

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Service Center, 415 Tumwater Blvd. SW, Tumwater, WA 98501-5799
Wednesday, December 17, 2008

MINUTES

BOARD MEMBERS PRESENT: Jo-Ann Andrews, Edna Fund, Dick Nichols, Steve Hardy, John Braun, Bob Hall, and Judy Weaver via telephone.

STAFF PRESENT: Michael Crose, Sally Nash, Mike Wessells, Rich Park, Jeff Kleingartner, and Marian Thompson.

GUESTS: Craig Hansen

President Jo-Ann Andrews welcomed everyone and then called the meeting to order at 7:00 p.m.

AGENDA ITEM

1. Edna Fund led the pledge of allegiance.
2. Self-introductions of all present were made.
3. Approval of Agenda –
08-52 JOHN BRAUN MOVED TO ACCEPT THE AGENDA FOR THE MEETING AND EDNA FUND SECONDED THE MOTION. MOTION APPROVED UNANIMOUSLY.
4. Focus on the TRL Support Services Department – Jodi Reng stated that because of the snow/ice storm, the support staff had requested that they be the focus at another meeting to be held at the Service Center later in the year.
5. Correspondence/Public/Board Comments
 - a. Michael Crose informed the Board that he had received a copy of a letter from the City of Shelton informing TRL that Shelton was giving their one year notice that they would be pulling out of the District for financial reasons.
 - b. There was no Public Comment.
 - d. Board Comment – Edna Fund stated that she had gone to the Vernetta Smith Chehalis Timberland Library with her mother in the car and how

enjoyable it was to be able to pull up to the drive up window to pick up her holds and return books.

Bob Hall suggested that Jeff Kleingartner draft a letter to editors explaining why TRL needs the levy lid lift to pass which the individual Trustees could use or modify and send to their local newspapers.

Bob Hall requested that at some future meeting (not in January when he would be on vacation) time be spent discussing the employee survey responses.

In reference to responses to the employee survey concerning the Board, Dick Nichols would like to see the names of all of the Trustees on the Annual Report.

6. Executive Director's Report

Jodi Reng informed the Board that the Olympia Library is open again after the remodel and the patrons have given glowing reports on the remodel. Ms. Reng also reminded the Board that if they want any information on the levy lid lift campaign, there is a website – Yeslibrary.com – where they could obtain current information.

- a. Service Stories – Jodi Reng suggested that the Board read the Service Stories at their leisure in an effort to keep the meeting short due to the ice/snow storm.
- b. Community Relations Report – Mike Wessells reminded the Board that his written Community Relations Report had been in their packets, as well as in their binders, and asked if anyone had questions.

President Jo-Ann Andrews requested that if there were no objections, there would be no break during the meeting in an effort to get everyone home a little sooner.

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
08-53 BOB HALL MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDES THE MINUTES OF THE NOVEMBER 19, 2008 BOARD MEETING, PAYROLL VOUCHERS #48446 THROUGH #48584 IN THE AMOUNT OF \$1,153,838.29; AND OTHER VOUCHERS #92205 THROUGH #92468 IN THE

AMOUNT OF \$451,069.60); DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

10. Unfinished Business – none.

11. New Business –

a. Election of Officers – after discussion

08-54 MOTION BY EDNA FUND, SECONDED BY DICK NICHOLS, TO ELECT JUDY WEAVER PRESIDENT OF THE BOARD OF TRUSTEES AND BOB HALL AS VICE PRESIDENT OF THE BOARD OF TRUSTEES. MOTION PASSED UNANIMOUSLY.

b. Committee Assignments for 2009 - After discussion, it was agreed that the 2009 Committee Assignments are as follows:

BUDGET COMMITTEE

Judy Weaver
Bob Hall
John Braun

POLICY REVIEW COMMITTEE

Edna Fund
Steve Hardy
Jo-Ann Andrews

TRL BOARD REPRESENTATIVE ON THE FOUNDATION BOARD

Dick Nichols
Edna Fund

FACILITIES COMMITTEE

Dick Nichols
John Braun
Judy Weaver

c. RESOLUTION adopting the 2008 property tax levy rate for 2009 collections.

Michael Crose explained that the 2008 property tax levy rate for 2009 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.

RESOLUTION 08-07 BY JOHN BRAUN, SECONDED BY BOB HALL, INCREASING THE TAXING DISTRICT'S REGULAR LEVY FROM WHAT WAS LEVIED THE PREVIOUS YEAR AND ESTABLISHING THE 2008 REGULAR PROPERTY TAX LEVY FOR 2009 COLLECTION AND BY REFERENCE THE RESOLUTION IS INCORPORATED INTO THE MINUTES. MOTION PASSED UNANIMOUSLY.

- d. Certifying the 2008 tax levy rate for 2009 property tax collections.

RESOLUTION 08-08 BY DICK NICHOLS, SECONDED BY JOHN BRAUN, TO CERTIFY THE 2008 PROPERTY TAX LEVY AMOUNT (\$16,606,235.00) AND TAX LEVY RATE OF \$.3292 PER THOUSAND DOLLARS OF ASSESSED VALUATION FOR COLLECTION IN 2009 AND BY REFERENCE THE RESOLUTION IS INCORPORATED INTO THE MINUTES. MOTION PASSED UNANIMOUSLY.

- e. RESOLUTION setting the non-resident borrower fee for 2009

RESOLUTION 08-09 BY BOB HALL, SECONDED BY EDNA FUND, THAT THIS BOARD ESTABLISHES THE 2009 NON-RESIDENT BORROWER FEE BASED ON THE USUAL FORMULA AT \$78 PER YEAR, EFFECTIVE JANUARY 1, 2009, WITH THE OPTION OF A SIX-MONTH CARD AT \$40.00 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.

- f. Appointing a representative and alternate to the Thurston Regional Planning Council.

08-55 MOTION BY EDNA FUND, SECONDED BY BOB HALL, TO REAPPOINT DICK NICHOLS AS THE TIMBERLAND REGIONAL LIBRARY REPRESENTATIVE TO THE THURSTON REGIONAL PLANNING COUNCIL AND MIKE WESSELLS AS THE ALTERNATE. MOTION PASSED UNANIMOUSLY.

- g. Motion to adopt the Cost of Living Allowance for Timberland staff represented by the Staff Association.

08-56 IT WAS MOVED BY STEVE HARDY THAT WITH REGARD TO THE STAFF ASSOCIATION WAGES AND INSURANCE, A TWO PER CENT (2%) COST OF LIVING ALLOWANCE IS GRANTED EFFECTIVE JANUARY 1, 2009 AND INSURANCE BENEFITS LEVELS FOR THESE EMPLOYEES WILL BE INCREASED TO THE FOLLOWING MAXIMUM AMOUNTS PER MONTH PER FULL TIME EQUIVALENT: FOR MEDICAL INSURANCE \$665.79; FOR DENTAL INSURANCE \$53.11; \$3.60 FOR MONTHLY GROUP LIFE INSURANCE; FOR VISION INSURANCE \$7.85; FOR DISABILITY INSURANCE \$5.36 FOR EMPLOYEES WITH WCIP MEDICAL PLANS AND \$5.86 FOR

EMPLOYEES WITHOUT MEDICAL PLANS; AND \$221.00 FOR HEALTH SAVINGS ACCOUNT FOR EMPLOYEES ENROLLED IN THE WCIP HIGH DEDUCTIBLE HEALTH PLAN. MOTION SECONDED BY DICK NICHOLS. MOTION PASSED.

- h. Contract Agreement with the TRL Staff Association.

08-57 IT WAS MOVED BY DICK NICHOLS 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 BOB HALL. MOTION PASSED.

- i. Motion to Adopt the Cost of Living Allowance and benefits for Timberland Staff not represented by the Staff Association.

08-58 IT WAS MOVED BY BOB HALL THAT A TWO PER CENT COST OF LIVING ALLOWANCE BE GRANTED FOR THE TIMBERLAND REGIONAL LIBRARY EMPLOYEES NOT REPRESENTED BY THE STAFF ASSOCIATION **EXCLUDING THE EXECUTIVE DIRECTOR**, EFFECTIVE JANUARY 1, 2009 AND THAT INSURANCE BENEFITS LEVELS FOR THESE EMPLOYEES BE INCREASED TO THE FOLLOWING MAXIMUM AMOUNTS PER MONTH PER FULL TIME EQUIVALENT: FOR MEDICAL INSURANCE \$665.79; FOR DENTAL INSURANCE \$53.11; \$3.60 FOR MONTHLY GROUP LIFE INSURANCE; FOR VISION INSURANCE \$7.85; FOR DISABILITY INSURANCE \$5.36 FOR EMPLOYEES WITH WCIP MEDICAL PLANS AND \$5.86 FOR EMPLOYEES WITHOUT MEDICAL PLANS; AND \$221.00 FOR HEALTH SAVINGS ACCOUNT FOR EMPLOYEES ENROLLED IN THE WCIP HIGH DEDUCTIBLE HEALTH PLAN. MOTION SECONDED BY STEVE HARDY. MOTION PASSED.

- j. Motion to approve the Executive Director's Salary.

Because of the current financial and political situation and at the request of the Executive Director, the Executive Director proposed that her 2009 salary remain the same as her 2008 salary with no increase and no Cost of Living Allowance.
After discussion

08-59 IT WAS MOVED BY EDNA FUND, AT THE REQUEST OF THE EXECUTIVE DIRECTOR, THAT THE SALARY OF THE EXECUTIVE DIRECTOR REMAIN THE SAME AS THE 2008 SALARY. HOWEVER, THE

BENEFITS FOR THE EXECUTIVE DIRECTOR SHALL BE THE SAME AS THE EMPLOYEES NOT REPRESENTED BY THE STAFF ASSOCIATION. MOTION SECONDED BY BOB HALL AND PASSED UNANIMOUSLY.

Board Member Dick Nichols made a statement on behalf of the Board saying this proposal was made by the Executive Director because of the current financial and political situation and in no way indicated that the Board was dissatisfied in any way with the performance of the Executive Director.

There being no further business, President Jo-Ann Andrews adjourned the meeting at 8:19 p.m.



President



Secretary