

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
1006 Sleater-Kinney S. E.
May 22, 1975

BOARD OF TRUSTEE MEMBERS PRESENT:

Elmer F. Keiski, Jr., Chairman--Thurston County
William H. Lawrence, Ph.D., Vice-Chairman, At-Large--Lewis County
Robert M. Baker, Trustee--Lewis County
Donald M. Cox, Trustee--Pacific County
Raeburn M. Hagen, Trustee--Grays Harbor County
Rita H. McArthur, Trustee--Mason County
Ruth K. Schmidt, Trustee-at-Large--Thurston County

STAFF PRESENT:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Joy W. Ayres, Business Manager
Janet L. Blumberg, Extension Services Librarian
Barbara Bruhns, Book Selection Coordinator
Mary Margaret Casey, Assistant Supervisor, Central Services
Ann Marie Ratliff, Reference Librarian, Olympia

VISITORS PRESENT:

Kay Evans, Trustee, Aberdeen Library Board
Jeanette Ford, Trustee, Lacey Library Board
Paul Gillie, Gillie-Wieman & Associates
Gary Hulbert, C.C. Donworth & Associates
Della Wakefield, Trustee Coordinator, Washington State Library
Tom Wieman, Gillie-Wieman & Associates
James Yarger, Yarger & Associates

The meeting was called to order at 7:35 p.m., by Mr. Keiski.

AGENDA ITEM
NO.

- 1 Approval of Minutes of the April 24, 1975 Meeting

MRS. HAGEN MOVED THAT THE MINUTES BE APPROVED AS MAILED. SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY.

- 2 Approval of Vouchers

DR. LAWRENCE MOVED THAT THE VOUCHERS BE APPROVED AS PRINTED AND DOCUMENTED. MR. BAKER SECONDED THE MOTION.

A discussion followed while the board reviewed the vouchers page by page. Mrs. Schmidt questioned Voucher #1424, Blake, Moffit and Towne, and asked if this was an ordinary operating item. Mrs. Morrison stated it was. Mrs. Schmidt questioned Voucher #1470, Lesnick News, and asked the meaning of "nonretrievable". Mary Stough replied that it means that these are paperbacks and do not

have cards. Mrs. Morrison stated that people always bring in as many books as the library loses, but Mrs. Schmidt stated that the taxpayers in her area wanted answers to how many the district gets and how many it loses. Mr. Keiski asked the director to give the board a summary sheet on how many books were bought, how many lost, etc. He felt it was a good question which had not been looked at for some time. Mr. Keiski asked if there were further questions and if not he wanted to call for the vote on the motion for approval of vouchers. PASSED UNANIMOUSLY.

Mr. Keiski asked if there were any items to be added under Unfinished Business. Mr. Baker stated that the discussion of OVTI's offer to discuss use of land should be added. The chair accepted this addition.

The regular order of business was suspended so that the Board could consider the proposals for the Classification Plan Study.

5A Interviews With Consultant Firms Which Submitted Proposals To Do Classification Plan Study

At this time, Mr. Keiski recognized Mr. Paul Gillie of Gillie-Wieman and Associates; Mr. Gary Hulbert from C.C. Donworth & Associates; and Mr. James Yarger of Yarger and Associates. He then directed Mrs. Morrison to comment on the status of the classification plan. Mrs. Morrison stated that in reply to the board's request for proposals, five companies had submitted proposals for a classification plan study. Since the board had requested the staff to develop guidelines and review the proposals to select the two top firms, staff had done so and C.C. Donworth and Associates and Yarger and Associates had been selected through point scoring.

Mr. Baker suggested that the representatives make short statements in addition to the written proposals submitted. The board extended time to Mr. Gillie to make remarks, even though his firm was not one of the top two selected. Mr. Gillie spoke to point #4 of the specifications which had been sent to the consultant firms, the description of methods, techniques and specific work tasks, indicating a fairly standard procedure in job analysis and classification and salary schedule development. He had assumed the necessity of performing desk audits or interviews of employees, and if this was not what the board wanted, his firm would like to know. He made further brief statements regarding the background of the company and his associates' experience in this task. Mr. Keiski then introduced James Yarger of Yarger and Associates. Mr. Yarger stated he was the president of Yarger and Associates, located in Falls Church, Virginia, outside of Washington, D.C., and that he was originally from the state of Michigan. He stated that his firm did efficiency type surveys for all units of government, and had completed about 500 projects for cities, counties, libraries, schools, etc., throughout 34 states. He stated that his firm had done a similar survey in 1970 for the County of King, that he was familiar with this area, and had

developed classification/pay programs for many public libraries throughout the State of New York and other states. The firm had just completed a survey for libraries in New Castle County, Delaware financed by Du Pont, and Du Pont had decided to put its money elsewhere. He distributed samples to board members of various library studies done by his firm. The steps his firm would consider necessary would be: (1) Each employee complete a questionnaire for which a sample was attached; (2) The questionnaires would be reviewed and commented upon but not changed by the employee's immediate supervisor or department head; (3) The questionnaires would be mailed to the company and analyzed, reviewed and classed on a basis of duties and responsibilities; (4) Draft rough specifications would be written; and (5) He would come to Timberland and do field work, i.e., talk to librarians and talk with a representative number of employees. Actually, he said, there were two proposals to cover all libraries or or cover representative samples. He said that his firm could do it either way. During this phase the firm would want pay data of libraries the board considered comparable, then collect the pay data for cities and counties involved and labor statistics for private industries. He said that his firm then would rough out a pay plan, clear it with the library directors before final form, and write the rules and regulations for keeping the plan up-to-date. Mr. Keiski then introduced Gary Hulbert from C.C. Donworth and Associates. Mr. Hulbert stated he appreciated the opportunity to submit a proposal. His firm is located in Seattle, and at the present time has six professional staff members and three secretaries. Their specialties fall into three major categories: (1) Salary/Classification plans or compensation programs; (2) Organizational analysis; and (3) Labor relations, collective bargaining negotiations, etc. The marketing area consists primarily of Western Washington with occasional jobs in Eastern Washington, Alaska and Oregon. Mr. Hulbert said that he had been with this firm for 14 months, and has been in the field of personnel and industrial relations for the past 11 years. He stated that he has been on the practicing side of the problem in planning and developing pay plans within organizations which he had been responsible for administering in terms of pay and classification programs. In the last 12 months his firm had developed similar programs for the Pierce County Library and in Bremerton, Auburn and Redmond. He pointed out that his firm had presented two Options as alternatives toward the goal of the study specifications. Both alternates would be in several phases with the first phase toward familiarization with the organization within Timberland to identify the present level of effectiveness of salary plans in relation to what expectations employees have had in the past. Second phase the study and analysis in the actual work as it is being performed and completion by all employees of a written questionnaire. In turn, this questionnaire would be reviewed by immediate supervisor to assure that supervisor and employee concur on the work as performed at the present time to bring these two in relative balance. Also, a 100% interview of all employees is planned.

An alternate option wherein 60 representative positions would be reviewed was also presented by C.C. Donworth & Associates--Employees occupying those positions would be interviewed ranging from bottom skill level to top skill level. It may be necessary to interview beyond the 60 so the company will have the knowledge necessary to develop the plan. The company would then proceed to write job descriptions in format; make recommendations

with concurrence of the board. Once the position descriptions have been prepared the firm would conduct a salary survey on the basis of other libraries, state government, and other appropriate organizations to which Timberland actually compares within the library area. Following this, C.C. Donworth would prepare the analysis of the survey data and in this section recommend still another option: (1) That the firm would conduct the entire survey, or (2) would assist and guide members of the library board or staff members as designated to conduct the survey themselves. Then the firm would develop and validate the salary survey, evaluate the positions from the standpoint of primary responsibility which could not only be used now, but in the future and develop implementation procedures. He said that the firm would coordinate to make sure that all members of the library are kept very much in contact with the program development.

Mr. Keiski stated that the consultants were only making opening remarks and that the trustees would then interview each representative individually. Mr. Keiski also stated, for the record, that the classification project dealt with personnel matters, especially personnel evaluation and salary matters, and was therefore an appropriate matter to review in executive session if the board so desired. Dr. Lawrence stated that he would like to exercise that option. Mr. Keiski stated for those who might be concerned, personnel matters were involved and under the Open Public Meetings Act, the appropriate procedure would be to go into executive session to further review the proposals and conduct interviews of individual firm representatives. Mr. Keiski reminded board members that they had delegated to the director the task of evaluating the proposals as they came in, and also had asked the staff to evaluate them. A memo from the director had been sent to the trustees regarding the proposals that came in, and Mr. Keiski quoted a portion of that memo into the record as follows:

"We have reviewed the proposals. Unfortunately several were received late this week and since I was away I have not had an opportunity to review them in any depth. Because of this, I felt that it would be far more fair to send the Board what we consider to be the three top proposals rather than only two. My own feeling was that because of the marked difference in cost the Board should have the opportunity to review the proposal of the Public Service Institute of North America. However, no experience with libraries is listed by this particular company except for Cedar Rapids, Iowa and Provo, Utah which apparently were done as part of the city study and I think that studies of libraries unconnected with cities would be truly helpful. There is no separation of cost by type of activity in the PSINA proposal and this was one of the specifications outlined in our request. These two facts come close to disqualification of this firm in my mind. However, Mary [Stough] liked the group approach with job description review or appeal of classification. Virginia [Barton] also liked that but I think that the approach could be adapted regardless of the consultant firm selected. In any case, all three proposals are included. My personal preference would be: (1) C.C. Donworth; (2) Yarger & Associates; and (3) Public Service Institute of North America.

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Accordingly, unless Board members have really strong feelings about Public Service Institute of North America, I am inviting only the Yarger and Associates and C.C. Donworth and Associates consultants to attend the Board meeting on Thursday, May 22."

Mr. Keiski stated that all proposals had come in on time, but Gillie-Wieman & Associates was not one which had been selected for review by the Board. However, the Board extended the courtesy of an interview to Mr. Gillie and Mr. Keiski recessed the board meeting to go into executive session, and asked guests and staff to be at ease until they returned.

The meeting reconvened at 9:50 p.m.

Mr. Keiski asked for other comments from trustees regarding the classification plans submitted by the firms or the concept in general. MR. BAKER MOVED THAT THE TRUSTEES CONCUR WITH THE RECOMMENDATION OF THE DIRECTOR THAT THE FIRM OF C.C. DONWORTH AND ASSOCIATES BE AWARDED THE RESPONSIBILITY OF DEVELOPING A CLASSIFICATION PLAN FOR THE TIMBERLAND REGIONAL LIBRARY. DR. LAWRENCE SECONDED THE MOTION. PASSED UNANIMOUSLY.

Mr. Keiski then requested the Director to advise the firms which had submitted bids of the action of the Board.

Dr. Lawrence asked that the chair appoint a study committee, with the concurrence of the Board, to undertake, with the director, the detailed drafting of the contract so that the task could get underway by the specified date of June 1. Mr. Keiski requested volunteers. Dr. Lawrence volunteered to serve, along with Mrs. Schmidt and Mrs. McArthur. Mr. Baker volunteered Mr. Keiski, who will serve, ex officio, as chairman of the Board.

5C Discussion of Olympia Vocational Technical Institute's Offer to Discuss Use of Land.

DR. LAWRENCE MOVED THAT THE BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR OF TIMBERLAND REGIONAL LIBRARY TO ENTER INTO DISCUSSIONS WITH THE PRESIDENT OF COMMUNITY COLLEGE DISTRICT #12 REGARDING POSSIBLE LOCATION OF THE SERVICE CENTER ON THE OVTI CAMPUS SITE. MRS. SCHMIDT SECONDED THE MOTION.

Dr. Lawrence further stated that he would like to lobby his motion by simply stating that he raised this same point with the Trustees of the Community College District and the President was authorized by that Board of Trustees to enter into conversations and preliminary discussions with the Director of Timberland regarding possible location of the Service Center on the OVTI campus site. The action by this board was just a concurrent action authorizing Timberland's director now to talk to the college president who has his board's approval to do so. It was in no way a binding commitment. Dr. Lawrence described the site--or land needed would be approximately 1 acre providing for 10 to 12 thousand

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square feet for building and parking purposes, and could be obtained at no cost in terms of land and location. Mrs. McArthur stated that the Board was very lucky to have Dr. Lawrence working on this for the Board. Mr. Keiski stated that he was reluctant to relocate in the Lacey area because of high costs and congestion and would favor a pilot facility at OVTI for part of the staff until the balance of the staff could be moved. MOTION PASSED UNANIMOUSLY.

5B Decision Regarding Selection of a New Board Recording Secretary.

Mrs. Morrison stated that she felt this item should be on the agenda since it is the Board's duty to appoint a recording secretary. She introduced Beverly Walter who had stated that she would be willing to serve in that capacity as she had several years ago. MRS. McARTHUR MOVED THAT MRS. BEVERLY WALTER BE APPOINTED AS BOARD RECORDING SECRETARY. SECONDED BY DR. LAWRENCE. PASSED UNANIMOUSLY.

Due to the lateness of the hour, Mr. Keiski asked if there were any motions which demanded the Board's attention, otherwise all written staff reports and materials could be read by the Board and any action withheld until the next meeting. Mr. Ayres advised the Chairman that notice had been served by Belfair TV that the rent for the North Mason Library would be increased from \$30 per month to \$60 per month, and it was necessary to take action on this matter at the May Board meeting. Mrs. Schmidt asked if there was a lease, and Mrs. Morrison advised her that there was none, just a month to month tenancy situation. Mr. Baker stated there seemed to be no choice in the matter.

DR. LAWRENCE MOVED THAT THE DIRECTOR BE INSTRUCTED TO ADVISE THE BUSINESS MANAGER TO CONTINUE WITH RENTAL OF THE NORTH MASON UNIT. MRS. SCHMIDT SECONDED THE MOTION. PASSED UNANIMOUSLY.

6A Revision of Capital Outlay for AV Equipment (572.21).

Mrs. Morrison asked Ann Marie Ratliff to speak to this item. Mrs. Ratliff advised that there was no money budgeted for AV equipment in this year's budget, and three new projectors are needed for Aberdeen, Lacey and Olympia. The projector for Lacey had been stolen. It was explained that the funds for the three new projectors could be allocated from the \$1600 realized in the earlier sale of used projectors.

MR. COX MOVED THAT THE DIRECTOR BE AUTHORIZED TO PURCHASE THREE PROJECTORS FOR THOSE FACILITIES MENTIONED AT A COST OF \$1600. SECONDED BY MRS. HAGEN.

Mrs. Schmidt asked if there was some security for the projector if a new one were purchased. Mrs. Morrison stated that the projector for Lacey had been stolen while a patron had it, and it was originally purchased by the City of Lacey and had not been purchased by Timberland. MOTION PASSED UNANIMOUSLY.

Ms. Blumberg asked for some time regarding a four page report on Area Planning and one significant change which had occurred in the last month. She explained the planning for a state-wide system of libraries, what is existing and what they are trying to do. The Washington State Advisory Council on Libraries had formed areas

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on the basis of certain items, and assigned Timberland to a planning area with Jefferson and Clallam Counties. The council had assigned Kitsap, Pierce, and three independent libraries to another planning area. Through meetings, she said that the two areas have arrived at the conclusion that they cannot talk among themselves in isolation. She also discussed a meeting attended by herself, Mrs. Barton and Mrs. Morrison on May 17th with representatives from all of this area, and it was decided at that meeting that the group would petition the Advisory Council to consider this as one unit for planning discussions; the two chief reasons are: (1) The confusion around Hood Canal, Key Center and Gig Harbor area, in which three library systems now overlap somewhat; and (2) the problem with what to do with the Queets, Quinault, Forks Corridor. The committee will invite Western Wahkiakum County to consider joining in discussions. Right now residents of Rossburg are using Timberland's bookmobile as nonresidents. The planning therefore was that a core council is needed to solicit representation from various areas. This group would start considering service patterns, what kinds of cooperation would be available, or whether the group can jointly sponsor any help to Jefferson County. She said that the planning group is getting together to consider what can be done about this area. Mrs. Barton and Ms. Blumberg were nominated and elected to that planning council and will meet on Wednesday, May 28.

Mr. Keiski asked if Ms. Blumberg would be available right after the meeting for comments regarding same, and she replied she would. Mr. Keiski reminded Board members that they had assigned her this task of keeping the Board updated.

Mr. Keiski recognized Della Wakefield, Trustee Coordinator; Kay Evans, Aberdeen Library Board Trustee and Secretary to the Community College President in Aberdeen.

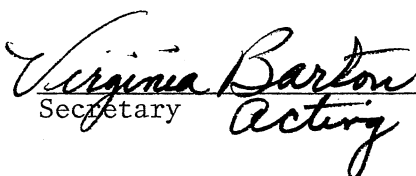
Mrs. Barton requested she be allowed to give an addendum to her report and stated that Aberdeen, Hoquiam and Cosmopolis have decided to share a Chief of Police for a year to see how it works.

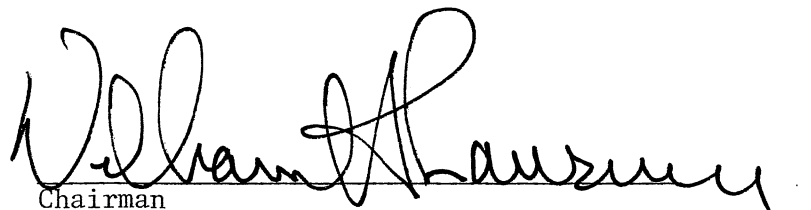
Mr. Keiski asked for any other input from the Trustees or staff, or for any other brief comment. Mrs. Morrison commented that she was very impressed with the way the Board went about its decision-making and handling of problems. Mr. Keiski complimented the staff for getting the Yelm Library open (in particular, Mrs. Casey and Mrs. Stough).

Mr. Keiski stated for the record there would be no meeting scheduled for Thursday, May 29 as was previously outlined in order to get the classification study underway and the Classification Plan Study Committee was authorized to proceed.

DR. LAWRENCE MOVED FOR ADJOURNMENT; SECONDED BY MR. BAKER. PASSED UNANIMOUSLY.

The meeting was adjourned at 10:30 p.m.


Secretary
Acting


Chairman