

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

December 18, 2002

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

December 18, 2002

MINUTES

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

BOARD MEMBER EXCUSED: Gene Weaver

STAFF PRESENT: Bette Anderson; Liane Bascou; Jinny Burns; Judy Covell; Gwen Culp; Susan Hanson; Corene Jones-Litteer; Thelma Kruse; Sandra Sebbas; Liz Stroup; Jena Thrasher; Art Wuerth

GUESTS PRESENT: Michael Green; Janis Moore; Janet Strong

President Blauvelt called the meeting to order at 7:04 p.m.

1 Introductions were made.

2 Approval of Agenda

Mr. Blauvelt requested adding a housekeeping item as Agenda Item 5A regarding Resolution No. 02-08 passed by the Board at its November meeting.

3 Correspondence and Public Comments

A. Public Comments

Ms. Strong said she wanted to respond to Mr. Bragg's suggestion to combine small libraries in rural areas, for example instead of two libraries in McCleary and Elma, which are 10 miles apart, have one library in Elma. The McCleary Library is heavily used by people of all ages and it would be difficult for many to travel to Elma for library service. Ms. Strong praised the two employees who work at the McCleary Library and said they are highly thought of by McCleary residents. She said Andrew Carnegie built libraries throughout the country so that the common people could be on the same literate plane as people who lived in cities. We are seeing a movement in this country of the rich getting richer and the poor getting fewer resources and getting further behind. It is very important to keep these rural libraries available even if they do cost more money. Library service is very important to rural areas and is the heart of these small towns. The ability to access literary resources is extremely important to everyone's welfare and education.

Ms. Moore said when she first became a member of the McCleary Library Board four years ago, they had difficulties getting a quorum for meetings. They now have a full board and they meet regularly. A lot has happened in McCleary the past four years, including planning for a new library. She found an article published in March 1988 with a picture of Janet Strong who received a commemorative plaque for keeping the McCleary Library open with volunteers when TRL closed it in 1986. McCleary does not have many places for people to go to so the library is an important part of the community. A lot of government agencies and libraries in particular are having financial difficulties and are still trying to offer the best service possible. Grays Harbor County has a low poverty level. Someone who lives in Olympia may not think

- 3A it is a big deal to travel 10 miles for library service, but for those with a low income and for kids who do not drive, a round trip on a bus is expensive. Ms. Moore said she hopes when the Board deliberates on the budget that they will give the small libraries an extra boost. The library is important for rural communities because it helps people improve their lives.

Mr. Green seconded Ms. Strong's and Ms. Moore's comments. He said the divide between those who have and those who have not is deepening. He said we have little infrastructure in rural areas. He has deep feelings about taking away from those who have little in order to save money. He attended a rural development conference and rural areas are realizing that we have to band together or rural life in America will disappear. Larger areas have a plethora of resources and advantages. In terms of social justice and equity, those should be the areas that are scaled back rather than the rural areas.

#### B. Board Comments

Ms. Fund mentioned the successful Peter Rabbit program at the Chehalis Library followed by a Santa Claus parade. She said this was a nice community activity in Chehalis.

Mr. Bragg asked if a banister has been replaced at the Packwood Library and Ms. Jones-Litteer responded that it has. Mr. Bragg said he has noticed that one of the documents being used to get parents to select an Internet access choice for their children says that parents can indicate their choice by telephone. He thinks that we should have a signature on record in the event a child gets in trouble in a chat room. Ms. Kruse said we are trying to make this process as efficient as possible. Mr. Blauvelt recommended that Ms. Kruse check with TRL's attorney regarding this matter.

In response to the public comments, Mr. Bragg said there is no doubt that TRL has achieved a lot in providing library services to rural areas and that should continue. The issue of how we spend money vs. providing libraries that are close together is something that should be debated so we can see what the disadvantages would be of combining libraries close together and what services we need to give up in order to maintain libraries close together. He said this is not an issue of rural vs. urban. In 20 years we will have a 50% increase in population and we need to plan for that. TRL does not have a 20-year program so we really don't know what the alternatives are. He said we came up with a standard that most patrons should not have to travel more than 20 minutes to reach library service but we have not carried this out. He is trying to bring attention to the need for a long-range program.

#### C. Correspondence

Mr. Blauvelt read the December 2, 2002 letter to the TRL Board from Thelma Kruse announcing her retirement from TRL:

"I will have served as Director of Timberland for ten years this coming May. After much personal deliberation, I have decided that my TRL anniversary date in May will be the appropriate time for me to retire.

"We have faced a variety of challenges; developed creative solutions to problems; invited public input on controversial issues and have focused always on maintaining the excellence of our library services. One of our greatest assets is our talented, resourceful staff. I have the highest respect for their knowledge, work ethics and commitment to service.

- 3C “Working with such a dedicated, high-principled Board has been an energizing and rewarding experience as well. Your encouragement and support have meant a great deal to me.

“As I look back over our accomplishments of the past decade, I feel fortunate and proud to be part of Timberland. I am looking forward in the future to working for Timberland in another capacity, perhaps helping in the Foundation with aspects of the Comprehensive Campaign.”

Mr. Blauvelt said that Ms. Kruse will be missed and he expressed appreciation for all she has done for TRL. He said TRL will honor her when we get closer to her retirement date.

4 Approval of Minutes

- 02-78 EDNA FUND MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF NOVEMBER 20, 2002, AS DISTRIBUTED TO THE BOARD; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 02-79 PEGGY MEYER MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF DECEMBER 2, 2002, AS DISTRIBUTED TO THE BOARD; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Resolution No. 02-08

At the November 20, 2002 meeting, the Board adopted Resolution No. 02-08 authorizing reimbursement for reasonable and necessary travel expenses, but the resolution title left out the language that the resolution superseded and replaced Resolution No. 94-04. Mr. Blauvelt requested as a housekeeping matter a motion to authorize the Executive Secretary to insert the words “superseding and replacing Resolution No. 94-04.”

- 02-80 PAT SHULTS MOVED TO AUTHORIZE THE EXECUTIVE SECRETARY TO INSERT THE WORDS “SUPERSEDING AND REPLACING RESOLUTION NO. 94-04” IN THE TITLE OF THE RESOLUTION; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 New Business

A. 2003 Budget

A public hearing on the 2003 budget was held on November 20, 2002.

- 02-81 JANELLE WILLIAMS MOVED TO ADOPT RESOLUTION NO. 02-09 ESTABLISHING APPROPRIATIONS OF \$15,920,000 FOR THE GENERAL FUND AND APPROPRIATIONS OF \$17,680,000 FOR ALL FUNDS; PEGGY MEYER SECONDED THE MOTION.

Ms. Kruse said that the 2003 budget presented for the Board’s approval will maintain current levels of open hours, maintain the collection at the same percentage, and provide the same level of services as we have had in 2002. We have absorbed cuts primarily by cutting the

- 6A substitute budget. Mr. Wuerth reviewed the changes from the preliminary budget that was presented to the Board on November 20. The changes are the result of either new information or reappropriation of expenditures that were authorized in 2002 but cannot be spent until 2003 (i.e. courier van). Mr. Wuerth is still waiting for four counties to certify their values.

Ms. Fund questioned the order of the agenda items. She said the Board is requested to adopt the budget and then other items that affect the budget come after the budget adoption. Mr. Wuerth explained that we determine how much revenue we think will be available and we ask the Board to give staff the authority to spend that amount of money. It is true that passing the budget first is presupposing that these other items will pass. Mr. Blauvelt added that the Board still has the authority to move money from one category to another as long as we stay within the total budget amount.

Mr. Bragg said that last year the staff provided a list of reductions from the previous year. He asked if this information is available this year. Ms. Kruse said that the budget document shows the difference between 2002 and 2003. As previously stated, the major reduction is in substitute hours. We have already made savings in this year's budget that carry over into the 2003 budget.

KEN BRAGG MOVED TO AMEND THE MOTION TO INCLUDE UP TO \$3,500 IN THE 2003 OPERATING BUDGET FOR PRODUCING AND SPONSORING TCTV COVERAGE OF BOARD MEETINGS; EDNA FUND SECONDED THE AMENDMENT.

Mr. Bragg said that the estimate the Board received for this cost was somewhat higher but he thinks \$3,500 would be sufficient. The tape could be shown in Thurston and Lewis Counties, which contains 65% of the population of the district. Tapes could be available in the 27 branches for patrons and staff. He mentioned that added support for the program came from comments made by Carolyn Dobbs, a former TRL Board member, at the November meeting. Production by TCTV would improve the quality of the tape and provide better viewing times. Mr. Bragg said this money could come from the savings as a result of switching to an associate membership in Thurston Regional Planning Council. Ms. Fund said that people in Lewis County have indicated they would like to have these meetings televised. Going through TCTV would also provide for timelier viewing. Ms. Shults said that this matter has been brought up several times in the past several months and she still does not see a compelling enough argument to spend this money if all of the people in the district would not have access to it. She cannot see spending money for televising meetings as a positive move for Pacific County, especially since she notes that Mr. Bragg intends to make a motion to close the South Bend Library. Ms. Meyer said this move would not benefit Mason County. She is not opposed to TV coverage of Board meetings, but she does not see it has a high priority.

KEN BRAGG AND EDNA FUND VOTED IN FAVOR OF THE AMENDMENT. JANELLE WILLIAMS, PEGGY MEYER, PAT SHULTS AND ART BLAUVELT VOTED AGAINST THE AMENDMENT. AMENDMENT TO THE MOTION DID NOT PASS.

KEN BRAGG MOVED TO AMEND THE MOTION TO RESTORE OPEN HOURS REDUCED IN 2002 TO SAVE \$120,000 AT THE SIX LARGEST BRANCHES OR REDUCE HOURS TO SAVE \$120,000 AT BRANCHES WHOSE HOURS WERE INCREASED AN AVERAGE OF 19% BETWEEN 1997 AND 2001. RESTORATION OF OPEN HOURS TO BE FINANCED BY CUTS TO BE SUGGESTED IN OTHER

6A PARTS OF THE OPERATING BUDGET. ANY SAVINGS FROM CUTS IN OPEN HOURS TO BE TRANSFERRED TO THE BUILDING FUND. EDNA FUND SECONDED THE AMENDMENT.

Mr. Bragg said that reduction of hours in the six largest libraries last year impacted 61,000 patrons in Thurston County and 41,000 patrons in the other four counties. He said the Director has said that the first basis for recommending changes in open hours is use patterns. The reduction in hours in 2002 was made where the use is the greatest. Ms. Kruse explained that the increase in hours since 1997 was done in order to provide patrons with Saturday and evening hours and be open to a larger number of people in the communities. She said she has not said that the first basis for changes in hours is use patterns, although it is one of the many things we look at. Ms Anderson added that patrons were surveyed for their preference of hours before the cuts were made. The hours were also coordinated with neighboring libraries. Although some patrons have been disappointed with the cuts, they have been understanding of the need for the cuts and have appreciated the opportunity to provide input.

KEN BRAGG VOTED IN FAVOR OF THE AMENDMENT. JANELLE WILLIAMS, EDNA FUND, PEGGY MEYER, PAT SHULTS AND ART BLAUVELT VOTED AGAINST THE AMENDMENT. AMENDMENT TO THE MOTION DID NOT PASS.

KEN BRAGG MOVED TO AMEND THE MOTION SO THAT FUNDING FOR EXPIRED GRANTS BE PROVIDED FROM OUTSIDE REVENUE SOURCES SUCH AS FRIENDS GROUPS OR THE FOUNDATION; EDNA FUND SECONDED THE AMENDMENT.

Mr. Bragg said that when TRL receives grants that last a specific period of time, we then have the problem of financing them because we want to keep the service. He said TRL should establish a policy that all grants when they expire not be continued by tapping regular TRL revenues. For example TRL received 62 PCs from the Gates Foundation. TRL's budget provides for replacement of PCs every four years. There is also a wide variation among the branches in the number of PCs available compared with the number of patrons. He said we should standardize the allocation of computers. Ms. Kruse said TRL applied for the Gates grant because computers are an essential part of our service. Therefore, replacement costs are included in the budget. We have received other grants that we may or may not be able to continue. It depends on the service and how much the service is needed. In her opinion, we should not have a blanket policy on grants but rather the decisions should be based on our needs. Mr. Blauvelt added that the PCs received from the Gates Grant are becoming express checkout machines, which is a savings to TRL. He said TRL should continue looking for these opportunities and be creative in our acceptance of them.

KEN BRAGG VOTED IN FAVOR OF THE AMENDMENT. JANELLE WILLIAMS, EDNA FUND, PEGGY MEYER, PAT SHULTS AND ART BLAUVELT VOTED AGAINST THE AMENDMENT. AMENDMENT TO THE MOTION DID NOT PASS.

KEN BRAGG MOVED TO AMEND THE MOTION TO DIRECT THE STAFF TO OFFER SOUTH BEND THE ALTERNATIVE OF CLOSING THEIR LIBRARY AND RECEIVE SERVICE AT RAYMOND PROVIDED SOUTH BEND CONTINUE TO CONTRACT OR BE ANNEXED TO TIMBERLAND. THE OPEN HOURS AT RAYMOND TO BE INCREASED FROM 32 TO BETWEEN 43 AND 54 HOURS; EDNA FUND SECONDED THE AMENDMENT.

- 6A Mr. Bragg understands the city has financial problems and is having difficulties continuing its contract with TRL and this motion will ensure that library service continue for South Bend residents. If the South Bend Library is closed, the city could either contract or annex but would not have to maintain the building. Use of PCs could be increased significantly by having one library in Raymond, which is four miles away from South Bend. Ms. Shults said this motion does not address the South Bend issue. The city is more concerned with coming up with the contract fee than maintaining the building. South Bend has decided to go for annexation. If we propose to the residents of South Bend that they vote to annex to TRL and then close their library so they have to travel to Raymond to get library service, she doubts that the annexation would pass. She has attended several meetings in South Bend where the residents have requested that the city not consider closing their library.

KEN BRAGG VOTED IN FAVOR OF THE AMENDMENT. JANELLE WILLIAMS, EDNA FUND, PEGGY MEYER, PAT SHULTS AND ART BLAUVELT VOTED AGAINST THE AMENDMENT. AMENDMENT TO THE MOTION DID NOT PASS.

KEN BRAGG MOVED TO AMEND THE MOTION TO TRANSFER TO THE BUILDING FUND IN 2003 THE SAME AMOUNT AS WAS TRANSFERRED IN 2002; EDNA FUND SECONDED THE AMENDMENT.

Mr. Bragg said this amendment relates to the comments he made earlier under Board Comments. In recent years TRL has done a wonderful job of increasing its service levels. At the same time we do not have a long-range capital facilities plan. TRL has not provided cities with the same library facilities as provided in rural areas. An example is the library in Belfair, 50% of which was contributed by Thurston County. TRL has never built a library in Thurston County, but has leased space for a library in Yelm and is charging the city for that service. He said we cannot solve this problem in one year but we need to make a start. TRL is willing to give 30% out of its building fund to small cities for libraries, but not to the City of Olympia. He thinks that is a reflection of the voting imbalance on the Board where there are only two votes from Thurston County, which represents over half of the population of the district. Mr. Wuerth explained that not as much is going in the building fund in 2003 as in 2002 because timber revenues are dropping. We have no revenue to transfer to the building fund to match the 2002 transfer. He said both the building fund and automated fund have been reduced.

KEN BRAGG VOTED IN FAVOR OF THE AMENDMENT. JANELLE WILLIAMS, EDNA FUND, PEGGY MEYER, PAT SHULTS AND ART BLAUVELT VOTED AGAINST THE AMENDMENT. AMENDMENT TO THE MOTION DID NOT PASS.

KEN BRAGG MOVED TO AMEND THE MOTION TO REQUEST \$81,000 BE RETURNED TO THE BUILDING FUND, ADVANCED FOR CAPITAL CAMPAIGN MANAGEMENT IN 2002; EDNA FUND SECONDED THE AMENDMENT.

Mr. Bragg said it is his understanding after the discussion at last month's meeting that there is an intent to request the Foundation to return these funds to the building fund. Ms. Williams said that the capital campaign is not part of the Foundation and the Foundation has not provided the \$81,000. Ms. Kruse said her recollection is that the question was if the comprehensive campaign would recover the cost of the campaign and the answer was that is certainly the intent. Mr. Bragg said we are using building fund money to finance raising money for operating programs and he thinks it should be returned to the building fund. Ms. Kruse said the main focus of the comprehensive campaign consultant is for building campaigns, but the campaign has been broadened to include fundraising for other things. Ms.



- 6A Williams pointed out that the standard for administrative costs in a campaign such as this is 20% to 25% and we have to include the operating expenses because it costs money to raise money. She said the \$81,000 was taken from the building fund because we had four building campaigns. She considers this money well spent.

KEN BRAGG VOTED IN FAVOR OF THE AMENDMENT. JANELLE WILLIAMS, EDNA FUND, PEGGY MEYER, PAT SHULTS AND ART BLAUVELT VOTED AGAINST THE AMENDMENT. AMENDMENT TO THE MOTION DID NOT PASS.

KEN BRAGG MOVED TO AMEND THE MOTION TO LEAVE THE \$72,500 BUDGETED IN 2003 FOR CAPITAL CAMPAIGN MANAGEMENT IN THE BUILDING FUND. MOTION DIED FOR LACK OF A SECOND.

KEN BRAGG MOVED TO AMEND THE MOTION TO FINANCE \$18,000 FROM THE GENERAL FUND INSTEAD OF THE BUILDING FUND OUT OF THE \$72,500 BUDGETED FOR THE CAPITAL CAMPAIGN IN 2003, SINCE AT LEAST 25% OF THE FUNDS TO BE RAISED ARE FOR OPERATING RATHER THAN CAPITAL PROGRAMS; EDNA FUND SECONDED THE AMENDMENT.

Mr. Bragg said this amendment will ensure that at least the amount being raised for operating expenses will not come out of the building fund but instead will come out of the operating budget. Ms. Williams clarified that the operating funds referred to are for Foundation operating funds, not TRL operating funds. Mr. Bragg said he is referring to programs such as the Mother Goose program. Ms. Williams said those funds come to the Foundation, which it turns over to TRL. Ms. Kruse added that if the Mother Goose program is not funded by the Foundation, TRL would not be able to continue it.

KEN BRAGG VOTED IN FAVOR OF THE AMENDMENT. JANELLE WILLIAMS, EDNA FUND, PEGGY MEYER, PAT SHULTS AND ART BLAUVELT VOTED AGAINST THE AMENDMENT. AMENDMENT TO THE MOTION DID NOT PASS.

The vote on the main motion is as follows:

JANELLE WILLIAMS, EDNA FUND, PEGGY MEYER, PAT SHULTS AND ART BLAUVELT VOTED IN FAVOR OF MOTION NO. 02-81; KEN BRAGG VOTED AGAINST THE MOTION. MOTION CARRIED.

A copy of the 2003 Budget is attached to the original of these minutes.

The meeting recessed at 8:45 p.m. and reconvened at 9:00 p.m.

6 New Business

- B. 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 2003. The package negotiated will be voted on by the Staff Association membership.

6B  
02-82

PAT SHULTS 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. PEGGY MEYER SECONDED THE MOTION.

KEN BRAGG AMENDED THE MOTION THAT A COLA OF 1.5% WILL BE PROVIDED FOR 2003; EDNA FUND SECONDED THE AMENDMENT.

Ms. Fund asked if we can consider 1.5% since we have a signed tentative agreement with the Staff Association for a 2% COLA. Mr. Blauvelt said the Board determines salaries, but this motion would put the Board and the negotiating team in an awkward position. Ms. Kruse added that the negotiating team was following the direction of the Board. Mr. Bragg said there is a problem with the State of Washington providing COLAs. He said the inflation for the 12-month period ending August 2002 and the COLA for Minimum Wage effective January 2003 is 1.6%, which is 41% less than the 2.7% in 2002. The Social Security COLA for 2003 is 1.4%. This motion would reduce the staff recommended budget by up to \$50,000 in the first year and compounded over a ten year period would amount to \$817,872, not counting added retirement benefits and step increases. Mr. Blauvelt said we have great people working for TRL and 2% is all we can offer at this time, which he is in support of. He is not in favor of diminishing the amount we authorized for the negotiating team. Ms. Meyer added that we are not being as generous as other library districts in the state. Ms. Fund said she does not look at COLAs as being dependent on having good staff. She is looking at the salary package and she would like to do something about the medical issue of not covering spouses and children.

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

KEN BRAGG AMENDED THE MOTION THAT TIMBERLAND IN 2003 WILL PAY 95% OF WCIP NEW STANDARD PPO (\$394.56/MO), WASHINGTON DENTAL SERVICE (\$38.86/MO) AND VISION SERVICE PLAN (\$8.46); EDNA FUND SECONDED THE AMENDMENT.

Mr. Bragg said the percentage of benefits in relationship to salaries and wages is increasing at an alarming rate (19% in 2001, 21.7% in 2002, and 23.2% in 2003). TRL now pays 100% of the WCIP new standard PPO, dental plan and vision plan. TRL does not pay health insurance premiums for family members, but for a full-time staff person the cost of covering 100% of all health and life insurance benefits will increase from \$4,712 in 2002 to \$5,656 in 2003. His amendment to the motion would reduce the 2003 amount by \$278 and would require full time staff to pay \$23.16 per month. He said TRL's budget cannot sustain a 20% increase per year in personnel benefits without cuts in personnel, which would reduce our service levels. He said it is time that employees share in the cost of medical benefits. Ms. Anderson pointed out

- 6B that staff are already paying more out of pocket because co-pays increased in 2002. Ms. Meyer recalled that the Board wanted to attempt to cover the increased cost of health benefits for staff even though the premiums are higher. She said it is certainly desirable, but not practical, for TRL to offer family coverage.

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

The vote on the main motion is as follows:

JANELLE WILLIAMS, EDNA FUND, PEGGY MEYER, PAT SHULTS AND ART BLAUVELT VOTED IN FAVOR OF MOTION NO. 02-82; KEN BRAGG VOTED AGAINST THE MOTION. MOTION CARRIED.

- C. 2003 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, 2003.

- 02-83 PEGGY MEYER MOVED TO GRANT, EFFECTIVE JANUARY 1, 2003, 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 \$415.33, AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS A CONTINUATION OF EXISTING BENEFITS. JANELLE WILLIAMS SECONDED THE MOTION.

In response to Ms. Fund, it has been TRL's history to grant the same salary increase and benefits to staff not represented by the Staff Association as to staff who are represented by the Staff Association.

MOTION CARRIED UNANIMOUSLY.

- D. 2003 Salary for the Library Director

Mr. Blauvelt relinquished the chair to Vice-President Pat Shults for the purpose of making the following motion:

- 02-84 ART BLAUVELT MOVED THAT THE BOARD HAS BEEN ADVISED OF THE DESIRE OF THELMA KRUSE TO RETIRE EFFECTIVE MAY OF 2003; THAT THE BOARD GRANT A MONTHLY SALARY TO THELMA KRUSE AS EXECUTIVE DIRECTOR OF \$9,708.33 FOR THE MONTHS OF JANUARY 2003 THROUGH MAY 2003, PLUS THE PAYMENT BY EMPLOYER OF THE PREMIUM AMOUNT FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION TO A MAXIMUM OF \$415.33, AND THE PREMIUM AMOUNTS FOR DENTAL, VISION, LIFE INSURANCE, AND LONG TERM DISABILITY, PLUS CONTINUATION OF EXISTING BENEFITS; THAT ANY EMPLOYEE BENEFITS FOR ACCRUED LEAVE OR BENEFITS AT THE END OF MAY 2003 SHALL BE PAID ON A PRO-

6D RATA BASIS BASED ON THE ABOVE MONTHLY SALARY. KEN BRAGG  
SECONDED THE MOTION.

Ms. Fund noted that this motion is different than what was discussed by the Board. She is concerned that we will be recruiting for a new director and looking at the previous Director's salary. Mr. Blauvelt said that TRL's attorney has advised that the Board cannot handle the matter the way they discussed because it would have had long-term implications for TRL. This motion does not establish an annual salary but rather a monthly salary for a five-month period and it accomplishes what the Board wants to do in an appropriate manner. Considering the headlines regarding the cuts Governor Locke is proposing, Ms. Fund said it makes her uncomfortable raising the Director's salary by \$1,000 per month. She said she is not saying that Ms. Kruse is not worthy of this increase or has not done an outstanding job.

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

E. Declaration of Surplus Property

Occasionally the library district declares equipment and supplies to be surplus. These items are then offered for sale to the general public.

02-85 EDNA FUND MOVED TO DECLARE SURPLUS 3 XEROX #5042 COIN-  
OPERATED PHOTOCOPIERS FROM THE ELMA, OLYMPIA AND LACEY  
LIBRARIES; PAT SHULTS SECONDED THE MOTION. MOTION CARRIED  
UNANIMOUSLY.

F. Adoption of Meeting Schedule for 2003

Each December the Board adopts a meeting schedule for the following year. The recommended meeting schedule for 2003 is:

Jan. 22	Lacey	July 23	Hoquiam
Feb. 26	Service Center	Aug. 27	Ocean Park
Mar. 26	Montesano	Sept. 24	Chehalis
Apr. 23	Service Center	Oct. 22	McCleary
May 28	Mountain View	Nov. 19 (3 <sup>rd</sup> Wed.)	Service Center
June 18 (3 <sup>rd</sup> Wed.)	Hoodsport	Dec. 17 (3 <sup>rd</sup> Wed.) (Annual Meeting)	Service Center

02-86 EDNA FUND MOVED TO ADOPT THE RECOMMENDED 2003 MEETING  
SCHEDULE OF THE TIMBERLAND REGIONAL LIBRARY BOARD OF  
TRUSTEES; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED  
UNANIMOUSLY.

G. Election of Officers for 2003

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

02-87 KEN BRAGG MOVED TO ELECT PAT SHULTS AS TRL BOARD PRESIDENT  
FOR 2003.

6G Ms. Shults said that given her newness on the Board, the decision by Ms. Kruse to retire next year and the process of hiring a new Director, she would like to decline and recommend that Mr. Blauvelt retain the Board presidency in 2003.

02-88 PEGGY MEYER MOVED TO ELECT ART BLAUVELT AS TRL BOARD PRESIDENT FOR 2003. MOTION CARRIED UNANIMOUSLY.

02-89 PEGGY MEYER MOVED TO ELECT PAT SHULTS AS TRL BOARD VICE-PRESIDENT FOR 2003. MOTION CARRIED UNANIMOUSLY.

#### H. Director Search

Library Director Thelma Kruse announced her retirement, effective May 2, 2003, to the TRL Board at its special meeting on December 2, 2002. The TRL Board plans to meet in a special meeting on January 9, 2003 to discuss the Director search process.

#### 7 Reports

##### A. Regional Planning Councils

Mr. Bragg said the Thurston Regional Planning Council has a publication *The Profile* that contains statistics about Thurston County. The publication contains comparisons with other counties in Southwest Washington except Pacific County. He has mentioned this to TRPC and hopes the next publication will include Pacific County so that the data will correspond with the district. The Washington Chapter of the American Planning Association published a livable Washington statement that featured the group that studied the Washington state tax structure. State and local officials, business people and planners are encouraged to participate fully in tax reform. He thinks the library may have a role in getting this information out. TRPC recognizes there isn't as much money available so they are focusing on projects in the legislature that will give more flexibility to local governments.

Ms. Kruse reported that the Grays Harbor Council of Government has awarded TRL for excellence of service. This award has to do with the project TRL did for them organizing and cataloging their collection. We did this in exchange for the fee to belong to the organization.

Ms. Anderson reported that the Pacific Council of Government's meeting this afternoon was devoted almost entirely to passing their 2003 budget. They have submitted a bill to TRL for annual dues in 2003 of \$1,500.

##### B. November Read-Aloud

The 12/12/02 written report from Ellen Duffy was submitted. Sign-ups are higher in 2002 than in 2001 indicating a well-used, successful program. Ms. Hanson said TRL has received a great deal of media attention due to this program. The artwork was done in-house and Ms. Hanson's department will submit it for an ALA award. Ms. Fund highlighted Centralia Library's attendance figures, which reflect the success of the Clifford program.

7 C. Director

02-90 EDNA FUND MOVED TO APPROVE PAYROLL AND PAYROLL RELATED VOUCHERS NO. 32266 THROUGH NO. 32487 FOR NOVEMBER 2002 IN THE AMOUNT OF \$798,348.82; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

02-91 JANELLE WILLIAMS MOVED TO APPROVE VENDOR VOUCHERS NO. 70894 THROUGH NO. 71134 FOR DECEMBER 2002 IN THE AMOUNT OF \$403,488.91; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The 2003 Budget Priorities/Performance Measures document was presented. Ms. Kruse requested the Board review the document and let her know of their comments. Ms. Kruse referred to a mock-up of a Comprehensive Campaign Case Statement. The case statement will be part of the presentation of the comprehensive campaign. The November 2002 Revenues and Expenditures report was presented. Mr. Wuerth anticipates that receipts will be in excess of what we estimated and said expenditures are substantially below budget. The November 2002 Statistics were presented. Ms. Fund noted that 50% of the holds placed were placed from remote sites.

8 Other

A. Levy Rate

Mr. Wuerth said the Board has set the budget. However, the Board still needs to certify the levy. He is waiting for final numbers. Mr. Wuerth will request the Board certify the levy and set the levy rate at its special meeting on January 9, 2003.

B. Mock Caldecott

Ms. Anderson referred to the display of the mock Caldecott awards that TRL staff chose at a recent workshop.

C. Director's Evaluation

Mr. Blauvelt requested Board members comment on his draft of the Director's evaluation by January 15. He will have it finalized by the Board's January meeting.

There was no further business and the meeting adjourned at 9:50 p.m.

  
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President

  
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Secretary