

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
110 S. Silver Street, Centralia, WA 98531-4218  
Wednesday, February 21, 2007

MINUTES

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

BOARD MEMBERS EXCUSED: Dick Nichols and Jo-Ann Andrews

STAFF PRESENT: Jodi Reng, Mike Crose, Sally Nash, Judy Covell, Susan Hanson, Gwen Culp, Pat Carnahan, Mike Wessells, Corine Aiken, Deborah Bancroft, Rich Park, Jinny Burns, Tim Mallory, Marian Thompson.

GUESTS PRESENT: Mayor Tim Browning, Councilmember Bill Moeller, Wes Johnson, Jennifer Wright, and Maria Graham.

President John Braun called the meeting to order at 7:07 p.m. and thanked everyone for coming to the meeting.

AGENDA ITEM

1. Edna Fund led the pledge of allegiance.
2. Self-introductions of all present were made.
3. Focus on the Local Library – Jinny Burns introduced Mayor Tim Browning who welcomed the Board and guests to Centralia. He told the Board that he had gone to school with Orin Smith and what a wonderful gesture to name the new Chehalis Library the Vernetta Smith Chehalis Timberland Regional Library. Mayor Browning stated that Vernetta was worthy of the honor. Councilmember Moeller thanked the Board for holding their meetings in all five counties so that residents could see how their tax dollars were being managed. He informed those present that he was one of the original signers to the Operating Agreement with Timberland which allows the present library to operate in Chehalis.

Jinny Burns gave a brief history of Centralia and the library, which originally opened in 1913 as the Carnegie Free Library. She spoke of its history and the many changes in the services provided by the library, which is benefiting the entire community. She pointed out that approximately 20,500 people visit the library each month and over 317,000 items were checked out during the past year.

## 4. Approval of agenda.

07-03 MOTION BY PEGGY JOHNSON, SECONDED BY BOB HALL, TO APPROVE THE AGENDA WITH THE ADDITION OF AN EXECUTIVE SESSION PRIOR TO DISCUSSING THE CLASSIFICATION AND SALARY STUDY. MOTION WAS UNANIMOUS.

## 5. Correspondence/Public/Board Comments

- a. Correspondence – Jodi Reng read a letter from Pam Toal, Executive Director of the United Way of Thurston County, stating that the Thurston County Timberland Regional Library employees have donated \$1,080 during the recent fundraising campaign.
- b. There was no public comment.
- c. Board Comment – (1) Edna Fund stated that she had perused some of the Chehalis Museum's records concerning Centralia and found that at one time, to celebrate the library, a champagne air drop was scheduled. However, the drop went awry and instead of hitting the library, it hit the fire station and did major roof damage. The pilot's name was Berlin. (2) Judy Weaver reminded everyone that the First Anniversary Celebration of the Rochester Kiosk is February 24, 2007 from 1 to 3 p.m. and that there would be face painting and balloon animals for the children.

## 6. Director's Report

- a. The Big Read-Timberland Reads Together. Tim Mallory, Adult Services Coordinator, reminded the Board that the kick-off would be April 23 for Timberland Reads Together *My Antonia*. Mr. Mallory distributed to the Board the kick-off plans for that day as well as the dates and times of other programs that would be held throughout the District between April 23 and May 24.
- b. Legislative Update – Mike Crose gave a brief summary of the 16-18 bills being considered by the legislature this legislative session which maintain the provisions of I-747 (which is the one per cent limitation); increase the limits for property tax exemptions for senior citizens, low-income people, the disabled and veterans; and measures that would freeze property values until property was sold. All of these would have a negative impact not only on libraries but on local governmental units as well and which could affect levy lid lifts. Mr. Crose will continue to follow all legislation affecting libraries and will report back to the Board.
- c. Buildings Report – Mike Wessells reported that he had attended a library meeting in Oakville. The American Legion had gifted their building to the Friends of the Oakville Library but it would not be suitable for a new library. The Friends may use it for fund raising activities as well as storage.

- d. Community Reports – Jodi Reng stated that on Friday, February 23, she met with Marilyn Martin, President of the Board of the Panorama City Library, to explain the kiosk concept. Mrs. Martin has invited Ms. Reng to attend the March 20 Library Board Meeting at Panorama to make a formal presentation to the entire Board.

Jodi Reng reminded the Board of the Friends and Board Forum at the Aberdeen Museum on April 28 from 9:30 to 3:00 with lunch provided.

- e. Ms. Hanson's Focus of the Month highlighted the TRL newsletter written by Leanne Ingle and the many other electronic newsletter available to subscribers.

The database of the month is Price It!: Antiques and Collectibles which can be used to price items for any kind of sale or auction.

Susan Hanson announced to the Board that her husband has been offered his "dream job" in Oregon where her aging parents and children live and as a result she would be leaving Timberland around the first of May. She thanked the Board for being so great to work with over the years.

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  
07-04 BOB HALL MOVED TO APPROVE THE CONSENT AGENDA; PEGGY JOHNSON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

John Braun called for an Executive Session in another part of the library to discuss the Classification Study. The meeting was called back to order at 8:10 p.m.

10. Unfinished Business.
  - a. Classification Study – John Braun stated that the Board had received a copy of compensation and classification study in the Executive Session at the January 28 meeting. The Board, after discussion in Executive Session tonight, accepted the report with the exception of Recommendation #5 on page 2 of the report. Judy Weaver made the following motion (Resolution No. 07-05):

WHEREAS, THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES RETAINED THE SERVICES OF PUBLIC SECTOR PERSONNEL CONSULTANTS TO UPDATE JOB DESCRIPTIONS;

REVIEW THE CURRENT CLASSIFICATION STRUCTURE; CONDUCT A SALARY SURVEY OF BENCHMARK JOB CLASSIFICATIONS; MEASURE THE LIBRARY DISTRICT'S COMPETITIVENESS WITH THE LABOR MARKET; UPDATE THE HIERARCHY OF JOB CLASSIFICATIONS AND SALARY RANGES; AND DEVELOP A COMPENSATION PLAN THAT IS FISCALLY RESPONSIBLE AND EASY TO UNDERSTAND; AND

WHEREAS, THE RESULTS OF THE CLASSIFICATION AND COMPENSATION PLAN HAVE BEEN PRESENTED TO THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES FOR ITS EVALUATION AND CONSIDERATION; AND

WHEREAS, THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES AGREES WITH AND ACCEPTS THE FINDINGS OF THE STUDY WITH THE EXCEPTION OF RECOMMENDATION #5 ON PAGE 2 OF THE DOCUMENT; AND

WHEREAS, IT IS THE DESIRE OF THE TIMBERLAND REGIONAL LIBRARY BOARD THAT THE SALARY SCHEDULE BE SIMULTANEOUSLY ADOPTED FOR THE STAFF ASSOCIATION AND THE STAFF SPECIFICALLY EXCLUDED FROM THE BARGAINING UNIT;

NOW THEREFORE, BE IT RESOLVED, THAT THE SALARY SCHEDULE AND THE DOCUMENTATION THAT SUPPORTS THE SALARY SCHEDULE BE PRESENTED TO THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION FOR ITS CONSIDERATION.

BE IT FURTHER RESOLVED, THAT IF THE SALARY SCHEDULE IS ACCEPTED BY THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION ON, OR BEFORE, MARCH 31, 2007, IT WILL BECOME EFFECTIVE AS OF JANUARY 1, 2007.

BE IT FURTHER RESOLVED, THAT IF THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION DOES NOT RATIFY THE SAID AGREEMENT BY MARCH 31, 2007, IT IS THE INTENT OF THE TIMBERLAND BOARD OF TRUSTEES TO IMPLEMENT THE SALARY SCHEDULE EFFECTIVE JANUARY 1, 2007 FOR THE EMPLOYEES EXCLUDED FROM THE BARGAINING UNIT.

The motion was seconded by Bob Hall. After discussion, the resolution to accept the report with the one exception was unanimously passed. The Board directed that the Classification Study and Resolution No. 07-05 be posted on the Intranet after being presented to the Timberland Regional Library Staff Association.

## 11. New Business

- a. Board Direction to Standing Committees – John Braun stated that he had asked for the Board instructions to standing committees in an effort to minimize changing the rules guiding the various committees and to have standing guidelines for the committees. After discussion, the Board requested a clarification of Item 2 of the Budget Committee guidelines to specify when the budget timeline would be presented. It was determined that the timeline for the budget planning process will be presented in April immediately following the annual Library Vision address.

07-06 MOTION TO APPROVE THE BOARD INSTRUCTIONS TO STANDING COMMITTEES WITH THE ONE CHANGE TO ITEM 2 UNDER BUDGET COMMITTEE WAS MADE BY BOB HALL, SECONDED BY PEGGY JOHNSON AND PASSED UNANIMOUSLY.

- b. Construction Contract for Chehalis Library Building – Jodi Reng presented the construction contract for the new Chehalis library setting forth the duties and responsibilities of the parties involved (City of Chehalis, Timberland Regional Library, and Timberland Regional Library Foundation). After a discussion,

07-07 BOB HALL MOVED TO AUTHORIZE THE BOARD PRESIDENT TO SIGN THE AGREEMENT ON BEHALF OF TIMBERLAND REGIONAL LIBRARY AFTER A TYPOGRAPHICAL ERROR ON PAGE 5 IS CORRECTED. PEGGY JOHNSON SECONDED THE MOTION WHICH PASSED UNANIMOUSLY.

- c. Declaration of Surplus Property – Jodi Reng presented a list of items considered as surplus to be sold at a surplus sale on April 21, 2007 at the Service Center. Ms. Reng stated that among the items were older model computers, bar scanners, a van, a car and other furniture and supplies no longer needed by the libraries.

07-08 MOTION BY EDNA FUND TO DECLARE THE ITEMS ON THE SURPLUS AND DEPROCESSED LIST SURPLUS ITEMS NO LONGER NEEDED BY TRL SO THAT A SURPLUS SALE COULD BE HELD ON APRIL 21, 2007. BOB HALL SECONDED THE MOTION WHICH PASSED UNANIMOUSLY. A COPY OF THE DEPROCESSED LIST AND SURPLUS LIST TO BE ATTACHED TO THE MINUTES.

## 12. Discussion Items

- a. Format for Monthly Report from Director – A discussion was held concerning the format of the Director's monthly report that is sent with the Board packets a week prior to the Board meetings. It was determined that the format used met the Board's requirement to follow the Director's performance plan priorities.


- b. Renewal of Personal Services Contract with TRL Attorney – Ms. Reng informed the Board that the current contract with Craig Hanson expires on March 31, 2007 and that at the March meeting the Board would need to authorize the Director to enter into a contract renewal for labor relations, collective bargaining and other general legal advice. Ms. Reng stated that Mr. Hanson has agreed to attend future Board meetings as part of his services and there would be no increase in the \$1500/month retainer.

13. Board Committee Reports

- a. Facilities Committee – Jodi Reng stated that the Facilities Committee met in January and would continue to meet every other month to discuss and evaluate current and potential service points that are interested in becoming part of the TRL organization. The evaluations are scored and if a site receives a 5 or higher in the preliminary evaluation, a full analysis will be performed. Every six months the committee will develop priorities and make recommendations to the Board.
- b. Budget Committee – Michael Crose will work with the Budget Committee to schedule the budget meetings.

There being no further business, the meeting adjourned at 8:45 p.m.

  
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President

  
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Secretary