

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING

Service Center
415 Airdustrial Way S.W., Olympia, WA 98501

Wednesday, February 24, 1988

7:30 p.m.

A G E N D A

AGENDA ITEM
NO.

1 Approval of Minutes

RECOMMENDATION: MOTION to approve the minutes of the TRL Board of Trustees regular meeting of January 27, 1988, as distributed.

2 Vouchers

BACKGROUND: Payroll related warrants for January totaled \$232,645.47. In the personnel area, too, TRL is in the process of refunding FICA (Social Security) deductions withheld from the paychecks of employees working in positions that cannot be eligible for PERS (retirement) coverage. The IRS is refunding the payroll deduction amounts so that Timberland can give it back to the employees.

The refunds to employees are being made from a special fund established specifically for this purpose. The State Auditor's office has requested that the Timberland Board of Trustees review and approve all expenditures made from this fund in order that a clear "paper trail" exists on all transactions.

RECOMMENDATIONS: (2) MOTION to approve vouchers No. 1001 through No. 1093 in the amount of \$6,809.18 for 1987 FICA refunds.

(2) MOTION to approve vouchers No. 25112 through No. 25923 for February 1988 in the amount of \$149,147.39.

3 Reports

A. Library Director - Lon Dickerson

-- January circulation

-- 1987 statistics on library users

-- January revenues and expenditures

-- Transfer of carryforward funds into the automated circulation system reserve fund

-- Library imprest fund

-- 1988 legislative session

B. TRL Planning Task Force - Carolyn Dobbs/Lon Dickerson

4 Correspondence and Public Comments

5 Unfinished Business

6 New Business

A. Employee Classification and Salary Plan

BACKGROUND: Six proposals were received in response to Timberland's RFP for a new employee classification and salary plan. Interviews were conducted on Thursday with the two leading firms, Kenny Consulting Group and Norman D. Willis & Associates. There are indications that it might be more efficient and less expensive if the anticipated two-phase approach for this project was replaced with a single project.

RECOMMENDATIONS: (1) MOTION to combine phases 1 and 2 of the employee classification and salary plan into one contract.

(2) MOTION to authorize and to direct the TRL Board Chairperson and Library Director to enter into a contract with _____ for an employee classification and salary plan.

B. Hoquiam Planning Grant Request

BACKGROUND: Resolution No. 24 adopted in 1974 provides that TRL may provide grants of up to \$1,000 to cities within TRL for the planning of library buildings.

The City of Hoquiam has retained the architectural firm of Tonkin/Koch to prepare architectural drawings and a model for a remodeled and enlarged Hoquiam Timberland Library. Hoquiam would use the \$1,000 planning grant to hire a library building consultant to work with the architect on this project. This fall the voters in Hoquiam will be asked to approve a library bond issue.

RECOMMENDATION: MOTION to approve the City of Hoquiam's request for a \$1,000 library building planning grant.

7 Other Agenda Items

8 Adjournment