

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Lacey Timberland Library, 500 College ST SE, Lacey, WA 98505-1240

Wednesday, April 26, 2006

MINUTES

BOARD MEMBERS PRESENT: Dick Nichols, President; Jo-Ann Andrews, John Braun, Edna Fund, Peggy Johnson, Judy Weaver

STAFF PRESENT: Jamie Allwine, Jinny Burns, Judy Covell, Mike Crose, Gwen Culp, Kathy Dunham, Susan Faubion, Annette Grimes, Cheryl Haywood, Tim Mallory, Sally Nash, Rich Park, Jodi Reng, Ryan Williams

GUESTS PRESENT: Shirlene Anderson, Erika Baker, Virgil Clarkson, Bob Hall, George Hutton, Margaret Hutton, Dorothy O'Loughlin, Joan Tucker

President Dick Nichols called the meeting to order at 7:20 p.m.

AGENDA ITEM

1. John Braun led the pledge of allegiance.
2. Introductions were made
  - a. Jamie Allwine, the new Building Manager for the Winlock Timberland Branch was introduced. Also introduced was new Board of Trustee member from Mason County, Peggy Johnson, and appointed Board of Trustee from Pacific County, Bob Hall
3. Focus on the local library
  - a. Ruta Maeda, Branch Manager for the Lacey Timberland Library, introduced Lacey Mayor Virgil Clarkson, and asked that he give a few words. Mayor Clarkson stated that he had not always had the benefit of a library, and that growing up his mother would borrow books from her employer for him to read. Coming from such a background, the Mayor greatly appreciated the library and its accessibility to everyone. He mentioned that all the buildings in the complex – the library, City Hall, and the Police station – were built without raising taxes. Mayor Clarkson welcomed the Board and gave his personal thanks and appreciation to all involved in the library system. Ms. Maeda thanked the Mayor and then gave a

brief presentation on the history of the Lacey library. She mentioned that the current building is on land that had been purchased from St. Martin's Monastery, and the building was completed and opened in 1991. Lacey library had the highest circulation in 2005. A cohesive Friends group has been in place since 1972, and does quite a bit to support the staff. Ms. Maeda thanked the Board for coming to the Lacey library.

4. Approval of agenda

06-18 EDNA FUND MOVED TO APPROVE THE AGENDA; JO-ANN ANDREWS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5. Correspondence/Public/Board Comments

- a. There was no correspondence.
- b. There were no public comments.

Ms. Fund mentioned the partnership between Timberland and the Lewis County Historical Museum in regards to the Ezra Meeker markers. She also mentioned the Karen Haas presentation at the Chehalis library, and the nice brochures that the Communications department made to promote it. Ms. Fund thanked Corene Aiken, Chehalis Branch Manager, for putting together a booklist for adults and children relating to the Oregon Trail.

Ms. Weaver discussed her time at the WLA conference in Tacoma. She mentioned one program in particular, Washington Learns, and talked about how its goal is to get the processes in place for children to learn. Discussed during the program were ways that the library can help accomplish this.

Ms. Andrews showed a bracelet that she had picked up at the WLA conference that had "Dream Learn Achieve" printed on it. She stated that she went to the seminar on Branding, and found it very worth while.

6. Director's Report

- a. Ms. Reng presented the 1<sup>st</sup> quarter report. The report combines items from the strategic plan and the implementation report. Ms. Reng noted that all of the tasks have been completed with the exception of the hiring of the Foundation Officer. Ms. Reng also presented the fiscal report, and made a point to mention the recent reclassification of the Central Reference Librarian's I to Librarian's

- II. This was to correct an internal inequity. Ms. Reng discussed facilities and points of service for new libraries. She stated that there have been many unofficial conversations regarding kiosks and annexing, but there has been nothing official yet. Mr. Braun asked what stage the interlocal agreement between Chehalis and Timberland is at. Mr. Crose stated that at this point the attorney has reviewed it and it will be sent to the City for their review. A copy of the agreement will be sent to the Board for review before signing.
- b. Ms. Nash mentioned that the Friends and Boards forum will be held April 29 at the United Church of Raymond, which is located right across the street from the library. Registration for the forum was excellent, and filled up entirely. Mr. Wessells stated that a committee that was organized which looked at the structure and outcomes of the forum. The committee decided that the forum should continue. They also thought that it would be beneficial to involve the Friends and Board member of the hosting county, as well as maintaining continuity in the planning by keeping Mr. Wessells on the Forum Committee on an ongoing basis.
  - c. Ms. Reng mentioned that we are using outcome based evaluations in our programs and services to discover what is being done well and what needs to be worked on. She stated that the following reports have been evaluated using that criteria.
  - d. Ms. Covell presented her report on Shared Collections. She explained what was meant by Shared Collections. She then explained that the outcome of Shared Collection was to refresh the collection, get items to patrons quicker, and to reduce the workload. Ms. Covell stated that the experiment was scheduled for six months, but at the end of six months it was decided to extend it to twelve. A report will be presented to the Board again regarding the outcomes of the extended time frame. Mr. Nichols asked that a fiscal note be attached to the report at that time.
  - e. Ms. Duffy directed the Board's attention to a handout on Read Aloud Month which had been placed on the Board notebooks. She stated that this year there was great success in getting the message out. There were positive media partnerships as well as partnerships with Dr. Seuss Read Across America and with Barnes and Noble. All in all, Read Aloud Month was a great success.
  - f. Ms Culp stated that a kiosk will be installed at the Hawks Prairie branch of SPSCC on May 2 in the lobby.

- g. Mr. Mallory discussed the Veterans History project, which is happening in all five counties. Five teams of volunteers are working on interviewing veterans. These interviews are video taped, and a copy is given to the veteran, one to the Library of Congress, and one is catalogued for Timberland use. The veterans are also given to opportunity to contribute to the program. Ms. Fund mentioned that channel three in Lewis County has been showing the interviews on TV.
- h. Mr. Park noted that it has been 10 years since the last Classification Study, and that is was now time for one. An action plan has been developed and a search committee is being formed. The committee will include the Classification Committee, Management Council, branch managers and Board members. A RFQQ has been developed and is ready to go out with an ad sollicitating responses. The time frame is to hire by June 1 and have the study complete by December 31. Mr. Nichols questioned the budget for the study. Mr. Crose stated that before the interviews are conducted the Board will be presented with the responses received from the RFQQ, the cost, and the committee recommendations.
- i. New Board members
  - i. Peggy Johnson introduced herself. Ms. Johnson is a former Legislative Representative and served as the Chair of the House Education Committee. She also sponsored the Earning by Learning program.
  - ii. Bob Hall graduated from the University of Washington and moved to South Bend where he taught 5<sup>th</sup> and 6<sup>th</sup> grades. He served on the City Council as well.
- j. Ms. Reng asked the Board to look over the statistics and the service stories in their own time, due to time constraints.
- k. Mr. Wessells stated that South Bend had completed the lift project, and is now waiting to have the city inspect the sidewalk before they begin using the lift. Westport is moving along well, and the building is beautiful. Phase one has been completely paid for, and Phase two is 75% paid. Ilwaco has completed the planning and design development phase. 2.8 million dollars are needed before the building phase can begin. There is the possibility that Ilwaco can be designated an emergency response reception center, which would qualify it for FEMA funds.

A break was called. The meeting came back to order at 9:10 p.m.

7. Mr. Crose presented the financial report, highlighting various expenses and revenues. He mentioned that the revenue line should increase one tax payments are distributed by the counties. Mr. Crose also mentioned that the report will be changing, and the Board will be seeing a break down of finances to the elemental level.
  8. Mr. Crose reviewed the voucher report and asked for questions. There were none.
  9. Consent Agenda
- 06-19 JO-ANN ANDREWS MOVED TO APPROVE THE CONSENT AGENDA; JUDY WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
10. Mr. Wessells explained that as the Manager of Community Services, his role in community outreach depended on the Board to connect him with those in the community that the library should have connections with He would appreciate the Board members letting him know who those people are. Mr. Nichols asked that each Board member develop a list to give Mr. Wessells of names and/or organizations so that he can make contacts.
  11. New Business
    - a. The remaining Board committees have been completed. There are as follows:
      - i. Budget Committee  
Jo-Ann Andrews  
Dick Nichols  
Bob Hall
      - ii. Classification/Benefits Committee  
Peggy Johnson  
Dick Nichols  
Judy Weaver
      - iii. Ad-Hoc Facility Committee  
John Braun  
Judy Weaver  
Trustee from facility county location
  12. There were no discussion items.
  13. Reports to the Board.
    - a. WLA reports were given earlier in the meeting.
    - b. Mr. Park presented the Policy on policies. This would be the policy that would govern the remaining policies and how and why they

are written. The Board raised some concern about the wording and content and asked that the policy be returned to the Policy Committee for further review.

c. Regional Planning Councils

- i. Grays Harbor did not meet.
- ii. Pacific County met and discussed the .08 sales tax. This tax gives a certain percentage to various projects. Timberland has benefited from this in the past.
- iii. Mason County EDC met. A legislative report was given, early education and the new 211 system was discussed.
- iv. Lewis County EDC did not meet.
- v. Thurston County Regional Planning council met and discussed the employment forecast report.

14. Ms. Hanson presented the Focus of the Month. Included in the report was information on the new service being offered by Timberland - an electronic version of its print newsletter and the opportunity to subscribe to 27 book review/book news newsletters. Ms. Hanson also discussed eLibrary which was developed to support the use of technology to help develop K12 educators' skills and improve student achievement at every grade level. Also included in the Focus of the Month was the Timberland Reads Together schedule and information. Internationally acclaimed South Sound author, Jim Lynch, author of *The Highest Tide* will be speaking in each of the Timberland counties in June. Jim will read from and discuss his novel, answer questions, and sign books.

**Monday, June 5, 7 p.m.,** Washington Center for the Performing Arts, 512 Washington Street SE, **Olympia**

**Tuesday, June 6, 7 p.m.,** Driftwood Playhouse, 120 East 3rd Street, **Aberdeen**

**Thursday, June 8, 7 p.m.,** Shelton Civic Center, 525 West Cota Street, **Shelton**

**Tuesday, June 13, 7 p.m.,** Centralia Timberland Library, 110 S. Silver Street, **Centralia**

**Thursday, June 15, 7 p.m.,** Ocean Park Timberland Library, 1308 256th Place, **Ocean Park**

The presentations are all free.

Action items carried forward.

Jodi Reng will present the Board with a plan, timetable, and cost for the classified compensation and benefits study, which shall involve classified staff participation and may include consultant services if needed.

Trustees will develop a list of targeted board outreach contacts and be given to Mike Wessells.

Jodi Reng will provide a quarterly facility report to the board.

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

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President

Secretary