

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

December 27, 1995

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M I N U T E S

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

BOARD MEMBER EXCUSED: Carolyn Dobbs

STAFF PRESENT: Liane Bascou; Barb Durney; Thelma Kruse; Jim Morgan; Tina Roose; Kitty Schiltz

GUESTS PRESENT: Michael Crose; Jim Dameron

President Blauvelt called the annual meeting to order at 7:35 p.m. Previously the board met in Executive Session from 6:35 p.m. to 7:18 p.m. for the purpose of discussing the recommendations of the consultants regarding the appeals to the Classification and Compensation Plan.

AGENDA ITEM

NO.

- 1 Introductions were made.
- 2 Correspondence and Public Comments
 - A. Certificates of Appreciation to library board members who have completed terms on their respective boards

Mr. Blauvelt presented a Certificate of Appreciation to Doris Fourre, who has completed two seven year terms on the TRL Board. He thanked her for her years of service to TRL. Mr. Crose commented that Ms. Fourre came on the board just after he was appointed Business Manager for TRL. He said Ms. Fourre is a very forward thinking person who was instrumental in the development of TRL's first automated system.

Mr. Blauvelt presented Certificates of Appreciation for local library board members as follows: Jan Nontell, Centralia; Helmut Zahn and Max Durward, Elma; Eula Schieck and Barbara Horting, Oakville; Raymond Kelleher, Olympia; Russ Davis, Raymond; Wilma Jean Knapp, South Bend; and Carole Wahlers, Tenino.

B. Correspondence

Ms. Kruse reported that per the TRL Board's instructions at the November meeting, she has responded to Dr. Robert Cihak regarding his concerns about children's access to materials in the library. On behalf of the TRL Board she has also expressed written appreciation to Sandra Sebbas for her work in heading the Long Range Plan process. Ms. Kruse announced that the Thurston County Commissioners have appointed Amory Peck to the TRL Board to fill the vacancy left by Ms. Fourre. We are waiting for concurrence of the appointment from the other four counties.

3 Approval of Minutes

95-53 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF NOVEMBER 29, 1995, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll-related vouchers for December 1995 amounted to \$502,706.13.

- 4
95-54 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 45403 THROUGH NO. 45612 FOR
DECEMBER 1995 IN THE AMOUNT OF \$403,921.62; JANELLE WILLIAMS SECONDED THE
MOTION.

Voucher #45562 (\$58,466.85) is TRL's loan to the City of Centralia for a new roof on the library. The city will repay the loan, with interest, within the next five years. Ms. Roose indicated the roof did leak in the recent storm. Mr. Lawrence expressed concern with continued damage to library materials. Mr. Morgan indicated he will contact city officials to make sure they are in contact with the roof contractor. Mr. Lawrence requested Mr. Morgan be prepared to report on this matter at the board's January meeting. Voucher #45484 (\$2,178.27) is to the consultants for hearing the appeals to the Classification and Compensation Plan.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Classification and Compensation Plan

At its October 25, 1995 meeting, the TRL Board accepted the Classification and Compensation Plan presented by Yarger Decker & Thomas, Inc. and adopted Resolution #95-08 which implements the Classification and Compensation Plan. An appeals process was established and appeals hearings were held during the week of November 27. The Board met in Executive Session prior to this regular meeting to discuss the consultants' recommendations regarding the appeals.

- 95-55 DORIS FOURRE MOVED TO ACCEPT THE RECOMMENDATIONS OF THE CONSULTANTS AND
EXECUTIVE DIRECTOR REGARDING THE APPEALS TO THE CLASSIFICATION AND
COMPENSATION PLAN; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED
UNANIMOUSLY.

Mr. Blauvelt thanked staff for their participation in this process, which he considered a rewarding and learning experience. Ms. Kruse said the consultants will produce letters which TRL will mail to each person who appealed and the supervisors will convey the results of the appeals to the affected staff. Ms. Kruse will do a summary memo to the entire staff bringing this matter to a close.

6 New Business

A. North Mason Timberland Library Expansion

In preparation for the North Mason Timberland Library expansion, the library district has entered into a contract with Donald and Carrene Wood to purchase the property adjacent to the library. As part of the closing, Land Title Company requires authorization by the TRL Board of Trustees for the signer on the closing documents.

- 95-56 HELEN TIMM MOVED TO AUTHORIZE THE LIBRARY DIRECTOR THELMA KRUSE TO SIGN
CLOSING DOCUMENTS FOR THE DONALD AND CARRENE WOOD PROPERTY ON BEHALF OF THE
TIMBERLAND REGIONAL LIBRARY; DORIS FOURRE SECONDED THE MOTION. MOTION
CARRIED UNANIMOUSLY.

Mr. Morgan said he anticipates a closing on this property by January 31, 1996. Ms. Kruse will call the board members personally if any problems arise in the closing of this property.

6 B. 1995 Tax Levy for 1996 Collection

Assessed value information is not yet available from all five counties; therefore, it is not possible for the Board to establish a levy rate for 1996 property tax collection. The board instructed the Executive Secretary to call them to schedule a special meeting to set the levy rate when the assessed value information is available.

C. 1996 budget

In September the TRL Board adopted a preliminary 1996 budget of \$15,713,161. The recommended operating budget amount is \$12,475,022 for 1996. In addition, the operating budget also provides for expenditures from the Building Fund of \$2,884,427, the Circulation System Fund in the amount of \$677,614, the Unemployment Compensation Fund in the amount of \$105,500, and the Major Gift Fund in the amount of \$302,772. This represents a total budget of \$16,445,335.

95-57 DORIS FOURRE MOVED TO ADOPT RESOLUTION NO. 95-09 ESTABLISHING THE 1996 BUDGET; HELEN TIMM SECONDED THE MOTION.

Mr. Morgan distributed a report indicating the changes from the 1996 preliminary budget adopted by the board in September. Due to higher than expected values for new construction, an additional \$45,000 in revenue is available. Administration recommends this be allocated as follows: \$5,000 needed to bring the COLA to 2%; \$25,000 for travel and training line item expenses; \$15,000 for additional equipment. Timber revenues are larger than expected and it is recommended these additional revenues be allocated to the Building Fund and the Automated Circulation System Fund. The Gift Fund has been increased in order to account for smaller gifts received by TRL which were originally deposited in the General Fund. An additional \$17,000 has been added to the Unemployment Fund to bring that fund to about \$100,000. TRL is self-insured and the interest generated from that fund will cover anticipated expenses. There was discussion about a new telephone system for TRL and the possibility of a separate fund for this purpose. Staff indicated that it will be a year or more before TRL will be able to have a major overhaul of the telephone system. Since the district is so large, TRL deals with several telephone companies. This will be a major expense and staff have not been able to justify moving forward with this project at this time.

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 have been held on Article XV, Health and Welfare/Retirement, and Article XXIII, Wages, of the Agreement between TRL and TRL Staff Association. The package negotiated will be voted on by the Staff Association membership.

95-58 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. DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 E. 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, 1996.

95-59 DORIS FOURRE MOVED TO GRANT, EFFECTIVE JANUARY 1, 1996, A 2% SALARY INCREASE TO STAFF NOT REPRESENTED BY THE STAFF ASSOCIATION (EXCLUDING THE DIRECTOR), PLUS THE PAYMENT BY EMPLOYER OF THE PREMIUM AMOUNT FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION TO A MAXIMUM OF \$195.36, AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

F. Non-Resident Borrower Fee for 1996

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 1995 has been \$46. 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.

95-60 BILL LAWRENCE MOVED TO ALLOW THE LIBRARY DIRECTOR TO ESTABLISH THE NON-RESIDENT BORROWER FEE FOR 1996, BASED ON THE USUAL FORMULA, WHEN PROPERTY TAX LEVY AND CONTRACT FEE INFORMATION IS AVAILABLE; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Ms. Davies requested that if the fee calculated is unusually high that the board members be contacted first before the fee is established.

G. Adoption of Meeting Schedule for 1996

Each December the TRL Board adopts a meeting schedule for the following year. The recommended meeting schedule for 1996 is:

January 24	Service Center
February 28	Service Center
March 20 (3rd Wednesday)	Hoodsport
April 24	Yelm
May 22	Amanda Park
June 26	Service Center
July 24	Lacey
August 28	Raymond
September 25	Service Center
October 23	Centralia
November 27	Service Center
December 18 (3rd Wed.) (Annual meeting)	Service Center

95-61 JEAN DAVIES MOVED TO ADOPT THE RECOMMENDED 1996 MEETING SCHEDULE OF THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES AND TO BEGIN THE MEETINGS AT 7:00 P.M.; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 H. Election of Officers for 1996

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

95-62 DORIS FOURRE MOVED TO ELECT HELEN TIMM AS TRL BOARD PRESIDENT FOR 1996; BILL LAWRENCE SECONDED THE MOTION. BILL LAWRENCE MOVED THAT NOMINATIONS BE CLOSED; JANELLE WILLIAMS SECONDED THE MOTION. MOTIONS CARRIED UNANIMOUSLY.

95-63 BILL LAWRENCE MOVED TO ELECT JANELLE WILLIAMS AS TRL BOARD VICE-PRESIDENT FOR 1996; JEAN DAVIES SECONDED THE MOTION. DORIS FOURRE MOVED THAT NOMINATIONS BE CLOSED; HELEN TIMM SECONDED THE MOTION. MOTIONS CARRIED UNANIMOUSLY.

7 Reports

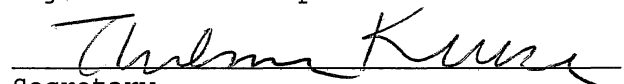
A. Director

Mr. Morgan presented the November 1995 Revenues and Expenditures report. Revenues are very strong and expenditures will be within budget. Ms. Schiltz reported that the Management Council elected Jim Morgan as its new chair and Claire Christiansen was selected to be the public service representative on the Administrative Team for the next six months. The Council discussed the budget process and will work on making the process better. Other discussion items included exempt and non-exempt as it applies to the Fair Labor Standards Act, and the 1996 Long Range Implementation Plan. Building Projects: Ms. Schiltz said the North Mason building committee met last week with the architects. Gwen Culp met with the group to discuss technology plans. They have developed a general time line for the project. The video which provides information about the need for a new Olympia library was shown to the board. The city is interested in creating a capital facilities district for a bond issue since a large number of Olympia library users live outside the city limits. The city is advertising for an architect to do site studies and cost analysis. The Yelm Friends of the Library have been donated two acres by Roberta Longmire for a new library. Ms. Longmire has also donated an adjacent acre to the historical society. A joint meeting with the Friends and the historical society will be held next week. The November 1995 Statistics were presented. Of note is McCleary library's 112% increase in circulation over last year. Mr. Blauvelt commented that there is a lot of growth in that area and the McCleary Friends are an active group.

There was no further business and the meeting adjourned at 8:55 p.m.



President



Secretary