

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

July 15, 1976

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

Board Members Excused:

Robert M. Baker - Lewis County
Donald M. Cox - Pacific County
Mary Beth Mayr - Grays Harbor County

Staff Present:

Virginia Barton, Acting Director
Mary Stough, Assistant Director, Eastern Area
Sue Allison, Public Information Assistant
Jay Windisch, Community Librarian, Raymond
Beverly Walter, Board Recording Secretary

Guests Present:

Dick McCann, R. F. McCann & Co.
Dale Jorgenson, R. F. McCann & Co.
Dale Macomber, Western Modular Company
Harry Powell, Consulting Engineer
Merl F. Ross, Elder Equipment, Inc. (Boise-Cascade)

The meeting was called to order at 8:25 p.m. by Chairman Keiski who stated that this was a special meeting of the Board to review building plans and schematics with R. F. McCann and Company for the new service center facility, and general discussion on North Mason activities relative to that new library. Chairman Keiski asked if there were any comments from Board members regarding the informal presentation that had been given prior to the public meeting by R. F. McCann and Company. Mrs. Schmidt questioned area requirements--in the center section where there had been written in the number of employees at present in the service center, they had a minimum square footage and proposed square footage and wanted to know if they were proceeding based on the proposed square footage of 21,737 square feet. Mr. McCann replied that the drawings of which they had spoken at the preliminary presentation were based upon the proposed square footage of 21,737 square feet. Chairman Keiski requested that the minutes reflect that the Board had discussed proposed total square footage of approximately 55,508 square feet which included 21,737 in the building; 22,690 in the parking lot; and approximately 11,000 square feet of landscaping. He stated that the Board had previously authorized payment on the first step of the project of R. F. McCann and Company and an invoice had been submitted

for the work completed to date. He said that he felt the Board should take action to authorize payment.

76-58

DR. LAWRENCE MOVED THAT THE BILL FROM R. F. McCANN AND COMPANY DATED JULY 13, 1976 IN THE AMOUNT OF \$2,152 BE PAID; SECONDED BY RITA McARTHUR; PASSED UNANIMOUSLY.

Chairman Keiski stated the next question for the Board to consider on the proposed service center plans was the authorization of the next step for the project and to authorize the architect to proceed with the next stage. Dr. Lawrence asked if the Board understood the matter correctly in that if they were to be in a position to be extremely flexible in terms of capturing possible grant money, that the project should be at Step 4½ at this time. Mr. McCann replied that this would take them to a point where there would be no hang-ups. Dr. Lawrence asked Mr. McCann if he would be in a position to react to Step 4½ by approaching it in a fashion of offering a continuation of the design project of 250 hours. Mr. McCann stated that would be satisfactory as far as professional operations were concerned.

76-59

DR. LAWRENCE MOVED THAT THE BOARD AUTHORIZE THE CONTINUATION OF THE McCANN PLANNING ON THE SERVICE CENTER IN THE AMOUNT OF 250 HOURS; SECONDED BY RITA McARTHUR; PASSED UNANIMOUSLY.

Chairman Keiski asked if there were any further questions which members of the Board or staff would like to direct to the architect and his staff at the present time. Dr. Lawrence asked if Mr. McCann felt that it would be of any value to appear with a new progress report at the next regular meeting of the Board. However, since the next regular meeting was scheduled for July 29 at Ocean Park, Mrs. McArthur stated that she felt that because of the additional expenses involved, and also because R. F. McCann and Company had been working closely with the staff at Timberland, that the Board could receive the reports from the staff until the regular September meeting. Dr. Lawrence said that he felt that this matter had to be tracked carefully, not only in terms of capturing a grant, but if it required a personal appearance, report, or a phone call, that it was necessary for the report to be given to the Board so that Board members could ask questions. Mr. McCann stated that there were some comments about rental capability which should be investigated, and also they wanted to continue on the expansion. He felt that at this time the Port should have some communication as they would like to survey, stake and verify the boundaries, and Mr. McCann's firm would like to look at the soil. He felt that now was the proper time to go into detail with the Port in terms of the number of square feet. The location had been agreed upon, but the Port wanted to come back to say there were "x" number of square feet and also to get a letter of agreement. Dr. Lawrence felt that tomorrow was appropriate in approaching these matters since at the present time, there was only a verbal commitment from the Port, and he wanted an agreement in writing. Chairman Keiski stated that there should be a Memo of Understanding made with Gene Siebold of the Port of Olympia, and he would sign it as Chairman of the Board as to the specific location of the site. Mr. McCann said that the Port then should specifically get an engineer to survey the area, stake it, verify roadways, setbacks, and then R. F. McCann and Company would give them the schematics and the Port would have an idea of the exact physical site. Dr. Lawrence further requested that the Board, as lessee, request that the Port put up a sign which was in good taste and met the standards of the other signs provided by the Port, stating that this was the future site of the new Timberland Regional Library Service Center. Mrs. Schmidt stated that she had assumed that

since the Board had gone this far in its plans, there was no question that the Board was assured of the site now termed as "Site No. 3"; and that this was the first time that she had realized that the Board did not have a legal description of the site. She stated that if the Board was on nothing but a verbal agreement, they were on very shaky ground and felt this should be resolved immediately. Dr. Lawrence stated that he liked the idea of the construction and would like to see Timberland identified as an innovative organization in its buildings and service concept, but for his own interest, he would like more specifics on the roof in terms of its seal, what would happen if there was a failure, the plan for handling a failure, how water would be disposed of off the roof, and specific information from the engineer regarding the union between the slabs. He asked Mr. McCann to be prepared at the next meeting to answer these types of questions. Dr. Lawrence stated that he was not so concerned with the verticals and the slabs, but he could not visualize how problems with the roof would be accommodated in the middle of the summer with 100° of heat, and the expansion in the winter time, and with the type of weather conditions in this area. He said that because of the voluminous book storage, it was a certainty that leaks in the building could not be afforded. However, since this was the first building of this type the architects had designed above ground, he felt that they would be facing these problems and the Board should be advised. Discussion was had as to when Mr. McCann would be present again to answer some of these questions and Dr. Lawrence stated that he was not averse to calling a study session prior to the August meeting in Yelm. Mrs. McArthur asked if, when Mr. McCann did come, this would be an extra cost to the library, and Mrs. Schmidt wanted to know if he had a mileage chart. Mr. McCann stated that what was on the reimbursable plan is what the cost would be, and that was why the item was there so that it would not be forgotten in their planning. Dr. Lawrence stated that he planned to be in Seattle, and when he was there, he would take a look at the reservoir which had been constructed by R. F. McCann and Company. Mrs. Schmidt stated that the matters discussed by Dr. Lawrence were understandable concerns, and felt that other Board members who were not present were also concerned about the same problems. She further asked for clarification--that the Board was talking about going through Step 5½ up to \$15,000 and asked Dr. Lawrence if he had any real concerns over this particular design. Dr. Lawrence stated that since this design was so innovative, that he would like technical explanations relative to the expansion, what would happen if there were an earthquake and a crack occurred across one of the 24-foot squares, and how it would be repaired. He said that this was the kind of discussion he would like to have with the other Board members. Mr. McCann stated that an engineering report would be prepared in laymen's terms and all of these problems would be probed in depth. The Board then asked for clarification of Dr. Lawrence's motion to that they would be aware of hour and dollar amounts. Mr. McCann stated that the actual money figure was \$12,775. Chairman Keiski thanked Mr. McCann for his presentation and stated that he would send the Board members a copy of the Memorandum of Agreement with the Port as soon as it was prepared.

Chairman Keiski then asked Virginia Barton to summarize for the benefit of the Trustees where they were on the Belfair situation. Mrs. Barton stated that first of all, she wished to advise the Board that the temporary need had been filled, in that a building had been found, and interestingly enough, the building was almost on the site of the proposed library directly across from the school in Belfair, and had the same square footage as the other building, and that it had been leased. The lease agreement had been approved after some changes had been made by Jane Dowdle Smith before seeking agreement from the owner of the building. The library was now in the building and operating. The Friends of the North Mason Library had been talking about a building on property they were buying for quite some time. Mrs. Barton stated

that she did not know the chronology of the development of the sub-committee of the Friends, but the Board had received a memo from her informing Board members of the sub-committee composed of four men, including an architect, a banker, a building contractor, and a retired insurance man, Mr. Branch, who is chairing the committee. Staff and Board representatives went to a meeting at Allyn with the Friends of the Library Board who had invited them, and a proposal was presented by the Building Committee which is the sub-committee of the Friends. The Building Committee had prepared cost figures for a 3,000 square foot building which would cost some \$112,000, not including sales tax and architect's fees, and wanted a commitment from Timberland for 30 years. They also wanted the architect's plan accepted, along with other plans they had made, and preferred that agreement be reached at the meeting that night. The Friends Board took it under advisement and met again several days later. Ruth Schmidt and Mary Stough went to that second meeting. There seemed to be some dissatisfaction among the Friends Board about the immediacy of the plans and they seemed to want to move a little more slowly. It was stated at the meeting that it would not be possible for the Friends to obtain a bank loan for more than 65% or possibly 70% of the building cost. Committee member, Clay Cornell, is with the Puget Sound National Bank at Belfair and said that this would be the best the Friends could do as they could not obtain more funds from a bank. He said that he had made preliminary contact with the FHA representative for Mason County, Mr. Jack Thomas, whose office is in Montesano, and had determined that FHA does lend at 5% for 30 years. Mr. Cornell said that he had received papers back from Mr. Thomas of FHA for the preliminary loan request and he was going to follow through on that. Mr. Cornell said that Mr. Thomas had requested that the Timberland Board sign a statement to the effect that the Board would be willing to lease from the Friends of the Library on a lease-purchase agreement for a period of 30 years. Mr. Cornell had said that Mr. Thomas had also requested that Timberland give him a statement of the Board's financial status, including sources of income, how the district is supported, whether the district was solvent, and what the assets were. Mrs. Barton said that she would take it under advisement to the Timberland Board for their decision. Mrs. Barton stated she did prepare a letter for the Board to review, but that she had not prepared any type of statement saying that the Board would agree to a long term lease. She said that she had stated the reference to the law which established library districts, where the money is obtained, and the moneys received in 1976 from the incorporated and unincorporated areas, and that was all she had stated in the letter. Mrs. Barton said that she was also asked to provide financial statements for the past three or four years, but that she did not feel there was a need for this. The letter she prepared had not been mailed out, and she asked the Board to review it to determine whether or not it should be sent. Dr. Lawrence requested that Mrs. Barton sign the letter as Acting Director in the absence of the Director to establish its credibility and authority. Mrs. Barton asked Mrs. Schmidt to summarize the meeting which occurred on the following Tuesday. Mrs. Schmidt reported that most of the Friends who attended the preceding meeting were at the meeting on Tuesday, along with Mary Stough and herself. The immediate feeling was that the Friends had been asked that the architect be hired immediately on the basis of his total dollar figure, plus 7% for his fee, and that Timberland agree to the 30-year lease. Some of the ladies immediately spoke from the floor and voiced their uneasiness and said that they felt the Ad-Hoc Committee had perhaps taken it upon themselves to push forward and they were in some difficulty as they did not want that Committee to dissolve, but they did not want to be rushed along in this manner. Mr. Branch, the Chairman of the Ad Hoc Committee, did not attend. Several ladies stated that there had been no competitive bids and felt there should have been visits made to other libraries to look at the various types of construction at other locations, and felt that the immediate pressure had been removed by the temporary location which was just as adequate as the space in the TV shop; that they should

make an investigation of other types of structures, and perhaps the modular construction which had been done at Lakeland Village. The meeting adjourned in about an hour and they decided to call an open meeting for July 20, 1976 at 7:30 p.m. in the temporary building in Belfair as they did not want anyone to feel left out and affirmed that they would welcome any input. Mrs. Schmidt stated that one of her concerns to date was that the Board still did not have a legal description of the land on which the new building was to be constructed. The newspaper article which had been written was very misleading as it stated they were giving the Board eight acres, when in fact they were only giving about one acre out of the eight-acre site. The property had not been surveyed; they knew where three corners were, but not the fourth, and they did not have a legal description. Mary Stough stated that the Friends had asked at one of the Board meetings who should pay for the cost of surveying the site. They searched out what the cost would be and they came up with a cost, but there is still the question of who is going to pay and the Friends did not want to put the money into it unless they had some direction from the Timberland Board. Mrs. Stough stated that Bob Baker had responded, feeling the surveying costs were too high, and felt that he could locate a surveyor whose fees would be less. At that time, Dr. Lawrence had also suggested the name of a surveyor. Dr. Lawrence said that he felt there must be a description somewhere, perhaps in the assessor's office or at the title company, because this property had been bought and sold previously. There was further discussion regarding this piece of property and the fact that it was all part of a large estate. Mrs. McArthur stated that she felt the Board had left [the Friends at] Belfair in a state of confusion as Mr. Baker had stated that he would locate a surveyor who would charge a lesser fee, and Dr. Lawrence had also mentioned a surveyor, and no decision had been directed to the Friends at Belfair. After further discussion, Chairman Keiski stated that he would send the Friends a letter stating that the Board needed a legal description of the property, and Dr. Lawrence would give them the name of Tom Hemphill, a surveyor, who could discuss the matter with them and give them a price. Chairman Keiski stated that he felt they should get three or four bids on surveying prices. There was further discussion regarding the surveying problem. Mrs. Barton then continued with her report stating that she had met with the FHA representative in Montesano, and he said the papers had been sent to the Friends Committee requesting answers to his preliminary questions, and as soon as they were received, he would decide whether the project was worthy of submission for a loan. He further advised her that there must be competitive bidding and evidence that the least expensive bid had been awarded the project. He further stated that he felt the Friends probably were not a qualified organization to receive such a loan, and Mrs. Barton asked him if the library district would stand a better chance to receive this type of loan and he stated "yes." Mrs. Barton advised the Board that this is where the situation now stands. Whether Mr. Thomas had received the information back from the Committee at this point in time she did not know. The Committee was planning that if they got the loan, it would be at 5% for 30 years and they wanted a definite commitment from Timberland. Mrs. McArthur added another concern that the Friends had, which was that they had been told by the Ad-Hoc Committee that the Friends would have to dispense the funds, pay the bills, and in other words do the bookkeeping, and the Friends felt they could not comply with this request. Mary Stough stated at this point that since the Friends had purchased the land and were on their way to providing a building, and the Board had requested they get the architect, find the funding and bring it back to the Board for further discussion, it was her suggestion that the Board offer to do the entire project the same as it had been done in South Mason. The Board discussed this matter. Chairman Keiski suggested that the gentlemen who were present at the meeting tonight make their presentations and give the Board an estimate of the costs which would be incurred in the

construction of a new library building at Belfair. Mary Stough introduced the gentlemen to all the members of the Board. Merl F. Ross from Elder Equipment, Inc. (Boise-Cascade) gave his presentation. Mr. Dale Macomber, representative of Western Modular Company gave his presentation. Mrs. Barton read a letter from West Coast Mills who build Far West Homes, who also made a brief presentation in the letter stating their building costs and what they would be able to provide in the construction of a library building. Chairman Keiski summarized the presentations and stated that what the Trustees were attempting to do was get a grip on what modular units would cost, what site preparation would cost, what site preparation and financing were implied so that the Board could best respond to the groundwork that the Friends of North Mason had done through their own Committee work. He said that he felt the next step was to communicate to the Friends of North Mason Library some of the cost findings the Board had learned through informal presentations, and advise the Friends that their figures for construction appeared to be on the high side for a library unit, and the Trustees would have to examine whether they wanted to enter into a long-range agreement of 30 years as proposed by the North Mason Friends. If the Board did not enter into a 30-year agreement, the Board would have to give them more specific direction. Dr. Lawrence felt that the Board should be more definitive and he said that he did not feel that Timberland was prepared to consider a 30-year lease. After further discussion, Chairman Keiski stated that it was the consensus of the Board that trustees could not consider a 30-year commitment on rent for the North Mason Friends group to build a library at Belfair. He then asked the Board of Trustees if it was their feeling that it was the Board's responsibility to get a survey and legal title to that property, or the responsibility of the Friends group. Dr. Lawrence said that he felt it was appropriate that the Trustees advise the Friends of the North Mason Library that the Board of Trustees was considering taking on the obligation of building a new library. Ruth Schmidt stated she had given considerable thought to the fact that the Board was involving itself deeply in constructing a new service center, a commitment had been given for construction of the library in North Mason, and other sites had been mentioned (Amanda Park/Lake Quinault). Other aspects of a reduced budget were being considered, and it was only at the last meeting that the first quarter levies from other counties had been paid into the library budget. She felt that at this point in time it was necessary to take a look at a five-year projection and a ten-year projection of costs and commitments of the Board. She felt that if one looked at the responsibilities of the Timberland Board, finances were the main commitment and the Board needed to think of staff, as it would be to no avail to build a big beautiful service center if the Board could not pay the salaries for the staffing and provide the services. Discussion followed as to the priorities of Board commitments, and Mrs. Schmidt stated that it was not her intention to discharge the Board's responsibilities to North Mason or the Service Center, only to look at long-range plans and define their lines of responsibility. Dr. Lawrence stated that he did not disagree with Mrs. Schmidt, but there were two things the Board must handle at this time: one was the Service Center, and the other the project at North Mason. There was further discussion by the Board on its responsibilities relating to these two projects, and Mrs. McArthur stated that she felt the Board had to stop being afraid of making decisions. She said that she felt Mrs. Schmidt had a very legitimate point. Chairman Keiski stated that he thought the financing should be summarized because that was the key. The Board had suggested to the Friends that if they built the structure, the Board would pay the rent, so perhaps the Board's reasoning should be that they should build the structure because they have greater legal financial authority than the Friends and thus the rent would be lower. The Board would be getting title to a building on a turn-key plan at a possible lower cost. Mrs. McArthur felt the Board members had to make a decision as to what they would advise the Friends. Dr. Lawrence stated

it was his feeling to tell the Friends that the Board was considering taking the project on as a Board, and as such, they could move this project along more quickly because the Board would plan and has learned from what happened at South Mason; it has information about modular construction the Board could bid on, and make a decision quicker than the group at North Mason because the Board does not have as many publics to serve in the Board's own decision-making process. Chairman Keiski stated that the Board had a professional planning staff. Dr. Lawrence stated that he was not being critical of the Friends, but this was a fact of life, and further stated that if the Chairman wished to poll the Board, a decision should be made as to whether the Board should indicate to the Friends that it was going to consider this project as a Timberland project and ask what the Friends reaction would be to this decision. Chairman Keiski brought up the subject of the impact that Trident would have in this area and the increase in the population which would result. Further discussion was had in exploring the types of financing that would be available, and several questions regarding financing were asked of the representatives from the two companies that had appeared at the meeting, and Mrs. Barton replied regarding financing from Far West Homes. Chairman Keiski asked if there were any suggestions from the staff or any other items to take up on the agenda. Dr. Lawrence stated that he felt he would like the staff to let the Board know what they want to do to begin planning on the Board's initiative and have a staff report to the Board on how they see an improved South Mason design in North Mason, and why they would consider a different plan. If the Board could come to grips with the design, then they would be in a position to get some firm dollar bids and go back to the Friends and advise them of the Board's findings. The Board could consider Mrs. Schmidt's concerns to find out what the Board could do with the dollars, ask the Friends to get the lot surveyed, and get the site situation clarified, and then the Board would move in 30 days. Mrs. McArthur suggested that two special meetings be called to discuss the two problems, the service center and the Belfair building, rather than going to Ocean Park or Yelm to discuss these problems in a different library area. Dr. Lawrence felt that the director should find a couple of dates when all of the Board members could be present at the service center and felt there was a meeting needed to discuss the problems of North Mason, and one to discuss the service center. The problem of selecting dates when all the Board members could be in attendance and a location for these meetings to accommodate some of the Board members was discussed. Dr. Lawrence again expressed his concern about the problem at North Mason and stated that he was distressed that the Board had not moved more quickly in solving this problem. He felt that the best group to get this matter resolved was the planning group within the staff of the Timberland Library. Ruth Schmidt stated it should be noted that the Board had not come to this decision until the Friends and the Ad Hoc Committee had met and moved the Board along these lines. She felt that the survey represented a lot of hard-earned dollars to the Friends of the North Mason Library, and that the Board must come to a decision. There was further discussion and Chairman Keiski stated that the Board had reached a consensus to present to the Friends of the North Mason Library which was as follows: the Board would not consider a long term 30-year lease commitment; a legal survey of the property was to be made and the cost borne by the Friends; and the Board would explore the possibility of handling the responsibility of the total planning, construction and financing of the facility. Dr. Lawrence stated that the Board should also say that if the Friends agreed with this concept, the Board would take the initiative of setting the date for the next planning meeting with them, and at that time, the Board would be able to present generalized library floor plans for the North Mason facility. At this time during the meeting, Raeburn Hagen stopped by to say goodbye to the members of the Board and the staff present.

7/15/76

Page 8

Chairman Keiski called for other items of business and since there were none and the agenda had been completed, the Chairman called a recess, and the Board went into an executive session to discuss personnel matters at 10:55 p.m., and adjourned at 12:45 a.m.

Louise E. Morrison

Secretary

Elmer Keiski

Chairman