



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd. SW
Tumwater, WA 98501
Wednesday, November 16, 2016
7:00 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Rebecca Connolly, Bob Hall, Stephen Hardy, Emmett O'Connell, Corby Varness, Brian Zylstra

BOARD MEMBERS EXCUSED: None

STAFF PRESENT: Cheryl Heywood, Kristine Tardiff, Walter Bracy, Jeff Kleingartner, Josh Jordan, Eric Lowell, Ryan Williams, Felicia Wilson, Lily Grant, Holly Paxson, Donna Schumann, and Brenda Lane; recorder

President Rebecca Connolly welcomed everyone to Tumwater and called the Regular Board meeting to order at 7:00 pm.

AGENDA ITEMS

1. Brian Zylstra led the pledge of allegiance.
2. Welcome and self-introductions.
3. Approval of Agenda.

16-63 – EMMETT O'CONNELL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. BOB HALL SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – None.

5. Public Comments – Holly Paxson, Lacey Library Manager and AFSCME 3728 Supervisor Unit President shared the appreciation and sincere thanks from the members of the local 3758 for the recent negotiations. She stated that this was the finest set of contract negotiations we have had. It was collaborative, creative, professional, and fun. She wanted to thank the Board for their support and the staff that worked on both sides of the table to get the contract ratified.
6. Board Comments – Trustee O’Connell shared that he attended the Techstravaganza at the Olympia Library with his kids and that the photo of the boy in the departmental reports playing with tech toys is his 10-year old son, Liam. During the program teen volunteers learned how to use various tech toys and were then available during the program to show younger children how to use them. He stated that it was a great event and his boys had a great time. Cheryl noted that we are going to have a show and share from the Teen Tech staff early next year.
7. Director’s Report - Cheryl Heywood

Cheryl reported on some additional items not in her report. She shared that she, Alice Goudeaux, Bernard Weathersbee, and Donna Feddern attended the Thurston County Chamber Forum and staffed a booth. Donna reported that at Leadership Thurston County the next day, several people who had been in attendance asked about resources that were mentioned in Cheryl’s presentation. Cheryl noted that a thank you letter was sent to Lake Quinault School District Superintendent Rich Dubois thanking him for working with us on the recent Amanda Park library ADA repair. She also shared that we received the \$250,000 check from Grays Harbor for the Amanda Park project. Lastly, she will be attending the Business expo on December 8.

b. Department Reports – No comments or questions.

8. Financial Report – Eric presented the financial report.
9. Voucher Report – Eric presented the expense and payroll vouchers for review and approval.
10. Consent Agenda - Motion for approval.

16-64 - CORBY VARNESS MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE OCTOBER 26, 2016 BOARD MEETING; OCTOBER 13, 2016 SPECIAL BOARD MEETING; PAYROLL VOUCHERS #58906 THROUGH #58925 IN THE AMOUNT OF \$386,126.76 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$672,772.54 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$237,201.62 FOR A GRAND TOTAL OF \$1,296,100.93; EXPENSE VOUCHERS #26318 THROUGH #26540 IN THE AMOUNT OF \$352,527.50. HAL BLANTON SECONDED. MOTION PASSED UNANIMOUSLY.

11. Unfinished Business

- a. Rochester Kiosk Meeting Update – Cheryl stated that the agreement is being reviewed.

12. New Business

- a. WebEx for Board Meetings – Trustee Hardy asked to open a discussion about the possibility of using WebEx to attend the Board meeting(s) remotely vs. in person when inconvenient, such as long travel time, inclement weather, out of town or quorum issues. He would like to talk about the best way to engage and situations that this would be acceptable. Trustee O’Connell shared his concerns and noted that he would like to see guidelines spelled out and included in the bylaws as well as if there should be a policy. His opinion is that this should not replace coming to a meeting and suggests that we create rules for when it is acceptable to use something like WebEx. He would also like to see technological standards in place and recommended that staff come back in January with suggestions to these concerns. After a brief discussion, the Board agreed with Trustee O’Connell’s recommendation. Item will come back in January with a recommendation from staff.
- b. Supervisory Unit Collective Bargaining Agreement Approval – A 3-year contract was presented for approval.

16-65 - STEPHEN HARDY MADE A MOTION TO APPROVE THE SUPERVISORY UNIT (LOCAL 3758-S) COLLECTIVE BARGAINING AGREEMENT AS NEGOTIATED BETWEEN

TIMBERLAND REGIONAL LIBRARY AND THE WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, AFSCME, AFL-CIO, AND RATIFIED BY THE UNION.

THAT WAGE LEVELS BE INCREASED FOR THE SUPERVISORY UNIT BY 2.0% EFFECTIVE JANUARY 1, 2017, 1.5% EFFECTIVE JANUARY 1, 2018, AND 1.5% EFFECTIVE JANUARY 1, 2019.

THAT INSURANCE BENEFITS LEVELS FOR THESE REPRESENTED EMPLOYEES BE ESTABLISHED EFFECTIVE JANUARY 1, 2017 TO THE FOLLOWING MAXIMUM AMOUNTS PER MONTH PER FULL TIME EQUIVALENT AND PRO-RATED FOR PART-TIME: FOR 2017 MEDICAL INSURANCE UP TO \$700.00, FOR 2018 UP TO \$760.00, AND FOR 2019 UP TO \$790.00. FOR 2017, 2018, AND 2019 DENTAL INSURANCE TO 100%, VISION INSURANCE TO 100%, FOR MONTHLY GROUP LIFE INSURANCE UP TO 100% PUBLISHED TRUST RATE, AND UP TO \$220.00 FOR A HEALTH SAVINGS ACCOUNT FOR EMPLOYEES ENROLLED IN AN AWC HIGH DEDUCTIBLE HEALTH SAVINGS PLAN. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

- c. Base Unit Collective Bargaining Agreement Approval – A 3-year contract was presented for approval.

16-66 - EMMETT O'CONNELL MADE A MOTION TO APPROVE THE BASE UNIT (LOCAL 3758) COLLECTIVE BARGAINING AGREEMENT AS NEGOTIATED BETWEEN TIMBERLAND REGIONAL LIBRARY AND THE WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, AFSCME, AFL-CIO, AND RATIFIED BY THE UNION.

THAT WAGE LEVELS BE INCREASED FOR THE BASE UNIT BY 2.0% EFFECTIVE JANUARY 1, 2017, 1.5% EFFECTIVE JANUARY 1, 2018, AND 1.5% EFFECTIVE JANUARY 1, 2019.

THAT INSURANCE BENEFITS LEVELS FOR THESE REPRESENTED EMPLOYEES BE ESTABLISHED EFFECTIVE JANUARY 1, 2017 TO THE FOLLOWING MAXIMUM AMOUNTS PER MONTH PER FULL TIME EQUIVALENT AND PRORATED

FOR PART-TIME: FOR 2017 MEDICAL INSURANCE UP TO \$700.00, FOR 2018 UP TO \$760.00, AND FOR 2019 UP TO \$790.00. FOR 2017, 2018, AND 2019 DENTAL INSURANCE TO 100%, VISION INSURANCE TO 100%, FOR MONTHLY GROUP LIFE INSURANCE UP TO 100% PUBLISHED TRUST RATE, AND UP TO \$220.00 FOR A HEALTH SAVINGS ACCOUNT FOR EMPLOYEES ENROLLED IN AN AWC HIGH DEDUCTIBLE HEALTH SAVINGS PLAN. HAL BLANTON SECONDED. MOTION PASSED UNANIMOUSLY.

- d. Non-Represented Employees Wage & Benefits Approval – A motion was requested to approve the same benefits and wage increases as represented employees.

16-67 - HAL BLANTON MADE A MOTION THAT WAGE LEVELS BE INCREASED FOR NON-REPRESENTED EMPLOYEES BY 2.0% EFFECTIVE JANUARY 1, 2017, 1.5% EFFECTIVE JANUARY 1, 2018, AND 1.5% EFFECTIVE JANUARY 1, 2019.

THAT INSURANCE BENEFITS LEVELS FOR NON-REPRESENTED EMPLOYEES BE ESTABLISHED EFFECTIVE JANUARY 1, 2017 TO THE FOLLOWING MAXIMUM AMOUNTS PER MONTH PER FULL TIME EQUIVALENT: FOR 2017 MEDICAL INSURANCE UP TO \$700.00, FOR 2018 UP TO \$760.00, AND FOR 2019 UP TO \$790.00. FOR 2017, 2018, AND 2019 DENTAL INSURANCE TO 100%, VISION INSURANCE TO 100%, FOR MONTHLY GROUP LIFE INSURANCE UP TO 100% PUBLISHED TRUST RATE, AND UP TO \$220.00 FOR A HEALTH SAVINGS ACCOUNT FOR EMPLOYEES ENROLLED IN AN AWC HIGH DEDUCTIBLE HEALTH SAVINGS PLAN. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

13. Committee Reports

- a. Budget Committee – Stephen Hardy

- i. City of Hoquiam – Trustee Varness gave an overview of the timeline of the City of Hoquiam’s request to forgive a loan which would allow the use of the loan funds to help repair and refurbish the Hoquiam Library. Trustee Hall opened the discussion stating that he does not believe we should

forgive the debt. Trustee Varness agreed that the debt and the request should not be connected and is concerned we would set a precedent towards providing funds to city-owned buildings. She noted that she is very impressed with the work that they are doing and is moved by their effort to work on the library. After a brief discussion, it was decided that a response was needed to their request and she asked for a formal recommendation.

- 16-68 - BOB HALL MADE A MOTION TO NOT FORGIVE THE DEBT. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

Cheryl will contact City Manager Brian Shay with the Board's decision.

- ii. Trustee Hardy shared that the Board heard a very good presentation on the budget at the Budget Hearing tonight. He is very impressed and applauded the staff on a more cohesive budget document and asked the Board for a motion to approve the 2017 preliminary budget.

- 16-69 - EMMETT O'CONNELL MADE A MOTION TO APPROVE THE 2017 PRELIMINARY BUDGET AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- 16-70 - BOB HALL MADE A MOTION TO AMEND THE AGENDA TO INCLUDE A REPORT FROM THE EXECUTIVE COMMITTEE. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Executive Committee – Trustee Connolly shared that the committee met to discuss ideas for a dashboard. Some of the measurements they would like to see are baseline data and key metrics that demonstrate how successful they are. The committee has asked Administration to come forward with a proposal for discussion in January.


15. Final Board Comments – Trustee Hall noted that he knows he hears that there is a need for an additional library in areas such as Olympia but with no money

for staff, books or a levy lid lift, he's sorry that it doesn't seem likely as we only have so much money available and we don't want to string anyone along. Trustee Hardy shared that he appreciates being able to connect to the library and the Library Director is a key player. We have five counties and a common purpose and he is very proud to be at the table and hopes the public realizes how lucky they are to have such a vibrant library in their counties. President Connolly thanked the negotiations staff for their hard work.

16. Future Agenda Items – None.

17. Executive Session – At 7:57 p.m., President Connolly called for Executive Session pursuant to RCW 42.30.110 to discuss the Library Director Evaluation and noted it should take 10 minutes. At 8:09 p.m., President Connolly called the meeting back to order.

18. Adjournment –At 8:09 p.m., with no further business, President Connolly adjourned the meeting.


Rebecca Connolly, President

Cheryl Heywood, Secretary