

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Yelm Timberland Library  
Yelm, WA 98597  
August 19, 1976

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M I N U T E S

Board Members Present:

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

Board Members Excused:

William H. Lawrence, Ph.D. - Member-at-Large  
Robert M. Baker - Lewis County  
Mary Mayr - Grays Harbor 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  
Linda Hansford, Community Librarian, Montesano  
Michael Hedges, Supervisor-Public Information & Programming/Serials Librarian  
Mary Ann Shaffer, Children's Librarian, Lacey/Olympia  
Nancy Snyder, Librarian, Yelm  
Jay Windisch, Community Librarian, Raymond  
Beverly Walter, Board Recording Secretary

Guests Present:

Jane Dowdle Smith, TRL Attorney  
Kay Gifford, Yelm Timberland Library Board  
Jeff Green, The Daily Olympian  
Phyllis Ledington, Yelm Timberland Library Board  
Richard F. McCann, R. F. McCann & Co.  
Harry Powell, Consulting Engineer  
Rose Turner, Yelm Timberland Library Board

Chairman Keiski called the meeting to order at 8:00 p.m. in Yelm, Washington, and announced that the public meeting had been called for 5:30 p.m. at the Service Center in Lacey so the architects could give a progress report; however, they had not arrived and the meeting was not officially opened until this time. Chairman Keiski gave a short introduction of the people at the head table, and staff and guests introduced themselves.

- 1 Approval of minutes of meeting of July 29, 1976

76-66 DON COX MOVED THE MINUTES FOR JULY 29, 1976 BE APPROVED;  
SECONDED BY RITA McARTHUR; PASSED UNANIMOUSLY.

- 2 Approval of Vouchers

Chairman Keiski announced that the payroll vouchers were in the amount of \$107,632.85 for July, which included all employees and benefits, and Vouchers #2429 through #2518 in the amount of \$17,094.97 were bills for the month of August.

76-67 RUTH SCHMIDT MOVED THAT THE VOUCHERS BE APPROVED FOR  
AUGUST; SECONDED BY DON COX; PASSED UNANIMOUSLY.

Mr. Ayres announced that the vouchers for the month of August were an all-time low, as the average month was approximately \$53,000.

- 3 Reports

A. Board

(1) Proposed library facility at North Mason

Chairman Keiski then gave a brief report regarding the proposed library facility at North Mason, and asked Mrs. Schmidt to report regarding the progress. Mrs. Schmidt reported that Mrs. McArthur was the chairman of the committee, however, in her absence, Mrs. Barton and Mrs. Schmidt drove to the new temporary library building in Belfair on August 5, and met with the Friends of the North Mason Library. They advised the Friends of the Board action taken at the previous meeting which in effect was if they would undertake to have the eight acres of land they owned out on the highway surveyed by a licensed surveyor, the Board would pay one-quarter of the costs because the Friends had expressed a desire to donate to Timberland two acres of land on which to build a library. So, the Board had agreed to pay roughly one-quarter of the cost. And, as it was pointed out in the minutes which the Board had just approved, this meant the Friends could stake out a suitable location for this library with access right on the freeway and still allow an access road to the back six acres of their property. Mrs. Schmidt reported that this was the essence of the meeting which was quite brief. Mrs. McArthur asked if the lease had been signed on the temporary building. Mrs. Morrison stated they were waiting for the owner of the building to assure Timberland in writing that they were released of the responsibility of fire insurance on the building, although the lease calls for it, and further, Timberland will cover the contents, and also assurances that Timberland will pay for the utilities on the building. Mr. Ayres reminded the Board that there was no money in the budget for rent or utilities and another \$480 was needed to cover these costs for the rest of the year on the new location in Belfair. Chairman Keiski stated that since the lease had not been signed, he would like a specific recommendation from the staff and would continue this matter under unfinished business. Mrs. Morrison recommended the lease with Mr. Whitman be approved at \$100 per month rental as of July 1, 1976, and additional approval for Timberland Regional Library payment for utilities.

B. Staff

(1) Director - Mrs. Morrison

Mrs. Morrison stated that her written report was in the Board members' folders. Mrs. Morrison further requested authorization from the Board regarding payroll automation. She stated she had received on August 18 proposals from two of the three banks which had been approached regarding possible payroll automation. The search had first begun with General Administration in State Government, and that staff had concluded that the automation program for local governments was not in shape to be able to use at this time. Following the discussion with General Administration, she had discussed possibilities with Mr. Leach, Thurston County Auditor, and several other people in various taxing districts, and had been advised that the Thurston County payroll was handled by Pacific National Bank of Washington. They had then approached this bank, along with Seattle First National, and Rainier Bank. Rainier Bank could not come anywhere near meeting the needs for Timberland's automated payroll. She further stated that one of the people in the business office was resigning and was leaving the end of September, and if this matter was held over until the September meeting, that person would be gone within two weeks and there was no way to keep her on during the change-over period. She requested Board authorization to proceed with the analysis of the two proposals. On the surface, Mrs. Morrison reported that one was estimated to be \$267 per month, and the other at \$111, but she was not sure whether this provided equal services, and this matter would have to be investigated. She requested that the Board authorize proceeding with the automation contract with one or the other of the two firms after the proposals had been analyzed. Chairman Keiski stated that he would call for this motion under new business. Mrs. Morrison further called the Board's attention to the proposed calendar (or critical path) of budget schedules, whatever they wished to call it, beginning with the appointment of a budget committee by the chairman as of August 19. Between August 19 and August 26, it was necessary to ascertain the lowest possible cost of constructing a Phase I Service Center in the event funding did not become available. She advised the Board that she had included some figures in her report. Chairman Keiski then asked the trustees what their feeling was regarding a budget committee, and scheduling meetings on August 26, September 3, September 14, September 16, and September 30. After discussion, the Board members felt the entire Board should sit as the budget committee since this was a critical year with many important decisions to be made. Dates were further discussed for the meetings, and Mrs. Morrison stated that today they had been advised that Thurston County (which would likely be first) would not have the final assessed values out until probably the middle of October, and the law required that the Timberland budget be ready by October 4. Chairman Keiski then appointed all of the trustees to the Budget Committee, and stated they were under a great deal of pressure in terms of the critical path for the Service Center, Belfair, and the budget, and negotiations had not even started. After further discussion, dates were set for August 26, September 2, September 14, September 16 and September 30 to deal with the budget and other matters, and these would be public meetings. If a quorum could not attend, they would proceed as a committee to study the budget in depth. Mrs. Morrison then reported further on the projected figures she had

submitted to the board regarding coupon warrants if the federal funding did not become available. Mrs. Morrison further called attention to the short summary of the Steering Committee Eastern-Western area meeting; the correspondence from three employees who had left the staff, namely Ann Marie Ratliff, Hazel Jean Laws and Mary Esget. She also referred to the proposed agreement with the City of Lacey in connection with the Thurston County Literacy Council. And the letter from E. A. Middleton, Jr., Chairman of the Aberdeen Board regarding some unhappiness with the holiday on the Friday following Thanksgiving. There was discussion regarding the Literacy Council, and Mrs. Schmidt asked if in accepting the money, whether the Board was in any way committing itself to anything other than people meeting at the library. Mrs. Morrison advised her as far as she understood, all Timberland would do was house the materials and check them in and out just as was done with other materials, but they would be specifically geared for use by people who were functionally illiterate. She said that the Thurston County Literacy Council had a list of books needed, and they would be kept in the Olympia Library. Discussion followed regarding the letter from Mr. Middleton, and Chairman Keiski requested that the Director have Jane Dowdle Smith investigate this matter and help frame the proper response. Mrs. Smith stated she would contact the Aberdeen attorney regarding this matter. Chairman Keiski read the letter in its entirety:

"The Aberdeen Library Board of Trustees would like to employ local option to keep the Aberdeen Library open on the Friday following Thanksgiving Day with the Aberdeen staff members each to have a floating holiday at a time when service to the public will not be interrupted. The Friday following Thanksgiving has always been an extremely busy day in our Library with young people home from college who make good use of the library to work on term papers and other school assignments. The children's room is also very popular on this particular weekend."

"Through years of hard work, good rapport with patrons, and emphasis on service first, and convenience of the staff second, this Library is held in high esteem by the community. Comments about the extra closures within the past two months (July 9, July 3) were not favorable. We would hate to lose this esteem through some item like a closure which inconveniences the public, unless that closure is absolutely necessary."

"Opinion of the Aberdeen City Attorney at this time is that there must be exceptions in this legislation to provide for firemen and policemen. This may equally apply to library staff and the library can remain open on that day. Mr. Foscue will research this further and write his opinion for the Board. As soon as we have this we will forward a copy to you."

"Thank you for your attention to this request."

Mrs. Schmidt stated she hoped each Board member would receive a copy of the memo of August 8 to the Timberland Regional Library Steering Committee from the Children's Services Committee, and also Jay Windisch had a covered program budget for 1977, and while the rest of the Board was very familiar with program budgeting, it was "news" to her. She said that she thought with the budget immediately in the offing, it would be most instructive to the Board and requested that each member receive a copy. Mrs. Morrison stated she would see to it that each Board member had copies of this material.

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

Mrs. Barton submitted her written report, and briefly summarized the update of planning on the Washington Library Network, and again commended the work being done in Ilwaco on the library.

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

Mrs. Stough reported that a schedule had been included in her written report regarding meetings with County Commissioner candidates in each of the five county areas encompassing Timberland to give these candidates information regarding Timberland. Also, a meeting had been scheduled with the Washington State candidates which encompasses the Timberland Library's five-counties, and she hoped that one of the Board members could be in attendance at these meetings in their respective county, to be able to answer questions, especially regarding facts on the tax base for the library system and involvement in the library network. Mrs. Schmidt stated that her concern would be whether or not this could be construed as lobbying and stated she asked because she was unaware of the specific reading of the statute. Mrs. Jane Dowdle Smith asked how this was being set up, as it would depend entirely on how it was handled. She further asked if the library staff would be at each meeting. Mary Stough replied that the head librarian would be there, any Board member who could attend, and that the meetings were open to the public. Mrs. Smith asked if they were giving information to the candidates, for instance in Lewis County, they would give information about Lewis County to the candidates in order for them to be more knowledgeable? Mary Stough replied that was correct. Mrs. Morrison further stated that in many cases, people really should be looking to the library as a source of information which was readily available if they asked for it.

(4) Business Manager - Mr. Ayres

Mr. Ayres reported that the blue copy in the Board member's folders was his report, and the white one was the comparison of payments on contracts with the cities which the Board requested him to prepare at the last meeting. Chairman Keiski asked that trustees review the report, and advised Mr. Green (of the Daily Olympian) could also have a copy. Mrs. Schmidt commented that this report was beautiful, and much easier for the trustees to review than looking at the charts, and thanked Mr. Ayres for his effort. Mrs. Morrison said that in the

second paragraph of her report under Budget Considerations, she had stated that Timberland Regional Library had only received 21% of anticipated revenue from State Forest Yield, and she had been in touch with the Department of Natural Resources and thought she had found the source for anticipating with a little more regularity the scope of where they would be with the State Forest Yield money.

4 Correspondence

A. Harold E. Dalke, A.I.A. regarding North Mason building

Chairman Keiski read the letter dated August 13, 1976, from Mr. Dalke:

"It is our understanding that Timberland Regional Library will finance and construct the new library facilities in Belfair. Since we have been involved with you and the Friends of the Library throughout the schematic design phase of the architectural services, we would appreciate the opportunity to complete the design of this project."

"It was stated that presentations and proposals from potential bidders would be requested on this project. It would be my advise that you provide drawings and specifications to the bidders so that all who bid this project would be bidding that which you and the Friends of the Library require. Except for the relocation of the restrooms, our drawings were tentatively approved by those attending the meeting on July 1, 1976 in Allyn."

"Our past experience includes the design of buildings to allow manufacturers of pre-fabricated structures to bid the projects as well as contractors, who construct the buildings at the site. This then allows our clients to compare the costs of both construction methods and also does not exclude local contractors and suppliers from bidding the project. Should approval be given to complete the drawings and specifications within the next ten days, we will have the construction documents ready for bidding prior to September 30, 1976. Please let us know of your decision. Thank you."

Mrs. Schmidt stated Mr. Dalke was part of an Ad Hoc Committee of the (North Mason) Friends but had no connection with Timberland as she understood it. Chairman Keiski stated that the Board had not hired Mr. Dalke for anything and that he was under no contract with the Board. Mrs. Barton said there was also a misunderstanding expressed in the letter: the assumption that somebody in the Friends or the Friends as a whole had approved that plan, and that was not the case. Mrs. Schmidt stated that was right, no approval was given that night--it was presented that night and the entire matter had been held in abeyance until the next meeting and no approval was given. Chairman Keiski requested a letter be sent to Mr. Dalke regarding the facts of the situation. Mrs. Morrison stated she would prepare a response, and also advise him that when the Board was ready to interview, he would be considered.

B. Kolb and Standfield, A.I.A., regarding North Mason.

Chairman Keiski read a portion of the letter, but stated that he would not read it in its entirety. He summarized it by saying the letter pointed out the firm's experience with libraries, and the letter would be on file for anyone who wished to read it. He further stated that the letter requested their firm be considered in the event of proposed plans for the North Mason Library. Mrs. Schmidt questioned how this information got in the SEATTLE DAILY JOURNAL OF COMMERCE. Discussion followed.

The meeting was recessed for 10 minutes, then re-convened.

C. City of Lacey regarding Literacy Council grant.

Chairman Keiski read the letter from the City of Lacey dated September 3, 1976.

"I am pleased to enclose for your information a copy of the resolution and agreement approved by the Lacey City Council to implement your proposal made last fall concerning making available materials in the library for tutoring in adult basic literacy skills."

"I truly regret the length of time it took to implement this decision."

"I hope the materials will be purchased quickly and be put to use soon."

"If any further problems develop, please contact me."

It was decided to handle this matter under new business.

5 Unfinished Business

A. Reduction in Force Policy

Chairman Keiski announced that there was a fourth draft of the Reduction in Force Policy which had been recommended by the Director, and Chairman Keiski recommended the Board take it under advisement, distribute it to staff and interested parties, and finalize it in the very near future at a regular meeting. Mrs. McArthur stated that she had made some suggestions earlier, and felt it would be helpful if the Board would go through the notes taken by Virginia Barton and look at the new draft and the old one and talk about the changes more intelligently. Mrs. Barton stated that under No. 2, they had deleted the second sentence because it seemed redundant, but Board members had been talking tonight, and it might be better to put the second sentence back in again. The second sentence after PURPOSE would read "The purpose is to allow an employee whose position has been vacated because of lack of work or lack of time to accept a similar position." Further, Mrs. Barton stated that Steps 1, 2, 3 etc., had been requested to be put back in under Ties in seniority, instead of simply referring this to a Management Planning Council, to show the actual steps of how a tie in seniority would



be broken. Mrs. Schmidt asked whether Management Planning Council would remain in this section since one had not been formed. Mrs. Barton asked if the Board wanted to form one. Chairman Keiski stated that it was recommended in the fourth draft. Mrs. Schmidt stated they referred to something that was not yet in existence, and then later on speak of solving a problem by an evaluation by a supervisor with the director's approval. Chairman Keiski asked that a note be made of this concern. Obviously, they would have to form a new group to deal with this. Mrs. McArthur felt that when the Board began to consider the Reduction in Force Policy and the Management Planning Council she recognized there had to be a management team, but thought someplace along the line there should be some representation of the non-management staff on any appeal board, and this turns out to be an appeal board. She felt it would jeopardize the management team not to have representatives of the non-management staff on that council and if it was to be formed, felt it should be considered. Mrs. Barton stated that in the second paragraph of III where it discusses breaking ties in seniority, they had been asked to delete "by lot". The alternative would be to solve the dilemma by a performance evaluation by the supervisor of the individual or individuals with the director's approval. Mr. Cox felt this put the supervisor in a nasty spot. Mrs. McArthur stated that the supervisor was already evaluating the performance of the employee. Mrs. Morrison felt that if the evaluations were done and in the file, there would be no problem. Mrs. Barton stated under IV-B, it had been suggested that the original wording was better than the new wording. The new wording was the positive approach--"A permanent employee affected by reduction-in-force may be offered any position occupied by an emergency, intermittent, temporary, provisional or probationary employee." The original one was "No permanent employee shall lose his position through reduction-in-force without being offered those positions, and stated there was a feeling the original was better. Possibly it could be changed back to "No permanent employee shall lose" or leave in "permanent employee affected by shall be offered" so that it would be more positive. Mrs. Barton further stated they had been asked to keep VII, which originally said "This policy will apply equally to all employees and in any reduction-in-force, all positions will be considered for possible RIF. On the new one it says "Appeals will be handled in writing by the Management Planning Council." Mrs. McArthur asked if this could not be left in and made No. VIII. Mrs. Barton stated they could have both VII and VIII. Mrs. Morrison commented that it was felt it was covered in Item II where it said that "Certificated librarians may fill only those positions occupied by certificated librarians" and since there was a provision in there, assumed it would be applied equally to all, but it would not hurt to clarify it by putting it in as a specific. Mrs. McArthur stated her original proposal was that it spell out instead of saying "This policy will apply equally to all employees" that it be changed to "This policy will apply equally to exempt and nonexempt employees" because they were only talking about exempt employees in No. II. Mrs. Barton stated there were more exempt employees than certificated librarians. Mrs. Morrison stated there was no problem in inserting this language again. Mrs. Schmidt stated under No. III, Employee's Seniority Determination, the first line reads "Seniority is defined as a measure of the last period of unbroken service in the library

district" and requested that after the word "service" the words "in the Timberland Regional Library District" be inserted. She also requested that the trustees receive the fifth draft before it was mailed out since it was such a far-reaching policy. Chairman Keiski stated that the fourth draft was in circulation now, but nothing would go out until the trustees saw the revisions. He also requested staff inputs on the RIF policy, and set the next Board meeting date of September 16 as a tentative target date for establishment of the policy, and hoped the staff could respond, and requested that the Board continue studying the policy.

- B. Agreement with the City of Lacey for purchase of materials as approved by the Thurston County Literacy Council.

Chairman Keiski recommended the Board keep this matter under advisement until the trustees' questions were answered and bring it up at the September meeting.

- C. Lease at Belfair - Chairman Keiski asked for a motion regarding this matter.

76-68

RITA McARTHUR MOVED THE BOARD ENTER INTO THIS AGREEMENT FOR RENT OF \$100 PER MONTH PLUS UTILITIES WITH MR. BRUCE WHITMAN CONTINGENT UPON GETTING THE LEASE SIGNED WITHIN THE NEXT TWO WEEKS AND WITH AN EFFECTIVE DATE OF JULY 1, 1976. SECONDED BY RUTH SCHMIDT; PASSED UNANIMOUSLY.

- D. Automation of Payroll

Chairman Keiski recommended that the Board not move on this matter tonight until the Director has a specific recommendation and Mary Mayr returns, since she works with this sort of thing, and handle this matter at the September meeting. He stated that he realized this would cause some staffing problems, but felt the Board should have more information so they could act more in detail. The rest of the Board concurred.

- E. Progress Report by Mr. McCann

Chairman Keiski introduced Mr. McCann and announced that the trustees were looking at a critical path chart dealing with the Service Center which the trustees had requested be prepared, and then asked Mr. McCann to give his report. Mr. McCann placed diagrams on the board, and gave the following presentation. He stated that in connection with the critical path, it was a time line and a diagram, and the original problem was two-fold. It asked the question could we get a building? Is there available property? Is there available money? Is there any way this could happen? The original step was with the Port, and there was some property at the airdustrial park. The next step was Virginia Barton came knocking at the door, and Mr. McCann met her for the first time, and said his firm could build warehousing; his firm could adapt a special system which he later figured out, and thought would be a challenge. That was a system of concrete building as opposed to a type of wood combination building--the concrete being fireproof, and the forming system being a method of setting a considerable number of square feet of roof area for a single construc-

tion operation. He stated that what had impressed him was on a job in South Seattle where he watched a crew of several men move forms that had 600 square feet in each form in approximately 15 minutes into the next lot where it was ready to be used, and the concrete was ready to be poured again, and they were ready to go. Anyone familiar with construction to see 600 square feet of roof happen in 15 minutes, and see costs that showed labor reduction and materials reduction, felt as though they wanted to try it. He asked the Board if they agreed it would be something worth investigating. At the present time, they were investigating, and this time showed a method by which they had come to where they adopted that system into an overall program for solving the needs of the service center, not just the present basis, but involving the growth pattern to see what the needs would be this year, what the needs would be in five years, and what the needs would be in ten years. He said this would allow for growth patterns based on regular economic development of the Thurston County area, or the five county district. And further, the needs of this library district were compared to other library holding facilities, and a whole variety of variables that really are not very concrete - so you are working with a real dynamo that eventually can happen, and you are looking at solutions to different alternatives. In the time line, we have shown where we have been, that's in June and July, and presently in the month of August. We come into a period in which by the political opportunities that are with us as a result of federal money could very well give us a possibility for the library to function better, to serve the people better, if Timberland had a plan ready to go and that way the library would not have to spend its own money. In fact, the hope is that the building could be built with outside money, thereby preserving what money the district has. So, on this time line, we have included something that shows what the plans will be, the schedule which will be used to make the plans, along with the schedule that will be used to make the application for the money. We have backtraced the time involved, because time was the most important element in this particular special funding. It is a bill which is a federal public works project bill, and there is a very, very strong requirement that you have to have your plans ready, and you have to be able to have construction on the site within 90 days of when you date your application. The Port of Olympia has, in fact, great interest in developing the economics of this area, and their own airdustrial site, and this was the perfect project which brought a combination of the Port and the Library District, two municipalities representing the same people, into a joint effort. So, that is why our time line goes on from the funding, and then you have several contingencies. If you get your funding, if you get 100% funding, if you get 50% funding and then it goes on to then describe the actual bidding of the job publicly, getting competition, getting prices, opening bids, starting construction on the site, going through the construction on the site, and all the way through to the acceptance of the building and the final occupancy by the Library Board. The Library Board has brought in also specific points along the time line in the way they offered their approval, and they offer the options of going on to the next stage of development of this overall program. We have a number of cards that form this initial, which was

an estimate and a proposed course of two-stage construction. The top one is the first stage in which they are showing 23,000 square feet, and in this we arrived at the 23,000 square feet by taking a day to day kind of analysis of the work at the Service Center, and applying each individual task a certain amount of space, and then involving those particular persons involved with the task, the person who was next to them or the person they were communicating with, or the books, or the items they were working with, and this produced a document which we call a program. I have said before, anybody can design a warehouse building, but library design is actually more a control of the flow, and a control of the inter-relationship between the efforts going on in the building. So, in our first stage, we developed a book of approximately 200 pages in which each individual and each task in the building was outlined for requirements for electricity, lighting, special equipment, telephones, space needs, book needs, desks, type of desks, and going down into a great refinement. From that we were able to develop and project present levels of work and present volumes extrapolated through several years in advance. We also were able to extrapolate into the future possibilities for storage, and so in this diagram, you have the yellow which is "dead" storage type area, red which is administration, white which is literally the operations of the Service Center, and blue which is supporting facilities--public relations, which is really printing, suppliers could come out, the coordination of community events, etc. You can see here that you have a 23,000 square foot building expandable to 38,000 square feet, based on the program. We have also, at the request of Dr. Lawrence, developed a special sub-program to this main program, which Dr. Lawrence said if we were not able to get funding, we would still be able to produce some kind of a facility that would be the basis, that would be the result of this amount of work, and use this construction system, and would see this as the ultimate end result, but not require what is on these two diagrams. At that request, we have also a contingent plan in which we can, for substantially less money, almost follow whatever funding happens to come along. So what I would do is to show you this drawing as the planned First Phase based on a federal participating type of funding or some other type of non-library funding, non-library district existing funds. This is 23,000 square feet approximately. There is 21,312 square feet as this diagram here, with a small amount added on for this area, to take care of service and provide parking for the delivery vans. The interior is broken up as you can see into the same red, blue and white kind of pattern, that you have there on that drawing which I showed you. This white area here, of course, we are not showing as built in because this would be your Second Phase of expansion. This right here involves what is exactly the First Phase of the building. Now I would go back and say that several things that were originally showing the parking, number of stalls, and what not--but the way it works, you have an airdustrial park, you have a main boulevard, and the entrance to the site is over into this area, and you have the parking which is all to this side of the building, and some toward the rear of the building, the entrance into the building, then into this corner. Now we are actually, for the purpose of our expansion, taking a site and setting the building to the rear of it, and then it will leave the part between the existing building and the street for expansion, which is a pulling out in this direction. The entrance

then appears at this point, with our expanding, while we would continue this kind of configuration, and we would come out on this line right here. (Mr. McCann illustrated with the diagram as he was speaking). As for the building itself, from our original plan we had figured very closely a type of construction, the integration of air conditioning, not in the storage areas, but in the work areas, we included heating with the air conditioning, and we also provided for lighting, general illumination, and your facilities for staff within that area, groups, or board rooms or conference. We had a problem, where in warehousing construction, one of the things that does save money, unfortunately, is to limit the human values. You don't get the amenities you might say that people work under in most conditions. We have looked at several different means of letting in natural light, and the first scheme in our estimation was to use a-- borrowing again from one of the more expedient types of architecture (industrial architecture)--a type of overhead light, which was not a skylight, but a clerestory. You have clerestories along the top of this wall right here. Now that type of window is a good window. It is quite an inexpensive type of window and lets in a lot of light. We, in this system, were trying to keep with what we thought was the system, that would save us the cost of the kind of framing or any frame that would be different from a flat roof. We replaced our clerestory system with a particularly generic type of thing with this system. We have a bay that is left out in two places, so that as our forming system works, where we are lifting our forms into place, we go along one, two, three and four in between these columns. This happens to be the grid I referred to when I watched them in 15 minutes while these things slipped out. You pour four of them with one load of concrete, you wait 3 days for the concrete to harden, and to cure enough to pull the form down, and then when it gets here, we just skip it. We don't put a form there so that literally, for what is no cost, we can get the courtyard, as we call it, or in the old-fashioned building downtown Seattle, we have light wells. So, for a single story building, the sun angle will give you a very good kind of light through the walls. This light well, and you can see it is located so even though the people are inside of this building, they will still be able to get the benefit of light through the light well. You can do anything in it. If you would like to plant petunias, well that's fine. If you would like to put in a gravel bed, have potted plants, you can do anything from zero cost to spending money for petunias, so in short, we have gotten rid of what was our clerestory system. We have introduced light into the interior through two open areas. We have a flat roof which is a flat figuration of shell type structure. I might just quickly say that a shell structure, such as we are using, is a derivative of the Roman arch which is most efficient form of structural system, and shell structure. If you would think of an infinite number of arches, and they are all lined up so that when you take an infinite number of arches with the forces resolving themselves into the spring of the arch, and we have a column, and we have another column, you see then what you have is the old keystone effect. This is actually weight resolving itself into horizontal/vertical components, and the components right here at the top lean against each other. Now, what we are doing, we are taking this arch

and an infinite number of them, and we create what is a cylindrical type of vault. It would be a vault which goes in two directions simultaneously. The thin concrete membrane is about three inches of thick concrete at the top. Because of this arch principle where the forces go against each other, there is compression. Concrete is like rock. Its greatest strength is also in compression, and so that is why a very thin three-inch piece of concrete can hold the entire weight of that roof. Based on this system, and a form (which is the same shape) that is on a little hydraulic jack with a tractor and this tractor runs from one position to the next and lifts the forms up and this is really what we refer to as, I think, a new type of construction. The first go-around of it has been very successful, and this is Water District 20 in South King County. We invited the members of the Board up there and they came up and looked at it. I would say this may be strange and say "why do we go to this much work on a library or Service Center?" but I will say that the project with which I have been involved is an analytical project. Possibly rather than to call ourselves a general architectural practice or commercial architectural practice, we are more of a systems or innovative type of practice. We believe firmly that a system or innovative structural-type solution is the key to saving money, and in saving money, and getting something that will help people, then an architect is doing what he is supposed to do. That is the thing that distinguishes an architect from a contractor who is able, of course, to repeat the same techniques over and over again. In other words, we are introducing a new application. It is nothing new in terms of using a vault, and it's nothing new in terms of this formula, which is used in bridge construction. The vault and the arch are the oldest principles in architecture, but it's somewhat wise in solving the problem while you are able to bring existing applications from other areas of our industry together to solve the problem in the library, and that's what we are doing. If there are any questions, I would be glad to go through them. I would say also that specific areas here are being analyzed presently by Virginia Barton and Becky Morrison. These will be sifted through, but what is really indicated is that you have columns that are a spatial anchor or spatial center of gravity, and that your desks and various types of flow around the desks, card files, etc., are worked out based on inter-relationships.

Chairman Keiski asked if there were special things the Trustees should be alerted to tonight other than the light well. Mr. McCann felt there was nothing at this point, and further stated that he felt the cost was bearing out well, and then reinforced his confidence of the cost estimate by relating his experience with building representative from Safeway Stores in a conference he had attended on Monday.

Mrs. Schmidt then asked where, on the critical path, they were as of August 19 and further, if the Board had approved his continuing through Step 4½, where they would be on the critical path at that time. After considerable discussion, Chairman Keiski stated that he did not think the trustees had found out exactly where they were on the critical path, and did not know why they had it if they could not

tell where they were. Mr. McCann stated that the critical path had been requested, so it was organized. Chairman Keiski asked him to show the trustees exactly where they were. Further discussion.

Ruth Schmidt asked if Mr. McCann was going to come back when he completed Step 4½ or 250 hours which the Board had previously authorized. Mr. McCann stated Step 4½ would get them right through architectural, electrical, mechanical and structural design, and it would be here (indicating on the chart). However, if you say "design", you have to stipulate whether the drawings were ready for the contractor, and more discussion followed regarding the critical path. Mr. McCann stated that they would have to get a reading from the Board as to what the exterior and elevations were going to look like, and he would be back on September 16th and again on the 30th with further presentations.

Chairman Keiski asked if he needed input from the Board on the exterior. Mr. McCann replied that Dr. Lawrence had expressed the hope that the architect would give some thought to the use of wood on the front, and he would like to come back on September 16th as well as the 30th. He also stated that his personal directive was they would be better off with a fireproof building for obvious reasons--books are very expensive items and he did not want them housed in something that would burn. He personally liked wood as a decorative motif, and he was looking at concrete block because that happened to cost less; he was also looking at brick for color, and looking at wood for warmth.

Chairman Keiski asked if the trustees had further specific questions. Mrs. Schmidt requested the figures of the square feet be reviewed because 23,616 was mentioned, and also 21,312. Mr. McCann stated there was originally 23,600 square feet, a building of 21,300. Two courtyards had been removed and the parking had not changed. Mrs. Schmidt asked how many square feet were in the parking. Mr. McCann stated there was 4.15 acres - and roughly 40,000 square feet per acre--and then advised her the number of cars that would be parked was 80 automobiles and 10 staff cars and vans. Mrs. Schmidt asked if there was landscaping in addition. Mr. McCann stated that in order to get a building permit, you must provide "x" number of parking spaces per so many square feet. They were not necessarily going to go out and blacktop the area, because gravel was just as suitable. If the Board could afford blacktopping, they would blacktop it, and then the next step would be landscaping. The landscaping in this case is combined with plain ground preparation called site preparation and development. They had high water table and he was certain the Board would not want water running into the building. After the grading, and the landscaping was involved first with preparation which was called grading; and the second part of the landscaping was planting, and again planting would be a budget item. If grass could be afforded, that would be fine, but at least a ground cover to keep the weeds down would have to be provided, and then there were drainage problems, etc. Landscaping was not a single budget item; it was really erosion protection or building up above the

water table, and from that standpoint, preventing erosion by planting ivy or something like that. Mrs. Schmidt stated she understood that, but it was still a cost item. She felt the Board was very cost-conscious because in the end they were the "stuckees" and they had to face the taxpayers, and she was asking hard questions because those were the kinds of questions the trustees would have to answer.

Chairman Keiski asked if it would be fair to inquire regarding interior finishing needs. Mr. McCann felt that it would be premature at this time, but there would be some options which related to whether or not the federal funding became available. Mrs. Barton stated they had received a letter from Senator Jackson stating that the rules and regulations for the federal funds would be in the local EDA offices by Monday, the 23rd, and that probably the appropriation of funds would happen around the end of September, and they would have to keep abreast of what was going on. Discussion followed relating to a minimal and optimum building design, and Mrs. Schmidt stated that Dr. Lawrence had requested a "middle" building. Mr. McCann stated the Board was looking at the middle ground. Mr. McCann also advised the Board that the Port of Olympia had taken soil borings, and since there was a difference in the strata between two or three of the borings, felt there should be another boring taken in the center of the building site. He advised the Board that what they do is actually drill down and bring up a sample of the earth, test that sample, and see what it can support in compressive loads. By having an exact determination of that information, the footings can be sized more accurately. The cost for the boring would amount to \$800 to \$1,000, and the Port had provided four borings, which fortunately were taken at this particular site, and Mr. McCann felt the Board should pay for another boring and advised them in the long run it could save from \$8,000 to \$10,000 in concrete.

76-69

DON COX MOVED THE BOARD AUTHORIZE THE EXPENDITURE  
FOR ANOTHER BORING TEST ON THE SITE AT THE AIRDUSTRIAL  
PARK: RUTH SCHMIDT SECONDED THE MOTION.

Discussion followed as to who should perform the tests, and Mr. McCann stated that he had received an estimate from Neal Twelker & Associates, the firm who had done the work on the reservoir. Mrs. McArthur asked if there were not local people who could do this. Mr. Powell, the engineer, stated they could check into it. Discussion was also on setting an amount, but since an estimate had been quoted by Mr. McCann, this was not put in the motion.

MOTION PASSED UNANIMOUSLY.

Chairman Keiski thanked Mr. McCann for his presentation, and stated that they would see him on the 16th at the Service Center. Mary Stough advised the Board that since Virginia Barton was spending a great deal of time on the new building consulting with the staff, she would be covering some of the Western area temporarily.



Chairman Keiski then announced that Sue Allison was leaving the staff and moving to Tennessee where her husband will be attending school, and thanked her for her faithfulness and lucid writing, and requested the Director to write a letter of commendation and recommendation from the Board should she seek other employment, and extended the best wishes of the Board to her.

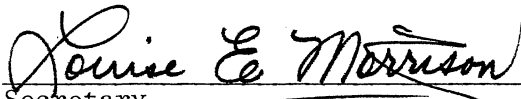
Chairman Keiski thanked the Yelm Board, and particularly Mrs. Gifford, for their efforts in providing the meeting room. Mrs. Schmidt thanked the director for making the resolutions available to her for her own reference, and Chairman Keiski requested that copies be given to all the trustees. He further requested the director to provide copies of all motions, and a historical statement of the Belfair situation.

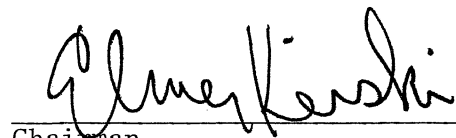
76-70

DON COX MOVED THE MEETING ADJOURN, SECONDED BY RUTH SCHMIDT PASSED UNANIMOUSLY.

The Chairman announced that the trustees would be meeting on August 26, September 2, September 14, September 16 and September 30, and these would be public meetings.

Meeting adjourned at 10:35 p.m.

  
Secretary

  
Chairman