

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
506 N Montesano Street, Westport, WA 98595-1410
Wednesday, October 25, 2006

MINUTES

BOARD MEMBERS PRESENT: Dick Nichols, Edna Fund, Judy Weaver, Peggy Johnson, Bob Hall, Jo-Ann Andrews, and John Braun (arrived late).

STAFF PRESENT: Jodi Reng, Mike Crose, Sally Nash, Mike Wessells, Rich Park, Susan Hanson, Gwen Culp, Corine Aiken, Emily Popovich, Kathleen Ringenberg, Marian Thompson.

GUESTS PRESENT: County Commissioner Al Carter, Westport Mayor Michael Bruce, Elenore McKee, Mary Cook, Gene Cook, Dorothy Adkins, Helen Hepp, Gail Mullvain, Randy Lewis, Karen Boshear, Penelope Juttner, Ann Brown, Jean Tweedie, Chris Anderson, Sherry Rudrud, Dick Kadyk, Darlene Kadyk, Mary Ellen Schilling, Mel Durning, Renee Prine, Pat Nurney, Julie Dickson, Karen Austin, Larry Ringenberg, Dana Stedman, Jean Murdock, Gene Hall, Peggy Coverdale, Jay Pringle, Rex Bell, Julie Hitt, Annette Bruce, Glen Austin, John Goldstein, Marti Goldstein, Janet Stedman, Vicki Cummings, and Craig Hanson.

President Dick Nichols called the meeting to order at 7:01 p.m. and thanked everyone for coming to the meeting in the new library building, even though it is not finished. He also thanked the city of Westport and its citizens for allowing the Board to hold their meeting in Westport.

AGENDA ITEM

1. Edna Fund led the pledge of allegiance.
2. Self-introductions of all present were made.
3. Focus on the local library
 - Al Carter, Grays Harbor County Commissioner, praised the partnership of City, Friends, Library Boards, LEAP committee, contractor, and citizens for building a facility they could all be proud of.
 - a. Kathleen Ringenberg, Westport Community Librarian, said she has been working at the library since 1985 when she was a sub. She stated that in 1963, Westport decided they needed a library (prior to that time, there was a bookmobile). The library began in a building that had been a former fire station. In February of 1961, the City of Westport started adding onto their building and the library moved into the space in November of that year. Although they were always short

of space, staff made it work. In 1989, the City of Westport stated they couldn't afford to build a new library with enough space, so the Friends of the Library started raising building funds for a new building through book sales, raffles, bake sales, etc. At the building committee meeting on November 5, 2001, the Friends asked the City if the building could be expanded if the Friends raised the money? The City approved the request. There was approximately \$30,000 in the Building Fund at that time. The Friends started getting grants, donations from citizens and businesses, and the LEAP (Library Expansion Action Program) Committee was formed. In late 2003, Mr. Druzianich offered land for a library and plans began for a new building. A year ago, there was enough money to have the builder build the shell. When the building opens in December 2006, it will be paid for. There will be things that will still be needed such as window coverings on west-facing windows but the library can operate without them if necessary. The building will be the Elizabeth Druzianich Building and it will house the Westport Timberland Regional Library. Ms. Ringenberg thanked everyone again for helping to make this a reality.

- b. Michael Bruce, Mayor of Westport, thanked everyone for their support of the new library which will be an asset to the community, especially noting the contribution of Dorothy Adkins, the past President of the Friends.

4. Approval of agenda.

06-35 MOTION BY JO-ANN ANDREWS, SECONDED BY BOB HALL, TO APPROVE THE AGENDA. MOTION WAS UNANIMOUS.

5. Correspondence/Public/Board Comments

- a. None.
- b. None.
- c. Edna Fund mentioned that this was Literacy Week and what a fabulous way to celebrate by meeting in a new library.

6. Director's Report

Jodi Reng commended the Friends, TRL Foundation, LEAP Committee, library board, the city of Westport, Schlager Construction, Gene Hall, Westport Library staff, TRL staff, and all the individuals that made the new building possible. She stated that it is especially significant that no levy of taxpayer funds was required.

- a. Classification Study Update - Rich Park, Human Resources Manager, reported on the Classification Study. He stated it had been eleven years since a study had been undertaken and that we are half way through the process. Public Sector Personnel Consultants (PSPC) was hired to do the study; all employees filled out a position description questionnaire; and PSPC has interviewed approximately 100 employees. PSPC is now in the

process of writing job descriptions for the position titles they have prepared. Employees will be able to review their job titles and descriptions within the next couple of weeks. PSPC is currently going out to previously agreed upon organizations similar to TRL to get their salary and benefit structures with which to compare TRL salaries and benefits. The entire study should be finished by December 31 pursuant to the contract.

- b. Public Services - Jodi Reng presented the September statistics along with graphs for circulation and patron count showing the trends for 2005 and 2006. Ms. Reng stated that if the Board agreed, each month a different aspect of the statistics would be highlighted by using graphs to show the developing trends. Edna Fund requested that where there were anomalies that it be noted such as the water problem at Centralia or when Shelton was closed for three weeks. In addition, Ms. Reng stated that Management Council has recommended that the reference statistics be collected for a two week period every quarter beginning in 2007. Ms. Reng also recommended that beginning in 2007 the statistics be given to the Board every quarter in order to show trends and also to shorten Board meetings (the monthly stats will be kept and will be available). A general discussion concerning statistics and the yearly trends ensued.

Ms. Reng asked that everyone read the September Service Stories on their own time, as there were many great stories this month.

- c. Buildings Report – Mike Wessells reported that the woodworking contractor is working on the circulation desk for the new Westport Library and it will be finished and installed on Friday. The Building Inspector has already given provisional approval except for a couple of items the building contractor is taking care of. Mr. Wessells said that a team meeting was held with the architect for the design of the new Chehalis Library. The team developed a design process which includes input from the community. The architect is aware of how important the community input is.
- d. Community Reports – Mr. Wessells met with Senator Mark Doumit and Rep. Brian Blake to work on the process for making TRL library cards available for Naselle and Grays River Schools' students in Wahkiakum County. Mr. Wessells introduced Vicki Cummings of the Grays Harbor Council of Governments. Ms. Cummings stated that the Council of Governments focuses on community development issues and builds pathways between our partners which include cities, county, court system, PUD, tribes, TRL, transit agencies, etc. They provide data for grants, prepare grants, etc. to help maintain services. It is all about quality of life. Ms. Cummings stated we must have a healthy economy and we must all

work together to attain this. Grays Harbor Council of Governments counts on TRL's membership.

Dick Nichols stated that he and Mr. Wessells attended the Thurston Regional Planning Council. He also spoke briefly about the ribbon cutting for the TRL kiosk at Hawks Prairie campus of South Puget Sound Community.

- e. Susan Hanson, Communications Manager, presented the Focus of the Month to the Board which was downloadable audiobooks. She explained how it works and how to get more information on it. The cost to the library is \$1750.00 per month (TRL received a credit of \$7500.00 from the company to purchase audiobooks) and there are 200 books available at this time. The database of the month is the Ancestry Library Edition which is a database that can be used in a Timberland library to search out family and historical birth, marriage, death and immigration information.

A ten-minute break was called. The meeting came back to order at 8:17 p.m. Mr. Nichols thanked the Friends for the tasty desserts enjoyed during the break.

Mr. Nichols announced that the grand opening of the Westport Library would be December 9 but the time has not been set. Invitations will be sent and perhaps people will be able to carpool due to the weather in December.

7. Financial Report - 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 75% through the budget year and 61% 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 68.8% through expenditures as adopted and approved by the Board for 2006 which means we are under-spent so far this year. The Budget Committee meets on November 7 and will be brought up to date regarding the 2007 budget. Mr. Crose stated he planned to send a budget packet to the Board before the next meeting on November 15. Mr. Crose stated that Timberland is in good financial shape and that we should end 2006 with an increase in fund balances which he will discuss with the Budget Committee.

Jodi Reng pointed out to the Board Members that the Director's 2007 Budget Priorities were listed on a separate sheet under the Financial tab in their binder. She pointed out under Priority 4, 84% of management staff would be eligible to retire within the next 10 years. A discussion ensued concerning this and succession planning. Mr. Braun suggested that a priority should be to make our facilities and staff more efficient so that we can deal with the increase in demand for our services in the future. Ms. Reng pointed out that these were priorities for 2007 and we would be working on long term plans for 2008 and beyond during 2007. Mr. Nichols pointed out that priorities 1 and 2 were primarily "catch up"

items due to prior years' budgets. He suggested that with the new Chehalis Library we have a chance to have a more efficient building if the planning is done correctly. In addition, Mr. Nichols suggested that Timberland create a policy that states if we build a new building or have one built, or occupy a building, it be "green".

Ms. Reng asked the Board about the date of the December Board meeting. Jo-Ann Andrews stated that the meeting was scheduled for December 27 so that the Board would have the information needed for the passing the budget.

8. Voucher Report - Mr. Crose presented the voucher statements and stated that the voucher report showed the normal flow of business. However, he pointed out voucher #84296 in the amount of \$58,007 for insurance coverage, voucher #84455 to Public Sector Personnel Consultants in the amount of \$13,011.92 as payment on the contract for the classification study, and voucher #84519 to Business Interiors in the amount of \$10,266.37 for public computer stations and chairs for the new Westport Library. Mr. Nichols suggested that TRL should have an informal policy on buying library furniture so that TRL is consistent in their practice. Mr. Nichols suggested this be brought up at the next Facilities Committee.
9. Consent Agenda
- 06-36 JO-ANN ANDREWS MOVED TO APPROVE THE CONSENT AGENDA; JUDY WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
10. There was no unfinished business.
11. There was no new business.
12. Discussion Item – Evaluation Procedure for the Executive Director
Jodi Reng distributed a packet of information entitled "2006 Evaluation of Executive Director Data and Procedure" to the Board Members that included the procedure established in 2005, the Performance Plan for 2006, Accomplishments in 2006, Bridge to Tomorrow Implementation (strategic plan), Staff Survey, and Director's Suggested Priorities for 2007. Ms. Reng asked the Board to carefully read all the documents in the package. A Special Meeting needs to be scheduled for the Board to meet in Executive Session to review the Executive Director's performance for the past year and set additional goals for the Director for 2007. After discussion, the meeting was scheduled for December 7, 6:00 p.m., at the Service Center. Mr. Nichols stated that the Board needs to agree on priorities and prepare an evaluation. He suggested that each Board Member review the packet and prepare their impression of Ms. Reng's performance during the past year. Mr. Nichols asked the members to either fax this to him or include it in the body of an e-mail by December 1. He would then prepare a draft evaluation compiled from each member's submission and have it ready for the December 7 meeting.

Board members were requested to bring their suggested 2007 Priorities additions or deletions to the December 27 meeting. Also at the December meeting, the salary of the Executive Director will be discussed.

13. Reports to the Board

- a. Budget Committee – Mr. Crose stated there was no written report but he had reported to the committee that during the past year, there was \$1.5 billion in new construction which adds a couple of hundred thousand dollars to our budget. He will discuss projected revenues for 2007 at the next budget committee. Mr. Crose stated that he believes our levy rate will drop below 40 cents next year. Mr. Crose explained the various spreadsheets that will be distributed at the next meeting of the budget committee and that he will send them to the entire Board after the Budget Committee meeting.
- b. Policy Committee – Edna Fund stated the Committee is working on four policies: Use of Equipment, Collection of Material, Public Bulletin Boards, and Dress Code. The Committee is attempting to make the policies “user-friendly” from a patron’s point of view. The Policy Committee plans to finalize these policies at their next meeting.

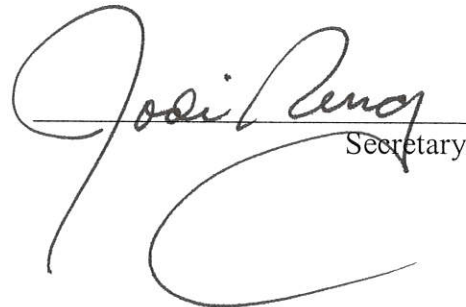
Mr. Hall reminded the Board that he would not be at the November meeting due to a previously scheduled vacation.

At 9:01 p.m., Mr. Nichols called for a five minute recess before going into Executive Session.

Mr. Nichols called the meeting to order at 9:32 p.m. There was no further business and the meeting adjourned at 9:33 p.m.



President



Secretary