

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

December 20, 1990

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M I N U T E S

BOARD MEMBERS PRESENT:

Carolyn Dobbs, President - Member-at-Large	Doris Fourre - Thurston County
Arthur A. Blauvelt - Grays Harbor County	Jean Haakenson - Member-at-Large
Jean Davies - Pacific County	William H. Lawrence - Lewis County

BOARD MEMBER EXCUSED:

Helen Timm - Mason County

STAFF PRESENT:

Liane Bascou	Lon Dickerson
Patty Bergman	Diane Johnson
Michael Crose	

President Carolyn Dobbs called the meeting to order at 5:40 p.m. She called for an Executive Session to discuss personnel matters. The Executive session recessed at 7:15 p.m. and the regular meeting reconvened at 7:35 p.m.

AGENDA ITEM

NO.

- 1 Introductions were dispensed with.
- 2 Public Comments
  - A. Certificates of Appreciation

Certificates of Appreciation were presented for Dorothy Vekich, Aberdeen, and Russ Davis, Raymond, who completed terms on their respective library boards.

- B. 12/13/90 letter from Clint Pherson

Mr. Pherson's letter is a response to a letter from Rex Ziak which the TRL Board received at its November 28, 1990, meeting, in which Mr. Ziak expressed his concerns with the progress of the construction of the new Naselle library. Since the letter is lengthy, Ms. Dobbs requested that board members read the entire letter at their leisure and call Mr. Crose with their comments or it can be discussed in more detail at the board's January meeting.

- 3 Approval of Minutes
- 90-49 JEAN DAVIES MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF NOVEMBER 28, 1990, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 4 Vouchers

Payroll and payroll-related vouchers for November 1990 amounted to \$310,473.51.

4

90-50

BILL LAWRENCE MOVED TO APPROVE VOUCHERS NO. 32070 THROUGH NO. 32197 FOR DECEMBER 1990 IN THE AMOUNT OF \$145,841.45; JEAN HAAKENSEN SECONDED THE MOTION.

Mr. Crose reviewed the following vouchers:

No. 32099 (\$65,918.73) to The Evergreen State College includes \$46,000+ for accumulated hardware maintenance for April through November, \$11,641 for legal services, and the balance is for customary CALS charges. Annual hardware maintenance will run approximately \$80,000 to \$85,000 which is part of an ongoing maintenance agreement with Dynix.

No. 32149 (\$12,000) to RMRS Systems is for postage. Earlier this year TRL was expending over \$20,000 a month on postage.

No. 32181 (\$4,545.12) to The Effectiveness Institute is for Management Council training.

No. 32191 (\$2,476.92) to Tyee Hotel is for all staff day meals, snacks, and facility rental.

There are no books and materials included in this month's vouchers. The receiving report has been extended until the end of the month so we can capture as many expenditures as possible in 1990.

Mr. Lawrence asked about the disbursement of the settlement in the CALS lawsuit against DataPhase. Mr. Dickerson said TRL's share of the settlement is \$58.6% of the total.

MOTION CARRIED UNANIMOUSLY.

5

Unfinished Business

A. Board Task Force on Timberland Policies

This matter was postponed for discussion and action until 1991.

6

New Business

A. 1990 Year-End Expenditures

90-51

BILL LAWRENCE MOVED TO AUTHORIZE LON DICKERSON AND MICHAEL CROSE TO PREPARE AND DISTRIBUTE WARRANTS FOR 1990 EXPENDITURES INCURRED AFTER THE VOUCHERS APPROVED ON 12/20/90 AND PRIOR TO 1/1/91, WITH APPROPRIATE REVIEW AND APPROVAL OF VOUCHERS BY THE TRL BOARD OF TRUSTEES AT ITS MEETING ON JANUARY 23, 1991; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Crose said board members should not be surprised by the large amount of vouchers which will appear for equipment. These vouchers will be within the budget.

B. 1990 Tax Levy

90-52

DORIS FOURRE MOVED TO ADOPT RESOLUTION 90-05 SETTING THE 1990 UNIFORM PROPERTY TAX LEVY RATE AND LEVY AMOUNT FOR COLLECTION IN 1991; JEAN HAAKENSEN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 C. 1991 Budget

90-53 JEAN HAAKENSEN MOVED TO ADOPT RESOLUTION NO. 90-06 ESTABLISHING THE 1991 BUDGET; BILL LAWRENCE SECONDED THE MOTION.

Mr. Lawrence asked what is meant in the background information that the 1991 budget will be very tight. Mr. Crose said there will not be a great deal of funding for contingent expenditures. TRL will not be able to hire additional staff or open new buildings, but will be able to fund current levels of operation.

Mr. Crose reviewed the major changes in the 1991 budget compared to 1990. The salaries and wages and benefits categories have been increased in order to accommodate a 4.5% salary increase and maintain the current benefits package. Supplies has only been increased slightly since there has been a change in the pattern of supplies usage, partly due to the way materials are being processed at the Service Center. Professional services, which includes legal services, CALS related personnel, and WLN, has been decreased slightly. The communications budget, which includes data communications, telecommunications, fax and postage, has been reduced. This is primarily because of the savings in postage costs and expanded participation in the microwave system in Pacific County. Transportation, which is for both staff and the board, has been increased. Operating rentals has been increased slightly based on Mr. Crose's knowledge of operating rentals in 1991. Insurance has been increased because TRL is bringing the values of its buildings into line with what they should be. Utilities has been increased significantly because of the expected increases in those costs. Repairs/Maintenance has been decreased based on Mr. Crose's analysis of what will be needed in that category in 1991. Miscellaneous has increased. Equipment has been decreased significantly since much of the equipment needs were taken care of in 1990. The materials budget of \$1,114,266 is 17% of the operating budget, and \$268,000 from carryforward has been added to materials to bring it up to 20%. The unreserved fund balance of \$1,329,026 is 20% of the operating budget, which is TRL's financial policy.

After accomplishing a transfer this month into the Building Fund and an anticipated transfer of \$1 million + next year, plus interest earnings, the total balance in that fund is expected to be \$2,661,526. Of that amount, \$1.625 million is earmarked for: Salkum (\$437,500); Naselle (\$312,500); Amanda Park (\$250,000); Lacey grant (\$200,000); Service Center renovation (\$300,000); and Montesano remodeling (\$125,000). This will leave a balance of unreserved funds of \$1,036,526 which will fund other community library projects according to the terms of TRL's partnership program. The G.O. Bond Fund has been established for the purpose of redemption of the bonds TRL issued for WSL and TESC to purchase the Dynix system. Mr. Crose will close out the Vehicle Fund in 1991. The Unemployment Fund is a self-sustaining fund to pay for TRL unemployment claims.

Mr. Lawrence asked if the CALS settlement is included in the 1991 budget. Mr. Crose said the entire settlement, including WSL's and TESC's share, has been placed in the Circulation System Fund. It has not been determined what level of expenditures will be allocated out of those funds for equipment replacement or enhancements. Mr. Crose explained that the CALS budget is established by the CALS board and expenditures are run through TESC. TRL and WSL reimburse the CALS account for their share of expenditures. TESC charges TRL and WSL a percentage of the operating expenses to administer the CALS budget, house the computer, and for secretarial support. Mr. Lawrence

6C suggested a comprehensive report on the CALS budget and the advantages of TRL being a member of the consortium. Mr. Dickerson said CALS is in a transition stage. He said the whole purpose of establishing the consortium in the first place was to purchase an automated system. There are discussions going on in CALS as to whether there will be more coordinated efforts. Ms. Dobbs suggested a work session on this topic would be helpful, and could be part of the board's long range plan discussions.

MOTION CARRIED UNANIMOUSLY.

D. 1991 Contract between Timberland Regional Library and the Timberland Regional Library Staff Association

Negotiations are currently being held with the staff association for 1991 salaries and fringe benefits.

E. 1991 Salaries for Ineligible Staff

90-54 BILL LAWRENCE MOVED TO GRANT, EFFECTIVE JANUARY 1, 1991, A 4.5% SALARY INCREASE TO STAFF NOT REPRESENTED BY THE STAFF ASSOCIATION (EXCLUDING THE DIRECTOR), PLUS THE PAYMENT BY EMPLOYER OF THE PREMIUM AMOUNTS FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION, DENTAL, VISION, AND LIFE INSURANCE, PLUS A CONTINUATION OF EXISTING BENEFITS; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

90-55 ART BLAUVELT MOVED TO GRANT, EFFECTIVE JANUARY 1, 1991, AN ANNUAL SALARY OF \$66,000 FOR THE DIRECTOR, PLUS THE PAYMENT BY THE EMPLOYER OF THE PREMIUM AMOUNTS OF THE EMPLOYEE'S HEALTH, HOSPITALIZATION, DENTAL, VISION, AND LIFE INSURANCE, PLUS A CONTINUATION OF EXISTING BENEFITS.

F. Non-Resident Borrower Fee for 1991

In 1991 each of the households in TRL's service area will pay an average of \$42.96 for library services. Non-residents must pay an annual non-resident fee in lieu of local taxes.

90-56 ART BLAUVELT MOVED TO SET THE NON-RESIDENT BORROWER FEE FOR USE OF TIMBERLAND REGIONAL LIBRARY AT \$43.00 PER YEAR EFFECTIVE JANUARY 1, 1991, AND TO CONTINUE TO AUTHORIZE NON-RESIDENTS THE OPTION OF PAYING FOR A NON-RESIDENT BORROWER CARD WHICH IS GOOD FOR SIX MONTHS FOR HALF THE ANNUAL FEE; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

G. Adoption of Meeting Schedule for 1991

Mr. Dickerson said the proposed meeting schedule will hold meetings at seven TRL libraries. He noted that April 30 is on a Tuesday instead of the usual Wednesday.

90-57 BILL LAWRENCE MOVED TO ADOPT THE RECOMMENDED 1991 MEETING SCHEDULE OF THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES AS FOLLOWS: JANUARY 23, CHEHALIS; FEBRUARY 27, SERVICE CENTER; MARCH 27, LACEY; APRIL 30, SERVICE CENTER; MAY 22, HOQUIAM; JUNE 26, PACKWOOD; JULY 24, SERVICE CENTER; AUGUST 28, HOODSPORT; SEPTEMBER 25, OCEAN PARK; OCTOBER 23, SERVICE CENTER; NOVEMBER 20, YELM; DECEMBER 18, SERVICE CENTER. DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 6 H. Election of Officers for 1991
- 90-58 JEAN HAAKENSON MOVED TO ELECT CAROLYN DOBBS AS THE TRL BOARD PRESIDENT FOR 1991; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 90-59 BILL LAWRENCE MOVED TO ELECT JEAN DAVIES AS THE TRL BOARD VICE-PRESIDENT FOR 1991; JEAN HAAKENSON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Library Director - Lon Dickerson

November 1990 revenues and expenditures

Mr. Crose said TRL has reached 104% of budgeted revenue and has expended 65% of budgeted expenditures. The percentage of expenditures will increase substantially by the end of December. The overages in revenues are in the timber tax areas. TRL has yet to receive December receipts.

Personnel

Mr. Dickerson announced that Margo Eyttinge has been hired as the Volunteer Coordinator. Her experience includes 3 years as RSVP Director for Mason, Lewis and Thurston Counties; 4 years as Camp Fire Director for the Olympus Council; 6 years as RSVP Director for Grays Harbor and Pacific Counties. Her experience has covered all of the five counties TRL serves. She will begin with TRL early in January 1991. Ms. Dobbs requested a report or work session for the TRL board to get a sense of what Ms. Eyttinge's plans will be for TRL's volunteer program.

Michael Gallagher has been hired as Librarian in the children's department for the Lacey library. He will be graduating from the University of California at Berkeley and has some experience in California libraries. Betty Sholund, currently Reference Librarian in Centralia, will be Reference Librarian at the Lacey library when the new library opens. The Centralia library's Reference Librarian vacancy will be filled by Andrea Jungkuntz, who is currently Reference Librarian at Pierce County Library.

Building Updates

Mr. Crose reported the Amanda Park and Naselle projects will be advertised for bids in February. Bids for the Montesano remodeling project were opened and an Olympia contractor is the apparent successful bidder. That project will commence in early January with a targeted completion of March 22. The efforts of TRL and the Lewis County Fire Department for acquisition of a building suitable for a joint facility in Salkum continue. If TRL cannot acquire this property, Mr. Crose will explore other possibilities for a joint project with the fire department or a library only project. Mr. Crose will attain the services of an architect after the first of the year for the Service Center renovation which he would like done by the end of summer. Service Center staff have been reviewing work routines and work flow which will be taken into consideration in the renovation. Mr. Crose will be meeting with the Port of Olympia, which owns the property on which the Service Center sits, to discuss its plans for rent increases effective in 1992. The Lacey and Hoquiam libraries are expected to open in March.

7A            Year-end report and projections for 1990

Mr. Dickerson said the 1990 budget was extremely difficult to balance and it will become even more difficult in succeeding years. He commended Mr. Crose on his skills and hard work on the budget. Mr. Crose attended a program by the Department of Information Services on advanced technology and information systems. He will use the information he learned to realize substantial savings in communications for TRL. The position of Assistant Director, Central Services, will not be refilled and instead a Technical Services Librarian and a Computer Specialist will be hired next year. It has been determined that it will be cheaper to provide Information Access products in all of TRL's libraries, if done through CALS, than what TRL is now paying for just a handful of its libraries. Advances in technology will help TRL bring down some of its costs. Ms. Davies recommended a presentation be given to the board about library technology so they have a better understanding of what is available. Mr. Blauvelt said there may be some videos available on this topic. He understands some patrons have difficulty reading the display screens and suggested TRL provide magnifiers on the terminals. Mr. Lawrence agreed since TRL does provide large print books and should accommodate patrons when they use the OPACs. Mr. Dickerson said he is also aware that Dynix is working on making the catalog available in foreign languages.

Mr. Dickerson said he wants the board to be aware that TRL probably will have more difficulty recruiting professionals because of the higher salaries being paid in the Seattle area in the library field. Ms. Haakenson did not agree. She said TRL has been able to hire very competent staff because they have chosen to be a part of TRL's rural system.

In the 1990-91 legislative session, Mr. Dickerson said the issue of elected vs. appointed trustees is not expected to be raised. The issue which will most concern libraries is property tax bills being introduced.

B.     Personnel Policies Task Force

Ms. Davies reported the task force has completed its work on the personnel policy. She was pleased with the teamwork on the task force. Mr. Scherr will be drafting the policy based on the task force's discussions which will be presented to the full board. Ms. Davies said she hopes a work session can be scheduled as soon as possible.

8     Other Agenda Items

A.     CALS

Mr. Lawrence requested the February agenda include a report on CALS and that TRL staff be prepared to answer questions.


2     Public Comments, Cont.

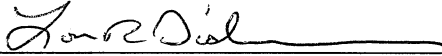
A.     Certificate of Appreciation

Ms. Dobbs presented Ms. Haakenson with a Certificate of Appreciation and thanked her for her many years on the TRL Board. Ms. Haakenson said the 9 years she served on the Board went by surprisingly quickly. She feels a lot has been accomplished during the time she was on the board and she thinks the board has real challenges ahead. She said she has talked with Jeanne Church,

2A her replacement on the board, and Ms. Church is anxious to become an active board member. Everyone was invited to stay for a reception after the meeting to honor Ms. Haakenson's service on the board.

There was no further business and the meeting adjourned at 9:00 p.m.

  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
SECRETARY