

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING

Winlock Public Library  
322 1st St., Winlock, WA 98596

Wednesday, October 26, 1988

Regular Meeting - 7:30 p.m.  
Executive Session - 6:30 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 September 28, 1988, as distributed.

2 Vouchers

BACKGROUND: Payroll and payroll related vouchers for September 1988 amounted to \$242,225.16.

RECOMMENDATION: MOTION to approve vouchers No. 26681 through No. 26883 for October 1988 in the amount of \$188,635.40.

3 Reports

A. Library Director - Lon Dickerson

- September circulation
- September revenues and expenditures
- Library automation project
- Winlock library operations

4 Correspondence and Public Comments

5 Unfinished Business

A. Classification and Comparable Worth Study

BACKGROUND: On August 24 the Board of Trustees accepted the Classification and Comparable Worth Study prepared by Kenny Consulting Group for Timberland Regional Library. The Board also accepted Alternative A (comparable worth) in the Classification and Comparable Worth Study for 1989 planning and budgeting purposes. It has been anticipated that action would be taken at this meeting to implement the report's recommendations.

The study was successful in meeting the objectives identified in the report. One of those objectives was to "assure that the classification plan is logically designed, is supportive of the Library's organizational structure and human resources

objectives, reflects duties and responsibilities assigned to incumbents, and provides for consistency between departments".

The study did not include a review of the library's organizational structure. The consultant was requested only to make sure the classification plan supported the organizational structure which resulted from restructuring at the end of 1985. It seems only prudent that before the classification and comparable worth plan is implemented the Board should review the current structure and do any fine tuning which might be appropriate. Such an examination could prevent problems in the future.

RECOMMENDATIONS:

(1) MOTION to delay implementation of the classification and comparable worth study until the Board has had time to review Timberland's organizational structure.

(2) MOTION to designate a task force of three trustees plus the director to review Timberland's organizational structure and to report the task force's recommendations to the Board as soon as possible.

B. Library Assessment and Development Plan

BACKGROUND: On June 22 the Board of Trustees received the Library Assessment and Development Plan prepared by TRL's Planning Task Force. Several public meetings were held in September throughout the district for the purpose of receiving input on the plan.

It is recommended that a Board task force develop a long range plan for the library district utilizing the Library Assessment and Development Plan plus the input received through the public meetings.

RECOMMENDATION: MOTION to designate a task force of three trustees plus the director to develop a long range plan for the Board's review and action.

6 New Business

A. Contract for Library Services with Shelton

BACKGROUND: On October 10 the Shelton City Commission announced it had asked its City Administrator, Mike McCarty, to investigate the feasibility of contracting with Timberland Regional Library for the provision of library services for the City of Shelton. Mike McCarty's October 17 memorandum to the City Commissioners, in part, said,

Assuming that Timberland Regional Library would be willing to contract with the City of Shelton for library services, it appears, on a simple economic basis alone, that the City would be justified in doing so. Furthermore, the services Timberland Regional Library provides are significant improvements over the services our library currently

provides, and could reasonably expect to provide in the foreseeable future. Assuming that providing quality library services at less cost to the taxpayers of Shelton is desirable, then I recommend the following: 1) That the City Commissioners, in the form of a motion, announce their intention to enter into a contract with Timberland Regional Library for the provision of library services for the residents of the City of Shelton, effective May 1, 1989 and direct the City Administrator to negotiate said contract on behalf of the City...

The City Commission's October 17 meeting was well attended by local citizens. Timberland Library Director Lon Dickerson was requested to discuss the services TRL provides and to respond to questions from the public. Shelton Mayor Joyce Jaros indicated the City Commission would not act on Mike McCarty's recommendations until November 7.

It is anticipated that if Shelton contracts with TRL, the Shelton Public Library and the Timberland South Mason Library operations would be merged. The new library building currently being constructed on the north side of Shelton would be the location of the merged operations which would be comparable in size to the TRL operations in Aberdeen and Centralia.

RECOMMENDATION: Discussion only.

B. Employment/Job Information Center Year-3 Grant Application

BACKGROUND: TRL was selected as one of four EJICs sites in the State of Washington through a three-year Kellogg Foundation grant administered by the Washington State Library Commission. The center was established at the Raymond library. A grant proposal has been developed for 1989, which is the third year of the grant, to continue the program in Raymond and to set up satellite programs in Chehalis, Lacey, Montesano, Packwood and Shelton. This expansion would emphasize the library's role in providing information resources and referrals for education opportunities, career changes and job retraining, plus adult literacy.

RECOMMENDATION: MOTION to authorize the TRL Board President and Library Director to apply to the Washington State Library Commission for a third-year Kellogg Foundation grant for Timberland's Education/Job Information Center in Raymond and the establishment of additional EJIC sites in Chehalis, Lacey, Montesano, Packwood and Shelton.

C. Declaration of Surplus Property

BACKGROUND: Periodically the library district declares various equipment and supplies to be surplus. These items are then offered for sale to the general public.

RECOMMENDATION: MOTION to declare surplus all of the items included on the October 26, 1988, listing of surplus property, and that a copy of the listing be attached to the original copy of the Board minutes.

D. Washington State Newspaper Project Lease

BACKGROUND: The Washington State Library has proposed the leasing of 500 to 700 sq. ft. at the TRL Service Center for calendar 1989. WSL would like to use the space for its state newspaper project. This project is part of a national effort to identify, locate, and preserve all newspapers within each state and to make microfilm copies readily available through interlibrary loan.

RECOMMENDATION: MOTION to authorize and direct the TRL Chairwoman and Library Director to enter into a lease agreement to enable the Washington State Library to rent space in the Timberland Service Center during 1989.

E. Executive Sessions

BACKGROUND: Each November the Board meets in executive session with the Library Director to work on an annual evaluation. Such an executive session needs to be scheduled.

Also, the attorneys for TRL and the TRL Staff Association agreed that a grievance appeal to the Board should be scheduled in conjunction with the Board's November 30 meeting.

RECOMMENDATION: MOTION to schedule an executive session of the TRL Board of Trustees for November 30, 1988, at \_\_\_\_ p.m. for the purposes of evaluating an employee grievance and to evaluate the performance of the Library Director.

7 Other Agenda Items

8 Adjournment

The Board will meet in Executive Session at 6:30 p.m. for the purpose of discussing 1989 wage and benefit negotiations with the Staff Association.