

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

December 19, 2001

MINUTES

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

BOARD MEMBER EXCUSED: Edna Fund

STAFF PRESENT: Bette Anderson; Liane Bascou; Kristin Blalack; Jimmy Burns; Susan Hanson; Tim Mallory; Art Wuerth

GUESTS PRESENT: Ian Fox; Louis Grinnell; Marie Grinnell; Helen Hepp; Ruth Longoria; Donnie Rostedt

President Williams called the annual meeting to order at 7:05 p.m.

AGENDA ITEM
NO.

1 Introductions were made.

2 Approval of Agenda

There were no changes or additions to the agenda.

3 Correspondence and Public Comments

A. Certificates of Appreciation

Certificates of Appreciation were presented for the following local library board members who have or will be completing terms on their respective boards: Bill Leth, Centralia; Tim Fuller, Chehalis; Bill Bilsland, Elma; Kristi Earley, Hoquiam; Elisabeth Kanen, Olympia; Marie Grinnell, Shelton; Louise Paull, Tenino.

B. Public Comments

There were no public comments.

C. Board Comments

Mr. Bragg asked for clarification of a statement he recalled Tina Roose made in which she indicated that if staff see patrons accessing child pornography on the Internet they will report it to the police. His understanding in preventing a hazardous work place is to not have staff observing this type of material. Ms. Anderson explained that if a patron reports to staff that someone is looking at child pornography, staff are not required to look themselves. However, if staff accidentally observes it themselves, they would report it to the police.

3 D. Correspondence

There was no correspondence.

4 Approval of Minutes

01-69 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES BUDGET WORKSHOP OF NOVEMBER 15, 2001, AS DISTRIBUTED TO THE BOARD; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

01-70 PAT SHULTS MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF NOVEMBER 28, 2001, AS DISTRIBUTED TO THE BOARD; KEN BRAGG SECONDED THE MOTION.

Mr. Bragg requested that comments he made prior to Motion #01-63, which died for lack of a second, be included in the minutes. Ms. Williams said we follow Roberts Rules of Order and discussion occurs after a motion is made and seconded. Ms. Meyer reiterated that the Board has agreed that the minutes be shorter and more germane.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. 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 LLC. This lease agreement is for a period of 10 years for a maximum square footage of 8,356 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.

01-71 DOUG MAH MOVED TO APPROVE ENTERING INTO THE LEASE AGREEMENT WITH PRAIRIE PARK HOLDINGS LLC; PAT SHULTS SECONDED THE MOTION.

Mr. Mah encouraged the Board to vote in favor of this motion, which is the next step in providing a larger and better library building in Yelm. He considers this agreement to be an excellent solution and a win-win situation for the community. Mr. Bragg said he would vote no on the motion because this agreement is a 10-year solution to a 20-year problem because of the rapidity with which Yelm is growing and sunk costs in ten years. Other board members expressed their support for the motion.

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

6 New Business

A. Contract for Tenant Improvements for Yelm Library

- 6A Advertisements were placed inviting contractors to submit bids for completing improvements to the leased space in Yelm to make it suitable for providing library service. Fourteen contractors submitted bids. The highest base bid was \$705,000 and the median base bid was \$625,320. The low base bid for the project was \$556,500 from Capital Contracting, Inc., plus bids for alternates of \$15,600, for a total of \$572,100.

- 01-72 DOUG MAH MOVED TO AWARD CONTRACT TO COMPLETE TENANT IMPROVEMENTS FOR THE YELM TIMBERLAND LIBRARY TO CAPITAL CONTRACTING, INC. TO INCLUDE THE BASE PROJECT PLUS ALTERNATE #4, A TOTAL OF \$558,100; PEGGY MEYER SECONDED THE MOTION.

Mr. Bragg noted that this bid is considerably higher than our estimate by \$137,000 or 31%. He requested an explanation. Ms. Anderson explained that the estimate is based on an earlier version of the plans for the building. Some items were not included in the estimate such as a staircase and bond. Also, some furniture and furnishings were included in Capital Contracting, Inc.'s bid. In addition, we will do a change order that will reduce the lighting design by about \$14,000. The base bid includes half of the "river" design in the floor. If we can save \$14,000 in lighting, Ms. Anderson requested that the Board also consider alternate #1 to include the full river.

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

- 01-73 ART BLAUVELT MOVED THAT IN THE EVENT THE LIBRARY IS ABLE TO SAVE MORE THAN \$4,200 ON LIGHTING FOR THE YELM LIBRARY, THAT THE DIRECTOR BE AUTHORIZED TO ACCEPT THE BID OF \$4,200 ON ALTERNATE #1 MADE BY CAPITAL CONTRACTING, INC.; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Declaration of Surplus Property

- 01-74 ART BLAUVELT MOVED TO DECLARE SURPLUS THE ITEMS INCLUDED ON THE LISTING OF SURPLUS PROPERTY, AND THAT A COPY OF THE LISTING BE ATTACHED TO THE ORIGINAL OF THE BOARD MINUTES; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Termination of 19 Pitney Bowes Long-Term Rent Agreements

On June 30, 2000, the Library entered into 27 rental agreements for Pitney Bowes postage meters (including maintenance) at each library for six years. As of December 1, 2001, there was \$134,427 outstanding on these non-cancelable rents. However, under terms and conditions for governmental entities, the agreements may be terminated on the last day of the appropriate period (December 31, 2001) if the entity's legislative body denies funding to pay the total rent payments. The loss of property tax revenue and the decline in timber revenues and the need to adopt a balanced budget requires the reduction of various library services.

- 01-75 ART BLAUVELT MOVED TO DENY THE APPROPRIATION REQUEST FOR THE RENTAL OF 19 POSTAGE METERS EFFECTIVE JANUARY 1, 2002; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 D. 2002 Budget

A public hearing on the 2002 budget was held on November 28, 2001.

01-76 ART BLAUVELT MOVED TO ADOPT RESOLUTION NO. 01-09 ESTABLISHING APPROPRIATIONS OF \$15,684,000 FOR THE GENERAL FUND AND APPROPRIATIONS OF \$19,250,000 FOR ALL FUNDS; PAT SHULTS SECONDED THE MOTION.

Mr. Wuerth explained that this budget resolution is identical to the budget presented at the Board's budget workshop and at the public hearing except for the Yelm discussion that Ms. Anderson just provided. Mr. Mah and Mr. Bragg expressed the reasons they will vote against this motion. Although there are many good things included in this budget that he supports, Mr. Mah is concerned with reduction of hours in the large libraries, three of which are in Thurston County. Mr. Bragg also disagreed with reducing hours in only the six large libraries and asserted that fewer patrons would be impacted by making reductions in other libraries as he showed in the analysis that he presented last month. Other reasons Mr. Bragg will vote against this motion are: the City of Montesano does not pay for maintenance of the Montesano Library; we should balance services and facilities by reducing timber revenue in operations to 50%; the COLA of 2.75% is too high; the amount of replacements in the resources budget is too high; TRL does not charge 10 cents per page for computer printouts. Mr. Blauvelt, Ms. Meyer and Ms. Shults expressed their support for the budget. Mr. Blauvelt said cutting hours in small libraries would not generate the savings needed. We cannot charge Montesano for maintaining a library the city does not own. This budget is consistent with the need to reduce substitute hours. Ms. Meyer said we have much leaner times ahead. She hopes we can begin working with the Staff Association early in the year to prepare staff for more painful cuts. The proportion of people voting for reductions in service is very high in the counties TRL serves. She intends to support this budget as a first step in reduced resources and reduced services. Ms. Shults said as a Board we have made a commitment to begin working early in the year to look at huge cuts we will need to make over the next several years. This budget is a proactive approach to what will be difficult decisions.

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

E. 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 XXIV Wages for 2002. The package negotiated will be voted on by the Staff Association membership.

01-77 DOUG MAH 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

- 6E BEHALF OF TIMBERLAND REGIONAL LIBRARY. ART BLAUVELT SECONDED THE MOTION.

Mr. Bragg said a 2.75% COLA is too high. Since we are in a recession, a 2% COLA is sound policy. Employees also receive a step increase in addition to the COLA. Mr. Mah said the part of the budget he does support is a balanced COLA and medical rate. We need the ability to attract and retain exceptional staff.

KEN BRAGG MOVED TO AMEND THE MOTION TO CHANGE THE COLA FROM 2.75% TO 2%. THERE WAS NO SECOND TO THE AMENDMENT.

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

- F. 2002 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, 2002.

- 01-78 PEGGY MEYER MOVED TO GRANT, EFFECTIVE JANUARY 1, 2002, A 2.75% 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 \$338.80, AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS. DOUG MAH SECONDED THE MOTION.

KEN BRAGG MOVED TO AMEND THE MOTION TO REDUCE THE COLA TO 2%. THERE WAS NO SECOND TO THE AMENDMENT.

PEGGY MEYER, DOUG MAH, ART BLAUVELT, PAT SHULTS AND JANELLE WILLIAMS VOTED IN FAVOR OF THE MOTION. KEN BRAGG VOTED AGAINST THE MOTION. MOTION CARRIED.

- G. 2002 Salary for the Library Director

On November 19, 2001, the TRL Board held an Executive Session in regard to setting the 2002 salary of the Library Director.

- 01-79 ART BLAUVELT MOVED TO GRANT, EFFECTIVE JANUARY 1, 2002, AN ANNUAL SALARY OF \$104,500 FOR THE LIBRARY DIRECTOR, PLUS THE PAYMENT BY EMPLOYER OF THE PREMIUM AMOUNT FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION TO A MAXIMUM OF \$338.80, AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS. PAT SHULTS SECONDED THE MOTION.

Mr. Blauvelt said this is about a 3.1% increase which does not keep up with the step increases that other employees of TRL receive in addition to their 2.75% COLA. Historically the Director has been falling behind in salary compared to other comparable library districts. Mr. Mah indicated he would vote against this motion. Since we are in a very public process of reducing hours, it is important to underscore the sacrifices we need to make. He thinks a cost of living increase for one year is appropriate for the Director.

6G KEN BRAGG MOVED TO AMEND THE MOTION TO LIMIT THE INCREASE TO 2.75%; DOUG MAH SECONDED THE AMENDED MOTION. DOUG MAH AND KEN BRAGG VOTED IN FAVOR OF THE AMENDED MOTION. ART BLAUVELT, PAT SHULTS, PEGGY MEYER AND JANELLE WILLIAMS VOTED AGAINST THE AMENDED MOTION. AMENDED MOTION DID NOT CARRY.

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

H. Adoption of Meeting Schedule for 2002

The recommended meeting schedule for 2002 is:

Jan. 23	Service Center	July 24	Mountain View
Feb. 27	Tumwater	Aug. 28	Elma
Mar. 27	Oakville	Sept. 25	Winlock
Apr. 24	North Mason	Oct. 23	Yelm
May 22	Westport	Nov. 20 (3 rd Wed.)	Service Center
June 26	Naselle	Dec. 18 (3 rd Wed.) (Annual Meeting)	Service Center

01-80 ART BLAUVELT MOVED TO ADOPT THE RECOMMENDED 2002 MEETING SCHEDULE OF THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

I. Election of Officers for 2002

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

01-81 PEGGY MEYER MOVED TO ELECT ART BLAUVELT AS TRL BOARD PRESIDENT FOR 2002; KEN BRAGG SECONDED THE MOTION. PEGGY MEYER, KEN BRAGG, DOUG MAH, PAT SHULTS AND JANELLE WILLIAMS VOTED IN FAVOR OF THE MOTION; ART BLAUVELT ABSTAINED. MOTION CARRIED.

01-82 PEGGY MEYER MOVED TO ELECT PAT SHULTS AS TRL BOARD VICE-PRESIDENT FOR 2002; ART BLAUVELT SECONDED THE MOTION. PEGGY MEYER, ART BLAUVELT, KEN BRAGG, DOUG MAH AND JANELLE WILLIAMS VOTED IN FAVOR OF THE MOTION; PAT SHULTS ABSTAINED. MOTION CARRIED.

7 Reports

A. Regional Planning Councils

Mr. Mah said TRPC has sent a billing to TRL for its 2002 dues, which are about the same as in 2001. TRPC is continuing to review dues for junior taxing districts and in 2002 is proposing that junior taxing districts pay half of the dues with the possibility of lowering the dues the second half of the year. He will be providing a copy of TRPC's work plan to the Director for her to share with the rest of the Board.

7 B. Director

- 01-83 ART BLAUVELT MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 28992 THROUGH NO. 29252 FOR NOVEMBER 2001 IN THE AMOUNT OF \$778,333.65; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 01-84 ART BLAUVELT MOVED TO APPROVE VENDOR VOUCHERS NO. 67184 THROUGH NO. 67456 FOR DECEMBER 2001 IN THE AMOUNT OF \$416,944.75; DOUG MAH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The November 2001 Revenues and Expenditures report and November 2001 Statistics were presented. Mr. Wuerth said the Board will need to meet in a special meeting in January to set the levy rate.

There was no further business and the meeting adjourned at 8:40 p.m.



President



Secretary

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES ANNUAL MEETING
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