

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
1006 Sleater-Kinney S. E.
Lacey, Washington 98503

October 16, 1975

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MINUTES

BOARD MEMBERS PRESENT:

Elmer F. Keiski, Chairman--Thurston County
Dr. William H. Lawrence--Member-at-Large
Rita H. McArthur--Mason County
Robert M. Baker--Lewis County
Ruth K. Schmidt--Member-at-Large
Raeburn M. Hagen--Grays Harbor County
Donald M. Cox--Pacific County

STAFF PRESENT:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Judy Green, Hoquiam Librarian
Michael Hedges, Community Relations Officer
Liane Bascou, Board Recording Secretary pro tem

OTHERS PRESENT:

Gary Hulbert, Donworth, Taylor & Co.

Elmer Keiski, Chairman, called the meeting to order at 7:40 p.m.

Mr. Keiski announced that there would first be a public session and then the board would go into executive session to discuss personnel aspects of the Donworth, Taylor & Co. study.

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1 CONSIDERATION OF ANY ITEMS OF CONCERN TO PATRONS OR BY PATRONS

Mr. Keiski asked if there were any items of concern by, from or to patrons.

Mrs. Schmidt said a statement had been made about the Olympia Library bond issue that it was too bad that the Olympia taxpayers had to bear the whole burden of this bond issue, and the person was wondering why it could not be spread around. She said the woman who had made this statement was thinking back to the Timberland Demonstration and when Timberland had its operations in the Olympia Library. Mrs. Schmidt asked if the Olympia Library had been at one time the main quarters of Timberland. Mrs. Morrison said it had been the headquarters of Timberland until Timberland got to the point where staff

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could no longer exist in the Olympia building. She said that as staff started doing the things that should have been done all along, the Olympia Library building was too small and the district staff had moved to the present quarters in the summer of 1970.

Dr. Lawrence said he had called Mrs. Morrison today and objected to a book called Samurai which he saw on the shelf and which he had been advised came to Timberland in a McNaughton shipment. He felt it would possibly cause trouble with Timberland patrons, and is a poor item to have on the shelves. Mrs. Morrison said this book came in when Mrs. Bruhns was on vacation and that Mrs. Bruhns had reported that after reading the reviews on it, it was not anything she would wish to purchase for Timberland. She said that the McNaughton copies could be sent back. Dr. Lawrence recommended that these two books be removed and sent back. Mrs. Morrison said Timberland gets some things on McNaughton that people want to read, but which Timberland does not want to buy. This is one of the advantages of the rental service. Mrs. McArthur said she felt the board should follow the same procedure as everyone else with regard to complaints. She said there is a policy to follow and it should be applicable to everyone, including board members.

Dr. Lawrence asked what he should do. He said as a member of the board, he was wondering if the board can make judgments like this without writing a letter. He asked Mrs. McArthur if the reason for writing a letter was to have a record of it, and Mrs. McArthur said that in her opinion, the reason is because it is the established policy and she did not feel that the board should be exempt from the policy.

2

PRESENTATION OF THE CLASSIFICATION AND SALARY STUDY PLAN

Mr. Keiski asked Mr. Hulbert to give the board an overview of the classification and salary study plan in summary form, the details of which would be discussed in executive session because they deal with personnel matters and specific positions.

Mr. Hulbert said he had for each of the trustees a detailed report of the materials developed during the course of the classification and salary plan study. He distributed a notebook to each of the trustees and said he would be pointing out certain highlights later.

Mr. Keiski requested that Mr. Hulbert "walk" the board through this both in the public session and in the executive session.

Mr. Hulbert said there are a total of 9 sections which constitute the report and a table of contents is directly behind the cover page. There are included the preliminary plan materials, including the announcement to employees and copies of the position classification questionnaires which were completed by each employee. He said Section 3 deals with the non-exempt and exempt classification and salary plan, including the proposed classification structures and index of positions by salary range and a graphic display of the salary structure and related materials. Section 4 includes a concept of position

descriptions and a copy of each exempt and non-exempt position description, of which there is a total of 30. Section 5 deals with exempt and non-exempt salary survey data for the benchmark positions. Section 6, which represents a new section which has not been discussed yet in the Job Study Group, includes a position evaluation guide for a job evaluation point factor system which Mr. Hulbert is presenting for consideration of the trustees for use and maintenance of the program in future years. Section 7 is the proposed classification salary plan conversion procedure and this is the procedure that was followed to convert individual employees into the proposed classification and salary plan. Also listed in section 7 are the position titles by major functional activity in the library; for instance, community library locations, service center, etc. Also included in that section is a distribution of exempt and non-exempt employees by position title. In other words, after the conversion is completed, how many positions in each specific title are there as far as the final proposed conversion of individual employees in the plan? Section 8 includes a proposed policy and procedure pertaining to the employee classification and salary plan. Also included are recommendations pertaining to the continuation of the Job Study Group on an ongoing basis. There are also included certain alternate provisions for consideration of the trustees, including certain proposed policy and procedural changes that could be implemented in future years. Also included is a sample, which is not filled in but just a sample form, of employee conversion worksheet used in the study and also in that section the plan conversion cost analysis. Mr. Hulbert said Section 9 would be the proposed TRL organization chart. He said that constitutes, in essence, the total program. There are certain changes he finds will have to be made on three or four pieces of information, but these are minor in nature.

Mr. Keiski said that on behalf of the trustees, he will accept the report for study and the record will note that the report has been received. He said the board will discuss in executive session the personnel aspects of it before the board makes any decision on adoption and implementation of the plan and then at the next meeting, as Mr. Keiski understands the timetable, the trustees will be thoroughly familiar with the plan so that the question of proposed adoption and implementation can be handled in public session. Mr. Keiski said he would entertain a motion that the meeting be adjourned and that the board go into executive session upon adjournment.

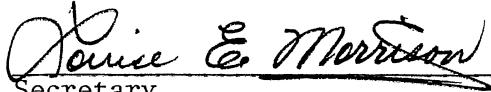
MR. BAKER MOVED THAT THE MEETING BE ADJOURNED AND DR. LAWRENCE SECONDED THE MOTION.

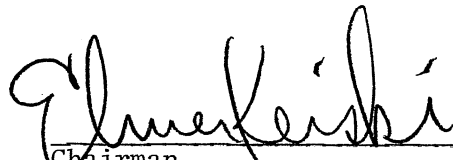
DISCUSSION:

Dr. Lawrence said since there are members of the staff present, are there any considerations now? Mr. Keiski said in executive session, the Job Study Group should remain with the board, which would include Mrs. Morrison, Virginia Barton, and Judy Green.

MOTION TO ADJOURN THE MEETING CARRIED UNANIMOUSLY.

The meeting adjourned at 8:00 p.m.


Secretary


Chairman