

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

April 29, 1976

M I N U T E S

BOARD MEMBERS PRESENT:

Elmer Keiski, Chairman - Thurston County
William H. Lawrence, Ph.D. - Member-at-Large
Robert M. Baker - Lewis County
Ruth K. Schmidt - Member-at-Large
Donald M. Cox - Pacific County

BOARD MEMBERS EXCUSED:

Rita McArthur - Mason County
Raeburn M. Hagen - Grays Harbor 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
Margaret Coppinger, Sr. Community Librarian, Olympia
Judy Green, Community Librarian, Hoquiam
Michael Hedges, Supervisor-Public Information & Programming
Marian Osterby, Sr. Community Librarian, Centralia
Mary Russell, Community Librarian, Lacey
Mary Ann Shaffer, Children's Librarian, Olympia/Lacey
Jay Windisch, Community Librarian, Raymond
Beverly Walter, Board Recording Secretary

Chairman Keiski called the meeting to order at 8:03 p.m. Mrs. Morrison requested that Sue Allison be allowed to make a special announcement. Ms. Allison reported that Mrs. Morrison had received a letter this date announcing that the Timberland Regional Library had won a special JOHN COTTON DANA AWARD for the "trivia" scrapbook. She stated that the annual contest had a record-breaking number of entries, approximately 155. Entries had come from Australia, Nova Scotia, and all over the United States, and this was the second year in a row that Timberland had won an award. Mrs. Morrison stated that Sue Allison's writing of the "trivia" spots (which had been aired on some 16 radio stations) was responsible for the award. Ms. Allison said that credit also must be given to Michael Hedges for his work in putting the scrapbook together. Dr. Lawrence requested that a notation be made in the personnel files of those people who were directly responsible for the award, and the Chairman requested the Director to do this. The Chairman also noted that last week was National Secretaries Week and stated the Board could not operate without the secretaries and wanted to honor them for their fine service and prompt typing and efficiency. He stated that on behalf of the Trustees, he wanted to compliment them for their efficiency and support.

1 A. Approval of Minutes of March 25, 1976 regular meeting

76-38 DR. LAWRENCE MOVED THE MINUTES BE ACCEPTED; SECONDED BY
BOB BAKER, AND PASSED UNANIMOUSLY.

B. Approval of Minutes of April 6, 1976 special meeting

76-39 DR. LAWRENCE MOVED TO ACCEPT THE MINUTES AS PREPARED; RUTH SCHMIDT
SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

2 Approval of Vouchers

76-40 BOB BAKER MOVED TO APPROVE THE VOUCHERS; SECONDED BY
DR. LAWRENCE.

The Board reviewed the vouchers, and Dr. Lawrence questioned Voucher #1299 for \$1,325.62 which Mrs. Morrison reported was a delayed voucher on the tape recorders which the Board had approved late last year for in-service training purposes. Dr. Lawrence asked if Voucher #1360 in the sum of \$2,000 to Pacific Northwest Bell was a monthly phone bill and was advised that this was correct. Mrs. Schmidt requested information regarding a voucher in the amount of \$244.18 to Line and Tone and was advised it was for making negatives for the offset press. Mrs. Morrison advised the Board that Voucher #1382 to Unique Home Center, which was not budgeted, was an expenditure of \$598.40 for repairs to the Montesano Library when the overflow of sewage ruined the carpeting, etc., and that this amount had been reimbursed by the city's insurance company. After further discussion,

THE MOTION PASSED UNANIMOUSLY.

The Chairman announced that Mrs. McArthur was not at the meeting because she was ill and that the Board wished her a speedy recovery. He further stated that Raeburn Hagen was at a professional conference in Ellensburg and had been excused.

5 Unfinished Business

A. Consideration of Steps in Planning Service Center

Mrs. Barton stated that money had been set aside by the Board toward the cost of building and equipping a service center and there had been an offer of land from the Port of Olympia. She stated that only 15 months remain on the lease in the present building, and that the staff felt it was time planning started for a service center facility. She announced that Mr. McCann of R. F. McCann & Company of Seattle was present at the meeting. She reported that he did the consultant work for the Port of Olympia for planning, and had been asked to talk about the architectural aspects of planning a service center building.

Mr. McCann stated that the order of requirements was to find what was needed to get into the project of a service center; to start out with outlining space requirements; all systems that would be supporting them, and the way to do that was to define the work-flow patterns for the operation of the service center and the work within it; to determine any

5 additional furniture or fixtures or items which would need to be purchased to furnish a service center; and to compile a budget for all of these things which would allow the board to see the complete picture for the present budget year and future budgets. This in itself would be a comprehensive plan for the operation and development of the service center over a period of several years and into the future. Also included would be various equipment needed for the future, such as computer terminals, etc. These could be planned for and budgeted, and with that information, the Board would be in a position (along with information regarding the real estate costs and costs for development of the building, i.e., power, electrical work, septic tanks, etc.) to be able to see exactly the size of the project. Before beginning any plans, the Board would be in a position to know how much money was involved, what was expected in return, and the time frame in which those things would happen. He said that his firm would provide these services, the estimating and budgeting services, computing services, and that would provide the Board working drawings. At this point, the job could be bid to a contractor and the architects would provide the supervision of the construction to see that the drawings provided were complied with and the building developed exactly as envisioned, so the facility would be ready to operate. He said that this was a brief outline and overall resume' of the work that needed to be done, including schematic design (which is preliminary and provides alternate methods of locating and carrying on business within a given space). This would be discussed with a building committee, etc., designated to have responsibility in that area along with Mrs. Barton. Then the Board would go back and, from among all the alternatives, come up with an economical, flexible plan which provided for future growth. At this point, relations then would be cemented with the Port of Olympia and the Port's legal requirements regarding meeting lease conditions, followed by the signing of the lease. The architectural phase then would be continued, which would be about a four to six week effort beyond the preliminary drawings in which the engineering phase would be accomplished. That would give the Board a set of drawings from which the building would be built. Mr. McCann said that he felt that from this standpoint, they had guided Mrs. Barton by advising her of the most economical types of structure suitable and which would provide a nice looking building. He gave a brief resume' of previous buildings completed by his firm. He said that he felt a tilt-up concrete structure at the airdustrial port would be the best way to go to provide speedy erection of the building and hold down construction costs. He stated that it was also a flexible building which could have many uses such as warehousing and storage, and would be a good investment from the library's financial standpoint.

Mr. Baker asked how long a ground lease one would need to protect the library's investment, and Mr. McCann stated he felt at least a 50-year lease. He said that he felt the airdustrial site would be heavily developed in the next 25 years. There was discussion regarding the tax picture and the length of the lease. Chairman Keiski asked if there was a possibility that the structure would be completed by 1977, and Mr. McCann replied that he certainly hoped so as their firm had buildings right now in the three to five million dollar range that had to be completed by 1977. He further stated that the Port Commissioners were very flexible and an easy group to approach and talk to. Dr. Lawrence suggested that the architect have some sensitivity to the use of decorative

- 5 wood in the front of the building since the name was "Timberland" and wood is beautiful.

76-41

DON COX MOVED THAT THE BOARD ENGAGE R. W. McCANN AND COMPANY, ARCHITECTS, TO TAKE TIMBERLAND THROUGH THE STAGES OF PROGRAMMING, SCHEMATIC DRAWINGS AND PRELIMINARY DRAWINGS. THIS WILL BE ACCOMPLISHED FOR A FEE NOT TO EXCEED \$5,000. SECONDED BY DR. LAWRENCE.

Dr. Lawrence then asked when the Board could expect a report, and Mr. McCann stated that he would need to get in touch with Mrs. Barton several times, and felt that about three weeks from tonight's meeting, he would have a report. He further requested that there be a member of this committee chosen as a smaller group so a large group not be needed to convene. Bob Baker stated there were only seven members of the Board, and Dr. Lawrence stated he would be willing to participate in a special board meeting on the 20th. Don Cox suggested that the Board make May 20 its regular board meeting and include this item on the agenda. The Chairman further stated that Virginia Barton and any trustee who so desired could communicate with Mr. McCann informally regarding questions prior to the Board meeting. Mr. McCann stated that what he was doing was talking about the working of, the actual functioning of, the service center and would like to have some representative who was also in on the background and generation of ideas. After further discussion,

THE MOTION PASSED UNANIMOUSLY.

Dr. Lawrence then made the following motion:

76-42

I MOVE THAT THE DIRECTOR BE AUTHORIZED TO OPEN NEGOTIATIONS WITH THE PORT OF OLYMPIA TO SECURE A LAND LEASE FOR 50 YEARS ON THE AIR-INDUSTRIAL SITE FOR THE PROPOSED SERVICE CENTER; SECONDED BY BOB BAKER AND PASSED UNANIMOUSLY.

Mr. McCann then asked if the Board would send him a signed copy of the minutes. The Board agreed.

Mrs. Morrison advised the Board that by the 31st of July, the lease on the present service center would expire. She felt that planning was necessary as to how long the service center would be in the present building. She said that there was a one-year option from July 31, 1976 to July 31, 1977, and asked if the Board wanted to renew the lease for the one year. Discussion followed regarding the time element on the new building and what to do about the present lease and costs. Bob Baker suggested negotiating for a six-month extension on the lease, with a month to month tenancy thereafter.

The Chairman thanked Mr. McCann for his time and report.

3 Reports

B. Staff

(1) Director--Mrs. Morrison

- 3B(1) Mrs. Morrison stated that the 1976 union contract still had not been signed. There were changes required in the TRL Personnel Policy by the very nature of the Classification Plan, which had been accepted by both the Board and the Union. There were several specific problems connected with the Personnel Policy which would be well to consider at the same time so that the Personnel Policy would not have to be reprinted again. The Director asked the Supervisor-Personnel Administration to speak on this.

Ms. Blumberg reported there were problems because of operational difficulties, and she was not ready to present them to the Board at this time until there had been more staff input. She said she realized that the Board might not accept the staff's suggestions. Some were minor and some were fairly substantive, such as two holidays when the libraries are open--February 12 and Columbus Day. She stated they had staff working and staff not working, and that created problems for the supervisor. They wanted to know if the staff would trade off these two holidays for two other days. There were problems with part-time personnel whose time was accounted for on a weekly basis, not monthly basis, as half-time personnel are required to work 20 hours within each work week. This would have to be negotiated because it dealt with the work week. She said that one of the board members had requested consideration of the vacation policy, specifically the question of use of vacation, the timing of it, and the amount of accrual, etc. She said that there was also the question of the length of leave-without-pay before the employee's increment date is changed. She stated that the present Personnel Policy allowed two months for leave without pay before the increment date is changed whereas the state allows only 15 days, and there were pros and cons, as some employees worked 12 months for the price of 10. These were some of the items which had come up and Ms. Blumberg felt the staff needed the Board's input. Dr. Lawrence stated that what she had done seemed to be all right, and to proceed. Ms. Blumberg stated she wanted the Board to understand so the staff could feel that everyone is all going in the same direction. Dr. Lawrence recommended that Ms. Blumberg come back with specific recommendations. Ms. Blumberg stated the intent was that before negotiations were made with the union on the whole contract, all these other problems should be settled so the entire matter could be completed at the same time. She said that if personnel policy revisions were to be made, do it now. The ranges specified in the contract as being eligible and ineligible for the bargaining unit no longer existed, so there is a transition range and at this time it was not known whether these employees were eligible or ineligible.

Mrs. Morrison further reported that Mr. Ayres had been concerned with the fact that Timberland had been paying interest on warrants which were issued and deposited, such as social security, industrial insurance, etc., and Bulletin #163 had been obtained from the Division of Municipal Corporations in the Office of the State Auditor and now the county treasurers know that Timberland does not have to pay interest on warrants until they are actually presented for cashing, and felt the district owed Mr. Ayres a debt of gratitude for clarifying this situation.

The Director then asked Mary Stough to speak to the subject of an All-Staff Meeting. Mary Stough stated that this had never been done before, and it would be necessary to close all libraries and notify the chairmen of the local boards and patrons of the bookmobiles that there would be no service on that date. It would be held in Chehalis at the Recreational Park which could be rented inexpensively and was a convenient spot to reach. The

3B(1) staff felt a need to discuss the district's future, changes as dictated by income, what will happen to service, get input from staff about particular problems as they see them, and simply communicate with one another. They also felt one person never gets to know another person except by telephone, and the staff was looking forward to this opportunity to have everyone together and discuss items of concern in the district. Mrs. Morrison stated she would recommend the libraries be closed on June 2 for this once in an eight year thing, and felt it was an investment in public service. Mrs. Schmidt asked how this date tied in with the end of the school year. Chairman Keiski stated that June 11 was the closing time in this area. Mary Stough stated that some libraries were closed on that day anyway. The Chairman asked for the feeling of the Board regarding this matter. Bob Baker stated they had been properly informed and felt that was sufficient. Ruth Schmidt asked how the staff planned to take that many people and get an orderly discussion and felt employees needed to have the items they wished discussed on paper prior to the meeting, and also felt it was a mistake to close the whole library system. She felt that with that large a group, they could not come away with everything all tidied up and all questions answered, and asked if orderly channels of employees to supervisors had not been used as they went along. Mrs. Morrison stated that she thought most employees felt they could get more communication from administration and administration gets less from them, and this was an opportunity to find out what their concerns were and a need to get together. Dr. Lawrence stated there better be good pre-meeting planning on distribution of materials and lines of direction and discussion and a need for an open mike type of meeting. He said that if all those people got together not knowing what direction they would be going in, it would be chaos. Mrs. Barton stated there were about 15 out of 25 libraries closed on Wednesday anyway, as Wednesday was the traditional day for closure of smaller libraries. After further discussion, it was decided to hold the meeting with specific requests stated by the board being followed.

Mrs. Morrison further reported that Marian Osterby was here at the meeting with a model of the new Centralia Building, and in the packets sent to the Board members was a letter from Frank Brouillet which had to do with input into formulating the rules and regulations which will govern the Washington Library Network and requested input from everyone. She stated that if the Trustees had any ideas, to get them in soon as they would be discussing the implementation of the rules and regulations under Senate Bill 3094 and felt it was important that the Board be involved in the formulation of these rules and regulations. She said that this concluded her report.

Dr. Lawrence requested a status report on the network with a promise of something more timely than six or seven months, and was advised that Ms. Blumberg had given this report at a meeting which he had not attended. He asked if she would discuss this briefly at the next meeting.

Ms. Blumberg stated the Friends throughout Timberland should be commended on their turnout at the Friends Fair on Saturday, the 24th, put on by Planning Area I. She stated that Friends had come from Long Beach, South Mason, North Mason, Olympia, Tumwater, in short, from all over, and put on a demonstration of money-making projects. It also provided an

3B(1) opportunity for Friends of all counties to get together. The Chairman asked in this service area if anything had changed in Jefferson County. Ms. Blumberg reported nothing had changed, the Trident moneys were in limbo; there was money for Jefferson County Planning which they hoped to involve in planning for library service, but local efforts to generate a surge to get a library district had not been successful to date. Cowlitz County was going on the ballot this year to establish a rural library district. Bob Baker asked if it was a one-county library, and Ms. Blumberg replied that this was the intent. She said that Longview sees itself as the center of the county library system, but that commitment had not been made. There was further discussion on this and also regarding Wahkiakum County. This concluded Mrs. Morrison's report and a short recess was taken while Marian Osterby from Centralia presented the model of the new Centralia Library Building and gave a short resume of events and presented sketches and explanations on how they had saved the portion of the old building, and adapted the newer portions for efficiency and beautification. Michael Hedges presented an informational slide show which had been presented on libraries in connection with the Olympia Building Issue entitled "What is a Library" with the voice of Ed Jeffries of Radio Station KITN.

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

Mrs. Barton stated that the Board had her written report, but that on April 12, she had been to Ilwaco and had toured the old hospital building where library space will be provided, and shared with Ilwaco's senior citizens. She said there were interior partitions which would have to be removed, and the town agreed to provide space and to heat it, but would not be able to fund any remodeling, furnishing, or equipping. She felt that the Board there and the Friends had quite a job. She said that they also toured the new hospital which was a beautiful building and every one of the patient rooms had been subscribed with a \$1,500 contribution as family memorials, and several people were disappointed because they could not fund a room. She felt that perhaps some of these funds could be tapped for money toward the library. She said that she felt the library board would need much help because she estimated \$3,000 worth of shelving, also carpeting and labor in removing walls. Mrs. Barton stated Charles Doupe' was the chairman of the board and very energetic, and reported on the other members of the board and their enthusiasm. Further discussion followed. Dr. Lawrence asked if the Board could allocate some funds for this, and Mrs. Schmidt suggested delaying the matter as the Timberland budget was very tight. After further discussion, Dr. Lawrence suggested the Board consider some action at an immediate future meeting. Mrs. Schmidt agreed, but stated she was only thinking about all the commitments the Board had presently, and suggested putting this matter on the agenda for a future meeting. The Chairman asked the Director to make recommendations regarding unallocated funds regarding this matter. Don Cox stated he would not be surprised but what some member of that board would be approaching Timberland telling them what they are doing and giving the Board some specific need they could help with. The Chairman felt Dr. Lawrence had made a good point, that the Board had helped others, and said to tell the people there if there was something the Board could do, it would be looked at, but as Mrs. Schmidt had suggested, the Board needed to look at cash flow at the present time.

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

Mrs. Stough stated that the Board could read her report, but that Mrs. Coppinger was in the audience and the Board might be interested in the progress of the new Olympia Library. Mrs. Coppinger presented a short report, and further stated that Ron Rowe, who was an architect, had opted to disqualify both himself and his firm regarding the design of the building and Mr. Rowe would remain Board Chairman and guide them through the next 18 months. Chairman Keiski requested that Mrs. Coppinger's efforts and her work and leadership be recognized in her personnel file.

(4) Business Manager--Mr. Ayres

Mr. Ayres presented his report through March, 1976. He stated expenditures were \$466,271.14; and revenue was \$244,067.62, which represented a \$242,207.80 deficit. In the month of April, the forest excise tax was beginning to come in and \$128,000 had been received in April which did not show on the charts tonight. He reported that the county revenues were now coming in, but were still behind because of the restriction by the state legislature in holding up payments during the month of March. He also said that there were four cities outstanding but they were coming in now. This spending had cost \$725 for warrant interest so far in 1976. At the same time last year, Timberland was \$340 ahead of the game. In general taxes, Timberland has a budget figure of \$949,384.

Receipts in first quarter of 1976 for major revenue sources:

General Property Tax budget	\$949,384	--	Receipts	\$51,906
Forest Excise Tax budget	513,517	--	Receipts	49,410
State Forest Yield budget	50,186	--	Receipts	8,311
Contract Cities budget	598,460	--	Receipts	127,351

Expenditures in first quarter of 1976:

Administration budget	\$216,962	--	Expended	\$ 49,139
Public Service budget	1,475,028	--	Expended	381,680
Organization of Materials				
budget	163,527	--	Expended	17,541
Facilities budget	66,972	--	Expended	17,918

Mr. Ayres said that the budget is in good shape but will require revision before the end of the year. There was then some discussion regarding the problem of getting the income from the various sources.

4 Correspondence

A. Letter from North Thurston High School Learning Resources Center Librarian dated March 24, 1976 re monthly book review.

Mrs. Morrison summarized the letter by saying it complimented the staff, and especially Harriet Lamb for the help given to the school librarians. Dr. Lawrence requested that a copy of this letter be put in Harriet Lamb's personnel file.

- 4 B. Letter from Christine Bradley dated April 17, 1976 (resigning staff member)

The letter was read by Chairman Keiski.

"I would like to take this opportunity to say how much I have enjoyed my three years of library service with Timbeland. I have had the opportunity to grow professionally, and to assume responsibilities which are often denied a junior staff member. Due to this kind of support and encouragement on the part of the administration, I feel that I have come a long way in developing my potential as a public service librarian. I know from experience that this kind of growth and development is not possible in a library system where the administrators are shut off from the rest of the staff, and are not open to new ideas and public input.

"Timberland is the great library system it is because it has not lost sight of its primary goal, which is public service. The administration keeps informed of the needs of the public by listening to comments and suggestions from local staff. They are always open to input and willing to consider staff-generated program and procedural changes. This progressive attitude has fostered the productive and creative abilities of local staff people, to the benefit of the public which they serve.

"When staff members feel that they are listened to and respected, they are willing to give that extra effort which is so essential in public service, especially in these days of budget and staffing cutbacks.

"I hope that when I return to the East coast, I can share some of the advantages of participatory management with librarians there. Staff participation has certainly been a success in Timberland; and I believe that it largely accounts for Timberland's success as a library system, and its responsiveness to the needs of the public.

"Sincerely, Christine Bradley."

- C. Letter from Yelm inviting the Board to meet there in May.

Chairman Keiski stated that since the date of the regular meeting had been changed, that Mrs. Morrison should notify the Yelm Library that the Board would be happy to meet there on May 20. Dr. Lawrence suggested a study session at the Service Center at 5:30 with the architect and then have the public meeting in Yelm at 8:00 p.m. This was agreed to by the Board members, and the Chairman asked Mrs. Morrison to notify the Yelm Library.

- 6 New Business.

- A. Extension of Service Center Lease

Chairman Keiski stated that this item had been covered previously.

- 6 B. Invitation from Hoquiam Library Board to host regular June Timberland Board Meeting at Hoquiam Library

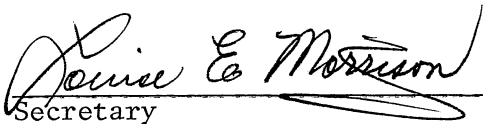
Judy Green was present and stated that Hoquiam Board members were very enthusiastic about having the regional Board meet there in June, and it was decided that the June 24 meeting would be held in Hoquiam, and the Chairman directed Mrs. Morrison to so advise them. Dr. Lawrence stated that he would be unavoidably absent on that date.

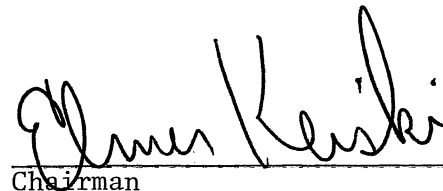
The Chairman asked for additional agenda items or further discussion.

76-43

BOB BAKER MOVED TO ADJOURN THE MEETING; SECONDED BY DON COX
AND PASSED UNANIMOUSLY.

The meeting adjourned at 9:50 p.m.


Secretary


Chairman