

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

December 15, 1999

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MINUTES

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

STAFF PRESENT: Bette Anderson; Liane Bascou; Judy Covell; Gwen Culp; Cheryl Heywood; Leanne Ingle; Corene Jones-Litteer; Thelma Kruse; Tina Roose; Sandra Sebbas; Jena Thrasher; Mike Wessells; Art Wuerth

GUEST PRESENT: Teresa Guajardo

Ms. Meyer called the annual meeting to order at 7:05 p.m. Ms. Meyer announced that the order of the agenda would be changed in order to accommodate the late arrival of Doug Mah.

AGENDA ITEM

NO.

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

A. Public Comments

There were no public comments.

B. Board Comments

There were no Board comments.

C. Correspondence

There was no correspondence.

- 3 Approval of Minutes

99-48 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF NOVEMBER 17, 1999, AS DISTRIBUTED TO THE BOARD; BILL LAWRENCE SECONDED THE MOTION.

Since the November 17, 1999 minutes were extensive, there was discussion regarding the length of the minutes. Robert's Rules indicate that the minutes should identify the group, where the meeting is held, the time, every main motion, the wording and disposition of the motion, the name of the mover, the count on votes, all points of order and appeals, and the hour of adjournment.

ART BLAUVELT, KEN BRAGG, JEAN DAVIES, JANELLE WILLIAMS AND PEGGY MEYER VOTED IN FAVOR OF THE MOTION; BILL LAWRENCE VOTED AGAINST THE MOTION BECAUSE HE IS NOT SATISFIED WITH THE FORMAT OF THE NOVEMBER 17, 1999 MINUTES. MOTION CARRIED.

3

99-49

ART BLAUVELT MOVED THAT IN THE FUTURE THE TRL BOARD PREPARE AND DISTRIBUTE MINUTES IN A FORMAT IN ACCORDANCE WITH *ROBERT'S RULES OF ORDER* AND THAT THE MINUTES REFLECT EACH MAJOR TOPIC DISCUSSED BUT NOT SET FORTH AT LENGTH THE DISCUSSION BY INDIVIDUAL BOARD MEMBERS ON THE TOPICS; JANELLE WILLIAMS SECONDED THE MOTION.

KEN BRAGG MOVED TO AMEND THE MOTION TO INCLUDE THE IDEA THAT IF SOMEONE FEELS STRONGLY ABOUT A CERTAIN POINT THAT THEY MAKE A BRIEF STATEMENT FOR THE RECORD TO BE INCLUDED IN THE MINUTES. ART BLAUVELT DID NOT ACCEPT THE AMENDMENT.

Ms. Williams provided further information from Robert's Rules regarding minutes. If the minutes are to be published, they should contain all the information she referred to earlier, and a list of speakers on each side of each question with an abstract of each address. Mr. Blauvelt added that anyone who wants to make a presentation would be entitled to present written materials and ask they be made a part of the record which is separate from the minutes.

MOTION CARRIED UNANIMOUSLY.

99-50

ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF NOVEMBER 23, 1999, AS DISTRIBUTED TO THE BOARD; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Bragg suggested we think about improving the quality of the recordings of the Board's meetings since it is difficult with the existing equipment to understand everything on the tapes. Ms. Meyer requested the Director check into this matter further and report back to the Board. Mr. Blauvelt offered to send the Director a copy of the retention schedule published by the State of Washington as advice on how long these tapes need to be kept.

5

New Business

A. Electronic Participation in Meetings

99-51

ART BLAUVELT MOVED TO ADOPT RESOLUTION NO. 99-05 AUTHORIZING TELECONFERENCE AND VIDEOCONFERENCE PARTICIPATION BY TRUSTEES IN BOARD MEETINGS AND ESTABLISHING PROCEDURES FOR THE SAME; BILL LAWRENCE SECONDED THE MOTION.

Mr. Bragg expressed concern with allowing Board members to participate in meetings in this manner. Mr. Blauvelt said this type of participation is not intended as a way for trustees to stay home and participate in meetings through teleconference, but rather is meant to be used when there is a difficulty obtaining a quorum. Ms. Culp presented cost estimates for teleconferencing. TRL would need to purchase a high quality speaker phone and install analog phone line extensions in some of the library's meeting rooms. TRL could also use the State of Washington's teleconferencing services. The costs are reasonable.

ART BLAUVELT, BILL LAWRENCE, JEAN DAVIES, JANELLE WILLIAMS, AND PEGGY MEYER VOTED IN FAVOR OF THE MOTION; KEN BRAGG VOTED AGAINST THE MOTION. MOTION CARRIED.

5 K. Adoption of Meeting Schedule for 2000

99-52 ART BLAUVELT MOVED TO ADOPT THE RECOMMENDED 2000 MEETING SCHEDULE OF THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES WITH THE FOLLOWING CHANGES: THE OCTOBER 25, 1999 MEETING BE HELD AT THE ABERDEEN LIBRARY; THE DECEMBER MEETING BE CHANGED FROM DECEMBER 27 TO DECEMBER 20; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

L. Election of Officers for 2000

99-53 JANELLE WILLIAMS MOVED TO ELECT JEAN DAVIES AS TRL BOARD PRESIDENT FOR 2000; KEN BRAGG SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

99-54 BILL LAWRENCE MOVED TO ELECT PEGGY MEYER AS TRL BOARD VICE-PRESIDENT FOR 2000; JEAN DAVIES SECONDED THE MOTION.

99-55 KEN BRAGG MOVED TO ELECT DOUG MAH AS TRL BOARD VICE-PRESIDENT FOR 2000. MOTION DIED FOR LACK OF A SECOND.

MOTION 99-54 CARRIED UNANIMOUSLY.

6 Reports

A. Director

99-56 JANELLE WILLIAMS MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 21606 THROUGH NO. 21939 FOR NOVEMBER 1999 IN THE AMOUNT OF \$716,833.63; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

99-57 JEAN DAVIES MOVED TO APPROVE VENDOR VOUCHERS NO. 59813 THROUGH NO. 60103 FOR DECEMBER 1999 IN THE AMOUNT OF \$310,848.00; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 G. Contract between Timberland Regional Library and the Timberland Regional Library Staff Association

99-58 JANELLE WILLIAMS 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. ART BLAUVELT SECONDED THE MOTION.

Ms. Kruse said she understands the Staff Association ballots are due today so we should hear within a week about the results. In response to Mr. Bragg's question, the agreement provides for a 2.5% pay increase, plus employees receive 3% step increases until they reach the top of their grade.

5G MOTION CARRIED UNANIMOUSLY.

H. Minimum Wage

As a result of Initiative 688, passed by Washington voters in November 1998, Washington State's minimum wage for non-agricultural workers is \$6.50 per hour beginning January 1, 2000. On January 1, 2000, the beginning steps of Grade 10 for the Library Page position classification will be less than the \$6.50 per hour Washington minimum wage.

99-59 BILL LAWRENCE MOVED THAT, IN ACCORDANCE WITH INITIATIVE 688, NO TIMBERLAND REGIONAL LIBRARY EMPLOYEE SHALL BE COMPENSATED LESS THAN WASHINGTON'S MINIMUM WAGE FOR NON-AGRICULTURAL WORKERS; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

I. 2000 Salaries for staff not represented by the Staff Association

99-60 ART BLAUVELT MOVED TO GRANT EFFECTIVE JANUARY 1, 2000, A 2.5% 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 \$244.98, AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS; BILL LAWRENCE SECONDED THE MOTION.

Mr. Bragg asked for the percentage increase in health benefits. Ms. Thresher responded that the Group Health premium increased by 22% and the Regence premium increased by 14.9%. The figure of \$244.98 is the exact amount of one of the three health plans being offered. If the premium is more than that amount, the employee pays the difference. Last year the maximum amount TRL offered to pay for health insurance was \$213.00. Ms. Davies added that TRL has no control over health costs since we are part of the pool in Washington Counties Insurance Fund. TRL offers a basic level of coverage to employees.

MOTION CARRIED UNANIMOUSLY.

J. 2000 Salary for the Library Director

99-61 JEAN DAVIES MOVED TO GRANT, EFFECTIVE JANUARY 1, 2000, AN ANNUAL SALARY OF \$97,590 FOR THE LIBRARY DIRECTOR, PLUS THE PAYMENT BY EMPLOYER OF THE PREMIUM AMOUNT FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION TO A MAXIMUM OF \$244.98, AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS; ART BLAUVELT SECONDED THE MOTION.

Mr. Bragg said he is going to vote against this motion, not because he does not recognize the value of TRL's Director, but because he thinks TRL not only needs to compare the Director's salary to other library districts, but also to local organizations in the five counties. For example, Thurston County officials receive annual salaries of \$71,000 to \$72,000. Other Board members indicated that the Director position in TRL is a larger job; Thurston County is one piece of Timberland, and the Director needs to deal with five counties which extends the responsibilities of the job; the Director manages a budget of \$20 million with an employment force of over 300 people in an area the size of the State of New Jersey; TRL employees receive a 3% increment in addition to the 2.5% increase just offered, and it is reasonable that the Director also receive a 5.5% increase.

5J JEAN DAVIES, ART BLAUVELT, BILL LAWRENCE, JANELLE WILLIAMS, AND PEGGY MEYER VOTED IN FAVOR OF THE MOTION; KEN BRAGG VOTED AGAINST THE MOTION. MOTION CARRIED.

6A Building Projects – Mr. Wessells reported that the Aberdeen Library will be closing next week to move to temporary quarters while the library is being remodeled. Reopening in the temporary location is expected on January 10. It is estimated to take five to eight months to complete the remodel. In the meantime, some of the Aberdeen staff will work at the Montesano and Hoquiam Libraries during the closure to deal with the anticipated increase of use of those facilities. The City of Aberdeen will be making its partnership grant request to the TRL Board at the January meeting. Ms. Anderson reported that TRL's space planning architect Mark Nelson has presented to the City of Olympia his recommendations. She presented a cost breakdown of the project as presented to the city. The city will serve as the general contractor. The total cost of the project is \$285,595 and available funding is \$266,000, leaving a balance needed of \$19,595. Ms. Anderson made a request that TRL fund that needed balance. Mr. Lawrence said the Olympia Library serves a large number of people, including people in the unincorporated area, and he thinks it would be appropriate to make this additional grant to put a close to this long-term project. This grant may establish a rationale for other similar grants in the future on a case by case basis and should not be interpreted as a flat fiat. Mr. Mah arrived during this discussion.

99-62 BILL LAWRENCE MOVED THAT THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES APPROVE AN ALLOCATION OF \$19,600 TO CLOSE THE GAP IN FUNDING OF THE OLYMPIA LIBRARY MODIFICATIONS; ART BLAUVELT SECONDED THE MOTION.

Mr. Blauvelt asked where this additional \$19,600 is coming from and Ms. Kruse responded it will come from the building fund. There is an amount available which has not been designated for specific projects.

BILL LAWRENCE AMENDED HIS MOTION TO IDENTIFY THAT THE SOURCE OF THIS ALLOCATION WILL COME FROM THE BUILDING FUND; ART BLAUVELT SECONDED THE AMENDED MOTION.

Ms. Kruse said the City of Olympia has not yet requested a partnership grant of \$21,000 from TRL, but that this amount is in the project budget under current guidelines. Ms. Anderson added that the Olympia Friends of the Library have agreed to hold \$10,000 out of their funds in the event there are additional costs to the project.

BILL LAWRENCE, ART BLAUVELT, JEAN DAVIES, KEN BRAGG, JANELLE WILLIAMS AND PEGGY MEYER VOTED IN FAVOR OF THE MOTION; DOUG MAH ABSTAINED. MOTION CARRIED.

Ms. Culp reported that Mark Nelson has begun space planning work on the Service Center beginning with a preliminary look at our space needs. Improved work areas for staff who are in the storage area and additional staff areas are particularly needed.

4 A. Regional Planning Councils

The Board agreed to evaluate membership in the Thurston Regional Planning Council (TRPC) at the end of its first year of membership. Mr. Mah recommended TRL continue its membership with TRPC, particularly as TRL moves ahead with its Services & Facilities Plan.

99-63 DOUG MAH MOVED THAT TIMBERLAND REGIONAL LIBRARY CONTINUE TO BE AN ACTIVE MEMBER OF THURSTON REGIONAL PLANNING COUNCIL; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4A Mr. Wessells asked about TRL's continued membership in the Grays Harbor Planning Council. This matter will be on the Board's January 2000 meeting agenda.

5 B. Establishment of 2000 "limit factor" above the Implicit Price Deflator

99-64 ART BLAUVELT MOVED TO ADOPT RESOLUTION NO. 99-06 TO ESTABLISH A "LIMIT FACTOR" ABOVE THE RATE OF INFLATION AS MEASURED BY THE IMPLICIT PRICE DEFLATOR OF ONE HUNDRED PLUS 2.32% BASED UPON A FINDING OF SUBSTANTIAL NEED; JANELLE WILLIAMS SECONDED THE MOTION.

Ms. Kruse said the next three items on the agenda have to do with setting the levy amount and establishing a budget for the year 2000. The Board is being asked to establish a limit factor over the Implicit Price Deflator (IPD) with this resolution. This is the vote that approves an amount to cover substantial needs and requires a super majority vote. Under Agenda Item 5C, the Board will consider two resolutions, one to set the levy amount and the second to certify the levy. Agenda Item D is a resolution to approve the budget. The last three resolutions require a simple majority vote. Ms. Kruse said the difference between the IPD budget and the "substantial needs" budget is \$86,071. Neither the IPD budget nor the substantial needs budget include any new programs. Most of the increase in the IPD budget over the 1999 budget would be used for increased costs associated with current personnel, including benefits, step increases, a negotiated salary increase and an increase to meet federal minimum wage requirements. Ms. Kruse urged the Board to pass the substantial needs levy to allow us to maintain essential library services. It is the last opportunity for the Board to establish a levy at this level which can be a base for the future (after this year we will only be able to increase the amount levied by holding elections throughout the entire district, which would be difficult and expensive). The substantial needs budget will allow us to add another staff person in computer services, replace worn out equipment and furniture, provide an additional courier run to Yelm, add 4 custodial hours, and maintain the materials budget at 16%. Staff is looking at changes, some of which have already been made, in the way we do business with the intent to maintain or improve the level of service to the public.

Mr. Blauvelt, Ms. Williams, Ms. Davies, and Mr. Lawrence spoke in favor of adopting Resolution 99-06. Mr. Bragg and Mr. Mah spoke against adoption of this Resolution.

Ms. Guajardo, an Olympia patron, spoke of her appreciation for the library and how much it has helped her. The small increase in property taxes for a substantial needs budget does not come close to the services she is receiving through TRL. She urged the TRL Board to exceed the IPD.

ART BLAUVELT, JANELLE WILLIAMS, JEAN DAVIES, BILL LAWRENCE AND PEGGY MEYER VOTED IN FAVOR OF THE MOTION; DOUG MAH AND KEN BRAGG VOTED AGAINST THE MOTION. MOTION CARRIED.

C. (1) Increasing the 2000 regular levy from what was levied the previous year and (2) the certification of 1999 tax levy for 2000 collection

99-65 JANELLE WILLIAMS MOVED TO ADOPT RESOLUTION NO. 99-07 INCREASING THE 2000 REGULAR LEVY FROM WHAT WAS LEVIED THE PREVIOUS YEAR BY \$245,739 AND 2.41%; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

99-66 ART BLAUVELT MOVED TO ADOPT RESOLUTION NO. 99-08 SETTING THE 1999 LEVY AMOUNT FOR COLLECTION IN 2000; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 D. 2000 Budget

99-67 ART BLAUVELT MOVED TO ADOPT RESOLUTION NO. 99-09 ADOPTING THE 2000 BUDGET; JANELLE WILLIAMS SECONDED THE MOTION.

KEN BRAGG MOVED TO AMEND THE MOTION TO REDUCE THE AMOUNT SPENT OUT OF TIMBER REVENUES BY \$15,700; ART BLAUVELT DID NOT ACCEPT THE AMENDMENT. (See attached statement explaining Mr. Bragg's reason for moving to amend the motion.)

ART BLAUVELT, JANELLE WILLIAMS, JEAN DAVIES, BILL LAWRENCE, DOUG MAH AND PEGGY MEYER VOTED IN FAVOR OF THE MOTION; KEN BRAGG VOTED AGAINST THE MOTION. MOTION CARRIED.

E. Library Fees

99-68 ART BLAUVELT MOVED TO CHARGE PATRONS A \$10 FEE PER ACCOUNT TURNED OVER TO A COLLECTION AGENCY; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.


F. Non-Resident Borrower Fee for 2000

99-69 BILL LAWRENCE MOVED TO ESTABLISH THE NON-RESIDENT BORROWER FEE AS CALCULATED BASED UPON THE TOTAL PROPERTY TAXES AND CONTRACT FEES LEVIED IN THE DISTRICT DIVIDED BY THE NUMBER OF HOUSEHOLDS AND EFFECTIVE JANUARY 1 OF EACH YEAR; THAT BASED ON THIS FORMULA, THE NON-RESIDENT BORROWER FEE WILL BE \$60 PER YEAR EFFECTIVE JANUARY 1, 2000; THAT THE TRL BOARD CONTINUES TO AUTHORIZE NON-RESIDENTS THE OPTION OF PAYING FOR A NON-RESIDENT BORROWER CARD WHICH IS GOOD FOR SIX MONTHS FOR HALF THE ANNUAL FEE. ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

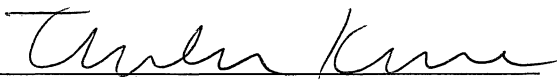
6 Reports

Ms. Kruse urged Board members who wish to attend the Public Library Association conference to get their registration forms in. The October 1999 Statistics were presented.

There was no further business and the meeting adjourned at 10:00 p.m.



President



Secretary

Statement explaining Mr. Bragg's reason for moving to amend motion No. 99-67:

Regarding Agenda Item 5D in the minutes of December 15, 1999, Ken Bragg moved to reduce the amount spent out of timber revenues by \$15,700 because when a majority of the Board voted to declare a substantial need and thereby add \$107,727 to next year's property taxes, it also increased the budget by another \$15,700 by dipping into timber revenues. This raid on timber revenues was not required in order to pass a substantial needs budget by a super majority of the Board.