

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Timberland Ocean Park Library
Ocean Park, WA 98640
July 29, 1976

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Board Members Present:

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

Board Members Excused:

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

Staff Present:

Louise E. Morrison, Library 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
Jean Dunham, Ocean Park Library
Judy Green, Community Librarian, Hoquiam
Linda Hansford, Community Librarian, Montesano
Pat Keeler, Community Library Assistant, Ilwaco
Sally Settle, Supervisor-Central Services
Rosalie Spellman, Senior Community Librarian, Aberdeen
Jay Windisch, Community Librarian, Raymond
Beverly Walter, Board Recording Secretary

Guests Present:

Charles Doupe', Ilwaco Library Board
Winifred Doyer
Kay Evans, Aberdeen Library Board
Dan Fellows
Douglas King
Marcel King
George Robinson
Dorothy Sundstrom

Chairman Keiski called the meeting to order at 7:50 p.m. and introduced the Board members to those in attendance, and in particular, Mary Mayr, the new Board member recently appointed by the Grays Harbor County Commissioners to replace Raeburn Hagen who had resigned. He commented briefly to those in attendance regarding the duties, responsibilities, and functions of the Board of Trustees of the Timberland Regional Library.

- 1 A. Approval of minutes of regular meeting of June 24, 1976
- 76-60 DON COX MOVED TO ACCEPT THE MINUTES OF THE JUNE 24, 1976 MEETING
AS PRESENTED; SECONDED BY RITA McARTHUR; AND PASSED UNANIMOUSLY.
- B. Approval of minutes of special meeting of July 15, 1976
- 76-61 RITA McARTHUR MOVED TO APPROVE THE MINUTES OF JULY 15, 1976;
SECONDED BY RUTH SCHMIDT; PASSED UNANIMOUSLY.
- 2 Approval of Vouchers
- 76-62 RUTH SCHMIDT MOVED THE VOUCHERS FOR JULY IN THE AMOUNT OF
\$55,611.01 BE APPROVED; DON COX SECONDED THE MOTION.

There were questions by members of the Board regarding the following vouchers: #2327 to Blake, Moffitt and Towne; #2355 to Learning Corporation of America; #2368 to Riches and Adams, Inc. Mr. Ayres answered the Board's questions and in particular reported that the voucher to Riches and Adams, Inc. was for children's paperback books in the amount of \$1,855 which purchased approximately 2,124 paperbacks. After further discussion

MOTION PASSED UNANIMOUSLY.

3 Reports

A. Board

(1) Update on North Mason Library building - Mrs. Schmidt

Chairman Keiski briefly explained the background regarding the Timberland North Mason Library to those present and asked Ruth Schmidt to give her report. Mrs. Schmidt reported that on Tuesday, July 20, 1976, she, Mrs. Barton, and Mrs. Stough attended a meeting with the Friends of the North Mason Library. At that meeting, a motion was made by Mrs. Betty Bell as follows: "I move that the Friends of the Library present to the Timberland Regional Board a request for a building to be built immediately on two acres of land which fronts on the road. Mrs. Schmidt further stated that in regard to that motion she would like the minutes to reflect that the Timberland Regional Library Board was very grateful to the Friends of the North Mason Library for their wish to donate two acres of their land for a building which would be built by the Timberland Regional Library, which action was taken at the Friends meeting of July 20. Also, the Board would like to go on record as desiring to accept this generous offer by the North Mason Library, as this would be a step toward a formal agreement with them to that effect. Mrs. Schmidt also stated that the Board recognized that the eight acres must be surveyed by a licensed surveyor and she asked the Board to consider paying one-fourth of the cost of this survey: PROVIDED (1) that a licensed surveyor is hired by the Friends to do the survey; (2) as part of the job, the surveyor be required to stake out an area on the indicated site, the two acres that North Mason intends to give Timberland (a three hundred foot frontage) and that the Board would require a site most suited to the building and a legal property line description

supplied to the Timberland Regional Library Board. The meeting continued, and concerns were expressed regarding the type of building, a single story building of approximately 3,000 square feet. Mrs. Schmidt further stated that she felt this would be an ideal location as it is heavily wooded and very attractive. Further, the Belfair library is now occupying a temporary building and is functioning. The Friends' concern, as expressed by Elizabeth Gatlin, is that the library building would always be used for library purposes. Mrs. Schmidt said that she hoped the Board members would feel they could undertake the payment of one-fourth of the costs of the surveying. She felt that the Friends probably could not afford to pay the entire costs of the survey, but unless the entire eight acres were surveyed rather than just two for the library, the Board would not be certain of its ownership of the two acres. She urged the Board to see its way clear to accept this in the form of a motion and recommendation. Chairman Keiski thanked Mrs. Schmidt for her report, and stated that he would bring this item up under New Business on the agenda.

B. Staff

(1) Director - Mrs. Morrison

Mrs. Morrison stated that she had prepared a written report for the Board, but there were several items which she wished especially to call to their attention. One, they had just initiated discussion with the State Library staff regarding the possibility of producing the base catalog on microfiche. Discussions had begun and recommendations would be made at some later date. There were also six items under budget considerations for 1977. They had just received the basis of their network cost for participation in the acquisition/bibliographic subsystems estimated to cost \$38,605 for the 1977 budget year, and \$38,960 for the 1978 budget year for use of this part of the system. She further advised the Board that Timberland had been advised that the Spokane County Auditor had attempted to charge the Spokane County Library for services performed for the library district and that this was the first time anything of that nature had occurred. She said that some of the duties were statutory as far as the auditor was concerned; for other services, the auditor might legally charge according to an Attorney General Opinion which she had seen. The opinion had dealt with charge-back to school districts, but apparently there was another bulletin in the writing at the present time. Mrs. Morrison further advised the Board that staff was continuing to investigate costs for payroll automation. There had been meetings with representatives from banks, which contract for these kinds of services, and a staff recommendation would be forthcoming depending on projected costs and ability to meet needs. She requested that Board members review information contained in their packets regarding the request for a grant application and getting funds from the Economic Development Administration. Mrs. Morrison also introduced Sue Allison, and showed the audience the award certificate which had been presented as a special award in the John Cotton Dana Contest. She stated that the Board could be very proud as this was the second year in a row that a special award had been won by Timberland. She said that she felt the district owed a debt of gratitude to Sue Allison for her performance. Mrs. McArthur said that she had one question regarding Mrs. Morrison's written report regarding the leasehold tax. Mrs. Morrison gave a brief explanation of the leasehold tax, but stated that she would discuss this matter with the Department of Revenue on Monday and would follow

through with further information.

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

Mrs. Barton submitted her written report and pointed out to the Board that she had submitted a letter to the Port of Olympia as instructed by the Board on July 15, and that Mr. Siebold had assured her that he would follow through. She said that there was already a verbal agreement regarding the piece of property which the Port and the Board agreed would be the future service center site. She said that she had also attached a copy of a letter from a Mr. Sandstrom, Vice President of Northwest Operations of Simpson Timberland Company. Simpson's Board members raised the question of fund money going to an agency with taxing powers and questioned whether the proposed building is eligible for Referendum 29 money. Mrs. Barton reported briefly regarding Referendum 29 money. She stated that the request had been submitted and staff had received assurances from Rep. Don Bonker and Senator Warren Magnuson that the congressmen would support the request for funding at the appropriate time and would so advise the Department of Economic Development. Mrs. Barton stated that in Southern Pacific County, the Friends of the Library of Southern Pacific County was one of the most active Friends groups in Timberland and was responsible for the attractiveness of the library in which the meeting was being held this evening, by means of the Friends' own work. The Friends group had torn out walls, painted, laid carpet, put in shelving, put books back and did everything, and an example was "the library." In Ilwaco the Friends were doing the same thing with a portion of the old hospital building where the library will be located following the move from its existing location in the Town Hall of only 288 square feet. She said that people were working afternoons, evenings, and weekends and had a very dedicated group of citizens in the community providing space for service to that community and she felt the Board owed them a debt of appreciation. Chairman Keiski then asked Mrs. Barton what her reaction was to the visit to Seattle to the building designed along the lines planned for the service center. Mrs. Barton stated that she liked it. She said that it was totally new in design, but that she felt it could be an extremely attractive building and certainly a sturdy one. She said that a member of the staff of Powell and Associates who had engineered the mold explained to her that the building was indeed impervious to earthquakes, fire, flood, water, etc. The Chairman then asked Mrs. Schmidt if she had any feelings regarding that structure. Mrs. Schmidt briefly reported on the particular design, and stated that she understood it was impervious but that she did have some concerns regarding windows, lighting, etc. She stated that it was innovative, but the Board was looking for a practical and functional building. The lighting, etc. were some of her real concerns, but she said that it was a real experience to view it and she had appreciated the opportunity.

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

Mrs. Stough submitted her written report and stated that if anyone had any questions she would be very happy to answer them.

(4) Business Manager - Mr. Ayres

For the benefit of the new member of the Board and others who might be interested, Mr. Ayres summarized the operating budget for 1976 and

discussed the budget processes. He stated that the operating budget for 1976 was \$1,925,489, with a grand total budget of \$2,190,397. The expenditures through June were \$970,415 which came to 50.398%. Receipts for the operating budget of \$1,925,489 were \$1,040,681 through June, which is 54%. On the grand total budget, 48% of anticipated receipts had been received. The moneys from the counties were coming in well, but there were three or four contract cities with payments due. He said that after the July warrants were issued, there was still an investment of \$75,000. During the month of June, the district realized \$648.78 from investments, which left \$1,764.04 more warrant interest paid than received from investments. With the month of July and August, it will reduce it further, but the financial picture was very good at the present time. Mr. Ayres itemized the budget verbally and passed the tracking charts to the Board members for all to view.

General Property Taxes - budgeted \$949,384 - through June received \$582,498 which was 61%.

Forest Excise Tax - budgeted \$513,717 - through June received \$178,825 which was 35%.

State Forest Yield - budgeted \$50,186 - received \$8,459 which was 17%.

City Contracts - budgeted \$598,460 - received \$252,702 which was 42%.

Sales of Fixed Assets - budgeted \$49,922 - received \$194 which was four tenths of one percent.

Other Miscellaneous Revenue - budgeted \$47,872 - received \$16,396 which was 34%.

Mr. Ayres stated that this completed his report of revenue and if anyone had questions he would be happy to answer them. Mr. Cox asked what the Board could do to get the money from the cities in more quickly, and a brief discussion followed. Mrs. Morrison stated that the Business Office has been sending reminders routinely to the cities which are late. Chairman Keiski requested that Mr. Ayres make a list of the cities in the last year or two as to how the money had been coming in so the Trustees could look at the pattern and have this report prepared for the August meeting. Mr. Ayres then continued with the expenditure portion of the budget report for Personal Services, which included all employees, salaries and benefits.

Budgeted \$1,402,878 - through June expended \$672,130 which was 46%.

Supplies - budgeted \$47,471 - through June expended \$23,612 which was 50%.

Other Services - budgeted \$245,140 - expended \$124,126 which was 51%.

Capital Outlay - budgeted \$227,000 - expenditures \$150,543 which was 66%.

Mr. Ayres reported that capital outlay should be charted in quarterly amounts rather than twelve individual periods, because on book buying trips a discount is available because of quantity purchase and book fund deposits are made quarterly. He said that viewed in terms of the state Budgeting/Accounting/Reporting System, the expenditures above were divided into:

Administration - budgeted \$216,962 - expended \$98,429 which was 45%.

Public Service - budgeted \$1,475,028 - expended \$751,674 which was 51%.

Organization of Materials - budgeted \$163,527 - expended \$81,943 which was 50%.

Facilities - budgeted \$66,972 - expended \$38,365 which was 57%.

The Chairman advised those in attendance that the charts were there for public review and that the minutes, or any other records also were open to the public. They could ask questions and the Board would be happy to answer them. He thanked Mr. Ayres for his complete report.

(5) Supervisor-Personnel Administration - Janet L. Blumberg

Chairman Keiski then announced that Jan Blumberg had resigned her position with Timberland and the Board was very disappointed that she was leaving, but realized that it was an opportunity for her in her new position. He asked if she had any comments. Ms. Blumberg stated she had a report on what had become of the new position the Board had created (which she was occupying) and what had not become of it. Some of the work had begun even before she received the appointment after the conclusion of the classification plan. She said that she had been involved with some of the revisions to the Personnel Policy at the beginning of 1974; the "possible" planning for any reduction in force and what might be gained through planned attrition as opposed to reduction in force; and some procedures for personnel. She said that subsequent to the appointment a great deal of time was spent in carrying out the classification plan. There were some errors made, routine administration problems to clarify, and requests for reclassifications for various reasons. She stated they had reconsidered 15 of the reclassification requests and had reclassified 7 of them. She said that the Board had spent some \$10,000 to get a base and a model so there could be coherent activity in the personnel area, so when a question was raised as to what a position should be classified as, or reorganized, or realigning their staff, it was a way to concisely figure out what would be a logical classification. There were constant changes being made as the needs changed, such as those resulting from vacancies; there had been 25 vacancies since the beginning of the year for various reasons. She said there had been good cooperation from supervisors of the libraries and they should be commended for their work. Ms. Blumberg stated that supervisors looked closely to see whether a position could be held and some not filled for several months, which gained money in the personnel area [of the budget]. She said that supervisors were responsible for keeping the budget in line, and in some instances with a reduction in the staff, and also a reduction in the budget, they still had to get the job done. She stated that this meant a constant review with the supervisors and doing the staff work that accompanied it. The payroll consisted of approximately 200 employees, over 1/2 of which

were hourly. Each employee carried all kinds of employment characteristics, i.e., seniority dated, anniversary dates, increment dates, longevity dates, and records were there but were scattered in various files and had not been assembled in any kind of order so that there were individual employment histories. These needed to be established so the staff could get an overall view. Ms. Blumberg explained some of the problems in the local libraries, and further stated that seniority dates were very important if there had to be a reduction in force. Procedures had to be established in advance for administering this in the business office. The Personnel Policy needed revision because the holidays dictated by the legislature had changed. She stated that before she left her position she would write out those items which she was aware of for use by the Board in negotiating the union contract. The Affirmative Action Policy and Implementation Plan was still not in existence and was required by law. She said that this needed to be drafted and adopted. She commented that she hoped the person who replaced her would have some background in this area, and some skills in drafting this policy and plan. Another area in which this particular position was involved was the health insurance program. Employees had been inadvertently misinformed as to maternity coverage. Under the contract, the Board had opted not to take that coverage. There was urging for dental insurance. She said that position also had responsibilities for training, and basically unless Mary Stough or Alma Greenwood organized it, it was not being done. She stated she had not had time to get into training because that in itself was a half-time position. There were no procedures for persons taking educational leave for any kind of fiscal assistance. There was a need for coordinating in-house or in-service training which could keep one person busy. It was a full-time job, and she stated that she had regrets at leaving Timberland, but hoped that someone with personnel or business background would be considered. Chairman Keiski then asked Ms. Blumberg if her recommendation was that the Trustees fill the position of personnel director [Supervisor-Personnel Administration] as a full-time position. She stated that was her recommendation, and as soon as possible because there were already things on her desk which she had to leave because no one else had the time to do it. She said that it would be impossible to be consistent if you did not have time to study what you were doing. Chairman Keiski thanked Ms. Blumberg for her report.

4 Correspondence

- A. Memo from Board of Trustees, Ilwaco Timberland Library, dated June 29, 1976 regarding funds for shelving

Chairman Keiski announced that Charles Doupe', Chairman of the Ilwaco Timberland Library Board, was present and asked him to speak regarding this request. Mr. Doupe' reported on the Ilwaco project and the enthusiasm of the people in the area, and their contribution of time and effort in the project. He stated that they had wonderful cooperation with the merchants with materials and individuals with labor. The project was 60% completed. He stated that their request was for \$750 for shelving which would only be one-quarter of the amount needed to build the shelving. He said that because they could get local help--a local cabinetmaker interested in libraries who would give them a reduced price--they could go a long way on the shelving with this amount. He stated they hoped to be finished in another month. Chairman Keiski thanked him for his report and stated that the Board would consider it under New Business. He further stated that the Board was amazed at the blossoming activity in Ilwaco.

The Chairman then declared a short recess at 9:00 p.m. and the meeting was reconvened at 9:15 p.m.

Chairman Keiski announced that Mrs. Morrison had neglected to mention a correction about a particular voucher and wanted to call it to the attention of the Trustees. Mrs. Morrison stated that Voucher #2338 was made out to the City of Olympia for Machinery and Equipment for \$100. She stated that last year the Olympia Public Library received \$100 from the local Eagles which they had decided to use to buy a magnifying reader for the partially sighted. The warrant had been made to the City of Olympia, but it would be reissued directly to the 3-M Business Product Sales. Chairman Keiski then stated after discussion that it was the consensus of the Board that Voucher #2338 be reissued to 3-M Business Product Sales, Inc.

4 B. Letter from Marcia Wells, Elma Board Chairman, re Reduction in Force Policy

Chairman Keiski stated the Trustees had declared their intent to adopt a reduction in force policy. Because of the penalization in tax roll backs and legislative inertia in taxing sources, libraries had not been on anyone's priority list and losses had cut into revenues. Libraries had a diminished revenue pattern and unless some major change occurred either in the legislature in Olympia or at the National Capitol toward libraries, there would be a tight situation for the next few years. Timber has not been harvested from state lands as it has in the past, so that affects the revenues. He said that the Board was responsible for balancing the budget, not running in the red at the end of the year. If the revenue continues to diminish, the Board would have to have a reduction in force policy to operate fairly. It was the intention of the Board to adopt this policy in the very near future. He stated that they had alerted the Bargaining Agent for the classified employees, and alerted Friends and Board groups throughout the five-county areas, and had received little or no feedback. The Board had sent a tentative draft asking for suggestions and had received one written reply. Ms. Wells stated in her letter that the Elma Library Board had no input because as they saw it reduction in force might hit the larger libraries, but certainly not a library like Elma. Chairman Keiski asked if there had been any written communications from the staff or local trustees groups. Mrs. Morrison reported that the administration had had some written communications and suggestions from the staff. Ms. Green had written a suggestion from the Hoquiam staff on lengthening the time from one week to two weeks for an employee to make up his mind; and another point was that there should be some definition of the term "bumping." The director said that she felt these items should be incorporated in a redraft for the Board's consideration. Discussion followed on the RIF policy and the revision that had been suggested at the previous meeting concerning exempt and nonexempt employees, and Mrs. McArthur stated that perhaps under Item IV A 5 on the second page would be an appropriate place to give a further definition of "bumping." Chairman Keiski asked who had brought up the concern for the word "bumping" and Ms. Blumberg reported there was not a great conflict between exempt and nonexempt but the question was what classes had the right to bump what classes, and from what job to what job. Chairman Keiski stated that the Board hoped to get a reduction in force policy adopted no later than the month of August. Ms. Blumberg again brought up the concern and felt it could be broken into two elements: (1) What she thought she kept hearing was that the Board felt there was some conflict between librarians and nonlibrarians and if there were, it had not been

developed with this in mind. (2) What staff members were saying is there are classes and they wanted to know what classes could bump, such as could a custodian bump a Community Librarian I, and she stated that this needed to be clarified. Mrs. McArthur stated that procedures should be definitely spelled out and a lengthy discussion followed. Mrs. McArthur stated that there were over 150 employees wanting to know what was going to happen. Mr. Cox felt it should be studied in detail. Mary Mayr stated that she did not understand how you could bring seniority and also job classifications into it. Chairman Keiski stated that under the present policy, and if the Board had to RIF tomorrow, they would be in excellent shape because all that was referred to in the policy now was "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 this was in the union contract and only applied to certain employees. There was some discussion regarding whether or not another draft would be sent out before the August meeting, and Chairman Keiski stated that the draft would not be sent to local trustees, but to the Board of Trustees of Timberland. Ms. Blumberg asked for a clarification of the portion Chairman Keiski just read from the union contract and asked if this was a negotiable item and, if this proposed policy differed from the vague statement, would it have to be endorsed by the union. Chairman Keiski stated that the union could demand that the Board negotiate on it. Further discussion followed regarding negotiations with the union, and Chairman Keiski stated that there would have to be some matters resolved in executive session before negotiations could commence. He stated that the Reduction in Force Policy would remain "on the table" until the August 19 meeting in Yelm, and in the meantime the staff would prepare another draft. Don Cox stated that personnel should be encouraged to give input into the policy. Chairman Keiski appointed Virginia Barton to be the "notetaker," and the Board reviewed the draft of the RIF policy.

Item I - Policy - No comment.

Item II - Purpose - Mrs. Schmidt requested that on the second line where it stated "with the least hardship to individuals" there should be an "and" inserted to read " . . . individuals and with a minimum of interference with the work process." Mrs. McArthur reviewed the last sentence and stated that the way it read there was no reduction in force, it was merely a transfer. Ms. Blumberg replied that was "bumping."

Item III - Employee's Seniority - Determination - Don Cox questioned the vagueness of the seniority regarding an employee moving about in the system, and felt this should not be a factor held against him or put him in a bad position because of someone the Board had not moved. He felt this gave an employee in one location an advantage. Mrs. Barton reported that the purpose of that particular wordage did not have to do with whether people had moved about, but meant someone who had taken a year off and had come back to Timberland. It was determined by the Board that this phrase was not clear.

Item IV - Option - No comment.

Item V - Acceptance or Rejection of Options. The question was raised as to the clarification of changing the days from five days

Mrs. Morrison stated that a date had not been set, but she would try to set one when most of the Board members could be there. Mrs. Schmidt then stated that at the meeting in Belfair, Mrs. Barton had promised to find a date for a special meeting with the Friends of the North Mason Library. Mrs. Barton stated that the reason there had been no communication was because the Friends were waiting for the Board's decision tonight.

The next regular meeting of the Board would be held in Yelm on August 19 and there were some problems as to whether there would be a quorum at that meeting. Mrs. Schmidt suggested that perhaps the Board could have a study session at the service center prior to the meeting at Yelm at an early time. Mrs. Morrison stated that grant applications may have to be approved with official Board signatures for the Economic Development Administration and that the request for the grant application had been sent out. Discussion followed. Chairman Keiski recapped the situation by stating that the Board members were going to hear a report from the architect; they had an architect; they had a plan; they were going forth with it up to a certain amount of money. He said that Board members had made an agreement with the Port of Olympia on the site; they had received correspondence from the Port firming up the site and the amount, and the Board had directed the architect to draft plans for the building up to a certain point, where it could be put out for bid. If the architect has that done, then look at those plans and accept, reject or amend them. Then the next decision was when does the Board call for bids, or does the Board need bids for additional architectural services beyond that point. Mrs. McArthur stated that it was her understanding when the Board initiated this that (1) the present architect was supposed to have a good working relationship with the Port, and (2) that the Board needed plans ready so they would be eligible for an EDA grant. She felt that the Board needed to check on the legality of the expenditure for the architect they had hired without calling for bids. She felt that the present architect was brought in before talking to anyone else in order to get the grant application. Chairman Keiski stated that the Board had authorized the present architect to go ahead at the last meeting; that the answer was that municipalities did not have to call for bids for architects, but that they did have to call for bids on the project. After further discussion, he stated that the Board would get clarification from Timberland's attorney on whether they had to bid for an architect. Mrs. Schmidt stated that the Olympia Library Board had interviewed 11 architects before they decided on one, and she had the feeling that McCann and Associates were brought in to give the Board the lay of the land and that Mr. McCann was familiar with the Port. But when the approval was given she had recognized the urgency in order to get the plans, but now, in so doing, the Board was committed and now they could accept, amend, or reject, but it would be pretty late to reject. Chairman Keiski asked if she was disturbed about the present architect. Mrs. Schmidt stated that after seeing the building [in Burien] she was disturbed, in particular about the modifications that would have to be made. She said that she did not think this was the final determination. She said that she had previously brought up the fact of spending more money with this particular architect. Mrs. Schmidt further stated that Dr. Lawrence is the Chairman of this Committee and, while he voiced concerns regarding the roof which she had called to the attention of the engineer, she said that Dr. Lawrence did have specific questions. She said that she did not feel these had been answered and she also felt the price the present architect was quoting per square foot would not be the final price because of the necessary modifications that needed to be made. She said that since Timberland was a five-county library district, she felt, as a Board member, very remiss that the Board did not hire an architect from any one of the five counties and did not understand that the Board had gone beyond the point of

to ten days, which had been expressed previously. Discussion followed regarding whether the terminology meant employment pool, seniority list, hire-back list, etc., or whether it would be a lay-off and recall. Kay Evans of the Aberdeen Board stated that having been involved in a RIF in a Community College she could see a good number of similarities and it might be of some help to look at policies from other places that had developed them. Chairman Keiski stated that the position in all school reductions as of this spring had been a legal challenge from every employee who had been laid off. In Bremerton, the Personnel Director had stated that no matter how he wrote the letters, every person that was laid off the Union would challenge and they would go to court. That was the procedure in the public school sector. Whatever plan the Board came up with, they hoped the RIF would be through attrition rather than lay-off.

Regarding Section VI, Sally Settle from the Service Center stated the people had concerns that they should have more than five days to decide, and should they decide they did not want to take any options, they wanted to be riffed, did they then have a two-week termination period, or did the two weeks constitute the final employment; in other words, do they get two weeks or one month. That needed clarification.

Item VII - Applicability - Vagueness has been noted and concern expressed that both nonexempt and exempt employees would be subject to RIF.

6 New Business

- A. Consideration of request for \$750 to help with shelving at the new Ilwaco Library

76-63

DON COX MOVED THAT THE BOARD COME UP WITH \$750 TO HELP THE ILWACO LIBRARY WITH THEIR SHELVING; SECONDED BY RUTH SCHMIDT; PASSED UNANIMOUSLY.

Mr. Doupe' thanked the Board members for their generosity.

- B. Survey cost at North Mason

76-64

RUTH SCHMIDT MOVED THAT THE TIMBERLAND REGIONAL LIBRARY PAY FOR 25 PERCENT OF THE TOTAL SURVEY COSTS OF THE EIGHT ACRES OWNED BY THE FRIENDS OF THE NORTH MASON LIBRARY PROVIDED, THAT A LICENSED SURVEYOR WAS HIRED BY THE FRIENDS TO DO THE SURVEYING, AND THAT AS PART OF THE JOB THE SURVEYOR BE REQUIRED TO STAKE OUT AN AREA ON THE INDICATED TWO ACRES (300 FEET OF WHICH FRONTS ON THE HIGHWAY) THAT IS MOST SUITED TO THE LOCATION OF THE PROPOSED BUILDING, AND THAT A PROPERTY LINE DESCRIPTION BE FURNISHED TO THE TIMBERLAND REGIONAL LIBRARY BOARD FOR PURPOSES OF THE RECORD AND FOR THE NEXT STEP OF OUR INVOLVEMENT; SECONDED BY RITA McARTHUR; PASSED UNANIMOUSLY.

Mrs. McArthur stated that the Director had requested in her report that a special meeting be set to talk about the service center and asked if a date had been set.

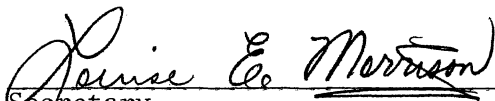
interviewing another architect. Chairman Keiski stated that Dr. Lawrence had said that he wanted a special meeting, and then he could not attend. He felt that if the majority of the trustees wanted to interview and commit to interview, that was fine. If the majority wanted to change architects, that was fine; but he felt they were marshalling carefully along this. Mrs. Schmidt stated that they were until they got the news of the urgency of the grant. Chairman Keiski called the Board's attention to the last motion made at the last meeting authorizing the architect to continue up to Step 5 and stated if there were changes to be made that motion should be rescinded tonight. Mrs. Schmidt stated this was not among the alternatives which had been given to the Board members; it was that they had to have plans for a grant. Mrs. McArthur read from the previous minutes where Dr. Lawrence had stated his concerns regarding the building. Further discussion was held, and Chairman Keiski advised the Trustees that the Board would look at the legality of whether they needed to put out bids for an architect. He said that he wanted every question asked by the trustees to be answered and did not want to get into the middle of the stream and commit the Board to \$15,000 and then change horses. Mrs. McArthur stated that she thought they would be spending this money so that Timberland would be eligible for the grant and asked whether the Board members had committed themselves to this architect without looking at any other. Mr. Cox stated that it seemed they had engaged him to go further, and to make a change to another architect would add to the present cost. Generally speaking, he felt that the architects were capable; if they did not like the concept they were working with, they could have him start over again. He felt that perhaps some of Mrs. Schmidt's and Dr. Lawrence's concerns on the design might be some of the concerns felt by the people giving the grant. Chairman Keiski stated that there was a checkpoint coming up when the architect would be bringing in the plans and he saw the grant as extra gravy, but did not count on it. He felt that the Board was not communicating on the motives; that they were moving methodically on a course to build a service center, and if they were not, for someone to so advise them. Mrs. Morrison stated that as far as the grant was concerned, there was no assurance Timberland would get it, but if they did not have plans which were ready to go to bids within 60 days after notification, they would not get it. Mrs. McArthur asked if the legality of hiring the architect could be checked with the attorney the next day with a request for a written response. Mrs. Schmidt also asked if the Board could expect a written letter from Mr. Sibold that the service center would definitely be built on site No. 3. Chairman Keiski stated that the paperwork would be completed and felt that the Board needed a checklist for a proper agreement with the Port; an agreement with the architectural firm; to know what they are asking for in the bids; to announce the bids; to file forms for the federal grants; and to have this checklist so the trustees could see it as they went along. Mrs. Morrison advised the Board that things had been moving very fast and the staff is trying to get the information to the trustees as quickly as possible, but it was very difficult to keep them abreast. Mrs. McArthur stated she knew it was a demanding job, but that she had one more comment to make in terms of the architect and that was that \$12,600 was a drop in the bucket as compared to one-half million dollars. Mrs. Barton stated that she photocopied the pages and underlined all the questions Dr. Lawrence had asked and had sent them to McCann and Associates. Chairman Keiski stated that he thought the Board should have communications on a two or three day basis. He stated that August would be a heavy decision making time with the service center and the reduction in force policy.

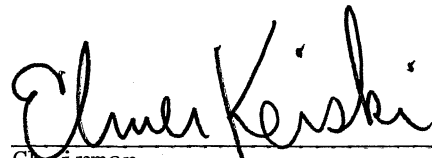
6 C. Supervisor-Personnel Administration position

Mr. Keiski said that there was one other agenda item under New Business and so that Board members were operating in a clear fashion: The Trustees were aware that Ms. Blumberg had resigned and that the Director had announced the opening and called for applications, and had received

54 applications for this position. He said that he had been reminded that this position had been earmarked for one year only. His question was: Is it the intent of the Trustees to fill the position full time and for how long? Mrs. McArthur stated that this would be appropriately discussed under a personnel session. Chairman Keiski stated that at budget time, further staff positions would be approached on a position by position basis if the apparent concern was still there. He felt that this matter should be discussed in an executive session, and after further discussion it was the consensus of the Board to hold one. Don Cox stated that he wanted it clear that he understood that Ms. Blumberg's recommendation was that the position be filled by someone qualified in personnel. Chairman Keiski then announced that the Board would recess, hold an executive session dealing with personnel and budget matters, and they would come out of the executive session and adjourn the meeting. If any decisions were made in the executive session, they would have to be made in motion form in a public meeting. He further stated that it was within the purview of the Trustees to have an executive session regarding budget and personnel matters, and told all in attendance that they were welcome to stay. He did not know how long the session would be, but the Board would reconvene and announce the action taken and adjourn.

The Board recessed into executive session at 10:35 p.m. and the meeting adjourned at approximately 11:00 p.m.


Secretary


Chairman