

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Service Center, 415 Tumwater Blvd. SW, Tumwater, WA 98501-5799
Thursday, December 28, 2006

MINUTES

BOARD MEMBERS PRESENT: Dick Nichols, Edna Fund, Judy Weaver, Peggy Johnson, Bob Hall, and John Braun

BOARD MEMBER EXCUSED: Jo-Ann Andrews

STAFF PRESENT: Jodi Reng, Mike Crose, Sally Nash, Mike Wessells, Judy Covell, Susan Hanson, Gwen Culp, Jinny Burns, Christine Peck, Mary Thornton, Corine Aiken, Ruta Maeta, Ted Nash, Victoria Wortberg, Deborah Bancroft, Carole Watson, Tim Mallory, Marian Thompson.

GUESTS PRESENT: Craig Hanson.

President Dick Nichols called the meeting to order at 7:00 p.m. and thanked everyone for coming to the meeting and wished everyone a Happy New Year.

AGENDA ITEM

1. John Braun led the pledge of allegiance.
2. Self-introductions of all present were made.
3. Departmental Report: Prior to the start of the meeting, Susan Hanson briefed the Board on the Communications Department and took the Board on a tour of the Communications Department and introduced her staff. Mr. Nichols commended Ms. Hanson and her staff for the great job they do getting the TRL message out to the public.
4. Approval of agenda.

06-39 MOTION BY BOB HALL, SECONDED BY EDNA FUND, TO APPROVE THE AGENDA. MOTION WAS UNANIMOUS.

5. Correspondence/Public/Board Comments
 - a. Certificates of Appreciation were signed for Lori Berken, Karen Davis, Andrew Keahey, and Carrie Aadland local Library Board Members.
 - b. There were no public comments.
 - c. Judy Weaver attended the last meeting of the Rochester Kiosk group and stated that overall their attitude is to be a success. In addition, Judy Weaver stated that she had downloaded two e-books to her MP3 player. Edna Fund stated that she and Cherie Rusk had attended the retirement

party for County Commissioner Dennis Hadaller and commended him for his part in the Salkum Library reading program. She is hoping his successor will do the same. Bob Hall requested that the Policy Committee look at the policy that deals with the 16% spending on materials and he would like that policy to say "a minimum of 16%". Jodi Reng stated this policy will be moved up and considered at the next Policy Committee. Bob Hall also wanted to discuss the all filtered internet. Jodi Reng stated that the matter would be brought before the Management Council and moved up from there. Mr. Hall also commended Jodi Reng for her response to a patron who was upset at the content of a movie available to the public. Ms. Reng, in turn, commended Judy Covell for her assist in the response.

6. Director's Report

- a. Classification Study Update – Rich Park stated that the contract end with Public Sector had been extended so that the classification study would be done right and not rushed to finish by an arbitrary date. In addition, position descriptions, as changed by Public Sector, have been e-mailed to all employees and they have until December 29 to review, request changes, and submit to their supervisor. Robert Miles will be here on January 8 and 9 and again for the January Board Meeting. After discussion, Dick Nichols scheduled an Executive Session for 4-6p.m. on January 31, prior to the Board meeting to receive and discuss Public Sector's compensation report.
- b. Public Services - Jodi Reng presented the November statistics along with graphs showing the audio-visual trends for 2005 and 2006. Ms. Reng pointed out that the trends show there are some glitches which management will look into. A graph showing circulation and patron count trends from 2003 and 2006 was also attached. A general discussion concerning statistics and the yearly trends ensued.

Ms. Reng asked that everyone read the November Service Stories on their own time, as there were many great stories this month.

- b. Buildings Report – Mike Wessells gave a report on the progress of the Chehalis Library fund raising and stated that one of the community meetings on the design of the library scheduled for earlier in the month had been postponed due to inclement weather. Edna Fund and John Braun reported on the kick-off fund raising event. Mr. Braun requested a monthly report on the funds raised and the funds promised (pledges) for the new Chehalis Library.
- d. Community Reports – Mr. Wessells reported on his activities throughout the district.

Dick Nichols stated that he attended the Thurston Regional Planning Council but in an effort to not lengthen the meeting and since there was nothing critical happening, he would report more at next month's meeting.

Ms. Hanson's Focus of the month highlighted volunteers and how they provide invaluable services to the District. She mentioned that we have two 80 year old volunteers at the Service Center, along with many other volunteers who provide many valuable services. Ms. Hanson reminded the Boardmembers that Timberland can always use more volunteers and this can be brought up at public meetings. The database of the month is Morningstar Library Edition which touches on virtually every aspect of investing.

7. Financial Report - Michael Crose presented the financial report, highlighting various expenses and revenues that have occurred during the normal course of business.
8. Voucher Report - Mr. Crose presented the voucher statements and declared that the voucher report showed the normal flow of business.
9. Consent Agenda
06-40 PEGGY JOHNSON MOVED TO APPROVE THE CONSENT AGENDA; JUDY WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
10. Unfinished Business.
 - a. Naming of the new Chehalis Library.

Jodi Reng stated that a request had been received to name the proposed new library in Chehalis the Vernetta Smith Chehalis Timberland Library with the pledge in excess of at least fifty percent of the cost of the new building being made by Orrin Smith and Kevin Smith, sons of Vernetta Smith. Edna Fund spoke of Vernetta and the love of libraries she instilled in her children. After a lengthy discussion, it was moved by Edna Fund that this Board adopt **Resolution 06-41** to recommend to the City of Chehalis that the name of the proposed new library be the Vernetta Smith Chehalis Timberland Library and by reference the motion is incorporated into the Minutes.

The motion was seconded by John Braun and passed unanimously.

- b. Election of Officers

06-42 EDNA FUND NOMINATED JOHN BRAUN TO SERVE AS PRESIDENT OF THE BOARD OF TRUSTEES FOR 2007. BOB HALL SECONDED THE MOTION. BOB HALL NOMINATED JO-ANN ANDREWS FOR VICE PRESIDENT OF THIS BOARD FOR 2007 AND

JUDY WEAVER SECONDED THE MOTION. THE MOTIONS WERE UNANIMOUSLY PASSED.

c. Committee Appointments

After discussion, it was agreed that the 2007 Committee Assignments are as follows:

BUDGET COMMITTEE

John Braun
Jo-Ann Andrews
Bob Hall

POLICY REVIEW COMMITTEE

Edna Fund
Peggy Johnson
Judy Weaver

TRL BOARD REPRESENTATIVE ON THE FOUNDATION BOARD

Dick Nichols (first three-year term expires January 2008)
Edna Fund (first three-year term expires January 2008)

FACILITIES COMMITTEE

Dick Nichols
John Braun
Judy Weaver

d. Meeting Schedule for 2007

After discussion concerning the time of day as well as the actual dates and places of the meetings, it was suggested that the meetings continue to be held at 7 p.m. on the following dates and at the following places:

January 31, 2007	Service Center
February 21, 2007	Centralia
March 28, 2007	Shelton
April 25, 2007	Service Center
May 23, 2007	Raymond
June 27, 2007	Packwood
July 25, 2007	Aberdeen
August 22, 2007	Amanda Park
September 19, 2007	Olympia
October 24, 2007	Mountain View
November 28, 2007	Service Center
December 19, 2007	Service Center

06-43 BOB HALL MADE A MOTION TO APPROVE THE AMENDED 2007 MEETING SCHEDULE. JOHN BRAUN SECONDED THE MOTION WHICH PASSED UNANIMOUSLY.

11. Reports to the Board

a. Policy Committee

06-44 MOTION BY BOB HALL, SECONDED BY EDNA FUND, TO APPROVE POLICY NUMBER 3D63, DISPLAYS AND EXHIBITS; POLICY NUMBER 6D81, DRESS AND APPEARANCE CODE; POLICY NUMBER 5C69, COLLECTIONS OF MATERIALS; POLICY NUMBER 2E85, EMPLOYEE USE OF TIMBERLAND REGIONAL LIBRARY EQUIPMENT; AND POLICY NUMBER 3B87, PUBLIC BULLETIN BOARDS. MOTION PASSED UNANIMOUSLY.

EXECUTIVE SESSION was called at 8:50 p.m.

Dick Nichols called the meeting back into session at 9:50 p.m. to take action on several items discussed in Executive Session.

Michael Crose stated that the public hearing held on November 15 on the preliminary 2007 budget allowed the Board, staff and the public to propose changes to the budgets. There were no changes offered to the budget.

MOTION adopting the 2007 Budget:

06-45 THERE BEING NO CHANGES TO THE 2007 BUDGET PRESENTED AT THE NOVEMBER 15, 2006 MEETING, MOTION BY BOB HALL, SECONDED BY JUDY WEAVER TO ADOPT THE 2007 BUDGET AS PRESENTED. MOTION UNANIMOUS.

MOTION adopting the 2006 property tax levy rate for 2007 collections.

Michael Crose explained that the 2006 property tax levy rate for 2007 collections is a mechanical process using the calculations provided or established by Washington statutes and TRL is levying the maximum amount allowable under the restrictions that are outlined in those statutes.

MOTION 06-46 BY BOB HALL, SECONDED BY EDNA FUND, TO CERTIFY THE 2006 PROPERTY TAX LEVY AMOUNT (\$14,881,918.00) AND TAX LEVY RATE OF \$.3902 PER THOUSAND DOLLARS OF ASSESSED VALUATION FOR COLLECTION IN 2007 AND BY REFERENCE THE MOTION IS INCORPORATED INTO THE MINUTES. MOTION PASSED UNANIMOUSLY.

06-47 MOTION BY BOB HALL, SECONDED BY JUDY WEAVER, INCREASING THE TAXING DISTRICT'S REGULAR LEVY FROM WHAT WAS LEVIED THE PREVIOUS YEAR AND ESTABLISHING THE 2006 REGULAR PROPERTY TAX

LEVY FOR 2007 COLLECTION AND BY REFERENCE THE MOTION IS INCORPORATED INTO THE MINUTES. MOTION PASSED UNANIMOUSLY.

MOTION setting the non-resident borrower fee for 2007

06-48 MOTION BY BOB HALL, SECONDED BY JOHN BRAUN, THAT THIS BOARD ESTABLISHES THE 2007 NON-RESIDENT BORROWER FEE BASED ON THE USUAL FORMULA AT \$77 PER YEAR, EFFECTIVE JANUARY 1, 2007, WITH THE OPTION OF A SIX-MONTH CARD AT \$38.50 OR A THREE-MONTH CARD AT \$20 AND A ONE-MONTH CARD WOULD BE AVAILABLE FOR \$10 FOR PATRONS WHOSE SPECIAL CIRCUMSTANCES MAKE PURCHASING A THREE-MONTH CARD UNDESIRABLE. MOTION PASSED UNANIMOUSLY.

06-49 MOTION TO ADOPT THE COLA FOR TIMBERLAND STAFF REPRESENTED BY THE STAFF ASSOCIATION:
EDNA FUND MOVED THAT WITH REGARD TO THE STAFF ASSOCIATION WAGES AND INSURANCE THAT THE BOARD IMPLEMENT THE TERMS OF THE TWO PAGE DOCUMENT ENTITLED TENTATIVE AGREEMENT CONSISTENT WITH ITS TERMS THEREBY ESTABLISHING WAGE BASED AND INSURANCE BENEFIT LEVELS FOR CALENDAR YEAR 2007 FOR TRL EMPLOYEES REPRESENTED BY THE TRL STAFF ASSOCIATION AND THIS INCLUDES A 3.5% COLA. THIS MOTION IS CONDITIONED UPON FORMAL ACCEPTANCE OF THE TERMS OF SAID TENTATIVE AGREEMENT BY THE TRL STAFF ASSOCIATION BY RATIFICATION NO LATER THAN JANUARY 15, 2007. I ALSO REQUEST THAT THE TENTATIVE AGREEMENT DOCUMENT BE INCORPORATED BY REFERENCE TO THE BOARD MINUTES. PEGGY JOHNSON SECONDED THE MOTION. THE VOTE WAS UNANIMOUS.

06-50 MOTION TO ADOPT THE COLA FOR TIMBERLAND STAFF NOT REPRESENTED BY THE STAFF ASSOCIATION:
JUDY WEAVER MOVED THAT THE WAGE RATES FOR THE TIMBERLAND REGIONAL LIBRARY EMPLOYEES NOT REPRESENTED BY THE STAFF ASSOCIATION INCLUDING THE DIRECTOR BE INCREASED BY 3.5% EFFECTIVE JANUARY 1, 2007 AND I ALSO MOVE THAT INSURANCE BENEFIT LEVELS FOR THESE EMPLOYEES BE INCREASED TO THE FOLLOWING MAXIMUM AMOUNTS PER MONTH PER FULL TIME EQUIVALENT: FOR MEDICAL INSURANCE \$572.05; FOR DENTAL INSURANCE \$49.43; FOR TERM LIFE INSURANCE \$3.60; FOR VISION INSURANCE \$7.85; FOR DISABILITY INSURANCE 5.86 FOR NON-WCIP MEMBERS AND \$5.36 FOR WCIP MEMBERS. (MR. NICHOLS STATED THAT THIS RESOLUTION CONFERS THE SAME BENEFITS TO THE NON-

REPRESENTED STAFF AS CONFERRED TO REPRESENTED STAFF.)
MOTION SECONDED BY PEGGY JOHNSON. THE VOTE WAS UNANIMOUS.

06-51 MOTION TO ADOPT LETTER AGREEMENT WITH THE STAFF ASSOCIATION CONCERNING HOLIDAY TIME:
PEGGY JOHNSON MOVED TO ACCEPT THE LETTER OF AGREEMENT WITH THE STAFF ASSOCIATION CONSISTENT WITH THE TERMS REGARDING HOLIDAY TIME AND ALSO ASK THAT THE COMPLETE LETTER AGREEMENT BE INCORPORATED INTO THE BOARD'S MINUTES. SECONDED BY JUDY WEAVER AND PASSED UNANIMOUSLY.

06-52 MOTION TO APPROVE THE DIRECTOR'S SALARY:
BOB HALL MOVED THAT EFFECTIVE JANUARY 1, 2007 THE BOARD GRANT A 5% MERIT PAY INCREASE TO THE DIRECTOR IN ADDITION TO THE 3.5% COLA INCREASE AND ELIMINATE THE VACATION ACCRUAL LIMIT WITH THE REQUIREMENT THAT THE VACATION ACCRUAL MUST BE TAKEN IN TIME RATHER THAN IN CASH. SECONDED BY JOHN BRAUN. THE VOTE WAS UNANIMOUS.


Mr. Nichols asked to have entered into the record the fact that the evaluation of the Director was completed and a summary has been placed in her file. However, Mr. Nichols stated that this Board thinks highly of our Director and would like to have read into the record:

"The Board of Trustees unanimously and enthusiastically rate your 2006 performance as exceptional, carrying on the tradition of leadership you have exhibited since joining Timberland three years ago. Your list of accomplishments during this time is a long one and the quality of your work is superior. Your leadership has led to vastly improved efficiency and effectiveness with an accompanying boost in staff morale throughout the district – no simple chore during a year in which major organizational shifts were approved by the Board. You handled this most difficult and complex task with a mixture of professionalism, dedication to the District's goal, and compassion. The majority of the hundreds of comments you received as part of your staff evaluation of your performance eloquently testifies to the success you have had. You bring knowledge, vision, purpose, enthusiasm, and a sense of humor to the workplace. You have been highly visible, always willing to ask more of yourself than you do of others. You are a seemingly tireless worker. You are goal driven, unafraid to make decisions and can always be trusted to engage problems in a timely, direct fashion seeking positive solutions under often trying circumstances. The Board

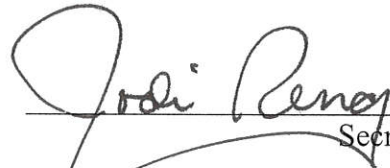
of Trustees believes you are an outstanding Library Director with the skills required to lead Timberland during a very challenging time that we know lie ahead. And we mean that sincerely."

12. Adjournment

There being no further business, the meeting adjourned at 10:17 p.m.



President



Secretary

