

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Olympia Timberland Library
313 8th Ave. S.E., Olympia, WA 98501

November 28, 1990

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M I N U T E S

BOARD MEMBERS PRESENT:

Carolyn Dobbs, Chair, Member-at-Large
Arthur A. Blauvelt, Grays Harbor County
Jean Davies, Pacific County
Doris Fourre, Thurston County

Jean Haakenson, Member-at-Large
William H. Lawrence, Lewis County
Helen Timm, Mason County

STAFF PRESENT:

Liane Bascou
Claire Christiansen
Mike Crose
Lon Dickerson
Barbara Durney
Diane Johnson

Tammy Losey
Bill Scherr
Kitty Schiltz
Mary Ann Shaffer
Rosanne Thompson

GUESTS PRESENT:

Jim Cockrell, Olympia Board
Mike Deatherage, Oakville Friends
Monte Deeds, Thurston Co. Conservation Dist.
Dalia Hagan, Olympia Board
Winnifred Olsen, Olympia Board
Eula Schieck, Oakville Friends
Oscar Soule, Olympia Board

Chair Carolyn Dobbs called the meeting to order at 5:40 p.m. She called for an Executive Session for the purpose of evaluating the Director. The meeting recessed at 7:30 p.m. The meeting was reconvened at 7:40 p.m.

Ms. Dobbs expressed appreciation for the opportunity to meet at the Olympia library. She suspended the order of business and moved to Agenda Item No. 2

AGENDA ITEM

NO.

2 Public Comments

A. Partnerships & Community Support

Mr. Dickerson introduced Monte Deeds from the Thurston County Conservation District.

Mr. Deeds said the conservation district is made up of five landowners in Thurston County solving local problems. Their services are free to anyone within the Thurston County area looking for assistance in regards to water quality. The conservation district is trying to help the public become more aware of its services. One of the ways they are doing that is through half hour shows on Thurston County Television about four times weekly. Mr. Deeds reviewed the topics of the shows. It is a way people in Thurston County can get information about what is going on in their county, although many of the programs can be used in any county. Mr. Deeds said these shows will soon be in the library system. He could not think of a better distribution system than the public library. People will be advised on TV that the programs will

- 2A be available through TRL. He thinks the messages the library will allow through its distribution system will be important to a lot of people in the five counties TRL serves.

Mr. Lawrence said he is sure TRL resources represent a source of environmental information which may need to be mentioned and publicized. He is sure there are ways to increase the availability of literature through the library. Mr. Deeds said he expects he will be inviting TRL board members to come on the show to discuss this partnership.

Mr. Dickerson said TRL plans to place two copies of the Thurston County Conservation District videos in the library's collection. Mr. Deeds will get them to TRL prior to their airing on TV so they can be cataloged and processed and available to the public immediately after airing on TV. He said these will be a tremendous resource for many of TRL's patrons, including students, 4Hers, future farmers groups, public conservation districts, etc. Both Mr. Dickerson and Mr. Deeds said they are very excited about the partnership.

1 Introductions

Introductions were made.

2 Public Comments

B. Certificate of Appreciation

A Certificate of Appreciation was presented for Becky Coverdell in recognition of her service on the Oakville library board.

C. Correspondence

Ms. Dobbs said the board received correspondence from Rex Ziak of Naselle expressing his concerns with the progress on construction of a new Naselle library. Mr. Crose will be covering this topic under his report on building updates.

A letter was received from Ralph Rudeen, Friends of TRL. This group has expressed concerns and asked for some involvement in an evaluation process. Ms. Dobbs said the board is considering ways of getting more involvement in evaluation of the library district's services and operations on a regular basis. The board will be coming up with some ideas of a process to put in place to give people this opportunity. As soon as more definite information is in place, it will be shared with the public at meetings and through publications. In the meantime, Ms. Dobbs invited anyone to let board members know of their ideas and experience in the mechanisms of this process which they think would be helpful. She said the board is particularly interested in getting this process into TRL's planning cycle.

D. Public Comments

Ms. Olsen said she is delighted the TRL board could meet at the Olympia library. She expressed her appreciation to Mr. Dickerson for attending one of the Olympia library board's meetings and to others who give their support. She said she appreciates the workshops TRL provides for local library boards.

Ms. Hagan said one concern discussed by the Olympia library board is the availability and speed with which materials become available to the public.

2D She understands there is still a large backlog of new materials and the holds queues seem to be very long for popular materials. Mr. Dickerson said serious efforts are underway to turn around the problems in technical services. Many times it takes several months to process new materials, which is unacceptable. The Service Center staff has turned inward and is working as a focus group and visiting other libraries to help solve the problems. Mr. Dickerson expects the backlog to be eliminated in the next several months and new materials to be processed in a three-day period in the future. He hopes TRL will have a new acquisition system which will allow materials which are on order or in processing to be listed in the catalog and available for holds. He said there are some titles for which there will never be enough copies to meet the high demands. When holds exceed four per copy, the acquisitions department receives a holds alert and determines if additional copies should be ordered. But TRL tries not to purchase more than 27 copies of a title. It encourages donations of popular titles. Ms. Hagan asked if TRL has ever used the McNaughton plan. Mr. Dickerson said TRL did use McNaughton, which rents high demand books, but it is less costly to purchase copies.

Mr. Soule expressed his thanks to the TRL board for its support of the Lacey Library project. He assumes the board will support a new Tumwater library. He reminded the board of its long range plan for a second library in Olympia.

3 Approval of Minutes

90-47 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF OCTOBER 24, 1990, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. DORIS FOURRE, HELEN TIMM, ART BLAUVELT, JEAN HAAKENSEN, JEAN DAVIES, AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; BILL LAWRENCE ABSTAINED. MOTION CARRIED.

4 Vouchers

Ms. Dobbs said payroll and payroll-related vouchers for October 1990 amounted to \$300,298.86.

90-48 BILL LAWRENCE MOVED TO APPROVE VOUCHERS NO. 31839 THROUGH NO. 32068 FOR NOVEMBER 1990 IN THE AMOUNT OF \$391,377.32; JEAN DAVIES SECONDED THE MOTION.

Mr. Crose reviewed the following vouchers:

No. 31839 (\$16,932.49) to Scott Hilburn Auto Center is for a new courier van.

No. 31842 (\$2,263.60) to Unisource-Northwest is for book mailing bags. TRL is saving a great deal of money in this area because many customers are picking up their materials at the library instead of having them mailed, and TRL has gone to a lighter version of a book bag.

No. 31879 (\$10,027.59) to The Evergreen State College is TRL's portion of CALS expenditures. Of that amount, \$5,447.99 is for retroactive sales taxes previously missed on some equipment purchases.

No. 31882 (\$16,646.44) to Western Library Network. Of this amount \$9,424 is from designated timber taxes for original cataloging in addressing the backlog problem.

No. 31890 (\$47,769.51) to Financial Systems Products is for several new microform reader printers.

No. 31913 (\$43,983.00) to Bell-Anderson is for insurance. The insurance premium has gone up because TRL has readjusted the values on equipment and

4 buildings it owns.

No. 31944 (\$6,840.99) to Olympia Photocopy Co. is for new equipment for the Aberdeen and Centralia libraries.

Mr. Crose said the December vouchers will reflect a large number of equipment purchases as TRL encumbers the remainder of that budgeted amount.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Long Beach & Yelm Annexations

Mr. Dickerson reported the voters in Yelm approved the annexation measure by about 57%. That annexation will be effective January 1, 1992. The city will continue to contract for services in 1991.

Mr. Dickerson said it is exciting that the Long Beach annexation measure passed by an overwhelming 76.73%, which will become effective on January 1, 1992. Long Beach has not had public library service for several decades. The city also had a bond issue of \$25,000 on the ballot to pay for TRL services on a contractual basis in 1991. That measure did not pass because it received 4 votes less than the needed 60% for passage. Mr. Dickerson said he is not sure if the city will be able to come up with the necessary contract fee for 1991 out of its general budget.

Mr. Dickerson said he has been working with county and city officials, and board and Friends groups in the area to determine the best configuration for library services. It has never been TRL's intent to have three libraries on the peninsula. In fact, the City of Long Beach is not interested in providing a library building. The long range plan calls for development of a reference satellite in the area. Mr. Lawrence asked about the possibility of a library demonstration in Long Beach. Mr. Dickerson said the TRL board certainly has the legal authority to waive the contract fee for Long Beach. However, he does not recommend any special allowances for Long Beach to contract in 1991.

He said some Long Beach city officials have indicated the city can afford to pay a contract fee in 1991 and others have indicated they do not want to pay it. He said the Chinook Observer has been editorially telling the city officials they should budget for the contract fee in 1991. There are several options to serve this area. TRL can continue with its existing libraries in Ilwaco and Ocean Park. However, it would be necessary to upgrade the Ilwaco facility which would put a tremendous drain on the City of Ilwaco. The Ilwaco operation could be transferred to the Seaview area, which is between Ilwaco and Long Beach, and TRL would be responsible for providing the library facility since it is in a rural area. Another option is to close both the Ilwaco and Ocean Park libraries and open one large facility in Seaview. Mr. Dickerson said he wants to hear what the people in the area want. He expects there will be several public forums.

Ms. Davies said there is still interest from people in Wahkiakum County to become part of TRL. Mr. Dickerson said he is going to be attending a grange meeting in that county in January.

B. 1991 Budget

Mr. Crose said the budget task force of the TRL board has to meet one more time before the December board meeting to review specific areas where changes

5B have been made in the 1991 budget. He has not received final assessed valuations from all the counties but expects them within the next few days. Rather than budgeting 97% as he has done historically, he will be budgeting 98% of property tax collections. He is continuing to be very conservative in timber tax revenues, although he has modified them slightly upward in a couple categories. He has added some minor revenue items which he has not usually listed in past budgets but is assured of receiving, including a \$10,000 note payment from the City of Shelton.

In expenditures, Mr. Crose said he has reduced the communications and repairs and maintenance categories. He and Mr. Scherr are continuing to work on the personal services portion of the budget.

There will be a significant carryforward, most of which will be transferred to the building fund. Mr. Crose said surplus funds should only be used for special projects instead of for operating expenses.

Mr. Lawrence asked about the Service Center remodeling. Mr. Crose said he is budgeting \$250,000 for that project. He is looking at the possibility of a new roof on the Service Center. He will be meeting with the Port of Olympia's leasing manager after the first of the year.

6 New Business

A. Locations for Future Meetings

The TRL board has received invitations to hold meetings at Centralia/Chehalis, Yelm and Tenino libraries. There will be new libraries in Hoquiam, Lacey, Amanda Park, Naselle and possibly Salkum and remodeling of the Packwood and Montesano libraries where the board may wish to meet. Mr. Lawrence said he would like to see a calendar of scheduled meetings determined for next year before the board decides where the meetings will be held. The December meeting will be held at the Service Center because of the complexities of the annual meeting. Staff need as much time as possible to prepare for the December meeting and it would be difficult to factor in travel time. Ms. Dobbs requested the board be provided with a schedule of 1991 meetings and anticipated completion dates of new or remodeled buildings. This topic will be on the December agenda.

B. Board Task Force on Timberland Policies

A board task force is working on the revision of the library's personnel policy. Mr. Dickerson said he would like a task force of the board appointed to begin working on a comprehensive review and revision of all other TRL policies. He would like to address all the policies which may need revision and policies which need to be adopted. Ms. Fourre volunteered to serve on this task force. Mr. Lawrence said he would be interested in working on any policies which have to do with automation. Ms. Timm said she would be interested in working on policies which have to do with local library boards and Friends. Mr. Blauvelt said he would be interested in this task force once he completes his work on the personnel policies task force. Ms. Dobbs and Ms. Davies also indicated interest. Ms. Haakenson said working on this task force would be good orientation for her replacement on the board. Since so many board members would like to be involved and since this will be an extensive project, Ms. Dobbs said she may appoint several task forces to deal with subparts of the whole project. She requested that in December Mr. Dickerson outline what is needed which she will review with him and portion

6B out to various board members at the December meeting.

7 Reports

A. Library Director - Lon Dickerson

Study of "Hires" & Hire Pay Rates

Mr. Scherr referred to his written report regarding "hires" and hire pay rates. The report includes all hires of regular full-time and part-time positions for the period January 1, 1989-November 13, 1990. There were a total of 76 hires during this time period, 25% male and 75% female. Of those hired above the beginning of the pay range, 31.6% were female and 14.5% were male. Mr. Scherr said this report was done because of concerns expressed by staff about hiring and pay practices, particularly hiring at the top of the hiring salary. He believes this study shows there has been no discrimination in pay rates.

Mr. Dickerson said the Community Library Coordinators have been given more responsibility in hiring decisions and establishing salaries. He does not think they were fully versed in the needed background. He referred to a memo included with the study dated October 10, 1990, regarding hiring, salary ranges and negotiation practices which provides the coordinators with this necessary information.

Ms. Dobbs commented that she is not sure if this study fully answers her questions as there appears to be another dimension that does not seem to be addressed. She said of the 19 males hired, 40% were hired at the beginning of the pay range. Of the 57 females hired, 60% were hired at the beginning of the pay range. She said this represents one male for every four females hired at the beginning of the pay range. She said the study shows that the majority of the females are in ranges 4, 6 and 12 and the majority of the males are in range 12. There are not many males in ranges 18 and above. Ms. Shaffer commented that it depends on who applies for the positions. She said we try to select the best person for the job. She suggested this matter be reviewed again in a year. Ms. Dobbs said in addition to showing gender, she would also like to see a study on ethnic ratio.

Ms. Fourre asked Ms. Shaffer if she assists the Community Library Coordinators with hiring and if the coordinators make recommendations for the beginning salary. Ms. Shaffer said she assists in some hirings and that the coordinators work with Mr. Scherr in setting the salaries. Ms. Christiansen said the coordinators were previously missing some pieces of information in new hires. Ms. Shaffer added the coordinators' role in the hiring process was not defined well enough for them and the process has since changed. Ms. Durney said the basis of the staff's concerns were not new hires but that new hires received higher salaries than staff already working for TRL. She is not sure this study will allay these concerns, although she recognizes there is nothing that can be done about it. Ms. Thompson added further background information in this matter is that a current staff member at a range 4 was reassigned to a range 12 position at a higher salary than other range 12s. Mr. Scherr said that is still considered a new hire.

Ms. Davies encouraged staff to bring their concerns to the board. She hopes this kind of review will help staff understand the policies of the board and the library district. Ms. Dobbs said she thinks that is why the board has become involved in something that is usually taken care of at the operational

7A level. She said the board has invested a lot of time in the new classification system and one of the principles in the system is equity, including comparable worth and a reasonable span of pay steps within the positions. Ms. Losey asked how staff should let the board know of its concerns. Ms. Timm said staff should go through channels by first going to their supervisors. Ms. Haakenson said the Human Resources Manager should be made aware of concerns. If he receives questions on issues, he should explore them. She said if things are not working right, the board has to become involved so it can review the policies. Mr. Lawrence said the board should not receive anonymous letters. He said the Human Resources Manager should keep his ear to the ground and resolve problems through explanation or bring problems to the board which it needs to address. He said the board does not wish to deal with day to day problems unless it has to.

Ms. Christiansen said the position which brought this issue up in the first place is at a range which was most impacted by the new classification study. She said staff were being paid below the beginning salary of the new range they were assigned to. They were placed at the beginning of the new range and, therefore, lost their seniority differential. Mr. Dickerson said the Kenny study made this recommendation because the consultant did not feel TRL could afford to both bring employees up to 80% of comparable worth and maintain seniority differentials. He said a staff member who has been with TRL a number of years could not negotiate his/her salary when the new classification study was implemented, whereas new hires are able to negotiate their salaries. Ms. Shaffer said this sort of thing happens when an employer switches to a new classification system. Ms. Davies said she would think those staff who are responsible for setting salaries of new hires would look at this carefully. She has a difficult time accepting that someone who has been with the district a number of years is making less than a newer person in the same range. She said this is obviously a very sensitive issue and she doesn't think that is the way it should work. Mr. Crose said people making hiring decisions need information about comparable positions throughout the entire district in order to determine the hiring salaries. Ms. Thompson said we need to take into account that some of the staff who have been with TRL for a long time and are making less than newer employees in the same range are in full-time positions. She said a lot of the newer hires are in part-time positions. She said full-time employees are not likely to apply for part-time positions so they can negotiate for a higher salary because they would have to give up the security of their full-time positions. Mr. Dickerson recommended a study be made on the number of full-time and part-time positions which have opened up in the district.

Ms. Dobbs said she thinks the board will want to stay on top of this matter over the next year. She said we need a way of monitoring the situation and some rationale when people are hired above the beginning of the pay range. She said it is a tremendous cost to the library district to have low morale over this issue. On behalf of the Staff Association, Ms. Thompson thanked the TRL board for their interest in this matter. She said it is gratifying to staff that the board is willing to address their concerns, especially staff who have been with TRL many years and are bringing a lot of experience to the district. Mr. Dickerson said there must be clearly demonstrated reasons for hiring anyone above the bottom of the hiring range for any position.

All-Staff Day - October 30

Mr. Dickerson reported that all-staff day on October 30 was very exciting. He said the afternoon speaker, Alene Moris, was very good.

7A

Management Council Training - November 26-27

Mr. Dickerson said the Management Council had a good training session by The Effectiveness Institute on November 26-27.

Building Updates

Mr. Crose reported the Amanda Park project will be put out for bid in February 1991. All background site evaluation work has been completed. A Quinault Indian Tribe construction company is reviewing the project to see if it falls within the budget parameters. A model of the building was available for viewing.

Mr. Crose said some minor modifications are being made in the construction documentation on the Naselle project. He has retained the services of a construction management company to review the project and give him cost estimates before we go into another bidding cycle. He is working with two construction firms in the area which are interested in bidding on the project. He expects it will go out for bid in February 1991. Ms. Dobbs asked Mr. Crose to respond to the concerns expressed by Mr. Ziak. Mr. Crose said one of Mr. Ziak's concerns is the type of materials being used. The construction management company is being asked to address this matter and also the suitability of the design of the roof for this area. Mr. Crose said he has met with the Naselle Friends and responded to many of Mr. Ziak's concerns. He thinks the main problem with the Naselle project is the amount of time it is taking. Ms. Davies said she attended the Friends meeting and a lot of good discussion took place. All of the reasons for the delays were covered at great length. She said the Friends are concerned the money set aside for this building will be spent elsewhere and they have been assured that Naselle will get a new library. Ms. Johnson said Mr. Ziak is often out of town and, therefore, has not had an opportunity to attend several meetings regarding this project. She thinks he has not had the firsthand information from the architect that others have had and his level of knowledge about the project may be different. Ms. Dobbs said Mr. Ziak took a great deal of time doing background work and putting his thoughts on paper. She requested administration respond to his letter.

Mr. Crose said the remodeling design for the Montesano library has been completed and will go out for bid by next week. It will be a major renovation.

Mr. Crose said a stumbling block has been reached on the Salkum project. The owner of the building the library and fire district are interested in is considering bankruptcy. He would like to continue working on a joint project with the fire district

Mr. Crose said Ms. Shaffer is working with Faith Hagenhofer on plans to move into a larger building for the Yelm library.

Dynix Update

Mr. Dickerson said Mr. Crose is working closely with Steve Metcalf, CALS System Manager. Mr. Crose said when he first involved himself in Dynix problems, he became puzzled with the level of concern being expressed. He said CALS is nowhere near the same situation as it had with the ALIS system. His analysis of the problems are that they are somewhat irritating, but not

7A devastating to the overall system. He is confident the problems will be resolved in a reasonable time. Mr. Dickerson said after the recent downtime due to electrical problems associated with weather conditions, it only took the libraries one day to get caught up. Under the old ALIS system, it would have taken much longer.

B. Personnel Policies Task Force

Ms. Davies said the personnel policies task force has scheduled another meeting and will report further at the December board meeting.

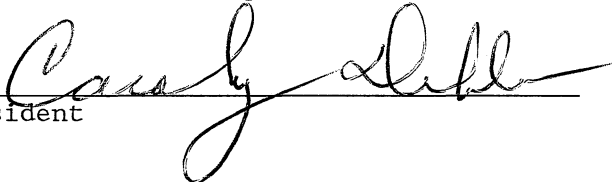
8 Other Agenda Items

A. Miscellaneous

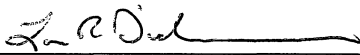
Ms. Timm expressed pleasure with the booklet prepared on children's books for Christmas giving. She thanked Barbara Winfree and others who were involved in producing the booklet.

Ms. Davies said she is sorry to learn that Kathy Knutson, Ocean Park/Ilwaco librarian, is leaving TRL. Her husband has found employment elsewhere.

There was no further business and the meeting recessed at 9:30 p.m. The board received hands-on training from Barbara Durney with the automated equipment in the library. The meeting was reconvened at 10:30 p.m. The board went into Executive Session to continue its evaluation of the Director and to discuss union negotiations. The meeting adjourned at 11:20 p.m.



President



Secretary