

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
1006 Sleater-Kinney S. E.
Lacey, Washington

March 20, 1975

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TIMBERLAND REGIONAL LIBRARY
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BOARD OF TRUSTEE MEMBERS PRESENT:

Elmer Keiski, Jr., Chairperson--Thurston County
Robert Baker, Trustee--Lewis County
Donald Cox, Trustee--Pacific County
Raeburn Hagen, Trustee--Grays Harbor County
Ruth Schmidt, Trustee-at-Large--Thurston County

BOARD OF TRUSTEE MEMBERS EXCUSED:

Dr. Wm. H. Lawrence, Vice-Chairperson-at-Large--Lewis County

STAFF PRESENT:

Louise E. Morrison, Director
Joy Ayres, Business Manager
Patty Bergman, Community Library Assistant, Tumwater
Janet Blumberg, Extension Services Librarian
Barbara Bruhns, Book Selection Coordinator
Margaret Casey, Assistant Supervisor, Central Services
Michael Hedges, Community Relations Officer
Christine Morgan, Tumwater Staff
Joyce Nichols, Community Library Assistant, Tumwater
Yvonne Seidler, Chief Reference Librarian
Betty Sholund, Olympia Staff
Dorian Smith, Public Information Assistant
Sharon Boring, Board Recording Secretary

VISITORS PRESENT:

Dave Isdell
Dr. J.D. Park
Christina Mathiasen, North Mason Friends
Mrs. Leo Livingston, North Mason Friends
The Rev. Mr. Haymer

The meeting was called to order at 7:32 p.m, by Chairperson, Mr. Keiski. The staff, visitors, and Board Members introduced themselves.

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- 1 Approval of Minutes of the February 20, 1975 and March 5, 1975 Meetings.

MS. McARTHUR MOVED THAT THE MINUTES OF THE FEBRUARY 20 MEETING BE APPROVED.
SECONDED BY MS. HAGEN AND PASSED UNANIMOUSLY.

MS. McARTHUR MOVED THAT THE MINUTES OF THE MARCH 5 MEETING BE APPROVED.
SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

2 Approval of Vouchers

After brief discussion, MR. BAKER MOVED THAT THE VOUCHERS BE APPROVED. SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

3 Reports

A. Board

1. Report on North Mason Committee--Ms. McArthur

Dr. Lawrence, Mrs. Schmidt, Ms. McArthur, and three staff members had examined the Belfair site. Ms. McArthur read what Dr. Lawrence had written concerning the lots, which he had explored carefully. Dr. Lawrence said the proposed site would be suitable for the construction of a library facility.

Ms. McArthur said Ms. Gatlin had called her the Wednesday night preceding the visit to say she had been approached about a possible temporary library site. Ms. Gatlin had met with the committee at Belfair on Sunday March 16 to fill them in on the proposal.

The Rev. Haymer, who had approached Ms. Gatlin, was presented to the Board to discuss his proposal. The Rev. Haymer said the proposal had come up by accident while talking with some of the ladies who are Friends of the Library. His congregation is in the initial process of building a new church on the lot directly south of the library property. His suggestion was that they might, with proper negotiation, put an addition to the church as a temporary place for the library to use and lease it to the library for a maximum period of five years. The addition would be 960 square feet on one floor (24' x 40') with a community room below to be available at any time. This arrangement could be of service to the community and advantageous to the church as well.

Mr. Keiski asked if there was input from the North Mason Friends of the Library who were present. Mrs. Livingston said the Friends have not met since this suggestion came up. She said the first thing they would want to do would be to get Timberland's reaction to the suggestion.

The Rev. Haymer said both the top floor and bottom floor would be ground level because of the land slope with stairs connecting the two floors inside.

Ms. McArthur said that she recommended that the North Mason Friends study the proposal and come back to the Board with ideas. Also she suggested that the Friends meet with the Timberland board's North Mason Committee so the committee could come back to the board with suggestions. She pointed out that there would need to be many safeguards written into an arrangement with a church in the community. The Rev. Haymer said this would be necessary for both the library and the church.

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Mr. Baker asked if Timberland could financially proceed with the suggestion. Ms. Morrison said the equipment could be taken care of in this year's budget and the rental would have to be worked into next year's budget. The Rev. Haymer said the facility would not be available before next year. He had no suggestion for a rental fee at this time.

Mr. Keiski said Timberland would supply staff and board committee assistance to the Belfair group. Ms. Hagen asked if the materials which would be in the library would be a concern to the congregation. The Rev. Haymer said that at the time Timberland would rent the facility it would not be considered church property. Under the lease it would be the library's business what kinds of books would be in the library. He said his congregation would have to be happy with the arrangement or the church would not proceed with the arrangement. Mr. Cox asked if the church would sign a lease for less than five years. The Rev. Haymer said the church would hesitate because they would not think about adding this addition except to supply a service to the community. Mr. Keiski thanked The Rev. Haymer for his community interest.

Mrs. Livingston said the Friends appreciated the offer. She said some members had thought about the five year lease keeping them from constructing their own building. Also some of the Friends wondered if the people would lose their push to get a building once it was in a leased facility. Mrs. Livingston said the Friends group meets the first Tuesday morning of each month at the library. During the next meeting, a time will be set for them to meet with the board committee. Someone will notify Ms. McArthur about a date.

Mr. Keiski mentioned that soon the equipment, negotiations, and budget committees would need to be appointed for the year. He asked the trustees to be thinking what committees they would like to be on and give him input on this.

The regular order of business was suspended so that Dr. Park from Bremerton could make his presentation.

6 C. Insurance Proposal (Special Coverage for Timberland Staff)--Dr. Park, Colonial Life and Accident Insurance Company.

Ms. Morrison said that several staff members had inquired about the possibility of some optional special insurance which would require a group in order to get a good rate. The State of Washington has such insurance and Dr. Park is a representative of the group. Ms. Morrison said the Board would need to authorize payroll deductions.

Dr. Park gave the board members background about his company and the plans available. The plans available would be an accident and dismemberment plan, a cancer plan, and a supplemental life insurance plan. The plans also would be available to the trustees. The bookkeeping for Timberland would be minimal.

Ms. Hagen asked if the trustees were remiss in not putting this information out for public information so that other companies could make presentations. Ms. McArthur said this had come up before and it was answered that when it

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is something the employees are paying for the board can only involve itself by authorizing a payroll deduction. Other companies are not precluded from presenting their programs.

MS. McARTHUR MOVED THAT THE TIMBERLAND REGIONAL LIBRARY TRUSTEES AUTHORIZE PAYROLL DEDUCTION FOR A SUPPLEMENTARY LIFE AND/OR HEALTH INSURANCE PROGRAM ELECTED AND PAID FULLY BY THOSE EMPLOYEES DESIRING TO PARTICIPATE. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

Mr. Keiski asked Ms. Morrison to send a letter with the brochures to the president of the union alerting the union this had been done. Mrs. Schmidt asked if every employee of Timberland receives a copy of the staff bulletin so they would see the information about the insurance. Ms. Morrison said a copy of the staff bulletin goes to every library, and that employees are required to read it. Mr. Keiski asked that a memo be issued to each employee to be included with his check to assure that all will be informed.

The regular order of business was resumed.

3 Reports

B. Staff

1. Director--Ms. Morrison

Ms. Morrison said the first part of her report was in regard to Timberland's insurance coverage and how the insurance broker put it out to bid. She said it was her understanding that this was what was being requested; however, she said she now understood it was not exactly what the board had wanted. The director introduced Mr. Dave Isdell from Frank B. Hall Associates in Seattle. Mr. Isdell distributed booklets giving a summary of the insurance Timberland has and the bids received for the insurance. He explained the coverage to the Board. Mr. Isdell recommended that Timberland stay with Chubb/Pacific Indemnity and not make any changes prior to September 1 as the insurance is paid up until then and the library would lose money on a cancellation at that time.

The question of insurance was discussed because at the study session in Centralia the staff mentioned more books needed to be covered. Ms. McArthur mentioned at that time that this coverage needed to be put out to bid. Ms. Morrison had said this would be done through the broker. Ms. McArthur said it is not the business of the library district to have a broker but the library district should send out specifications and put these out to bid. She was concerned about this. Ms. Morrison said no one on the staff was qualified to write the specifications. Ms. McArthur said the specifications would be what had been insured. Ms. Jane Dowdle Smith had told Ms. McArthur the library should not be going through brokers. Ms. Smith would check with the Attorney General's office if Timberland wanted her to.

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The director then continued her report. She said all libraries had received copies of the staff classification plan committee report. This had not been sent out until after the Board Members had received their copies.

Ms. Morrison said there had been a Steering Committee meeting with the majority of the professional staff present for an all day goal-setting session. The meeting was extremely productive. The entire staff in the larger libraries will be meeting one by one with Ms. Barton to discuss the list of goals. Once this refinement process has been completed and objectives have been attached to the goals, then the goals will be ready for the board to approve or disapprove. Ms. Morrison said the goals also will be discussed at the joint area meeting with staff from the smaller libraries. Ms. Morrison said the staff is trying to do the majority of the groundwork on goals and objectives and present them for Board adoption, rejection or modification. This will enable the board to know which direction the staff sees the district going in the future. This will be the overall plan of action for the future, long term as well as short term, subject to approval of the trustees.

On March 6 and 7 Ms. Barton, Ms. Blumberg, and Ms. Morrison (all in different capacities) attended a meeting in Vancouver. This area has planned a meeting in Bremerton on Saturday, May 15 at which each person from planning Areas 1 and 3 (Clallam, Jefferson, Timberland, Pierce, and Kitsap) can get together and talk about what the libraries should be doing in the future as far as this area of the state is concerned. In the planning process the librarians are trying to decide where the libraries should go in the future and what kind of service patterns might be established if there were a statewide system. The planning must be done before there can be any real acceptance of the statewide system. There may be a \$75 charge involved for the May 15 meeting if the board sees fit to help pay for Brenda Darvin of the University of Washington to speak. Ms. Darvin would be the leader of the workshop and facilitator of discussion. The libraries in the area would split the cost. Ms. Blumberg gave the board some background on the necessity for the May 15 meeting. The board spent some time discussing the statewide and national library networks. Board agreed that approval was not necessary to contribute \$75.00 toward the workshops as the director indicated that it could go under professional services.

Mrs. Schmidt asked for "catch up" information on the statewide and national networks in each monthly report. Mr. Keiski asked Ms. Blumberg to write a capsule report and keep the board up to date on the network.

2. Assistant Director, Western Area--Ms. Barton (written report)

Ms. Barton was in Spokane at the Washington State Association of School Librarians Convention.

3. Assistant Director, Eastern Area--Ms. Stough (written report)

Ms. Stough also was in Spokane at the Washington State Association of School Librarians Convention.

There was a short recess at this time.

4. Business Manager--Mr. Ayres

Mr. Ayres said all eight projectors had been sold for a total of \$1,614.91.

Last year Timberland had received \$262,240 as of February 28; this year during the same period receipts totaled \$164,788. Expenditures for the period were \$299,062. In the month of January Timberland paid warrant interest of \$141. In March and April there will be further interest-bearing warrants. Some counties have not sent out their tax statements. The revenue received for January-February is 55% of money budgeted with expenditures at 99.55% of budget.

The tracking chart figures were as follows through February:

RECEIPTS:

General Property Taxes: Received \$8,090.
Forest Excise Tax: Received \$19,368.
State Forest Yield: Received \$22,000.
City Contracts: Received \$12,373.
Other Miscellaneous Revenue: Received \$15,515.

EXPENDITURES:

Administration: Expended \$29,757.
Public Service: Expended \$244,410.
Organization of Materials: Expended \$11,121.
Facilities: Expended \$12,425.

4 Correspondence

A. Letter from Harrison J. Smith, Long Beach, WA, thanking district for help from Ocean Park Library

Mr. Keiski read a letter from Harrison J. Smith thanking Ms. Sayce and the Timberland Library for such expert assistance. Mr. Keiski asked the publicity department to work up some kind of release on the letter.

B. Letter from Dr. Lawrence.

The trustees had copies of Dr. Lawrence's letter. The letter was not read but Mr. Keiski mentioned Dr. Lawrence's discussion with the community college trustees about a possible Timberland Regional Library Service Center facility on the OVTI Campus. Mr. Keiski said he had advised Dr. Lawrence that he had the support and confidence of the trustees as he discussed this matter. Also Dr. Lawrence commented on the Belfair site in his letter.

5 Unfinished Business

A. Negotiations for 8700 square feet at the Pacific Plaza Shopping Center

Ms. Morrison said she had drafted a letter of intent (as discussed at the March 5, 1975 meeting) to National Guaranty Properties, Inc. Mr. Keiski reviewed the letter with the board. He said the staff has recommended that Timberland move the temporary location of the Service Center to the Pacific Plaza Shopping Center sometime this summer if certain conditions can be met in the lease including partitions for offices and conference room, other types of partitioning, installation of sinks, adequate kitchen facilities for staff, and dates for possession and occupancy.

MS. McARTHUR MOVED THAT TIMBERLAND SEND THE DRAFTED "LETTER OF INTENT TO LEASE" DATED MARCH 20 TO NATIONAL GUARANTY PROPERTIES, INC., c/o REAL ESTATE INCORPORATED OF WASHINGTON, 601 VALLEY STREET, SEATTLE, WA 98109. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

B. Request for Reconsideration of a 20 hour Extension of Existing Half-time Position at Tumwater

Mr. Keiski commented that the trustees felt that until the reclassification study is done, the board was not going to make any moves in this area unless the director could convince the board it was an emergency. Joyce Nichols, Community Librarian said the Tumwater Library was pressed into an emergency situation because the half-time Range 7 (Clerk 2) was leaving. The staff will be forced to refill the position. If the position is filled with a half-time Range 7, the staff will be "stuck with it". When the library moves into larger quarters around August 1, the staff may have to let someone go off the staff in the half-time Range 7 in order to replace with a full-time person.

After much discussion, Mr. Keiski asked for the staff's recommendation on the situation. Ms. Morrison said Ms. Stough's recommendation was that the position be expanded to a full-time Range 7 effective April 1. Ms. Morrison said her recommendation would be the same thing.

The board was concerned with how they could come to grips with this and other requests turned down so the trustees have an overall picture of how much money Timberland has to work with. Ms. Morrison said this was one of the things which should be a byproduct of the classification study. The director said there are at least three or four other libraries which are short of staff for their respective workloads. She said the board probably could be justified in postponing the decision until it becomes a real emergency. Mr. Keiski said it was the Chair's opinion that it is an administrative matter and administrative legwork must be done on it before the board could make a decision. The board referred it back to the director to review and present at the next meeting. Mrs. Schmidt concurred with the recommendation. The Chair directed this. Mr. Keiski said he would meet with Ms. Morrison and Ms. Stough before the next meeting regarding this matter.

6 New Business

A. Setting Date for April Board Meeting (Regular Date Falls During W.L.A. Conference)

The next meeting will be Thursday, April 24. The director was asked to advise the media.

B. Establishment of Minimum Price for Equipment Maintained on Inventory.

Ms. Morrison said that the State Auditor's Office felt that the minutes should reflect that the board had set limits for equipment maintained on inventory. Ms. Morrison and Mr. Ayres recommended a \$25.00 lower limit rather than the present \$10.00.

MR. BAKER MOVED THAT THE BOARD CONCUR WITH THE STAFF RECOMMENDATION OF \$25.00 FOR MINIMUM PRICE FOR EQUIPMENT MAINTAINED ON INVENTORY. SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

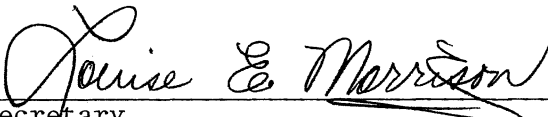
Ms. Morrison asked if the materials sent out on the vehicle replacement proposal were satisfactory. Ms. McArthur said nothing could be done about it until a preliminary budget is set for 1974.

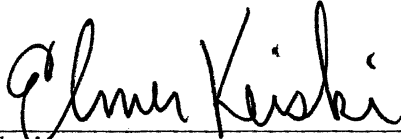
Mr. Keiski said it would be on the agenda next month since Dr. Lawrence who had requested it was not at the meeting.

Ms. Hagen asked if any action needed to be taken on Ms. McArthur's concern about the insurance and whether the board should check with an attorney. Ms. McArthur suggested that Ms. Morrison call Ms. Smith.

Mr. Keiski suggested that if an individual trustee requests something of the director that they go through the Chair by memo. The board agreed with this suggestion. Mr. Keiski said that Ms. McArthur should give Ms. Morrison a memo on her concern so Ms. Morrison can staff it and have a response at the next meeting. Ms. McArthur said she did not necessarily want Ms. Morrison to call Ms. Smith but was concerned about Timberland following the law. She said since bids would not go out until September it could be checked on then.

There being no further business to come before the board, the meeting was adjourned at 10:42 p.m.


Secretary


Chairperson