

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Ilwaco Timberland Library, 158 1<sup>st</sup> Av N, Ilwaco, WA 98624-0520

July 27, 2005

MINUTES

BOARD MEMBERS PRESENT: Edna Fund, President; Jo-Ann Andrews; John Braun; Peggy Meyer; Gene Weaver

BOARD MEMBERS EXCUSED: Dick Nichols; Pat Shults-Runge

STAFF PRESENT: Bette Anderson; Susan Carney; Tracie Clawson; Ellen Duffy; Corene Jones-Litteer; Ivar Matheson; Kris Pointer; Jodi Reng; Tina Roose; Valerie Talbert; Art Wuerth

GUESTS PRESENT: Marjorie Beard; Cherry Harding; Rona Kloempken; Ann Saari; Sandra Stonebreaker

President Fund called the meeting to order at 7:00 p.m.

AGENDA ITEM

NO.

- 1 Mr. Braun led the Pledge of Allegiance
- 2 Introductions were made
- 3 Approval of Agenda
- 05-31 JO-ANN ANDREWS MOVED TO APPROVE THE AGENDA; GENE WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 4 Focus on Local Library

Kris Pointer, librarian for the Ilwaco Timberland library, presented a brief history of the city of Ilwaco. The town of Ilwaco officially became a city July 13, 1987. In the 1940's, Reverend McHenry began renting books from his home in Ilwaco and pushed for the city to form its own library. In the late 60's, the Demonstration Project came to Pacific County, and the Pacific County Library system became part of Timberland. In 1998 a major renovation of the building took place, and about 1,000 sq. feet were added to the library's space. Timberland partnered with the City to help with the renovation, and the Friends of the Ilwaco and Ocean Park Libraries gave generously to furnish the library and provide shelving. Today, the city Library Board, along with PACE (Pacific Aging Council Endeavors), is working at fundraising for a major renovation of the building. Ilwaco has a proud tradition of library service. The following is a quote taken from the Ilwaco Tribune newspaper, dated January 5, 1917. "It has been said that Ilwaco needs two things – a hearse and a public library. It is absolutely true that the absence of a hearse does detract from the appearance of civilization in this community. But it is equally true that a public library would go a long way toward atoning for the lack of a hearse. Those in Ilwaco appreciate anything that savors of the higher and better things in life, and there is nothing that will do more to bring those things before them than the wealth of books – books are anyone's best friend."

5 Correspondence/Public/Board Comments

A. Correspondence

A letter received from Rita and Jeffrey Miller of Onalaska was read by Ms. Reng. The letter thanked the library for its excellent service. Specific branches were mentioned, and Ms. Reng will send copies of the letter to those branches, along with a personal note of thanks. The next letter read was about Ellen Duffy, Youth Services Coordinator, and the Mother Goose Program, and its importance in providing the skills that early readers need.

B. Public Comments

Ms. Fund stated that she would like to make a comment, not as a Trustee, but as a volunteer. The support that the library gave to the Rosie and the Guy's reunion was wonderful, and Ms. Fund presented Ms. Reng with a t-shirt to honor the volunteer time that she gave to the event. Ms. Fund also passed out "We Can Read It!" bookmarks.

C. Board Comments

Ms. Andrews commented on the fabulous dinner that was served to the Board – it was wonderful. Ms. Andrews stated that in relation to the Rosie comment, she has saved from her mother-in-law's house quite a bit of correspondence and ration stamps from WWII.

6 Director's Report

A Cascade Institute

Ms. Reng has just returned from the Cascade Institute. A three page written report is in the Trustee's notebook for their review. Ms. Reng emphasized that she learned a lot, networked with many organizations and was able to connect with possible potential partnerships. Ms. Reng would like to thank those people who took the evaluation for her. She would also like to thank the Board for allowing her to go. Ms. Andrews asked for a published list of fellow attendees. Ms. Reng will provide the Board with that list.

B Unique Management Services/Return on investment letter

Ms. Reng presented the report from the collection agency to show what the percentage return to Timberland is, either by return of material or by paying replacement costs in full or in part.

C Biohazard report

Ms. Roose gave a brief summary, explaining that the Olympia facility had 5 areas pointed out to them by Labor and Industries that were in violation of state law. By August 22<sup>nd</sup>, Timberland must have procedures written for staff, more protective training and hazmat kits available. Ms. Meyer asked to whom will the procedures apply to? They will apply district wide. Mr. Braun suggested that it would be a good time to review all the accident and risk prevention procedures.

D Kelsey Foundation

The Kelsey Foundation approved the grant from Timberland for funding of the Veterans History Program in Grays Harbor County in the amount of \$5,200. Ms. Reng read letter to the Foundation regarding the Veterans History Project.

E Rural development funds/South Bend

The City of South Bend, working with the Friends of the South Bend Library, has received a grant in the amount of \$49,000 for a lift for the South Bend Library. The grant will fund a lift and handicap accessible restroom allowing the library to serve the needs of people of all ages who can not currently use the library due to accessibility reasons.

F Public Services – June 2005 Statistics/Service Stories

Ms. Roose presented the statistics for June and the June 2005 Service Stories, a copy of which is attached to the original of these minutes.

G Ilwaco Questions

Ms. Saari was present for questions regarding the Ilwaco project. Mr. Braun asked if the remodel included the current area as well? Only so much as the engineers point out issues that need to be addressed, or places that known problems exist. Ms. Fund asked if rural development funds will be sought? Yes, they are on the list of areas to pursue. A philanthropist has written a check for \$6000 for the project, allowing enough money for the first two phases. Also, the LIONS club would like to partner with the library and PACE for the entire building project. Ms. Saari asked that the Board move to approve the Director is writing of write specific letters as needed to be included in grant applications.

05-32 PEGGY MEYER MOVED THAT THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES SUPPORT THE EFFORTS OF THE ILWACO BOARD TO EXPAND AND IMPROVE THE FACILITIES IN ILWACO. THE LIBRARY DIRECTOR WILL WRITE SPECIFIC LETTERS AS NEEDED IN SUPPORT OF THAT ENDEVOR. JO-ANN ANDREWS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

H Financial Report

Mr. Wuerth presented the June 2005 Financial Report.

7 Voucher Report

Mr. Wuerth reviewed six vouchers.

8 Consent Agenda

05-33 PEGGY MEYER MOVED TO APPROVE THE CONSENT AGENDA (JUNE 25, 2005 MEETING MINUTES; PAYROLL VOUCHERS #40923-#41162 FOR JUNE 2005 IN THE AMOUNT OF \$883,887.96; OTHER VOUCHERS #79784-#80133 FOR

JULY 2005 IN THE AMOUNT OF \$580,922.53); JO-ANN ANDREWS  
SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

9 Unfinished Business

There was no unfinished business.

10 New Business

There was no new business.

11 Reports to the Board

A Policy Review Committee

Ms. Meyer stated that the Policy Review Committee met this afternoon and dealt with two issues. The first is the Board Development Policy, which covers orientation and continuing education for members of the Board of Trustees.

05-34 PEGGY MEYER MOVED TO ADOPT THE BOARD DEVELOPMENT POLICY.  
GENE WEAVER SECONDED THE MOTION. THE MOTION CARRIED  
UNANIMOUSLY.

The other issue discussed was library records and confidentiality. This needs to be looked into further, specifically, how the library will deal with law enforcement. A discussion on the confidentiality of library records followed.

B Facilities Committee

The committee has not meet since the last Board meeting. Two developments that have arisen are Rochester asking TRL to place a kiosk in their area. Also, Ms. Reng met with Dr. Ken Minnaert of South Puget Sound Community College. They are interested in using a kiosk in their Hawks Prairie Campus as a library service point for the public and for their students.

C Regional Planning Councils

Ms. Jones-Litteer reported on the meeting of the Lewis County Economic Development Council which met on July 14. The speaker at that meeting was Eric Hovee, from ED Hovee Company out of Vancouver, Washington. He discussed the industrial land needs and the job outlooks in Lewis County, and identified land that can be used for developmental progress.

D Budget Committee Meeting

The next meeting will be September 21, 2005.

E Organization/Classification Study Committee

The Committee will meet August 2, 2005, at 1pm.

F TRL Foundation

The TRL Foundation is getting ready to begin their strategic planning process. The first meeting will take place in the middle of September, and target to have a plan in place by the beginning of the year.

G ALA Report

Ms. Meyer stated that she attended the Chicago ALA event. She found it very invigorating and came back with many ideas. Ms. Meyer also brought back various samples of items that were handed out at the conference, as well as brochures from different events. Discussion followed on the events that she attended. Ms. Roose discussed a preconference event on Creativity and Innovation. She also mentioned that Ms. Duffy was chosen to represent the library at the IMIS (Institute for Management of Information Systems). Ms. Meyer also commented on Mr. Mike Wessell's presentation on religious issues and intellectual freedom, and how to assure that the library provides information for a wide variety of faiths.

H Focus of the Month

Ms. Reng presented the Focus of the Month. "Mending and Repairing Books Saves Money", and the featured database "Reference USA". The first focus relates to the libraries good stewardship of public funds in innovative and cost effective methods of keeping the collecting in good condition. In 2004, 1,200 books were mended and 760 books were rebound. "Reference USA" is a database that makes three databases available online – Business, Residential and Canadian Business. These databases are updated more frequently than a phone book, and provide standard directory information.

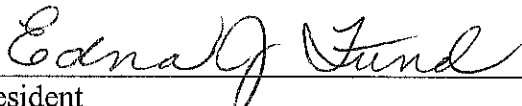
Ms. Fund reviewed the action items from this meeting.

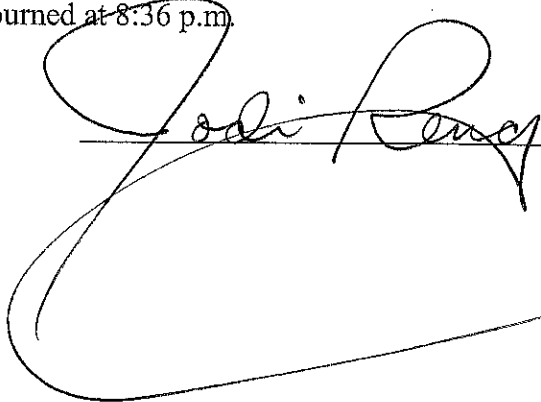
Gene Weaver will contact Jo-Ann Andrews this month.  
Dick Nichols will contact John Braun this month.

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."  
HR Department will provide mid-year employee data.

There was no further business and the meeting adjourned at 8:36 p.m.

  
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President

  
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Secretary