

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

February 15, 1984

I N D E X

<u>AGENDA ITEM NO.</u>		<u>Page No.</u>
1	Approval of Minutes of the January 18, 1984 Meeting	2
2	Approval of Vouchers	2
3	Reports	
	A. Board Committees	
	(1) Evaluation of Library Director - Larry Parsons	3
	B. Timberland Attorney - Herbert H. Fuller	3
	C. Library Director - Louise E. Morrison	3
	D. Assistant Director for Public Services - Mary Stough	4
	E. Business Manager - Michael Crose	5
4	Correspondence	
	A. 2/10/84 Letter from Chehalis Library Board	6
	B. Confirmation of Reappointment of Jean Haakenson	7
5	Unfinished Business	
	A. Workshop for Local Trustees in Timberland	4
	B. Union Contract Amendment	1
	C. Discussion regarding Exempt Staff	2
6	New Business	
	A. Declare Therma-Bind Surplus	7
	B. PLA Cost Analysis Task Force	7

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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

BOARD MEMBER EXCUSED:

Paul Polillo - Pacific County

STAFF PRESENT:

Louise E. Morrison, Library Director
Mary Stough, Assistant Director for Public Services
Mary Ann Shaffer, Supervisor-Personnel Administration
Michael Crose, Business Manager
Vicki Armstrong, Materials Selection Coordinator
Vicky Campbell, Youth Services Coordinator
Christine Livingston, Hoquiam Librarian
Joyce Nichols, Tumwater Librarian
Kitty Schiltz, South Mason Librarian
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Marcheta Bean, Olympia Library Board
Janet Fiske

Mrs. Voege called the meeting to order at 7:30 p.m. She suggested that the order of business be suspended and that the Board first attend to Agenda Item 5B Union Contract Amendment, then go into Executive Session to discuss exempt staff and then reconvene and continue with the rest of the agenda. Mrs. Voege stated that the reason for this is because Jean Haakenson, who is the Employee Relations Subcommittee of the Board, needed to leave at 8:25 p.m. This was agreeable to the Board.

AGENDA ITEM
NO.

5 Unfinished Business

B. Union Contract Amendment

Mary Ann Shaffer stated that this amendment was initiated by the TRL Board and offered to the TRL Staff Association calling for a 5% across-the-board raise if accepted by February 15, 1984. She said this amendment was accepted by the TRL Staff Association.

5B

84-9

JEAN HAAKENSON MOVED TO ACCEPT THE AMENDMENT TO THE COLLECTIVE BARGAINING AGREEMENT BY AND BETWEEN TIMBERLAND REGIONAL LIBRARY AND TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION FOR THE PERIOD JANUARY 1, 1984 THROUGH DECEMBER 13, 1984; ALICE HARRIS SECONDED THE MOTION. JEAN HAAKENSON, DORIS FOURRE, ALICE HARRIS, LARRY PARSONS AND DOROTHY VOEGE VOTED IN FAVOR OF THE MOTION; DON LAW VOTED AGAINST THE MOTION. MOTION CARRIED.

The Board went into Executive Session at 7:35 p.m. to discuss exempt staff. The meeting reconvened at 8:45 p.m.

1 Approval of Minutes of the January 18, 1984 Meeting

84-10

ALICE HARRIS MOVED TO APPROVE THE MINUTES OF THE JANUARY 18, 1984 MEETING; JEAN HAAKENSON SECONDED THE MOTION. MOTION CARRIED.

2 Approval of Vouchers

Mrs. Voegel noted that payroll and payroll-related vouchers had amounted to \$250,026.81 for January 1984.

84-11

LARRY PARSONS MOVED TO APPROVE EXPENSE VOUCHERS NO. 13950 THROUGH NO. 14090 IN THE AMOUNT OF \$95,237.77; DORIS FOURRE SECONDED THE MOTION.

Mr. Parsons questioned voucher No. 13957 to Bell-Anderson Agency in the amount of \$145.00, and asked if TRL uses just one insurance agency for all of its insurance needs. Mr. Crose stated that Bell-Anderson covers TRL's buildings and automobiles under one package. He explained that the broker puts this out to bid every two to three years to be sure that TRL is getting the best coverage for the best price. He said that right now TRL is insured through Indiana Insurance Company. Mrs. Fourre questioned voucher No. 13987 to L. M. Berry & Co., Dayton, Ohio, in the amount of \$25.80 and Mr. Crose stated that this is for telephone directory advertising.

MOTION CARRIED.

5 Unfinished Business

C. Discussion regarding Exempt Staff

Mrs. Haakenson stated that the Board had a lengthier Executive Session than anticipated, but the Board had a good discussion.

84-12

JEAN HAAKENSON MOVED TO GRANT A 5% SALARY INCREASE TO EXEMPT STAFF RETROACTIVE TO JANUARY 1, 1984; ALICE HARRIS SECONDED THE MOTION.

84-13

LARRY PARSONS MOVED TO AMEND THE MOTION THAT THIS BE AN AGENDA ITEM AT THE MARCH BOARD MEETING AND THAT MORE INFORMATION BE PROVIDED TO BOARD MEMBERS BY MANAGEMENT STAFF; DON LAW SECONDED THE MOTION.

After further discussion, Mr. Parsons withdrew the amendment and Mr. Law withdrew his second to the motion. Mr. Parsons said that he

5C does not feel he has enough information at this time to vote on the motion to grant the 5% salary increase to exempt staff.

84-14 LARRY PARSONS MOVED TO POSTPONE THIS DISCUSSION TO THE NEXT SCHEDULED BOARD MEETING PENDING FURTHER INFORMATION FROM MANAGEMENT STAFF CONCERNING THIS; DON LAW SECONDED THE MOTION. LARRY PARSONS AND DON LAW VOTED IN FAVOR OF THE MOTION; JEAN HAAKENSEN, DORIS FOURRE, ALICE HARRIS AND DOROTHY VOEGE VOTED AGAINST THE MOTION. MOTION FAILED.

The vote on Motion No. 84-12 was as follows:

JEAN HAAKENSEN, DORIS FOURRE, ALICE HARRIS AND DOROTHY VOEGE VOTED IN FAVOR OF THE MOTION; DON LAW AND LARRY PARSONS VOTED AGAINST THE MOTION. MOTION CARRIED.

Mrs. Haakenson said that she personally would like Mary Ann Shaffer [Supervisor-Personnel Administration] to give the Board information which would entail salary comparisons for comparable positions prior to budget analysis. She suggested that this information be ready by August. Mrs. Fourre suggested that the salary comparisons especially be made with other multi-county library districts. Ms. Shaffer stated that in August it would only be possible to do a comparison of 1984 salaries and it would not be possible to project what 1985 salaries would be in other libraries.

3 Reports

A. Board Committees

(1) Evaluation of Library Director - Larry Parsons

Mr. Parsons referred to his memo to Mrs. Morrison dated 1/10/84 regarding the first evaluation of the Library Director. He said this is for Board information only.

Mr. Parsons reported that he and Mrs. Harris met with Mrs. Morrison last week to discuss a revision of the evaluation process. He said that last year was the first time that this evaluation had been done in Timberland and it was found that the tool used in the evaluation process needed some changes. He said there was a problem with the time lines. He distributed a copy of the proposed revision of the evaluation process. It was agreed that this will be discussed again at the March meeting. Mr. Law commented that the committee has done a superb job and he likes the time lines established and the idea that adjustments can be made during the year. He said he thinks that other library districts will probably be interested in this also.

B. Timberland Attorney - Herbert H. Fuller

Mrs. Voegel stated that Mr. Fuller had asked to be excused from the meeting.

C. Library Director - Louise E. Morrison

Mrs. Morrison introduced Chris Peck as the new Aberdeen librarian,

3C Christine Livingston who has replaced Chris Peck as the Hoquiam librarian, and Vicki Armstrong who is the new Materials Selection Coordinator.

Mrs. Morrison referred to the "Opinion" section from the Sunday Olympian (2/12/84) regarding the meeting with County Commissioners in the five counties which TRL serves, a copy of which was in Board folders. She further reported that she had given separate tours of the Olympia and Centralia libraries to the Newburg, Oregon librarian and three trustees, and to Mike Wirt, Spokane County Library Director, and several of his staff members. She said they are looking at possible building plans in TRL as well as Pierce and King County Libraries. Mrs. Morrison said that she and Mr. Crose have an appointment to meet with Bob Thompson next Thursday to discuss the South Mason Library. She further reported that she will be attending the meeting of the WLN Users Group on Monday, February 27, and the Public Library Directors meeting on the 28th, both in Spokane.

Mrs. Morrison gave an update of legislation. She said that SB4321, which is the State Library Bill, is being heard in the House State Government Committee on Friday morning this week and hopefully after that hearing it will be ready for a "do pass" out of committee. She reported that SB1413, which is the County/City Consolidation Bill, has been interesting because it seems to be a case of people looking at one level of government and not being aware of what can happen to other levels of government. She said that the WLA lobbyist will be working on this as well as HB1345, which is being referred to as the "Tri-Cities Bill." Mrs. Morrison said that there are problems with the Tri-Cities Bill with regard to libraries since one city wants to annex to the library district, one city contracts for service, and the third city has an independent municipal library. Mrs. Morrison said that a copy of the Public Library Supplemental Funding Bill (H-4124/84) is in the Board's folders. She said that there will be some intensive education done on this bill during the summer as well as several legislative hearings.

Mrs. Morrison further reported that Alma Greenwood did a genealogical workshop at the Chehalis Library and that the Daily Chronicle wrote a fine article on it.

D. Assistant Director for Public Services - Mary Stough

Mrs. Stough referred to her written report regarding a trustee workshop. She said that she and Mrs. Voegel have discussed this and suggest that the Timberland trustees host the workshop for local advisory boards. If the Board is agreeable to this, she said that a letter will be sent out to the local trustees, a draft copy of which was on page 2 of Mrs. Stough's report. The last page of her report was a proposed form which would be included with the letter asking for suggestions of what trustees would like discussed. Mrs. Stough said that the TRL Board and staff would jointly provide a potluck luncheon.

5 Unfinished Business

A. Workshop for Local Trustees in Timberland

Mr. Parsons asked why it has been suggested that the workshop be held

5A at the Service Center and Mrs. Stough said that this would be the best place for the workshop and it would also give trustees a chance to see the Service Center. She said that it is also better to have one workshop rather than several throughout the district so that everyone would get a chance to meet one another. Mrs. Voege added that several workshops would take more time and one workshop would mean that everyone would be hearing exactly the same things. Mrs. Fourre commented that having one workshop would also give local trustees a feeling that they are a part of a whole. Mr. Parsons expressed his concern that trustees from libraries that are some distance from the Service Center would not attend. Mrs. Stough said that she thinks that this will not be a problem and said again that she thinks it is important that local trustees see the Service Center. Mr. Parsons asked if an agenda will be sent out ahead of time and Mrs. Stough stated that it will be and the agenda will be prepared from the input received from local trustees. Of the dates suggested, it was agreed that Saturday, April 14, would be the best day for the workshop.

3 Reports

E. Business Manager - Michael Crose

Mr. Crose referred to his written report which he said is an expanded report from what he has previously submitted. He said he has included the 1984 budget so that Board members can compare this to the figures in the "Year to Date" column. He said that the bottom half of the expenditures report breaks Other Services and Charges down more specifically. Mr. Crose stated that he had intended to include a graphic illustration with this report but he is still working with the graphic artist on this.

Mr. Crose further reported that he has been investigating other telecommunications equipment for the district since the Board has expressed its concern in regard to increasing telecommunications charges. He said he has asked for one proposal to see what it would cost on a lease/purchase arrangement for redoing the Service Center's telecommunications system. Mr. Crose said he is exploring several options for the Service Center as well as the public service outlets. He said that there appear to be three avenues--going to a private vendor, purchasing the equipment that TRL currently has from Bell, or going to General Administration with the state. He said he is going to be attending a workshop soon sponsored by General Administration. He said he would like to know how the Board members feel about purchasing equipment at this time. He said his feeling is that TRL should purchase its own equipment as soon as possible. Mr. Law said that he was recently faced with the same situation in setting up a new office and he decided to rent from Bell rather than purchase his own equipment. He said that there is a great deal of turmoil and development in the industry and he would counsel that TRL not rush into anything. Mr. Crose said that he is approaching this very carefully. He said that he received notice that effective March 1, 1984, Bell will begin raising TRL's rates to match the national average so TRL then will be paying more for renting a system rather than buying a system. He said he would like to proceed with this and hopes that the Board agrees that this is a reasonable thing to do at this point.

3E

Mr. Crose also reported that he, along with Mary Ann Shaffer and Steve Metcalf, has been checking into automated systems for the business office. He said that \$30,000 had been budgeted for this. Mr. Crose stated that the microcomputer system which he had been thinking about purchasing does not seem to be adequate for TRL's business operations. Therefore, he said they have also been looking at minicomputer systems. He said he is especially interested in what IBM has to offer, although it is in the \$60,000 to \$70,000 range. Even though this system would far exceed TRL's current needs, he said it would accommodate growth in the future. Mr. Crose said that there are advantages to the IBM system such as its compatibility with the WLN terminals and an interface with Thurston County's system. Since TRL's financial transactions with the Thurston County Treasurer's office are one of the manual parts of their system, Mr. Crose said that the Thurston County Treasurer is especially interested in what TRL purchases. Mr. Crose said that staff is planning to see a demonstration of the Wang system which the State Auditor's office had recommended. He said that they are considering two word processing terminals for the secretaries which he thinks is a necessary part of automating the business office. There was concern expressed by Mrs. Fourre considering what TRL has gone through with ALIS. Mr. Crose said that is why he is concerned about the size of the system. He explained that automated accounting systems are not new like automated library systems so they are looking at something that will suit TRL's needs indefinitely since the accounting function in TRL will never change. Mrs. Harris said that she thinks staff should continue exploring all of these possibilities as they have been doing. Mr. Law suggested that staff submit to the Board the three top alternatives with prices and limitations so the Board can make comparisons. Mrs. Voegel requested that Mr. Crose summarize what he has just reported to the Board in addition to other demonstrations that staff is going to see and get out to the Board before the next meeting. Mr. Crose said that his principal concern is that TRL not purchase a system that is already at its capacity when installed. He said that if a microcomputer system does not meet TRL's needs and the Board would not be in favor of going with a minicomputer system, his recommendation might be to leave things as they are.

4

Correspondence

A. 2/10/84 Letter from Chehalis Library Board

Mrs. Voegel read the letter as follows:

"The Board of Trustees of the Chehalis Timberland Library would like to invite the Timberland Regional Library Board to plan a meeting at the Chehalis Timberland Library in 1984.

"We would like very much to give the community an opportunity to see the regional board in action and to ask questions. It is our hope that the Board can plan a meeting in Chehalis in May or June. Our library will be undergoing a few minor physical changes which should be completed by that time.

"If the Board would like, we can arrange for an informal no-host dinner in the Chehalis area prior to the meeting and plan to have dessert and coffee in the library meeting room after

4A adjournment. We hope that this informal time after the meeting will give citizens the chance to meet their board members, both local and regional.

"If this meets with your schedule, please notify Rivkah Sass, Community Librarian, and she will take care of local arrangements. If the above dates are not convenient, please let us know so that we may make other plans."

The Board agreed to meet at the Chehalis Library on May 16 and also agreed to an informal no-host dinner in the Chehalis area prior to the meeting.

B. Confirmation of Reappointment of Jean Haakenson

Mrs. Voege announced that the Thurston County Commissioners have confirmed the reappointment of Jean Haakenson to the Board.

6 New Business

A. Declare Therma-Bind Surplus

Mrs. Morrison stated that the old therma-bind is so old that the repairman was unable to repair it, and the Board needs to declare it surplus so it can be sold. A new therma-bind machine has been purchased.


84-15

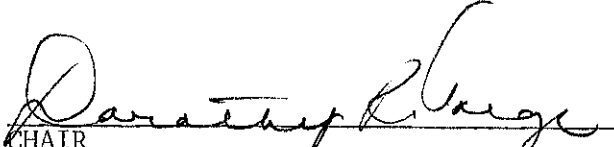
DON LAW MOVED TO DECLARE THE OLD THERMA-BIND SURPLUS; LARRY PARSONS SECONDED THE MOTION. MOTION CARRIED.

B. PLA Cost Analysis Task Force

Mrs. Morrison stated that she sent Board members a copy of the January 31, 1984 letter from Carolyn Else of Pierce County Library regarding the PLA Cost Analysis Task Force. She said that Mrs. Else was writing to approximately 10 library directors in the state asking them to consider participating in funding a new ALA publication having to do with determining costs for public libraries. Mrs. Morrison said that she has already advised the Board that she has no recommendation regarding this matter and she has also advised Carolyn Else of this. Mrs. Voege asked where the money would come from in TRL's budget if the Board does decide to help fund this, and Mr. Crose responded that it would probably come from miscellaneous revenue. Mrs. Voege asked how this would benefit Timberland, and Mr. Crose stated that he cannot see any distinct benefit for TRL. Mr. Parsons commented that he does not think that TRL would gather enough benefits from this to warrant spending this money. Mrs. Harris and Mrs. Fourre agreed. No action to approve was taken.

There was no further business and the meeting adjourned at 10:00 p.m.


SECRETARY


CHAIR