

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

January 9, 2003

MINUTES

BOARD MEMBERS PRESENT: Art Blauvelt, President, Peggy Meyer, Pat Shults, Gene Weaver, and Janelle Williams; Edna Fund (via teleconference)

STAFF PRESENT: Liane Bascou; Judy Covell; Gwen Culp; Christine Peck; Tina Roose; Jena Thrasher; Carole Watson; Art Wuerth

GUESTS PRESENT: Ken Bragg; Brian Mittge; Marsha Woods

Vice-President Shults called the special meeting to order at 6:12 p.m.

AGENDA ITEM
NO.

- 1 (1) Increasing the 2002 regular levy from what was levied the previous year AND (2) the certification of 2002 tax levy for 2003 collection

The levy and levy rate for the 2003 property tax collection was not set during the last board meeting of December 18, 2002 because assessed value information was not available. At the Board of Trustees Annual Meeting of December 18, 2002, Resolution No. 02-09 adopted the 2003 budget. Estimates of assessed valuations are now available at this time and a levy for the intercounty rural library district can be determined at this time.

The "limit factor" for taxing districts above 10,000 population is 100% plus inflation (measured by statute as the annual change in September's Implicit Price Deflator) not to exceed 101%. The annual increase in the September 2002 Implicit Price Deflator was 1.16%. Based on estimates of assessed valuation from the five counties within the TRL system, the increase in the highest regular tax which could have been lawfully levied beginning with the 1985 levy, other than that resulting from the addition of new construction and improvement of property and any increase in the value of state-assessed property is 1.00%.

(1) A taxing district that collects regular levies must hold a public hearing on revenue sources for the district's following year's general fund budget. TRL held this public hearing on November 20, 2002. No increase in property tax revenue, other than that resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, may be authorized by a taxing district, except by adoption of a separate ordinance or resolution, pursuant to notice, specifically authorizing the increase in terms of dollars and percentage. Based on this calculation, the increase would be \$118,235 and 1.00%.

(2) Based on estimates of assessed valuation from the five counties within the TRL system, TRL's estimated assessed valuation for 2002 taxes is \$25,526,249,728. In comparison the 2001 assessed valuation was \$23,952,431,334. The levy to be certified to the Boards of

- 1 County Commissioners within the TRL district in 2002 for 2003 collection is \$12,280,000. The levy rate will be ministerially calculated later when the official final assessed valuations are received from the five County Assessors within TRL's district.

03-01 PEGGY MEYER MOVED TO ADOPT RESOLUTION NO. 03-01 INCREASING THE REGULAR LEVY FROM WHAT WAS LEVIED THE PREVIOUS YEAR FOR THE 2002 REGULAR TAX LEVY FOR 2003 COLLECTION; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

03-02 PEGGY MEYER MOVED TO ADOPT RESOLUTION NO. 03-02 CERTIFYING THE TAX LEVY AMOUNT AND POPULATION FOR THE 2002 REGULAR TAX LEVY FOR 2003 COLLECTION; JANELLE WILLIAMS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 2 Non-Resident Borrower Fee for 2003

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 2002 has been \$68. 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.

03-03 JANELLE WILLIAMS MOVED TO ESTABLISH THE NON-RESIDENT BORROWER FEE FOR 2003 BASED ON THE USUAL FORMULA, AT \$69 PER YEAR EFFECTIVE JANUARY 9, 2003, AND TO CONTINUE 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; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Wuertth explained that the levy passed is based on estimated values. We are still waiting for certified values from one county. The Board will need to meet in another special meeting to set the levy rate. He hopes to schedule the meeting early next week.

Mr. Blauvelt arrived at 6:24 p.m. and took over as chair of the meeting

- 3 Library Director Search

Library Director Thelma Kruse has announced her retirement effective May 2003.

Prior to this meeting, the Board received several documents for review, including the process used when Ms. Kruse was hired. Ms. Williams, who was not on the TRL Board at the time but was on the Search Committee, commented that the process was handled slowly and cautiously and took nearly a year to complete. She thought the process was very effective. She appreciated that the Search Committee was made up of TRL Board, staff and community members. Each finalist was thoroughly examined in a three-day schedule that included meetings with the TRL Board, the Search Committee, the Management Council, staff and the public. Ms. Williams recommended the Board follow a similar process in hiring a new

- 3 Director. Staff members Judy Covell and Christine Peck who had also served on the Search Committee ten years ago commented on the process and shared their viewpoints that it was an excellent and thorough process.

Ms. Thrasher distributed a list of advertising sources for recruitment of professional positions. Most of these sources are free. She also distributed information requested by the Board regarding several search firms, some of which specialize in libraries. She said she does not have personal experience with search firms. In her opinion, more can be learned about the candidates in a hands-on approach. She said it is possible to utilize a search firm for part of the process. There was concern expressed in the amount of staff and Board time by handling the process in-house. Ms. Thrasher said she thinks it would be an easy process for the HR Department to handle the advertising of the position. The Communications and Secretarial Departments could be called on to help as well. There are funds included in the 2003 budget for a Director search.

Mr. Bragg suggested the possibility of teleconferencing to cut down on the expenses. He said the Board should consider setting up a way for staff to confidentially provide their thoughts on what is important for a new Director. He shared four major factors that he thinks the next Director will face: (1) residents of the five counties do not have equal representation on the Board; (2) the present Board is sharply divided on Internet access issues; (3) a long range capital facilities plan for cities and rural areas will be needed to meet a 50% increase in population over the next 20 years; (4) foreseeable revenues will increase less than the price of services.

If the Board decides to follow the previous process, Ms. Watson requested Staff Association representation and Ms. Woods requested TRL Foundation representation on the Search Committee.

It was the general consensus of the Board to follow the same process used ten years ago. Since the process is already well defined, a Pre-Search Committee will work with the HR Department to develop a position description and ad, make recommendations on the composition of the Search Committee, and recommend a timeline for creation of a Search Committee. Mr. Blauvelt and Ms. Williams will serve on the Pre-Search Committee. A preliminary report and draft of the Director position description will be provided to the Board at its January 22 meeting.

Ms. Fund left the teleconference at 7:25 p.m.

There was discussion on Mr. Bragg's suggestion to get staff input confidentially. A structured survey was suggested with targeted questions.

Mr. Blauvelt called for an Executive Session at 7:30 p.m. pursuant to RCW 42.30.110(f). The Executive Session ended at 7:45 p.m. There was no further business and the meeting adjourned.



President



Secretary