

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING

Montesano Timberland Library, 125 Main Street, Montesano, WA 98563-3794

Wednesday, June 21, 2006

MINUTES

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

STAFF PRESENT: Mike Crose, Gwen Culp, Ellen Duffy, Susan Hanson, Valerie Jester, Tim Mallory, Sally Nash, Rich Park, Jodi Reng, Marian Thompson, Mike Wessells

GUESTS PRESENT: Chris Thomas and Vinnie Samuel, Montesano Council Members (both Friends of the Library), Helen Hepp and Donnie Rostedt, TRL Foundation Board members, and many guests and Friends of the Library too numerous to list.

President Dick Nichols called the meeting to order at 7:03 p.m.

AGENDA ITEM

1. John Braun led the pledge of allegiance.
2. Introductions of all present were made.
3. Focus on the local library
  - a. Valerie Jester, Library Manager for the Montesano Timberland Library (W. H. Abel Memorial Library), introduced her staff, and gave a brief presentation on the history of Montesano and the Montesano Library. Ms. Jester stated that Montesano, which means healthy mountain, was incorporated in 1883. The present library moved into this building in 1960. It is a wholly-owned library. Ms. Jester directed the Board's attention to the Montesano Library Friends group, who have done many positive things for the library, including the presentation of a Community Service Award for the last seven years. She thanked the Friends of the Library for putting

on a great dessert table for the Board. She also thanked the guests and the Trustees for coming to Montesano.

4. Approval of agenda as prepared with a comment by Dick Nichols that there would be an Executive Session at the end of the meeting to discuss a personnel matter.
5. Correspondence/Public/Board Comments
  - a. Jodi Reng read a letter from Julie Rabey, Grays Harbor College Literacy Coordinator, thanking the Board of Trustees and the Library Director for doing so much for the Timberland communities. She also commended Thirza Krohn, Aberdeen Reference Librarian, for the marvelous program she has put together to bring immigrants and long-time citizens together. (Letter attached to original minutes.)
  - b. Janie Brumfield stated that she is a teacher and said that it is wonderful to have the library programs. In fact, she brings all three of her classes to the library. She also wanted the Board to know what a great job Valerie Jester does in showing the children the library and all it has to offer.
  - c. Mr. Hall stated that he had enjoyed the Timberland Reads Together Author Series Featuring Jim Lynch.
6. Director's Report
  - a. Timberland Reads Update. Tim Mallory gave an update on the Timberland Reads Together program. He thanked Mr. Hall for his comments on the program. He said from the surveys, most comments were "It's great!!" When the program started last year with *The Secret Life of Bees*, staff had committed to presenting this program every other year but the opportunity presented itself to have Jim Lynch read *The Highest Tide* this year. Staff is now committed to putting on the program every year. There were 409 attendees at the Olympia event; 77 in Aberdeen; 55 in Shelton; 47 in Centralia; and 21 in Ocean Park. Surveys were given to attendees and those that were completed were entered into a drawing for Rachel Carson books, which Jim Lynch mentioned were excellent reading. Dick Nichols drew three names for the books: Lorene Lee, Olympia; Bonnie Blake, Chehalis; and Barbara Digman of Olympia were the winners. The 2007 Timberland Reads selection is *My Antonia* by Willa Cather.
  - b. Buildings Update. Mike Wessells updated the board on the libraries' building program. Westport is still looking for grants and contributions and has finished phase two. They plan to open by

the end of the summer and we are working very hard with them to make that happen. The September Board meeting will be in Westport. The South Bend library is installing a lift which will allow disabled people to get from down below into the library. Ilwaco library is in a part of the community service center which also houses the Boys and Girls Club. They are adding a community room. Oakville wants to discuss a possible location and a proposed deal for land. They asked that we come and discuss raising funds. Rochester has a kiosk (first in the world) which has self-checkout, a terminal to look at the collections, which facilitates ordering of books. Judy Weaver stated that she was very impressed when she visited the kiosk. We also have a kiosk at South Puget Sound Community College Hawks Prairie campus. A Bay Center store owner approached us and wants to be considered for a kiosk. A Council Member from the city of Morton asked if they could join our library. It was suggested that in light of these various inquiries, it is time for the Facilities Committee to meet. Jodi Reng will send an e-mail to the Facilities Committee, composed of Dick Nichols, John Braun, Judy Weaver and Jodi, to schedule a meeting. The initial cost to TRL for a kiosk is \$5,000. There is the continuing cost of the courier.

- c. Summer Reading Update. Ellen Duffy stated that the current theme is Paws, Claws, Scales and Tales and there are decorated collection boxes using this theme in all libraries to allow children to donate food to the animal shelters and other agencies while enjoying the summer reading program. All the branches have special programs for the younger readers. Last week, Barnes and Noble launched their story time and we have 45 children signed up. All comments about the Summer Reading have been positive
- d. Public Services
  - i. The May 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 or multiple reference questions being asked during one telephone inquiry. 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 by patrons.

- ii. Ms. Reng asked that everyone read the May Service stories on their own time, as there were many great stories this month.
- e. Ms. Hanson presented the Focus of the Month to the Board. TRL has 27 electronic newsletters that patrons can opt to receive. We have had an outstanding response (4%) with more than 17,109 subscriptions received. Ms. Hanson also pointed out that we now have a link from our TRL web page to the AP photo archive that has photographs dating back to 1826. She asked that the Board take time to explore this database themselves, and to refer it to friends and family who are interested.
- f. There will be a Marketing Workshop on July 28 sponsored by the State Library Service Center. This will be a half day workshop but no other details are available at this time. As soon as more information is received, it will be forwarded to the Board members.
- g. The President of the Board again thanked the Montesano Library and the Friends of the Library for the beautiful decorations and the marvelous desserts.

A ten-minute break was called. The meeting came back to order at 8:30 p.m.

- 7. Mr. Crose presented the financial report (on green paper), highlighting various expenses and revenues. Mr. Crose also distributed a chart showing total revenue, expenditures, and average monthly expenditure allotment. On the expenditure side, we are at 36.9% which is an 8% gap below revenue which is good. In the area of salaries, we have expended 38.8% for salary and benefits through 42% of the year. Presently, there are no plans for additional increases in the staffing level in 2007. However, at a later time, he will be asking for a position to work in the Business Office and the Human Resources department. Eventually, we would want to make this a full time position. Mr. Crose will bring it up later in the year. Mr. Crose explained the budget process to the Board and distributed the 2007 Budget Calendar. He and the Director, along with the HR Director and the Public Services Manager, will be visiting each library to get their budget projections for next year. It was suggested that the Board Budget Committee, consisting of Dick Nichols, Jo-Ann Andrews, Bob Hall, and Jodi Reng may want to start scheduling their meetings to review the budget information. By the September Board meeting, the Board should adopt a preliminary budget document. The final budget is adopted by the Board in December. Mr. Crose reminded the Board that 75% of the

budget is staff costs (salaries and benefits), 16% of the budget is for prior Board agreements, leaving slightly less than 10% discretionary spending. A discussion ensued concerning how the classification study might also impact the budget. Mr. Crose explained the findings of the classification study would not go into effect immediately.

A copy of the Levy Limit Calculations for Timberland Regional Library 2005 Values for 2006 Taxes was distributed to the Board by Mr. Crose. He stated that the consensus on I-747 is that the legislature will try to come up with a solution since it was overturned by the courts. It is on appeal but could take years to conclude. In the event that I-747 is overturned on appeal, we would be eligible to recapture all of the lost taxes but that probably won't happen. If it does happen, TRL could levy up to 6%, but it would be irresponsible for this Board to go higher than the current rate of inflation according to Mr. Crose.

8. Mr. Crose stated that the voucher report showed the normal flow of business and asked for questions. There was one question concerning a check for 147.08 to Michael Crose. Mr. Crose explained that when he rejoined Timberland Library, the premium for his term life insurance was doubled in error and this was a reimbursement.
9. Consent Agenda  
Dick Nichols stated that there was an error in the Minutes for May 24. As President of the Board, he does not make motions. Resolution 06-21 should have read that John Braun moved to adopt the policies.
- 06-22 BOB HALL MOVED TO APPROVE THE CONSENT AGENDA WITH THE AMENDMENT TO THE MINUTES; JO-ANN ANDREWS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
10. Unfinished Business
  - a. Mike Wessells presented a draft MOU with the City of Chehalis for the design and planning of the Chehalis Library. The agreement needs to be presented at the Chehalis City Council Meeting on June 26 in order to go forward. Funding for this is in the partnership fund in the Chehalis account. After a lengthy discussion, it was agreed by the Board that the President would work with the Director, Mr. Wessells, Craig Hanson, and the City of Chehalis on the wording and the President would then sign the agreement.
- 06-23 BOB HALL MOVED THAT DICK NICHOLS SHOULD WORK WITH STAFF AND THE CITY OF CHEHALIS TO INCORPORATE THIS BOARD'S WORDING AND PRESENT THE AGREEMENT TO THE CHEHALIS CITY

COUNCIL ON JUNE 26; JO-ANN ANDREWS SECONDED THE MOTION.  
MOTION CARRIED UNANIMOUSLY.

11. New Business
  - a. There was no new business.
12. Discussion items on agenda
  - a. Rich Park informed the Board that because the current classification study is eleven years old, an RFQQ was issued. Only two proposals were received and both are from Seattle firms. A comparison of the consultants proposal was distributed to the Board. The Classification Committee has been very active in the preparation of the RFQQ and the selection of which firm would be interviewed. Public Sector Personnel Consultants are scheduled to make a presentation to the Classification Committee on Friday, June 23, with a public forum to immediately follow. A lengthy discussion ensued and the Board requested that NW Management Consulting be scheduled to make a presentation to the Classification Committee, with a public forum afterward. In addition, the Board requested that the Director check the references of both firms.
  - b. The Director asked the Board Members what information they want on the Web Page. Jo-Ann Andrews-address and phone number; Edna Fund-address, phone number, fax and e-mail address; John Braun-continue like it is; Dick Nichols-continue like it is; Peggy Johnson-address but not fax or e-mail address; Bob Hall-continue like it is; and Judy Weaver-continue like it is.
13. Reports to the Board.
  - a. Policy Committee
    - i. The Anti-Harassment Policy, Meeting Room Policy and the Volunteers Policy were presented to the Board for review. After discussion, it was decided to adopt the policies with changes.

06-23 JO-ANN ANDREWS MOVED TO ADOPT POLICY 3M47, THE MEETING ROOM POLICY AS RECOMMENDED BY THE POLICY COMMITTEE AND AS PRESENTED TO THE BOARD. EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

06-24 EDNA FUND MOVED TO ADOPT THE VOLUNTEER PROGRAM POLICY AS RECOMMENDED BY THE POLICY COMMITTEE BUT WITH THE POLICY NUMBER INSERTED AS RECOMMENDED BY THE

BOARD. JO-ANN ANDREWS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

06-25 JO-ANN ANDREWS MOVED TO ADOPT POLICY 6H24, THE ANTI-HARASSMENT POLICY, AS RECOMMENDED BY THE POLICY COMMITTEE AND WITH A MINOR CHANGE TO THE CITATION NUMBERS AS RECOMMENDED BY THE BOARD. BOB HALL SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

b. Regional Planning Councils

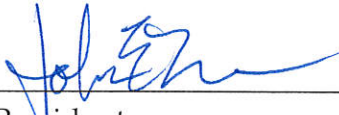
i. Mr. Wessells attended council meeting for all counties and was told what great service the staff gives.


14. Mr. Nichols called for an Executive Session at 11:05 p.m. pursuant to RCW 42.30.110(b) to discuss personnel issues. The Executive Session ended at 11:23 p.m.

Action items carried forward.

No action items carried forward

There was no further business and the meeting adjourned at 11:24 p.m..

  
Vice President

  
Secretary