

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Aberdeen Timberland Library
121 E. Market Street
Aberdeen, Washington

August 16, 1973

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BOARD OF TRUSTEE MEMBERS PRESENT:

Rita McArthur, Chairman - Mason County
Raeburn Hagen, Trustee - Grays Harbor County
Robert Baker, Trustee - Lewis County
Donald Cox, Trustee - Pacific County
Elmer Keiski, Jr., Trustee - Thurston County
Ruth Schmidt, Trustee - Thurston County

BOARD OF TRUSTEE MEMBERS ABSENT:

Dr. Wm. Lawrence, Vice-Chairman - Lewis County

STAFF PRESENT:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Barbara Bruhns, Central Services Supervisor
Joy Ayres, Business Manager
Rosalie Spellman, Aberdeen Librarian
Stella Steuby, Public Information Assistant
Judy Turner, Aberdeen Children's Librarian
Judy Green, Centralia Reference Librarian
Marian Osterby, Centralia Librarian
Harriet Lamb, Hoquiam
Barbara Durney, Hoquiam
Martha Hill, Aberdeen
Katherine Payne, South Bend
Evelyn Ritenburgh, Raymond
Carol Nelson, Board Secretary Pro Tem

OTHERS PRESENT:

Della Wakefield, Trustee Consultant, Washington State Library
Mr. & Mrs. Jerry Sansum, Amanda Park
Mr. Bud Nelson, Naselle
Kay Evans, Aberdeen Board
Ron Bell, Aberdeen Board
Art Pocklington, Hoquiam Board
Bill Tilton, Centralia Board Chairman

The meeting was called to order by the Chairman, Mrs. Rita McArthur, at 7:50 p.m. Mrs. McArthur introduced Della Wakefield and asked her to say a few words.

Mrs. Wakefield summarized her background before becoming trustee consultant for the Washington State Library. Mrs. Wakefield said that her present responsibilities include meeting with boards of trustees and friends groups.

trying to help them in any way in which she can. She said the thing that she is getting the most out of is visiting boards and friends and just being able to share with them things that other groups are doing because everyone is interested in what everyone else is doing. Mrs. Wakefield said that she felt lay people working with lay people have a little different approach to library problems. She said that when she travels around the state, Timberland is one of the examples that she uses as "you can do it".

Mrs. McArthur asked if there were any other board members present who would care to comment. Art Pocklington, from the Hoquiam Board, said that he feels that Hoquiam is fortunate that they are in Timberland. He said that they are doing a lot of things in Hoquiam and it is due to professional staff competency.

Agenda Item
No.

1 Approval of Minutes

July 19, 1973 meeting - There being no additions or corrections to the minutes as presented, the minutes stood approved as received.

August 2, 1973 Special Meeting - There being no additions or corrections, MR. BAKER MOVED THE MINUTES BE ADOPTED AS PRESENTED. SECONDED BY MRS. SCHMIDT AND UNANIMOUSLY CARRIED.

2 Approval of Expense Vouchers

After a brief discussion, Mrs. McArthur entertained a motion for the approval of the vouchers. SO MOVED BY MRS. HAGEN. SECONDED BY MR. BAKER AND UNANIMOUSLY CARRIED.

3 Reports

A. Board

1) Kneeland Center Lease Committee - Mr. Keiski

Mr. Keiski gave a brief background of library service needs in South Mason County. He said that the Timberland Board has a tentative outline of a possible library facility in the Kneeland Center. In an area that would be ideal for a Timberland outlet, Timberland was offered some 2,000 square feet at 30¢ per square foot, including heat, air conditioning, water, and utilities, in a structure to be built within 90 days. Mr. Keiski said that the committee was surprised at the price, but considered that the prime interest rate went up so that builders cannot get money for less than 9%. Mr. Keiski said that Timberland does not have a specific written offer from the developer, but the board has had enough discussion and communication from the other party, that it gives the board a pretty clear frame of reference. Mr. Keiski said that his recommendation to the board is that Timberland make Mr. Endicott an offer in order to expedite the building so that Timberland can get service started as soon as possible. He suggested that Timberland would rent 2,000 square feet in this building to be constructed within 90 days from actual start time, for three years with option to renew at 30¢ per square foot if it includes janitorial service. He said that Timberland accepted

their tentative offer and that Timberland would reaffirm its desire to have the heat, air conditioning, water and utilities included in the amount per square foot. Mr. Endicott offered Timberland 30¢ per square foot, heat, air conditioning, water and utilities, but not janitorial services. Mr. Keiski said that the committee would also recommend that the director or her appointee be authorized to negotiate alterations within the structure to accommodate Timberland's specific needs.

Mr. Keiski said that the board should act on this offer as a board and get it into the developer's hands so that they can get started. He said that the building that is proposed includes carpeting, adequate parking and easy access for handicapped persons. The building would be in a location that would serve an exploding area in terms of population. The new Shelton High School is about 2,000 feet across the way, the new hospital is in this area and the location is in an industrial business park that will be a major interchange for the freeway.

2) A.L.A. Annual Conference - Mrs. McArthur

Mrs. McArthur reported on several different meetings which she attended. She reported on the program on Intellectual Freedom. She said that one outstanding comment was that "the dangers of free expression are not nothing compared to the dangers of deafness." She said that one thought that terminated every trustee meeting was that trustees just by the very nature of the word and by the very nature of their positions have a moral responsibility to support the programs that the professional staff, who are trained to do so, have developed and have recommended.

B. Staff

1) Director - Mrs. Morrison

Mrs. Morrison said that she felt the financial status of libraries since the State Supreme Court ruling, is uppermost in most minds at this point. Loss of income statewide in county and regional libraries as a result of this ruling is about \$1,345,453. To Timberland, it meant \$183,128 which will be made up by a grant from the State Library. She said that the millage for collection this year will be reduced from 1.08 to .952. Mrs. Morrison asked for the board's authorization to send letters to cities using the city's final 1972 assessed valuations for taxes payable in 1973 in which would be stated what the city's payments have been up to date and to recalculate the last two quarters based upon the lowered millage. In addition, she said that the State Supreme Court ruling means a lowered millage for next year. The 106% limitation will also affect Timberland next year.

Mrs. Morrison reported that the library district directors from all over the state will be meeting again and their concern will be what to do about our county and regional library districts. Mrs. Morrison feels that the only long-term answer is a state-wide system of libraries.

Mrs. Morrison reported that she had been asked to be on a panel discussion during PNLA at Portland. She is to give the administrative point of view of labor-management relations at a Social Responsibilities Round-Table meeting.

Mrs. Morrison reported that Judy Green will replace Gail McGovern as Hoquiam Librarian and that Elaine Lesh has been replaced by Christine Bradley as Children's Librarian in Olympia.

2) Assistant Director, Western Area - Mrs. Barton

Mrs. Barton said that she had a written report and that she would like to point out that Timberland has increasing activity among local boards and local friends all over the district. Timberland also has rising circulation throughout most of the district. Mrs. Spellman has been invited to take part in a workshop at North Central Regional Library. She has been asked to give her personal experiences in working for improved library service in the community, and to share her "secrets" for stimulating lay interest and support.

Mrs. Barton reported that a brand new board met for the first time in Cosmopolis and the initial enthusiasm shown was extremely encouraging.

Mr. Baker asked Mrs. Barton for a report on the new North Beach Library. Mrs. Barton said that there were 32 children and 15 adults at the last story hour and that the story hour attendances have increased each time. She said that the circulation is increasing steadily and more and more people are dropping in. The North Beach staff feels that once the summer is over and school opens that the circulation will grow even more rapidly.

3) Assistant Director, Eastern Area - Mrs. Stough

Mrs. Stough reported that she did not write a report this month because she has been on vacation. Mrs. Stough said that the Lacey Board had met with a local government committee, which is part of their city council, and they agreed to the recommendation that \$8,000 be put into the budget for the Lacey Library as preparation for their community library bond issue. They also agreed to go on a short tour so that the city council could see other libraries.

Mrs. Morrison pointed out that circulation this month is up by almost 6,000 over last year.

4) Business Manager - Mr. Ayres

Mr. Ayres reported that the new 1973 Dodge Van for Olympia was delivered.

Mr. Ayres explained the "umbrella" insurance that Timberland needs for general liability and also automotive liability. This would be \$1,000,000 in excess of the \$300,000 which the district now carries. He said that Timberland now has 13 vehicles and most of these are on the road every day. He said that former board member,

Jane Dowdle Smith, recommended very highly that Timberland get this additional coverage.

Mr. Ayres reported that Timberland has received in revenue \$1,011,662. Expenditures through the month of July are \$984,892.

5) Central Services Supervisor - Mrs. Bruhns

Mrs. Bruhns said that her report was in the board folders. She reported that she has held up the standing orders. She said that she has to know what the budget will be before she can put in a standing order, because once it is started you have to stay with it for a little while. It is also necessary to have an idea of the budget before Bill Ott can order periodicals. Requests have increased at the Service Center.

4

Communications

A. Letter from Miriam Engelland

Mrs. Morrison read a letter addressed to the board from Miriam Engelland:

"It has been brought to my attention that the Board of Timberland Regional Library is seriously considering eliminating the peninsula services of the bookmobile. This proposal for the Long Beach peninsula also includes enlarging the Ocean Park facility, but does not include any major change at Ilwaco according to my information. A major consideration is a situation of this type should be the character and distribution of the users of the present facilities. According to the 1970 figures approximately 10% of the general United States population is made up of persons over 65 years of age. The percentage of people over 65 years residing on the Long Beach peninsula is 24.8%. We are home to many individuals who are retired, who are in need of reading materials and who do not have the physical or financial means to travel any great distance to obtain them. "The large number of people over age 65 in the peninsula area is indicative of its popularity as a retirement community. Several census enumerations districts in the Long Beach and Ocean Park areas tabulated nearly 30% of their residents in this retirement age bracket." Page 9, Health and Aging in Grays Harbor and Pacific Counties.

"In Pacific County, there are few if any distinct services for the elderly." Page 5 from the same report. This I am sure is rather an unusual situation when compared to other areas serviced by Timberland. But I believe that it would be of value to the board to examine the type of patrons as well as the financial change which might be the result of this proposed curtailment. Sincerely, Miss Miriam Engelland."

Mrs. Morrison said that her comment would be that the board is not seriously considering any change in service by the bookmobile at the moment. The staff has been discussing future possibilities. Mrs. Morrison felt that the letter was a little premature. Mrs. Morrison said that she is certainly in sympathy with Miss Engelland's feeling for the elderly. Mrs. Morrison said that the fact that

the peninsula is about 15 miles long and approximately 4 or 5 miles wide and has two libraries on it, gives the peninsula considerably better service now than some parts of the five counties have at the moment - even without the bookmobile.

Mrs. McArthur asked the director to respond to Miss Engelland's letter and Mrs. Schmidt suggested that the director remind Miss Engelland that mail service is available to all and that there is toll free telephone service both to libraries on the peninsula and to the library headquarters in Olympia.

B. Letter from Endicott Realty

Mrs. Morrison read the letter from Mr. Endicott:

"I wish to thank you for the time extended our organization during your meeting last week in Elma.

Please find enclosed the requested data, plans, etc., necessary for presentation to your board.

We have committed for the entire building to expedite the construction. However, it is our intention to retain only 3,000 square feet for our administration facilities and release the balance of the building to other lessees. The owners have tentatively structured a .30 cents per square foot lease basis including heat, air conditioning, water and utilities. We feel it is fair, considering the parking facility and close proximity of the freeway.

Naturally, we hope your findings will be in the affirmative. We would prefer your type of operation in the complex. Time is of the essence and we would appreciate an answer as soon as possible. Should you find it not feasible at this time we will secure other tenants immediately.

You may wish to recommend physical changes in the 2,000 square feet designated as library space. We feel partitions or doorway changes would not alter the rent structure if they were instituted at this stage of planning.

Please contact us if we may be of further service or if additional information is required. Sincerely, Dick Endicott."

Mrs. Morrison outlined the attached specifications to the letter.

C. Invitation from Hoquiam Friends of the Library

Mrs. Morrison read an invitation to the Timberland Regional Library Board of Trustees: "The Hoquiam Timberland Library Friends invite you to a farewell open house for our librarian, Gail McGovern, Thursday, August 23, from 3 to 5 p.m. at the library. Refreshments will be served."

Mr. Keiski requested that the board move to New Business and hear from Mr. Sansum and Mr. Nelson, considering the distance they had come and had to return also considering the hour. Mrs. McArthur suspended the order of business to hear from these gentlemen.

6

New Business

- B. Consider proposal of Mr. Jerry Sansum, Amanda Park re possible lease space

Mr. Sansum asked what size building the board would want. He felt that 30¢ per square foot was the figure that he had arrived at and said that the interest rate he was quoted was 10%. The building would be located behind the Texaco station in Amanda Park, about one block from the school. There would be plenty of room for parking. This would be a building that would house only the library. Mrs. Barton explained that this location would be excellent for student use in that area. Mrs. Morrison said that she felt the problem at this moment is the uncertainty about what Timberland's budget limitations are going to be. Mrs. Morrison said that a building in the Amanda Park area is an expressed priority of the district. She said that this would be an ideal site, but the question would be: How soon?

- C. Consider proposal of Mr. Bud Nelson, Naselle, re possible lease space

Mr. Nelson asked what size building and what the board would want in a building. He explained that the building would be centrally located next to the post office. Approximately 500 feet from the post office is a junction where five roads lead into Naselle. The school is about .9 of a mile away and the superintendent said that there would be no problem in transporting the students to the library and that there is plenty of parking space. Mr. Nelson said that if he were to build, it would be something that he would want to be proud of himself, and the people in Naselle would be proud of the building. Mrs. McArthur told Mr. Nelson that the board did not have any set plans at this time. She said that everyone must realize that the budget projection simply does not allow anything right now. She said that the board does recognize the need and does want that facility, but that it would probably be at least a year or two off.

The regular order of business then was resumed.

5

Unfinished Business

- A. Approve lease from Pacific Custom Builders (Timberland North Beach Library)

Mrs. Morrison said that the board's legal counsel, Jane Dowdle Smith, had reviewed the formal lease on the North Beach Library. She had suggested that there be an addition to item 7, page 4, to be done in ink in the board chairman's handwriting. The item now reads: "The lessee shall be responsible for any improvements put on the premises." She suggested that the board clarify that by continuing the sentence "...which are needed and requested by the lessee for its purposes as a library." Mrs. McArthur entertained a motion to have this addition to the lease, item 7, page 4, handwritten as recommended by the attorney, and that the board sign the lease and send it. MRS. SCHMIDT SO MOVED. SECONDED BY MRS. HAGEN AND UNANIMOUSLY CARRIED.

B. Consider Endicott Realty proposal

Mr. Keiski said that in the committee's discussion with the parties, the committee had asked Mr. Endicott to submit a more specific written proposal to the board. As this proposal had not been received, Mrs. McArthur and Mr. Keiski had called Mr. Endicott on the telephone and they did agree that 30¢ a square foot seemed to be a fair price. Mrs. McArthur said that she had discussed the possibility of janitorial services being included in this price and that Mr. Endicott said that it was probably negotiable. Mr. Endicott said that it would be very desirable if the board would have in writing its acceptance or rejection. Mrs. Morrison reported that she had checked with Will Lewis from the Lease and Property Section of General Services at the State General Administration, and Mr. Lewis said that on a per year basis, if the board translated this 30¢ per square foot into an annual basis, it would be \$3.60 annually per square foot. Mr. Lewis said that in the Shelton area space runs anywhere from \$3.00 to over \$5.00, and he considered this a reasonable offer since it included the utilities. Mrs. McArthur said that from a standpoint of servicing the Mason County area, it is the most desirable location the board could possibly get.

MR. KEISKI OFFERED THE FOLLOWING MOTION: THAT TIMBERLAND OFFER THE ENDICOTT REALTY AND PARTIES THE FOLLOWING:

1. RENTING OF 2,000 SQUARE FEET OF A STRUCTURE WITH PLAN CHANGES TO BE NEGOTIATED BY THE DIRECTOR OR HER APPOINTEE;
2. THAT TIMBERLAND REQUEST A 3-YEAR LEASE WITH CONTINUED RENEWAL OPTION;
3. THAT TIMBERLAND OFFER 30¢ PER SQUARE FOOT WITH JANITORIAL, HEAT, AIR-CONDITIONING, WATER, AND UTILITIES INCLUDED;
4. TRL WOULD EXPECT OCCUPANCY WITHIN 90 DAYS FROM START OF CONSTRUCTION;
5. THAT CARPETING, LIGHTING, PARTITIONS, RESTROOM FACILITIES, OFFICE SPACE, ENTRANCES, EXITS, BOOKMOBILE APPURTENANCES, PARKING, BE INCLUDED;
6. ALL FINAL CONSTRUCTION PLANS WILL BE APPROVED BY THE DIRECTOR AND/OR THE BOARD.

SECONDED BY MR. BAKER AND UNANIMOUSLY CARRIED.

C. Consider additional liability insurance "umbrella" policy

MR. BAKER MOVED THAT TIMBERLAND INCREASE THE LIABILITY INSURANCE WITH THE \$1,000,000 "UMBRELLA" CLAUSE. SECONDED BY MR. KEISKI AND UNANIMOUSLY CARRIED.

6

New Business

- A. Consider approval for one person to attend the annual Northwest Adult Education Association conference in Portland, November 8, 9, 10
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Mrs. Morrison recommended that this be approved with a ceiling of \$100 for the Assistant Director of the Western Area. SO MOVED BY MRS. HAGEN. SECONDED BY MRS. SCHMIDT AND UNANIMOUSLY CARRIED.

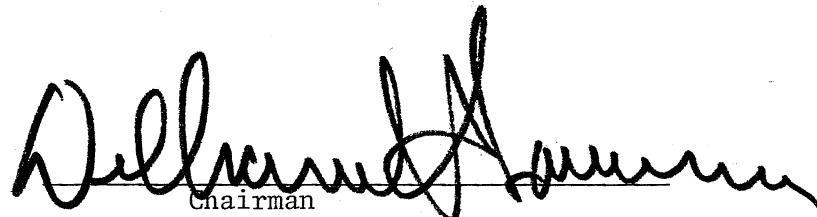
7 Other Agenda Items

Mrs. Hagen asked the director to make a list of priorities as far as outlets are concerned, for future reference for the board. After much discussion, Mrs. Morrison said that assuming that impounded federal funds are released and assuming that the Congress passes a continuing motion under Health, Education and Welfare for present levels of L.S.C.A. support, then it is possible that there would be some expansion grant money available. Mrs. Morrison said that she would suggest that the staff and the board put together a package which would include several of these grant proposals.

Kay Evans said that she realized that there is probably no happy time to mention things that have to do with budget, but she said that she would appreciate the board showing some concern in the budgeting for the salary schedule, from Librarians clear down to pages. She said that as trustees they are very concerned for this. Mrs. McArthur said that she was very glad Mrs. Evans made that comment, because this is a very important priority item always.

There being no further business to come before the board, the meeting was adjourned at 10:05 p.m.


Secretary


Chairman