

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES ANNUAL MEETING  
415 Airdustrial Way S.W., Olympia, WA 98501

December 21, 1983

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M I N U T E S

BOARD MEMBERS PRESENT:

Dorothy Voege, Chair - Grays Harbor County  
Doris Fourre - Thurston County  
Jean Haakenson - Member-at-Large  
Alice Harris - Mason County  
Donald L. Law - Member-at-Large  
Larry Parsons - Lewis County  
Paul Polillo - Pacific County

STAFF PRESENT:

Louise E. Morrison, Library Director  
Mary Stough, Assistant Director for Public Services  
Sally Loken, Assistant Director for Central Services  
Michael Crose, Business Manager  
Mary Ann Shaffer, Supervisor-Personnel Administration  
Herbert H. Fuller, Timberland Attorney  
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Lee Doyle  
Gary Hulbert, Labor Relations Consultant

Chair Dorothy Voege called the meeting to order at 7:50 p.m.

AGENDA ITEM  
NO.

1 Approval of Minutes

A. November 16, 1983 Regular Meeting

83-54 ALICE HARRIS MOVED TO APPROVE THE MINUTES OF THE NOVEMBER 16,  
1983 REGULAR MEETING; PAUL POLILLO SECONDED THE MOTION. MOTION  
CARRIED.

B. December 8, 1983 Special Meeting

83-55 JEAN HAAKENS ON MOVED TO APPROVE THE MINUTES OF THE DECEMBER 8,  
1983 SPECIAL MEETING; ALICE HARRIS SECONDED THE MOTION. MOTION  
CARRIED.

2 Approval of Vouchers

Mrs. Voege stated that payroll and payroll-related vouchers had amounted  
to \$250,631.03 for November 1983.

83-56 JEAN HAAKENS ON MOVED TO APPROVE VOUCHERS NO. 13655 THROUGH NO.  
13807 IN THE AMOUNT OF \$116,227.33; PAUL POLILLO SECONDED THE  
MOTION.

- 2 Mrs. Fourre questioned voucher No. 13657 to Allcare Janitorial Service, Belfair, in the amount of \$721 and Mr. Crose stated that this is for cleaning the carpets at the North Mason Library in addition to the normal monthly charge for janitor service. Mrs. Voege asked Mr. Crose what he foresees happening with the telephone bills. Mr. Crose said that he has budgeted a 25% increase for telecommunications in 1984 but indications are that the increase may not be that high. Mrs. Morrison referred to voucher No. 13728 to Puget Power & Light Co. in the amount of \$1,851.57 and commented that she can remember 3 or 4 years ago when this was running at about \$1,000 a month at this time of the year.

MOTION CARRIED.

3 Reports

A. Board Members

There were no reports from Board members.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller had no report.

C. Library Director - Louise E. Morrison

Mrs. Morrison said that she has prepared for action later on the agenda a resolution in support of public library supplementary funding. She said she hopes that the Board will support this. She stated that this is one of the top priority items of the Washington Library Association. Mrs. Morrison said another top priority of WLA is to oppose the privacy bill being dropped in the Senate. She explained that this bill virtually provides that anyone who works for government must give any information to anyone who asks for it. She said that this bill provides no protection for privacy of library records.

Mrs. Voege reminded everyone that the Board also needs to discuss in the near future the children's right to privacy opinion which Mr. Fuller has prepared.

D. Business Manager - Michael Crose

Mr. Crose said that he had nothing further to add to his written report sent to the Board members earlier. He said that TRL is at 100% of budgeted revenues for 1983 as of November 30 and right on target with expenditures.

4 Correspondence

A. 12/6/83 letter from Olympia Library Board

Mrs. Voege stated that Board members already had received copies of this letter from the Chair of the Olympia Library Board requesting a meeting with the TRL Board. She said that the Olympia Library Board members have requested that this not be considered until the January 1984 meeting.

- 4 B. 12/9/83 letter from Pacific County Board of Commissioners re Jean Haakenson's reappointment

Mrs. Voege said that this letter concurs with the reappointment of Jean Haakenson to a second term on the Board. Mrs. Morrison stated that she has received word that the Thurston County Board of Commissioners intend to also approve Mrs. Haakenson's reappointment.

- C. 12/14/83 memorandum from Timberland Staff Association

Mrs. Voege read the memorandum from Edith Shea, Timberland Staff Association, as follows:

"On behalf of the staff, I would like to ask the board to re-consider the decision which has been made on early closure December 24, 1983.

"As I understand the situation, the request was made to close the libraries entirely on Saturday, December 24. The board responded that there would be a closure from 1:00 p.m. on that day as dictated by both the personnel policy (1980) and the staff contract (1983). This seems a good decision even if it differs from the precedent set in 1977.

"The misunderstanding has occurred because it has created an inequality in hours among the staff members both at the branches and at Service Center. Some employees will work 40 hours that week and some..those scheduled to work on Saturday..will work 36.

"I suppose this actually should have been negotiated but it was not because this contingency is covered by 400.010 Early Closure (2) of the personnel policy. Mr. Hulbert has several times pointed out the necessity of keeping the contract as short as possible and that those things covered in the personnel policy are as safe as if they were included in the contract.

"It will still be possible to equalize working hours by having staff not working Saturday morning, take off 4 hours on Thursday or Friday, either morning or afternoon, however it is possible within each building.

"The misunderstanding results from the interpretation of the designation of these hours. We absolutely agree with the recent memo (enclosed) that this is not vacation time or holiday hours as covered in 400.020 Holidays-Compensation--Accrual. It is rather holiday eve leave and as such covered in the paragraph (2) of 400.010.

"Thank you for your consideration of this matter."

Mrs. Voege commented that when she first read this memo, it "irked" her because she felt that the Board was doing something positive to help those staff members who had to work on Christmas Eve and would have to work until 5:00 or 6:00 p.m. She said that in the interest of doing something well-meaning and fair, the Board decided to close the libraries at 1:00 p.m. Mrs. Voege said it was the Board's intent to have a good policy. She said that evidently those staff who are not working on Saturday feel this is not a fair thing and have entered

4C this complaint. Mrs. Voege asked for a response from either Mary Ann Shaffer or Gary Hulbert.

Ms. Shaffer said that the Board needs to remember that the only place which specifies early closure is in the Personnel Policy which does not take precedence over the contract. She said that the Board should also remember that this matter was brought up at the July meeting. Ms. Shaffer said that staff had asked last summer that the libraries be closed all day on December 24. She said a motion was made at the July meeting to modify the holiday schedule and the motion died for lack of a second.

Mr. Hulbert stated that the Board has no contractual obligation in this matter whatsoever. As far as the "precedent" set in 1977, he said that he did not feel this should weigh heavily with the Board. Mr. Parsons asked what precedent was set then. Ms. Shaffer said that the libraries were closed on December 24, 1977 all day and pointed out that this was during the energy crunch.

Mrs. Haakenson asked what happens if there is a snow storm and Timberland has to close libraries early. Mrs. Morrison said that Timberland does not close libraries early. She said that in years past, buildings were closed, but now staff keeps the buildings open. For instance, on Tuesday this week, she left the Service Center at 5:00 p.m. along with several other supervisors and staff. She said some people chose to go home early and to take vacation leave or compensatory time, if they have it. Mrs. Morrison said that the Raymond library did close at 5:00 p.m. on Tuesday. She said that this is a local decision because the weather conditions can differ so much because of the size and complexity of the district. She said, for instance, a building may be closed down because a heating system is out of order. She said this does not mean that everyone in the district gets the same amount of time off. She said that staff tries to equalize the time in each building. Mrs. Morrison said that the intent of the early closure for Christmas Eve and New Year's Eve is that not everyone has to work on those holidays. In terms of equalization, she said that it is her understanding that they are not talking about equalizing hours but equalizing who had to work on those days. She said that when it came to the administration of this, staff felt they had no right to give other employees four hours off in order that they could be home with their families on Christmas Eve because they weren't working and they were already home with their families if they chose to be.

Mrs. Voege said Board members can go several ways with this. She said they can reaffirm their decision made in July; they can give all staff a 36-hour work week; or they can keep the libraries open until 5:00 or 6:00 rather than close at 1:00 p.m.

6 New Business

D. Decision on Holiday Eve Closure

83-57

DON LAW MOVED TO MAINTAIN THE STATUS QUO AND STAND BY THE BOARD'S DECISION AT THE JULY 1983 MEETING; PAUL POLILLO SECONDED THE MOTION.

Mr. Law said that one problem with this is that this is already

6D December 21 and if this would go into effect as the Staff Association has requested, they are talking about tomorrow or the next day, or possibly next week. He said the timing of this is not very appropriate.

MOTION CARRIED.

Mr. Fuller commented that that portion of the Personnel Policy regarding early closure should be revised where it refers to equalizing the working time in the building. For instance, if a snow storm comes and those staff working have to leave, does it mean that other staff not working on that day get another day off? He said he thinks this language needs to be sharpened up a bit. If it is properly reworded, Mr. Fuller said that this problem should not come up next year. Mrs. Voegel requested that Mr. Fuller take a look at this.

5 Unfinished Business

A. Revision of 1983 Budget

Mr. Crose stated that the document revising the 1983 operating budget will bring into line the revenues actually received during the year. He said he also modified insignificantly the expenditures by element. He explained that he has not applied more dollars to the expenditure area but has restructured some expenditures among the various elements. Mr. Crose said that he has incorporated the estimated cash carry forward and that is why the budget overall is a larger amount than the budget previously adopted. He also noted that the document provides an expanded list of categories.

83-58

PAUL POLILLO MOVED TO APPROVE RESOLUTION NO. 83-4 REVISING THE 1983 OPERATING BUDGET; LARRY PARSONS SECONDED THE MOTION.  
MOTION CARRIED.

B. Adoption of 1984 Budget

Mr. Crose stated that the 1984 budget presents his best estimate of revenues for 1984 as of today's date. He said it does not differ significantly from the document presented on December 8, 1983. He said that the beginning fund balance is larger and he has revised the property tax estimate upward to 98% collection rate in 1984 because TRL has received in 1983 100% property taxes. He noted that he has expanded it down into the object level which makes this a more comprehensive document than the Board has adopted in the past. Because of the revenue information made available to him just last week and because he has not had adequate time to discuss revenue with the Board, Mr. Crose said he has left the personal services and additional revenues undistributed as a total and anticipates that the Board will have to do a formal revision of the 1984 budget early in 1984. Mrs. Fourre asked how much larger this budget is than the December 8, 1983 budget. Mr. Crose stated that the December 8, 1983 budget was \$4,346,360 and the budget the Board is being asked to adopt tonight is \$4,641,207. He said the only items changed are the beginning fund balance and the property taxes. Mrs. Fourre asked if the decision on how this additional revenue should be spent is being left to the Board. Mr. Crose said that the personal services and undistributed fund balance has not been distributed to any of the elements pending further discussion with the Board.

5B  
83-59

LARRY PARSONS MOVED TO APPROVE RESOLUTION NO. 83-5 ADOPTING THE 1984 OPERATING BUDGET; PAUL POLILLO SECONDED THE MOTION.

Mrs. Fourre asked if Mr. Crose wants some direction from the Board on the personal services and undistributed balance. Mr. Crose said that he thinks that staff needs more time to discuss the application of those dollars with the Board and he thinks this might require a study session with the Board. He said that TRL will move into 1984 with a balanced budget but not all of the dollars have been distributed at this point.

Mr. Law said that this budget is a little more detailed than budgets have been in the past and this is moving in the right direction in light of his past comments on the subject. He said he would like to see the formal budget take on this appearance and expand on the operating budget so that it becomes more informative.

MOTION CARRIED.

Mr. Law asked to be excused because he had an emergency at home with broken water pipes. He stated for the record that it would be his intention to vote in favor of the contract with the Timberland Staff Association.

6 New Business

A. Approval of Contract with Timberland Staff Association

Ms. Shaffer recommended approval of the contract.

83-60

JEAN HAAKENSEN MOVED TO APPROVE THE CONTRACT WITH THE TIMBERLAND STAFF ASSOCIATION EFFECTIVE JANUARY 1, 1984 THROUGH DECEMBER 31, 1984; PAUL POLILLO SECONDED THE MOTION.

Mr. Hulbert commented that these have been interesting negotiation sessions because things turned around several times. He said that because of a team effort they were able to hold this together. From the standpoint of the document itself he said he feels the spirit, intent and economic criteria established by the Board have resulted in an agreement that is appropriate for everyone concerned.

Mrs. Harris said she appreciates the effort the negotiating team has spent on this and she appreciates that the staff has signed this because it has been an extremely difficult session to go through. She said it has been hard for everyone to have such a shortfall predicted and not be able to offer the staff anything. Mrs. Fourre thanked Mr. Hulbert for his phone calls and for keeping Board members up to date which she found very helpful.

MOTION CARRIED.

B. Election of Officers for 1984

Doris Fourre nominated Dorothy Voegel as Chair of the Board.

83-61

ALICE HARRIS MOVED THAT NOMINATIONS BE CLOSED; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.

6B Dorothy Voege was unanimously elected as Chair of the Board for 1984.  
Larry Parsons nominated Jean Haakenson as Vice-Chair.

83-62 ALICE HARRIS MOVED THAT NOMINATIONS BE CLOSED; LARRY PARSONS  
SECONDED THE MOTION. MOTION CARRIED.

Jean Haakenson was unanimously elected as Vice-Chair of the Board for 1984.

C. Decision on "Mark Twain Tonight" Mini-Grant Concept

Mrs. Voege stated that this would be a situation in which TRL would act as fiscal agent. Mrs. Morrison stated that this would probably cost TRL about \$100. Mrs. Foure said that she has seen this program which is done by Bill Moeller of Centralia, and it is very good. Mrs. Voege said that if this is funded, Mr. Moeller will be asked to do this program in some of TRL's smaller libraries in the outlying areas that don't usually have these types of programs.

83-63 LARRY PARSONS MOVED TO APPROVE THE "MARK TWAIN TONIGHT" MINI-GRANT  
CONCEPT; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.

E. Resolution in support of Public Library Supplemental Funding

Mrs. Voege commented that the Pierce County Library Board is also considering adoption of this same resolution relating to state funding of public libraries. She said this is a high priority item for the Washington Library Association. Mrs. Voege stated that Washington is one of the few states which do not provide this kind of funding.

83-64 LARRY PARSONS MOVED TO ADOPT RESOLUTION NO. 83-6 SUPPORTING THE  
PASSAGE OF A BILL TO PROVIDE STATE SUPPLEMENTAL FUNDING FOR PUBLIC  
LIBRARIES; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED.

7 Other Agenda Items

A. Certificate of Appreciation for Rosalie Spellman, Aberdeen Librarian

Mrs. Voege stated that Rosalie Spellman is retiring after many years of serving the library in Aberdeen. She said that Mrs. Spellman is a highly respected member of that community. She announced that Mrs. Spellman will be honored in the afternoon of Sunday, January 15, 1984. A Certificate of Appreciation will be presented to Mrs. Spellman from the TRL Board.

B. Certificate of Appreciation for Dorothea Parker, long-time Hoquiam  
Timberland Board Member

Mrs. Voege said that Mrs. Parker's service on the Hoquiam Timberland Library Board will be a loss to Hoquiam. A Certificate of Appreciation will be presented to Mrs. Parker from the TRL Board.

C. SCAN Remote Access Feature

Mr. Crose said that effective January 5 Board members will be able to use



7C the SCAN Remote Access Feature and he would prefer that the Board members use this rather than their credit cards since it will be cheaper. The card and information regarding this feature were in the Board members' folders.

D. Board Work Session

Mrs. Voege said that she wanted to comment relative to approval of the contract with the Staff Association. She said that since this contract was executed, additional revenues have been identified for 1984 and it is the intent of the Board of Trustees to have a work session to discuss these additional revenues and hopefully do something about raises for TRL staff in 1984. She said this work session is planned for sometime in January and will probably be on a Saturday. Mrs. Voege said she will be in touch with each Board member to finalize the arrangements. She said that the work session will probably be followed by an open session in which the Board will accept input from anyone who would like to give input. Mrs. Haakenson asked if it is not the Olympia Library Board's intent to give input regarding this matter. Mrs. Harris said that she understands that the Olympia Library Board wishes to talk with the TRL Board to see if they can work out better ways for communication and a better understanding of the purpose of local library boards, and to identify the local library boards' position and the TRL Board's position. She suggested that they consider some kind of workshop with local library boards perhaps this spring. Mrs. Harris said that there have been many changes on local library boards and it is difficult for new members to know what their role is.

There was no further business and the meeting adjourned at 8:45 p.m. Board, staff and others present then cut the library district's fifteenth birthday cake.



SECRETARY



CHAIR