

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
1006 Sleater-Kinney S.E.
Lacey, WA 98503

April 6, 1976

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M I N U T E S

Board Members Present:

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

Board Members Excused:

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
Judy Green, Community Librarian, Hoquiam
Linda Hansford, Community Librarian, Montesano
Mary Ann Shaffer, Children's Librarian, Lacey
Jay Windisch, Community Librarian, Raymond
Beverly Walter, Recording Secretary

Chairman Keiski called the Special Meeting of the Board to order at 7:40 p.m. He stated that the Board had needed additional staff data prepared and time to consider several items, including library goals, building needs, future staffing considerations, and adjustments in the 1976 budget. He stated that the Board would attempt to cover these items at this special meeting and to provide specific direction to the Director and the staff, based on their recommendations.

AGENDA ITEM

NO.

1 STAFFING NEEDS

Chairman Keiski stated that in reviewing the budget and staffing needs for 1976, it appeared that the Timberland Regional Library would not be forced to make in the immediate future a reduction in force. It looked generally hopeful that this would extend through 1976. However, he said, it might be necessary to review again the tightness of the budget and there would be no guarantees in terms of a budget squeeze and its impact on staffing. In 1977, a reduction in force could again rear its ugly head. The trustees were hopeful that 1976 would be a year of minimum

further disruption to the staff, and it was entirely possible that some transfers might be in order. He said that every effort would be made not to reduce the work force, other than through normal attrition. Mrs. Morrison stated that at the present time, it looked as if it would be possible to realize a \$31,492 savings this year due to retirements and vacated positions which would not be refilled, so this should allow for no reduction in force for 1976. Dr. Lawrence asked if the Board was dealing with the issue of percentage of Personal Services vs. total budget dollars. Chairman Keiski stated that Dr. Lawrence's question was in relation to an earlier meeting in attempting to get a better balance percentage of the total budget in the area of personal services. He said that there would be recommendations which would bring the personal services to 72.7% which was well within the framework of other city and regional libraries which are running from 69% to 80% of their operating budget for personal services. Chairman Keiski asked for recommendations or questions from the staff and guests. Ms. Shaffer asked what the percentage of staff vis-a-vis services would be through attrition; not only what was estimated, but now that staff would be reduced by attrition, what would be the percentage of attrition. Chairman Keiski advised her it would be in the area of 5%. Ms. Blumberg stated that it would become clear when the budget was discussed, as 77% to 72% was not occurring because of attrition only; it would be taken care of by adjusting the budget as well.

2 1976 BUDGET

Mrs. Morrison presented recommendations on proposed 1976 budget expenditures. The total which was recommended for the year 1976 is \$1,925,489, which she pointed out to the Trustees had zero dollars for capital outlay. She suggested that if the Board wanted to take \$5,000 to allow for capital outlay, the staff could live without vehicle replacement through overhauling the vehicles and repair, and recommended that the Board transfer \$31,492 from the Excess Forest Reserve Fund revenue into personal services; \$41,203 to other categories; and \$5,000 for capital outlay, which would be optional. She said that she had also suggested \$3,000 for capital outlay. After discussion by the Board, the following motion was made:

76-34

DR. LAWRENCE MOVED THAT THE BOARD ACCEPT A BUDGET OF \$1,925,489 THAT WILL INCLUDE A TRANSFER OF \$72,695 FROM THE EXTRAORDINARY FUNDS WHICH IS A SUMMATION OF \$31,492 TO PERSONAL SERVICES AND \$41,203 TO OTHER CATEGORIES. RUTH SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

Chairman Keiski requested that Mrs. Morrison get this information in a staff bulletin now that the budget had been revised, and also to send the county commissioners a copy of the revised budget. Mrs. Morrison advised him that what the Board had in hand was only a very small part, and not every category was included in the breakdown.

3 LIBRARY BUILDINGS

Chairman Keiski stated that the Board had made a verbal commitment to North Mason stating that the Board would lease a building and Dr. Lawrence suggested that the Chairman write the letter of intent after

the meeting and get it in the mail. Mrs. McArthur stated that she felt all the board members should sign the letter as it was going to be used for collateral, but after further discussion, it was decided the chairman should sign this letter of intent.

Service Center: Mrs. Barton reported that the Port of Olympia offered to lease to Timberland a building on a site for \$3,000 a month if it were a 20,000 square foot building, which would be 1% of the total building cost per month. If the building had only 15,000 square feet, the cost would go down, and the cost would vary if the Board put any money into the cost of construction. She submitted estimated cost figures on various buildings, i.e., concrete tilt-up at \$14 a square foot; Strand Steel, \$15 a square foot; a complete building by Far West of metal, \$18 a square foot (this is with interior finish). She noted that going to a private builder meant paying 9-3/4% to 10% for him to regain his investment. The Board could issue coupon warrants, as a multi-county district, for 5-3/8% to 5-3/4% interest, but the principal must be paid back within six years. She said that she also had checked into the possibility of refinancing these warrants at the end of six years, and so far was advised this would not be possible. One county treasurer called the State Auditor's Office, and another county treasurer called the Attorney General's Office for an opinion, and neither was able to provide alternatives except to pay them off in six years. A wood frame building was out of the realm of reality because of increased costs; it would be \$25 a square foot. If the Board elected to lease from the Port, the cost would be 7% in that the Port district could borrow at the same rate Timberland could, but because of their situation, they cannot do it at cost. They would have to earn money from their investment, so Timberland's interest rate would be 7% to 8% if the Port built and leased a building to Timberland. The State of Washington estimated that it would pay \$4 per square foot for an "open" structure, which would be \$60,000 a year or \$5,000 a month. There is no lease-purchase option available from the Port of Olympia or Strand Steel.

If Timberland were to purchase property in the immediate area of Olympia, it would be about \$175,000 for two acres; Rochester, \$20,000; Mud Bay, \$75,000. She said that the Port of Olympia is willing to lease Timberland two acres of ground on the Airdustrial Site for \$1,700 a year or \$142 per month, and is quite willing to go either way, and if the Board wanted to save that \$50,000, the Port would recommend that Timberland use coupon warrants if the library makes the payments within six years. The Far West cost at \$18 a square foot, including interiors, was based on property in Rochester which that company owns; if they built it in Olympia, it would be higher by about \$150,000. Mrs. Morrison stated if Far West built on the Airdustrial site, again it would be different. Dr. Lawrence stated that last year, several staff people had met with representatives of the Weyerhaeuser Company Foundation to examine the possibility of funding by the foundation for the Service Center. At that time, Timberland had zero dollars and were looking for a grant to permit construction. Now that there were several surplus funds, he felt Timberland could go back and indicate that the Board had Forest Excise Revenues and was wondering if there would possibly be matching funds since the Board was in a position to pay a sizeable chunk of the purchase cost of a new

building. He felt that the Board should declare itself (as a Board) on a course of action and authorize some allocation of extraordinary funds to a building fund so that Timberland would have a talking point with the foundation. He said that he felt the Board should pursue foundations including Simpson and Rainier, since those companies' areas were being serviced, and if everything went well, the Board might be able to achieve another \$100,000 in subscription. He felt that this should be explored and that the Board should go on record as to what the Board had in the building fund.

Mrs. Morrison stated the Board also had another option in the same sense there was for North Mason, i.e. the Board could simply set aside moneys for furnishing. The Board could earmark funds to be retained for furnishing a service center which staff estimated at about \$75,000 if an "open space" building were under consideration in which movable partitions were used as space dividers. She said that this might be something to think about now, and the district could set aside whatever amount the Board would feel necessary for furnishings.

Dr. Lawrence then asked if the Board would be comfortable with a \$200,000 building fund without any provision as to how those moneys are subdivided, and then target in on a \$300,000 total and get the package together and decide to own a building and put it on the Airdustrial Site. He stated that this would be his recommendation. After further discussion, the following motion was made:

76-35

RITA McARTHUR MOVED THAT THE BOARD EARMARK \$200,000 FROM THE (1976) EXTRAORDINARY FUNDS TO A BUILDING FUND FOR THE SERVICE CENTER; SECONDED BY RUTH SCHMIDT; AND PASSED UNANIMOUSLY.

Chairman Keiski then appointed an Ad Hoc Committee, consisting of Dr. Lawrence, Ruth Schmidt, and Virginia Barton to contact the various foundations and investigate possibilities of funding. Dr. Lawrence asked for support from the staff in order to complete this assignment. Mrs. Barton reported she had already contacted FHA in regard to low cost loans and several representative came to see her and advised her that the chances were very slim, considering that FHA had only \$1,500,000 to loan in the State of Washington last year, and had requests for much more. She said that Economic Development Administration, which had put her in touch with the Port of Olympia and their consultant, did fund \$100,000 of the approximate \$650,000 for a service center constructed in Wenatchee for North Central Regional Library. However, she said that grant had been made on the basis of the rate of unemployment in that area which was 15%. The average rate of unemployment in the Timberland area for the last year was about 11%, fluctuating seasonally, and, therefore, Timberland could not qualify on that basis. She said that her information was that in the immediate Olympia area, it is about 8% to 9%, which was even lower. Chairman Keiski stated that the district is not limited to nonprofit foundations, and asked if they could work aggressively in other areas. Dr. Lawrence asked if there could be some sort of bicentennial grant. Chairman Keiski asked that his Ad Hoc Committee move on this matter promptly. (Dr. Lawrence then was excused at 8:10 p.m.)

Chairman Keiski commented on the \$10,000 commitment to North Mason, and Mrs. Morrison suggested that the Board amend the \$10,000 by adding another \$2,500 to the North Mason Furnishing Fund. She said that the \$12,500 would have to come out of this year's budget if the building were built this year. After further discussion by the Board, Mrs. Hagen summarized the action by stating that the Board had committed \$200,000 to a Service Center Building Fund; and had reaffirmed the \$10,000 in extraordinary funds for furnishing North Mason, which reaffirmed the commitment made last year, and considered possibly raising that commitment to \$12,500 in the future. Mrs. Morrison stated that if the \$200,000 were put aside in a special fund, it would draw interest, but that the district is paying interest on warrants outstanding. The law does not allow for investment of funds while the district is on interest-bearing warrants. She said that during the year as revenues come in, it should begin to accumulate, but that it probably would be December before it was possible to invest. However, even though it is impossible to set it aside right now, the commitment is made.

4 PROPOSED GOALS

Chairman Keiski read the proposed goals for Timberland Regional Library which are as follows:

1. Collect and organize materials and resources, and to provide mechanisms for using other collections and information sources to meet the informational, educational, and recreational needs of the people of the library district, in accordance with cost effective planning and the tenets described in the Library Bill of Rights and the Freedom to Read statement.
2. To promote region-wide awareness of library services as an integral part of community life, and to provide physical facilities and delivery systems to make materials and services accessible.
3. To recruit well-qualified personnel and to enhance competencies through a continuing program of staff training.
4. To encourage trustees and friends awareness of trends in the library community so that they may be prepared to discuss the future of library and information science.
5. To participate in discussion and planning of more adequate funding and alternative methods for the delivery of informational services, including efforts toward cooperative systems and networks.
6. To serve as trustees its patrons within the legal limitations and financial capabilities.

After discussion of these goals, the following motion was made:

76-36

RAEBURN HAGEN MOVED THAT THE BOARD ADOPT THESE GOALS; SECONDED BY RITA McARTHUR, AND PASSED UNANIMOUSLY.

For the record, the Chairman also voted "aye" on this motion.

4/6/76

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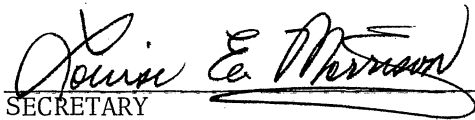
Chairman Keiski then stated that the announced agenda for this special meeting had been completed and asked if any items were overlooked, any announcements needed to be made, or any further business transacted.

Mrs. Morrison stated that the polls had closed 17 minutes ago for the bond issue on the new Olympia Library. Chairman Keiski stated that the Olympia Librarian and the Friends of the Olympia Library and the citizens had conducted an exemplary campaign for the passage of the special bond issue for the building of a new library, and they all should be commended.

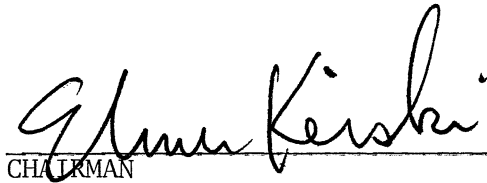
76-37

RAEBURN HAGEN MOVED THE MEETING ADJOURN; SECONDED BY RUTH SCHMIDT; PASSED UNANIMOUSLY.

The meeting adjourned at 8:20 p.m.



SECRETARY



CHAIRMAN