

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING

Ocean Park Timberland Library, 1308 256th Place, Ocean Park, WA 98640-0310

Wednesday, August 23, 2006

MINUTES

BOARD MEMBERS PRESENT: Dick Nichols, Edna Fund, Bob Hall, Jo-Ann Andrews, Judy Weaver and Peggy Johnson by telephone

BOARD MEMBER EXCUSED: John Braun

STAFF PRESENT: Jodi Reng, Mike Crose, Sally Nash, Mike Wessells, Iver Matheson, Susan Carney, Kristine Pointer, Marian Thompson

GUESTS PRESENT: Sandy Stonebreaker, Chris Jacobsen, Marjorie Beard,

President Dick Nichols 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. Iver Matheson thanked everyone for taking a "long trip to the end of the world." He gave a brief history of the 121 years there has been a library in the community. It started out as a collection of books that moved from home to home. In 1940, the library moved to the school. Ocean Park joined Timberland in 1968 and in 1985 moved into the current building. Numerous community groups hold their meetings in the meeting room. Iver thanked the Ilwaco/Ocean Park Friends who make it possible to have such a great library. In addition, Mr. Matheson stated that it takes volunteers to run the library. One lady comes in once a week and straightens the books and another, in her 80's, comes in on Wednesdays to shelve books. There are at least 4 or 5 patrons that come in every day because of the WiFi and the computer terminals are also extremely busy every day.

4. Approval of agenda.

06-28 MOTION BY JO-ANN ANDREWS, SECONDED BY EDNA FUND, TO APPROVE THE AGENDA. MOTION WAS UNANIMOUS.

5. Correspondence/Public/Board Comments

- a. Jodi Reng read a letter from Phillip N. Jenner expressing his thanks and appreciation for the remarkable service provided by staff in locating information published in 1914. Staff provided the information to him within a week. Ms. Reng also read a letter from Linda Rose, Shoalwater Bay Community Library Manager, praising Hilary Richrod for her outstanding assistance to Shoalwater Bay Community Library over the past year and stating Hilary goes above and beyond the call of duty.
- b. Michael Crose spoke about Paul Pallillo, a former Board Member who recently passed away, and his many accomplishments on behalf of Timberland Regional Library. Mr. Crose acknowledged the many contributions Mr. Pallillo made to the library, especially in Pacific County. Mr. Pallillo was responsible, through his efforts, for securing the land the Ocean Park Library sits on. Sally Nash said that Mr. Pallillo hired her to be the librarian in Naselle in the bookmobile on blocks. He led Sally to her career and to her passion in literacy, reading public libraries and democracy.
- c. A gentleman had about 20,000 books donated to him from a book outlet warehouse that was closing and he called Keith Blackwell to donate the books. The books will be sold and the proceeds will be shared with the Chehalis Library Building Fund.

6. Director's Report

Ms. Reng reported she has visited all five counties and the meetings were successful. She received lots of comments praising the staff. The downloadable books are a hit with everyone. They especially liked the newsletters with the link to be able to order books on line.

Ms. Reng stated that Hilary Richrod, who has been working with the kiosks sites and schools that are service points for TRL, designed a program called The Little Library School for Volunteers. The first Little Library School for Volunteers and staff was held last week at the Service Center and the participants learned what we do and why we do it. They learned what libraries are for, they learned about intellectual freedom, privacy, having all sides of an issue, and how we impact people's lives. Patrons can make informed decision and become good voters. The participants got excited. They now see why

we do what we do and this will have an impact at the kiosks and school sites. Ms. Reng stated that we are going to take this program to those that couldn't come to our first training.

- a. Classification Study Update – The study kicked off on Monday by having Robert Miles conduct several meetings at the Service Center and then on Tuesday he held meetings in Mason, Grays Harbor, Lewis and Pacific counties. There was a great turnout of staff and lots of questions were answered. Mr. Miles will interview between 60 and 75 people for the study. The process should be completed in 90 days and the Board will be kept up to date on the progress.
- b. South Bend Lift Ribbon Cutting – September 2. There will be cake, punch, short speeches and a good time for all according to Ms. Reng. All are invited to be there at 3 p.m.
- c. South Puget Sound Community College - Hawks Prairie Kiosk at Ribbon Cutting – October 3 at 11:30. The ribbon cutting will begin at 11:30. The announcements have been sent out to 5,000 residents in the immediate vicinity of Hawks Prairie.
- d. Public Services
 - i. The July 2006 Statistics were presented. There are still questions on the gathering and reporting of statistics. Ms. Reng suggested that we start using line graphs so that it is easier to see if there is a trend.
 - ii. Ms. Reng asked that everyone read the July Service stories on their own time, as there were many great stories this month.
- e. Update on Centralia – Sally Nash explained that on Sunday, August 13, Jinny Burns, Centralia Community Library Manager, received a call at 2:00 in the morning from the Fire Department that the alarm had gone off at the library. Apparently a pipe in the second floor staff room had broken and the water was leaking down to the first floor and had set off the alarm. Jinny notified the City of Centralia and was given the authority to find a clean-up firm. She was able to find a firm in Winlock. At 4:00 a.m. Jinny notified Sally Nash who notified Jodi Reng. Sally and Ted Nash, along with Jodi and Dave Reng, immediately went to Centralia. Gwen Culp and her staff also were notified because of the computers and went to Centralia. Everyone pitched in and saved as many books as possible. Ruth Stout from the Service Center heard that magazines were destroyed by the water and went out

- immediately and purchased as many magazines as she could from local stores. Over the next week, the carpets were dried out and fans were brought in to dry the walls. Ceiling tiles also were replaced. During that week, many of the staff were sent to Chehalis to help with the increased patronage caused by the Centralia closure. However, the work was completed and the library reopened on August 23 because of the hard work of Jinny Burns, TRL staff, and the City of Centralia staff and management. Dick Nichols suggested that the Board send a card or certificate to Jinny Burns and the Centralia staff for their hard work during the disaster. Jodi Reng said she would have one prepared and the Board could sign it at the Board workshop on Saturday. Mr. Crose suggested that the TRL Board send a thank you to the City of Centralia for stepping up to the plate and taking care of the costs.
- f. Buildings Report – Mike Wessells reported that Westport is very close to being able to finish their project.

Marge Beard of the Ilwaco Building Committee (representing PACE) spoke about the remodeling plans for the building the library is in. The building is owned by the City of Ilwaco and the library shares the building with PACE (Pacific Aging Council Endeavors) which is a non-profit 501c3 organization to provide services for the aging citizens in Pacific County. Ms. Beard said she was not appearing at this meeting to ask for funds only to let the Board know what is being planned. The committee prepared a needs assessment. They have a pro bono architect who and then will be part of the budget committee. The City of Ilwaco has money for matching funds. If the City can't apply for a grant, PACE will do it. The initial results will be that the library will get an additional 900 square feet of space, plus ADA accessible restrooms, improved parking and a new front façade. The capital campaign is kicking off by asking for contributions from individuals which will be matched. Ms. Beard shared the architectural drawings and conceptual budget. Mr. Nichols stated that the Facilities Committee will discuss this matter at their next meeting. Sandra Stonebreaker stated that the Friends were supporting the plans but they were not in a position to manage the large grants.

Mike Wessells stated that an architect would be selected by the end of the week for the Chehalis Library.

- g. Sally Nash presented the Focus of the Month to the Board which highlighted the PageTurner groups, which are book discussion groups, set up according to age groups. It increases literacy in the community and brings people together. One of our data bases that is also highlighted is Opposing Viewpoints. People use this data base to help people expand their understanding of controversial issues.
- h. Ms. Reng reminded the Board about the Marketing Workshop on September 8. A grant is paying for a consultant to come in and help Timberland develop their marketing plan based on the feedback the consultants get from the participants at the workshop. Ms. Reng requested that at least three Board members attend because the marketing plan will be used until 2008 or 2009. Ms. Reng also reminded the Board about the joint workshop with the Tacoma Library Board on Saturday, August 26. Pat Wagner will speak in the morning on the future of libraries and in the afternoon the topic will be Boards working together. The meeting will begin at 9 with a continental breakfast and will end at 4 p.m.
- i. The President of the Board again thanked the Ocean Park Library and the Friends of the Ilwaco/ Ocean Park Libraries for the wonderful meal.

A ten-minute break was called. The meeting came back to order at 8:22 p.m. Mr. Nichols thanked the Friends for the tasty desserts enjoyed during the break.

7. Michael Crose presented the financial report, highlighting various expenses and revenues that have occurred during the normal course of business. Mr. Crose stated that we are in good shape with revenues collected and expenditures to date. We are under-expended in staff salaries, wages and benefits. We are 58% through the year and 53.5% through expenditures and 56% into our revenues. We purchased \$18,347.64 worth of shelving for the Westport Library. They are the property of TRL. A question was asked about the payments to the security group for the Olympia Library. Mr. Crose stated that security is working out very well. Next year security may be added for Aberdeen because of issues there.
8. Mr. Crose presented the voucher statements and stated that the voucher report showed the normal flow of business.

9. Consent Agenda

06-29 JO-ANN ANDREWS MOVED TO APPROVE THE CONSENT AGENDA; JUDY WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

10. Budget Planning Schedule

The Board Budget Committee, comprised of Dick Nichols, Bob Hall and Jo-Ann Andrews with Mike Crose and Jodi Reng will meet on October 12 and November 20, 2006, at 10:00 a.m. at the Service Center.

11. Unfinished Business

- a. Mike Wessells is the TRL representative to Pacific County Governments (PCOG) and Bob Hall would like to be the alternate to PCOG

06-30 EDNA FUND MOVED AND JO-ANN ANDREWS SECONDED THE MOTION TO APPOINT BOB HALL AS THE TRL ALTERNATE TO PCOG. MOTION CARRIED UNANIMOUSLY.

In addition, Peggy Johnson will be TRL's representative to the Mason County EDC with Mike Wessells as the alternate. No formal motion is necessary.

12. New Business

- a. Reciprocal Agreements with Longview and Jefferson County. Ms. Reng stated that in Longview we have had a pilot project going with them for the last year which has been successful in that there haven't been any problems, there haven't been a tremendous number of participants and it is a good step toward our every library in the state goal. The Director of the Longview Public Library would like to make this a permanent process. Jefferson County has been paying Timberland approximately \$1800 a year so that their people who live closer to Amanda Park than to Forks can use our library. In effect, they have been buying non-resident cards for them. Ms. Reng stated that entering into a reciprocal agreement with Jefferson County, similar to our other reciprocal agreements without exchange of money would move us closer to the eventual statewide library card. A discussion of these reciprocal agreements ensued. It was agreed that it would be in the best interests of Timberland, their patrons, and Longview and Jefferson County to enter into the agreements.

06-31 BOB HALL MOVED AND JO-ANN ANDREWS SECONDED THE MOTION TO APPROVE THE AGREEMENT WITH LONGVIEW. MOTION CARRIED UNANIMOUSLY.

06-32 BOB HALL MOVED AND JO-ANN ANDREWS SECONDED THE MOTION TO APPROVE THE AGREEMENT WITH JEFFERSON COUNTY. MOTION CARRIED UNANIMOUSLY.

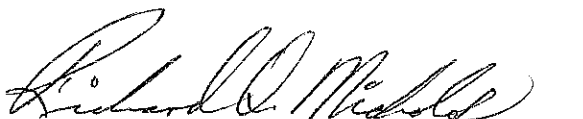
b. Community Reports. Mike Wessells stated that he was out of the state for most of the month but he worked 10 days. Mr. Wessells briefed the Board on three of those meetings: Olympia Chamber of Commerce Education Summit in Olympia; East Grays Harbor Rotary Club; and a 2-1-1 calling meeting hosted by TRL in Raymond.

13. Discussion items on agenda

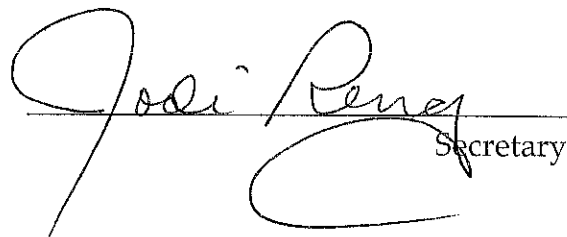
a. None

On a side note, Jo-Anne Andrews and Bob Hall informed the Board that they would be unable to attend the September Board Meeting.

There was no further business and the meeting adjourned at 9:02 p.m.



President



Secretary

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES JOINT MEETING
WITH TACOMA PUBLIC LIBRARY BOARD OF TRUSTEES
AT THE TRL SERVICE CENTER
AUGUST 26, 2006

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

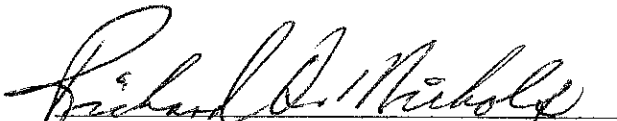
TACOMA PUBLIC LIBRARY BOARD PRESENT: Tony Hudson, Becky Summers

TRL STAFF PRESENT: Mike Crose, Gwen Culp, Susan Hanson, Rich Park, Jodi Reng, Sally Nash, Gail Park

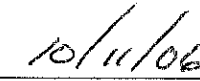
Dick Nichols called the TRL Board Meeting to order at 9:30 a.m. Tony Hudson called the Tacoma Public Library Board to order at 9:35 a.m.

Pat Wagner conducted a day long workshop on the topics: the Future of the Libraries, and Boards Working Together.

Dick Nichols adjourned the meeting at 4:00 p.m.



President



Date