

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Belfair, Washington
(High School Library)

March 25, 1976

I N D E X

<u>AGENDA ITEM NO.</u>		<u>Page No.</u>
1	Approval of Minutes of February 26, 1976	2
2	Approval of Vouchers	2
3	Reports	
	A. Board	2
	B. Staff	
	(1) Director--Mrs. Morrison	2
	(2) Assistant Director, Western Area--Mrs. Barton	2
	(3) Assistant Director, Eastern Area--Mrs. Stough	2
	(4) Business Manager--Mr. Ayres	3
	(5) Janet L. Blumberg - Network	3
4	Correspondence	
	A. Letter from Louise Paull dated March 12, 1976 thanking Board for support of community block development grant for Oakville	4
	B. Letter from Nancy McEvers dated March 16, 1976	4
	C. Letter written by Mr. Arne O. Salonen to the Editor, The Daily World	4
	D. Letter dated March 24, 1976 from McCann and Company, Architects	4
5	Unfinished Business	
	A. Consideration of new schedule for Board meetings	5
	B. TRL Building Needs	5
6	New Business	
	A. Confirmation of Janet L. Blumberg to position of Supervisor-Personnel Administration for one year appointment beginning January 1, 1976	9
	B. Director's Salary	9

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M I N U T E S

BOARD MEMBERS PRESENT:

Elmer F. Keiski, Chairman - Thurston County
Rita H. McArthur - Mason County
Raeburn M. Hagen - Grays Harbor County
Ruth Schmidt - Member at-Large

BOARD MEMBERS EXCUSED:

William H. Lawrence, Ph.D., Member-at-Large
Robert M. Baker - Lewis County
Donald M. Cox - Pacific County

STAFF MEMBERS PRESENT:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Sue Allison, Public Information Assistant
Joy W. Ayres, Business Manager
Janet L. Blumberg, Supervisor-Personnel Administration
Elizabeth Gatlin, Community Library Assistant II, North Mason
Linda Hansford, Community Librarian, Montesano
Jay Windisch, Community Librarian, Raymond
Beverly Walter, Recording Secretary

NORTH MASON FRIENDS PRESENT:

Irene Davis, Vice-President
Laura Allen, Secretary
Nancy Sanders, Treasurer
Margaret Livingston, Director
Betty Bell, Director
Christina Mathiasen, Director
Shirley Duffield, Director
Theresa Vettters
Chris Vettters

OTHER VISITORS PRESENT:

Harold Dalke, Architect
Steve Patch, of Huckleberry Herald

Chairman Keiski called the meeting to order at 8:05 p.m.

1 Approval of Minutes of February 26, 1976

76-30 RITA McARTHUR MOVED THE MINUTES BE APPROVED AS PRESENTED;
SECONDED BY RAEBURN HAGEN; PASSED UNANIMOUSLY.

Chairman Keiski noted that all four board members, which included himself, would have to vote on any motion and that four votes would be required for the passage of such motion.

2 Approval of Vouchers

The vouchers were presented and several were discussed.

76-31 RAEBURN HAGEN MOVED THAT THE VOUCHERS BE PAID; RUTH SCHMIDT
SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

Mr. Ayres stated he would like to answer the question Mrs. Schmidt presented in January regarding the cost of THE NATIONAL GEOGRAPHIC. He stated the price for the subscription was \$8.50, and there had been an error made in paying \$10.00 a subscription. This was corrected. Discussion was also had regarding books purchased from McNaughton, and Mrs. McArthur was advised there was no loss on these books.

3 Reports

A. Board

None.

B. Staff

(1) Director--Mrs. Morrison

Mrs. Morrison asked if her report could be dispensed with, as the work she had been doing the past month was "behind the scenes" activities, and that she would ask that Virginia Barton and Mary Stough report on the building projects later.

(2) Assistant Director, Western Area--Mrs. Barton

Mrs. Barton stated she too had been doing "behind the scenes" activities which would come later on the agenda dealing with building needs. She elaborated regarding the problems in Montesano and Raymond with sewage backup problems. In Montesano the Health Department had closed the library for several days, the carpet had to be removed, but that a check had been received from the city's insurance carrier.

(3) Assistant Director, Eastern Area--Mrs. Stough

Mrs. Stough submitted her written report, and asked that everyone watch the election in Olympia on April 6 for the new library. She stated that the site had been indicated in her written report. Chairman Keiski informed those people in attendance that an election was again being

3B(3) held on a proposal for \$1,500,000 to construct a new library in Olympia. The present one was antiquated; he further stated that he felt the Olympia City Library was in the worst shape of any library in the district. The amount of the levy had been reduced from the previous election by one million dollars. The new site will be two blocks to the south of the present library.

(4) Business Manager--Mr. Ayres

Mr. Ayres apologized for not bringing his expenditure and revenue charts, but reported that at the end of February revenue was \$130,743.55; expenditures \$276,077.17. He further compared warrant interest for this year and last year. He stated that Timberland was pressed for revenue. Several reasons for this were: the first of February the state legislature advised all counties not to accept any money as there was discussion of a bill in the legislature for rollback, but it did not materialize. As of March 1, the counties have now begun collecting taxes and Timberland had received only \$1,000 or \$2,000 where last year \$12,000 to \$14,000 had been received by this time. Receipts from the cities this year so far were \$55,588, whereas last year at this time, \$73,947 had been received. He stated that junior taxing districts do not get their money if the counties do not get their money, then everyone is behind. He felt it was not the best picture, but that was the status at the present time. Mrs. Morrison reported they were also below the estimate for state forest yield last year and for stumpage, so a lower figure for this year's income has been estimated. Chairman Keiski stated the Director would need direction for a reduced budget.

(5) Janet L. Blumberg - Network

Ms. Blumberg reported that two bills had been passed and signed; the first to the library community's joy and the second to its dismay. She stated that libraries could expect to hear from the State Library regarding setting rules and regulations for the operation of the network; the other was the "payback" bill where the users of the network must pay the cost as they go. She stated that library supporters had argued for some time that it is ridiculous for the state to give libraries money which libraries must give back to the state. Something may be effected in the future, but right now costs must be paid back at the end of the biennium. Ms. Blumberg stated that the Area I Planning Council would be meeting in the Lacey Library on April 2, and she invited board members to attend, stating that at the meeting the future of the Planning Council would be determined. She reminded board members that "Friends Fair" is April 24 at the State Library. Mrs. Schmidt questioned Ms. Blumberg on the future of the Planning Council. Ms. Blumberg advised her that the origin of the Planning Council went back to the possibility of statewide funding of libraries, which has been put in abeyance. She said that whether the State Advisory Council will determine to reinstate that concept, she did not know. Other area planning councils in the state either are not functioning at all or are doing so on a different line and

- 3B(5) libraries do cooperative things. She said that libraries in Area I don't have the same needs as other areas in the state and participants feel the meetings are repetitive unless there are specific tasks, for instance, a proposal for rules and regulations to govern the network.

Chairman Keiski stated that the Washington Library Association meeting would be in Spokane and that he hoped some of the board members could attend.

4 Correspondence

- A. Letter from Louise Paull dated March 12, 1976 thanking Board for support of community block development grant for Oakville

Chairman Keiski read the letter from Louise Paull thanking the Board for the Board's support in seeking a community block development grant for Oakville.

- B. Letter from Nancy McEvers dated March 16, 1976

Mrs. Morrison stated that a letter from Nancy McEvers, a Timberland Library at Taholah employee, had been received. Ms. McEvers had been invited to appear before the board to advise them why she was leaving, but had sent a letter and it was passed to the board members to read. Her comments reflected satisfaction with her job and concern with commuting distance.

- C. Letter written by Mr. Arne O. Salonen to the Editor, The Daily World

Chairman Keiski read a portion of a letter written by Mr. Salonen which appeared in the DAILY WORLD; a copy of the newspaper clipping, along with the reply from Mrs. Morrison was passed to the Board members to read. Mr. Salonen was supporting "Friends of the Library" and expressing fine library support.

- D. Letter dated March 24, 1976 from McCann and Company, Architects

Chairman Keiski stated that a letter from the firm of McCann and Company, Architects, Seattle, Washington, had been received regarding "A SUPPLEMENTAL PROPOSAL FOR PROJECT DEVELOPMENT" in conjunction with a Timberland staff inquiry with the Port of Olympia regarding a possible site and structure for the new Service Center for Timberland Regional Library. Mr. Keiski went on to state that the Service Center only has 15 months left to remain in the antiquated and cramped Service Center and alternatives were being sought. A copy of the letter from Mr. McCann was in each board member's folio. Chairman Keiski stated the trustees were concerned about tying up district funds in building a facility and are looking at the possibility of leasing at the lowest possible cost. The staff had been in contact with Port of Olympia officials who have land available and have offered something which appears to be attractive and would save money.

5 Unfinished Business

A. Consideration of new schedule for Board meetings

Mrs. McArthur stated she had brought this item up at the last meeting, and felt that the board needed to spend more time and examine in detail some of the materials so more discussion could be had with the staff and one another before any action was taken. She had suggested starting earlier or having an extra meeting every two months since she felt the Board tried to do too much in too little time. She asked that a discussion on an earlier starting time be put on the agenda at the Retreat on April 3.

B. TRL Building Needs

Mrs. Morrison stated this should come under Unfinished Business and asked Mrs. Barton to report on progress. Mrs. Barton reported that the Port of Olympia retains a planning consultant, Mr. Walter Isaac, on developing projects for the Port, and Timberland staff discovered such a consultant existed when possibilities of funds for Timberland through a federal grant were being investigated. A gentleman in the government office in Seattle had suggested approaching the consultant. Mrs. Barton had gone to Seattle to see him and found that Mr. Isaac had an architect working with him in his consulting firm. Mr. Isaac has the job of generating projects for the Port of Olympia and agreed to approach the Port Commission regarding the possibility of the proposal. In less than a week, the Port Commission agreed they would be most interested in having this project considered. A proposal from the architect, who is a partner with the planning consultant, had been received. He is suggesting that a program be developed to present to Timberland and the Port of Olympia; the Port Commission and Mr. Siebold are interested in this. It will cost \$3,700 for the combined proposal and supplemental proposal. The first is a proposal for programming services--making a study of what Timberland does and what it wants to do in the service center space and would include cost estimates. The Port District would have the building constructed and lease it to the library district at \$1.50 per square foot. She stated that Timberland pays \$4.00 per square foot for the North Beach Library, and detailed several other costs which were being paid. Mr. McCann, the architect, had suggested it would be possible to plan a very careful structure of the work flow and storage of books so that a maximum amount of space would be needed now, but would be available later for expansion. The second supplemental proposal would be done by Mr. Isaac and he would work with the library district and Port to be sure necessary land space remains available to the library district in case expansion is needed later; to be sure the right site is selected; and to be sure that the Port of Olympia did not put buildings up too close. Chairman Keiski asked if it was necessary to have a consultant when we have staff. Mrs. Morrison, Mrs. Barton and Ms. Blumberg all felt it was necessary. Staff could assess the space needs and the work flow, but when it came to where interior walls were needed, plumbing, and specific construction language, they were

5B unable to understand it. Mrs. Barton also advised the Board that questions arose about future computer services and certain things needed to be built into the structure. The Port was prepared to include the cost of architectural design in the total package, if necessary, which would be included in the lease price. It had been suggested by the architect that the least expensive, most fireproof, and best kind of construction for such a building was tilt-up concrete.

Mrs. Schmidt asked Mrs. Barton if the bond issue for the City of Olympia Library passes, if it was anticipated working with Mrs. Coppinger to see if any activities could be worked into the proposed service center. She was advised that discussions had been held with the architect about including this. Also, considering the cost of mailing, Mrs. Schmidt said that she felt delivery services should be looked into with the moving of the service center, and a plan for routing of films whenever possible through delivery services. Mrs. Morrison stated that the service center would not relieve Olympia of its responsibilities to provide certain kinds of facilities for serving the public but that it might be that it could be smaller. Mrs. Schmidt stated she was thinking of trying to utilize space for some backup services in the service center where it could be less expensive. Mrs. Barton stated that the staff was contemplating the need for storage space for seldom-used materials that are cramming space in the libraries and gets worse daily. As newer things are added, the libraries must do something with them. She said that the staff wants to keep the older things but have no shelving, no place to mend books, and no place to do anything with materials. She said that staff is also considering processing Timberland materials sometime in the future and the problems are monumental. Chairman Keiski stated that he had a concern about the service center concept. He said that the problem in the greater Olympia area is land, which is inflated in cost per acre far beyond other parts of the district and rental prices are fantastic. He said that there are problems moving to a privately owned operation. He stated that he, for one, at this point in time, was reluctant to mark TRL funds for purchase of land and funding a service center when there is a need for continued service and even expansion in other areas of the district, such as North Mason and Amanda Park. The Board must look at the location and relationships with the Port, and make a good decision. Mrs. Barton stated that three years ago an estimate had been received from a private firm on a metal building in an area where land was much less and rental cost at that time was \$4.00 per square foot per year. She felt \$1.50 a square foot very difficult to believe at this time, but felt the Port was interested in helping the library district and keeping the payroll in this geographic area. The location was discussed as to proximity to the freeway and access generally. Mrs. McArthur questioned whether it would be a long term lease and Mrs. Barton advised that staff had received a copy of the Port of Olympia standard lease agreement and it was a long-term lease. There was further discussion on storage, electrical requirements for computer services, concrete structure of the building, number of people expected to be working in the building, and the fact that there were only 15 months remaining on the present service center and time was of the essence.

- 5B Chris Vettters, a member of Boy Scout Unit #513, sponsored by the Belfair Community Baptist Church, presented his ideas of a "Living Library" at the new North Mason Library. He felt nature trails could be set up, an area in the front which would be a park where people could rest, and when people went on the nature trails they could be told about various species on the trail, such as plants, trees, etc. and then what kind of reference materials to look for in the library so they could have fun and learn. The Cub Scouts could help plan a little park and then they could earn badges like cutting wood and helping the other cubs and boys, and it would be a nice thing for the people to look at. His presentation was delightful, and the Board members congratulated him for his careful thinking and marvelous ideas.

Meeting recessed at 9:05 p.m. and reconvened at 9:25 p.m.

Chairman Keiski asked for comments from the North Mason Friends. Irene Davis said they were still trying to figure out how to get a library. They had acquired eight acres, which was nearly paid for so the title would be free and clear, and they did not want to cut off an acre until the Board determined what was needed for a library. Their group had been trying to borrow money, but they needed definite commitments, detailed working drawings, knowledge of whether they could rent it, and in general, more detailed information than they had. Chairman Keiski asked if the Trident funding would be of any help. Mrs. Morrison reported that as far as Trident was concerned, the Office of Community Development had informed the State Library unofficially that the U.S. Office of Education had approved the Washington State Plan, which included money for Trident-impacted areas in Mason, Jefferson and Kitsap Counties. The original estimate of the size of the library meant an addition of 810 square feet to take care of Trident-impact population in the Belfair area above the normal building needs. She said that it was her understanding that this request had gone to the Department of Defense. It was practically sure that it would be approved. The only "catch" with the Trident funding was that it would be available only if the district were to construct and own and operate the building, and just where the building money would come from is a problem all the way around. She said that there was also a request in for a service grant which would come in during an 8-year period, if approved, in addition to the construction grant. In summary, it comes down to whether or not the district is going to build. If the district were to build, own and operate the building, the total cost would be approximately \$134,500 for approximately 2,750 square feet. Only \$37,000 in Trident funds would be available to Timberland; \$8,000 from Friends of the Library, and this would leave an additional amount between \$80,000 and \$100,000 to that is where it is. If the district were to build and operate it, Timberland could be eligible, assuming funding comes through. Under the Library Services and Construction Act rules and regulations, it would prohibit anything except district ownership of the building. Mrs. Davis asked if the North Mason Friends were able to borrow the money and build the building, would they have assurance that Timberland would lease it and when it was paid, they would own it. Chairman Keiski

5B stated that was one option and expressed his concern that the Friends not be misled and that the priorities of the Board had shifted. The Board is committed A-1 "GO" to get an improved facility in cooperation with the efforts of the Friends. He said that there was no higher priority in the five counties. Chairman Keiski said that one thought he had was the fastest way to get the facility would be to lease it-- and there might be several options on that. He said that he felt the trustees would commit themselves to a long term lease from the Friends, if the Friends were to put up the facility. He further stated that if he recalled all the details, that there has been no problem with the site. Were the Friends to build the structure and the Board lease it, or another party build, the Friends lease and sub-lease it, then the structure would go to the district. There are no rural Timberland owned structures; they are all leased facilities and there was no money to build. There was further discussion as to the cost of leasing facilities; as leasing had been done on the basis of what was available in a particular area, and the lease price had to be justified to the public. The pros and cons of building a pre-fab were discussed, and in particular, Far West Homes in Chehalis. Architect Harold Dalke was present and stated he had been involved with pre-fabs, but felt if they were to go pre-fab, it should be put out for bids and not just given to one firm. The Friends stated they would be happy to have plenty of people participate in bids.

Mrs. Morrison stated that something had to be done about the service center, and Chairman Keiski agreed, saying fifteen months wasn't far away. Mrs. McArthur stated again that this was one of the reasons she felt the board needed to meet more frequently. She said that she was not against the concept, but was simply pointing out that there needed to be more time to meet. Mrs. Schmidt stated she felt that, considering the far-reaching effects of the service center, the material offered tonight should be sent to other board members who were not present and comments should be asked from absent board members. She did not wish to imply that the board was not interested in the Port's offer, but felt that it was a big project for only four members of the board to approve. After further discussion, it was decided to discuss this matter at the Board/Senior Staff Retreat. It was suggested board members be polled regarding a special meeting on April 6 for looking at Timberland needs and taking action. Mrs. McArthur further stated that she thought a letter should be sent to the Port Commission saying that the board is interested, and would be meeting soon to make a decision. Mrs. Hagen asked Mrs. Morrison to be sure that the other board members receive the materials which board members present had at this meeting and to send their comments if they could not attend. Chairman Keiski stated there was no problem about discussing this item at the Retreat.

Returning to the subject of the North Mason Library,

76-32

MRS. McARTHUR MOVED THAT THE BOARD GIVE THE FRIENDS A
LETTER OF INTENT TO LEASE THE FACILITY; SECONDED BY RUTH SCHMIDT.

Chairman Keiski stated it had been moved that a letter of intent by the Trustees be provided the North Mason Friends to assist them in financing building construction and after further discussion, it was

- 5B informally stated the district could not exceed approximately \$4.00 per square foot for leasing and servicing the facility.

MOTION PASSED UNANIMOUSLY.

6 New Business

- A. Confirmation of Janet L. Blumberg to position of Supervisor-Personnel Administration for one year appointment beginning January 1, 1976

Chairman Keiski stated that Jan's appointment as Supervisor-Personnel Administration had been done with the acceptance of the salary survey. Mrs. McArthur stated she felt they were still studying it and it was not her understanding it had been approved. Mrs. Schmidt asked that the matter be tabled until the full board was in attendance. Chairman Keiski felt there was no problem, as the board had approved the position when the classification plan had been approved and there was no reason to postpone it since Jan had been working in that position since the first of the year. Mrs. Morrison stated that Mr. Baker had specifically requested this appointment be made for a one-year term only, and Mrs. Schmidt stated she had not realized when the job description was written that it was an appointment for a one-year period. After further discussion, Chairman Keiski advised Jan Blumberg she was Supervisor-Personnel Administration.

B. Director's Salary

Chairman Keiski said that the Board needed to state their intent to pay the director the salary that was appropriate as a result of the salary survey.

76-33

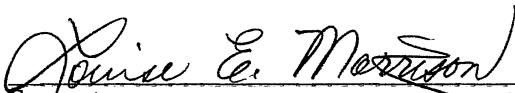
RAEBURN HAGEN MOVED THAT THE DIRECTOR BE PAID THE SALARY THAT WAS APPROPRIATE AS A RESULT OF THE SALARY SURVEY; SECONDED BY RUTH SCHMIDT AND PASSED UNANIMOUSLY. (with all Board members, including the Chairman, voting)

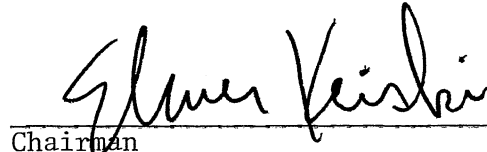
Chairman Keiski then stated that the Director should be given authority to make staff adjustments to balance the budget. Mrs. Schmidt stated that she was very concerned about the matter since the Board had assured everyone that there would be adjustments but no reduction in force as a result of the classification plan. She was concerned that it might be misunderstood by some of the staff members. Mrs. McArthur stated that this should be an agenda item since the Board had publicly stated that it had no intention of laying off staff. Linda Hansford stated that staff members throughout the library district were frightened that they might lose their jobs. Sue Allison stated that the number of rumors was unbelievable and that the Board should make a decision for the sake of staff morale. Chairman Keiski stated that there was a budget problem, and whether it was a result of the classification plan or the union negotiation settlement or declining revenue, it still was a problem. He stated that at the time of the union negotiations, the Board had stated that the settlement would have an impact on the question of staff reductions, but that it could not be stated too many times in the course of negotiations, or the Board would be charged with an unfair labor practice. He said that the negotiation

team was careful in that regard, but the matter before the board is that there will have to be an adjustment in the budget and at the last meeting the Trustees mandated that the Director reduce the percentage of the budget committed to personal services. Mrs. McArthur stated that the Board had assured the staff repeatedly that they would not lose their jobs, and the 78% figure was given at the last meeting and it was quite different from the figures that had been given before. She said that that was the way it was and the Board had a responsibility to examine the budget and that the Board was forced to make a decision that members could live with comfortably. She did not feel that Board members could make a decision until they had more time to examine the budget. She said that personally she was horrified over the 78% when Board members had been assured it would be 73.6%. Sue Allison suggested a written statement be prepared for the Bulletin from the Director or the Board telling the staff exactly what was happening. Mrs. Schmidt was concerned as to whether the rumors arose after the Board accepted the classification plan since the Board had publicly stated no one would lose his/her job. Ms. Allison said the 78% figure was released and that she supposed someone recalled the Board figure of 73%, which was only speculation on her part. She said that the staff kept in tune with what the Board was doing and what was going on. Mrs. Schmidt stated that, considering the far-reaching effect, she would prefer not to make a decision late at night. The Board had been told that the staff was distressed because the Board had not reached a decision, and that when the classification plan was passed, she felt it would put minds at rest. Chairman Keiski stated that the Trustees would have the most accurate data available at the special meeting on April 6 and would have an executive session before the meeting since it dealt with personnel matters. Further, at the retreat, the senior staff members would have something to share with the Board regarding this problem. He stated that he heard what the staff members were saying, but felt that it was an unfortunate situation.

Ms. Blumberg stated that she wished both board and staff would think of it as a classification and compensation plan, since it was a combination of these two that was causing the problem. After further discussion, Chairman Keiski advised the staff and visitors that Timberland is in no worse shape than any other municipal corporation with a budget cut, and that he did not personally see everything on a negative basis, but felt something could be worked out.

Mrs. Schmidt thanked the North Mason Friends of the Library for making the Board so welcome and apologized for starting the meeting late. The Friends thanked the Board for coming to Belfair, and stated that it was the first time the Board had ever met there. Chairman Keiski asked that the Director of the School District be thanked for allowing the Board to use their facility. The meeting adjourned at 10:20 p.m.


Secretary


Chairman