

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Hoodsport Timberland Library, N 40 Schoolhouse Hill Road, Hoodsport, WA  
98548-0847

Wednesday, July 26, 2006

MINUTES

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

BOARD MEMBER EXCUSED: Dick Nichols

STAFF PRESENT: Mike Crose, Gwen Culp, Ellen Duffy, Gordon Earsley, Susan Hanson, Pam Johnson, Rich Park, Jodi Reng, Victoria Rexford, Nancy Triplett, Victoria Wortberg, Marian Thompson

GUESTS PRESENT: Rose-Marie Miller, Sean Hanlon of the Shelton Journal

Vice President John Braun called the meeting to order at 7:03 p.m.

AGENDA ITEM

1. Edna Fund led the pledge of allegiance.
2. Self-introductions of all present were made.
3. Focus on the local library
  - a. Nancy Triplett thanked everyone for coming to the little library on the hill on a "Wacky Wednesday". She also thanked the Friends of the Library for putting on a great dessert table for the Board at breaktime. Ms. Triplett gave a brief history of the Hoodsport Library building which had formerly been the Belfair Library and was moved down the Hood Canal by barge ten years ago. Photos of the move were along the windows and people were urged to look at them on break. Ms. Triplett read from a selection of letters from early townspeople telling about the different years going back to 1861 when the canal, which dead ends at Belfair, iced over and steamers were unable to get through for weeks at a time. Today the same community spirit still exists. Ms. Triplett commended her

staff, especially Pam Johnson. Ms. Triplett also mentioned that the meeting room is used day and night – usually 40 or 50 times a month. She ended with a quotation “Dare to dream for the dreams of today are the realities of tomorrow.”

4. Approval of agenda.

06-26 MOTION BY JO-ANN ANDREWS, SECONDED BY JUDY WEAVER, TO APPROVE THE AGENDA. MOTION WAS UNANIMOUS.

5. Correspondence/Public/Board Comments

- a. Jodi Reng read a letter from Frank Benavente, President of the Hoodsport Community Events Committee, thanking the Library Board for allowing the Library parking lot to be used for the street dance during the Celebrate Hoodsport event. Ms. Reng also read a commendation from Mike Wessells for the Shelton staff for the outstanding job they do in maintaining excellent patron service and communication while Shelton Library is between Building Managers.
- b. There was no public comment.
- c. Mr. Hall stated that Mike Wessells had asked if Mr. Hall wanted to be the alternate representative to the Pacific County Board. He said he would like to be with this Board’s approval. The matter will be on the agenda for next month..

6. Director’s Report

- a. Foundation Update: Jodi Reng introduced Victoria Wortberg, the new Timberland Library Foundation Director. Victoria described her background and explained how it would enhance her position as Foundation Director. Ms. Wortberg stressed that the Foundation was created to assist libraries not make decisions for them. She is looking forward to working with everyone.
- b. State Library Directors’ Meeting: Ms. Reng reminded the Board that she had described the meeting in her Monday Morning Memo so she wouldn’t repeat everything but there were a couple of things that she wanted to stress. She said there were three excellent speakers on the future of Children’s Services, the future of Collections and the future of Central Reference. We are creating a good partnership with schools by emphasizing Family Literacy. We have books in many formats including hard back and paperback, large print, books on tape, e-books, and downloadable audio. This is a challenge for our Collections department staff deciding which titles and in which formats to order. King County has 14 different formats. The third speaker talked about the future

of Reference Service. In the past, we measured how many questions could be answered in an hour. Now we emphasize that we answer questions that the patron can't get answered correctly elsewhere. Patrons can check the Internet but they don't always get correct information. We form a partnership (patron and librarian) and sometimes the answer can take hours or weeks. We give them information they can't get any where else.

The fourth thing discussed at the state meeting was legislation. This is the first time that libraries will not be on the defensive and can do long-term planning for the future. The State Library Directors are working on the language to help libraries and schools; language on state-wide data bases to make it less expensive for libraries; and state-wide library cards. Because of a financial agreement between King County and Seattle, the state-wide library card will not go forward at this time.

- c. Public Services
  - i. The June 2006 Statistics were presented. It was noted that the patron count was down for Shelton because they had been closed for three weeks.
  - ii. Ms. Reng asked that everyone read the June Service stories on their own time, as there were many great stories this month.
- d. Susan Hanson presented the Focus of the Month to the Board. WOIS/The Career Information System contains descriptions and information about civilian and military occupations, education programs, and Washington colleges and schools. Ms. Hanson also told the Board about the Family Program To Go boxes with seven different themes. We are trying to develop activities for boys and younger children. The Family Programs To Go have been extremely well-received..
- e. The Marketing Workshop on July 28 sponsored by the State Library has been postponed due to the speaker injuring her back. It will be rescheduled for September and Susan Hanson will let the Board know the date.
- f. The Vice President of the Board again thanked the Hoodspport Library and the Friends of the Library for the marvelous desserts.

A ten-minute break was called. The meeting came back to order at 7:50 p.m.

7. Michael Crose presented the financial report (on green paper), highlighting various expenses and revenues. Mr. Crose stated that we are in good shape with revenues collected and expenditures to date. He anticipates a surplus at year end. We are under-expended in staff salaries, wages and benefits. This year we added to the budgets for substitutes and that is working out very well. We are in the process of planning the rearrangement of office space at the service center. We will need to set aside monies for facilities such as a new roof for North Mason and acoustical work in several libraries but we will stay within our budget.
8. Mr. Crose presented the voucher statements and stated that the voucher report showed the normal flow of business. He explained that the description of the expense was from the first invoice (or contract) and carried through for that vendor on subsequent vouchers so that description could be confusing.

Mr. Crose will have a sample of what the new budget format will look like. It will take two years to finalize the exact format which best suits our needs and the Board's.

Mr. Crose also informed the Board that the budget planning meetings with each library manager were going quite well. He explained the process and invited the Board members to attend any of the individual budget meetings.

9. Consent Agenda  
06-27 JO-ANN ANDREWS MOVED TO APPROVE THE CONSENT AGENDA;  
EDNA FUND SECONDED THE MOTION. MOTION CARRIED  
UNANIMOUSLY.

10. Unfinished Business
  - a. Rich Park recommended that Public Sector Personnel Consultants be hired to do the classification study. He explained the contract is the first page and the terms of the RFQQ/Proposal are rolled into the contract as the rest of the document. The two items that Dick Nichols asked be added are in the contract. Public Sector will brief the Board periodically but it will cost extra to brief the number of times Dick Nichols envisioned. A discussion ensued concerning payment, possible bonding, timing of payments, expenses of the consultant, who will own the software, and how much support will be given. Mr. Park explained that the consultant would be paid as

we go along but final payment will not be made until we have the final documents and software.

06-27 BOB HALL MOVED THAT JODI RENG AND MICHAEL CROSE WORK WITH CRAIG HANSON TO FINALIZE THE CONTRACT; JO-ANN ANDREWS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

11. New Business

- a. Bob Hall requested a list for the Board of the communities and organizations that staff meets with on a regular basis so that Board Members might go along as part of their community outreach. Bob would like to become the alternate to Mike Wessells on PCoG. The Chair requested this be brought forward as an agenda item at next month's meeting.

12. Discussion items on agenda

- a. None

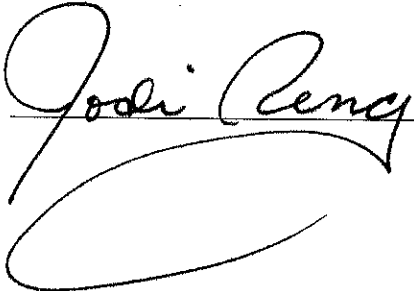
13. Mr. Braun called for an Executive Session at 8:30 p.m. pursuant to RCW 42.30.110(b) to discuss personnel issues. The Executive Session ended at 9:05 p.m.

Action items carried forward.

- (a) Agreements with Longview and Jefferson County
- (b) Budget Format
- (c) Monthly or quarterly community outreach report identifying who is meeting with whom and whether a member or an alternate.

There was no further business and the meeting adjourned at 9:06 p.m.

  
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President

  
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Secretary