

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Hoquiam Timberland Library, 621 K St., Hoquiam, WA 98550

October 25, 1995

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M I N U T E S

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

BOARD MEMBERS EXCUSED: Carolyn Dobbs; Doris Fourre

STAFF PRESENT: Liane Bascou; Judy Covell; Carol Gorsuch; Roberta Holmes; Thelma Kruse; Tim Mallory; Jim Morgan; Christine Peck; Kathleen Ringenberg; Tina Roose; Bill Scherr; Kitty Schiltz; Barbara Winfree

GUESTS PRESENT: Kristi Earley, Robert Hyde, Marge Stage, Hoquiam Library Board; Helen Hepp, Montesano Friends

President Blauvelt called the meeting to order at 7:45 p.m. Previously the board met in Executive Session from 6:42 p.m. to 7:33 p.m. for the purpose of discussing salaries, wages and benefits negotiations for 1996, discussing the Library Director's evaluation, and implications of the classification and compensation plan.

AGENDA ITEM

NO.

1 Introductions were made. Ms. Peck introduced Kathleen Ringenberg who has been with TRL since 1987 and has recently been appointed the Community Library Supervisor at Westport.

2 Correspondence and Public Comments

There was no correspondence or public comments.

3 Approval of Minutes

95-45 JEAN DAVIES MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF SEPTEMBER 27, 1995, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

95-46 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF OCTOBER 9, 1995, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. BILL LAWRENCE, HELEN TIMM, JEAN DAVIES AND ART BLAUVELT VOTED IN FAVOR OF THE MOTION; JANELLE WILLIAMS ABSTAINED BECAUSE SHE WAS NOT PRESENT AT THE OCTOBER 9 MEETING. MOTION CARRIED.

4 Vouchers

Payroll and payroll-related vouchers for September 1995 amounted to \$497,307.93.

95-47 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 44896 THROUGH NO. 45137 FOR OCTOBER 1995 IN THE AMOUNT OF \$390,098.46; BILL LAWRENCE SECONDED THE MOTION.

Voucher No. 44909 (\$50,000) to Bell-Anderson Agency, insurance broker, is for TRL's umbrella insurance policy. TRL has been with Aetna the past several years but will change to Chubb, which is highly rated in the insurance industry. No. 45040 (\$4,173.50) to the State Auditor is the first payment for an audit of TRL for the years 1992-1994. TRL has not received the auditor's report, but the

- 4 auditor indicated it was a clean audit.

MOTION CARRIED UNANIMOUSLY.

- 5 Unfinished Business

A. TRL Board of Trustees Working Calendar

A proposed working calendar for the TRL Board was distributed at the September 27 meeting. The calendar lists when tasks need to be accomplished by the board and the director. Those parts of the calendar relating to the director's evaluation will be discussed further at the board's retreat scheduled on November 4. This working calendar will be revised as needed. The board requested a separate list of conferences scheduled during the year.

B. Long Range Plan

A draft Long Range Plan and a draft Implementation Plan were distributed to the board on September 27. The narrative Long Range Plan will be adopted by the board. The Implementation Plan will be a working document and will be revised annually. Several board members commented that they are pleased with the final document. The board agreed that the Long Range Plan adoption be on the November 29, 1995 agenda. Ms. Gorsuch will identify recipients of the plan.

- 6 New Business

A. Classification and Compensation Plan

The TRL Board has met in three executive sessions to consider the implications of the classification and compensation study presented by Yarger Decker & Thomas, Inc. Mr. Blauvelt thanked everyone for their participation in the study which allowed the district to take a careful look at all positions to make sure everyone is properly compensated for their jobs.

95-48 HELEN TIMM MOVED TO ACCEPT THE CLASSIFICATION AND COMPENSATION PLAN PRESENTED BY YARGER DECKER & THOMAS, INC.; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

95-49 JEAN DAVIES MOVED TO ADOPT RESOLUTION #95-08 WHICH IMPLEMENTS THE CLASSIFICATION AND SALARY PLAN PREPARED BY YARGER DECKER & THOMAS, INC.; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Tomorrow morning the consultants will present the plan and the appeal process to the oversight committee and to the TRL supervisors. The presentation and appeal procedures are outlined in two memos to the board from the director dated October 25, 1995, and are attached to the original of these minutes (NOTE: The appeals process was revised and the November 3, 1995 memo regarding the appeals process has been substituted for the October 25, 1995 memo). Several commented that they felt Yarger Decker & Thomas, Inc. did a good job on the study, were very accommodating and responsive, and that it was a very open and inclusive process.

- 7 Reports

A. Focus on Hoquiam

Ms. Holmes introduced the Hoquiam board members and indicated that Mr. Hyde is

7A Hoquiam's city council representative to the library board. Mr. Lawrence asked how effective it is to have a city council member acting as a liaison to a local library board. He would like to explore the idea of approaching other cities to have a similar type of representation on their respective boards. Mr. Hyde said having a council member on the board opens up another method of communication between a TRL facility and a city council. The Hoquiam City Council is very supportive of the Hoquiam library which has been a great asset to the community. Many people are pleased and proud that the Carnegie architecture was preserved when the library was remodeled. The meeting room is heavily used by the community. Ms. Holmes recognized Hoquiam board member Marjorie Waller who is in a nursing home in Olympia and is missed. Ms. Waller completes her 10th year on the board this year and her efforts on behalf of the library are appreciated. A parking lot for the library is currently under construction next door to the library, using funds (over \$100,000) left over from the bond issue for the library remodel project. Any funds left over from the parking lot project will be used for landscaping and possibly completing the signage project in the library. The Hoquiam library has a well attended preschool story time throughout the year. Through the expertise of TRL children's staff, there are also special programs for older children. The Hoquiam Friends of the Library is celebrating its 25th anniversary this year and the library will be celebrating the 85th anniversary of this Carnegie building. The Friends are planning special events and fund raisers. The Friends are also overseeing a fund to purchase a VCR for the meeting room.

B. TRL Board Committee

Mr. Blauvelt said the board committee comprised of himself, Ms. Davies and Ms. Timm, have met to discuss the director evaluation procedures and board communication/action. They discussed various options for their annual calendar and what kind of information the board wants from the director. Mr. Blauvelt has drafted a memo which will be discussed at the board's retreat on November 4 and will be brought back at a future time for action by the board. Committee members stressed that the board wants procedures in place for more consistency so that the board and the director know when tasks need to be accomplished and the director knows the type of information which needs to be supplied.

C. Director

Mr. Morgan presented the September 1995 Revenues and Expenditures report. Timber revenues to date are \$2.1 million compared to \$1.7 million last year. Ms. Schiltz reported that during September and October the Management Council has been working on conference attendance guidelines and procedures for handling challenges to materials. Ms. Kruse added that the draft procedures for handling challenges to materials will be provided to the board for their November 4 retreat. Building Projects: The city of Ilwaco has been doing some remodeling of that library which has provided some additional space and made the restrooms more accessible. A contract was just signed with the architect for the North Mason project. TRL still needs to find a place to move the staff and materials if necessary during construction. The Olympia city manager's assistant, a consultant hired by the city, and TRL staff have been working on producing a public information video which will be used in presentations to inform people about the current state of the library. Several thousand dollars have been raised through community efforts for expanding the Tenino library and the city may provide a grant for that project. A coalition has been formed in Toledo to gain support for a library there. There is a possibility of a grant to study the feasibility of establishing either a city library or a Timberland library. TRL has advised the group of the costs of contracting with or annexing to TRL.

7C Since the bond issue failed, the City of Aberdeen has decided to do the necessary repairs to the building including repairing leaks and whatever needs to be done to bring the building into compliance with ADA. Ms. Winfree referred to the report on the Summer Reading Program indicating a record number of signups of 19,071. The program targets grade school children, but signups also included a few adults, high school students, preschool age children, and more middle school age children than in the past. Finishers, which numbered 8,882, who read 10 or more books, received a free pass to Northwest Trek. Lesnick News provided each branch with a free book to award a finisher. There were many other incentives provided by local businesses. Each branch had three paid programs provided by professional performers, plus staff provided additional programs. Nearly 200 volunteers were recruited to assist with this year's program. Technology update: New Dynix Indexes have been installed for searching video and music/sound recording titles, and word(s) in titles and subjects. Another new Dynix addition is a best seller feature in which we can create recommended reading lists for patrons to search. A new Dynix acquisitions system will be installed in November. Patrons will eventually have the option of self-renewal and the ability to select a pickup location on a hold. Ms. Davies expressed concern with how the public will be educated on how to use all the features on Dynix. Ms. Gorsuch said press releases will be prepared and she expects bookmarks will be made available. Mr. Mallory said there is a video produced by Dynix which is very generic. Staff are considering holding workshops in each reference center for training on Dynix. Mr. Blauvelt encouraged TRL staff to communicate to Dynix the need for tutorials. The TRL Board Retreat is scheduled on November 4 at St. Placid Priory in Lacey beginning at 10:00 a.m. Candace Morgan of Fort Vancouver Regional Library will lead the discussion on intellectual freedom and she also has information she can share with the board about the establishment of a foundation. Ms. Davies reported this year's WILL Conference was the best she has attended. There was a lot of discussion on intellectual freedom issues which she will share with the board at its retreat. There have been many positive comments from staff about the October 19 All Staff Day. Ms. Kruse took this opportunity to bring all staff up to date on several items. The staff heard two authors speak in the morning and several concurrent sessions were held in the afternoon. Staff were provided the opportunity to request Management Council members come to their library and work at specific tasks, or to indicate which job they would like to do. Mr. Lawrence indicated he was not in favor of the library director going out to a library and doing, for example, page work. Ms. Kruse said she sees this as an opportunity to talk with staff and volunteers and with people at the local level. She assured the board that it will not interfere with her duties as director. Mr. Blauvelt indicated his support of this activity because he thinks part of performing your own job is to have an understanding of what people do in their positions. The September 1995 statistics were presented.


8 Other Agenda Items

Ms. Davies said that Sally Nash, who is currently the Community Librarian for Ocean Park and Ilwaco, will be missed when she moves to her new position as the Tumwater Community Librarian.

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



President



Secretary