

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
North Mason Timberland Library, 23081 NE State RT 3, Belfair, WA 98528

May 25, 2006

MINUTES

BOARD MEMBERS PRESENT: Edna Fund, President; John Braun; Peggy Meyer; Dick Nichols; Pat Shults-Runge

BOARD MEMBERS EXCUSED: Jo-Ann Andrews; Gene Weaver

STAFF PRESENT: Bette Anderson; Liane Bascou; Jinny Burns; Tracie Clawson; Ellen Duffy; Susan Hanson; Tim Mallory; Jodi Reng; Victoria Rexford; Tina Roose; Sandra Sebbas; Jena Thrasher; Mike Wessells; Art Wuerth

GUESTS PRESENT: Barbara Hunt; Jane Gruver; Lori Bloom; Metha Rolfsrud; Kaye Skubinna

President Fund called the meeting to order at 7:09 p.m.

AGENDA ITEM  
NO.

1 Mr. Nichols led the Pledge of Allegiance. Ms. Fund shared a quote from November 18, 1943: "If every man, woman and child were to go to the Chehalis Public Library at one time and demand a book, they could walk away with not one, but three books, and this would still leave a goodly supply of magazines and newspapers."

2 Introductions were made

3 Approval of Agenda

There were no additions to the agenda.

4 Focus on Local Library

Victoria Rexford, librarian for the North Mason Library, shared that the Timberland Library located in Belfair also serves six other North Mason communities – Victor, Allyn, Grapeview, Tahuya and Dewatto. Ms. Rexford stated that while the population location is Mason County, they are really more oriented north towards Kitsap County, and about 10 percent of cardholders are Kitsap County residents. Ms. Rexford referenced a headline from *The Sun*, which is a Bremerton newspaper. It read, "North Mason Hits The Jackpot". What this is referring to is the passing of the gas tax bill, which put aside 47 million dollars for Mason County, for three different projects: sewer in Belfair, widening and improving the highway through Belfair, and eventually a bypass around Belfair. Since the library is located right on the highway, it will be greatly effected by these events. Ms. Rexford also discussed literacy, which is one focus of the North Mason library. She stated that the North Mason Friends group has been funding the "Books for Babies" program since 2001. This is a program which provides a kit, put together by the Friends, to parents of children six months and under, and contains a board book, information about Timberland Regional Library, and literature on the benefits of reading to children. Currently, 108 of these kits have been given out. Ms Rexford noted that the last few kits handed out were in Spanish.

Recently the North Mason Friends donated \$500 to the Foundation in support of the Mother Goose program. The Friends also paid the tuition and textbook costs for three staff members to attend classes to learn Spanish. The Mason County literacy program has been offered space in the North Mason Library, so that the program can have an easier time maintaining a presence in the north end of the county. Ms. Rexford recognized Friends member Barbara Hunt, a charter member of the North Mason Friends group, which was formed in 1966. Ms. Rexford introduced Kaye Skubinna, another Friends member. Ms. Skubinna talked about what the Friends have been doing since the library has moved into the new building 7 years ago. She stated that the Friends group has given over 17 thousand dollars to the library. They also sent \$50 to the McCleary library when it opened, and \$478 to Salkum for their computer programming. The Friends also help the library by purchasing magazine subscriptions, honor books – books that honor those people who donate a lot of time to the Friends group – as well as contributing to the summer reading program. The calligraphy circling the meeting room was noted, as well as the art work on the walls, and it was mentioned that the Friends hope to purchase more art work for the meeting room. Ms. Skubinna mentioned that her personal goal this year is to visit all the libraries in the Timberland system.

5 Correspondence/Public/Board Comments

A. Public Comments

There were no public comments.

B. Board Comments

Edna Fund distributed a poster to each Board member announcing the arrival of a B17 to the Centralia-Chehalis airport. This event is an out growth of the Veterans History project, of which the local library has been very supportive. Jinny Burns, librarian for Centralia, appeared on the local TV station to discuss what is available at the library. While on the TV program, Ms. Burns displayed a poster that she had made, with information about books available on the B17, P51, and the Douglas DC3. Ms. Fund stated that in talking with Ms. Burns today, Ms. Burns mentioned that people have been coming in to the library looking for the books displayed on the poster.

6 Director's Report

A Human Resources Manager

Ms. Reng announced that Alex Duncan has been hired as the new Human Resources Manager, replacing Jena Thrasher who is retiring. Ms. Duncan's first job as Manager will be to hire a Human Resources Specialist – Ms. Duncan's former position. Ms. Reng pointed out that this is a good example of how someone can come into the Timberland Library system and move up through the organization, making Timberland their library career.

B Open Houses

Ms. Reng stated that the interest in the open houses has been very good. She also stated that she has been very pleased to see the number of people who have been attending the open houses to learn about the databases. At each place, people have commented on the

6B opportunities that are available in the library, and how they were unaware of all that is being offered. Positive comments were made as well on the fact that information was accessible from their home. Ms. Reng stated that there are a few more open houses left, and encouraged everyone to attend one.

C Update on Chehalis

We are still in the process of meeting with the City to negotiate the safety issues that need to be taken care of in the building. We are also meeting with the City and the Library Board to determine possible locations for the building, as well working on a preliminary floor plan. The floor plan is one level, and will cover 8 to 10 thousand square feet. Examples have been drawn in two different shapes to determine which will work the best for a staff of two. Ms. Reng stated that we are working with the community to obtain input.

D Program Planning – Family Literacy

Ellen Duffy stated that family literacy was selected as a focus for 2006. Among the possibilities being explored is “Books and Boys”. Research has shown that boys are not being attracted to libraries, books and literacy, and that if things are done a bit differently, boys may be attracted to reading at an earlier age. There has been discussion about implementing more family programming, and including training on All Staff Day for family programming. Ms. Roose noted that family literacy is an intergenerational focus, and will include Seniors as well. Ms. Duffy responded that the focus of family literacy will create a natural bridge to allow this intergenerational programming. Ms. Reng stated that Ms. Duffy has received an invitation from the governor to join the Washington Education Summit, called “Washington Learns”. Ms. Duffy was one of three library representatives from the state invited to provide the governor with advice and input in planning education for the future of the state of Washington.

E Mother Goose Update

Ms. Duffy distributed two green folders. The first was an update to the Mother Goose program. Ms. Duffy stated that the funding for Mother Goose is excellent. A sixth program has been added to the repertoire. It is called “Especially for Dads” – “dads’ meaning any male who is an influence in a child’s life. Ms. Duffy related a story of how the “Especially for Dad’s” program has worked in Lewis County, and how it has reached a very young father-to-be, even though the program is not officially in use yet. Ms. Duffy stated that the books in the original Mother Goose program has changed, and new science kits have been added as well. Ms. Duffy made note of a handout included in the folders which reviewed the impact the program has had, and how the numbers have increased since 2002. She stated that the final report for the program had recently been sent to the Bishop Foundation, and they responded by sending \$5,000 more for the program.

F Summer Reading Program

Ms. Duffy stated that the material for the summer reading program has been distributed to all the libraries. The theme this year is “Dragons, Dreams and Daring Deeds”. Ms. Duffy noted that Jenny Grenfell, the Youth Services librarian for North Mason, has translated programs into Spanish. The Timberland website will soon have the summer reading

6F program activities embedded into the Timberland Kids/Teen web page. Ms. Duffy also pointed out the colored stationary that the Communications department has created. A letter from Governor Gregoire encouraging reading is posted on the website, and the Governor has also provided Timberland with a certificate that can be printed off and presented to the readers who have completed the summer reading program. Ms. Shults-Runge commented on the Summer Event Booth box, and what a good idea it is for outreach. Ms. Duffy stated that the box had been used this past week at the Lacey Fun Fair, and is reserved for at least ten more events this summer. Mr. Nichols commented on the quality of the publications that are put out by the Timberland Regional Library, and praised Susan Hanson and the Communications team.

G HB1161

Ms. Reng stated that with passage of HB1161, the Legislature has included public libraries in the places that need to be notified when level 2 and 3 sex offenders move into their community. She asked Ms. Roose to discuss this further. Ms. Roose stated that she has contacted all five sheriff's departments, to give them contact information for each library in their county. So far Lewis and Grays Harbor have responded. Ms. Reng pointed out that the information received from the sheriff's departments included strict warnings not to infringe on the rights of the offenders, and that there are penalties for doing so.

Ms. Reng displayed the "Patron Behavior" poster which has been sent out to all the libraries. Local staff decides on where the poster should be displayed, depending on what is appropriate for each location.

H Public Services – April 2005 Statistics/Service Stories

Ms. Roose noted that statistics are up this month compared to last year. Ms. Fund questioned the increase in internet use. Ms. Roose stated that popularity and the education regarding internet use could account for the increase. Ms. Fund stated that the outreach to Chehalis Middle School informing the librarians and teachers about the internet resources and reference databases Timberland offers could also contribute to this increase. Ms. Roose mentioned that one of the five initiatives that has been chosen for 2006 is "Reference Resources", which will highlight those resources, many of which are computer databases. Ms. Roose presented the April 2005 Service Stories, a copy of which is attached to the original of these minutes.

I Financial Report

Mr. Wuerth presented the April 2005 Financial Report. Receipts and disbursements for April are almost identical to the previous year. We are comfortably under budget in expenditures. On the revenue side, in comparison with last year and 2003, we are well on our way to meeting our budget in revenues. Mr. Wuerth also presented information on historic comparisons of ballot issues.

7 Voucher Report

Mr. Wuerth reviewed several vouchers. He noted that we have paid the first of two semi-annual bills to Grays Harbor Council of Government for membership dues. A drinking

fountain was installed in the Ocean Park library. The final item on the list is architectural fees for the work that was done in Westport.

8 Consent Agenda

05-24 DICK NICHOLS MOVED TO APPROVE THE CONSENT AGENDA (APRIL 27, 2005 MEETING MINUTES; PAYROLL VOUCHERS #40466-#40696 FOR APRIL 2005 IN THE AMOUNT OF \$896,298.08; OTHER VOUCHERS #79232-#79511 FOR MAY 2005 IN THE AMOUNT OF \$276,643.44); PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

9 Unfinished Business

A. Bridge to Tomorrow Strategic Plan

05-25 DICK NICHOLS MOVED TO ADOPT THE BRIDGE TO TOMORROW STRATEGIC PLAN; PAT SHULTS-RUNGE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B Director Evaluation Procedure

Ms. Reng opened the floor for discussion of the Director Evaluation procedure. Clarifications were made on various points. Ms. Fund pointed out that this is not a new procedure, but an update to the current procedure. A template and sample of the evaluation were discussed. Ms. Shults-Runge asked if there was a policy on the evaluation of the Director. Ms. Reng stated that she did not think that there was a policy, but according to the RCW it is stated that the Board hires, fires and charges the director. Mr. Nichols suggested that the Policy Review Committee review the procedure. Ms. Shults-Runge asked that it be discussed at the next Policy Review meeting.

10 New Business

A Declaration of Surplus Property

Mr. Wuerth presented the surplus property.

05-26 PEGGY MEYER MOVED TO DECLARE SURPLUS THE ITEMS INCLUDED ON THE LISTING OF SURPLUS PROPERTY, AND THAT A COPY OF THE LISTING BE ATTACHED TO THE ORIGINAL OF THE BOARD MINUTES. PAT SHULTS-RUNGE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

11 Reports to the Board

A. Policy Review Committee

Ms. Meyer stated that the committee was not ready to act on the Disruptive Patron policy. Bette Anderson stated that there is currently a resolution, but the Committee felt it needed to be formatted into the new policy format, rather than as resolution format. Ms. Meyer

- 11A stated that the Board will be able to act on that policy next month. The other issue the Committee dealt with was on Board development and education. A draft of that policy will be put in the mail for review next month.

B. Facilities Committee

Mr. Nichols stated that he, Gene Weaver and John Braun attended a Facilities Committee meeting. He distributed a handout describing the various services the library can offer, as well a handout titled "Point of Service". Discussion of the handouts followed.

C. Regional Planning Councils

Mike Wessells stated that in correction to last month, there is one box of uncataloged material left from Grays Harbor COG, and so they are not quite finished with that project. Mr. Wessells noted that the oldest living 'Rosie the Riveter', who is 102, is living in Hoquiam. She will be attending the B17 event in Chehalis on June 1. Mr. Wessells noted that PCOG met this afternoon and recommended an award of \$13,000 to the City of Ilwaco from .08 money. It is earmarked for the design and development process for the Ilwaco building. The Friends of the Library of Ocean Park and Ilwaco as well as PACE have also contributed money. Staff from the offices of Patty Murray, Brian Baird, and others will be on hand to tour the facility. Ms. Shultz-Runge asked that the Board be notified when those visitations will occur. The Board will have the opportunity to tour the facility as well at the July Board meeting. Mr. Wessells commented that at each PGOC meeting a DOT update is given, and he has asked the presenter that Lewis County be included in the report, so that he can in turn report to the Board. Mr. Wessells will not be able to attend the next PCOG meeting; Ms. Reng asked that Mr. Wessells and Ms. Roose decide who should attend the meeting in his place, and then let her know.

Mr. Nichols stated that Thurston Regional resolved the operating procedure issue concerning memberships. According to the revised standard version of the Thurston Regional Planning Council, Timberland is an associate member, dues are \$1,000 a year, and the representative is a non-voting representative. The Council is also working on regional transportation issues, and is planning on spending money on the transportation issue in Yelm, which would allow easier access to the Yelm library. Mr. Nichols will not be at the next Thurston Regional Planning Council meeting, but Ms. Anderson will be there to represent Timberland.

D. TRL Foundation

Mr. Nichols discussed the Foundation meeting. There was an approval of bylaws which will allow Foundation Board members to serve for three consecutive three year terms. Many new policies are in process. Walter Neary from Comcast discussed the Comcast agreement with the Foundation for the Mother Goose Project. The agreement gives \$10,000 in cash to the Mother Goose project and \$55,000 in kind for public service announcements on Comcast cable television stations. Ms. Reng noted that the agreement calls for her signature and asked if there were any objections. There were none. Ms. Reng stated that she will sign the agreement between now and June 8.

E Focus of the Month

Susan Hanson passed out the Focus Points for this month. The first is an overview of Timberland Reads, and the second is the database for the month. Ms. Hanson asked the Board to review and comment on these. Handouts from Ms. Hanson's workshop at WLA, which covered the 'nuts and bolts' of how to work with the media, were sent in the Friday mailing. Ms. Hanson reminded the Board that they do not have to talk to the media if they do not wish to, and that if they do, please remember that they are representing the Board as a whole. Samples of the bookmarks that promote the drive up book drops were passed out. They will be placed in books as they are checked out at the Circulation desk, and will be issued each time a new book drop is installed.

F Other

Ms. Sebbas noted that the Foundation will be at Evergreen State College's "Super Saturday" all day on June 11. There is also an all day event at Barnes and Noble in Olympia on June 18, which will promote the Mother Goose and Summer Reading program. A percentage of the books purchased on that day will go to the Mother Goose Program.

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

Peggy Meyer will contact Jo-Ann Andrews this month.

Gene Weaver 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.

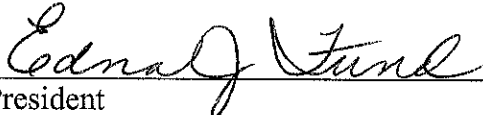
Director will complete a financial and organizational review by December 2005 per the "Direction to Executive Director From the Board of Trustees December 2004."

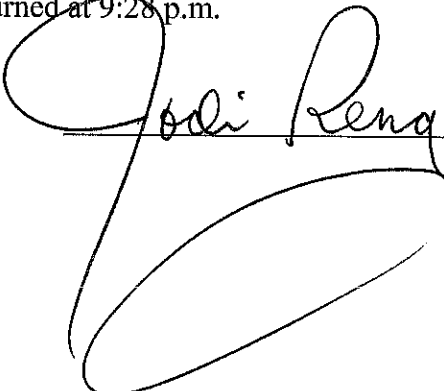
HR Department will provide mid-year employee data.

Policy Committee will look at adding a policy for the Director Evaluation Procedure.

Board will be notified when government officials come to Ilwaco.

There was no further business and the meeting adjourned at 9:28 p.m.

  
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President

  
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Secretary