MINUTES
NEILL PUBLIC LIBRARY
BOARD OF TRUSTEES

Regular Meeting
October 19, 2011
Young Conference Room
3:00 pm

Attendees: William Brock, Elizabeth Hindman, Judy Busch, Jon Anderson, Joanna Bailey, Kathleen Ahern, Dana Ellis

1. Beth moved and Judy seconded approving minutes from the September 14, 2011 Special Meeting.

2. Judy moved and Beth seconded approving September and October claims fund vouchers to date. All voted and the vouchers were accepted as presented.

3. Judy moved and Beth seconded approving October salary warrants. All voted and the warrants were accepted as presented.

4. Announcements and Reports
   a. Summer Reading Program report accepted as presented.
   b. Manager's report accepted as presented.
   c. Financial report accepted as presented.
   d. Friends of Neill Public Library

   Karen Weathermon could not attend. Joanna read her prepared update as follows:

      i. Recent Activities
         * The Friends participated in the nonprofit showcase for the Pullman Farmers market in August and September
         * The regular Book Sale area has been netting over $300 a month recently, quite a feat when items are priced between .25 and 1.00!
      ii. Current Activities
         * For National Friends of Libraries Week, Oct 16-22, the Friends are hosting two free raffles, one for adult book items and one for children's book items. In addition they have a special "Treasures of the Book Sale" with items that are moderately priced ($2-3) but that are of higher value than their regular book sale items.
         * The Friends agreed to cover the travel costs for the two Adult Service Librarian candidates and will host a lunch with each.
      iii. Future Activities
         * The Friends are revising their brochure and other materials, using a newly adopted logo. They will roll out this new look with their annual membership mailing in January. They are also going to do special solicitation for business members and will order window clings with their new logo for those businesses who become members.
         * The Friends' next meeting will be November 14 at 1pm.

5. Regular Business

a. 2012 Budget

The Board reviewed the library's 2011 Year End Budget Estimate and 2012 proposed Budget Request. The library's year-end return to the City will help offset the shortfall in the City's general cash coffers. With the minimum wage scheduled to increase next year, Joanna proposed further reductions in other areas of the library's budget, such as minor capital (acquisition of materials) and other services (professional services and programming) in the 2012 proposed funding request. All of these reductions together with partial de-funding of the administrative assistant position will result in the library's 2012 budget request $4,257 to be lower in comparison with the 2011 budget request.

b. Timeslip Wage Scale – minimum wage increase and internal equity issues

Joanna brought to the Board for discussion two proposed adjustments to the Timeslip Wage Scale:

- Minimum wage increase effective January 1, 2012. The minimum wage will go up from $8.67 to $9.04. This legislative change affects Jr. Library Assistants (shelvers) whose starting pay is at minimum wage.
- Internal equity issues: continued minimum wage increases to Step A without COLA increases to the Steps B and C of the Jr. Library Assistant wage scale have resulted in internal equity issues. Joanna proposed that Step B be adjusted to $9.14 and Step C be adjusted to $9.61. Without these adjustments, an employee at Step A would earn a higher wage than he/she would at Step B or C.

Jon moved and Judy seconded approving these adjustments to the Timeslip Wage Scale. All voted and the proposed adjustments were accepted as presented.

c. Library Administration

William had a discussion with Rand Simmons, the Acting Washington State Librarian, about making Joanna's appointment permanent. Based on this discussion and Rand's recommendations the Board will attempt to certify Joanna through normal channels. Joanna will need to submit a portfolio to the State Library citing her professional experiences, education, and include letters of recommendation to prove that her attainments and abilities are equivalent to those of an MLS graduate.

William shared that the City acknowledged the Board's decision to move Joanna from Step 2 to 3; however, this was to be done without the City's signature. The City would oppose Ms. Bailey's appointment to the position of Library Director until she obtains a formal certification from the State Library.

d. Library Board Vacancy in 2012

Robert Rembert's appointment as a member of the Library Board ends in December 2011. Joanna presented to the Board a Trustee application for NPL Board of Trustees. William and Beth agreed to form a sub-committee with the aim of

identifying suitable candidates for this role. A news press release will go out today, October 19. Applications will be due on December 1, 2011.

6. New Business
   a. There was no new business.

7. Adjournment of Regular Meeting
   a. Being no further business, Judy moved and Jon seconded adjourning the regular meeting. All voted and the meeting adjourned at 3:56 p.m.

Next Meeting Date: November 16, 2011 at 3 p.m.

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Chair Attest