Board as well.

B. Regional Planning Councils

Mr. Wessells reported that this week TRL completed the project of cataloging Grays Harbor Council of Government's library materials. The Pacific Council of Governments met this afternoon and heard testimony for possible funding of the expansion of the building that houses the Ilwaco Library and PACE. A request for \$20,000 to complete the design was made for WA-CERT, which funds economic development projects. That determination will be made next month. Pacific County has a high percentage of elderly, and there is a good chance the request will be funded. PACE is the leading agency since it deals with senior citizens. Once the design is completed, we can make a presentation for a community development block grant or other grants for the construction. Concern was expressed that TRL is brought on board soon on this project. Mr. Wessells will invite Ann Saari from Ilwaco to come to the Board's June 15 meeting. PCOG heard a report about the use of approximately \$80 million in gas taxes to replace several bridges in Pacific County between now and 2013. Several improvements will be made in Grays Harbor County as well. These improvements will benefit TRL and our patrons.

C. Meeting Date for Facilities Committee

The committee will set a date after this meeting. Ms. Reng expects to have a draft of the procedure for setting up service points as set out in the Strategic Plan available for the committee's discussion. [The date was set as May 18, 2005]

D. Meeting Date for Budget Committee

The committee will set a date after this meeting. [The date was set as June 23, 2005]

E. WLA Conference

Ms. Andrews commented on the WLA conference. She distributed handouts to the Board, and made a few statements about each session she attended, including a session for trustees, and sessions on public relations, telecommunications and e-rates, and building library and community partnerships. Two TRL employees, Susan Hanson and Tim Mallory, were involved in this year's conference. Ms. Andrews recommended Ms. Hanson send the Board her presentation handouts. She also reminded the Board that WLA will be in Tacoma next year, from April 19-22. Ms. Reng also attended the conference. She attended the breakfast

11E where the President of ALA talked about advocacy for libraries. She and Susan Hanson discussed ways to empower the Board to advocate for the library. Each month Ms. Hanson will bring suggestions to the Board for advocacy points we are working on that month.

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

The Bridge to Tomorrow Strategic Plan final draft will be sent to the Board by May 10 and comments are due by May 20.

Susan Hanson will send the Board copies of her WLA Conference presentation handouts.

Pat Shults-Runge will contact Jo-Ann Andrews this month.

Peggy Meyer will contact John Braun this month.

Action items carried forward:

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

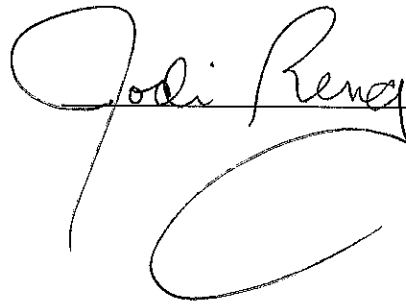
Director will complete a financial and organizational review by December 2005 per the "Direction to Executive Director From the Board of Trustees December 2004."

HR Department will provide mid-year employee data.

There was no further business and the meeting adjourned at 10:35 p.m.

  
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President

  
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Secretary