

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

December 18, 1996

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MINUTES

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

STAFF PRESENT: Liane Bascou; Jinny Burns; Jim Heitzman; Thelma Kruse; Tim Mallory; Jim Morgan; Tina Roose; Sandra Sebbas; Barbara Winfree

GUESTS PRESENT: Kenneth Bragg; Bill Timm

President Timm called the annual meeting to order at 7:00 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made.
- 2 Correspondence and Public Comments

A. Public Comments

Mr. Bragg said he is interested in the proposed new Olympia library. He expressed his concerns with the Olympia library functioning as a regional resource center and the proposed location of the new library. He hopes that before citizens are asked to vote for a new library that they will receive clarification of the relationship of the Olympia library with other libraries in the district. He is also concerned with the cost of the proposed library. He has suggested to the Olympia City Council to slow down on this project and look for additional sources for funding a new library such as donations and grants before holding an election. He has suggested to them that they consider the site that Best is vacating on the west side. He is concerned that a special election will cost considerably more than if the bond issue is placed on the general election ballot. Mr. Blauvelt explained that TRL provides all of the materials, equipment and staff. Library branches serve different functions in different communities. For example, each county has a library which has an Employment Job Information Center; some libraries serve as depositories for certain materials. The Olympia library houses the Central Reference department. Ms. Dobbs said that while the Olympia feasibility study made references to Olympia library serving as a regional library, this is not the case as far as TRL is concerned; only in the context of maintaining Central Reference at the Olympia library. Ms. Kruse will respond to Mr. Bragg's concerns in writing.

B. Board Comments

There were no Board comments.

C. Correspondence

Ms. Kruse relayed a telephone message from Leonard Strand from Centralia. Mr. Strand was aware that there would be a public hearing on the budget this evening and he wanted the board to know he supports TRL and wants to see continued funding of services and improving the district as necessary.

2 D. Certificates of Appreciation

Ms. Timm presented Certificates of Appreciation to Karol Jump of Tenino and Frances Nugent of Centralia who have completed terms on their respective local library boards. On behalf of the board Ms. Williams presented Ms. Timm with a Certificate of Appreciation commending her ten years of service as a trustee representing Mason County. Mr. Lawrence presented her with a gift.

3 Approval of Minutes

96-51 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF NOVEMBER 25, 1996, AS DISTRIBUTED; AMORY PECK SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Unfinished Business

There was no unfinished business.

5 New Business

A. 1996 Tax Levy for 1997 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 1997 property tax collection. It was agreed that a special meeting of the board will be set to establish the district's levy rate for 1997 property tax collection when the assessed value information becomes available.

B. 1997 Budget

In September the TRL Board adopted a preliminary 1997 budget of \$17,934,158. The recommended operating budget amount is \$13,326,242 for 1997. In addition, the operating budget also provides for expenditures from the Building Fund of \$4,046,506, the Circulation System Fund in the amount of \$1,340,912, the Unemployment Compensation Fund in the amount of \$96,390, and the Major Gift Fund in the amount of \$366,115. This represents a total budget of \$19,176,165.

96-52 BILL LAWRENCE MOVED TO ADOPT RESOLUTION NO. 96-05 ESTABLISHING THE 1997 BUDGET; JEAN DAVIES SECONDED THE MOTION.

The operating budget has increased by \$157,000 over the preliminary budget adopted in September. Three contracting cities (Aberdeen, Hoquiam and Shelton) were reassessed this year and their values have gone up considerably. There was discussion about the ability of contracting cities to place an annexation measure on the ballot which would tax city residents directly for library service. This would remove the contract fee from the city's budget. Additional timber revenues have been placed in the Circulation System Fund to build this fund up for purchasing a new system in a few years. Mr. Bragg commented that it would be helpful to have comparative data in the budget. He said that since the press does not usually attend these meetings, there is not much public awareness of how the district is spending taxpayers' money. Mr. Blauvelt responded that the library budget is driven by the demands of the patrons. We try to provide the best service we can to meet as many needs of the patrons as possible. He acknowledged that the public usually doesn't attend board meetings, but he thinks they are more interested in going into the library and getting good service and materials. When they get that the board is doing the job it is supposed to do.

MOTION CARRIED UNANIMOUSLY.

5 C. 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. In addition, the parties negotiated an increase in inclement weather leave from 12 hours to 16 hours per year in Article XX Emergency Leave/Inclement Weather Leave. Tim Mallory, President of the Staff Association, has provided written notice that the proposed contract agreed upon was submitted to the vote of the association membership and its ratification has been approved by a majority of its members.

96-53 ART BLAUVELT MOVED TO ACCEPT AND RATIFY THE AGREEMENT REACHED BETWEEN NEGOTIATORS FOR TIMBERLAND REGIONAL LIBRARY AND THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION AS NEGOTIATED. 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; AMORY PECK SECONDED THE MOTION.

Mr. Mallory said he is pleased with how the negotiations proceeded. There was strong support from the association membership to approve the agreement.

MOTION CARRIED UNANIMOUSLY.

D. 1997 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, 1997.

96-54 ART BLAUVELT MOVED TO GRANT, EFFECTIVE JANUARY 1, 1997, A 3% 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.

E. Non-Resident Borrower Fee for 1997

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 1996 has been \$49. 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.

5E
96-55

CAROLYN DOBBS MOVED TO ALLOW THE LIBRARY DIRECTOR TO ESTABLISH THE NON-RESIDENT BORROWER FEE FOR 1997, BASED ON THE USUAL FORMULA, WHEN PROPERTY TAX LEVY AND CONTRACT FEE INFORMATION IS AVAILABLE; BILL LAWRENCE SECONDED THE MOTION.

In response to Ms. Williams' question, the non-resident borrower fee has been set in this manner for the past several years. Mr. Morgan said the board can set the non-resident borrower fee at any amount they choose but traditionally it has been calculated at the same amount as what residents pay. Ms. Dobbs and Mr. Lawrence withdrew their motion.

96-56

ART BLAUVELT MOVED THAT THE AMOUNT OF THE NON-RESIDENT BORROWER FEE FOR 1997 BE SET AT THE SAME MEETING AS THE LEVY RATE IS SET FOR 1997 UPON RECOMMENDATION OF THE LIBRARY DIRECTOR AS TO THE AMOUNT; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

F. Adoption of Meeting Schedule for 1997

Each December the TRL Board adopts a meeting schedule for the following year. The recommended meeting schedule for 1997 is:

January 22	Service Center
February 26	Oakville
March 26	Ilwaco
April 30 (5th Wed.)	Service Center
May 28	Tenino
June 18 (3rd Wed.)	McCleary
July 23	Service Center
August 27	Shelton
September 17 (3rd Wed.)	Service Center
October 22	Salkum
November 19 (3rd Wed.)	Service Center
December 17 (3rd Wed.) (Annual meeting)	Service Center

96-57

JEAN DAVIES MOVED TO ADOPT THE RECOMMENDED 1997 MEETING SCHEDULE OF THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES; ART BLAUVELT SECONDED THE MOTION.

Holidays and conferences have been taken into consideration in this proposed meeting schedule. Ms. Peck noted that Library Legislative Day is scheduled on February 26 and the board may wish to change that meeting date. It was agreed that the board will consider the February 26 meeting date when we get closer to that time.

MOTION CARRIED UNANIMOUSLY.

G. Election of Officers for 1997

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

96-58

AMORY PECK MOVED TO ELECT JANELLE WILLIAMS AS TRL BOARD PRESIDENT FOR 1997; ART BLAUVELT SECONDED THE MOTION.

5G

96-59 BILL LAWRENCE MOVED TO CLOSE NOMINATIONS FOR PRESIDENT; ART BLAUVELT SECONDED THE MOTION.

MOTIONS CARRIED UNANIMOUSLY.

96-60 BILL LAWRENCE MOVED TO ELECT CAROLYN DOBBS AS TRL BOARD VICE-PRESIDENT FOR 1997; JEAN DAVIES SECONDED THE MOTION.

96-61 ART BLAUVELT MOVED TO CLOSE NOMINATIONS FOR VICE-PRESIDENT; BILL LAWRENCE SECONDED THE MOTION.

MOTIONS CARRIED UNANIMOUSLY.

6 Reports

A. Director - Thelma Kruse

Payroll and payroll related vouchers for November 1996 amounted to \$562,846.93.

96-62 JANELLE WILLIAMS MOVED TO APPROVE VOUCHERS NO. 48391 THROUGH NO. 48645 FOR DECEMBER 1996 IN THE AMOUNT OF \$268,225.22; CAROLYN DOBBS SECONDED THE MOTION.

Vouchers of note include #48540 (\$11,979.48) to The Effectiveness Institute for three days of supervisor training of 24 staff; #48570 (\$41,823.28) to RAFN Co. is a progress payment on the construction of the Hoodspport library.

MOTION CARRIED UNANIMOUSLY.

The November 1996 Revenues and Expenditures report was presented. The Mason County Commissioners expect to make an appointment of a Mason County representative to the board at its December 23 meeting. Building Projects: The Hoodspport building project is progressing on schedule with an anticipated opening in February. Neil Werner was hired as the Clerk of the Works for the North Mason project. Mr. Werner's responsibilities will be to help TRL keep track of the construction. He will be included in meetings with the contractor and architect. Ms. Kruse and Ms. Dobbs attended a committee meeting last week regarding the Olympia library at which there was discussion of a possible May election for the bond issue, site selection, and cost estimates. It was suggested that the TRL Board meet with the Olympia City Council to discuss this project further. The Tenino open house was held on December 6. Since then a private foundation has donated \$1,000 for furniture in response to the wish list developed for that library. It appears that the additional day of opening at Yelm is alleviating some of the pressure. Ms. Dobbs said she received a call from Dean Hooper who had indicated he would attend tonight's meeting and present some materials to the board. The November 1996 Statistics were presented.

7 Other Agenda Items

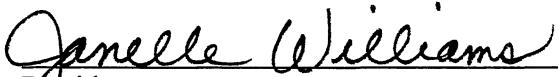
A. Evaluation of Library Director


Ms. Williams said that she and Ms. Timm met with Ms. Kruse this afternoon and presented her with her written evaluation. The Board will meet in Executive Session prior to the January meeting regarding the Director's 1997 salary.

7 B. Foundation

Ms. Sebbas said we are sending letters to individuals who have agreed to serve or who have indicated an interest in serving on the foundation board. We have good representation in Mason and Lewis Counties. We need to get representatives from the other three counties soon since the orientation of new foundation board members is scheduled in March.

There was no further business and the meeting adjourned at 8:50 p.m.


President


Secretary