

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

November 20, 1975

I N D E X

| <u>AGENDA ITEM</u> <u>NO.</u> | | <u>Page</u> |
|----------------------------------|---|-------------|
| 1 | Approval of Minutes of November 20, 1975 | 2 |
| 2 | Approval of Vouchers | 2 |
| 3 | Reports | |
| | B. Staff | |
| | 1. Director--Mrs. Morrison | 17 |
| | 2. Assistant Director, Western Area--Mrs. Barton | 17 |
| | 3. Assistant Director, Eastern Area--Mrs. Stough | 17 |
| | 4. Business Manager--Mr. Ayres | 17 |
| 4 | Correspondence | |
| | A. Note from Gary Ernest regarding resignation | 17 |
| | B. Letter from Mrs. R.A. Setter regarding her appreciation for Peggy Evans' presentations to special education classes; Mrs. Morrison's reply to Mrs. Setter | 18 |
| | C. Letter to Mr. Keiski from Mr. Hilpert, Commissioner, Lewis County, in response to Mr. Keiski's letter of October 23, 1975, regarding proposed Timberland 1976 budget | 19 |
| 5 | Unfinished Business | |
| | A. Application for consideration of transfer of funds from 1975 hardback budget for purchase of cassette player/recorder units | 19 |
| 6 | New Business | |
| | A. Public hearing on Classification and Salary Plan | 3 |
| | B. Bids on sale of 1965 GMC Bookmobile | 2 |
| | C. Change in Health Plan for 1976 | 19 |
| | D. Increase in cost of processing TRL materials by Washington State Library | 19 |

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MINUTES

BOARD OF TRUSTEE MEMBERS PRESENT:

William H. Lawrence, Ph.D., Vice-Chairman, Member-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

BOARD MEMBERS EXCUSED:

Elmer F. Keiski, Jr., Chairman--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
Deborah Achor, Centralia Library
Sue Allison, Service Center
Liane Bascou, Service Center
Janet L. Blumberg, Extension Services Librarian
Mary Margaret Casey, Assistant Supervisor, Central Services
Peg Coppinger, Olympia Library
Mark Davies, Olympia Library
Judy Deatherage, Service Center
Vendla Deatherage, Service Center
Judy Green, Hoquiam Library
Alma Greenwood, Olympia Library
Linda Hansford, Montesano Library
Michael Hedges, Service Center
Kenn Kohout, Service Center
Harriet Lamb, Hoquiam Library
Dave Levine, Service Center
Norma Maughan, Service Center
Gary Mozel, Olympia Library
Ann Marie Ratliff, Olympia Library
Mary Russell, Lacey Library
Mary Ann Shaffer, Lacey Library
Shirley Siegler, Olympia Library
Rosalie Spellman, Aberdeen Library
Norma Tate, Olympia Library
Jay Windisch, Raymond Library
Lee Wittenbrink, Service Center
Jean Marie Wood, Centralia Library
Beverly Walter, Recording Secretary

VISITORS PRESENT:

Jim Colombo
 Carland Gonzales
 Gary Hulbert, Donworth, Taylor & Co.
 Alice Watts, Daily Olympian

Dr. Lawrence, Acting Chairman, called the meeting to order at 7:30 p.m. He stated for the record that the Chairman's absence was the result of a court order in connection with school district business.

AGENDA ITEM
NO.

1 Approval of Minutes of October 23, 1975

The staff had been unable to circulate the minutes because of the crowded agenda, and the Board members' attention was directed to a copy of the minutes in their folders. After a cursory review, Mr. Baker made the following motion:

75-79 I MOVE THE MINUTES BE ACCEPTED AS PRESENTED. RUTH SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

2 Approval of Vouchers

Mr. Ayres made comments on several of the vouchers and stated the voucher amounts were low this month. After review by the Board, Mrs. McArthur made the following motion:

75-80 I MOVE THE VOUCHERS BE APPROVED. RUTH SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

Dr. Lawrence suspended the order of business in order to take care of three items, (1) to hear the director's recommendations concerning the bids for the disposal of the 1965 bookmobile; to hear from Mr. Colombo who had resigned; and (3) the open discussion on the employees' classification plan.

6 New Business

B. Bids on sale of 1965 GMC Bookmobile

Mrs. Morrison recommended that the Board not accept any bid for the vehicle under \$400. She then opened the bids as follows:

Bid #1 from Don Thomas in the amount of \$430 accompanied by a Cashier's Check in the sum of \$21.50 which was 5% of the total bid price.

Bid #2 from George F. Maughan in the sum of \$410 accompanied by a Cashier's Check in the sum of \$20.50 which was 5% of the total bid.

Bid #3 from Carl B. Casey in the sum of \$526 with a postal money order in the amount of \$26.30 which was 5% of the bid price.

Mrs. Morrison recommended the Board accept Bid #3. Also, she stated

it should be noted for the record that Mr. Casey is the husband of an employee, but that the employee had nothing to do with that vehicle being declared surplus. She had checked with the state auditor on legality. Don Cox made the following motion:

75-81

I MOVE THE BOARD ACCEPT BID #3 FOR DISPOSAL OF THE BOOKMOBILE.
SECONDED BY RITA McARTHUR AND PASSED UNANIMOUSLY.

Dr. Lawrence requested Mrs. Morrison to notify the successful bidder.

Dr. Lawrence asked Mr. Colombo to speak regarding his resignation, as it was the policy of the board when employees leave for them to come before the board (if they wish) to share their views. Mr. Colombo stated that he first started work at the Service Center, then took one year off for college, and then came back to the Olympia Public Library. It was the training he received at these two places which qualified him to apply for another job at the state. The reason for terminating his employment was simple--while working for Timberland at Olympia Library he was earning \$5,220 a year; and in 5 years to the best of his knowledge he would still be making \$5,220. He was presently making \$6,360 at the Washington State Library, Audio Visual, and after 5 years his salary would be over \$8,000. Mr. Baker asked if his employment had been full time (which he replied it was as a film clerk) and Dr. Lawrence asked him how he found his period of employment in terms of the job. Mr. Colombo advised the board he had enjoyed his job a great deal, and particularly the people he worked with. Mrs. Morrison stated he had been an exemplary employee and the staff hated to see him leave. Dr. Lawrence thanked him for coming before the board and for his candor, outlining the economics of his move.

6

A. Public hearing on Classification and Salary Plan

Dr. Lawrence opened the hearing with the following comments: When the board contemplates any change in salaries, etc., we are required by the Personnel Policy adopted by the board to notify the employees and then after a 20 day waiting period, to hold a hearing to receive comments from employees concerning the proposed change. The board contracted for a study of the classification system in the region. He said that the board has been aware of inequities, and wished to correct them. Donworth, Taylor & Co. was contracted to undertake the classification and salary review of the system. As employees know, a month or so ago the board received the report prepared by Mr. Hulbert outlining the proposal. This now has been explained to the staff collectively in a series of meetings which the consultant participated in and now everyone is familiar with the study. There is no information concerning this study the board has that has not been made available to the staff. The board does not know the impact on individual employees. He said that staff and board sit there as equals as far as understanding of this report, with the same data. Adoption of this plan by the board is the next step, but the board wants to hear comments from the staff as to their views and feelings on this proposal which will be considered.

Judy Deatherage - How soon will we find out how we fit into the system?

Dr. Lawrence - The board will take comments tonight, then sit down and synthesize these inputs. The next step will be to have the board come

to a meeting of the minds on this plan and then release this information to everybody at one time and this should take place within the next 60 days at a maximum. The board is in the process of negotiating with the bargaining unit and has to go through some steps in dealing with the union in reviewing this plan as part of the Fair Labor Practices and Procedures.

Jean Marie Wood - I am asking questions for a member who could not make the meeting. We are puzzled about review of position classifications and who would the individual employee appeal to if they feel any employee (from non-exempt to exempt) feels they have been placed wrongly in a position.

Dr. Lawrence - There is a procedure outlined in the Personnel Policy providing for this type of action.

Jean Marie Wood - Is it the same?

Gary Hulbert - Since we are looking at a new classification system, we are looking for clarification as opposed to formal grievance. It would be my suggestion for the board's consideration that once you as individual employees learn of where you fit within the new program, if you have any questions or concerns, first of all, see your immediate supervisor and let her/him know that you do have questions, and from there they will alert the director or assistant director and provisions would be made to get the questions answered.

Jean Marie Wood - Would the job study group as they are now have any active part in the decision? (or to rephrase) If the job study group would have any effect on this individual if they were to appeal, or would they appeal to the job study group?

Dr. Lawrence - The job study group will examine certain aspects of the plan, but no provision for the job study group has been made for them to be viewed as an appeal board to handle appeals. If the appeal proceeded through administrative channels and was not settled, it should be then made to the full board and the full board consider the appeal--or the board would appoint 2 or 3 members of the board to act as an appeal group, but the whole board would deal with this appeal.

Debbie Anchor - Wants clarification of answer--that either the board or the director are going to be the deciding factors in this case if the employees have questions about their reclassification?

Gary Hulbert - Will help as clarification, and if that is not sufficient and the employee wants to make an appeal, you will go to your supervisor and up the line, and if this is not settled in the administrative end of this library system, then carry this to the board and the board will sit in judgment. This is normal procedure.

Jean Marie Wood - Another question is the 4th point under #2 "assure the individuals assigned to the new or revised position are properly classified and as appropriate adjusted in salary in a timely manner" and this was under the job study group. What we are interested in is the group had 3 different areas represented-- the board, the supervisory, assistant director and director, and the two staff members who were professionals. We are concerned that there was no representatives from the non-exempt group on this group study and that if there was any indication that they would be reviewing individuals, then there should be some representatives from the non-exempt group.

Bob Baker - This was not their function--their function was only during the formation of the plan.

Jean Marie Wood - This group will continue as a clarification group as we understand it.

Bob Baker - The job study group function is to study future changes that may be required and it is not to serve as an administrative group, or appeal group, in any way, shape or form.

Ruth Schmidt - Only those members serve on the board as a whole.

Raeburn Hagen - Is your concern that there is not a non-exempt person represented on the board? (The answer was yes.)

Dr. Lawrence - If this study group continues, you are requesting that the board consider the placement of a non-exempt person on this. This is a very specific concern--you are expressing this concern tonight.

Jean Marie Wood - Yes, and concern of other members. Also, the Librarian and the Library Assistant 1 in the job descriptions make provision for a trainee type and it says "initially considered to be in training capacity." They describe duties which the person could last in that position as long as they last in Timberland, but the training description is under the same description as Assistant 1--Central Services Assistant and Library Assistant and Librarian, and I was just concerned that the person might come into the job thinking they would train for so long and go into Assistant 2. I do not mind being called Community Library Assistant I for 5 years, but do not like to be considered a trainee or under the direct supervision of someone for 6 weeks. After two weeks you are on your own in the Centralia Library.

Dr. Lawrence - Advancement relates to merit and performance.

Gary Hulbert - The Librarian position and also the Library Assistant 1 and Central Services Assistant 1 are the first positions in their respective job family. This is why we utilize the term "initially." It is anticipating one would come in to learn and from that point on work independently. We did not identify a training period. I think it would be individually oriented, but initially the person would be learning. That was the key point. It is not a training position or trainee position. That is not the intent in how that position would function.

Jean Marie Wood - What would happen if there was a separate job description for a trainee on any level, trainee clerk, custodian, etc.

Gary Hulbert - We would have to look at how long a person is in training. If we had a training position and go through a training program, I would say yes.

Jean Marie Wood - Is that impossible under this job classification?

Gary Hulbert - We do not have training plans for each position. If such a training plan should come into effect, the plan could accommodate it, but I felt we needed to identify it within the first level description of those job families.

Jean Marie Wood - I would say then that for anybody reading their job description, that someone would clarify that at that point.

Dr. Lawrence - Thank you for your thoughts. Your point about a non-exempt person on the job study group as it sits in the future is well taken.

Mary Ann Shaffer - I am the Children's Librarian at Lacey. We would like, as representing the professional children's librarians of Timberland, to thank Gary Hulbert for coming around and explaining this job study. However, we have one basic question: The position of Senior Children's Librarian. This was the only position created and not filled in the study. We question the creation of a position and then not filling it. We realize that the job entails "extensive experience" in the field of children's librarianship, and we would like to know what that entails. Why a person who has had over five years experience in the children's field as compared with five years or more experience in another field is not classified as a senior person and what is the difference in regular Children's Librarian description as compared to Senior Children's Librarian description in the study. In the opinion of the Children's Librarians, there is no difference.

Gary Hulbert - As a result of meetings, the Children's Librarian group pointed this out and I would anticipate that we will be resolving this situation. However, we are looking at it in total again, and the information I received was complete and accurate. However, the problem is taking longer to resolve.

Dr. Lawrence - The job study group in its meeting Tuesday night touches on this question and we are concerned.

Gary Hulbert - We get back to the source of the question--a group in this case--the board's authorization to proceed this way to identify the problem and sit down with the group as opposed to communicating in writing.

Dr. Lawrence - The answer must be reviewed by the board. Is the board in agreement to this?

The board concurred that the board would review the answer.

Lee Wittenbrink - I have just one question--I never got an answer and this is concerning the annual step increases on the salary scales. The non-exempt gets 4 guaranteed steps and the exempt get 7 steps. I feel this is a deterrent to stay in Timberland. If I am going to be at the end of the road in four years, why stay?

Gary Hulbert - We utilized in non-exempt 4 of the 6 steps available, and individuals at step 4 presently would move to step 5 next year on the date of their present classification. The exempt (which has 9 steps) we utilize steps 1 - 3 - 5 - 7 in the conversion. Individuals then in the exempt plan in step 7 move to step 8 effective during the month of their present classification. In addition, something must have been touched on that the plan was designed for the entire structure to be considered for movement forward and that the entire structure would increase by that amount. We are not looking at a structure that will stay the same for 3 or 4 years. The structure is to be reviewed annually. One question I would like to answer is why there are more steps in the exempt schedule. First of all, we had to identify levels of responsibility within Timberland. It is a well established principle in salary administration that the position of higher responsibility requires a wider salary range in order to maintain the 3% step increases on an annual basis. This is the reason we ended up with two more steps in the exempt classification. If we took the exempt range and divided it in 6 steps, we would end up with the exempt people annually receiving 4.4% increase while non-exempt employees receive 3%. It was my recommendation that the step increase percentage should be the same for both groups. We had to look not only at moving into the plan, but also administration and salary step increases while the plan is in effect, and had to consider the breadth of responsibility in setting up the ranges.

Jan Blumberg - To return to his original question about professional steps 5 - 6 - 8 - 9, there are two provisions in the policy to implement (1) is an open ballgame that says progression occurs annually. The one you referred to

is alternative 5 - 6 - 8 - 9 may occur when employees have demonstrated sustained exceptional performance; that is, an alternative for board to choose in terms of implementing the plan. Neither one has been decided on yet.

Gary Hulbert - It is my recommendation, and I believe this was touched on in the meetings, that the movement be on an automatic basis, but at some future time it may be worthwhile for the board to consider bringing performance into the program.

Don Cox - Why are there more steps in exempt than non-exempt? The answer is the breadth of responsibility that can be achieved in the exempt that cannot be achieved in the non-exempt - that is the reason for it. Is that the way others interpret it?

Lee Wittenbrink - I like Mr. Cox's answer. I would wonder; and I look at the employees' side of the situation in Timberland. Our clerks have a hard time making ends meet, but I have often figured with the new salary ranges that the responsibility, yes, they have this but are they getting paid to take on this responsibility in their monthly salary?

Don Cox - It is back to the old story, and responsibility has to be assumed and over too long a period of time before it is recognized and rewarded. This does set up room for merit for the person who does the outstanding job or assumes responsibility beyond basic requirements of his job. I have some trouble understanding all of the wording in here - this is how I feel it reads.

Lee Wittenbrink - I have thought of the step raises as an incentive to stay but I'm used to the old system which has 5 steps and 6 for librarians and professional staff. All of a sudden we get hit with such a difference. I see 5 - 6 - 8 - 9 are guaranteed, so I cannot look but have to base my thinking on what I know I get - I see 4 and 7 - what is that - 3 more years?

Gary Hulbert - Part of the total program and recognizing the financial position of the library from the standpoint of sheer budget crunch--so often in development of the step plan, the board (or city councils, etc.) consider, "We better hold up on step increases. We cannot afford the total bill." My recommendation is a two-fold approach--annual increase--step 1 to step 2, etc. In addition, there is provision within the plan that the overall salary structure be reviewed, the budget picture be reviewed, that some form of general increase be considered annually. That general increase could be 8% for each employee, in addition to the step increase. The amount of that general increase would be applied to the salary structure which would be increased by that percentage. We want a plan that adapts to us and our circumstances and this is the reason for the two-fold approach.

Judy Deatherage - I understand now the fact that the two steps at the end of the Alternate A or B are to be merit or rewarded steps, and also the fact that the way I understand it the reason why the additional steps in the now "professional" area "exempt personnel" is that they were more likely to make a career out of it - like a 20-year - and they would be at the end of their step and want a merit step to go to.

Gary Hulbert - The breadth of range relates directly to responsibility. The concept of step movement, the same for exempt as non-exempt, placing a minimum value and maximum value as far as amount of salary for a particular position assigned to that range. During presentations it was important that we are trying to develop a plan for libraries, not only for today or changes which have occurred, but what we can anticipate, and if no changes occurred, we can anticipate changes within a position as we define it now--changes in duties--there will be some changes and we must have an administrative mechanism for changes that develop to warrant reassignment--we must have this capability available. These additional ranges are available in the event new positions are identified later.

Jean Marie Wood - On responsibility--I guess it is my problem in understanding the definition of the word. Is the word responsibility directly related to the word "supervision" because my supervisors were discussing the word "responsibility" and who has more and who has less at what specific time. It was my understanding in library work your responsibility related to the public and if so, the more one has contacts with the public, the more responsibility you are going to have, whether exempt or non-exempt. If you are directly related as a librarian or senior library assistant to the public, the responsibility would be quite high on a level, so I wanted to know the difference between "supervision" and "responsibility" and how it relates to the individuals in Timberland.

Gary Hulbert - Supervision as such is a form of responsibility--it is not separate and distinct from responsibility from the standpoint of the degree of patron contact. It depends on the responsibility one is performing--patron contact is important, but if we looked at degree of frequency of patron contact as being absolute responsibility, I think we would have to look at where the pages fit. Scope, effort, and complexity of tasks we are performing--the level of patron response, etc., must be considered.

Dr. Lawrence - I define supervision as "a level of management of people." You do not "supervise" books or card catalogs; you supervise people. Your "responsibility" could be toward a particular item or collection of items in libraries, but responsibility towards people becomes supervision.

Jean Marie Wood - I am directly in relation to the public; I serve them and I usually, in a given day, do 20 or 30 reference questions.

Dr. Lawrence - Do you supervise anybody?

Jean Marie Wood - I do not understand the word "supervision." I take patrons and show them where they find materials.

Dr. Lawrence - That is service.

Rita McArthur - Do you supervise another employee?

Jean Marie Wood - No.

Gary Hulbert - "Supervisor" is someone who affects the pay or status of an employee, which is different from you and I reporting to the same supervisor. You providing me direction and you monitoring me is different than a supervisor being able to make recommendations regarding your pay or status, etc.

Kenn Kohout - We lose non-exempt people quite regularly because of the financial situation. Everybody is losing people because of finances and we understand it. I would like to ask the board how they think the new program that we are going to adopt for Timberland is going to help those people.

Dr. Lawrence - The Board is concerned what people do to get their functions codified into job descriptions, which we have done. The next step is to analyze the salary structure that we have had proposed to us here in terms of the economics of the operation of this regional library system in view of our revenues, etc. The Board will synthesize and hopefully come up with a program that will meet some of the concerns you express. What we are going to do specifically we are not prepared to discuss with you as we have not addressed ourselves to the economic aspect of the plan. We are asking the director now to prepare figures regarding economic impact, look at revenues, and we will sit down and do a lot of hard thinking about this question. We have had inputs from people about this that range from, "Let's get job descriptions sorted out, get reporting relationships identified, job status aspects clarified and do not worry about the pay." Other people are saying, "I am starving to death working for you--I have to move." We understand the concerns, but the Board does not have all the facts yet in this area in order to answer your questions. We are going to have to answer questions and will answer your questions when we adopt a salary schedule. We are concerned about people, the level of service, our obligation to patrons, who pays the taxes, who contracts with us. We have many concerns--the library is people. Books alone do not make a library. We are aware of the importance of people and we are, as a Board, concerned. That is why we undertook this study.

Kenn Kohout - It is not only an economic problem. I think we have a communication problem, and I think we could help each other out if it were not for the communication problem.

Rita McArthur - How would you answer your own question?

Kenn Kohout - One way would be by having more action by the Board and the non-exempt. I am sure that it would help if the non-exempt and exempt did not feel so far away from the Board so we had a little more knowledge of what is going on, so that instead of hitting us with a book on one day and trying to assimilate information from that book and not being able to tell you what we think. We have had no time. We are trying to communicate about something here in this book. I wanted to say something to you but I don't have enough information.

Dr. Lawrence - Information in this book was released 20 days ago to everyone.

Rita McArthur - We hear what he is saying. I just wanted to reassure him that I thank him for responding. This is a very legitimate complaint to bring up and we should need to reschedule a hearing and listen to the non-exempt people.

Gary Hulbert - I tried to respond during each meeting, and knew that you had a problem absorbing this. I have spent 500 hours working on it.

Kenn Kohout - I directed this to the Board--I do realize you told us and gave us your comments, and that is why I said "the Board" because we have spoken about nothing.

Bob Baker - Join the party. There are a lot of things we do not understand--we have taken it home and studied it--we have had many meetings. We are saying it is a complicated and extensive thing. It has to be to do the job, and it is not easily understandable in a few hours or even a couple of months. You must recognize in part that it is the very nature of the scope of the work.

Dr. Lawrence - Has the Official Bulletin been valuable about the study?

Kenn Kohout - To some extent, but I for one, if I felt I was being taken more into account as part of Timberland and if I had other people in Timberland to talk with at various times, and not just the Board. I have been here almost 2 years in December and as far as really knowing you, I see you when you come in and because I am at the Service Center

I know you better than people at other libraries and I would like to see communication between ourselves so that when you come give us the money, at least we could feel we are giving one another something and that would help Timberland and Timberland has some good things going as long as we can communicate and feel like a family.

Dr. Lawrence - Can you communicate with exempt people in terms of asking questions and getting an answer?

Kenn Kohout - I would stand on having you ask some of them.

Dr. Lawrence - YOU have to be satisfied in the answer.

Kenn Kohout - I am satisfied in the way I relate to either exempt or non-exempt employees.

Dr. Lawrence - You can come to every board meeting and talk to us. Our scope of first name relationship is limited because we meet once a month in regular session--although we meet at other sessions as occasions warrant. We talk to one another when the need arises. We serve on a gratis basis. We cannot become a friend "intimate" with everyone, but are interested in everyone collectively.

Kenn Kohout - One more suggestion--if you could entertain a possibility of having a representative individual from each category present each time and then all of us would have some idea of what goes on at the Board meeting and you would have some idea who we are.

Dr. Lawrence - (to the Director) - I suggest you take those remarks under advisement and facilitate this kind of communication with the Board with individuals.

Gary Hulbert - I think Ken's comments are some of the most salient comments I have heard in 12 years from employees in the midst of other employees and standing before a governing board.

Ruth Schmidt - Over the years one sits on the Board, we identify those of you who come to the meetings and know now and understand Ken better, and when time permits, if you can come, if you will say something to communicate with us it will help us too. We started out with greatest inspiration in the world of getting to each library, but it is very difficult to live up to it. We appreciate each and everyone of you who take the time and come and be so frank which we do appreciate that is the only way we are going to make it.

Alma Greenwood - Amplifying what Ken is saying and feeling by many of the staff: we do not know where we fit in, especially the non-exempt personnel. I think it is a mistake to release a study in

this way so that you have no idea of what it means even to Timberland. It may be the best study in the world, but if you spent 20 days in confusion wondering where you fit in it, it does not do much for the feeling for your employer.

Dr. Lawrence - We felt we should show everybody what the framework was because the exempt personnel are in the dark, too. Suppose we had released the study with names and the reaction would be, "Why am I here--why is he there?" Discussion followed on this.

Deborah Achor - I was wondering when the Job Study Group was originally formed, why there wasn't a non-exempt person on it.

Gary Hulbert - It was discussed in early May or June, but first of all, even the concept of having a committee was right. The next step is: what about representatives on the committee. I think it is very important that the Job Study Group continue. As to the election or appointment of individuals to the committee, I was not involved, but I think I was involved in terms of the group to be formed.

Deborah Achor - If you had representation it would have more feeling of participation on non-exempt personnel's part.

Gary Hulbert - The original concept of the group was not only to review my recommendations as we proceeded through the study, but to provide me with information system-wide. We attempted to identify individuals on the level within the library who could assist me with that. I had advised the Board it would not be necessary to interview each and every employee. We could talk to representative groups in each location. The Board felt that each employee should have input into the process and, because it takes time, it was more expensive timewise. This would be an excellent way to get the input from each individual from questionnaires and interview process.

Dr. Lawrence - The Board did revise Gary's schedule--we revised the areas in which he allocated time and also revised the amount of money we planned to spend just to accomplish individual contact with each of you.

Ruth Schmidt - It was a concern of mine in particular that each employee in Timberland be interviewed and "at each outlet" so that we were not having a situation where someone could not get to another outlet on a given day. I felt Mr. Hulbert should visit, physically, each location. I felt it was important that he interview each individual and see each of you face to face. It was to be a whole study--not just key people as such.

Dr. Lawrence - We will rectify the problem of not having a non-exempt person on the Job Study Group.

Dave Levine - Gary, I would like to know for my information just where I stand, using myself individually, clarifying it for myself. I would like to know on this "breadth" type of thing where I stand as far as responsibility goes. We do try to protect ourselves and the equipment; we are responsible for the vehicles, the books, and different equipment that we transport. I am between a bookmobile driver and Clerk I.

Gary Hulbert - It is spelled out in the index. (Mr. Hulbert then explained the index and charts.)

Dave Levine - There was one other thing and that was you had bookmobile drivers and library assistant drivers. You had us both classified in almost the exact same job descriptions and there were a couple of questions from bookmobile drivers--like changing washers and water faucets. We get to outlying libraries and have a problem and we try to repair it, but I do not feel a bookmobile driver falls into that exact same category - their responsibilities are not exactly the same - their responsibilities deal with the truck rather than with the library, as they spend the day in the truck. Lee and I are dealing with the people in the buildings.

Gary Hulbert - I would like to sit down within the next month and discuss this with you.

Dave Levine - I would appreciate it.

Dr. Lawrence - The question you raised about non-exempt participation in the Job Study Group, this would be on a volunteer basis--how do you react to that?

Kenn Kohout - If it is anything but volunteer, you are not going to get the straight scoop.

The Board recessed for ten minutes.

Dr. Lawrence - Everyone has had an opportunity to express their concerns and we have had some valuable input on attitude, identified a problem the Board needs to address itself to, and that is the problem of non-exempt employees. How do we improve our communications--people to people communications? I guess in talking to some of the Board members, they have expressed concern that we improve this particular level of communication. We want to do that and we would welcome your active participation in Board meetings. We will devise some scheme of selecting representation on the Job Study Group. The Job Study Group sometimes meets weekly. I do not know quite how we will select participation--

perhaps you should elect your own participants with a slate of names that would fit the localities where we are meeting. I think that is a fair way. You would have to be a working member. By that I'm saying that we are looking for positive inputs. We have a set of goals we are working toward and you need to help us do that. This is one Board member's view and I would solicit any new comments from the group.

Gary Hulbert - One other comment. We talked during the recent group meetings regarding adaptability of the plan in terms of the future. We are looking at more than a classification and salary plan. We want no one to feel that once it goes into effect we are there forevermore. The concept of flexibility is a continuing one--identifying what importance is it--what should be done about it--trying something new. I do not want anyone to leave this meeting feeling our Board is making a decision about a plan which is cast in concrete. We must give it a fair chance to work. Problems will be attended to.

Gary Mozel - All along during formulation of this plan and during the review period, we got two messages simultaneously through Gary from the Board. One was, "We want your input" and two, "Go away." The type of input we could most favorably contribute to the Board would be the individual job descriptions since we do the jobs from day to day in the library. I think it is very unfortunate that the Board will adopt the plan and then release to the employees what position under the new plan they will be classified as. I agree with the wisdom about during the initial review period just having people react to the overall plan and integrity of the plan as a whole. It needs to be reacted to, but I think it would be very unwise to implement the plan without first giving employees some formal feedback mechanism on the individual job positions they will be reclassified as.

Dr. Lawrence - Is this not possible now with the plan, or do you want to have the feedback on the job descriptions after you know where you will fit in? The Job Study Group is going to continue, and the plan, and the Board understands this. The plan is flexible. We will have to drive the plan to see if we need to change the plan. Do not be overconcerned with a generalized job description in some areas--we have flexibility. We will have time to take the grit out of it.

Questions were asked of Mr. Mozel regarding his statement that the Board said "Go away."

Gary Mozel - I was speaking of the "go away" part in that the book (copy of classification plan) was given to us in draft plan and I had 5 days to react. It is very hard to state what is in the draft plan what we do on a day-to-day basis. We are able to constructively criticize our jobs if we know on a day-to-day basis what we are dealing with. I am reviewing my work and criticizing myself. But instead, we were given broad overall structure and it is very hard to relate to that. We were sort of halted in midbreath and we did not know what kind of input to give. It was convenient for you, you have to adopt overall structure; that is your responsibility. But if an extra step had been taken to assure that we understood where we fit personally into the plan, we could make personal interviews.

Dr. Lawrence - Were you interviewed?

Gary Mozel - Yes.

Gary Hulbert - You were saying okay, we got the ballgame, but no time to look at it. You are saying, "I really cannot say until I see where I fit. The Board was concerned with your comments on "go away."

Further comments were made by Judy Deatherage, Mark Davies and Mary Russell regarding notification as to where employees fit into the plan, if there would be another meeting after this information was released, etc.

Dr. Lawrence stated that the Board is negotiating with the union and the Board would advise the union as to final details and the employees would be notified on the same day, and after that the Board would adopt the plan so all the employees will know where they are beforehand.

At this point with no new comments, Dr. Lawrence formally closed the hearing and returned to the remainder of the agenda. He stated that he appreciated the time and efforts made by the people to attend the meeting, and felt the Board had received very good input.

Mrs. Morrison then advised the people present, as a point of interest, exactly how far the Board members had to travel round-trip to meetings--Don Cox, 240 miles; Raeburn Haegen, 108 miles; Bob Baker, 204 miles; Rita McArthur, 78 miles; Bill Lawrence, about 60 miles; and Ruth Schmidt and Elmer Keiski live near Olympia.

3

Reports

B. Staff

1. Director--Mrs. Morrison

Mrs. Morrison gave a brief report advising the Board that she had met on November 4 with district library directors in Yakima and discussed budgetary problems and other problems, and had a productive day. She attended the Washington State Advisory Council on Libraries meeting on the 29th and 30th of October, and it was her last one as a member. It had been a most enjoyable two years, but was time consuming. She had also discussed with Mr. Swartz the legislation and changes needed to be made regarding the network before it could be implemented. She had given interviews and communicated with newspapers--and had been doing considerable work on budgets, salary and revising projected costs.

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

Mrs. Barton advised the Board her report was in written form. However, Mary Stough and she were going to North Mason and working out sketches of the piece of property. She stated they would have input from the North Mason Friends Group and how they would want to split the property. Brief discussion followed regarding the property at North Mason.

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

Mrs. Stough asked that her report be dispensed with.

4. Business Manager--Mr. Ayres

Dispensed with Mr. Ayres report.

4

Correspondence

A. Note from Gary Ernest regarding resignation

Mrs. Morrison stated Mr. Ernest had been a Clerk I at the Service Center and read the following note received from him dated November 11, 1975.

"I very much enjoyed the time I spent working for T.R.L. I quit when offered a better paying position with the state. I feel that financial and career advancement opportunities are greater for me personally with the state.

Sincerely,

(Signed) Gary Ernest."

- B. Letter from Mrs. R.A. Setter regarding her appreciation for Peggy Evans' presentations to special education classes; Mrs. Morrison's reply to Mrs. Setter.

"Dear Peggy,

Thank you so very much for bringing the Burke exhibit to our special classes.

Our kids always enjoy your presentations so much. And ... as you well know ... do not often have the opportunity for such cultural "extras."

All of us in Special Ed. are so very sorry that a few managed to disrupt things, for a while, for the interested majority and for you!

I can't say often enough how impressed I am with the services of your Timberland Library system. Its middle name is service. And such people as you make Timberland's excellence what it is.

Thank you from each of us for broadening our horizons and teaching the enjoyment and love of books.

Sincerely,

(Signed) Ann Setter, South Bend Special Ed. Dept."

"Dear Mrs. Setter:

Another Raymond staff member forwarded a copy of your October 25, 1975, note to Peggy Evans.

Perhaps the fact that another employee in Raymond felt that it was important for me to see your note of appreciation gives you some concept of the closeness with which the Timberland staff works. Patrons often are surprised with the fact that I seem to know 'what's happening out there' without being there myself. You're absolutely right: People like Peggy Evans and others of her service persuasion are indeed what make Timberland what it is. It's delightful to have a patron take the time to sit down with pen in hand to let us know that what we are doing is working.

Thank you so much for your kind words.

Sincerely,

(Signed) Louise E. Morrison, Director"

- C. Letter to Mr. Keiski from Mr. Hilpert, Commissioner, Lewis County, in response to Mr. Keiski's letter of October 23, 1975, regarding proposed Timberland 1976 budget

Dr. Lawrence requested that the reading of this letter be dispensed with as it was a lengthy letter and in the Board's files for them to review. No comments were made or action taken at this time.

5 Unfinished Business

- A. Application for consideration of transfer of funds from 1975 hardback budget for purchase of cassette player/recorder units

Discussion was had by the Board, and Bob Baker, Rita McArthur and Ruth Schmidt stated they were in favor of purchasing the cassette players and units, but were opposed to taking the money out of any book budget. Mr. Cox questioned how many people on the staff it would reach and was advised it would reach every building and as many people as had access to the materials. After discussion on cost, which was approximately \$2,500, Mr. Baker made the following motion:

75-82

I MOVE WE AUTHORIZE THE PURCHASE OF 25 CASSETTE PLAYERS AND NECESSARY CASSETTES FOR THIS FOR INSERVICE TRAINING PROJECT WITH FUNDS TO COME FROM MISCELLANEOUS REVENUE. RITA MCARTHUR SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

6 New Business

- C. Change in Health Plan for 1976

This matter was discussed, and in view of the fact none of this information had been presented yet to the negotiating committee, it was postponed until the Board meeting in December.

- D. Increase in cost of processing TRL materials by Washington State Library

Mrs. Morrison stated that the actual costs for processing in the fiscal year 1974 came to \$2.42 a volume, and Board concurrence was needed in the contract because it represented a change. Discussion followed. Rita McArthur made the following motion:

75-83

I MOVE WE AUTHORIZE THE DIRECTOR TO CONTINUE WITH THE SERVICES OF THE STATE LIBRARY. BOB BAKER SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

It was understood that this was authority for the director to enter into a modification in terms of per volume processing fee of the contract with the state library.

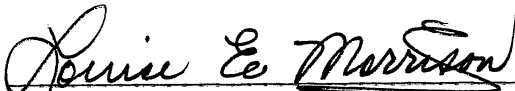
Mrs. McArthur passed around "Freedom to Read Foundation" applications and urged everyone to fill them out for membership since this is not paid by Timberland.


Margaret Coppinger from the Olympia Library stated that the Olympia Library Board was meeting with the City Commission of Olympia and would advise them the cost to the city to keep up the old library building for another year, such as wiring, heating, etc. A letter had gone out from the chairman of the library board requesting a special election since it was voted down by a narrow margin, and they were looking forward to the spring when it would be on the ballot again, hopefully.

Mrs. Morrison invited all board members to attend a retirement luncheon for Mrs. Bruhns on Wednesday, December 3, at the Tyee Motor Inn.

Mr. Baker advised the Board that Rita McArthur's term expired in December of 1975 and Dr. Lawrence requested that the director prepare a letter to the Mason County Commissioners over Mr. Keiski's signature, requesting that they reappoint her to the Board.

The meeting adjourned at 10:00 p.m.


Secretary


Chairman