

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Service Center, 415 Tumwater Blvd. SW, Tumwater, WA 98501-5799
Wednesday, April 25, 2007

MINUTES

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

STAFF PRESENT: Jodi Reng, Mike Crose, Sally Nash, Judy Covell, Susan Hanson, Gwen Culp, Tim Mallory, Mike Wessells, Rich Park, Corine Aiken, Marian Thompson.

President John Braun called the meeting to order at 7:03 p.m. and thanked everyone for coming to the meeting.

AGENDA ITEM

1. Jo-Ann Andrews led the pledge of allegiance.
2. Self-introductions of all present were made.
3. Approval of Agenda –
07-16 JO-ANN ANDREWS MOVED TO ACCEPT THE AGENDA FOR TONIGHT'S MEETING. EDNA FUND SECONDED THE MOTION. MOTION APPROVED UNANIMOUSLY.
4. State of the Library District – Jodi Reng presented the State of the Library covering the year 2006 after giving a brief history of Timberland Regional Library and Becky Morrison's part in establishing the district. There are over 350,000 library cardholders who can use their card at over 200 libraries in Washington. TRL had over 2.7 million visitors to our 27 libraries during 2006. Timberland added over 203,000 items to our collection for a total of more than 1.6 million items. During 2006, there were 3,076 programs with an attendance of 66,925 people.. In addition, a new library was built in Westport and a capital campaign was begun to raise funds for a new Chehalis library. The South Bend library is now accessible to all because a lift was added. Also TRL now has two kiosks which were opened in 2006. Ms. Reng read a poem she wrote entitled "If Becky Morrison Came Back as a Ghost." In addition, Ms. Reng listed some highlights for 2007 including emphasizing the library's role as a learning center, making the public aware of the role of the library in early learning, partnering with schools to help school-aged children to learn to use databases better and analyze information, adult education – learning to learn, mature adults – keeping minds active and growing, serving busy people, and becoming the center of the community.

Ms. Reng commended Susan Hanson for the great service she has given to TRL the last 7 years and wished her well as she moves to Portland.

Ms. Reng also wished Happy Birthday to Dick Nichols, Edna Fund and Peggy Johnson, all of whom had birthdays in April.

5. Correspondence/Public/Board Comments

- a. Correspondence – Jodi Reng read a letter from Sylvia Cleaves of Olympia commending Rosemary Conor (staff from Lacey) as leader of a Page Turners group at the Firs Retirement Center. Ms. Cleaves praised Rosemary for her skill and interest during the last two years for providing a perfect atmosphere for easy discussions and great reading enjoyment.
- b. No public comment.
- c. Board Comments – Jo-Ann Andrews and Bob Hall commended Jodi for her written response to a disgruntled patron which had a list of other movies that the patron might like better. Each Board Member then gave a brief synopsis of their successful experiences concerning the Kick Off of the Timberland Reads Together My Antonia on April 23 at the Aberdeen, Centralia, Olympia, Raymond, Shelton and Yelm libraries. The reporter from KMAS in Shelton read the entire book on the air at the same time as the kick off.

6. Director's Report

- a. Jodi Reng introduced Tim Mallory, Adult Services Coordinator, who informed the Board that he had applied for a \$10,000 grant from the State Library to advance literacy in the State of Washington. If TRL is successful in obtaining the grant, the funds will be used for adults with low literacy skills, an under-served population. These are people that have been unsuccessful in classroom education and are now looking for another way to gain the literacy skills they lack. TRL will identify patrons in need of assistance and refer them to the appropriate agency and offer space and materials following TRL policies. Peggy Johnson spoke on the Read – Write program based in Shelton which also helps advance literacy.
- b. Mr. Mallory then gave an update on Timberland Reads Together- My Antonia. Tim stated that at the six libraries holding the Kick Off event, there were approximately 158 participants including 45 readers. Mr. Mallory stated that Timberland has been selected as one of four grant recipients of the National Endowment for the Arts to take part in a follow up project that will be used to show other applicants what can be done. The NEA people will be here May 17-20 and will attend some of the performances at the various libraries. Mr. Mallory thanked the Boardmembers for their continuing support of these programs.
- c. Buildings Report – Mike Wessells reported that legislation had been approved by the State Senate and the House in which \$500,000 would go to the new Chehalis Library and \$2.7 million would go to the City of Ilwaco to upgrade the Community Building which houses the TRL library. A meeting room would also be added to the building. The legislation is on

the Governor's desk for her approval. Trustee Dick Nichols offered to prepare a letter that could be sent to all of our delegates thanking them for the legislation and reminding them we are one organization and what benefits one of our libraries benefits all of our libraries.

- d. Community Reports – Mike Wessells attended a number of meeting throughout the communities.
- e. Statistics – Jodi Reng presented the 1st quarter 2007 statistics. Ms. Reng pointed out that Tim Mallory has prepared exact procedures for the libraries to use in reporting the reference statistics for a two week period every quarter. We have annualized those numbers on a spreadsheet attached to the statistics. A graph showing circulation trends from 2003 and 2006, along with graphs of AV circulation and total book circulation for 2006 and 2007, was also attached. A general discussion concerning statistics and the yearly trends ensued.

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

Dick Nichols complimented Jodi Reng on her monthly report and stated that it allows the Board to see the progress of the District each month.

John Braun called for a 15 minute break at 8:17. The meeting came back to order at 8:31.

7. Financial Report - Michael Crose presented the financial report, highlighting various expenses and revenues that have occurred during the normal course of business.
8. Voucher Report - Mr. Crose presented the voucher statements and declared that the voucher report showed the normal flow of business.
9. Consent Agenda
07-17 DICK NICHOLS MOVED TO APPROVE THE CONSENT AGENDA; JO-ANN ANDREWS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
10. There was no Unfinished Business.
11. New Business
 - a. Early Learning Advocate, Foundation for Early Learning – Jodi Reng reported to the Board that Ellen Duffy is on an early learning committee that is composed of libraries throughout the state. That committee was interested in exploring the possibility of having an early learning advocate for all libraries. Now, following that initial interest, a job description has been prepared and Timberland has been asked to join and pay over the next two years toward the salary and benefits of an advocate to be employed by the Foundation for Early Learning in Seattle. Ms. Reng felt that the decision must be made by the Board. After lengthy discussion,

the Board directed Ms. Reng to decline the opportunity (at this time) to be a participant in the project.

07-18 BOB HALL MOVED, SECONDED BY JO-ANN ANDREWS, THAT THE BOARD DIRECT JODI RENG TO DECLINE THE OPPORTUNITY TO BE PART OF THIS INTIAL EARLY CHILDHOOD ADVOCACY PROGRAM. MOTION CARRIED UNANIMOUSLY.

- b. Moving September and October Meeting Locations – Because Michael Crose will present next year's budget to the Board for a Public Hearing in October, it was felt that the meeting should be in Thurston County. By moving Mountain View to September 19 and Olympia to October 24 we can accomplish this. After discussion,

07-19 IT WAS MOVED BY BOB HALL, SECONDED BY JO-ANN ANDREWS THAT SEPTEMBER AND OCTOBER BOARD MEETINGS BE SWAPPED OUT. MOTION APPROVED UNANIMOUSLY.

- c. John Braun stated that a letter from the Chehalis City Manager was given to him this evening wherein the city of Chehalis was requesting that the \$97,200 that TRL has set aside for the new Chehalis Library be transferred to the TRL Foundation in accordance with the agreement we signed with the City of Chehalis.

07-20 IT WAS MOVED BY BOB HALL, SECONDED BY PEGGY JOHNSON, TO MAKE THE TRANSFER TO THE FOUNDATION OF \$97,200 FUNDS PREVIOUSLY SET ASIDE FOR THE NEW CHEHALIS LIBRARY FOR THIS PROJECT. MOTION WAS APPROVED UNANIMOUSLY.

12. Security Issues – John Braun discussed the growing issue of security and stated that it will take more than one meeting to discuss all aspects. In Hoquiam, we have been vandalized by graffiti, in Aberdeen, safety issues were handled quickly by hiring a policeman, and in Olympia we have a security guard. At some point the Board needs to decide what are the cities' responsibilities in these matters and what are Timberland's. After a lengthy discussion, it was suggested that staff look into video surveillance and also check to see what other public libraries are doing to combat the growing problem of violence and graffiti by way of the "discussion list". Jodi Reng informed the Board that most of our staff have taken Prepare Training which teaches staff to deal with belligerent, disruptive, hostile people who are threatening or not in control. Sally Nash reported that she gives "In Charge Training" to all staff that may be in charge of any of our libraries, whether for break time or full days. Ms. Nash assured the Board that our staff have been trained for most situation using policies, procedures and common sense. The Board agreed with Jodi Reng that any surveillance video may be turned over to law enforcement without violating our privacy policy. Mike Crose was asked to bring a report back next month concerning his meeting with the video surveillance people. Mr. Braun also requested that the budget have an item showing what TRL pays for security so that at any time we can say we spend X% of our budget for security.

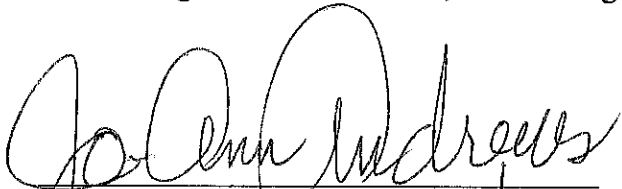
13. Board Reports

- a. Facilities Committee – Michael Crose presented the Facilities Committee report and stated that we have a number of potential new service points. Included in the written report were calculations for transfers to the reserves fund (Building Fund) to assist in bringing new service points into our system. In addition, Mr. Crose presented allowable uses for the building fund resources. After lengthy discussion, the Board requested that Mr. Crose’s recommendations be put into a draft policy that would be reviewed by the Policy Committee and then returned to this Board for approval. Having a policy in hand when talking to potential service points will make the process uniform. Bob Hall stated that he would like a specified amount be set aside for maintenance or building fund for each library based on the per capita ratio or some other formula.

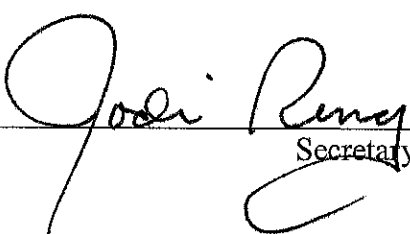
07-21 IT WAS MOVED BY DICK NICHOLS, SECONDED BY PEGGY JOHNSON, TO ACCEPT THE RECOMMENDATIONS FROM THE FACILITIES COMMITTEE REPORT REGARDING HOW RESOURCES WILL BE ALLOCATED ON TIMBERLAND PROJECTS BE APPROVED IN CONCEPT AND REFERRED TO THE POLICY COMMITTEE FOR FORMAL RECOMMENDATIONS AFTER FISCAL ANALYSIS SUBMITTED BY THE BUSINESS OFFICE. MOTION CARRIED UNANIMOUSLY.

The Board commended Susan Hanson for her years of hard work and assistance she has given each Boardmember.

There being no further business, the meeting adjourned at 10:15 p.m.



President



Secretary

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