

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Naselle Timberland Library, 4 Parpala RD, Naselle, WA 98638-0190

Wednesday, May 24, 2006

MINUTES

BOARD MEMBERS PRESENT: Dick Nichols, President; John Braun, Edna Fund (via teleconference), Bob Hall, Judy Weaver

BOARD MEMBERS EXCUSED: Jo-Ann Andrews, Peggy Johnson

STAFF PRESENT: Susan Carney, Tracie Clawson, Mike Crose, Susan Hanson, Sherry Hartline, Tim Mallory, Iver Matheson, Rich Park, Jodi Reng, JoAnn Rucker, Mike Wessells, Michelle Zilli

GUESTS PRESENT: Kerry York, Terrie Powers, Karen Spackman, Christina Zimmerman

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

AGENDA ITEM

1. John Braun led the pledge of allegiance.
2. Introductions were made.
3. Focus on the local library
 - a. Michelle Zilli, Branch Manager for the Naselle Timberland Library, introduced her staff, and gave a brief presentation on the history of the Naselle library. Ms. Zilli mentioned to the Board that 18% of cardholders are Wahkiakum County residents. The closest Wahkiakum County library is in Cathlamet, which is about 40 miles away. Ms. Zilli directed the Board's attention to the Naselle Library Friends group, who has done many positive things for the Naselle library. She thanked the Board for coming and invited them back on June 27th from 5-7 p.m. for the annual community bar-b-que.

4. Approval of agenda.
5. Correspondence/Public/Board Comments
 - a. Terrie Powers, member of the Naselle Library Friends group, read a letter to the Board regarding Naselle school students who are residents of Wahkiakum county, and therefore not eligible for Timberland library services. The Friends group has been providing scholarships for these students, but asked that the Board look into finding a viable solution to this issue. (Letter attached to these minutes.) After the reading of the letter, Ms. Reng asked Mr. Wessells to contact the Wahkiakum County Commissioners and Senator Mark Doumit to see if they would be willing to be part of the solution to this issue. Mr. Wessells readily agreed and will give an update at the next regular board meeting.
 - b. There were no public comments.
 - c. Mr. Hall stated that he had the opportunity to ride the South Bend library lift. He was very pleased that the lift was operational, and that the South Bend library was now accessible to more of the community.
6. Director's Report
 - a. Ms. Reng presented the Annual Report. She highlighted the main achievements of 2005: the Bridge To Tomorrow, the Organizational Analysis, "Connecting Learning to Life" tagline contest, and the addition of wireless internet in 24 of the 27 library branches, were a few. Ms. Reng discussed the revenue and expenditures from 2005, and pointed out that the majority of revenue is expended on direct services to the public. Also highlighted were the number of library cards distributed, web access, circulation of material, and collection statistics. Ms. Reng noted that the items that are withdrawn from the collection – those items that cannot be repaired or are not circulating anymore – are made available to the Friends groups to sell, who in turn give the money back to the library in various ways such as support to summer reading programs. Those books which the Friends groups do not use are sold through a company called "Once Sold Tales". So far \$20,000 has been generated through this method. Ms. Reng highlighted children, young adult, adult, and senior programming. She mentioned that the most popular program in 2005 was "Timberland Reads Together The Secret Life Of Bees". She stated that this program showed that people wanted social interaction as well as intellectual stimulation. Ms. Reng touched on early learning, and how the library needs to not only

serve readers, but that the library needs to go out and make readers.

b. Public Services

- i. The April 2006 Statistics were presented. Questions were raised about patron count and reference questions. Ms. Reng stated that the patron count fluctuates because of various circumstances such as malfunctioning counters, and that the discrepancies in numbers need to take that into consideration. Mr. Mallory stated that the decrease in Reference numbers are a nation wide trend, and are possibly occurring because of the ease of use of the internet.
 - ii. Ms. Reng asked that everyone read the April Service stories on their own time, as there were many great stories this month.
- c. Ms. Hanson presented the Focus of the Month to the Board. Summer reading is gearing up, and the theme this year is "Claws, Paws, Scales and Tales" for young children, and "Creature Feature" for teens. Ms. Hanson asked that the board members encourage children and youth to sign up for summer reading. She also presented the "Daily Life Through History" database, which provides a historical examination of peoples and cultures of the past. She asked that the board take time to explore this database themselves, and to refer it to friends and family who are interested in other cultures and times.

A break was called. The meeting came back to order at 8:15 p.m.

7. Mr. Crose presented the financial report, highlighting various expenses and revenues. He made note of Building Fund 657-03 – Buildings - Westport. The budget number for '06 is 79,650. This is incorrect. In late December, a check was sent out for the Westport building. With this correction, the budget balances. Mr. Crose distributed a comparative analysis of the 2005 and 2006 YTD budget, and highlighted lines in both revenue and expenditures. He pointed out the difference in the '05 and '06 timber tax amounts, and stated that this could mean an increase in revenue from the timber tax.
8. Mr. Crose stated that the voucher report showed the normal flow of business and asked for questions. There were none.

9. Consent Agenda

06-20 EDNA FUND MOVED TO APPROVE THE CONSENT AGENDA; JOHN BRAUN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

10. Unfinished Business

a. There was no unfinished business.

11. New Business

a. There was no new business.

12. Discussion items on agenda

a. There were no discussion items.

13. Reports to the Board.

a. Policy Committee

- i. Ms. Reng presented the Creation and Updating of Policies procedure to the Board. This procedure would be the guideline to developing all further policies.
- ii. The Policies and Procedures policy, Non-retaliation policy and the Library Use policy were presented to the Board for review. After discussion, it was decided to adopt the policies with changes.

John Braun
RRN

06-21 ~~DICK NICHOLS~~ MOVED TO ADOPT THE POLICIES AND PROCEDURES, THE NON-RETALIATION, AND THE LIBRARY USE POLICY AS RECOMMENDED BY THE POLICY COMMITTEE AND WITH THE CHANGES RECOMMENDED BY THE BOARD. BOB HALL SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

b. Regional Planning Councils

- i. Mr. Nichols attended the Thurston County Regional Planning Council, and said that there was nothing of library interest.
- ii. Mr. Wessells attended council meeting for all counties and brought the library to the attention of each one.

14. Mr. Nichols called for an Executive Session at 9:10 p.m. pursuant to RCW 42.30.110(b) to discuss personnel issues. The Executive Session ended at 9:30 p.m.

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.

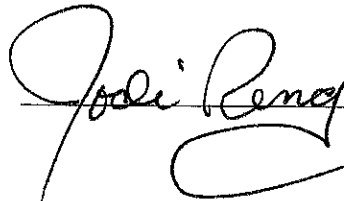
Trustees will develop a list of targeted board outreach contacts and be given to Mike Wessells.

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

There was no further business and the meeting adjourned at 9:30 p.m..



President



Secretary