

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

December 21, 1994

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M I N U T E S

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

BOARD MEMBER EXCUSED: Jean Davies

STAFF PRESENT: Liane Bascou; Mike Crose; Carol Gorsuch; Thelma Kruse; Jim Morgan; Chris Peck; Bill Scherr; Sandra Sebbas; Jan Sterner

GUEST PRESENT: Helen Hepp, Montesano Library Board

Vice President Blauvelt called the annual meeting to order 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: Pat Leslie, Montesano; Anita Hawkins, Oakville; Karen Johnson, Raymond; Joel Lewton, Raymond; Jane Gruver, Shelton; Betty Ivey, Tenino, Dr. William Elledge, Yelm.

B. Correspondence

There was no correspondence.

C. Public Comments

Ms. Hepp commented that the City of Montesano's Festival of Lights was successful; the library served refreshments.

- 3 Approval of Minutes

94-41 CAROLYN DOBBS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF NOVEMBER 30, 1994, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 4 Vouchers

Payroll and payroll-related vouchers for November 1994 amounted to \$460,637.60.

94-42 HELEN TIMM MOVED TO APPROVE VOUCHERS NO. 42415 THROUGH NO. 42671 FOR DECEMBER 1994 IN THE AMOUNT OF \$362,215.01; BILL LAWRENCE SECONDED THE MOTION.

Mr. Morgan said the largest portion of this month's vouchers include over \$200,000 for books and materials. TRL also purchased three replacement vehicles (No. 42521 for \$35,043.28 and No. 42550 for \$18,627.93).

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Purchasing Policy

At its November 30, 1994, meeting, the TRL Board was presented with a Bid Procedures Policy which sets forth the rules and regulations applicable to the purchase of material, equipment, services and supplies. TRL's attorney has reviewed the proposed policy and procedures and suggested a few changes to conform with the statutes. At its November meeting, the Board members indicated that the document presented is more detailed than necessary for a Board policy since it also contains the procedures. The Board requested that Administration present a Purchasing Policy for its adoption at the December meeting, and that the policy be supported by the procedures document.

94-43 CAROLYN DOBBS MOVED TO ADOPT RESOLUTION NO. 94-06 ADOPTING A PURCHASING POLICY; BILL LAWRENCE SECONDED THE MOTION.

The Board requested that the guidelines be reviewed on an "annual" basis rather than on a "regular" basis. The word "district" was misspelled in one of the paragraphs. Mr. Morgan reprinted the resolution with these changes for the Board members' signatures.

MOTION CARRIED UNANIMOUSLY.

6 New Business

A. 1994 Tax Levy for 1995 Collection

Assessed value information is not yet available from all five counties; therefore, it was not possible for the Board to establish a levy rate for 1995 property tax collection. It was recommended a special meeting of the TRL Board be set to establish the district's levy rate. Mr. Crose has advised the assessors that he would not recommend the TRL Board set the levy rate until TRL receives certified values from all counties. He also stated that he does not think there will be a proration problem in Pacific County in 1995. The Board agreed to set a special meeting on January 5, 4:00 p.m., at the Service Center, for the purpose of setting the district's levy rate for 1995 property tax collection.

B. 1995 Budget

In September the TRL Board adopted a preliminary 1995 budget of \$12,747,120. The recommended operating budget amount is \$10,970,292 for 1995. In addition, the operating budget also provides for expenditures from the Building Fund of \$1,648,824, the G.O. Bond Fund in the amount of \$93,536, the Circulation System Fund in the amount of \$262,008, and the Unemployment Compensation Fund in the amount of \$90,234. This represents a total budget of \$13,064,894.

94-44 JANELLE WILLIAMS MOVED TO ADOPT RESOLUTION NO. 94-07 ESTABLISHING THE 1995 BUDGET; DORIS FOURRE SECONDED THE MOTION.

Ms. Kruse indicated the significant changes from the preliminary budget include additional unanticipated revenue in 1994 and reallocation of Mr. Crose's salary and benefits to public services (Mr. Crose has resigned and his position will not be refilled). Another \$50,000 has been added to the materials budget. This addition brings the materials budget to 17.6% of the total operating budget. Mr. Morgan said new construction will bring an additional \$50,000 in revenue to the district than was indicated in the preliminary budget. Ms. Peck reviewed

6B how the reallocation of Mr. Crose's salary and benefits will be used in public services. After an analysis of the library page positions was done, it was determined that the positions did not warrant an upgrade to library aide. When pages are assigned duties at a higher range for 30 minutes or more, they will be paid at a substitute rate. Although this will impact the substitute budget, staff will be able to track substitute use more carefully in 1995 because of new software which Mr. Morgan has installed. It has been discovered that there are still staff security concerns in some of the small libraries. Two staff will be in the buildings at all times when the buildings are open to the public. A notice will be posted on the door that for staff security, the library will not open prior to the time the library is scheduled to open. Additional changes include transferring the Chehalis Community Library Coordinator to Centralia, transferring the Centralia Community Library Coordinator to the Service Center as Project Manager, and hiring a Community Librarian for the Chehalis library. The clusters under the Community Librarians have been changed--Chehalis will be part of the Centralia cluster; Elma will be part of the Shelton cluster; Oakville will be part of the Olympia cluster. Since the CLCs will be supervising more libraries, additional Range 12 staff will be added in the head cluster libraries to allow the Children's and Reference Librarians to better act as backup when the CLCs need to be out of the building. A 10-hour Reference Librarian will be added at Lacey. Open hours will be added to Amanda Park, Hoodspport, Elma and Ocean Park. Mr. Morgan said five hours will be added to the Service Center custodian's position. Mr. Lawrence said that three TRL Board members serve on the budget committee and they felt that the full Board would react favorably to these recommended changes.

MOTION CARRIED UNANIMOUSLY.

Mr. Lawrence expressed concern that TRL is not adequately serving Taholah which is where the bulk of the Quinault Indian Tribe lives. He doesn't think Taholah residents use the Amanda Park branch.

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

Negotiations for a new contract have been held between Timberland Regional Library and the Timberland Regional Library Staff Association. The package negotiated will be voted on by the Staff Association membership.

94-45 BILL LAWRENCE MOVED TO ACCEPT AND RATIFY THE AGREEMENT REACHED BETWEEN NEGOTIATORS FOR TIMBERLAND REGIONAL LIBRARY AND THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION AS NEGOTIATED. THIS ACCEPTANCE AND RATIFICATION IS CONTINGENT UPON SIMILAR ACCEPTANCE AND RATIFICATION BY THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION. UPON WRITTEN NOTICE OF SUCH ACCEPTANCE AND RATIFICATION BY THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION, THE BOARD PRESIDENT AND THE DIRECTOR ARE HEREBY AUTHORIZED TO EXECUTE THE AGREED UPON COLLECTIVE BARGAINING AGREEMENT ON BEHALF OF TIMBERLAND REGIONAL LIBRARY; CAROLYN DOBBS SECONDED THE MOTION.

Mr. Scherr said this contract is for 1995-1997 and is very similar to the previous contract. The major changes include the following: the benefits portion contains the new rates; the wages article includes a 3% salary increase; the sick leave article has language added to comply with state and federal laws; grandchildren were added to the bereavement leave article; the last article includes language which allows TRL to reopen negotiations if legislation is enacted which would impact staffing.

MOTION CARRIED UNANIMOUSLY.

6 D. 1995 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, 1995.

94-46 HELEN TIMM MOVED TO GRANT, EFFECTIVE JANUARY 1, 1995, A 3% 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; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The Board agreed to go into Executive Session after the regular meeting to consider the Director's salary and benefits.

E. Non-Resident Borrower Fee for 1995

All residents of the unincorporated areas of Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties pay a uniform tax to support the provision of library services. Through annexation or contracts, the residents of most of the cities within this five-county area pay the same amount for TRL services. The annual non-resident fee for 1994 has been \$43. Payment of this fee enables all family members in the same household to borrow materials from Timberland. The non-resident 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.

94-47 CAROLYN DOBBS MOVED TO ALLOW THE LIBRARY DIRECTOR TO ESTABLISH THE NON-RESIDENT BORROWER FEE FOR 1995, BASED ON THE USUAL FORMULA, WHEN PROPERTY TAX LEVY AND CONTRACT FEE INFORMATION IS AVAILABLE; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

F. Adoption of Meeting Schedule for 1995

Each December the TRL Board adopts a meeting schedule for the following year. The Board completed its four year cycle of visits to libraries in 1994. Administration will make recommendations for meeting locations other than Service Center for the Board's consideration at its January 1995 meeting. The recommended meeting schedule for 1995 is:

January 25 - Service Center	July 26
February 22	August 23
March 22	September 27 (1996 Preliminary Budget) - Service Center
April 26	October 25
May 24	November 29 (5th Wed.)
June 28	December 27 (Annual Meeting) - Service Center

94-48 CAROLYN DOBBS MOVED TO ADOPT THE RECOMMENDED 1995 MEETING SCHEDULE OF THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES; BILL LAWRENCE SECONDED THE MOTION.

The suggested June 28 meeting may pose a quorum problem because that is during the ALA Conference. Holding the meeting a week earlier on June 21 may also be difficult because those going to the ALA Conference may be traveling during that time plus some attend the pre-conference. The Board has set a precedent of canceling a meeting because of a lack of a quorum and authorizing payment of

- 6F bills to be retrospectively approved by the Board at its next regular meeting. It was suggested that the January and February meetings be held at the Service Center and the March meeting at the new Tumwater library. It was further suggested that the Board meet at Chehalis since that city is considering a new library and the Board has not met there since January 1991.

MOTION CARRIED UNANIMOUSLY.

G. Election of Officers for 1995

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

- 94-49 BILL LAWRENCE MOVED TO ELECT ART BLAUVELT AS TRL BOARD PRESIDENT FOR 1995; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 94-50 JANELLE WILLIAMS MOVED TO ELECT HELEN TIMM AS TRL BOARD VICE-PRESIDENT FOR 1995; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Long Range Plan

Ms. Sebbas said a memo has been sent out updating the Long Range Plan process. The sub-committee chairs have been identified and met today. This project will involve a lot of staff time in order to have the displays prepared in time for the fairs which will be held throughout the district. Ms. Sebbas said she is pleased with the response from volunteers throughout the communities interested in working on the project. A pre-presentation of the displays which will be used at the fairs will be demonstrated to the TRL Board prior to its January meeting. Ms. Kruse said suggestions for locations of the fairs in each county have been submitted. After the fairs have been held, volunteers will be needed to help with the second phase of the project in pulling together all of the information gathered and incorporating into the Long Range Plan.

B. Director - Thelma Kruse

Mr. Morgan presented the November 1994 Revenues and Expenditures report. As of November revenues have already exceeded the budgeted amount. Mr. Morgan anticipates that December revenue will be substantial which will allow us to have a significant carryforward into 1995. Ms. Sterner reported that Mary Strohl has been elected Chair of the Management Council for January-June 1995. At the Council's December 1 meeting, they saw a demonstration of Mosaic software. TRL is interested in experimenting with this software in the new Tumwater library and using it for Internet access for the public in that library. This software is currently on several Service Center staff's computers. Ms. Dobbs requested the TRL Board receive a demonstration of Mosaic prior to a Board meeting. Ms. Sterner said the Council has been discussing communication throughout the district, primarily among the staff. This discussion will continue over the next several months focusing on what we are already doing well, other ways we can communicate, tracking feedback, how to ensure communication from the lower levels up instead of always from the upper levels down, and training in communication skills. Building Projects: Mr. Morgan reported the Tumwater building team met today. This new facility is expected to open March 11. Ms. Kruse said TRL is still looking into purchasing property next to the North Mason library for expansion of that facility. Mr. Morgan is working on the difficulties with the Raymond lift which was recently installed. The lift does allow people who cannot use stairs to reach the upper

- 7B floor of the library, but there are some unfavorable features which need to be dealt with. Ms. Peck presented the November 1994 Statistics. The overall decrease in the district's circulation from November 1993 is probably due to the installation of Release 140 on Dynix. Most of the circulation during that installation will show up in the December statistics. The Elma library had a 36% increase in circulation.

Mr. Lawrence commented that historically TRL is a unique system in the state and he thinks it is important to have TRL's background and its growth and changes recorded in some manner. It is unfortunate that we don't have pictures of TRL's directors and board members. Ms. Dobbs said Mr. Crose's MBA thesis records TRL's beginnings. She suggested a graduate student could take up where that thesis left off.

8 Other Agenda Items

A. Internet

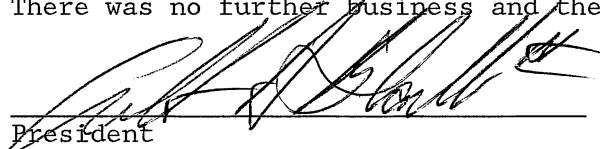
Ms. Dobbs said that with the help of Jan Sterner and Barbara Winfree, she received some list serves (mailboxes in which people with the same interests can talk with each other) through Internet. She suggested there may be some other types of list serves that Board members are interested in. Mr. Crose said that anyone can purchase their own personal account with WLN through which they can access Internet.

B. Mike Crose's resignation

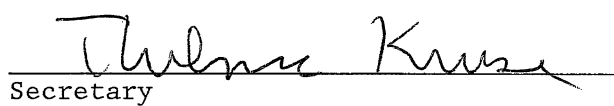
Mr. Blauvelt said that this is the last TRL Board meeting that Mr. Crose will be attending in his capacity as Associate Director. Mr. Crose has resigned to take a position with BJSS Architects. The Board had dinner with him prior to the meeting and presented him with a farewell gift. Mr. Blauvelt read a poem which was written by TRL Board President Jean Davies. Mr. Crose said that in the 15 years he has been with TRL, he has never felt he didn't have the total support of staff and board. He has seen a lot of changes during these 15 years and he values the experience. He expressed his appreciation for the opportunity to work at TRL.

The meeting recessed at 9:45 p.m. The Board reconvened in Executive Session at 10:00 p.m. for the purpose of discussing the Director's salary and benefits in 1995. The Executive Session ended at 11:10 p.m.

There was no further business and the meeting adjourned.



President



Secretary