

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
621 K Street
Hoquiam, WA 98550

June 24, 1976

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621 K Street
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June 24, 1976

M I N U T E S

Board Members Present:

Elmer F. Keiski, Chairman - Thurston County
Rita H. McArthur - Mason County
Ruth K. Schmidt - Member-at-Large
Donald M. Cox - Pacific County

Board Members Excused:

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

Staff Present:

Louise E. Morrison, Library Director
Mary Stough, Assistant Library Director, Eastern Area
Joy W. Ayres, Business Manager
Janet L. Blumberg, Supervisor-Personnel Administration
Judy Green, Community Librarian, Hoquiam
Linda Hansford, Community Librarian, Montesano
Michael Hedges, Supervisor - Public Information & Programming/Serials Librarian
Martha Hill, Senior Community Library Assistant, Aberdeen
Harriet Lamb, Senior Library Associate, Hoquiam
Mary Russell, Community Librarian, Lacey
Sally Settle, Supervisor - Central Services
Rosalie Spellman, Senior Community Librarian, Aberdeen
Jay Windisch, Community Librarian, Raymond
Beverly Walter, Board Recording Secretary

Guests Present:

Kent Dolmseth, Hoquiam Library Trustee
Kay Evans, Aberdeen Library Trustee
Bill Garrison, Aberdeen Library Trustee
John Hughes, Hoquiam Library Trustee
Phyllis Hyde, Aberdeen Library Trustee
Cleo Lockey, Hoquiam Library Trustee
Della Wakefield, Trustee Coordinator, Washington State Library

The meeting was called to order by Chairman Keiski at 7:50 p.m., who stated he was pleased to be back in Hoquiam again, as he had been there as a patron and trustee when he used to live in Hoquiam. He further advised members and guests that two Board members had been excused; Bob Baker had business conflicts and Dr. Lawrence was a guest of the Swedish government. Further, Raeburn Hagen had resigned, but hoped to be at the meeting later on in the evening. He then asked all members and guests present to introduce themselves.

- 1 Approval of Minutes of the May 20, 1976 Meeting
- 76-48 RITA McARTHUR MOVED THE MINUTES OF MAY 20, 1976 BE APPROVED AS PRESENTED; SECONDED BY RUTH SCHMIDT; PASSED UNANIMOUSLY.
- 2 Approval of Vouchers
- 76-49 RUTH SCHMIDT MOVED THE VOUCHERS BE APPROVED; SECONDED BY DON COX.

Several vouchers were questioned and discussed. For the information of those present, Chairman Keiski advised them that the regular vouchers totaled \$78,000 for the month of May. The average monthly amount of the payroll was between \$105,000 and \$110,000 a month, and this amount was in addition to the May vouchers.

MOTION PASSED UNANIMOUSLY.

3 Reports

A. Board

(1) Negotiating Committee - Mr. Keiski; Mrs. McArthur

Chairman Keiski reported union negotiations had been completed for some time, but later this afternoon Mrs. Morrison and Chairman Keiski signed the formal agreement with the union. There was a minor question on who was eligible and who was exempt under the terms of the contract, and it was only a matter of clarifying it with Mrs. Piva and the President of the Union, Local 2053. Jan Blumberg asked Chairman Keiski to clarify which classes were and were not eligible. Chairman Keiski replied that the following employees were eligible for union membership under the new agreement:

Bookmobile Assistant/Driver
Central Services Assistant I
Central Services Assistant II
Community Library Assistant I
Community Library Assistant II
Custodian
Graphic Artist
Library Assistant/Driver
Reprographics Machine Operator
Senior Central Services Assistant
Senior Community Library Assistant

Excluded from union membership are the following:

Library Associate
Senior Library Associate
Senior Accounting Assistant
Accounting Assistant
Senior Secretary
Secretary
Public Information Assistant

The agreement will be posted in the libraries and copies will be available from the director or from the union president.

B. Staff

(1) Director - Mrs. Morrison

Mrs. Morrison discussed the progress of the service center building. Mr. Dale Jorgensen, the architect who had been working with Mr. McCann, had spent a number of days in the service center reviewing space allocations which would be necessary. The committee, composed of Mrs. Schmidt, Dr. Lawrence, Mrs. Barton and Mrs. Morrison, had met with Mr. Jorgensen and Mr. McCann in Centralia before Dr. Lawrence left and asked them to do a minimum and desirable program as far as the amount of space was required. Mrs. Morrison reported that since her last memo, site location had been given further consideration, and that she had spoken with Mr. Siebold at the Port of Olympia. Mr. Siebold felt it would be to the advantage of Timberland not to lock themselves in to the second site which had been under consideration, but to consider a site on the far side of Airdustrial Way which would allow for additional parking and additional changes in the building beyond ten years from now. They met with Mr. McCann and Mr. Jorgensen and spent a session surveying the site. Mrs. Morrison felt Mr. Siebold's suggestion had merit and discussed the alternatives and benefits of the suggested site at the Port. Chairman Keiski stated he would recapitulate the situation for the people present at the meeting. The Trustees had indicated an intent to re-house the service center, and the Board was considering leasing a piece of property from the Port of Olympia. He explained that the location was on property around the airport, and that the Board considered leasing a couple of acres at a decent rate to put a service center on that site. Mrs. Morrison stated the committee expects to meet again on July 15 when Dr. Lawrence gets back from Sweden, and the architects are expected to have completed their preliminary study in time for the July Board meeting and have that study along with the amount of funding that would be necessary. Regarding the funding, a consultant from McLean and Company, financial consultants, had made a proposal for consideration by the Board, and had outlined costs to the library district which would be incurred with coupon warrants which have a six-year limitation with a six percent annual rate. This is the maximum allowed by statute. The consultant had taken two alternatives: (1) if it were necessary to invest \$100,000 over a five-year period, or \$150,000 over a five-year period; or (2) \$100,000 over a six-year period, or \$150,000 over a six-year period. Mrs. Morrison distributed the figures computed by the financial consultant to the members of the Board and stated it was interesting to note that there was a \$4,000 difference between five and six years for the same rate. The consultant suggested that McLean and Company could assist the Board in their efforts to build a new service center, but this would be a matter for Board action if the Board decided it does need to borrow money and needs a financial consultant. This company also has access to bonding counsel so they could work hand in hand in resolving this matter. McLean and Company is apparently willing

to buy coupon warrants from the district and resell on the market. This assumes a six percent coupon interest rate which is the maximum the law allows. Mrs. Morrison further stated there was no necessity for Board action at this meeting, and it was only for Board information. Mrs. Morrison added they were offering to do a preliminary estimate for which there was no charge or obligation, and advised the Board that McLean and Company was a good solid firm. Discussion followed and all members of the Board felt alternates should be explored, along with discussions as to the tax exempt status of the bonds.

Mrs. Morrison then reported that the lease on the present service center will expire July 1, 1976. Mr. Johnson has sold the building and the terms of the new offer for renewal represent an increase of 72.34% over last year's rental. She assured the Board that this figure still comes out at \$3.50 a square foot which is a reasonable rate in the greater Olympia area. She submitted a letter from Cooper Realty and listed some of the terms in the rental agreement:

- (1) 3,700 square feet at \$3.50, for month rental of \$1,079 per month;
- (2) Six months terms with month-to-month rental thereafter; provided a minimum of 60 days' notice to vacate;
- (3) All other arrangements as specified in the existing lease to remain intact.

Mrs. Morrison suggested that item (2) be clarified to read:

- (2) Guarantee of six months lease beginning August 1, 1976 and terminating January 31, 1977 with further guarantee of month-to-month occupancy by lessee to terminate no later than July 31, 1977; PROVIDED, that lessee give lessor written notice of intent to vacate no later than 60 days prior to the vacation date specified in the notice.

Mrs. Morrison further reported that payroll automation planning was coming along, and would have a firm proposal and recommendation ready for the July Board meeting.

Mrs. Morrison asked Jan Blumberg to speak on holiday policy. Ms. Blumberg reported this was new information for everyone. During the last extraordinary session of the legislature, holidays were changed and the law passed makes those holidays mandatory for every state government agency or political subdivision. The holidays are as follows: New Years Day; February 12 - Lincoln's Birthday; Third Monday of February - George Washington's Birthday; the last Monday in May - Memorial Day; July 4; Labor Day; November 11 - Veteran's Day; the fourth Thursday in November - Thanksgiving; the day immediately following Thanksgiving; Christmas Day; and "a floating holiday of the employee's choice." As far as the floating holiday is concerned, procedure would have to be adopted to handle this matter. In addition, this law will cause another change for TRL: there were

three days when the library district had observed a holiday in which the libraries had remained open and the employees had received compensatory time if they worked. Of those three, Columbus Day and Election Day will no longer be holidays; however, Lincoln's Birthday is in this category and will continue to be observed as a holiday but the library will have to be closed on that day. Interesting to note, the same law specified school vacations, but Lincoln's Birthday is not a school holiday. Chairman Keiski asked for her recommendation. Ms. Blumberg advised him that the holidays had now been established by state law, and there was nothing to be acted upon at the present time, but she wished to bring the matter to the attention of the Board and assumed the Union was aware of the change which goes into effect January, 1977. Chairman Keiski requested Mrs. Morrison and Ms. Blumberg to notify the Union by an appropriate letter. This concluded Mrs. Morrison's report.

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

Mrs. Stough stated she had nothing further to submit other than her written report, and would discuss the problems at North Mason under Agenda Item No. 6, New Business.

(3) Business Manager - Mr. Ayres

Mr. Ayres stated that the budget was now in the black. In the month of March there was a deficit balance of \$242,000, but this month it was possible to invest \$207,000. After the June vouchers are paid, there will be a \$23,000 balance, but at least it is in the black. All first quarter moneys are in and three of the second quarters are in, and Mr. Ayres reported he hoped to keep investing for awhile. There was one item in the budget, supplies, which is 100% expended through May, and he stated this does not happen very often, but that the budget was still in good shape. Discussion followed as to the total Timberland budget, and Mr. Ayres reported that the Operating Budget for the year 1976 was \$1,925,489, with a grand total of \$2,190,397.

(4) Area Planning - Ms. Blumberg

Ms. Blumberg reported that the Planning Council for Area 1 which is composed of the 11 counties on the west side of Puget Sound met in Port Angeles on the 18th and will meet again on July 9 in Tacoma to consider what rules and regulations the State Library Commission should establish to run the Washington Library Network which the legislature established in the last session. She stated the only conclusion reached was that they did not care too much about processes but were concerned about representation on the user group that would advise the Commission. She preferred not to go into detail about who the "user groups" were. They hoped to get a different input at the Tacoma meeting. The Commission will be receiving all of the reports through its Advisory Council, drawing up a draft of rules and regulations which will be heard in the fall, and then there will be a second draft and a final hearing. There were two major issues: (1) User representation and potential user representation. Ms.

Blumberg stated there was a conflict between those who are paying calling the shots and those who potentially will be using it having a say in the matter. (2) The question of balance between all the kinds of libraries (public, academic, schools, etc.) who may use the system, whose users' needs are different and whose needs for computer technology are fairly different. She was hopeful that some of the Board members could attend the meeting in Tacoma so that when the first draft of the proposed rules and regulations comes out in the fall, it would not seem so foreign to them. The meeting will be at the Tenzler Library in Tacoma, July 9, from 9:00 to 4:00. Chairman Keiski asked if trustees were represented at the meeting and Ms. Blumberg replied there was one trustee from Port Townsend; three trustees from North Olympic; no trustees from Kitsap; but she felt perhaps Kitsap and Pierce County would go to the Tacoma meeting because it was closer. She further stated the librarians are closer to the politics such as academic vs. public vs. schools, but there was no representation from the academic libraries which she felt was unfortunate. She further stated that she was still trying to relinquish the chair of the Council, but it would have to wait until fall. One of the reasons she would like to be excused is that she will be putting the program together for the 1977 Library Association Conference in Vancouver which takes a considerable amount of time; however, there are no procedures as to how to elect new members, and she did not know what would happen to the Area Planning Council in the fall. Chairman Keiski stated the Board would take this under advisement as the Board was comfortable with Jan representing them, but understood her busy time schedule. Della Wakefield stated she was concerned about trustees getting to the meetings. She knew the Trustees felt "what are they talking about," but she was convinced many staff members feel the same way. Policy making boards like Timberland will have to expend funds somewhere along the line, and she felt very strongly that it was extremely important that trustees have representation at these meetings. Discussion followed with John Hughes discussing the problems of the terminology used which made it difficult for people to understand exactly what was being discussed. Mr. Cox felt they should get back to speaking "English" again. Discussion followed regarding "library jargon."

(5) All-Staff Meeting June 9, 1976 - Ms. Green

Judy Green reported on the All-Staff meeting held in Chehalis. She stated the program in the morning consisted of Mrs. Morrison discussing the budget; Mrs. Barton discussed the goals adopted by Timberland Board; Ms. Blumberg had discussed her new role as the head of personnel; Mr. Bernethy had discussed the union; Kenn Kohout had discussed personnel problems, new ideas such as school students helping with paperbacks and an All Timberland Staff publication. They adjourned for lunch and held individual RAP sessions which centered around communications, decision making, bargaining units, and "others." Ms. Green stated they got off the subjects because people needed to let off steam which was extremely beneficial and by the end of the afternoon everyone was talking and everyone spoke up during the RAP sessions. To give some ideas of what was being discussed: some

people thought they were "meetinged" to death; some thought there were not enough meetings; some thought they were "memoed" to death; some thought there were not enough memos; some thought the official bulletin should remain official; some thought it should be non-official. They discussed communications between lower echelon and the Board; minutes being prepared immediately after the meeting and not six weeks later; personnel problems not being explained adequately in the past. There were complaints about the microfiche as they felt that adequate information had not been given to the staff. All types of problems were discussed and Ms. Green felt the best part of the entire RAP sessions was that people talked about their problems and let off steam, and actually met people they had talked to on the phone or read about. It was no longer a voice or name, but now they could feel they were speaking to an actual person. She advised the Board that the staff broke into these various groups by each one having a number on their name tag and the groups were entirely mixed, and problems discussed were of a wide variety. She did report the facilities were cramped and uncomfortable and it was sometimes difficult to see the presentations. However, she felt the meeting was extremely beneficial. Mrs. Morrison stated that the subjects identified for discussion had resulted from prior input from the staff. Mrs. McArthur stated it was a good report, and Mrs. Schmidt stated it was wonderfully balanced. Mr. Hughes asked if there was a consensus as to whether this was a worthwhile meeting. Judy Green replied that the staff felt it was because everyone had a chance to know other people and realized they were a region. Linda Hansford felt that many employees would be willing to take a day of their own time in order to hold another meeting, because she felt it was that beneficial.

4 Correspondence

- A. Letter from Dr. Harold Coble, Supt. of Olympia Public Schools, commending TRL staff

Mrs. Morrison stated the letter complimented the staff on planning joint programs, and the Board of Directors of the School District wished to extend their thanks for the efforts made and the excellent example of cooperation that Timberland has established.

- B. Letter from Peggy Sarjent in re reason for resignation

Mrs. Morrison stated that Peggy Sarjent had been an employee of Timberland Regional Library and she had been invited to come to the Board to state her reasons for leaving. She had replied that she was leaving for personal reasons which had to do with family obligations during the summer and a new job in the fall working with pre-school children. She found everyone on the Timberland staff friendly and helpful and appreciated meeting them and becoming better acquainted with the services, and she did not leave with any anger or dismay.

C. Letter from Norma Schnoor in re reason for resignation

Mrs. Morrison stated Norma Schnoor was on the staff at Hoquiam, had written a letter regretting not being at the meeting, and she had stated that her decision to leave the staff was solely for health reasons as she felt she could no longer do justice to her job. She enjoyed her association with Timberland and felt she had been treated with complete fairness and would miss everyone.

Chairman Keiski stated he had received a letter at home from the Grays Harbor County Commissioners accepting the resignation of Raeburn Hagen. He stated he would see that a copy was made for the business records.

5 Unfinished Business

A. Consider lease renewal for Service Center and budget revision of \$2,270 (from unbudgeted funds) if passed

This item is for the increased rent at the present Service Center facility.

76-50

RUTH SCHMIDT MOVED THAT THE SUM BE ALLOWED FOR THE INCREASE OF RENT AT THE SERVICE CENTER; SECONDED BY RITA McARTHUR.

Don Cox noted that there was not much choice, and Mrs. Morrison requested that the wording in paragraph 2 be revised as per her recommendation in her report. The motion as stated was

PASSED UNANIMOUSLY.

Chairman Keiski then asked that the language recommended by Mrs. Morrison in paragraph 2 of the proposed lease be considered in a separate motion.

76-51

RITA McARTHUR MOVED THAT THE LANGUAGE IN PARAGRAPH 2 BE CORRECTED TO READ: GUARANTEE OF SIX MONTHS LEASE BEGINNING AUGUST 1, 1976 AND TERMINATING JANUARY 31, 1977; WITH FURTHER GUARANTEE OF MONTH-TO-MONTH OCCUPANCY BY LESSEE TO TERMINATE NO LATER THAN JULY 31, 1977 PROVIDED THAT LESSEE GIVE LESSOR WRITTEN NOTICE OF INTENT TO VACATE NO LATER THAN SIXTY DAYS PRIOR TO THE VACATION DATE SPECIFIED IN THE NOTICE. SECONDED BY RUTH SCHMIDT; PASSED UNANIMOUSLY.

Mr. Keiski stated the intent of this motion was that they not get thrown out in the street.

B. Consider addition of \$5,000 (from unbudgeted funds) to capital outlay for equipment

Mrs. Morrison recommended the Board adopt this amendment as it would be the intent of the director that this be the last revision of the budget for as long as possible. The extra \$5,000 would reduce the unbudgeted funds to \$47,638. She felt this reduction was reasonably safe with the exception of the item dealing with the sale of fixed

assets, which was brought up higher last year because one of the counties sold some property for taxes and brought the total higher than normal, adding approximately \$18,000 to \$19,000 from that one source. She felt, based on a three-year income estimate, it still would be covered in case of any contingency. There had been requests for paperback spinners, sections of shelving and cupboard space and it would save time to adopt the sum now. She stated it would not be spent if it were not necessary.

Don Cox asked if these funds came from the building fund and Mrs. Morrison replied no, that this was the \$54,908 which is unbudgeted and by using this \$5,000, and the \$2,270 for increased rent for the present service center, it would reduce the unbudgeted funds to \$47,638 which represents a cushion in case taxes and revenues do not come in.

76-52

DON COX MOVED THAT \$5,000 BE TRANSFERRED TO CAPITAL OUTLAY;
SECONDED BY RITA McARTHUR.

Ruth Schmidt stated that it would be helpful if, as these funds are expended, it could be mentioned in the minutes, such as when the shelving or the cupboard space is purchased for South Mason. It would be illuminating for the Board if it was mentioned in the minutes. Mrs. Morrison stated she would see that these items were reported.

MOTION PASSED UNANIMOUSLY.

The Board took a short recess and reconvened at 9:10 p.m.

6 New Business

- A. Consider sending Board member to ALA Conference in Chicago,
July 17-23

Chairman Keiski advised those present that it was customary for the Board to send a member to the ALA conference whenever possible, and that he had asked that this item be put on the agenda to see whether a trustee would be able to attend this meeting. Mrs. Morrison stated that this had not come up before, but she wondered whether the Board might wish to amend the out-of-state meeting policy to provide a larger share of the expenses. At present the amount allowed by Timberland is \$25 per diem for out-of-state travel and it would be her recommendation that the amount be increased to \$40 per day to cover expenditures for room and meals as the per diem rate for trustees and staff as well. Discussion followed.

76-53

DON COX MOVED THAT THE OUT-OF-STATE TRAVEL PER DIEM BE
INCREASED TO \$40 PER DAY; SECONDED BY RITA McARTHUR AND
PASSED UNANIMOUSLY.

Chairman Keiski asked if there were any board members who could attend and Mrs. McArthur stated that if she were back there at that time, she would attend the meeting. Mrs. Morrison reported that Michael Hedges

would be the only staff member attending the meeting and he had been invited specifically to be there to accept the John Cotton Dana Award for Timberland, and hoped the Board would help him financially. Chairman Keiski stated that it would be understood that his expenses be paid. Mrs. Morrison stated he would report back to the Board regarding the conference.

- B. Consider adding North Olympic Library System (Clallam County and Port Angeles) to the existing Cooperative Use Agreement

Mrs. Morrison stated she had suggested it might be a good idea to ask North Olympic Library System to join with Sno-Isle Regional, Timberland Regional, Kitsap Regional, King County, and Pierce County in the Cooperative Use Agreement. They had not previously requested that they be allowed to participate in the Cooperative Use Agreement to share their resources. King, Sno-Isle and Pierce have already passed this so that leaves Kitsap and Timberland to take action. Mrs. Morrison strongly recommended that the Board pass on this recommendation. Ruth Schmidt asked for clarification on the Cooperative Use Agreement, if it was in fact that we borrow from them and they borrow from us, and does it extend any courtesies to individual users. Mrs. Morrison stated this was direct personal use of other district libraries and resources on the same basis as if they lived within the district. Further discussion was had on how many libraries were in the district, patronage usage, geographic locations, etc. Chairman Keiski called for the question.

76-54

DON COX MOVED WE ADD THE NORTH OLYMPIC LIBRARY SYSTEM TO THE EXISTING LIBRARY USE AGREEMENT; SECONDED BY RUTH SCHMIDT; PASSED UNANIMOUSLY.

- C. Consider options regarding temporary service at Timberland North Mason Library (Belfair)

Mary Stough presented the report and stated it was difficult to be brief. The Timberland Library at Belfair has been given notice by the owner of the building in which the library exists that they must leave by the end of the month which is June. There is no hostility on the part of the owner; it is merely business. She stated he knew they were trying to get a building built, so this was something which was not meant to antagonize or discomfort anyone. Mrs. McArthur stated the Board had been warned that this could happen. At the present time the Friends of the North Mason Library have a building committee, composed of an architect, builder, banker, and retired business man who are at work putting together the specifications for a building. They have to get architect's plans and financing for which Timberland has agreed to pay a monthly lease not to exceed \$800 a month. Their building committee is meeting with our building committee this Thursday night. This Board will indicate to the building committee what kind of guidelines they wish the North Mason Friends to proceed under: some of the items are that Timberland will pass on library plans before it goes into operation; square footage of the building will not exceed 3,000

square feet; the cost per square foot not to exceed "X" number of dollars within the accepted amount of present trends for construction of unfurnished buildings; total cost not to exceed "X" number of dollars and this would include basic landscaping and asphalt for parking of cars. Mrs. Stough stated she would also check on the normal time for a lease to run. Mrs. McArthur asked Mrs. Stough if she felt it would be a good idea to keep a copy of these guidelines and send them to Mrs. Schmidt and herself as they would be meeting in Allyn on July 1. Mrs. Stough stated she would meet with Mrs. McArthur and Mrs. Schmidt prior to the meeting to discuss these matters. Chairman Keiski stated they would review the staff recommendations, and for the record the Board concurred they follow the guidelines with the Friends group. Mrs. Stough stated that the Board had seen the memo about how to carry on services during the summer or until a building is forthcoming. They could store books in Mr. McKnight's building and use the bookmobile for service, but the bookmobile could not be stationary on the property. Chairman Keiski asked if there were any other suggestions from the trustees and the communications from the Friends at Belfair on the building needs, and stated he would try to make the meeting if his agenda permitted.

7 Additional Agenda Items

A. Resignation of Raeburn Hagen

Chairman Keiski stated that an item he reluctantly wished to bring up at this time was the resignation of Raeburn Hagen as a Trustee of the Timberland Regional Library from Grays Harbor County. She had submitted her resignation for personal reasons. The people in Grays Harbor County should be reminded that she provided excellent service for the county on the Board. Along with her excellent rate of attendance, she worked on a number of sub-committees, including negotiations and budget, and also represented the trustees at a number of conferences and brought back ideas and directions for the Board. He read a certificate of appreciation for Raeburn:

"The Timberland Regional Library Board of Trustees hereby gives this certificate in appreciation of unusual devotion to the cause of better library service for the Timberland Library Program and for bringing about greater community awareness of library potential."

Mr. Keiski continued by noting that this is nothing new to the Aberdeen Friends Group that she worked on, and that Timberland was pleasantly surprised to have her serve on the Board of Trustees which needed her energy and enthusiasm and drive to improve Timberland's program in the five counties. Mr. Keiski hoped that her replacement would be equally as eager to serve. Mrs. McArthur stated it would be impossible to list the many contributions Mrs. Hagen has made to the Board. Chairman Keiski added that on lay boards like this board, one is serving on demand much of the time and it is all volunteer so there is no pay for it. Mrs. Hagen has certainly put in the time as if she was paid \$100 a day as a consultant and the Board really appreciated it, and the Chairman also expressed his personal appreciation.

6 D. Consider possible closure of TRL libraries on Saturday, July 3

Mrs. Morrison deferred comment on this matter to the Public Service Librarians. Mrs. McArthur asked if this would be a day they would make up at another time. Mrs. Morrison said there would be no extra holiday; that staff would be scheduled five days rather than six days in that week. Normally, to cover a six-day week, the staff schedule has to be staggered so this would make it a great deal easier from the administrative point of view on a quiet week end because of a holiday. Opinions were expressed by the librarians present. Linda Hansford stated that she had programs scheduled for Saturday and this was very late to be notified of a closure and she would just as soon stay open. Mary Russell stated that the last two Saturdays in Lacey had been quiet and they do not have programs scheduled and knew the staff would like a long week end. Rosalie Spellman stated they did not schedule programs on Saturday and it would be all right in Aberdeen. Judy Green stated that Saturday before the Fourth was quiet, although she agreed with Ms. Hansford that it was pretty late to make such a decision. Alma Greenwood was quoted as wishing to have the library closed since it was a slow day in Olympia. Further discussion was had by the various librarians and members of the Board, and Mrs. Morrison recommended that the libraries be closed on July 3 to allow the staff to have a long week end with their families. Chairman Keiski asked if a local option would be in order, and Mrs. Morrison stated this would cause morale problems with some libraries having staff off for a long three-day week end and other libraries open. Chairman Keiski also asked where the suggestion had originated, and Jan Blumberg stated that Alma Greenwood had mentioned it to Virginia Barton and to her, and Virginia Barton had requested this item be put on the agenda, because the Saturday before the Fourth of July is very slow in the library. Chairman Keiski felt the Board was again messing around with the calendar and due to the problems that had occurred in establishing the calendar for the year, he was concerned about the closure option at this time. He said the Board should look at the three-day holidays on the calendar and make some decision regarding this so that it would not be done piecemeal. Mrs. Schmidt suggested that if they did do this, that the librarians give as much notice to the newspapers and radios about the Saturday closure to cut down the shock to the public insofar as possible.

76-55

RUTH SCHMIDT MOVED THAT THE BOARD SUGGEST THE TIMBERLAND REGIONAL LIBRARIES BE CLOSED ON SATURDAY, JULY 3; RITA McARTHUR SECONDED THE MOTION; PASSED UNANIMOUSLY.

E. Consider proposed Reduction In Force Policy

Mrs. McArthur stated that since this information had just come to the Board tonight that she would be more comfortable if they were to add a Section VII and direct the staff to find some wording that any RIF policy would include all levels of employment--exempt and nonexempt--and moved that this be adopted. Chairman Keiski asked

that this perhaps be introduced at the meeting tonight as a new item, and in a month bring it up for formal adoption. Chairman Keiski asked how the other Board felt about the RIF policy, whether or not it should include all levels of staff, exempt or nonexempt. He further stated that as he understood it from the Bulletin, there was concern expressed at the All-Staff meeting about RIF, and he thought the Board had made itself fairly clear some time ago about the possible reduction in force. He stated he may have misread the Bulletin, but got the impression that RIF was an issue at the All-Staff meeting. Ms. Green stated that at the meeting, it was discussed that the staff was unhappy about constantly hearing about RIFFING without an established policy. Chairman Keiski stated there was a RIF policy in the union agreement. Ms. Blumberg stated that the question was what are the procedures, what are the bumping rights, how much notice should be given, and do those procedures apply to all classes of employees. Also, when you are deciding which positions are to be RIFFED, employees would like it made clear in the policy that all positions should be considered. Mrs. McArthur stated that it was her feeling that this is a reduction in force; that the procedures and those people that will be affected should be spelled out in the policy. She felt that at this time the present procedures do not lead to job security for anyone. Ms. Blumberg stated that as she understood it, the Board wanted all positions to be considered equally when considering positions to be RIFFED. Mrs. McArthur stated she wanted a statement in the policy which would consider both exempt and non-exempt. Chairman Keiski commented that one trustee has stated that, and his question is whether it is a commonly accepted practice in the library profession that all levels should be RIFFED. He did not know, as it worked differently in other professions. For the record, he stated that in the union contract, the following was all there was regarding RIF:

"When it is necessary to reduce the work force, ability and seniority will be both considered in such reduction. Each employee who is to be laid off will be given as much notice as possible."

He stated that was it, and if you are in the union and covered by union agreement, there is the statement regarding RIF and it is very vague. Further discussion was had and Ms. Blumberg stated that presumably the policy the Board would adopt would comply with the union agreement for those employees covered, and it would also apply to all other classes. Chairman Keiski stated that the trustees might have different philosophies as to who should be RIFFED; some may not want to RIF managerial staff. There may be input from staff. Mrs. McArthur stated once a policy was adopted they would not be making the decision as to who would be RIFFED. The director would be making the decision. Mrs. Morrison stated this was merely a proposal to be given out to all of the local libraries to see how they felt about it, and come up with some type of draft and act upon it. Mrs. Stough asked if the Board was chiding the staff for discussing this at their All-Staff meeting, but Chairman Keiski assured them that he was not chiding the staff, but again

realized that they had failed to communicate. Don Cox stated it would take some time to resolve and felt it should be done right, and Mrs. Schmidt stated it would take time to get this information to local boards and felt there should be more discussion among staff, and this should appear in the Bulletin marked "draft." Ms. Blumberg requested that when this information is distributed, that the Board state the specific date when this matter would come up for consideration, such as at a specific board meeting, in order to give staff a target date for input. Chairman Keiski announced it would be on the agenda for the July meeting, and announced that the meeting would be held in Ocean Park and that the date had been changed from July 22 to July 29 at the request of Don Cox. Mr. Cox stated the Friends of the Library would have to concur with that date for the meeting. Chairman Keiski stated RIF would be on the agenda for additional discussion and clarification. Ms. Blumberg asked that when the Board said RIF would be on the agenda for discussion, does that mean they might take action at that meeting. Mrs. McArthur stated they would not rule out that they would reach an agreement. Ms. Blumberg stated it would be helpful if the Board would set a date that they would like to receive input. July 16 was decided on for staff input via Mrs. Morrison.

Jan Blumberg again requested clarification on exactly what the Board wanted regarding the RIF applying to all classes. Chairman Keiski stated a draft has been prepared regarding proposed reduction in force policy, and that a request for clarification had been made by one trustee. He wondered whether the clarification should be attached to the draft now, or considered when the Board looks at the item in July. Rita McArthur stated that even though this was a procedure, that it be Section VII simply stating that all staff will be included in consideration for possible RIF. Mrs. Schmidt stated it was still a draft and she would concur. It will be added to the draft.

Mrs. Schmidt asked what method would be used to ask for input from staff and from boards--would these be directed to the director in a memo? Chairman Keiski stated there was no plan worked out as yet, but felt a draft should be sent to all local boards for their consideration and there would need to be something on the books because of the budget situation at the state and national level which did not look too good for next year. Further discussion was had, and Chairman Keiski stated the Board was responsible for the budget, and 75% of the budget was for staff. He further advised that it was an unfair labor practice to articulate prior to bargaining that if such and such demands are made by the union, they will have to cut staff. The Board must be careful that they do not state this. The budget trend is gloomy, and may have to go to the state legislature for adequate financing. He further felt that none of the trustees would state there had to be a reduction in staff as a threat.

7 Additional Agenda Items

B. Hiring of Legal Counsel

Mrs. McArthur stated that Mrs. Morrison had sent out several memos regarding the Board hiring legal counsel and the following motion was made:

76-56

RITA McARTHUR MOVED THAT THE BOARD HIRE JANE DOWDLE SMITH
AS THEIR LEGAL COUNSEL; SECONDED BY RUTH SCHMIDT.

Don Cox stated he felt she was very knowledgeable and knows the people
and the system.

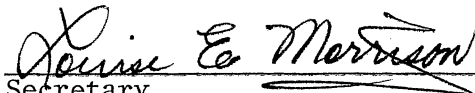
MOTION PASSED UNANIMOUSLY.

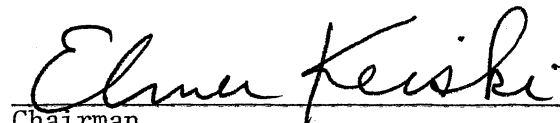
Chairman Keiski stated they would need legal counsel on the bond
proposal for the service center and port negotiations.

76-57

DON COX MOVED THAT THE MEETING ADJOURN; SECONDED BY RITA
McARTHUR; PASSED UNANIMOUSLY.

The meeting adjourned at 10:15 p.m.


Secretary


Chairman