

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Elma Timberland Library, 118 N First St, Elma, WA 98541

June 15, 2005

MINUTES

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

BOARD MEMBERS EXCUSED: John Braun; Peggy Meyer

STAFF PRESENT: Corene Aiken; Bette Anderson; Jinny Burns; Tracie Clawson; Gwen Culp; Alex Duncan; Susan Hanson; Corene Jones-Litteer; Tim Mallory; Kris Pointer; Jodi Reng; Tina Roose; Ann Saari; Mike Wessells; Art Wuerth; Laura Young

GUESTS PRESENT: Alice Knight

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 shared a quote from Tullius Cicero: "If you have a garden and a library, you have everything."
- 2 Introductions were made
- 3 Approval of Agenda

05-27 JO-ANN ANDREWS MOVED TO APPROVE THE AGENDA; PAT SHULTS-RUNGE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 4 Focus on Local Library

Laura Young, librarian for the Elma Timberland library, distributed thank you notes that the local second grade class sent after they took a tour of the library. Ms. Young stated that the Elma library celebrated their 11th anniversary on June 11th. The building project was completed through the combined efforts of the district, the city of Elma, and the fundraising efforts of the Elma Friends Group, which raised \$67,000. Some of the money raised was through the sale of The History of Elma, which is now out of print. Librarian Jerri Ferrier petitioned for grants for funds from various foundations. Middle school student "bowled for dollars", raising over \$200. Around the library are numerous articles with donor plaques attached, including the grandfather clock, which honors dedicated Friend of the library, Jean Chivney. Notice was directed to the artwork around the library, and especially to the stained glass window celebrating the library's 10th anniversary last year. Colored prints by Northwest artist Helmi Dagmar Juvonen were framed and hung in the children's reading area. Donna Simms, Youth services associate, has contributed numerous quilts based on themes of reading and books, and donated one for the 10th anniversary celebrating the city buildings. Ms. Young stated that the Elma library circulates about 7,000 books a month, comparable to Montesano, but the computer use is twice as much as Montesano. The library serves the areas between McCleary and Montesano, and south to Oakville. Monday is the

busiest day, as all three of the neighboring libraries are closed on that day. Even though Elma is considered economically depressed, southwest of the city is a growing high-tech industrial park (The Satsop Development Park). The community is very proud of the library, concerned about the education and future work opportunities for their children, and wished to preserve the rural character of the region. Teachers have been coming to the library and telling staff that the children are very excited about the summer reading dragon theme. The Elma library will be hosting a read-a-thon when the new Harry Potter book comes out. Starting at noon on July 19th, volunteers will each read for an hour, until they have read through the book.

5 Correspondence/Public/Board Comments

A. Correspondence

A letter received from the Centralia Middle school was read by Ms. Reng. The letter thanked the library for the book talks and summer program information that was presented by Alicia Anderson and Kristine Mahood.

B. Certificate of appreciation

Michael Petra was presented with a certificate of appreciation from the library and the Board for his service with the Centralia Timberland Library Board. Mr. Petra was not available to accept the certificate, so Corene Jones-Litteer accepted for him.

C. Public Comments

There were no public comments.

D. Board Comments

Gene Weaver commented that Edna Fund has done a wonderful job in the promotion of the B17 event that was held in Chehalis. Even though there were some issues with the timing of the arrival of the bomber, Ms. Fund was able to pull the event together. Congratulations to Ms. Fund. Ms. Fund mentioned that events will be held the 1, 2, 3, and 4 of July, recognizing those who served in various capacities during World War II.

E. Ilwaco Partnership Proposal

Ann Saari made note of the handout that was in the Board notebook, and also passed around a notebook which contained pictures that show the condition of the interior of the Ilwaco library. The proposal which the Board had received discussed the exterior condition of the building, and also had a brief description of what that the project involves. The project started with the library and PACB, the senior services organization, each at opposite ends of the building, working with separate architects. PACB has been mandated by their funding agencies to upgrade their kitchen and dining areas. Next to the library is a wing that the hospital will be moving out of. Renovating this wing will give the library 900 square feet of extra library space, 900 square feet of meeting space, and two ADA restrooms, already plumbed and only needing fixtures and enlarged doors. The architects for PACB and the library met and decided that they needed to coordinate and work together. At this

5E point, there is about \$13,000 to complete the schematic design. The PACE board will be voting on \$7000 to add to the design cost. After design development, there will be a better understanding of what the total cost will be. An engineering firm from Seattle has been hired. Ms. Saari requested support from the Board in the Ilwaco building venture. Major funding for the Ilwaco project will be from grants. A packet of information was handed out with the architects rendering of what the front of the building will look like, a letter from the mayor of Ilwaco, and two resolutions from the city in support of the project. Ms. Saari noted that the Ilwaco library holds the originals to the Ilwaco Tribune, which are being stored unbound in a closet. In the new library, there will be a designated area for those types of material. Mr. Nichols asked for clarification on the request for support. Ms. Saari replied that support did not mean financial, but that they wished for technical support and grant writing assistance, and any other help that can be rendered. Ms. Shults-Runge asked if the community block grant application would be submitted this year. Ms. Saari stated that they are three months behind, but will attempt to get a block grant in this year, so that they would have funding next March. Ms. Reng asked what the deadline date for the grant submission is. Ms. Saari stated that it is November. Ms. Fund asked if they would need a letter of support at that time. Ms. Saari replied yes, a letter of support would be needed at that time.

6 Director's Report

A TIMBERLAND TODAY – Report from the Director

Ms. Reng drew the Board's attention to a brochure which was distributed. The brochure has been designed by Devin Palmer, the Communications departments new graphic artist. Please send any comments to Ms. Hanson. This brochure will be paired with the executive summary of the strategic plan for distribution when presentations are given. Ms. Reng stated that the Timberland Today speech will be posted on the intranet, so that everyone will have access to it. The speech included such points as the population of the five counties served, total cost of the library's collection, reciprocal agreements with other libraries and online databases. Also included were the ways that the library connects with the community – through community meeting rooms, library sponsored programs, such as the Veterans History Project and PAWS to read. Ms. Reng concluded her speech with the statement, "When you have a Timberland Library Card and access to a Timberland Library, you need never stop learning." Questions and comments on the speech were then asked for. Discussion followed, during which statistics were clarified, and suggestions were made of items to possible include in the speech.

B Public Services – May 2005 Statistics/Service Stories

Ms. Roose presented the statistics for May. Ms. Fund pointed out some discrepancies in the statistics. The statistics will be reviewed. Ms. Roose presented the April 2005 Service Stories, a copy of which is attached to the original of these minutes.

C Financial Report

Mr. Wuerth presented the May 2005 Financial Report. He noted that receipts and disbursements are higher at this time of the year, but within budget. Gas prices have caused the gas bill to double. Timber tax should be about the same as last year.

- 7 Voucher Report
Mr. Wuerth reviewed five vouchers. He also noted that he had listed the library's leases, as Mr. Braun had requested previously.
- 8 Consent Agenda
DICK NICHOLS MOVED TO APPROVE THE CONSENT AGENDA (MAY 25, 2005 MEETING MINUTES; PAYROLL VOUCHERS #79512-#79782 FOR APRIL 2005 IN THE AMOUNT OF \$212,628.87; OTHER VOUCHERS #40698-#40922 FOR JUNE 2005 IN THE AMOUNT OF \$895,981.25); JO-ANN ANDREWS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 9 Unfinished Business
There is no unfinished business.
- 10 New Business
A Declaration of Surplus Property
Mr. Wuerth presented the surplus property.
- 05-28 PAT SHULTS-RUNGE MOVED TO DECLARE THE GAZEBO IN RAINIER AS SURPLUS TO THE NEEDS OF THE TIMBERLAND REGIONAL LIBRARY AND TO INSTRUCT THE BUSINESS MANAGER TO OFFER IT FOR SALE TO THE CITY OF RAINIER FOR THE SUMS OF \$1.00. JO-ANN ANDREWS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
B Imprest fund
Mr. Wuerth presented the imprest fund.
- 05-29 DICK NICHOLS MOVED TO ADOPT RESOLUTION 05-02 TO INCREASE THE AUTHORIZED DOLLAR AMOUNT OF THE IMPREST FUND. JO-ANN ANDREWS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
11 Reports to the Board
A Policy Review Committee
Ms. Anderson presented the update of the Patron Behavior policy. This is an update of the Patron Behavior resolution, and is essentially the same. Craig Hanson, Timberland's attorney, has reviewed the policy. Adoption of the policy is recommended by the Policy Review Committee.

05-30 PAT SHULTS-RUNGE MOVED TO ADOPT THE DISRUPTIVE PATRON BEHAVIOR POLICY. GENE WEAVER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B Regional Planning Councils

Mr. Wessells stated that due to the early meeting date, the Regional Planning Managers had not met; therefore, there was no report. Ms. Anderson stated that she had attended the Thurston County Planning Council meeting, as Mr. Nichols was in Africa. She gave a brief overview of the meeting, including a presentation given by Intercity Transit regarding a survey that they recently gave. Ms. Jones-Litteer mentioned that at the last Lewis County Economic Development Commission meeting there was a ground breaking done at the Cardinal Float Glass site. This facility will bring a lot of employment to the area – two to three hundred people. The Chamber of Commerce meeting was interesting as well, and the growth in the county and commuter residence in Lewis County was discussed.

C Focus of the Month

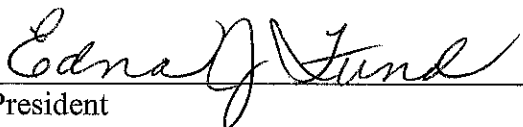
Susan Hanson passed out the Focus Points for this month. The first point is an overview of early learning talking points that have been distributed to all the youth services staff. The second is the featured database of the month – Chilton's Car Repair manuals. Because of staff response, the Focus has been posted on the Intranet. It was noted that this information is not necessarily for staff to promote, but geared more towards the Board.

Ms. Shults-Runge reviewed the action items from this meeting:
Pat Shults-Runge will contact Jo-Ann Andrews this month.
Gene Weaver will contact John Braun this month.

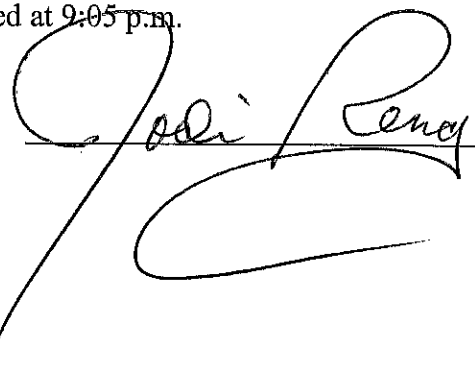
Action items carried forward:

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.

There was no further business and the meeting adjourned at 9:05 p.m.



President



Secretary

