

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

SPECIAL MEETING

February 5, 1976

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M I N U T E S

BOARD MEMBERS PRESENT:

Elmer Keiski, Chairman--Thurston County
William H. Lawrence, Ph.D.--Member-at-Large--Lewis County
Rita McArthur--Mason County
Raeburn Hagen--Grays Harbor County
Ruth Schmidt--Member-at-Large--Thurston County

BOARD MEMBERS ABSENT:

Robert M. Baker--Lewis County
Donald M. Cox--Pacific County

STAFF PRESENT:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Joy W. Ayres, Business Manager
Sue Allison, Public Information Assistant
Peg Coppinger, Olympia Librarian
May Norris, Service Center
Lee Wittenbrink, Service Center
David Levine, Service Center

Beverly Walter, Board Recording Secretary

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

AGENDA ITEM
NO.

1 C.C. Donworth Study (Donworth, Taylor & Co.)

Mrs. Morrison stated she had put in the trustees' packets tonight the proposed policy with some notations from the staff. They had done it legislative style by lining out the language that was there and putting in above it the language which was proposed to be changed for the Board's consideration.

Chairman Keiski stated the Board had accepted the C.C. Donworth proposal tentatively subject to final paperwork on it, and a couple of the trustees had worked on it in depth. He stated they

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had never stated whether the Board would sometime implement it and it was necessary to address ourselves to this tonight because it was holding up the operation of the library, since the plan deals with employee classification and salaries. We might have to discuss these matters in executive session before any decisions were made on further implementation of the Donworth study. He asked for comments from the staff and trustees.

Dr. Lawrence: How did the final report which they rendered to us differ from some of the increments of it we have seen from time to time?

Mrs. Morrison replied there was very little change--there were corrected pages due to results of the study committee coming up with better language--no substantive changes. The point system for evaluating positions is now in there.

Mrs. Schmidt: The ramifications of the change--we have a proposed position of supervisor of personnel-administration. I understood it was called Personnel and Administration. I thought it was just made Supervisor--Personnel, and then there is business and personnel manager instead of just business manager.

Mrs. Morrison: That job description was an optional position.

Mrs. Schmidt: What are you going to do about that?

Dr. Lawrence: I recall the Board was uncomfortable with the identification of supervisor of personnel and we did not have that--now we corrected the job description. The Board said we are not going to have a supervisor of personnel at this time, but this is a position we need. We will define that job and Jan will function in this position. We weren't comfortable with that position definition.

Mrs. Morrison: Those definitions were changed.

Mrs. Schmidt: The Board should read them again.

Mrs. McArthur: Since we are going to have to talk about names, I wonder if we should not have a closed session.

Chairman Keiski: We may want to work through supervisor posts, and since names are coming out we should go into executive session. Does the staff have a recommendation on the Donworth study?

Mrs. Morrison: We recommend it be adopted--general consensus of the district. Everything I have heard from both non-exempt and exempt staff is "when is the Board going to adopt the Donworth study?" My recommendation is that we adopt it. I think that there are certain sections which would be difficult to adopt with the "givens" of negotiation, but I would also be glad to discuss this with the Board.

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Dr. Lawrence: If we adopt the plan, does this commit us to implement it?

Mrs. Morrison: You can adopt certain sections of it, but I think the staff would expect some commitment from you. Accepting it is one thing--adopting it is another.

Mrs. Hagen: Can we adopt this unilaterally?

Mrs. Morrison: No, this will need to be discussed in the negotiating process because it deals with salary negotiations, etc.

Dr. Lawrence: We can approve the plan so that it becomes an instrument for negotiations, and we can also specify there might be some concerns about job descriptions in the exempt category.

Chairman Keiski: The union stated there was no hangup on non-exempt job descriptions.

Discussion on salaries.

Dr. Lawrence: If we adopt the plan and we have some hang up on job descriptions, do we have to go back to the union and negotiate changes in exempt position job descriptions?

Chairman Keiski: I would observe that as far as the union section of the recommendation or non-exempt section is concerned, we should have those job descriptions clearly in mind and adopt them subject to the negotiations with the union, but we should have it clear in our mind that we are satisfied. As far as exempt positions, there is no bargaining group, and we can adopt those unilaterally in the sense that staff has given us inputs on this and from what I have heard, the trustees would be concerned with the job description in the management sense.

Mrs. Norris was there representing the union and she had no comments at this time.

Mrs. Morrison: If the Board were considering this, for the record, in my view it would be very difficult to fit the job descriptions into our current salary schedule; if you aren't going to consider both, then where is it?

Chairman Keiski: We are willing to look at money impact, but your point is well taken that there is a relationship.

Dr. Lawrence: How can we proceed until we huddle on what is the Board's feeling about the plan and then we can come back and deal with other issues.

2 Report on Negotiations

Chairman Keiski: We have a recommendation to present to the trustees which they will have to take action on tonight in public session. We will have to state what the recommendations are and you will have to take action as to what you see fit.

Mrs. McArthur: I think unless Mrs. Norris plans to stay, we should call her for what our action was.

Mrs. Norris: Yes, I plan to stay. Lee and I represent the union as Mrs. Piva and Mr. Bernethy could not be here. Whatever your offer is, we will take up at a union meeting as soon as possible.

3 Lewis County Report

Dr. Lawrence: I am concerned about an attitude developed in the Commissioners and prominent business community and suggest the Board discuss this Lewis County Commissioners' attitudinal problem with the Friends of the Library and see if they can find out what the extent of the attitude problem is in the county, and advise the Commissioners if there is a segment of Lewis County totally in support of Timberland. This has been a one-way street and we have to find out what the other side of the street looks like. To this end, I am having lunch with one of the businessmen to talk about apparent problems he has with costs of the library, and Bob Baker and I should huddle with Friends of the Library and express our concern about an attitude Lewis County Commissioners have. Selected members of the Board need to swing into action for our information as a Board to find out what the problem is other than the newspaper statements that Timberland costs too much and test the water. We should know if they are not communicating with us about a concern and if they have adopted a position that Timberland is neat but a cost they do not wish to bear; but it was voted into the county by a sizeable majority of people and I think the Commissioners have to respect the wishes of the people.

Chairman Keiski: Our intent is to communicate with all parties in Lewis County on both sides of the issue--if there is an issue.

Dr. Lawrence: Could some of the other commissioners in the operating area of Timberland Regional Library District convey a message?

Discussion.

Chairman Keiski: I certainly would charge you Bill, and Bob Baker, to communicate with all parties in Lewis County and I have every confidence and other trustees do that you can articulate the goals of and priorities of Timberland Regional Library and can be receptive to suggestions of improving the system.

The Board then went into executive session at 8 p.m. to consider privileged matters relating to negotiations.

PUBLIC SESSION RECONVENED AT 10:22 P.M.

Meeting called to order by Chairman Keiski who stated the Board was back in public session. The first item of business was the Board's recommendations of the C.C. Donworth study.

AGENDA ITEM
NO.

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76-8

MRS. HAGEN MOVED TO ADOPT WITH INTENT TO IMPLEMENT SECTION 1 OF THE C.C. DONWORTH EMPLOYEE CLASSIFICATION AND SALARY PLAN FOR TIMBERLAND REGIONAL LIBRARY. SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY.

76-9

MRS. HAGEN MOVED TO ADOPT WITH INTENT TO IMPLEMENT SECTION 2 OF THE C.C. DONWORTH EMPLOYEE CLASSIFICATION AND SALARY PLAN FOR TIMBERLAND REGIONAL LIBRARY. SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

76-10

MRS. HAGEN MOVED TO ADOPT WITH INTENT TO IMPLEMENT SECTION 3 OF THE C.C. DONWORTH EMPLOYEE CLASSIFICATION AND SALARY PLAN FOR TIMBERLAND REGIONAL LIBRARY, SALARY SCHEDULE ALTERNATE "A", WITH A MODIFICATION TO INCLUDE A SEVENTH STEP WHICH HAS BEEN ADDED TO THE NONEXEMPT SALARY SCHEDULE AND DELETION OF THE DIRECTOR'S SALARY FROM THE EXEMPT SALARY SCHEDULE. SECONDED BY DR. LAWRENCE. PASSED UNANIMOUSLY.

76-11

MRS. HAGEN MOVED TO ADOPT WITH INTENT TO IMPLEMENT SECTION 4 OF THE C.C. DONWORTH EMPLOYEE CLASSIFICATION AND SALARY PLAN FOR TIMBERLAND REGIONAL LIBRARY. SECONDED BY MRS. MCARTHUR.

76-12

MRS. SCHMIDT MOVED THAT IN SECTION 4 ON THE SECOND PAGE OF THE DESCRIPTION OF THE LIBRARY DIRECTOR'S POSITION THAT THE LAST SENTENCE ON THE SECOND PAGE UNDER "DIRECTING AND CONTROLLING" READ "ASSURE THAT THE BOARD OF TRUSTEES PATRON SERVICE PHILOSOPHY IS DISSEMINATED THROUGHOUT THE LIBRARY AND THAT THE RESULTS REFLECT THE SAME." SECONDED BY DR. LAWRENCE. THE MOTION PASSED UNANIMOUSLY.

76-13

MRS. SCHMIDT MOVED THAT IN SECTION 4 ON THE POSITION DESCRIPTION EXEMPT THE TITLE SUPERVISOR--PERSONNEL ADMINISTRATION ON PAGE ONE, UNDER SECTION "SCOPE OF RESPONSIBILITY" ON THE FOURTH LINE THE LAST FOUR WORDS READ "INCLUDING MOTIVATION AND COMMUNICATION." MRS. HAGEN SECONDED THE MOTION AND THE MOTION PASSED UNANIMOUSLY.

76-14

MRS. SCHMIDT MOVED THAT IN SECTION 4 ON THE POSITION DESCRIPTION EXEMPT SENIOR COMMUNITY LIBRARIAN, PAGE 2 OF THE SECOND PARAGRAPH FROM THE BOTTOM, THE PARAGRAPH THAT READS "MAY EVALUATE, DEVELOP AND PRESENT LOCAL LIBRARY PROGRAMS TO MEET THE NEEDS OF SPECIALIZED PATRON GROUPS SUCH AS THOSE WITH MENTAL, PHYSICAL OR EMOTIONAL LIMITATIONS" BE DELETED FROM THIS JOB DESCRIPTION AND IN OTHER DESCRIPTIONS WHERE IT APPEARS. SECONDED BY MRS. MCARTHUR AND THE MOTION PASSED UNANIMOUSLY.

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76-15

MRS. SCHMIDT MOVED THAT IN SECTION 4 UNDER POSITION DESCRIPTION EXEMPT SENIOR CHILDREN'S LIBRARIAN, PAGE 2, THE LAST PARAGRAPH WHICH READS "MAY EVALUATE, DEVELOP AND PRESENT LOCAL LIBRARY PROGRAMS TO MEET THE NEEDS OF SPECIALIZED GROUPS AS DEFINED BY BOARD POLICY" SHOULD NOT BE DELETED, AND IT SHOULD READ IN THAT MANNER WHEREVER IT APPEARS. SECONDED BY DR. LAWRENCE AND THE MOTION PASSED UNANIMOUSLY.

76-16

DR. LAWRENCE MOVED THAT IN SECTION 4 THE EXEMPT DESCRIPTION POSITION LIBRARY DIRECTOR AND OTHER APPROPRIATE JOB DESCRIPTION STATEMENTS PERTAINING TO STATEWIDE LIBRARY SYSTEM OR STATEWIDE PLANNING ACTIVITIES BE DELETED. SECONDED BY MRS. SCHMIDT AND THE MOTION PASSED UNANIMOUSLY.

76-17

MRS. SCHMIDT MOVED THAT IN SECTION 4 UNDER LIBRARY DIRECTOR ON PAGE 3, ADD TWO WORDS. THE PARAGRAPH READS "ASSURE THE CONTINUING EVALUATION OF POTENTIAL COMMUNITY LIBRARY LOCATIONS, MOBILE LIBRARY SERVICE AREAS, AND NEW OR MODIFICATIONS IN EXISTING LIBRARY SERVICES, PREPARE AND MAKE RECOMMENDATIONS"--ADD THE TWO WORDS "IN WRITING" TO THE LIBRARY BOARD OF TRUSTEES AS APPROPRIATE. SECONDED BY DR. LAWRENCE AND THE MOTION PASSED UNANIMOUSLY.

76-18

MRS. SCHMIDT MOVED THAT IN SECTION 4 ON PAGE 2 OF POSITION DESCRIPTION EXEMPT, ASSISTANT LIBRARY DIRECTOR UNDER SECTION 1, SPECIFIC RESPONSIBILITIES, PARAGRAPH 5, THE WORD "GOVERNMENT" IN THE PHRASE "LOCAL GOVERNMENT OFFICIAL" BE STRUCK.

Chairman Keiski: Is there a second to the motion to amend?

Mrs. Hagen: I SECOND, but it was my understanding that might be "Public Officials" so it would cover "libraries" rather than local.

Chairman Keiski: Make the motion read that the Board has concurred that the motion state "Public Officials." Is that correct? Right.

All those in favor of the amendment signify to the secretary.

MOTION PASSED UNANIMOUSLY.

76-19

MRS. SCHMIDT MOVED THAT IN SECTION 4 IN THE POSITION DESCRIPTION OF SUPERVISOR OF PERSONNEL ADMINISTRATION, ON PAGE 1 UNDER "SCOPE OF RESPONSIBILITY" PARAGRAPH 1, ADD AFTER FIRST SENTENCE "REFER MATTERS OF DISCIPLINE TO THE APPROPRIATE ASSISTANT LIBRARY DIRECTOR." SECONDED BY MRS. MCARTHUR.

Dr. Lawrence: Hey, one thing in there, that we were going to withdraw the business and personnel manager.

Mrs. Schmidt: This was tabled.

MOTION PASSED UNANIMOUSLY.

The motion to adopt with intent to implement Section 4 of the C. C. Donworth Employee Classification and Salary Plan was restated in its entirety (motion No. 76-11). MOTION PASSED UNANIMOUSLY.

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76-20

MRS. HAGEN MOVED TO ADOPT WITH INTENT TO IMPLEMENT SECTION 8 OF THE C. C. DONWORTH EMPLOYEE CLASSIFICATION AND SALARY PLAN FOR THE TIMBERLAND REGIONAL LIBRARY. DR. LAWRENCE SECONDED THE MOTION. PASSED UNANIMOUSLY.

76-21

MRS. HAGEN MOVED TO ADOPT WITH INTENT TO IMPLEMENT SECTION 9 OF THE C. C. DONWORTH EMPLOYEE CLASSIFICATION AND SALARY PLAN FOR THE TIMBERLAND REGIONAL LIBRARY. SECONDED BY DR. LAWRENCE. PASSED UNANIMOUSLY.

76-22

MRS. HAGEN MOVED TO ADOPT WITH INTENT TO IMPLEMENT SECTION 6 OF THE C. C. DONWORTH CLASSIFICATION AND SALARY PLAN FOR THE TIMBERLAND REGIONAL LIBRARY. RUTH SCHMIDT SECONDED THE MOTION. PASSED UNANIMOUSLY.

Chairman Keiski: Are there any further actions to be taken on the C. C. Donworth proposals. The chair would observe for the record that this adoption with intent to implement acknowledges that appropriate discussions will have to be carried on with appropriate employee groups prior to the finalization and activization since hours and working conditions are involved.

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Chairman Keiski: The next item of business is a report on employee negotiations. This report is a tentative proposal resulting from the February 3, 1976 mediation session of the employees' union and the assistance of the State Department of Labor and Industries. The trustees are to be advised that the negotiating team of myself and Mrs. McArthur recommend as a settlement package the following:

(1) A wage increase of \$30 added to each step of the present salary schedule;

(2) Step increments to be reinstated for this new contract year; and

(3) All pay and benefits to be retroactive to January 1, 1976.

76-23

MRS. MCARTHUR MOVED THAT THE BOARD ACCEPT THE RECOMMENDATION FOR THIS PROPOSAL.

Chairman Keiski: It has been moved that the Board accept the recommendation of the Board's bargaining team. Is there a second? Is there a second? This proposal of February 3, 1976 comes to the trustees with the recommendation of the negotiating team.

MRS. MCARTHUR'S MOTION DIED FOR A LACK OF A SECOND.

Chairman Keiski: Is there any further discussion on the subject of employee negotiations?

Dr. Lawrence: I think that the Board wants to redirect the negotiating team to prepare an alternate to this proposal and to

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take note of the fact that in board action we adopted with intent to implement the important and functioning sections of our consultant's job classification and salary plan. I think that it should be clear that it was the board's desire and wishes that the negotiating team make this attempt by the board to correct imbalances in the employee classification system a part of a package for consideration by the union, and apparently the negotiating team has not carried out this express wish of the Board. So for that reason, the recommendation of the negotiating team failed for lack of a second, and this board then will instruct the negotiating team the new parameters which we wish you to present to the union negotiators at the earliest opportunity.

Chairman Keiski: Do the trustees then have specific parameters or directions for the negotiating team?

Dr. Lawrence: Yes, we will sit in executive session and give you these instructions. It is important that the union negotiators understand the concern of the Board in undertaking this study which we feel results in a better job classification system and salary schedule, or results in an improved system in classification and salary plan.

Mrs. Schmidt: I feel strongly that our Timberland Regional Library team just has to go back to the bargaining table and clarify this board's intentions and our proposals. I feel it is very important.

Chairman Keiski: With the consent of Mrs. McArthur, we will endeavor to communicate as best we can in good faith and total openness the trustees' concerns and proposals to their fullest extent immediately.

Dr. Lawrence: It is the board's intent to bargain in good faith.

Mrs. McArthur: Since the board has rejected the negotiators' offer and has given us its intent to adopt the plan, will we be given instructions?

Chairman Keiski: It is the board's intent that a new package be brought into the union at its earliest possible time.

Dr. Lawrence: That's our intent and we will instruct the negotiating team to take back to the bargaining table a new package.

Chairman Keiski: Bill, do you see it as an improved package over the previous position:

Dr. Lawrence: Yes, the board does see it as an improved package over the previous position. We have worked long and hard at getting a job classification system and salary schedule to correct inequities, to provide a clear career opportunity ladder, and we feel it is essential that this plan be given very careful consideration by the union negotiators and understood by the union negotiators.

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Chairman Keiski: The team (and Rita concurs with me) regrets deeply that the board saw fit not to accept the proposal and we will stand by for further parameters and clarification as to the full extent of the board's concern in these matters. We advised the union we would recommend the proposal to you, which we did, and we were off base. I apologize for that and will make sincere effort to communicate adequately in the future with the union providing the full board concerns.

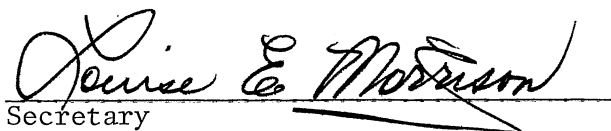
Dr. Lawrence: Also, I think the position of this board is that we want these negotiations to proceed rapidly, and a minimum of delay be experienced in presenting the new package. It is essential that the union president and the negotiator be communicated with concerning this new package promptly.

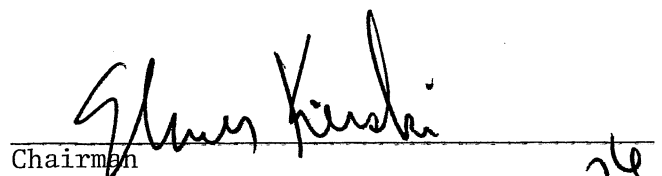
Mrs. Schmidt: I think the board members are very mindful of the hours and the time and effort that have gone into it and we are sorry we cannot accept it.

Chairman Keiski: Any further comments or motions on directions for the negotiating team at this time? If not, that completes our agenda for the public meeting tonight and we will adjourn this meeting. Do any of the trustees have a suggestion for the next meeting date?

Discussion followed as to the next meeting date, the regular meeting being on February 26. Chairman Keiski advised the Trustees to stand by for a possible meeting at Centralia College on the 12th of February, a public session, and a possibility of an executive session, and members will be notified.

Meeting went into executive session at 10:50 p.m. to discuss with the negotiating committee the new parameters.


Secretary


Chairman
2-26-76