

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

December 29, 1993

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	1
4	Vouchers	1
5	Unfinished Business	2
6	New Business	
	A.    1993 Tax Levy for 1994 Collection	2
	B.    1994 Budget	2
	C.    Associate Director Position	2
	D.    Contract between Timberland Regional Library and Timberland Regional Library Staff Association	3
	E.    1994 Salaries for staff not represented by the Staff Association	3
	F.    Non-Resident Borrower Fee for 1994	4
	G.    Drug and Alcohol Abuse Policy	4
	H.    Adoption of Meeting Schedule for 1994	4
	I.    Election of Officers	5
7	Reports	
	A.    Director	5
8	Other Agenda Items	6

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M I N U T E S

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

STAFF PRESENT: Mike Crose, Carol Gorsuch, Thelma Kruse, Jeanne Lyon

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

President Davies called the meeting to order at 6:00 p.m. She called for an Executive Session pursuant to RCW 42.30.110(g). The Executive Session recessed at 7:40 p.m. The regular meeting reconvened at 7:50 p.m.

AGENDA ITEM

NO.

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

Certificates of Appreciation were presented to the following local library board members who have completed terms on their respective boards: Sally Conrad, Centralia; James L. Adams, Darlene Stone and Janelle Williams, Chehalis; Brian Orffer, McCleary; Shirley George, Oakville; Ben Settle, Shelton; Arnold Miller, Tenino; Ruth Jacobson, Yelm. Janelle Williams was present to receive her certificate; others will be presented by TRL Board members from their respective counties.

B. Correspondence

There was no correspondence.

C. Public Comments

The guests from Montesano issued an invitation for the Board to meet at Montesano.

- 3 Approval of Minutes

93-38 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF NOVEMBER 17, 1993 AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 4 Vouchers

Payroll and payroll related vouchers for November 1993 amounted to \$406,780.09.

93-39 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 39556 THROUGH 39827 FOR DECEMBER 1993 IN THE AMOUNT OF 433,780.99; BILL LAWRENCE SECONDED THE MOTION.

- 4 Mr. Crose stated that in December we managed to accomplish most of the expenditures for the balance of the fiscal year, including heavy application to capital expenditures. He reviewed several vouchers. He noted in particular the electrical savings at the Service Center since the remodeling was completed; voucher #39623 for \$46,500 is the annual payment for liability insurance for the district; voucher #39658 for \$1,416.70 is for telephone services in Pacific County through the microwave telecommunications system, which is about 1/10 what U.S. West would charge.

MOTION CARRIED UNANIMOUSLY.

- 5 Unfinished Business

There was no unfinished business.

- 6 New Business

A. 1993 Tax Levy for 1994 Collection

Mr. Crose stated that we do not yet have information to recommend a tax levy to the board, but he expects to have information available by the middle of next week. He requested a special board meeting be scheduled to set the levy rate. The board agreed to January 6 at 10:45 a.m. at the Service Center.

C. Associate Director Position

Ms. Davies read a memo from Ms. Kruse pertaining to the Associate Director position which describes how the position was point-factored using TRL's standard position evaluation system.

- 93-40 BILL LAWRENCE MOVED THAT THE ASSOCIATE DIRECTOR POSITION DESCRIPTION BE ACCEPTED AND THAT THE POSITION BE PLACED AT RANGE 30 IN THE TRL CLASSIFICATION AND SALARY PLAN; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. 1994 Budget

In September the TRL Board adopted a preliminary 1994 budget of \$13,193,231. The recommended operating budget amount is \$11,389,519 for 1994. The budget also provides for expenditures from the Building Fund of \$1,085,000; the G.O. Bond Fund of \$138,382; the Vehicle Fund of \$434; the Circulation System Fund of \$1,757,636; the Unemployment Compensation Fund of \$105,173. This represents a total budget of \$14,476,144.

- 93-41 DORIS FOURRE MOVED TO ADOPT RESOLUTION NO. 93-04 ESTABLISHING THE 1994 BUDGET OF \$14,476,144; CAROLYN DOBBS SECONDED THE MOTION.

Ms. Kruse summarized the budget as follows:

There will be increases in open hours at McCleary, Ocean Park, Ilwaco and Yelm. Staff hours have been added in four libraries for security reasons. Additional staff and open hours are budgeted for new facilities, i.e., Salkum, which opened this year; Elma, which will open in 1994; and Tumwater, which will open in early 1995 but some additional staff will be added in 1994 in order to prepare for the opening.

A full-time position has been added as head of reference at Olympia. The person previously in that position was part-time Olympia Reference and part-time Central Reference, which is a separate entity. Olympia is one of the

- 6B largest reference centers and as in other reference centers needs a full-time head of reference. Jan Sterner, Reference Coordinator, will move to the Service Center and continue supervising all reference departments in the district and work a shift at Central Reference once a week.

Since TRL will have its own Dynix system this year, two positions, a systems administrator and a computer operator, will be added to computer operations. The systems administrator position will be filled early in 1994 and will be advertised nationally with a MLS and technical background as requirements.

The Facilities Manager position has been eliminated and instead a Business Manager will be hired to oversee the business office and facilities. The person filling the Service Center custodial position has been reclassified with district-wide responsibilities for minor maintenance. A half-time custodian will be hired for the Service Center.

There are funds in the Building Fund earmarked for enlarging the North Mason library and remodeling the Service Center storage area for a computer center.

The materials budget is 18.6% of the operating budget; \$250,000 from timber taxes will be added to materials to bring it to 20% of the operating budget. Mr. Crose remarked that TRL has been fortunate in its receipt of timber revenues enabling us to fund all our capital projects without a bond issue.

MOTION CARRIED UNANIMOUSLY.

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

Negotiations between Timberland Regional Library and the Timberland Regional Library Staff Association were held on Health and Welfare/Retirement and Wages for 1994. The package negotiated has been approved by the Staff Association membership. The agreement includes a 3% salary increase.

- 93-42 CAROLYN DOBBS MOVED THAT THE BOARD ACCEPT AND RATIFY THE AGREEMENT REACHED BETWEEN NEGOTIATORS FOR TIMBERLAND REGIONAL LIBRARY AND THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION AS NEGOTIATED; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- E. 1994 Salaries for staff not represented by the Staff Association

In accordance with the TRL Board's operating policies, the salaries for staff not represented by the Staff Association should be reviewed/adjusted effective January 1, 1994.

- 93-43 ART BLAUVELT MOVED TO GRANT, EFFECTIVE JANUARY 1, 1994, A 3% SALARY INCREASE TO STAFF NOT REPRESENTED BY THE STAFF ASSOCIATION, EXCLUDING THE DIRECTOR, PLUS THE PAYMENT BY EMPLOYER OF PREMIUM AMOUNTS FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION, DENTAL, VISION, AND LIFE INSURANCE, PLUS A CONTINUATION OF EXISTING BENEFITS. HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 93-44 ART BLAUVELT MOVED TO GRANT, EFFECTIVE JANUARY 1, 1994, AN ANNUAL SALARY OF \$73,500 FOR THE DIRECTOR, PLUS PAYMENT BY THE EMPLOYER OF THE PREMIUM AMOUNTS FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION, DENTAL, VISION, AND LIFE INSURANCE, PLUS A CONTINUATION OF EXISTING BENEFITS. CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 F. Non-Resident Borrower Fee for 1994

The non-resident borrower fee is calculated based upon the total property taxes and contract fees levied in the district divided by the number of households. Since we have not been able to set the district's levy rate, it is not possible to determine the non-resident borrower fee at this time.

93-45

BILL LAWRENCE MOVED TO ALLOW THE LIBRARY DIRECTOR TO ESTABLISH NON-RESIDENT BORROWER FEE FOR 1994 BASED ON THE USUAL FORMULA WHEN THE PROPERTY TAX LEVY AND CONTRACT FEE INFORMATION IS AVAILABLE; CAROLYN DOBBS SECONDED THE MOTION.

Mr. Blauvelt stated that he feels it is important that once the fee is established, any news release should emphasize that this is not a bargain for non-residents. Non-residents pay comparable amounts for their families as they would pay if they owned the average house located within the district. Mr. Crose anticipated that the 1994 fee will be around \$40. There are approximately 500 non-resident cards issued.

MOTION CARRIED UNANIMOUSLY.

G. Drug and Alcohol Abuse Policy

The TRL Human Resources Policy includes a reference to a drug-free work place. A Drug and Alcohol Abuse Policy has been developed for the TRL Board's consideration. The purpose of the policy is to set forth TRL's position on use of and/or being under the influence of drugs and/or alcohol while on the job.

Mr. Blauvelt said that he understands that drugs and alcohol will not be tolerated at the work premises and that drug and alcohol consumption off the premises that affects work capability will not be tolerated. He would like to see the policy propose some affirmative steps that Timberland can and will take with regard to employees who are in need of some alcohol or drug intervention. Mr. Lawrence suggested a third step concerning what will happen if one does not comply. Ms. Davies added the policy is vague because it states only that drug and alcohol abuse cannot be tolerated.

Ms. Kruse explained the policy the TRL Board adopts will be a general policy which could also include an affirmative statement. The procedures for carrying out the policy will include management's specific responsibilities. Mr. Blauvelt reiterated that he would like the policy to include affirmative acts TRL will implement if a staff member has a drug and alcohol problem. Ms. Fourre asked if TRL has counseling services available. Ms. Kruse responded TRL offers an employee assistance program and there is assistance for staff covered by Group Health. The Board requested more details.

Ms. Kruse asked the board members to send their comments to her by mail for incorporation into the policy. This matter will be on the board's January meeting agenda.

H. Adoption of Meeting Schedule for 1994

A four year tentative board meeting schedule was proposed which allows the board to meet in all of the libraries in the district; 1994 is the final year of that schedule. Although the board has been invited to meet at Montesano in 1994, the board met there in 1991 pursuant to the four year tentative schedule.

6H  
93-46

BILL LAWRENCE MOVED TO ADOPT THE RECOMMENDED 1994 MEETING SCHEDULE OF THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

#### I. Election of Officers

Each December the TRL Board elects its President and Vice President for the following year.

Mr. Lawrence, who has served as Vice President for the past two years, requested he not be considered for President or Vice President.

93-47

BILL LAWRENCE MOVED TO ELECT JEAN DAVIES AS TRL BOARD PRESIDENT FOR 1994. CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

93-48

HELEN TIMM MOVED TO ELECT ART BLAUVELT AS TRL BOARD VICE PRESIDENT FOR 1994; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Ms. Davies said she has enjoyed serving as President of the board and thanked board members for electing her for another term. Mr. Blauvelt also thanked the board and promised to do his best as Vice President.

#### 7 Reports

##### A. Director - Thelma Kruse

Mr. Crose presented his November 1993 Revenues and Expenditures report. He will present a year-end report next month. Ms. Davies thanked the board Budget Committee for its work. Ms. Fourre asked if there are plans to schedule meetings throughout the district seeking public input on the budget as was done several years ago. She feels people appreciated it, and that it is important. Mr. Crose said there may be an advantage to scheduling these meetings when the board revises the long range plan. Mr. Blauvelt said people are interested in how TRL's funds are spent. The general consensus was that it would be advantageous to schedule budget meetings in the larger facilities in the district. Ms. Kruse reported on the Management Council's meeting on behalf of Margo Eyttinge. The main topic of discussion was the budget. A committee was formed to set guidelines for conference attendance. The Council feels it is useful to elect a new chair every 6 months rather than annually so each member has an opportunity to work with the administration and attend board meetings. The new chair is Corene Jones-Litteer. Board members expressed their desire that the Management Council Chair continue reporting at the TRL Board's monthly meetings. Members of the board also expressed an interest in attending Management Council meetings. A schedule will be sent to them.

Building Projects: The bid for remodeling the Aberdeen library was awarded to Street, Lundgren and Foster, the firm who designed the original building. Construction on the Elma library is progressing nicely. Ms. Kruse will be meeting with Dick Cushing, City Manager, and with the Olympia Board and Friends regarding a West Olympia library. The Olympia Board feels a feasibility study is in order. After considerable discussion, it was recommended that TRL contribute half the costs of the study and request that the City of Olympia contribute half also. The installation of the lift in the Raymond library is scheduled to begin after the first of the year. Ms. Davies stated that many in the community are concerned about getting the building painted; this is a controversial area because Raymond's budget does not have the funds to cover this cost. The feeling is that since it is a historical

7A landmark it is important to preserve the building. It has been determined that it is possible to have a basement in the new Tumwater library which changes the configuration of the building and provides more flexibility. The circulation area is being reviewed for completion of electrical layout.

Ms. Gorsuch reported that TRL received a \$4,000 donation from TCI Cablevision in Grays Harbor and Pacific Counties, making a total of \$16,000 donated by TCI in 1993. Ms. Gorsuch further reported that the theme of the retrieval campaign is "It Won't Cost You A Red Cent." She presented a display of posters for the campaign and will send press kits to the media. TRL is changing from two 3-week renewal periods to one 3-week renewal period, and this campaign will introduce that change. Each library will be sent a plaque for placement at the circulation desk with poster insert to be changed monthly during the campaign, as well as bookmarks. Patrons with \$300 or more in overdue materials will receive a letter with telephone follow-up.

8 Other Agenda Items

Ms. Davies called attention to an article in the November issue of "American Libraries" about a librarian who was murdered while she was working alone in the library. She is pleased to hear that staff has been added for security reasons at outlying facilities. Board members agreed that staff security is extremely important.

Mr. Lawrence reported that he received a well-seasoned, large block of old growth yellow cedar as thanks for giving the art carving demonstration at the Aberdeen library. He thanked the Aberdeen Friends for this piece of prime carving wood.

There was no further business and the meeting adjourned at 9:25 p.m.

Jean E. Davies  
President

Theresa Kuer  
Secretary