

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Oakville Timberland Library, 204 Main Street, Oakville, WA 98568-0079

Wednesday, September 27, 2006

MINUTES

BOARD MEMBERS PRESENT: Dick Nichols, Edna Fund, Judy Weaver and John Braun (arriving late)

BOARD MEMBER EXCUSED: Bob Hall, Jo-Ann Andrews, Peggy Johnson

STAFF PRESENT: Jodi Reng, Mike Crose, Sally Nash, Mike Wessells, Rich Park, Susan Hanson, Gwen Culp, Judy Covell, Nancy Schutz, Ellen Duffy, Corine Aiken, Jinny Burns, Deborah Baker-Receniello, Marian Thompson

GUESTS PRESENT: Oakville Mayor John Ruymann, Connie Holsom, Anita Hawkins, Terry Keegan, Beth Fern, Randy Caverly, Robert Miles, and Craig Hanson

President Dick Nichols called the meeting to order at 7:03 p.m. and thanked the Friends for the delicious meal prior to the meeting. He also thanked the citizens for allowing the Board to hold their meeting in Oakdale.

AGENDA ITEM

1. Edna Fund led the pledge of allegiance.
2. Self-introductions of all present were made.

Jodi Reng, Director of Timberland Regional Library, presented a gift to each of the Boardmembers that she had purchased for them while on the Foundation cruise to Alaska.

In addition, Ms. Reng stated that she had Certificates of Appreciation from the Board to retiring employees. Roberta Holmes, Community Librarian at Hoquiam for 13 years, started working for Timberland in 1980. On Friday, September 29, Roberta will retire. In addition, Diane

Loomis began working at the Service Center in 1979 and eventually became the Interlibrary Loan Manager for Timberland. She retired after 27 years. It was noted that Lois Hendryx had retired after 30 years.

3. Focus on the local library

- a. Deborah Baker-Receniello, Community Librarian, spoke of the many accomplishments of the Oakville Timberland Library. The library shares space with City Hall and the 1,000 square feet is also used for Court on Fridays and City Council on Mondays. The Mayor has formed a committee to look into getting a new building for the library and the Friends have been diligently raising funds for that purpose. She mentioned some of the very successful programs such as volunteer Vicki Horton's Library Lady program that visits Oakville Elementary School each Tuesday morning, the Senior Outreach Library Lady program that meets once a month with seniors, and the partnership with GEAR UP for students and parents concerning colleges. Even though it is such a tiny library in a rural community, students of all ages attend college classes via the internet and the library is proctoring exams for Grays Harbor School, Centralia Community College and Seattle Arts Institute. Ms. Baker-Receniello thanked the Board and the community for coming to this meeting and then introduced Mayor John Ruymann.

Mayor Ruymann welcomed everyone to Oakville and spoke about the building committee and possible library sites. He stated that the community is committed to finding a new site for the library.

4. Approval of agenda.

06-33 MOTION BY EDNA FUND, SECONDED BY JOHN BRAUN, TO APPROVE THE AGENDA. MOTION WAS UNANIMOUS.

5. Correspondence/Public/Board Comments

- a. None.
- b. None.
- c. None.

6. Director's Report

- a. Nancy Schutz presented a training and staff development update which included information on the New Employees Orientation, the Bio-Hazard Kit and blood-borne pathogens training, 100 TRL

staff being trained in CPR, the All Staff Training Day on October 9, conferences, training newsletter, and on-line trainings. Ms. Schutz gave each member of the Board an envelope with a puzzle that they were to put together while she described the various trainings. When the puzzle was assembled correctly, Timberland's Mission Statement and Vision Statement could be read. In addition, Ms. Schutz is scheduling Prepare Training which will be given to all employees of Timberland. It is sometimes referred to as problem training or customer service training.

- b. Classification Study Update – Robert Miles, representing Public Sector Personnel Consultants, briefed the Board on the status of the study. All employees filled out a job classification questionnaire and after Public Sector reviewed all of them, Mr. Miles and another Senior Management Consultant began interviewing approximately 100 employees throughout the District to find out more about the jobs. The interviews were completed today. Now Mr. Miles and his team will look at job titles and will gather the salary structure from other public employers. The next step is the comparable employers. Public Sector will be comparing these salary structures and benefits to what TRL is currently using. The Board will be asked to consider a salary competitiveness schedule setting where TRL's salary should fall within the market. After discussion, Mr. Miles agreed to include all five counties in the comparables. The Board will be kept up to date on the progress. Mr. Nichols noted that there would be an Executive Session with Craig Hanson at the end of tonight's meeting to explain the full process of the classification study, and how that will affect negotiations with the Staff Association.
- c. Ms. Reng reported that the Facilities Committee determines when buildings get repaired and develop new service points for our libraries when requested by communities or staff. Service points can range from full scale libraries to kiosks. A ratings system has been prepared as a result of the Strategic Plan and Mike Wessells will bring a complete report to a future Board Meeting.
- d. South Puget Sound Community College - Hawks Prairie Kiosk Ribbon Cutting – October 3 at 11:30. All are invited and TRL sent out 12,000 invitations to residents in the Hawks Prairie area.

e. Public Services

- i. The August 2006 Statistics were presented. Ms. Reng stated there are a few changes to the format of the report and more changes will be made in the future to make the stats collected more meaningful and to show whether there is a trend. Ms. Reng also pointed out the change to the Olympia circulation numbers due to the shared collection.
- ii. Ms. Reng asked that everyone read the August Service Stories on their own time, as there were many great stories this month.

- f. Quarterly Report on Strategic Plan Implementation - Ms. Reng reported that September is when the third quarter ends. We have almost accomplished all of the tasks set for the third quarter. The classification study is in process as well as the courier study. At the present time, our Horizon system is not able to accomplish what we need to make our holds match our courier routes. Horizon has promised this capability in the next upgrade.

- g. Buildings Report – Mike Wessells reported that Westport is very close to being finished and the tables and chairs are being ordered. He is pursuing a special use permit to hold the Board Meeting on October 25 in the new building. The formal opening is scheduled for December.

Mike Wessells reported concerning the Chehalis Library. He stated that the City Council approved the contract with the architect for the design phase of the project.

Victoria Wortberg, Foundation Director, provided a workshop to the city of Ilwaco in basic fund raising. Mr. Wessells said that Timberland will be taking a back seat to the local fundraising committee in Ilwaco.

City of South Bend had a great turnout for the ribbon cutting on the new elevator.

The Mayor of Bucoda approached Dick Nichols and Mike Wessells about establishing a library there. Mr. Wessells has been in contact with the Mayor and will keep the Board informed

about these discussions. He pointed out that this request will be forwarded to the Facilities Committee at the appropriate time.

- h. Community Reports – Mr. Wessells has made 22 community contacts including the Hoquiam City Council Meeting. He stated that the City honored Roberta Holmes's retirement and gave her a standing ovation. In addition, he joined the Wilapa Chamber of Commerce and worked with the business community to let them know more about Timberland Library; he also visited the Westport Chamber of Commerce and talked about the Timberland Regional Library; attended a CETA-CDBG meeting on grants, and the Lewis County EDC meeting. Mr. Nichols added that he and Mr. Wessells attended the Thurston County Regional Planning and they had conversations with the Chehalis tribe about libraries. Mr. Nichols also mentioned that he would like to start a dialogue with Panorama City library in Lacey about the senior citizen residents there having access to Timberland Library, possibly through a kiosk.
- i. Susan Hanson, Communications Manager, presented the Focus of the Month to the Board which highlighted the Fall Library Events Brochures. The database of the month is the Literature Resource Center which provides information on authors and literary works from all time periods and many cultures.

A ten-minute break was called. The meeting came back to order at 8:24 p.m. Mr. Nichols thanked the Friends for the tasty desserts enjoyed during the break.

Ms. Reng informed the Board that Sally Nash, Patron Services Manager, and Ellen Duffy, Youth Services Coordinator, had attended a tea hosted by the First Gentleman to talk about libraries, reading and children. The attendees were the State Librarian Jan Walsh, Sally Nash and Ellen Duffy. They were honored to have been invited and were very impressed that Mr. Gregoire is so interested in libraries and reading to children that he travels around the State and reads to children.

- 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 66% through the budget year

and 57% into our revenues exclusive of our estimated beginning fund balance. On October 31 the property taxes are due and the library portion will be shown in the November report. We are 61% through expenditures as adopted and approved by the Board for 2006 which means we are approximately 5% under-spent so far this year. We have made mid-year adjustments for salaries, wages and benefits and have still stayed within our budget. The timber tax projections for the next ten years should be increasing. Mr. Crose stated that on October 12 and November 20 the Board Budget Committee would be meeting and he hopes to have realistic projections at that time. He pointed out that many additional homes are being built and added to the tax rolls in all five of our counties which means additional revenue for the library. Because we won't get the assessed valuation projections from the counties until mid to late December, we can only estimate what our revenue will be. Mr. Crose remains cautiously optimistic about the overall financial health of the five counties and the library in particular. He believes the levy rate will drop to approximately 40 cents per \$1,000 of assessed valuation for collections in 2007.

8. Mr. Crose presented the voucher statements and stated that the voucher report showed the normal flow of business. However, he pointed out voucher #83959 in the amount of \$1,957 for repair of a courier van, voucher #84096 to the Olympian in the amount of \$6,784.70 to advertise employment opportunities during July and August, and voucher #84196 to Gateway in the amount of \$160,448.86 for 145 replacement computers pursuant to the District's computer replacement policy. John Braun suggested we consider advertising through the Employment Securities web site for job openings which is free. Mr. Crose said Human Resources is investigating the possibility.

9. Consent Agenda

06-34 JOHN BRAUN MOVED TO APPROVE THE CONSENT AGENDA;  
EDNA FUND SECONDED THE MOTION. MOTION CARRIED  
UNANIMOUSLY.

10. There was no unfinished business.
11. There was no new business.

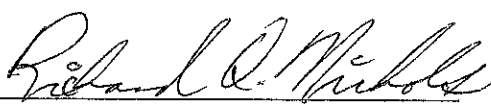
## 12. Discussion Item – Planning for the Future

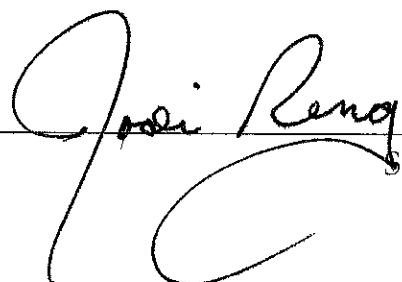
Jodi Reng stated that when the Board had their workshop with Pat Wagner, she suggested that a community member be invited to the Board meeting to tell about the community needs. Although we agreed that was a good idea, Ms. Reng stated that Timberland is already doing that with its community chats. Because our Board meetings are lengthy, it is suggested that an all-day workshop be held twice a year and go over the community chat information and make changes within the district. Mr. Braun agreed that the idea of once or twice a year workshop would be very useful but he would not want it held on a Saturday. Mr. Nichols also agreed that a separate workshop would be great. Ms. Fund said she prefers that format by getting all the information at one time rather than a little each month. Mr. Nichols suggested that at the next meeting or the meeting after that, the dates of these meetings should be set for next year. Mr. Braun requested that the workshop be a four or five hour session rather than all day. Ms. Reng informed the Board that the information from the Community Chats will be reviewed by the Planning Council at their next meeting. It will take approximately until January or February to put together a presentation of the data.

Mr. Nichols, on behalf of the Board, again thanked Jinny Burns for her hard work when the Centralia Library had a water problem.

Mr. Nichols called for a five minute recess before going into Executive Session.

Mr. Nichols called the meeting to order at 10:04 p.m. There was no further business and the meeting adjourned at 10:05 p.m.

  
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President

  
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Secretary