

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

December 18, 1991

I N D E X

| <u>AGENDA ITEM</u> <u>NO.</u> | | <u>Page No.</u> |
|----------------------------------|---|-----------------|
| 1 | Introductions | 1 |
| 2 | Correspondence and Public Comments | |
| | A. Certificates of Appreciation | 1 |
| | B. Correspondence | 1 |
| | C. Public Comments | 1 |
| 3 | Approval of Minutes | 2 |
| 4 | Vouchers | 2 |
| 5 | Unfinished Business | |
| | A. Long Range Plan | 2 |
| 6 | New Business | |
| | A. 1991 Year-End Expenditures | 3 |
| | B. 1991 Tax Levy | 3 |
| | C. 1992 Budget | 3 |
| | D. Contract between Timberland Regional Library and the Timberland Regional Library Staff Association | 3 |
| | E. 1992 Salaries for staff not represented by the Staff Association | 4 |
| | F. Transition Manager's Salary | 4 |
| | G. Non-Resident Borrower Fee for 1992 | 4 |
| | H. Adoption of Meeting Schedule for 1992 | 4 |
| | I. Election of Officers for 1992 | 4 |
| 7 | Reports | |
| | A. Transition Manager | 5 |
| 8 | Other Agenda Items | |
| | A. Sale of Bookmobiles | 5 |
| | B. Carolyn Dobbs' Appointment to Second Term | 5 |
| | C. Search for a New Director | 5 |

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Service Center
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M I N U T E S

BOARD MEMBERS PRESENT: Carolyn Dobbs, President; Art Blauvelt; Jeanne Church; Jean Davies; Doris Fourre; Bill Lawrence; Helen Timm

STAFF PRESENT: Liane Bascou; Mike Crose; Claire Christiansen; Carol Gorsuch; Bill Scherr; Mary Ann Shaffer; Rosanne Thompson

GUESTS PRESENT: Helen Hepp, Montesano Library Board; Donnie Rostedt, Montesano Library Board

President Dobbs called the meeting to order at 7:40 p.m. Prior to the regular meeting the board met in a work session for the purpose of discussing the 1992 budget. The scheduled Executive Session was not held prior to the regular meeting due to lack of time. Ms. Dobbs announced the Executive Session would follow the regular meeting.

AGENDA ITEM

NO.

- 1 Introductions were made
- 2 Correspondence and Public Comments
 - A. Certificates of Appreciation

Certificates of Appreciation were presented to the following people who have completed terms on their local library boards: Dorothy Cook, Harold Huhta and Suzan Reisman of Hoquiam; Janet Strong, McCleary; Roger Voss and Sharon Voss of Oakville; and Bill Tully, Raymond.

B. Correspondence

Ms. Davies received an invitation to meet at the Naselle library and noted the proposed 1992 board meeting schedule indicates the board will meet there on March 25.

All board members received a copy of a letter from Mary Stough commenting on the use of volunteers in TRL.

Ms. Dobbs distributed a letter from State Librarian Nancy Zussy offering her assistance in TRL's search for a new director and during the interim until a new director is hired.

Mr. Blauvelt received a letter from the Elma library board requesting information about funding for a new library. He attended one of the board's meetings and relayed the requested information to them.

C. Public Comments

There were no public comments.

3 Approval of Minutes

91-50 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF NOVEMBER 20, 1991, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll related vouchers for November 1991 amounted to \$342,361.98.

91-51 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 34438 THROUGH NO. 34642 FOR DECEMBER 1991 IN THE AMOUNT OF \$281,749.31; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Long Range Plan

Draft #3 of the Long Range Plan was presented to the board. Mr. Blauvelt reviewed the changes the task force made in draft #2 based on the public input received.

Page 6, Objective 1.3 - After considerable discussion, the board agreed to change the wording in the first bullet to "By 1993, increase the library hours of opening in Ilwaco, in Naselle, in North Mason, in Salkum, and in Yelm." It was further agreed to delete the second bullet because of the uncertainty of how library service will be provided on the Long Beach Peninsula. Reduction in Raymond and South Bend hours are effective January 1, 1992.

Page 8, Objective 2.2 - Additional language was added which makes it clearer that TRL encourages cities to comply with the requirements of the "Americans with Disabilities Act" and will develop a plan for this purpose, and to include ergonomics. Olympia needs to be added to the list of cities in the first bullet. In the third bullet, the board agreed to change the word "policy" to "guidelines" with regard to meeting rooms.

Page 14, Objective 5.1 and Page 18, Objective 7.1 - Although concern has been expressed about instituting charges, no changes were made in these sections from draft #2 because the task force feels this is an irreversible trend.

Page 22, Objectives 9.2 and 9.3 - Minor changes were made in these sections. Mr. Blauvelt recommended TRL have its attorney provide an opinion of what TRL's relationship with Friends groups should be.

91-52 ART BLAUVELT MOVED TO ADOPT DRAFT #3 OF THE LONG RANGE PLAN DATED DECEMBER 18, 1991, AS A PLANNING DOCUMENT, WITH AGREED TO CHANGES ON PAGE 6, OBJECTIVE 1.3, REGARDING HOURS, AND ON PAGE 8, OBJECTIVE 2.2, CHANGING "POLICY" TO "GUIDELINES" WITH REGARD TO MEETING ROOMS, AND ADDING OLYMPIA TO THE LIST OF CITIES; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 New Business

A. 1991 Year-End Expenditures

There will be a number of bills TRL will receive between now and January 1, 1992 which should be paid out of the 1991 budget. Since the vouchers would have to be processed before the next board meeting, Mr. Crose needs authority to issue warrants for the board's approval at its January meeting.

- 91-53 DORIS FOURRE MOVED TO AUTHORIZE MICHAEL CROSE, TRANSITION MANAGER, TO PREPARE AND DISTRIBUTE WARRANTS FOR 1991 EXPENDITURES INCURRED AFTER THE VOUCHERS APPROVED ON 12/18/91 AND PRIOR TO 1/1/92, WITH APPROPRIATE REVIEW AND APPROVAL OF VOUCHERS BY THE TRL BOARD OF TRUSTEES AT ITS JANUARY 1992 MEETING. HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. 1991 Tax Levy

The value of the district has increased for the first time since 1988 to the extent that TRL is able to lower its tax levy rate. The increase in TRL's assessed valuation for 1992 over 1991 is 14%. The 1991 levy rate for 1992 tax collections will be 48.94 cents per thousand dollars of assessed valuation.

- 91-54 ART BLAUVELT MOVED TO ADOPT RESOLUTION NO. 91-02 SETTING THE 1991 UNIFORM PROPERTY TAX LEVY RATE AND LEVY AMOUNT FOR COLLECTION IN 1992; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. 1992 Budget

The board adopted a preliminary 1992 operating budget in September 1991 of \$7,120,989 which dealt only with expenditures and did not include transfers to reserves, the carryforward, or notation of expenditures in other funds. Mr. Crose recommends an operating budget for 1992 of \$9,384,369 which includes the carryforward and transfers to reserves. When the expenditures in the building, bond, vehicle, circulation system, and unemployment funds are taken into consideration, it brings the total budget to \$12,440,484. The proposed budget includes many of the features included in the Long Range Plan--discontinuation of mailing of materials; security systems in Aberdeen and Centralia; establishment of a reference center at Olympia; enhancement of the district's telephone system; improvement in dial-up access to the catalog; establishment of kiosks in several areas; adjustments in library hours; installation of equipment in three test sites for the visually impaired to utilize the catalog. The budget also includes the provision of a salary increase for staff and an increase in staffing levels mid-year. Mr. Crose noted the materials budget is at 15% in 1992 and he will recommend the board increase that amount with forest tax receipts later in the year.

- 91-55 DORIS FOURRE MOVED TO ADOPT RESOLUTION NO. 91-03 ESTABLISHING THE 1992 BUDGET; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

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

Mr. Crose said there have been three productive negotiation sessions with the Staff Association. Another session is scheduled on January 15 and he anticipates most of the issues will be settled at that time. He doesn't

6D think retroactivity will be a problem since the uncertainty of Initiative 559 and lack of financial information were responsible for the delay in negotiations. Both Mr. Crose and Ms. Thompson commented that they are pleased with how well the negotiations are going.

E. 1992 Salaries for staff not represented by the Staff Association

It is recommended action on this matter be postponed until negotiations with the Staff Association are completed.

F. Transition Manager's Salary

Immediately following the announcement of the Director's resignation at the November 20, 1991 board meeting, the board appointed Michael Crose as Transition Manager for the library district. The board took no formal action on the Transition Manager's salary at that time.

91-56 BILL LAWRENCE MOVED TO INCREASE THE TRANSITION MANAGER'S SALARY BY \$1,000 PER MONTH EFFECTIVE NOVEMBER 20, 1991; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

G. Non-Resident Borrower Fee for 1992

TRL has developed a formula to calculate the non-resident borrower's fee based on what residents pay through their taxes and cities pay in contract fees for library service. Per this formula, the non-resident fee would increase from \$43 to \$46 per household. Ms. Church recommended the non-resident fee be widely advertised so that non-residents are aware that they may receive library services by paying a fee.

91-57 ART BLAUVELT MOVED TO SET THE NON-RESIDENT BORROWER FEE FOR USE OF TIMBERLAND REGIONAL LIBRARY AT \$46 PER YEAR EFFECTIVE JANUARY 1, 1992, 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. BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

H. Adoption of Meeting Schedule for 1992

91-58 BILL LAWRENCE MOVED TO ADOPT THE RECOMMENDED 1992 MEETING SCHEDULE OF THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES AS FOLLOWS: JANUARY 29, CALS OFFICE AT TESC; FEBRUARY 26, SERVICE CENTER; MARCH 25, NASELLE; APRIL 22, SERVICE CENTER; MAY 27, AMANDA PARK; JUNE 17, SHELTON; JULY 22, SERVICE CENTER; AUGUST 26, YELM; SEPTEMBER 23, SALKUM; OCTOBER 28, SERVICE CENTER; NOVEMBER 18, OAKVILLE; DECEMBER 30, SERVICE CENTER. JEANNE CHURCH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

I. Election of Officers for 1992

91-59 ART BLAUVELT MOVED TO ELECT JEAN DAVIES AS TRL BOARD PRESIDENT FOR 1992; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

91-60 HELEN TIMM MOVED TO ELECT BILL LAWRENCE AS TRL BOARD VICE PRESIDENT FOR 1992; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Transition Manager - Michael A. Crose

Mr. Crose submitted his written report for November 1991 Revenues and Expenditures.

8 Other Agenda Items

A. Sale of Bookmobiles

Mr. Crose reported the Naselle-Grays River Valley School District is not interested in the bookmobile which served as the Naselle library. He has not received a response from the Quinault Lake School District as to whether or not it is interested in the bookmobile stationed at Amanda Park. If TRL cannot sell the bookmobiles to non-profit organizations, they will be advertised for bids.


B. Carolyn Dobbs' Appointment to Second Term

Mr. Crose said he is pleased to announce that the Thurston County Commissioners have appointed Ms. Dobbs to a second term on the board. Mr. Lawrence acknowledged Ms. Dobbs' contributions as President of the board over the past two years. To commemorate her guidance through some trying times, he presented her with a carved "Hand of Friendship" titled "Guiding Hand".

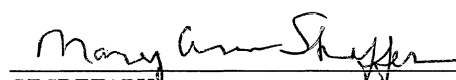
C. Search for a New Director

Ms. Dobbs said the board wishes to conduct a participatory type of search for a new director which will involve the staff and community supporters. She expects there will be an agenda item in early 1992 which will discuss the process the board would like to establish in its search for a new director. Ms. Fourre suggested and Mr. Crose agreed a bulletin be sent out in January 1992 that TRL is seeking a new director.

The meeting adjourned into an Executive Session at 8:50 p.m. The board began its Executive Session at 9:10 p.m. for the purpose of discussing contract negotiations and adjourned to regular session at 10:23 p.m. There was no further business and the meeting adjourned at 10:24 p.m.



PRESIDENT



SECRETARY