

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Service Center, 415 Tumwater Blvd. SW, Tumwater, WA 98501-5799
Wednesday, December 19, 2007

MINUTES

BOARD MEMBERS PRESENT: John Braun, Jo-Ann Andrews, Edna Fund, Dick Nichols, Bob Hall, Judy Weaver, and Peggy Johnson.

STAFF PRESENT: Jodi Reng, Michael Crose, Judy Covell, Jeff Kleingartner, Mike Wessells, Rich Park, Tim Mallory, Victoria Wortberg, Barbara Winfree, Kim Storbeck, Jean Padovan, Jackie Marquardt, Ruta Maeda, Kristin Blalack, David Seckman, and Marian Thompson.

GUESTS PRESENT: Heidi Crose, Wes Johnson and Board Attorney, Craig Hanson.

President John Braun welcomed everyone and then called the meeting to order at 7:00 p.m. after a tour of the Collections Department.

AGENDA ITEM

1. Jo-Ann Andrews led the pledge of allegiance.
2. Self-introductions of all present were made.
3. Approval of Agenda – It was noted that the Facilities Report had been left off the agenda and John Braun stated there was a need for an Executive Session to discuss potential litigation with the District's attorney.

07-49 PEGGY JOHNSON MOVED TO ACCEPT THE AGENDA FOR THE MEETING WITH THE ADDITION OF ITEM 12 (FACILITIES REPORT) AND THE ADDITION OF ITEM 13 (EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING POTENTIAL LITIGATION). JO-ANN ANDREWS SECONDED THE MOTION. MOTION APPROVED UNANIMOUSLY.

4. Focus on the Collection Selectors in the Collection Department – Judy Covell introduced the three current selectors (Jean Padovan, Kim Storbeck, and Barbara Winfree) as well as Jackie Marquardt who will be replacing Barbara upon her retirement at the end of 2007. Each of the selectors explained how they choose items for the area they are responsible for. TRL purchases \$2.5 million worth of books each year to serve approximately 420,000 patrons. The selectors also assist the libraries in the weeding of outdated materials also.
5. Correspondence/Certificates/Public/Board Comments

- a. There was no correspondence.
 - b. Certificates – Certificates acknowledging the retirement of seven TRL employees (Christel Hoppe, Jean Jones, Sandy Lauritzen, Lynn Lytle, Susan Murphy, Margie Philbrick, Barbara Winfree). In addition, a certificate was presented for Eileen Schermer, a 10-year member of the Aberdeen Timberland Library Board who is retiring at the end of December.
 - c. There was no public comment.
 - d. There was no Board Comment.
6. Executive Director's Report
- a. Jodi Reng stated that the Raymond Timberland Library appears to have suffered the most damage from the latest storm. She stated that the winds caused several panes of glass to break and blow into the library. However, the stained glass was not damaged. Michael Crose reported that we had a few leaks due to wind damaging some roofing but the libraries fared very well during the storms and several of our libraries were used by emergency personnel for staging areas as well as centers for Red Cross volunteers to use their computers in our libraries. Mr. Crose also stated that the Governor's Office called to ask if Timberland needed any assistance from the storm's effect.
 - b. Tim Mallory explained the literacy grant that TRL had applied for, the work that has been done so far and the things that still need to be done. He introduced Heidi Crose who is just finishing up her internship with TRL while working on her Masters Degree. Tim and Heidi have worked with TRL staff in identifying people with low literacy skills who probably have not been helped in other programs. Once identified, these patrons will be given resources that may help them.
 - c. Service Stories – Jodi Reng suggested that the Board read the Service Stories at their leisure.
 - d. Buildings Report – Michael Crose stated that the Aberdeen annexation will be on the Aberdeen ballot on May 20, 2008. Our Communications department produced a fact sheet to help get the information out to the voters. The City of Centralia is re-carpeting the library. The TRL Centralia Library was a resource during the recent storm for other agencies.

In Chehalis, the Notice to Proceed from the City of Chehalis has been given to the general contractor and the foundation work has begun.

On the Ilwaco remodel, TRL submitted their final comments on the design documents. Because of the tremendous damage in the area from the wind during the recent storm, the move to the temporary site has been moved back two weeks.

- e. Mike Wessells introduced David Seckman, the Library Manager of the Elma Timberland Library. Mike informed the Board that staff did a wonderful job during the storm helping out in their communities. He also reminded the Board of the Friends and Board Forum scheduled for April 26 at the Shelton Civic Center. Mr. Wessells is also pursuing a possible partnership with Michael Kennedy of Workforce Retraining.
- f. Chehalis Capital Campaign – Victoria Wortberg stated that at the next meeting she would have a written report concerning the Chehalis Capital Campaign. She stated that the campaign has raised \$3.4 million in cash and pledges so far. Because of the devastation in the Chehalis area due to the storm, fund raising has not been pursued during this time. However, \$50,000 had been raised from alumni of the high school. The Foundation is still waiting on their \$50,000 request from Weyerhaeuser.

The President called for a 10 minute break. Meeting came back to order at 8:05 p.m.

- 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
07-50 EDNA FUND MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDES THE MINUTES OF THE NOVEMBER 28, 2007 BOARD MEETING, PAYROLL VOUCHERS #46540 THROUGH #46674 IN THE AMOUNT OF \$1,138,553.33; AND OTHER VOUCHERS #88581 TO #88814 IN THE AMOUNT OF \$178,696.91); BOB HALL SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 10. Unfinished Business –
 - a. Nisqually Report – included in item 12 Facilities Report.
 - b. Election of Officers – Dick Nichols moved to elect Jo-Ann Andrews President of the Board and Judy Weaver Vice President of the Board. Mr. Nichols also commended John Braun for his excellent leadership during the past year.

07-51 MOTION BY DICK NICHOLS, SECONDED BY EDNA FUND, TO ELECT JO-ANN ANDREWS PRESIDENT OF THE BOARD OF TRUSTEES AND JUDY WEAVER AS VICE PRESIDENT OF THE BOARD OF TRUSTEES. MOTION UNANIMOUS.

- c. Committee Assignments for 2008 - After discussion, it was agreed that the 2008 Committee Assignments are as follows:

BUDGET COMMITTEE

Jo-Ann Andrews
Judy Weaver
Bob Hall

POLICY REVIEW COMMITTEE

Edna Fund
Peggy Johnson
John Braun

TRL BOARD REPRESENTATIVE ON THE FOUNDATION BOARD

Dick Nichols
Edna Fund

FACILITIES COMMITTEE

Dick Nichols
John Braun
Judy Weaver

SECURITY AD HOC COMMITTEE

Jo-Ann Andrews
Dick Nichols
Jodi Reng
Michael Crose
Sally Nash

07-52 BOB HALL MOVED TO APPROVE THE 2008 COMMITTEE ASSIGNMENTS AND JO-ANN ANDREWS SECONDED THE MOTION. MOTION APPROVED UNANIMOUSLY.

11. New Business –

- a. 2008 Budget Discussion – Michael Crose stated there were no changes to the General Fund (Revenues and Expenditures) as presented at the Public Hearing. However, Mr. Crose stated that TRL just received a \$9,000 check from PUD for damages incurred during the August power outage.

07-53 THERE BEING NO CHANGES TO THE 2008 BUDGET PRESENTED AT THE NOVEMBER 28, 2007 PUBLIC HEARING ON THE BUDGET, MOTION BY PEGGY JOHNSON, SECONDED BY JUDY WEAVER TO ADOPT THE 2008 BUDGET AS PRESENTED. MOTION UNANIMOUS.

- b. Contract Agreement – Rich Park stated that the Staff Association voted on the economic openers in the contract (COLA and benefits) and it was approved 126 to 3. After discussion

07-54 IT WAS MOVED BY DICK NICHOLS THAT WITH REGARD TO THE STAFF ASSOCIATION WAGES AND INSURANCE, WAGES WILL BE INCREASED BY 2.8% EFFECTIVE JANUARY 1, 2008 AND THAT INSURANCE BENEFITS LEVELS FOR THESE EMPLOYEES BE INCREASED TO THE FOLLOWING MAXIMUM AMOUNTS PER MONTH PER FULL TIME EQUIVALENT: FOR MEDICAL INSURANCE \$613.54; FOR DENTAL INSURANCE \$52.22; FOR TERM LIFE INSURANCE \$3.60; FOR VISION INSURANCE \$7.85; FOR DISABILITY INSURANCE \$7.85 FOR NON-WCIP MEMBERS AND \$5.86 FOR WCIP MEMBERS. MOTION SECONDED BY BOB HALL. THE VOTE WAS UNANIMOUS.

After further discussion:

07-55 IT WAS MOVED BY PEGGY JOHNSON TO INCORPORATE THE MODIFICATIONS TO ARTICLES 15 AND 24 INTO THE 2007 – 2009 CONTRACT WITH THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION, A COPY OF THOSE SECTIONS INCORPORATED INTO THESE MINUTES WITH A COPY ATTACHED TO THESE MINUTES. MOTION SECONDED BY DICK NICHOLS. THE VOTE WAS UNANIMOUS.

- c. Holiday Pay Side Agreement – Rich Park reminded the Board that TRL has a side agreement with the Staff Association concerning Holiday Pay which expires on December 31, 2007. At the Union-Management Committee Meeting on November 30, the Staff Association asked that the agreement be continued as a side agreement until December 31, 2009. This side agreement assists the Business Office and supervisors in easily tracking holiday pay and is fair to the staff. After discussion,

07-56 IT WAS MOVED BY BOB HALL, SECONDED BY JO-ANN ANDREWS TO CONTINUE THE SIDE AGREEMENT WITH THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION REGARDING HOLIDAY PAY THROUGH DECEMBER 31, 2009 WITH A COPY OF THE AGREEMENT TO BE ATTACHED TO THESE MINUTES AND MADE A PART HEREOF. THE VOTE WAS UNANIMOUS.

07-57 BOB HALL MOVED THAT THE WAGE RATES FOR THE TIMBERLAND REGIONAL LIBRARY EMPLOYEES NOT REPRESENTED BY THE STAFF

ASSOCIATION INCLUDING THE EXECUTIVE DIRECTOR BE INCREASED BY 2.8% EFFECTIVE JANUARY 1, 2008 AND ALSO MOVED THAT INSURANCE BENEFIT LEVELS FOR THESE EMPLOYEES BE INCREASED TO THE FOLLOWING MAXIMUM AMOUNTS PER MONTH PER FULL TIME EQUIVALENT: FOR MEDICAL INSURANCE \$613.54; FOR DENTAL INSURANCE \$52.22; FOR TERM LIFE INSURANCE \$3.60; FOR VISION INSURANCE \$7.85; FOR DISABILITY INSURANCE \$7.85 FOR NON-WCIP MEMBERS AND \$5.86 FOR WCIP MEMBERS. (THIS MOTION CONFERS THE SAME BENEFITS TO THE NON-REPRESENTED STAFF AS CONFERRED TO REPRESENTED STAFF.) MOTION SECONDED BY PEGGY JOHNSON AND THE VOTE WAS UNANIMOUS.

07-58 BOB HALL MOVED THAT EFFECTIVE JANUARY 1, 2008 THE BOARD GRANT A 3% MERIT PAY INCREASE TO THE EXECUTIVE DIRECTOR IN ADDITION TO THE 2.8% COLA INCREASE. SECONDED BY JO-ANN ANDREWS. THE VOTE WAS UNANIMOUS.

Michael Crose explained that because of the December storm and flooding the County Commissioners of Grays Harbor, Lewis, Mason, Pacific, and Thurston did not have the figures Timberland needed to set the tax levy amount, the tax levy rate and the non-resident borrower fee for 2008. Mr. Crose said he has been assured by each county that he will have the needed figures by January 15.

07-59 JO-ANN ANDREWS MOVED THAT THE REGULAR BOARD OF TRUSTEE MEETING IN JANUARY BE MOVED TO JANUARY 16 AT 7 P.M. FOR THE PURPOSE OF SETTING THE LEVY AND LEVY RATE FOR 2008 COLLECTION. DICK NICHOLS SECONDED THE MOTION AND THE MOTION WAS APPROVED UNANIMOUSLY.

12. Board Reports –

- a. Facilities Committee – Michael Crose reported to the Board that South Puget Sound Community College (SPSCC) needed to submit a grant application for \$2 million by December 4, 2007 which was before the Facilities Committee and the Board meeting. This grant application does not commit TRL to become partners in a library with SPSCC. Mr. Crose stated that this partnership library, if TRL decides to go forward with it, would not be the “second Olympia Library”. He stated that the cost to TRL for staffing would be minimal. If SPSCC receives the grant, it would be used for design purposes. Mr. Crose asked the Board for guidance in this matter. After lengthy discussion

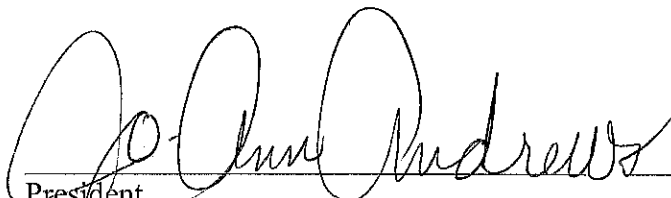
07-60 DICK NICHOLS MOVED TO AUTHORIZE STAFF TO CONTINUE EXPLORING THE FEASIBILITY OF A PARTNERSHIP FOR A GENERAL PURPOSE LIBRARY WITH SOUTH PUGET SOUND COMMUNITY COLLEGE

BUT STAFF IS NOT TO COMMIT TRL AT THIS POINT. MOTION SECONDED BY PEGGY JOHNSON. VOTE WAS UNANIMOUS.

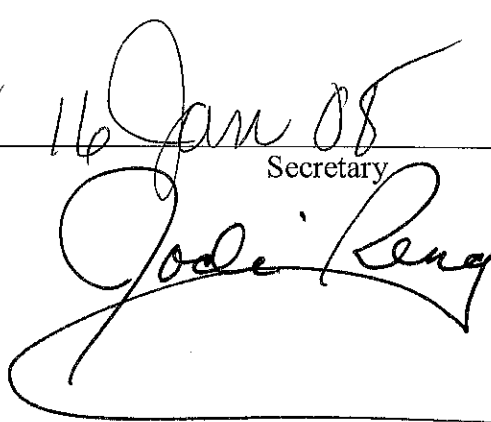
A discussion ensued concerning free library service to Native Americans. Jodi Reng stated that the Facilities Committee referred the matter to staff to write a policy and take it to the Policy Committee. Bob Hall requested TRL obtain an Attorney General Opinion on the subject. Dick Nichols requested a policy be written and taken to the Policy Committee concerning the provision of kiosks considering the increase in the annual license fees. These items will be brought before the Board at a later date.

President John Braun called for an Executive Session at 9:30 p.m. to discuss potential litigation.

President John Braun called the meeting back into session at 9:45 p.m. and there being no further business, the meeting was adjourned at 9:46 p.m.



President



Secretary

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