

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
1006 Sleater-Kinney S.E.
Lacey, Washington

Minutes of September 23, 1971

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Minutes of September 23, 1971

Board of Trustee Members Present:

Rita McArthur, Chairman - Shelton
Andrew Ponsteen, Vice Chairman - Elma
Robert Baker, Trustee - Packwood
Marcel King, Trustee - Ocean Park
Philip Krueger, Trustee - Olympia
Dr. Wm. Lawrence, Trustee - Centralia
Ruth Schmidt, Trustee - Olympia

Staff Present:

Louise E. Morrison, Director
Virginia Barton, Assistant Director
James Essick, Western Area Supervisor
Mary Stough, Eastern Area Supervisor
Joy Ayres, Business Manager
Barbara Bruhns, Book Collection Coordinator
Gloria Hunter, Public Information Assistant
Harriet Lamb, Library Assistant - Hoquiam
Elaine Lesh, Children's Librarian - Olympia
Linda Oscarson, Montesano Librarian
Sharon Boring, Board Secretary

Visitors Present:

Mr. Chet Hansen, Union Representative AFSCME

The meeting was called to order at 7:30 p.m. by Mrs. McArthur, Chairman.

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- 1 Minutes of the Board Meeting held on August 26, 1971

The minutes were approved as submitted.

- 2 Approval of Vouchers for the Month of September 1971

Specific vouchers discussed were: Voucher No. 2358 for \$665 is one-half payment on the Reference Workshops at contractual sum. Repair No. 3 on Voucher No. 2379 is for overhaul of 1962 bookmobile. Voucher No. 2420 is for Harriet Lamb's transportation to the Margaret Edwards Workshop in Montana. Voucher No. 2451 to E-Z Shelving is for the shelving ordered for the relocatable building.

MOTION BY MRS. KING: I MOVE THE VOUCHERS BE PAID AS PRESENTED.
SECONDED BY DR. LAWRENCE AND CARRIED UNANIMOUSLY.

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3 Reports

A. Board Committees:

1. Budget Committee

Dr. Lawrence said the Budget Committee recommends to the Board the adoption of the preliminary 1972 budget, dated August 26, 1971, in the amount of \$1,387,308.

MOTION BY DR.LAWRENCE: I MOVE THAT WE ADOPT THE PRELIMINARY 1972 BUDGET, DATED AUGUST 26, 1971, IN THE AMOUNT OF \$1,387,308. MR. BAKER SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

MR. BAKER MOVED THAT THE LETTER (PRESENTED BY THE DIRECTOR) TO THE BOARDS OF COMMISSIONERS, ASSESSORS, AUDITORS AND TREASURERS OF GRAYS HARBOR, LEWIS, MASON, PACIFIC AND THURSTON COUNTIES BE SENT AS A COVER LETTER FOR THE 1972 BUDGET. MR. KEUEGER SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

2. Negotiating Committee

Dr. Lawrence reported that he, Mr. Hansen, Mr. Bernethy and Mrs. McArthur had met, with Mrs. Morrison present in an advisory capacity, to receive from Mr. Hansen the suggestions for 1972 salary action that the Union was proposing. The requests were: (1) The first two steps on the salary schedule be dropped and two additional steps beyond Step 5 be added. (2) The Board give consideration to the payment of full employee benefits for health insurance. (3) The Union proposed increasing vacations slowly up to 20 days after 18 years of service. He said they discussed complaints Mr. Bernethy had received about coffee breaks being missed at the Olympia Library circulation desk. Mr. Bernethy was dissatisfied with the time allocated to him for coffee. Dr. Lawrence said the coffee break business was settled with a discussion by the people gathered and a suggestion was made that the Director look into the situation at the circulation desk.

Dr. Lawrence said the Negotiating Committee recommends for the Board's consideration that (1) Salary schedule remain unchanged and that as soon as the President's action "unfreezes" the wage and salary structure, we move towards a pay raise within the guidelines. (2) The Board consider its action of several weeks ago of paying full health benefits, budget permitting. Dr. Lawrence said it is the intention of the Board to move in this direction and he is glad to have the endorsement of the Union in this action.

Mrs. Morrison said she was not able to discover any instances where any one had complained to the supervisor regarding coffee breaks. Dr. Lawrence said this is an administrative matter the Director can handle.

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Mr. Chet Hansen informed the Negotiating Committee that he felt it could be handled in this way. Mr. Hansen said we don't know what kind of guidelines will be established and said he would appreciate being kept advised when the decision will be made. Mr. Hansen said the proposal on increased vacation time would be to add an additional day after ten years of service and build up to 20 days.

Mr. Hansen asked about a recent promotion with the request that the person drop from the Union. Mrs. Morrison said she is in the Assistant Bookkeeper Classification which is a specific exclusion in the contract with the Union. Mr. Hansen will contact this person.

Dr. Lawrence asked Mr. Hansen about the agreement in force for one year and wondered if he was of a mind to extend it for another year. Mr. Hansen said the Union would like the Board's indulgence to again meet with the employees and agree that this same arrangement or new negotiated agreement be effective January 1, 1972. Dr. Lawrence said the Board would leave the initiative with the Union.

MOTION BY DR. LAWRENCE, STATING BOARD POSITION: I MOVE THAT (1) SALARY SCHEDULE REMAIN UNCHANGED, RETAINING STEPS 1 THROUGH 5 IN RELATIVE RELATIONSHIP ONE TO THE OTHER. THE BOARD TO BE RESPONSIVE TO ANY SALARY INCREASES THAT WILL BE PERMITTED AFTER THE FREEZE. (2) THE NEGOTIATING COMMITTEE RECOMMENDS TO THE BOARD THAT WE CONSIDER THE PAYMENT OF FULL HEALTH INSURANCE BENEFITS OR PORTIONS THEREOF IN EXCESS OF WHAT WE PAY NOW, BUDGET AND GOVERNMENT PERMITTING. (3) NEGOTIATING COMMITTEE FEELS THAT MR. HANSEN'S RECOMMENDATION CONCERNING INCREASE IN VACATION TIME TO 20 DAYS AFTER 18 YEARS BE FAVORABLY CONSIDERED BUT THAT THIS ACTION BE WITHHELD PENDING A FINANCIAL STUDY BY MR. AYRES. (4) PRESENT CONTRACT WE HAVE WITH THE LOCAL BE APPROVED FOR RE-NEGOTIATION WITH MR. HANSEN AND HIS BARGAINING COMMITTEE. MR. BAKER SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

B. Reports - Staff

1. Director's Report - Mrs. Morrison

Mrs. Morrison reported the Ilwaco Special Library Levy passed with a majority (87-27). She said the Friends of the Library in South Pacific County had a tremendous hand in this.

Mrs. Morrison said the staff did not meet with the Ocean Shores City Council on September 20th as planned because the agenda was too full but a letter from Jane Johnson was read into the meeting. She said, "we are still in limbo". Dr. Lawrence asked if there are any grants available to help in setting up a library in Ocean Shores. After considerable discussion, it was decided that Mrs. Morrison should investigate the possibility of receiving a grant for setting up a library in a relocatable building.

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Mrs. Morrison read the letter of resignation of Mrs. Seta K. Dhillon who will be retiring October 26 due to pregnancy.

2. Assistant Director - Mrs. Barton

Mrs. Barton Submitted a written report.

3. Eastern Area Supervisor - Mrs. Stough

Mrs. Stough submitted a written report.

4. Western Area Supervisor - Mr. Essick

Mr. Essick submitted a written report. He said the Elma Library is being painted and will be closed for a week. Mrs. Harriet Lamb of Hoquiam reported to the Board that the Margaret Edwards Workshop was well worth the cost and she will submit a written report. She said Mary Stough is held in high esteem by both Margaret Edwards and Carolyn Field, who conducted the workshop.

5. Business Manager - Mr. Ayres

Mr. Ayres reported there have been four users of travel advance money and all the money has been paid back to the fund.

Mr. Ayres said the present personnel roster board is too ungainly and difficult to make changes on. He suggested buying a magnetic board to get the personnel information before everyone. Dr. Lawrence concurred with Mr. Ayres' recommendation for some sort of flexible personnel board of a size which the Board can review and see proposed changes. Dr. Lawrence said it gives the Board a high visibility of how personnel is assigned.

MOTION BY DR. LAWRENCE: I MOVE THAT WE AUTHORIZE MR. AYRES TO MAKE A PURCHASE OF A MAGNETIC NAME BOARD FOR KEEPING TRACK OF PERSONNEL ASSIGNMENTS IN AN ADEQUATE SIZE TO TAKE CARE OF OUR IMMEDIATE NEEDS AND GROWTH. MRS. SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

At this point Dr. Lawrence excused himself to leave. He said he had interest in the new Community Relations Officer position and would like to urge the Board to adopt this position in terms of it being a preliminary job description to be reviewed by the Board in six months. Hopefully this would allow the candidate for this position to help develop her own job description and present a final description for Board approval at that time.

4 Communications

There were no communications to come before the Board.

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5 Unfinished Business

A. Approval of final 1972 Budget

This was done earlier in the meeting while Dr. Lawrence could be present.

B. Trustee Workshop Funding

Mrs. Morrison said the estimated cost for the workshop is \$150. Mr. Baker said the Board would approve the expenses when they are presented on a voucher.

C. Final Decision regarding purchase of relocatable building

Mrs. Morrison said she would like to see Timberland go ahead and get the building. Mrs. McArthur said we made a tentative agreement and we can keep it there until we find a place for it. Mr. Baker said the one problem he foresees is that we originally intended to put it at Ocean Shores which was to be a temporary situation. Now some of the other places we are thinking about putting it are permanent and then comes the question of whether we are getting in trouble by favoring one area over another. Mr. Baker said he is more and more conscious of the equality business and trying to get equal service throughout. After considerable discussion, it was decided that Mr. Essick should talk to the owner about it and also consider policy of use in other places within the library district. Mrs. McArthur felt the Board should follow Mr. Baker's suggestion on following present policy.

MR. KRUEGER MOVED THAT THE BOARD TABLE THE FINAL DECISION UNTIL THE OCTOBER MEETING. MR. PONSTEEN SECONDED THE MOTION AND IT PASSED.

In the meantime, the staff is to come up with some firm recommendations as to placing the building in other parts of Timberland.

Mrs. Morrison said Mr. Gardner called to say the city government of Ocean Shores is without housing and asked about the building. She said she gave him the information on the building and Xeroxed the proposals we had received from the company.

D. Community Relations Officer

Mrs. Morrison said the job description is in the folders in the revised form with proposed salary schedule at the bottom of the sheet.

MR. BAKER MOVED THAT THE BOARD APPROVE THE CREATION OF THE POSITION OF COMMUNITY RELATIONS OFFICER AND THE SALARY SCHEDULE AND THAT THE BOARD REVIEW THE JOB DESCRIPTION IN SIX MONTHS. MR. PONSTEEN SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

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6 New Business

Mr. Ponsteen said that he does not wish to continue as Trustee when his term expires. He said he notified the County Commissioners and they have had three "applicants" for the position. Mrs. McArthur said the Board is sorry he will be leaving.

Mr. Krueger said that he is going to resign as his business has sold and they will be moving. Mrs. McArthur asked if he would write a letter of resignation to the County Commissioners, effective the end of the year. Mrs. McArthur said the Board is sorry he will be leaving.

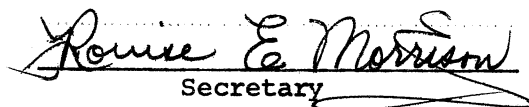
7 Additional Agenda Items

A. Seta Dhillon

Mrs. Morrison read a letter from Seta Dhillon, asking the Board's approval to keep her Blue Cross coverage until the end of the year. The Board agreed that she be allowed to keep her coverage and pay the last two months herself.

The next meeting will be on October 21 beginning at 6:00 for the study session and 7:30 for the regular meeting.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 9:10 P.M.


Secretary


Chairman