

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

May 2, 1995

M I N U T E S

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

BOARD MEMBER EXCUSED: Doris Fourre

STAFF PRESENT: Liane Bascou; Thelma Kruse; Bill Scherr

President Blauvelt called the special meeting to order at 6:20 p.m. He announced that the purpose of the special meeting is to select a consultant for a Classification and Compensation Study. TRL solicited proposals and four consultants were selected for interviews on April 11. The Director recommends that TRL contract with consultants Yarger Decker & Thomas, Inc. (YDT) to conduct the study. Representatives of YDT gave a presentation to the board at its April 26, 1995 meeting. Since three board members were absent at that meeting, the board agreed to schedule a special meeting to continue the discussion.

95-18 CAROLYN DOBBS MOVED TO NEGOTIATE A CONTRACT WITH YARGER DECKER & THOMAS, INC. FOR A CLASSIFICATION AND COMPENSATION STUDY FOR TIMBERLAND REGIONAL LIBRARY; JANELLE WILLIAMS SECONDED THE MOTION.

Mr. Lawrence noticed in his review of the proposals that one consultant had done a great deal of classification and compensation studies for libraries in Washington state. Ms. Kruse responded that Fred Owen did several classification and compensation studies for libraries in Washington while with the Willis firm, which has since dissolved. Staff who took part in the interview process felt Mr. Owen was very competent and personable. However, after questioning him, staff did not feel confident in his procedures. He proposed to do this study himself with no support staff, he was still developing the measurement tools since he was unable to use the same tools he used when he was with Willis, he would have relatively little contact with the staff, would only update current job descriptions and would not do surveys. Of all the consultants interviewed, Ms. Kruse said she feels most comfortable with YDT's instruments for maintaining the system. References contacted gave very positive comments about YDT. Mr. Lawrence said he has learned that the last classification and compensation study done for TRL was not perceived by staff to be an open process. He is impressed by the fact that YDT has indicated an open process. He was impressed with their presentation at the April 26 meeting, but he thinks it would have been better if YDT had presented more substance to the board at that meeting. Mr. Blauvelt said he knows so little about these kinds of studies that he liked the explanation YDT provided about what they would do in the study. He thinks it was important for the board to hear what the firm has done in the past and what their credentials are. Ms. Kruse said when YDT asked what kind of presentation to give to the board, she told them she thought an overview would be best. They gave an hour and a half presentation during the interview and she did not think the board would want to spend that much time at the board meeting. She did tell YDT to follow the board's lead since they may ask questions and want YDT to go into more detail.

5/2/95

Page 2

Ms. Davies asked why staff chose YDT. Ms. Kruse responded that compared to the other consultants YDT is the most experienced in classification and compensation studies, they have a good measurement tool which has been tried and tested for many years and is the easiest to understand and use, their answers to questions in the interview indicated they would be sensitive to staff, would address all staff's concerns and would treat the staff fairly.

Mr. Lawrence said he does not feel this special meeting was called to question the procedures followed by Ms. Kruse and her staff when making this selection. He feels it is a failure of the board to participate in the process. He was amazed when he returned from vacation to learn that no board members took part in the process. He thinks the board has a responsibility to participate and the director has a responsibility to make sure the board participates. From his recollection and from the records he has pulled together, Mr. Blauvelt thinks Ms. Kruse did invite board participation. Board members were notified of all the meetings. He thinks Ms. Kruse did her best to keep the board advised. Ms. Davies recalled that several board members indicated they planned to participate. She suggested that in the future when something as important as this is going on that board members be called and reminded of meetings as they are for regular board meetings. Ms. Kruse said in hindsight, she would have preferred that board members had been appointed to take part in the process.

Mr. Lawrence called for the question.

MOTION CARRIED UNANIMOUSLY.

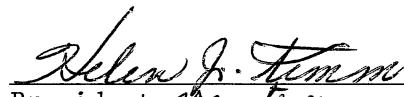
Ms. Kruse requested that board members be appointed to take part in the classification and compensation study process.

Mr. Blauvelt called for an Executive Session at 6:42 p.m. pursuant to RCW 42.30.110(g) for the purpose of reviewing the board's performance. The Executive Session ended at 7:20 p.m. and the special meeting reconvened.

The following board members will serve on the classification and compensation study overview committee. Ms. Timm will serve on the committee unless she is called for jury duty; Janelle Williams will serve as long as meetings are scheduled at 4:00 p.m.; Ms. Fourre will be asked to serve (Ms. Kruse will contact her); Ms. Davies will serve as an alternate. Ms. Kruse said she hopes to schedule a meeting of the committee next week.

Mr. Blauvelt commented that he will call a meeting of another sub-committee of the board (Art Blauvelt, Helen Timm, and Jean Davies), which has a charge to set a working calendar for the board and develop a criteria for the director to keep the board advised of actions which need to be taken by the board.

There was no further business and the special meeting adjourned at 7:30 p.m.



President *pro-tem*



Secretary