



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd. SW
Tumwater, WA 98501
Wednesday, December 18, 2019
5:30 pm

MINUTES

BOARD MEMBERS PRESENT: Jenna Noll, Hal Blanton, Bob Hall, Brenda Hirschi, Corby Varness, Brian Zylstra

BOARD MEMBERS EXCUSED:

STAFF PRESENT: Cheryl Heywood, Kandy Seldin, Kendra Jones, Ryan Williams, Andrea Heisel, Eric Lowell, Brenda Lane; recorder

President Noll welcomed everyone to Tumwater and called the Regular Board meeting to order at 5:30 pm.

AGENDA ITEMS

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

19-64 – CORBY VARNESS MADE A MOTION ACCEPT THE AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

4. Correspondence – Cheryl noted two letters from the public that she sent to the board for review.
5. Public Comments – None.

6. Board Comments – President Noll shared that this would be her last board meeting. She stated that it has been great serving on the board and overall a fun experience. She is confident in the leadership in place and happy to have been part of working through the budget issues. The trustees thanked Jenna for her service noting that they wished her well. Trustee Hall expressed his concerns with the information presented at last month's board meeting regarding the elimination of fines. He stated that the estimation of the numbers that were presented regarding staffing costs did not add up with his math and he would like to discuss the information. It was noted that the policy is up for discussion later in the meeting.

7. Director's Report - Cheryl Heywood

Cheryl highlighted the following items:

- Noted that the board had the Strategic report and the strategic direction document in their packet.
- Shared her congratulations to graduates of the Leadership program.
- Shared a flyer for the Veterans' connection café currently in a 90-day pilot program. Reported that it is going very well and we are having discussion of rolling it out in additional libraries
- Reported that the Olympia Library remodel is moving along nicely. Re-opening will be Feb 3.
- 2019 was a major planning year, new programs, services and collections, saved 518K in soft-firing freeze and Administration reorganization. Thanked staff and leadership teams for putting in their best work in 2019.

Trustee Hirschi asked to see an updated FTE chart as it would be nice to see how it has changed noting it would be good to see projected FTEs over a 3-year period. Cheryl replied that staff are currently working on the staffing plan which should be presented to the Board within the next 3-4 months.

Department Reports

- a. The department reports were reviewed and follow-up questions answered.

8. Financial and Voucher Report – Eric Lowell reviewed the financial reports.
9. Consent Agenda - Motion for approval.

19-65– CORBY VARNESSE MADE A MOTION TO APPROVE THE CONSENT AGENDA. BOB HALL SECONDED. MOTION APPROVED.

10. Unfinished Business

a. 2020 Budget – Eric Lowell

Eric noted that the only difference between the salary and benefit items were as a result of the CBA which is on the agenda for a vote. Otherwise the numbers are on. Revenues went up 290K, expenditures at 17K, expenditures increased by 288K, and transfers out went down by 900K. This budget covers the current and new positions as outlined in the CBA and in March we will do a budget adjustment. He noted we will also do a budget adjustment for the technology fund the for the self- checkout machines.

b. Policy Committee – Brenda Hirschi

i. Donation of Materials Policy

19-66 – BRENDA HIRSCHI MADE A MOTION TO APPROVE THE DONATION OF MATERIALS POLICY AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

ii. Fees Policy

19-67 – BRENDA HIRSCHI MADE A MOTION TO APPROVE THE FEES POLICY AS PRESENTED. CORBY VARNESSE SECONDED.

Trustee Hall Bob stated that he had questions regarding discontinuing fines and would like to have a discussion. At this time, the trustees had a lengthy discussion on the report presented by the Circulation Team on the costs of labor and staff time used to process fines. Trustee Varness stated that she would like to try the discontinuing of fines and see what the impact is noting that as the board we want to remove the barriers to access the library. Trustee Varness stated that currently someone can't use the library because of a few piddly dollars and we can take a 1% hit. In additional discussion, it was noted that once we do this, we will have real knowledge of what the real impact is.

ROLL CALL VOTE – ALL MEMBERS VOTE AYE. MOTION APPROVED UNANIMOUSLY.

ii. Library Materials Policy

19-68 – CORBY VARNESSE MADE A MOTION TO APPROVE THE LIBRARY MATERIALS POLICY AS PRESENTED. BRENDA HIRSCHI SECONDED. MOTION APPROVED UNANIMOUSLY.

iii. Library Card Eligibility Policy

19-69 – BRENDA HIRSCHI MADE A MOTION TO APPROVE THE LIBRARY CARD ELIGIBILITY POLICY AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

11. New Business

a. Approval of 2020 Officers.

19-70 – CORBY VARNESSE MADE A MOTION TO APPROVE BRENDA HIRSHI AS THE 2020 BOARD PRESIDENT AND BOB HALL AS PRESIDENT-ELECT. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

c. Approval of Classification and Compensation Study

19-71 – HAL BLANTON MADE A MOTION TO APPROVE THE FINAL CLASSIFICATION AND COMPENSATION STUDY RECOMMENDATION FOR EMPLOYEE SALARIES, JOB DESCRIPTIONS AND TITLES AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

d. 2020-2022 Collective Bargaining Agreement Approval

19-72 – BRIAN ZYLSTRA 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, EFFECTIVE JANUARY 1, 2020, BY 3.0%; AND EFFECTIVE JANUARY 21, 2021, WAGE LEVELS BE INCREASED TO REFLECT THE COST OF LIVING OF THE

SEATTLE CPI-U, ALL ITEMS (BASED ON JUNE 2019 TO JUNE 2020 FIGURES AND THE RATE SHALL BE NO LOWER THAN ONE PERCENT AND NO HIGHER THAN THREE PERCENT: AND EFFECTIVE JANUARY 1, 2022, BASE LEVELS BE INCREASED TO REFLECT THE COST OF LIVING OF THE SEATTLE CPI-U, ALL ITEMS (BASED ON JUNE 2020 TO JUNE 2021 FIGURES AND THE RATE SHALL BE NO LOWER THAN ONE PERCENT AND NO HIGHER THAN THREE PERCENT.

THAT **INSURANCE BENEFIT LEVELS** FOR THESE REPRESENTED EMPLOYEES BE ESTABLISHED EFFECTIVE JANUARY 1, 2020 THROUGH DECEMBER 31, 2022 TO THE FOLLOWING:

FOR **GROUP MEDICAL INSURANCE** PREMIUMS THE EMPLOYER SHALL CONTRIBUTE 100% OF THE PREMIUM FOR THE INDIVIDUAL FULL-TIME EMPLOYEE. EMPLOYEES WORKING A REGULAR SCHEDULE OF TWENTY HOURS OR MORE, BUT LESS THAN 40 HOURS PER WEEK, WILL HAVE THEIR MEDICAL INSURANCE PREMIUMS FOR THE INDIVIDUAL EMPLOYEE PAID AT A PRO-RATED AMOUNT, BASED ON THE HIGHEST MEDICAL PREMIUM AVAILABLE THAT CALENDAR YEAR; AND

FOR **DENTAL, VISION AND LONG-TERM DISABILITY INSURANCE** THE EMPLOYER SHALL CONTRIBUTE 100% OF THE PREMIUM FOR REGULARLY SCHEDULED EMPLOYEES WHO WORK 20 HOURS OR MORE PER WEEK; AND

FOR **MONTHLY GROUP LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE** THE EMPLOYER SHALL PAY 100% OF THE PREMIUM FOR REGULARLY SCHEDULED EMPLOYEES; AND

FOR FULL-TIME EMPLOYEES ENROLLED IN AN AWC HIGH DEDUCTIBLE HEALTH PLAN, THE EMPLOYER SHALL CONTRIBUTE UP TO \$220 PER MONTH INTO THE EMPLOYEE'S **HEALTH SAVINGS ACCOUNT**. FOR EMPLOYEES WORKING A REGULAR SCHEDULE OF TWENTY HOURS OR MORE, BUT LESS THAN 40 HOURS PER WEEK, WHO ARE ENROLLED IN AN AWC HIGH DEDUCTIBLE HEALTH PLAN, THE EMPLOYER SHALL CONTRIBUTE A PRORATED PORTION OF \$220 PER MONTH INTO THE EMPLOYEE'S HEALTH SAVINGS ACCOUNT.

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, EFFECTIVE JANUARY 1, 2020, BY 3.0%; AND EFFECTIVE JANUARY 21, 2021, WAGE LEVELS BE INCREASED TO REFLECT THE COST OF LIVING OF THE SEATTLE CPI-U ALL ITEMS (BASED ON JUNE 2019 TO JUNE 2020 FIGURES AND THE RATE SHALL BE NO LOWER THAN ONE PERCENT AND NO HIGHER THAN THREE PERCENT; AND EFFECTIVE JANUARY 1, 2022, BASE LEVELS BE INCREASED TO REFLECT THE COST OF LIVING OF THE SEATTLE CPI-U ALL ITEMS (BASED ON JUNE 2020 TO JUNE 2021 FIGURES AND THE RATE SHALL BE NO LOWER THAN ONE PERCENT AND NO HIGHER THAN THREE PERCENT.

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FOR MONTHLY **GROUP LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE** THE EMPLOYER SHALL PAY 100% OF THE PREMIUM FOR REGULARLY SCHEDULED EMPLOYEES; AND

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BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

e. 2020 Committee Assignments

19-73 – CORBY VARNES MADE A MOTION TO APPROVE THE 2020 COMMITTEE ASSIGNMENTS AS DISCUSSED. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

12. Executive Session – At 7:00 pm, President Noll called for a 20 minute Executive Session pursuant to RCW 42.30 for the Library Director evaluation.

At 7:20, President Noll called the meeting back to order.

13. New Business – President Noll asked for motion regarding the 2020 Library Director contract and salary.

a. Library Director Compensation Package


19-74 – BOB HALL MADE A MOTION TO CHANGE THE LIBRARY DIRECTOR TITLE TO EXECUTIVE DIRECTOR AND TO APPROVE A CONTRACT FOR 2020 IN THE AMOUNT OF \$145,000. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

The board also noted that they recognize the tough year that the Director pulled the organization through and that she has done a good job.

At 7:21 with no with no further business the meeting was adjourned.



President, Board of Trustees



Cheryl Heywood, Secretary