

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

December 16, 1998

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MINUTES

BOARD MEMBERS PRESENT: Peggy Meyer, President; Art Blauvelt; Jean Davies; Bill Lawrence; Doug Mah; Glen Nutter; Janelle Williams

GUESTS PRESENT: Ken Bragg; Trisha Collopy; Janis Moore

STAFF PRESENT: Bette Anderson; Liane Bascou; Jinny Burns; Judy Covell; Margaret Epting; Corene Jones-Litteer; Tina Roose; Carol Saynisch; Bill Scherr; Kitty Schiltz; Sandra Sebbas; Mike Wessells; Barbara Winfree

President Meyer called the regular 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 understands that two budgets have been prepared for the Board's consideration tonight, and he assumes it is the intent of the Board to adopt the higher budget. He referred to an editorial in the *Olympian* which pointed out that most of the jurisdictions are not overriding Referendum 47. He thinks the library is the only jurisdiction which will go over the .85% IPD. Coincidentally, he said that the library trustees are the only ones which are not elected which he thinks points up the fact that those subject to election seem to be more sensitive to the Referendum 47 issue. He understands there may be legislation introduced in the next legislative session aimed at taking away the trustees' part to levy taxes and place it in the hands of the county commissioners. He hopes the Board will change its policy and build libraries in cities as well as in just the unincorporated areas since residents of cities pay the same taxes as residents in unincorporated areas.

B. Board Comments

In response to Mr. Bragg's comments, Mr. Blauvelt said he thinks this board believes the process it is taking to determine what facilities and services this district needs is the appropriate way to proceed. He thinks the board is following an orderly process to determine the district's needs. The information gathered will determine the direction for the library district. Ms. Epting advised the board that she surveyed several library districts in the state (Mid-Columbia, North Central Regional, Pierce County, Fort Vancouver Regional, Spokane, Yakima, and Sno-Isle) and they are all adopting a 6% increase in their budgets with the exception of Sno-Isle which is already at its cap. Ms. Meyer added that library districts rely on property taxes at a much higher percentage than other jurisdictions do. Mr. Bragg said he accepts the board's determination that it will not consider a financial plan until the other planning is completed. He thinks the board could simply establish a policy at this time which says it is the intention of the district to provide buildings in cities and unincorporated areas.

2 C. Correspondence

There was no correspondence

3 Approval of Minutes

98-38 JEAN DAVIES MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF NOVEMBER 18, 1998, AS DISTRIBUTED; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Unfinished Business

A. Membership in Planning Councils

At the November 18, 1998 meeting, the TRL Board moved to table the proposal to apply for membership in the Thurston Regional Planning Council and the Grays Harbor Regional Planning Council and discuss the matter again at the December meeting after gathering more information. The Library Director was directed to renegotiate with the Thurston Regional Planning Council TRL's cost to join. Ms. Kruse has reached an agreement with Harold Robertson, Executive Director of Thurston Regional Planning Council, to lower the amount for TRL's dues from \$17,065 to \$11,909, pending approval of the Council members. The cost to join the Grays Harbor Regional Planning Council is \$2,500. Mr. Wessells said Pacific County currently does not have a planning commission. A Council of Governments carries out those particular duties. He understands there would be no cost to TRL to join this Council. Mr. Wessells said several of the planning councils we have talked with have not had libraries as members and they need to research their bylaws. Another area which covers Pacific County is the Columbia Region Research and Development Council which is headquartered in Aberdeen and covers Mason, Grays Harbor and Pacific Counties. Many of the cities in those counties and other governmental bodies are members. Most of their focus is on environmental issues and economic development, specifically industrial development, and its impact on environment. However, they do have a large scale grant library and grant writer that provides services to a number of organizations. They quoted a fee of \$500. Ms. Jones-Litteer contacted the Economic Development Council in Lewis County and was advised that there is a group called the Tri-Agency which meets monthly and is made up of members from the county and the Cities of Chehalis and Centralia. She does not know if anyone else is welcome or even invited to attend or participate. She is not aware of any other organized planning effort for the county that is separate from the county's planning department. Ms. Schiltz reported that there is a Mason County Planning Department, a Shelton Planning Department, and an Economic Development Council. When she was stationed at the Shelton Library, she was on the Mason County Planning Advisory Council.

98-39 ART BLAUVELT MOVED TO APPLY FOR FEE-BASED MEMBERSHIP IN THE THURSTON REGIONAL PLANNING COUNCIL, THE GRAYS HARBOR REGIONAL PLANNING COUNCIL, AND ENCOURAGE PARTNERSHIPS WITH THE COUNTY-WIDE PLANNING ORGANIZATIONS IN LEWIS, MASON AND PACIFIC COUNTIES; BILL LAWRENCE SECONDED THE MOTION.

Mr. Nutter said he is opposed to joining these planning councils because there are no issues that we have in common at this point. These planning councils deal with the environment, zoning and development issues, none of which the library is involved in. He assumes that there will be the

4A added cost of staff attending meetings. He does not see that these memberships would give us any benefits or that it would be desirous for the library district to get into it. Mr. Blauvelt disagreed. He said the Thurston Regional Planning Council has been very helpful to the library in its services and facilities planning. As Thurston County continues to feel the pressure of people moving into this area, he foresees a need to rely on the planning council's projections (i.e., which roads are people traveling on, where do people live). He recommends a one-year membership and at the end of that year, we can determine if it has been cost effective. He thinks that TRL will benefit by having access to information and by participating in planning. Mr. Lawrence added that the presence of the library in these councils will also stimulate them to look at some other targets. Mr. Nutter said this information is public information and accessible to everyone. Mr. Mah said one of the benefits of joining these councils is that as they conduct their research, the library can participate and help and direct where that research goes. For example, Thurston County will be doing a survey of transportation, a census which people will fill out every time they get in their car or on a bus. This type of information will be useful to the library when we begin to look at our facilities and services plan. His vision would be that the services and facilities plan identifies services the library can provide and we match that with demographic information and long-term strategic planning from all of the jurisdictions in the county. We can use this information to determine where it would be best to build new facilities, or how to serve populations which may not be growing as fast or may be growing faster. He thinks it is an added tool for the Board to use and our involvement will add tools for other jurisdictions as they map out their long-term strategic plans. Mr. Lawrence said he interprets Mr. Mah's comments to mean that the library needs to be an active member, not a passive member, and that we would not only ask for but also provide direction as a member. Ms. Davies said her feeling is that in order for us to be able to deal effectively with all of the challenges we have for providing good library services in our multi-county area, we need to collaborate with others and develop partnerships. Joining these planning councils is a way to do that. We all need to work together to solve these major challenges. Mr. Lawrence said the Library Director needs to think about how to utilize regional staff to make these relationships useful. Mr. Mah said he believes that representatives on these councils would be from the TRL Board. Mr. Wessells said he has already been active in Grays Harbor planning. He has attended board meetings and has been connected with the life-long learning center being placed in Grays Harbor County. He has been provided with detailed maps of areas the library serves. They have extensive library materials which we have been using to answer reference questions. Ms. Williams added that we have been talking a long time about being more proactive instead of reactive and she thinks joining these councils would make the library a player in these decisions. Mr. Mah said this would be an excellent opportunity to gain a working relationships with other jurisdictions and benefit from the data and research skills of the council staff.

DOUG MAH, JEAN DAVIES, ART BLAUVELT, JANELLE WILLIAMS AND BILL LAWRENCE VOTED IN FAVOR OF THE MOTION; GLEN NUTTER VOTED AGAINST THE MOTION. MOTION CARRIED.

5 New Business

A. 1998 Tax Levy for 1999 Collection

Assessed value information is not yet available from any of the five counties; therefore, it is not possible for the Board to establish a levy rate for 1999 property tax collection. After receiving assessed value information, the Board will set a date for a special meeting to establish the district's levy rate for 1999 property tax collection.

5 B. 1999 Budget

A public hearing on the 1999 budget was held on October 28, 1998. Under the provisions of Referendum 47, taxing districts are required to pass two levy resolutions, one at the Implicit Price Deflator (IPD) which is .85% in 1999, and the other as a "Substantial Needs" budget. The "Substantial Needs" budget for 1999 is at 5.19%. The operating budget at the 5.19% level includes expenditures from the General fund of \$14,859,922. In addition, the operating budget also provides for expenditures from the Building Fund of \$3,480,239; the Circulation System Fund of \$1,593,637; the Unemployment Compensation Fund of \$99,700; and the Major Gift Fund of \$435,153.

98-40 JEAN DAVIES MOVED TO ADOPT RESOLUTION NO. 98-04 ESTABLISHING THE .85% BUDGET FOR 1999; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

98-41 JANELLE WILLIAMS MOVED TO ADOPT RESOLUTION NO. 98-05 ESTABLISHING THE "SUBSTANTIAL NEEDS" OPERATING BUDGET FOR 1999; BILL LAWRENCE SECONDED THE MOTION.

Ms. Epting said the "substantial needs" budget will allow more open hours at the Olympia library and in several small and medium sized libraries; will add youth services staff in some libraries; will establish a public records program; will provide additional grounds maintenance for libraries the district owns; will replace some outdated equipment; will purchase equipment to assist the hearing impaired; will provide money for the foundation. The difference between the .85% budget and the "substantial needs" budget is \$427,531. Mr. Blauvelt said he cannot think of anything that requires more attention than the need to meet the needs of the communities the library serves. Grays Harbor County is desperately in need of the kinds of services this substantial needs budget would provide. He said he has no problem stating publicly that he believes TRL must go above .85% in order to meet the needs of the people it serves and is proud to do so. Ms. Meyer agreed. Ms. Williams said she was a member of the budget committee. A lot of information was provided to the committee by staff. All of the requests could not be funded but she thinks the list has been established at an important level. The library has to continue to do a good job and is always being asked to do more. She, too, has no problem saying these needs are substantial and she is proud to support them as well. Ms. Davies said we heard loud and clear that people need more access to the library which means more open hours. Mr. Mah said as a new board member, this is a difficult decision in light of Referendum 47. He supports the "substantial needs" budget in the sense that we are providing additional services for the people at a time they need it. Mr. Lawrence said that the 1998 budget provided a significant increase in hours in Lewis County libraries. We need to maintain that level of service and this 1999 "substantial needs" budget will continue the progress we have made in Lewis County.

MOTION CARRIED UNANIMOUSLY.

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 on Article XXIII Wages. The package negotiated will be voted on by the Staff Association membership.

5C

98-42

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. 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. BILL LAWRENCE SECONDED THE MOTION.

Mr. Scherr said TRL and the Staff Association negotiated a COLA of 2%. TRL routinely pays for the employee only the full cost of dental, vision, life and long-term disability coverage. TRL used to pay the full premium for medical coverage for the employee only. A few years ago, the premiums increased significantly and TRL discontinued paying the full premium. We currently offer six plans to the employees. TRL will pay up to \$213.21 which will fully pay for five of the six plans offered.

MOTION CARRIED UNANIMOUSLY.

D. 1999 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, 1999.

98-43

JEAN DAVIES MOVED TO GRANT, EFFECTIVE JANUARY 1, 1999, 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 \$213.21, AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

E. 1999 Salary for the Library Director

On December 9, 1998, the TRL Board held an Executive Session in regard to setting the 1999 salary of the Library Director.

98-44

BILL LAWRENCE MOVED TO GRANT, EFFECTIVE JANUARY 1, 1999, AN ANNUAL SALARY OF \$92,500 FOR THE LIBRARY DIRECTOR, PLUS THE PAYMENT BY EMPLOYER OF THE PREMIUM AMOUNT FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION TO A MAXIMUM OF \$213.21, AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS; ART BLAUVELT SECONDED THE MOTION.

5E Mr. Blauvelt said he thinks the Library Director is doing a superb job and he supports this motion. The TRL district is large and covers a diverse geographic and economic area, and the director has to be available in all five counties to take care of the needs of all the patrons. He said Ms. Kruse has been doing a good job of being actively involved in the local and state library communities. When the board has asked her to focus and improve on some of the strengths she has, she has picked up the ball. Ms. Davies added that the Library Director is not in a step increment system which the other library employees have. Mr. Lawrence said we have had an improvement in new people in the system which is a tremendous step in strengthening the skills where needed. Mr. Mah agreed this is an excellent move, combined with the services and facilities plan and joining with the regional planning councils, which will position ourselves to make long-term and strategic service improvements to the district in an orderly fashion. He said we have all the pieces to continue to provide the high level of service the people expect. He said we have had some excellent leadership from the director and we hope to continue to see that.

MOTION CARRIED UNANIMOUSLY.

F. Non-Resident Borrower Fee for 1999

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 1998 has been \$52. 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. The non-resident borrower fee for 1999 will be set at the same meeting as the levy rate is set for 1999 upon recommendation of the Library Director as to the amount.

G. Adoption of Meeting Schedule for 1999

Each December the TRL Board adopts a meeting schedule for the following year. The recommended meeting schedule for 1999 is:

Jan. 27	Service Center	July 28	Hoodsport
Feb. 24	Service Center	Aug. 25	Raymond
Mar. 24	Chehalis	Sept. 22	Montesano
Apr. 21 (3rd Wed.)	Hoquiam	Oct. 27	Lacey
May 26	Tumwater	Nov. 17 (3rd Wed.)	Service Center
June 16 (3rd Wed.)	Ocean Park	Dec. 22	Service Center (Annual Meeting)

98-45 ART BLAUVELT MOVED TO ADOPT THE RECOMMENDED 1999 MEETING SCHEDULE OF THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

H. Election of Officers for 1999

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

5H

98-46 DOUG MAH MOVED TO ELECT PEGGY MEYER AS TRL BOARD PRESIDENT FOR 1999; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

98-47 DOUG MAH MOVED TO ELECT BILL LAWRENCE AS TRL BOARD VICE-PRESIDENT FOR 1999; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Reports

A. Services and Facilities Plan

Ms. Sebbas reported the Community Advisory Committee met at McCleary. They continued discussion on the facilities service points. The committee identified as the greatest needs more space and longer hours. County maps were reviewed which showed where existing libraries are located, underserved areas, and Indian reservations. The committee identified areas with the greatest needs. The Adult Services Working Group made a presentation on service standards and the Reference Resource model. Mr. Lawrence said some of the services suggested may become an issue for this Board to consider by looking at charging fees.

B. Foundation

The Foundation Events Committee is working on the signature event which will announce the foundation. The Marketing Committee is focused on fundraising and marketing the needs of the library. Next year, this committee will move into a newsletter. Ms. Saynisch said the newsletter, the first of which is expected to come out in February or March, will be organized in such a way that when it is opened, the orientation will be the need which has been met, and there will be a picture story on needs yet to be filled. The President of the Foundation will provide a column and there will also be words from the Director. The initial newsletter will be a general handout at the libraries. The committee is working on developing a database of donors which will receive future newsletters. A committee has been formed to discuss sponsorship and is identifying policy issues. Staff is also reviewing TRL's current gift policy. TRL's procedures will change as we develop a relationship with a private non-profit agency.

C. Director

Payroll and payroll related vouchers for November 1998 amounted to \$707,261.64.

98-48 ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 55753 THROUGH NO. 56022 FOR DECEMBER 1998 IN THE AMOUNT OF \$294,250.43; JANELLE WILLIAMS SECONDED THE MOTION.

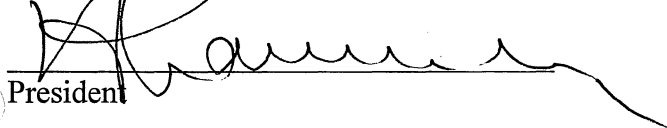
Mr. Lawrence asked about our readiness for the year 2000. Ms. Epting said the Administrative Team has been discussing this issue. TRL's accounting system will be fine. We will be contacting cities and vendors regarding their systems. Ms. Meyer suggested this item be on a future Board agenda as an information item.

MOTION CARRIED UNANIMOUSLY.



6C The November 1998 Revenues and Expenditures report was presented. Building Projects: Ms. Anderson reported that the bids for the Lacey remodeling project were opened on December 10 and a contractor has been tentatively selected for approval by the Lacey City Council on December 17. The bid came in about \$7,000 less than the estimates. A meeting has been scheduled with the contractor on Friday to discuss the schedule. Work on the project is expected to begin March 1, or possibly earlier, and completed in about five weeks. The library will be closed about two months. Lacey staff are being very creative to ease the impact on the Olympia and Tumwater libraries. They hope to have patrons continue to pick up holds and return materials to the Lacey Library during the closure, as well as have a telephone reference service available. Some of the staff will be assigned to other libraries. Ms. Anderson said there are some preliminary drawings of the Olympia Library space plans which Olympia staff have discussed and relayed comments and concerns back to the space planner. The Olympia City Council has included in its 1999 budget \$50,000 for planning recommendations at the Olympia Library. Ms. Schiltz reported that space-planning changes will begin tomorrow morning at the Tumwater Library. Computers and workstations will be rearranged for more privacy. The reference desk has already been moved. Mr. Wessells reported that we have received news informally that a bank in Westport has deeded a building to the city. There have been discussions that this building may be used for a library. The October 1998 Statistics were presented. Mr. Lawrence asked about collecting statistics on use of the web page. Ms. Meyer requested this item be on a future agenda.

There was no further business and the meeting adjourned at 8:30 p.m.

  
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President

  
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Secretary