

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

October 23, 1975

I N D E X

<u>AGENDA ITEM NO.</u>		<u>Page</u>
1	A. Approval of Minutes of Regular Meeting, September 18, 1975	1
	B. Approval of Minutes of Special Meetings of September 25, October 2, and October 16, 1975	1
2	Approval of Vouchers	2
3	Reports	
	A. Board	
	1. Classification Plan Report--Gary Hulbert	2
	2. North Mason Committee--Mrs. McArthur	3
	3. Union Negotiation Committee--Mrs. McArthur	4
	B. Staff	
	1. Director--Mrs. Morrison	5
	2. Assistant Director, Western Area-- Mrs. Barton	5
	3. Assistant Director, Eastern Area-- Mrs. Stough	5
	4. Business Manager--Mr. Ayres	6
	5. Area Planning--Janet L. Blumberg	6
4	Correspondence	
	A. Letter from Hoquiam Timberland Library Board thanking the Board for taking over the insurance on Timberland materials in the Hoquiam building	7

<u>AGENDA ITEM NO.</u>		<u>Page</u>
4	B. Letter from Nels Hanson, President, OVTI, re site for Service Center on Campus	7
	C. Letter from Robert Beaty, Association Counsel, Washington Counties Insurance Fund, re Revised Trust Agreement, enclosing copies of the Agreement	7
	D. Letter from John Pearsall, Chairman, Grays Harbor County Commissioners, re levy request for 1976 and preliminary budget; and Mrs. Morrison's reply thereto	7
	E. Letter from Lewis County Commissioners re levy request for 1976 and preliminary budget	8
6	New Business	
	A. Recommendation to sell 1965 GMC Bookmobile	8
	B. Young Adult Committee recommendation for transfer of funds	8

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

October 23, 1975

MINUTES

BOARD OF TRUSTEE MEMBERS PRESENT:

Elmer F. Keiski, Jr., Chairman--Thurston
William H. Lawrence, Ph.D., Vice Chairman--Member-at-Large--Lewis County
Robert M. Baker--Lewis County
Donald M. Cox--Pacific County
Raeburn M. Hagen--Grays Harbor County
Rita H. McArthur--Mason County
Ruth K. Schmidt--Member-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, Service Center
Margaret Coppinger, Olympia Library
Judith Green, Hoquiam Library
Michael Hedges, Service Center
Marian Osterby, Centralia Library
Mary Ann Shaffer, Lacey Library
Beverly Y. Walter, Recording Secretary

OTHERS PRESENT:

Gary Hulbert, Consultant, Donworth, Taylor & Co.

The meeting was called to order at 7:40 p.m. by Chairman Keiski.

AGENDA ITEM
NO.

- | | |
|--------------|---|
| 1 | A. Approval of Minutes of Regular Meeting, September 18, 1975

Rita McArthur made the following motion: |
| <u>75-68</u> | I MOVE WE ADOPT THE SEPTEMBER 18 MINUTES. MOTION SECONDED BY DONALD COX AND PASSED UNANIMOUSLY. |
| | B. Approval of Minutes of Special Meetings of September 25, October 2, and October 16, 1975. |
| <u>75-69</u> | DR. LAWRENCE MOVED THAT THE BOARD ADOPT THE MINUTES OF THE SEPTEMBER 25 MEETING. RAEburn HAGEN SECONDED THE MOTION AND IT PASSED UNANIMOUSLY. |

Several items relating to budget adoption and the classification plan study as they appeared in the minutes of October 2 were discussed.

75-70

DR. LAWRENCE MOVED ADOPTION OF THE MINUTES OF THE OCTOBER 2 MEETING. RUTH SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

The minutes of October 16 meeting were discussed, and in particular, an item relating to "receiving" the classification plan study. It was pointed out that the board had not officially accepted the report.

75-71

DONALD COX MOVED THAT THE MINUTES OF OCTOBER 16 BE ADOPTED. RUTH SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

2

Approval of Vouchers

Several vouchers were discussed, and Mrs. Schmidt questioned the status of the Eye-5 program. Michael Hedges stated that Timberland is interested, but did not have the money to continue. It was a one-shot thing. Mrs. Morrison clarified Item #3270 relating to the payment to the State Library for Professional Services for Book Processing. After further discussion,

75-72

RITA McARTHUR MOVED THAT THE BOARD APPROVE THE VOUCHERS. RUTH SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

3

Reports

A. Board

1. Classification Plan Report--Gary Hulbert

Mr. Hulbert called the Board's attention to Section 7, and stated that the study had reached the point of assigning individual employees to new descriptions based on responsibility; then converted each individual employee to a new position description in the appropriate salary range. Section 7 outlined conversion procedure accomplished in accordance with the employee's length of service in that classification. The next item was a display of the proposed position titles by major functional activity in the library; all 30 position titles and where they appear. The positions in the director's office, community libraries, central services, business office, public information and reprographics had been identified. On the basis of the "index of position titles" and their assignment to a particular salary range, the chart indicated the actual number of employees assigned to specific titles. The next page of the section covers non-exempt, and this comprised this particular section. Section 8 gives his recommendations on policy and procedure pertaining to the plan, i.e., policy statement, definitions, starting salary, proficiency-step salary increases, employee reclassifications,

temporary assignments, position description changes, review of position classification, and various administrative policies pertaining to the plan. The next portion gives Mr. Hulbert's recommendations pertaining to the job study group. He felt the group should continue because of prior service on the committee and the knowledge members had gained. Chairman Keiski asked if this group by precedent did not now become a "personnel committee." Discussion followed, and the board concurred in accepting Mr. Hulbert's recommendations for a standing committee and Chairman Keiski's suggestion that it mature into a "personnel committee." Mr. Hulbert had prepared alternative recommendations for consideration, taking the recommended administration procedure, and he had modified it by showing an alternative method of integrating the performance review program and having performance a stronger point in terms of employee progression through the salary plan for consideration in the future. The next item was the cost analysis of conversion and proficiency step increases. He distributed data and cost figure analysis to board members, and discussed the cost of converting to the plan effective January 1. Associated with the plan itself, in addition to conversion, would be the cost of proficiency step increases during 1976, the movement of 3% based on the employee's date of current classification. If the conversion increases of 7.34% (\$6,269), plus the 1976 proficiency step increases of 1-1/2% (\$1,375), this would add \$7,644 per month, and \$93,058 total. Alternate A reflects the same information, but applies a lower percentage figure to see what cost impact it would have. This came out somewhat lower, a net difference of \$26,100. In terms of the annual payroll impact for 1976, considering the cost to convert to the plan and proficiency step increases, the payroll would increase from \$1,024,968 to \$1,116,696. This would be the cost at the end of 1976. Discussion was had by the board as to whether or not it would be pertinent to go into executive session since personnel matters were being discussed, and Chairman Keiski felt the record should be made clear what the anticipated cost figures were at this time. Mr. Hulbert then went on to explain the displays presented of sample work sheets and tables relating to current titles of employees and their distribution to new position titles. Mr. Hulbert explained Section 9 which was a chart showing the proposed organizational structure and discussion followed. Mr. Baker questioned the terms "exempt" and "non-exempt," and discussion followed regarding the Federal Fair Labor Standards Act and how this federal law applied to these terms. Chairman Keiski commended the Job Study Committee, Gary Hulbert, and the Trustees for the tremendous amount of time and energy they had devoted to this complex and far reaching report. He felt the presentations had been excellent considering the technical nature of the reports. He then moved this agenda item to Unfinished Business and alerted the audience of a short executive session before any action was taken because of personnel matters in the report. The meeting recessed at 8:35 p.m. Reconvened at 8:50 p.m.

2. North Mason Committee--Mrs. McArthur

Mrs. McArthur read a letter from Irene Davis dated October 9, 1975.

"Dear Mrs. McArthur:

"In reference to the Timberland North Mason Building Committee letter of June 19, 1975:

"North Mason Friends have discussed the progress made towards obtaining a future library building in our area. We appreciate the efforts made on your part and want to work with you to achieve the exciting goal of a North Mason library building in 1976.

"We are prepared to meet with you when it can be arranged for Timberland Board members and North Mason Friends members to walk over the site and determine the approximate dimensions and boundaries of the land you need. After this is determined, we understand the next step is to have it surveyed.

"The Friends purchased the land for the sole purpose of obtaining a library site in the North Mason area. This is still our prime concern.

"Sincerely,

"Irene Davis, Chairman

"North Mason Friends of the Library"

Mrs. McArthur stated that the Friends were still desirous of having the entire board view the site, and felt the board should either say they were not coming, or set a tentative date to have the full board there. Discussion followed, in particular, regarding the report Dr. Lawrence had submitted as to the area which the board desired to have for the building, and the feeling they should now be considering a specific design. Views were submitted by the entire board, and after discussion, Raeburn Hagen made the following motion:

75-73

I MOVE THAT IF POSSIBLE THIS BOARD HAVE A BOARD MEETING IN BELFAIR AND MEET BEFORE THE BOARD MEETING WITH THE NORTH MASON FRIENDS OF THE LIBRARY TO DISCUSS THE PROPOSED LIBRARY BUILDING AND SITE. RITA McARTHUR SECONDED THE MOTION.

Dr. Lawrence urged that ~~staff member, Mary Stough, work with the~~ Friends of the Library and develop an agenda so that they get out on the table what they want to do and also the board discuss what it wants to do, and begin to talk about a design so another step could be made. Further discussion was had as to who was going to build the building, and the particular date for the meeting. Chairman Keiski asked the board members if there was any objection to a meeting between now and March at Belfair, and there was no objection. The motion was still on the floor and IT PASSED UNANIMOUSLY.

3. Union Negotiation Committee--Mrs. McArthur

Mrs. McArthur stated that union negotiations were still in process, and the next meeting was December 1. She stated matters were still on

the table, waiting for the classification study and final assessed valuation figures.

B. Staff

1. Director--Mrs. Morrison

Mrs. Morrison stated she had been busy with meetings, editing minutes, but wished to call the board's attention to a meeting October 17 which was held regarding Washington Library Network participation. At this meeting, the proposed legislation for the administration of the Washington Library Network was discussed. The law requires the Washington State Data Processing Authority to administer automated programs (computers, etc.) throughout the state. In the Washington Library Network Legislation, which is being proposed, Mr. DeGabrielle has suggested the library community should have a voice in how the network is run in the future. Situations can change, i.e. governors, directors, boards, and he would like to insure that the library profession itself have the opportunity and responsibility for the direction in which the Network goes in the future. Mrs. Morrison urged the board to support the concept of legislation which would allow the library community to govern the library network. Dr. Lawrence supported Mrs. Morrison's recommendation, and made the following motion:

75-74

I MOVE THE BOARD SUPPORT THE DIRECTOR'S RECOMMENDATION TO SEEK SOME SORT OF VOICE IN SELF-GOVERNING THE NETWORK SYSTEM. BOB BAKER SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

2. Assistant Director, Western Area--Mrs. Barton

Mrs. Barton stated that she had submitted a written report and would be happy to answer any questions the Board might have. She also called the Board's attention to the biography of the new State Library Director. She asked Mrs. Coppinger to speak regarding the campaign for the new Olympia Library building. Mrs. Coppinger distributed fact sheets to the board along with posters and other materials used in the campaign. She stated that the official brochure would be off the press tomorrow night, and gave a brief synopsis of the campaign being conducted by the citizens committee. She was very enthusiastic, and commented on the great support from laymen and volunteers, and various committees which were doing marvelous things to obtain "yes" votes to pass the bond issue.

3. Assistant Director, Eastern Area--Mrs. Stough

Mrs. Stough stated that her report was written, and requested Marian Osterby to comment on the progress of the Centralia library building. Marian Osterby stated they had a board meeting last Tuesday night, and gave a brief report on the building progress. She stated that they hoped to have a bond issue on the ballot in November, 1976. The theme will be "Preserve the past--Prepare for the future!" Mary

Stough then stated Tumwater will be moving to new quarters, probably the first week in November, and asked Mary Russell to report on the impending Lacey move. Mary Russell stated they got through the city's questionnaire, and Mr. Williams had told her he would get right to work on renovations. She said that she was hopeful they would move the first part of December.

4. Business Manager--Mr. Ayres

Mr. Ayres stated funds were 65% collected for the year, and 76% expended through the nine months. He stated that the 76% expended was due to the fact that the budget had not been revised officially. He commented on the total outlook and answered several questions presented by board members.

Dr. Lawrence then requested that the board go into Executive Session to discuss the salary classification and study plan on matters relating to personnel. The Board went into executive session at 9:20 p.m., and reconvened the public meeting at 11:00 p.m.

Chairman Keiski stated that the executive session had considered personnel aspects of the classification study report, and the chair would entertain a motion that the classification plan report as presented and prepared at this time by Donworth, Taylor & Co. be accepted by the board and distributed as a public document. He said that this would allow the 20-day cycle to be instituted, at the end of which time the Board would consider public and staff concerns, and review the classification plan at a public hearing. He said that he felt the classification plan report, which is a tentative report in terms of the trustees' viewpoint, could be accepted at this time.

75-75

DR. LAWRENCE SO MOVED. SECONDED BY RAEBURN HAGEN.

The chair asked for clarification regarding the motion, and Dr. Lawrence stated the motion was TO ACCEPT MR. HULBERT'S REPORT BY DONWORTH, TAYLOR AND COMPANY. PASSED UNANIMOUSLY.

Discussion followed as to a possible special meeting for the report, and it was decided the report would be considered at the regular board meeting on November 20. Dr. Lawrence requested that the board receive recommendations for modifications to the plan IN WRITING. Chairman Keiski asked the Director to request that any recommendations to the trustees be put in writing. Mrs. Barton asked if the presentations to the staff were going to be made orally, and was advised that they would. Dr. Lawrence stated that he felt it would be a good idea for the Job Study Group to meet prior to that date to get inputs from Mr. Hulbert as to how his program for discussion of the plan is proceeding, and to collect areas of interest to develop a hearing agenda. The board concurred.

Dr. Lawrence and Rita McArthur then were excused from the meeting.

5. Area Planning--Janet L. Blumberg

Due to the late hour, ~~Mr.~~ Blumberg's report was postponed.

4

Correspondence

- A. Letter from Hoquiam Timberland Library Board thanking the Board for taking over the insurance on Timberland materials in the Hoquiam building.

Letter received.

- B. Letter from Nels Hanson, President, OVTI, re site for Service Center on Campus.

The letter from Mr. Hanson dated September 22, 1975, was read:

"Dear Mrs. Morrison:

"This letter is a follow-up to our meeting on June 9 in your office at which time we discussed the space requirements of your library at its new location.

"This is to report that we have examined our immediate and pending land requirements at O.V.T.I. in relation to the 54 acres on the campus. Part of this analysis revealed that environmental restrictions and terrain characteristics eliminate almost 20 acres from O.V.T.I.'s future use for buildings and parking.

"Based upon the very limited acreage which this leaves for any future growth, the District 12 Board of Trustees asked that I inform you that it is with regrets that they must pass up the opportunity to have your library on the O.V.T.I. campus.

"We do wish you good fortune in finding a suitable site so that your library can continue its valued services to the citizens of this region.

"Sincerely yours,

"Nels W. Hanson
"President"

- C. Letter from Robert Beaty, Association Counsel, Washington Counties Insurance Fund, re Revised Trust Agreement, enclosing copies of the Agreement.

Mrs. Morrison explained the revised trust agreement and stated that it was necessary for the board to take action on this matter. After discussion, Bob Baker made the following motion:

75-76

I MOVE WE ACCEPT THE AMENDED INSURANCE TRUST AGREEMENT FROM THE WASHINGTON INSURANCE FUND. DONALD COX SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

- D. Letter from John Pearsall, Chairman, Grays Harbor County Commissioners, re levy request for 1976 and preliminary budget; and Mrs. Morrison's reply thereto.

Mrs. Morrison stated that the Grays Harbor Commissioners were concerned about the tentative budget and had not yet acted on the request for levy. Mrs. Morrison called the board's attention to the copy of her reply, which was in board packets, in which she had stated that RCW 27.12.150 requires that they take action on the levy, and revised budget figures would be sent when they were firm and all assessed valuations received.

E. Letter from Lewis County Commissioners re levy request for 1976 and preliminary budget.

Chairman Keiski stated that letters were being prepared both to Mr. Pearsall and to the Lewis County Commissioners.

6

New Business

B. Young Adult Committee recommendation for transfer of funds

Mrs. Morrison stated there would be a recommendation coming to the board members in the mail from the Young Adult Committee regarding a transfer of funds within their total budget. The recommendation has the support of Steering Committee, which is the entire professional staff, and she would appreciate a favorable reply. Chairman Keiski requested the director to prepare a memorandum regarding this matter for the next board meeting. Marian Osterby explained that it was a transfer of funds either from paperback or hardback budget, asking to purchase 25 cassette player/recorder units, one for each outlet, and 200 thirty or forty-minute capacity tapes and \$250 per year maintenance. The purpose is to use the tapes as staff training aids. Cassettes will be placed in each library. There was an unexpected book fund balance totaling \$927.50, and an additional \$900 would come from either the hardback or paperback budget. Cost would be \$1,525 plus \$250 for maintenance. She said that a great deal of interest had been expressed in having these aids. Chairman Keiski stated that since this was an in-service training device for staff, he would rule that it be put on the agenda for the November meeting. Mrs. Morrison stated that she would get the memorandum out immediately to board members.

A. Recommendation to sell 1965 GMC Bookmobile

Mrs. Morrison stated that staff recommends that the 1965 GMC be declared surplus and put out for bids. It was sitting on the lot, and the repairs would be substantial at this time to put it in service. Discussion followed:

75-77

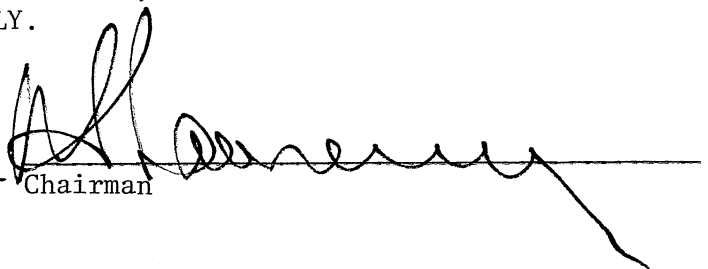
DON COX MOVED THAT THE BOARD LABEL THE 1965 GMC "SURPLUS" AND PUT IT UP FOR SALE. MRS. SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

75-78

MR. BAKER MOVED THE MEETING ADJOURN; SECONDED BY RAE BURN HAGEN AND PASSED UNANIMOUSLY.

Meeting adjourned at 11:15 p.m.


Secretary


VICE-Chairman