

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

November 28, 2001

MINUTES

BOARD MEMBERS PRESENT: Janelle Williams, President; Art Blauvelt; Ken Bragg; Edna Fund; Doug Mah; Peggy Meyer; Pat Shults

STAFF PRESENT: Bette Anderson; Liane Bascou; Jinny Burns; Judy Covell; Gwen Culp; Ellen Duffy; Alex Duncan; Susan Hanson; Corene Jones-Litteer; Tina Roose; Cherie Rusk; Sandra Sebbas; Liz Stroup; Jena Thrasher; Mike Wessells; Art Wuerth

GUESTS PRESENT: Jim Burri; Hugh McCabe; Pat McCabe; Teresa Guajardo

President Williams called the public hearing on the 2002 Budget to order at 6:15 p.m.

Ms. Roose, Acting Director, provided an overview of the difficulties TRL is facing with inflation and the 1% cap in property tax collections mandated by Initiative 747. For the past two years, TRL has been aggressively implementing cost cuts in both administration and public services. See "Cost Savings and Efficiencies in Response to Budget Limitations" attached to the original of these minutes. Proposed budget reductions for 2002 total \$245,300. See "Budget Reductions FY 2002" attached to the original of these minutes.

Mr. Wuerth, Business Manager, briefly reviewed the 2002 Preliminary Budget which he presented at the Board's Budget Workshop on November 15. Due to Initiative 747, TRL will need to lower its levy rate from 50 cents to 49.33 cents. Figures from the Department of Revenue indicate that from 2002-2007, TRL's revenue loss under I-747 will be \$5.1 million. Operating expenditures will increase only 0.8% in 2002 over 2001.

Mr. Wessells, Regional Library Manager, Coastal Region, provided an historical background of the budget and reductions that had to be made due to declining revenues.

Ms. Anderson, Regional Library Manager, South Sound Region, said last year the Board hired an efficiency consultant to examine how TRL does business and find areas where cost savings could be made. The consultant did an intensive examination of TRL's operations and made recommendations for savings of only about \$30,000. TRL has implemented as many of the recommendations as possible as well as other efficiencies. One of the major savings proposed in the 2002 budget is cutting back on substitute use. Since the large libraries have larger staffs to cover absences, it is proposed that hours in the six large libraries be reduced by four per week which will reduce substitute use by 4.4 FTEs. Surveys are being conducted in those six libraries to determine which hours patrons would prefer we close. Hourly door counts are being conducted and we are looking at checkout statistics on an hourly basis.

Ms. Williams opened the hearing to public comments. Mr. Burri urged that the library continue to support the TRL Foundation. It is critical with a fundraising foundation to keep the momentum year to year. He is ambivalent about closing hours but it seems appropriate if necessary. Ms. McCabe said it would be better to close hours in the mornings rather than in the evenings. Ms. Anderson responded that staff will attempt to cut hours that will have the least impact on the public. As much as possible, the hours will be coordinated with libraries nearby. Ms. McCabe asked about the percentage of staff with

librarian degrees vs. staff without degrees that work directly with the public. Having librarians on staff that can guide the patrons is what she considers the key to a good library. She is concerned that TRL is moving in the direction of having fewer librarians on staff. Ms. Roose said that TRL is actually hiring librarians, both in reference services and as building heads in the small libraries as these positions become available. In 2002 we are also providing more training to staff, both librarians and non-librarians, to provide the kind of guidance that Ms. McCabe is referring to.

Mr. Mah said he has already stated his concerns with the budget process. He understands that closing hours in the six largest libraries will produce the most savings, but it will also impact the largest number of patrons. He is also concerned that three out of six of these libraries are in Thurston County. He would prefer a more regional approach. Mr. Bragg distributed his analysis of patrons served per hour and number of patrons impacted per year, as well as an alternative plan for closing hours in libraries other than the six large libraries. He stated that his alternative plan would impact far fewer patrons than the staff proposal, by reducing by half the increase since 1997 in open hours at various libraries. A copy of his analysis is attached to the original of these minutes. Ms. Fund noted that the budget document presented at the Budget Workshop on November 15 included more of a breakdown than tonight's document.

Ms. Williams closed the public hearing at 7:00 p.m.

President Williams called the regular meeting to order at 7:10 p.m.

AGENDA ITEM
NO.

- 1 Introductions were made.
- 2 Approval of Agenda

Mr. Bragg requested that Budget be added under Unfinished Business. There were no further changes to the Agenda.

- 3 Correspondence and Public Comments

A. Public Comments

Ms. Guajardo said she is interested in TRL's budget. The people voted for an initiative to cut taxes, but they need to realize the consequences. She supports TRL's development of the budget and commended TRL on how well it managed itself under Initiative 695. Now we are seeing a lot of services suffering because of I-747.

B. Board Comments

Mr. Bragg congratulated Mr. Mah on his election to the Olympia City Council. He said Mr. Mah has been a good member on this Board and his keen mind will be missed. Ms. Fund commented on the "Dickens of a Christmas" program at Centralia. It was well received by the community with lots of activities and good newspaper coverage.

3 C. Correspondence

There was no correspondence.

4 Approval of Minutes

01-58 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF OCTOBER 24, 2001, AS DISTRIBUTED TO THE BOARD; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

01-59 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF NOVEMBER 19, 2001, AS DISTRIBUTED TO THE BOARD; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Resolution regarding use of unbudgeted timber revenues

At the October 24, 2001 Board meeting, the Policy Review Committee submitted for the Board's consideration a revision of Resolution No. 88-5 establishing a policy to use unbudgeted timber revenues to financially participate with cities in the provision of new and enlarged library facilities.

01-60 ART BLAUVELT MOVED TO APPROVE RESOLUTION NO. 01-07 ESTABLISHING A POLICY TO USE UNBUDGETED TIMBER REVENUES TO FINANCIALLY PARTICIPATE WITH CITIES IN THE PROVISION OF NEW AND ENLARGED LIBRARY FACILITIES AND SUPERSEDING RESOLUTION NO. 88-5; EDNA FUND SECONDED THE MOTION.

Mr. Bragg said he has serious reservations about this policy. It refers to using unbudgeted timber revenues which means that the capital facilities plan ends up receiving whatever is left after all other expenditures. He believes we should develop a capital budget the way we develop an operating budget. He is concerned that this policy will help finance smaller projects with lower priority and not larger projects with higher priority such as Olympia. He is concerned with the language in the resolution "availability of funds." He recommends delaying action until we find out what the capital project plan is and how it will be financed. Mr. Mah said the amendment to Resolution 88-5 is a housekeeping matter as well as an attempt to reflect the current practice, such as the lease agreement with Yelm. It was developed to give us maximum flexibility in the future and maintain the goal of using timber revenue that is left over to use for partnerships with cities rather than tying it to a specific square foot dollar amount. The revised policy sets parameters, identifies guidelines for partnerships, and allows TRL to participate in capital projects as fully as possible. Mr. Blauvelt added that the revised policy allows us to be creative and allows for greater flexibility. Ms. Meyer said the policy also continues our long-time commitment to partnerships. Ms. Fund said the paragraph which addresses criteria for administrative guidelines provides sound planning and structure. Mr. Mah said if projects come forward that do not meet the criteria in the guidelines, TRL would not participate.

- 5A ART BLAUVELT, EDNA FUND, DOUG MAH, PEGGY MEYER, PAT SHULTS, AND JANELLE WILLIAMS VOTED IN FAVOR OF THE MOTION; KEN BRAGG VOTED AGAINST THE MOTION. MOTION CARRIED.

B. Yelm Lease Agreement

At the October 24 Board meeting, the Board approved an amendment to the Annexation Agreement with the City of Yelm for the purpose of providing a new library facility in space leased from Prairie Park Holdings LCC. This lease agreement is for a period of 10 years for a maximum square footage of 8,788 at \$.60 per square foot, subject to inflationary adjustments in the 3rd and 7th years, plus a proportionate share of owner operating costs up to \$.14 per square foot. The lease agreement is still under review by the attorneys. This matter will be on the Board's December agenda for action.

C. Budget

- 01-61 KEN BRAGG MOVED THAT WE BASE THE REDUCTION OF HOURS AT LIBRARIES BASED ON THE INCREASED HOURS THAT WE HAVE HAD IN THE LAST FOUR YEARS RATHER THAN REDUCING AT THE SIX LARGE LIBRARIES; DOUG MAH SECONDED THE MOTION.

Mr. Mah said he seconded the motion in order to have discussion. He said the entire Board did not have an opportunity to look at a variety of options. Mr. Blauvelt said for years at budget time, Board members not on the Budget Committee have expressed concern with the process. He suggested we consider not having a Budget Committee and instead have the full Board meet in special meetings, beginning in August, to work on the budget. Mr. Bragg agreed.

KEN BRAGG VOTED IN FAVOR OF THE MOTION; DOUG MAH, ART BLAUVELT, PAT SHULTS, PEGGY MEYER, EDNA FUND AND JANELLE WILLIAMS VOTED AGAINST THE MOTION. MOTION DID NOT CARRY.

- 01-62 KEN BRAGG MOVED THAT TIMBERLAND REGIONAL LIBRARY CHARGE THE CITY OF MONTESANO \$25,000 FOR MAINTAINING A LIBRARY IN THAT CITY; DOUG MAH SECONDED THE MOTION.

Mr. Bragg said the Montesano building is about the same size as the proposed Yelm building. Since Yelm will be paying \$28,000 a year, he thinks it is fair that the City of Montesano pay the same as other cities. Mr. Blauvelt said the Montesano building was never a city building, but was the Grays Harbor County Library headquarters which served the unincorporated areas of the county. He is concerned with the legality of Mr. Bragg's motion.

KEN BRAGG VOTED IN FAVOR OF THE MOTION; DOUG MAH, ART BLAUVELT, PAT SHULTS, PEGGY MEYER, EDNA FUND AND JANELLE WILLIAMS VOTED AGAINST THE MOTION. MOTION DID NOT CARRY.

- 01-63 KEN BRAGG MOVED THAT THE UNION BE OFFERED A 2% COLA INSTEAD OF A 2.75% COLA IN 2001. MOTION DIED FOR LACK OF A SECOND.

5C

- 01-64 KEN BRAGG MOVED THAT WE REDUCE THE BOOK BUDGET BY 1% FROM 16% FOR A TOTAL SAVINGS OF \$23,000. MOTION DIED FOR LACK OF A SECOND.
- 01-65 KEN BRAGG MOVED TO REDUCE THE TIMBER REVENUES USED IN OPERATIONS TO 50% INSTEAD OF 52.5% REDUCING THE BUDGET \$60,500. MOTION DIED FOR LACK OF A SECOND.

Ms. Fund distributed an article from the September 2001 *American Libraries* "Librarian Salaries: Annual Increase Drops Below U.S. Average." Ms. Williams recommended that TRL obtain the full report.

6 New Business

A. Deferred Compensation Plan

The Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA) will be effective January 1, 2002. This act affects Timberland's deferred compensation plan currently offered through BenefitsCorp, a Great-West Life Company. While some of the provisions in the law are mandatory, there are optional provisions that require action by the Board to implement.

- 01-66 PAT SHULTS MOVED TO APPROVE RESOLUTION NO. 01-08 EXPANDING THE DEFERRED COMPENSATION PLAN APPROVED IN RESOLUTION 87-4; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Regional Planning Councils

Mr. Mah reported that the Thurston Regional Planning Council will host a forum tomorrow evening on growth management and how we plan for increased population. He encouraged other Board members to attend. Mr. Wessells reported that the Grays Harbor Planning Council will hold its annual meeting in early December where the budget will be reviewed. The budget proposal allows for the same relationship between TRL and the Council whereby TRL will provide library services in lieu of dues.

- B. 2001 Action Plan 3rd Quarter Progress Report
C. Internet Access Actions Progress Report

These reports were presented at the Board's October meeting and are on the agenda for comments or questions. Ms. Fund asked about the process for revising the Internet Access plan. Ms. Roose explained that the Internet Access Actions Plan was approved by the Board in July 2000 and is nearly complete. The plan comes up for review in July 2002. Ms. Fund expressed a desire to hear more updates from staff about Internet access issues and legislative discussions. Mr. Bragg asked how TRL would react if the FBI comes into the library in light of the 9/11 tragedy. Ms. Roose said we have asked our attorney for advice. Ms. Fund raised the issue of a hostile work environment related to patron Internet access. Mr. Mah suggested

7C that be referred to the Policy Review Committee for review. Ms. Williams requested the Policy Review Committee give a report to the Board at its January meeting. Mr. Bragg said there is concern about laws that are being passed related to our civil liberties. Mr. Wessells said he serves on the Intellectual Freedom Committee which will be meeting this weekend. He will pass on information he receives to the board. Ms. Fund said a couple of staff told her they do not feel comfortable talking to management about Internet issues. Ms. Williams suggested that the Human Resources staff look into this matter, perhaps checking with other library districts. Mr. Bragg mentioned that there are ways to get at the root of this problem without destroying anyone's confidentiality. Mr. Blauvelt said the Board made a policy decision regarding Internet after a great deal of deliberation. Staff can certainly disagree with the Board's decision without retribution.

D. Director

01-67 PEGGY MEYER MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 28729 THROUGH NO. 28991 FOR OCTOBER 2001 IN THE AMOUNT OF \$764,452.99; KEN BRAGG SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

01-68 ART BLAUVELT MOVED TO APPROVE VENDOR VOUCHERS NO. 66839 THROUGH NO. 67183 FOR NOVEMBER 2001 IN THE AMOUNT OF \$468,346.11; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

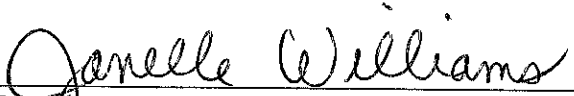
The October 2001 Revenues and Expenditures and October 2001 Statistics were presented.

8 Other


A. Policy Review Committee

The Policy Review Committee will meet on December 7.

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



President



Secretary

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