

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Service Center, 415 Tumwater Blvd., Tumwater, WA 98501

December 21, 2005

MINUTES

BOARD MEMBERS PRESENT: Edna Fund, President; Jo-Ann Andrews; John Braun; Peggy Meyer; Dick Nichols; Pat Shults-Runge; Gene Weaver

STAFF PRESENT: Jinny Burns, Tracie Clawson, Gwen Culp, Susan Hanson, Sally Nash, Jodi Reng, Carole Watson, Judy Weaver, Mike Wessells, Art Wuerth, Laura Young

GUESTS PRESENT: Helen Hepp, Pat Wesley

AGENDA ITEM

- 1 Mr. Nichols led the Pledge of Allegiance.
- 2 Introductions were made. Each Trustee answered the question, "What have you done for your library this month?"
- 3 Approval of Agenda
- 05-48 JO-ANN ANDREWS MOVED TO APPROVE THE AGENDA AS PRESENTED; PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 4 Focus on Local Library  
  
Due to the Board meeting being held at the Service Center, there was no Focus on the Local Library.
- 5 Correspondence/Public/Board Comments
  - A. Correspondence
    - a. There was no correspondence.
  - B. Public Comments

There were no public comments.

C. Board Comments

Ms. Fund presented Mr. Weaver and Ms. Shults-Runge with a certificate and plaque of appreciation for their service to the Timberland Regional Library system. Mr. Weaver's term will end when another trustee at large from Thurston County is appointed, and Ms. Shults-Runge's terms ends the last day of December 2005.

6 Director's Report

A. Implementation report

Ms. Reng introduced Sally Nash, the new Manager of Patron Services. Ms. Nash said a few words and then introduced Mike Wessells, the new Manager of Library and Community Relations.

Ms. Reng stated that the rest of the implementation process is going well.

B. Westport project update

Mr. Wessells updated the Board on the Westport project. The contract has been signed, and the foundation is ready to be poured as soon as payment is made. Ms. Wessells stated that a local Westport shipyard has pledged to match the donation in kind that Timberland receives for the Westport project. To date almost \$10,000 has been collected. Mr. Wessells also gave a quick presentation on the South Bend lift project. There had been a few discrepancies that needed clearing up, but the project is back on track and the preconstruction conference will begin early in January.

C. Kiosk update

Ms. Reng gave a demonstration of the kiosk that will be installed at the Rochester service point. She stated that volunteers will provided basic help with the kiosk as well as making sure the books are secure. Another kiosk will be installed at South Puget Sound Community College's Hawks Prairie Extension.

D. Cost analyses

Ms. Reng presented the Cost Efficiencies Report to the Board and asked them to read over it and have any questions for her ready at the next Board meeting.

E. Wireless update

Ms. Culp gave an update on the wireless project. 24 out of 27 libraries have had wireless installed and it has been successful brought up. The libraries that were not upgraded were not due to network issues.

Ms. Culp also gave a brief update on a letter that was received from the University of Washington regarding the buoy that they have placed in Hood Canal. They are using the wireless access at the Hoodspout library to communicate information from the buoy to the project site. This will continue through 2008.

F. Public Services

Ms. Reng presented the statistics for November 2005 as well as the service stories for November 2005.

G. Financial Report

Mr. Wuerth presented the financial report. He also made note of a letter from the State Auditor's Office. The semi-annual state audit is currently underway. This will continue through the first of January.

7 Voucher report

Mr. Wuerth reported on several vouchers.

8 Consent Agenda

05-49 JO-ANN ANDREWS MOVED TO APPROVE THE CONSENT AGENDA, (NOVEMBER 16, 2005 MEETING MINUTES; PAYROLL VOUCHERS #42070 - #42289 FOR NOVEMBER 2005 IN THE AMOUNT OF \$910,528.88; OTHER VOUCHERS #81334- #-81644 FOR NOVEMBER 2005 IN THE AMOUNT OF \$678,087.45); GENE WEAVER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

9 Unfinished Business

There was no unfinished business

10 New Business

A. A special meeting was set for Wednesday, December 28<sup>th</sup>, to increase the 2005 regular levy from what was levied the previous year, certify the 2005 tax levy and levy rate for 2006 collection and set the non-resident borrower fee for 2006.

B. The 2006 budget was presented.

- 05-50 GENE WEAVER MOVED TO ADOPT RESOLUTION NO. 05-03 FOR ADOPTION OF THE 2006 BUDGET. PAT SHULTS-RUNGE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- C. The contract between Timberland Regional Library and the Timberland Regional Library Staff Association was presented.
- 05-51 DICK NICHOLS MOVED TO APPROVE THE NEGOTIATED CONTRACT BETWEEN THE TIMBERLAND REGIONAL LIBRARY AND THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION. PAT SHULTS-RUNGE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- D. The 2006 Salaries for staff not represented by the Staff Association was presented.
- 05-52 JOHN BRAUN MOVED TO EXTEND THE SAME COLA AND BENEFITS TO TIMBERLAND STAFF NOT REPRESENTED BY THE STAFF ASSOCIATION. DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- E. The 2006 Salary for the Library Director was presented.
- 05-53 DICK NICHOLS MOVED TO APPROVE THE SAME COLA FOR THE LIBRARY DIRECTOR AND INCLUDED AN AUTOMOBILE ALLOTMENT INCREASE FROM \$200 TO \$700 PER MONTH TO COVER MILES TRAVELES . GENE WEAVER SECONDED THE MOTION. PEGGY MEYER ABSTAINED. THE MOTION CARRIED.
- F. Election of Officers for 2006
- 05-54 GENE WEAVER MOVED TO ELECT DICK NICHOLS AS PRESIDENT OF THE BOARD FOR 2006. JO-ANN ANDREWS SECONDED THE MOTION. THE NOMINATIONS WERE CLOSED, AND APPROVAL BY VOICE VOTE.
- 05-55 DICK NICHOLS MOVED TO ELECT JOHN BRAUN AS VICE-PRESIDENT OF THE BOARD FOR 2006. GENE WEAVER SECONDED THE MOTION. THE NOMINATION WERE CLOSED, AND APPROVAL BY VOICE VOTE.

05-56

DICK NICHOLS MOVED THAT THE CLASSIFIED COMPENSATION AND BENEFITS STUDY, ORIGINALLY SCHEDULED TO BEGIN DURING 2005, BE POSTPONED UNTIL THE END OF 2006. THE EXECUTIVE DIRECTOR SHALL PRESENT THE BOARD OF TRUSTEES WITH A PLAN, TIMETABLE AND COST FOR THE STUDY, WHICH SHALL INVOLVE CLASSIFIED STAFF PARTICIPATION AND MAY INCLUDE CONSULTANT SERVICES IF NEEDED. THE STUDY SHALL BE COMPLETED NOT LATER THAN SEPTEMBER 2007. GENE WEAVER SECONDED. THE MOTION CARRIED UNANIMOUSLY.

G. Committee appointment discussion for 2006

The following appointments were made for 2006: The Classification Committee will change its name to Benefits and Classification Study Committee. Any parties interested in joining the committee please notify the President. Edna Fund will replace Pat Shults-Runge on the Foundation Committee. Facilities and Services will become defunct. The Budget Committee will consist of Dick Nichols and Jo-Ann Andrews. The newly appointed Board members from Pacific and Thurston Counties will be asked to participate in that committee as well. The Policy Committee will consist of Edna Fund, Peggy Meyer, and John Braun. The Benefits and Classification Committee will consist of John Braun, Peggy Meyer, and the newly appointed Board member from Pacific and Thurston Counties will be asked to participate in this committee.

H. Adoption of Meeting Schedule for 2006

The December Board meeting was changed from December 20 to December 27. The September meeting will be held in Westport, the October meeting will be held in Oakville.

05-57

PEGGY MEYER MOVED TO ADOPT THE MEETING SCHEDULE FOR 2006 WITH THE FOLLOWING CHANGES: THE DECEMBER MEETING WILL BE HELD ON DECEMBER 27, THE SEPTEMBER MEETING WILL BE HELD IN WESTPORT AND THE OCTOBER MEETING WILL BE HELD IN OAKVILLE. JO-ANN ANDREWS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

11 Reports to the Board

A. Foundation Report

A request was made for Foundation Board volunteers for the Cruise nights being held at the branches.

B. Facilities Committee Report

There was no report.

C. Regional Planning Councils

There was no report.

D. Budget Committee Report

There was no report.

E. Focus of the Month

Ms. Hanson presented the Focus of the Month: The library Kiosk in Rochester, and the Health and Wellness Resource Center database were the topics for January.

President Fund called for an Executive Session at 9:15 p.m. pursuant to RCW 42.30.110(b) to set the levy, the levy rate, and the non-resident user-fee. The Executive Session ended at 9:50 p.m.

Action items carried forward:

Jodi Reng will present the Board with a plan, timetable, and cost for the classified compensation and benefits study, which shall involve classified staff participation and may include consultant services if needed.

Trustees will discuss targeted board outreach for 2006 (taking into consideration who is the designated representative) and a list will be developed, considering Jodi Reng, Mike Wessells, Community Librarians, etc...

Jodi Reng will provide a quarterly facility report to the board.

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President

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Secretary