

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
1006 Sleater-Kinney S. E.  
Lacey, WA 98503  
September 16, 1976

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Board Members Present:

Elmer F. Keiski, Chairman - Thurston County  
Dr. William H. Lawrence - Member-at-Large  
Rita H. McArthur - Mason County  
Robert M. Baker - Lewis County  
Ruth K. Schmidt - Member-at-Large  
Donald M. Cox - Pacific County

Board Member Excused:

Mary Mayr - Grays Harbor County

Staff Present:

Louise E. Morrison, Library Director  
Virginia Barton, Assistant Director, Western Area  
Mary Stough, Assistant Director, Eastern Area  
Joy W. Ayres, Business Manager  
Margaret Coppinger, Senior Community Librarian, Olympia  
Alma Greenwood, Senior Librarian, Olympia  
Linda Hansford, Community Librarian, Montesano  
Michael Hedges, Supervisor-Public Information  
John Keplinger, Clerk, Service Center  
Donna Schaan, Supervisor-Personnel Administration  
Yvonne Seidler, Chief Reference Librarian  
Sally Settle, Supervisor, Central Services  
Mary Ann Shaffer, Children Librarian, Lacey  
Jay Windisch, Community Librarian, Raymond  
Liane Bascou, Board Recording Secretary, Pro Tem.

Guests Present:

Jane Dowdle Smith, Timberland Regional Library Attorney  
Arlene Buchanan  
Kenn Kohout  
R. F. McCann  
Harry Powell  
Theodore F. Schmidt

Chairman Keiski called the meeting to order at 7:45 p.m.

- 1 A. Approval of minutes of special meeting of August 11, 1976  
76-71 BILL LAWRENCE MOVED THAT THE MINUTES OF THE SPECIAL MEETING OF AUGUST 11, 1976 BE APPROVED; SECONDED BY RUTH SCHMIDT AND PASSED UNANIMOUSLY.
- B. Approval of minutes of regular meeting of August 19, 1976  
76-72 RUTH SCHMIDT MOVED THAT THE MINUTES OF THE REGULAR MEETING OF AUGUST 19, 1976 BE APPROVED; RITA McARTHUR SECONDED THE MOTION; MOTION PASSED UNANIMOUSLY.
- 2 Approval of Vouchers  
76-73 BILL LAWRENCE MOVED THAT THE VOUCHERS FOR SEPTEMBER BE APPROVED; BOB BAKER SECONDED THE MOTION.

Chairman Keiski stated the vouchers total \$60,233.60. Mr. Ayres reported that on page 2, voucher #2797, is the third voucher for R. F. McCann, Architect; the voucher to Harvey Norris, #2807, in the amount of \$1,300 is for the sidewalk in front of the Montesano Library. There were no further questions on the September vouchers. However, Mrs. Schmidt said she understood that Timberland is storing materials at the mini-storage and she never knows when the charges are received on this storage. Mr. Ayres explained that these only come up twice a year. Mrs. Morrison further explained that they are listed under B & D Mini-Storage.

MOTION PASSED UNANIMOUSLY.

Mr. Ayres said he had two remarks to make regarding vouchers. He had been talking to the Board about breaking out expenditures in two different groups- payroll-related and expense warrants. Prior to the time of this revision, he has been telling the Board that the payroll and payroll related vouchers have been averaging \$108,500.54 per month. He finds that he has had two vouchers in the expense warrants which are payroll-related, which brings the payroll and related payroll average up to \$114,208.61. This, however, does not make any difference in the tracking charts. His second remark was that in the August vouchers, he inadvertently left one off. There should be added voucher #2519B to Pacific Custom Builders for rental at North Beach in the amount of \$270. This is a regular payment and he merely forgot to include it. This will bring the August expense voucher total to \$17,664.97.

- 3 Reports  
B. Report of Attorney - Jane Dowdle Smith

Ms. Smith reported on the lease with the Port of Olympia. She had discussed with Jack Lynch, Port Attorney, sometime ago the problems the Board would have with the length of the term of the lease and certain escape clauses that would have to be put in because Timberland is a governmental unit. Jack agreed that the contract could be written between the Port of Olympia and Timberland to suit Timberland's convenience. In other words, any requirements Timberland wants to put in the lease will be put in. Jack

became ill several weeks ago and just got home from the hospital. Ms. Smith conferred with Neil Lynch, the first of the week, and he in turn talked with Jack, and got back to her. The situation is that Timberland has a firm commitment with the Port. It is just a question of when Jack will be back in his office, which should be about two weeks, and getting the specific details Timberland needs written into the lease. The agreement Ms. Smith and Jack have between them as attorneys is as good as any written agreement.

Mr. Keiski expressed his concern of committing Timberland for more than seven years since that is the length of the term of any Trustee. Ms. Smith said she would make a list of the legal problems and suggestions she has because she thinks that the Board should make some decisions before she gets together with Jack to draft the lease. The Port will incorporate anything into the lease that Timberland wants and it is just a question of the Board deciding exactly how they want it. There were no questions by the Trustees of Ms. Smith. Mrs. Morrison said that, for those who may not be aware of it, there is a sign on the property which says that it is the future site of the Timberland Regional Library Service Center and it has been surveyed and staked out.

A. Report of Architect - R. F. McCann

Mr. McCann said the survey has been accomplished and on the site there is a staking out of the boundaries so that there is now a definite and physical piece of property which has been laid out for this building and reflects the acreage, etc., which has been recommended on the design. They are in the process also of getting what was allocated at the last meeting for the soil investigation. He and Mr. Powell had decided it was the businesslike way to have the survey made by the Port first and they would locate the positions where the soil borings would be taken based on the survey information. Having now completed the survey information, they were available for the soil data on Tuesday this week. He understands that the boring crew was not able to make it on schedule and he is not sure when the boring crew is scheduled again. Going to the building itself, Mr. McCann stated that they have developed in this state of the work approximately 30% into their working drawing phase and that the design development has been completed. They have also taken the step of mixing some of the furnishings, which are a part of space planning, into the design development stage in order to verify their space layouts and location of the two open domes which are the courtyards and at the same time that is a verification for them of their structural plan, their space plan, and their budget. If there is anything which is required in the way of cutting back from square footage, by having this level of development, they are better able to assess the cost relation to the materials as they get into the final phase of the working drawings.

In the development of the working drawings, the first thing that should be done is to develop the structural system in detail, and Mr. Powell's office has been developing the resistance for lateral loads and for vertical loads on the domes and the tie beams between the domes and the tolerance to support the tie beams. The dome system itself has been partially detailed to date. The layout has been worked out with accumulation of lateral forces amassing and figuring the period of the building for lateral resistance to earthquakes.

The architectural development has gone along at the same time. Mr. McCann used some drawings to show their method of study involving a variety of materials and they have come to a conclusion on the type of materials that can be used based on cost of maintenance and the ability to make an addition to the building at a later date so that the movable type of wall is balanced against a non-movable type of wall and the initial cost is balanced against the long-range cost. Mr. McCann also had a model of the building which was built by his office in order to further study it and to show the Board what the building will look like three dimensionally. He said that they build a small conceptual model and then they study the details of windows and doors and other kinds of connections. Then they go into larger details on drawings, and finally to some very large details in their working drawings where they take care of the joints, gutters, and various clips and fasteners which are involved with the reinforcing of parts.

Mr. McCann said that he would like to further explain what the materials are and what the drawings are in connection with. They began with the concept of building it in a phase basis so when they looked at the materials for enclosing this structure, they started to look at what they could reuse and as the needs became greater from phase 1 to phase 2, what they could literally disconnect from the concrete structure that could be reconnected on the new innovation and not have to purchase any additional materials. He said that this leads to a type of prefabricated panel and in this case with maintenance involved, they went into the sandwich panel. Looking at combinations of wood sandwich panels and metal sandwich panels, they indicated on the model a particular type of appearance that would be the result if you used aluminum as an exterior material. The aluminum on a long-term basis has a certain amortizable cost, but on a short-term basis, looking at initial cost, it is twice the cost of using wood or using brick. Therefore, they get back into the availability of funding and they would suggest that on the basis of the least possible cost for the building, they would, therefore, go to something that would be less, and they have come up with concrete block or brick. They have developed the back of the building in their design so far around the storage elements in a concrete block. The concrete block is actually less cost than a tilt-up structure. They also have flexibility with block and he said that for the cost of installation, any architect would tend to prefer the kind of texture you can get with block over concrete tilt-up. Based on the cost of trying to form a tilt-up wall and then develop a design becomes an expense that gets into special form work and that form work is where the cost lies in concrete. Rather than to pursue that which is an admitted expense, they prefer the idea of concrete block which in its simplest form would be the least possible cost and if they do have some money left over, they can use a textured block or a patterned block. He reminded the Board again that he is talking about the area to the rear of the building. As a basis of architectural composition, what they are trying to do is establish those layered portions of the building that have layered scale in a way that they die against a large mass. This is the European tradition. In the composition of more modern terms and using different materials, they still do something that anchors the lighter materials and the lightness of the scale to the heavier mass, so that is in itself what they are doing as they stagger the building. They are providing the concrete blocks in the back as massive, but not necessarily decorative materials. This allows them to use the lightness of the front where the windows, etc. may be located as a single contrasting

part of the building which dies against and gets its strength or support from the massive back part of the building. At the same time they don't even have to use what would be an expensive type of a block. They could use the lesser cost block which is basically 8" x 16" concrete pumice block. In this application with the columns and dome form it becomes a very good combination of similar materials. In the contrasting part on the front, they looked at the aluminum and they looked at it as a panel that can be reused. He said that he is asking the Board for approval and for expression of an opinion because if they went to what would be the lowest initial cost they find that that would be brick, for the purpose of contrast. He said that when you go to brick (he had a picture to illustrate his point) it sits on the foundation and slab, and costs about \$4.00 per square foot. He said that is about as low a price as you can get and as maintenance free as you can get. They put in a window band and there is also an area above the window. Going back again to the basic elements of architecture, it is not as good to carry brick high up in the air as it is to have it gravity bearing. So there is some resistance to using brick in that capacity, although it can be used to be cosmetic. Rather than to argue that point at the moment, they questioned how else they could use brick there in an economical way and they found that it will cost more money to hang the brick up in the air than if they were to hang some other kind of panel. So he said, you come back to a pre-cast panel or some other form of panel, and they actually have determined that wood, which can be put up in one piece, is a lot less costly than the concrete would be, but you have somewhat of a construction thing with wood and with studs and they didn't like the massiveness. They have used gluelam beams in the past and they actually are proposing that as the least initial cost, that they use a nominal four-inch gluelam that would be attached on the outside of the columns and the concrete and would sit just under the concrete beams for purposes of waterproofing. A gluelam beam used in this application has its own stiffness and since it is very light it does not have to be used as a beam member so it actually forms a portion of the wall and you are getting a brick base and a gluelam beam top with a window band.

Mr. Baker asked how the beam would be surfaced. Mr. McCann said that it would have to be treated, probably with oil or some kind of natural wood treatment that would be a stain. Mr. Keiski asked what decision Mr. McCann wished the Board to make on this. Mr. McCann replied that he is really telling them they have a choice to do something like this or go back to their original figures in the \$15 to \$16 range. If they go to a wall like what he just explained, it will boost it about \$1.50 per square foot. He said that he does not know that it is a decision that should be voted on so much as the decision is one that the (federal) funding application is being made and there is a level on these funds where they don't like it to be a bunch of little jobs at the \$100,000 level. They submitted applications for enough funding for the entire project and under the terms of the funding they have requested, they will be able to use the aluminum, even though it is more expensive. Under those categories of costs and money availability, they would probably prefer to use the aluminum and they would introduce wood in another way. The entire interior is all going to be an open interior.

Dr. Lawrence questioned the use of wood on an exterior wall and the direction which it will be facing, and he felt that there would be continued maintenance of that exposed surface. Mr. McCann said that it would require maintenance every two to three years. Mr. Powell said they were thinking of a salt treatment. Mr. McCann said that still does not eradicate the appearance

condition which the oil would bring back because you have the sun drying, the capillary in and out with the water condition and that takes the stain out. Mr. McCann said what he is proposing is to have an alternate on the drawing and get the costs on both and after the bids come in the Board makes its choice. He wanted the Board to be aware of the two different types of appearance and potential which reflects the cost and maintenance, long-term and short-term basis. Mr. McCann also passed around some other drawings which showed the way the job will be bid and constructed through the use of the sheet size he was showing. The sheets will be incorporated approximately in 20 sheets. The scale is 3/8". The method of detailing will be one sheet on which they show everything structurally and one sheet which will show it architecturally. The individual dome unit as it is detailed is where you pick up all the corners and the inner connections between the units and many many more details. Mr. McCann explained that on this concrete system, you have 24 foot spacing between columns center to center. There is not actually a load carrying beam but more a tie between the columns. Its thickness is 16" and what happens is that this dome comes up into the open area between the tie beams. The form is brought down hydraulically. The tie beams then become monolithic, so to speak, and the actual forces which are carrying the vertical loads are thrown into the columns at the corners rather than down onto that beam so it is more of a tie. It is not taking bending, but it is taking stress and tension. Mr. Powell explained this further and how the beams and domes are poured. He said it is a customary way of building bridges. Mr. Baker asked about the slope for drainage. Mr. Powell stated that it is drained to one side. Mr. McCann showed a computer readout which showed the stresses and tension that occur in the skin of the dome itself. Mr. McCann said that the model he had was built rather hurriedly and styrofoam domes will be put on the model so that there will be a record of what it will look like.

Mr. Keiski said he felt the domes will look good. Mr. McCann said when you have such a strong element as the domes, it is not necessary to spend a lot of money on the exterior. The main thing to consider for the exterior is that it is maintenance free and you are building something that is going to last and to which you can make additions. Mr. Powell said that under the new earthquake law in Thurston County, all of the loads are taken up in the columns so the walls may be moved any place. Mr. McCann said this again addresses the future expansion situation.

Mr. McCann said that they have completed slightly more than 30% which has basically been mathematical analysis, some of the mechanical and in the next two weeks they will complete some of the engineering. They will bring in the mechanical engineer and the electrical engineer and those two systems will be brought up to the same level that the structural level is.

Dr. Lawrence asked if they are still running on the funding already authorized. Mr. McCann said at this point, 150 hours of the 250 hours are in working drawings. They are at the 30% point of that 150 hours. They will be finishing another 60% of that 150 hours in about 2½ weeks. That leaves another 150 hours of additional work for completion. Dr. Lawrence asked when they project they will need another increment. Mr. McCann said it would be before the next meeting if the next meeting is prior to the 16th of the following month. He is requesting at this time officially that they round out the working drawing category for the additional 150 hours. That will complete Step 5 and what the Board will have at the end of that will be a mechanical, electrical, structural and architectural set of the drawings.

Dr. Lawrence asked what the additional funds were that would be necessary for this. Mr. McCann said that he figured it would be \$7,825.

Mr. Theodore Schmidt asked how the inside would be treated, such as how high will the ceiling be and what will be done with it and whether it will be a dropped ceiling. Mr. McCann said that when you pour on this type of thin shell, you pour it on another form and this gives a fine, clean and smooth interior surface. There will be no sprinkler system in the building because the type of construction is a fireproof structure. If they did put in a sprinkler system, it would be for contents only. Mr. Schmidt asked if vehicles could be driven into the building for loading and unloading. Mr. McCann replied that there are three loading docks which meet the tailgate level of the vans. The loading docks have an overhead door and there is an overhang which would protect the tailgate area. Mr. McCann said that this is the type of building which has been at the very outset, on his part, a warehouse type of structure. It is a concrete building and for all intents and purposes it has a unlimited life. It could conceivably be sold and used as a warehouse. The ceiling height which they are planning is commensurate with an office type operation, distribution of air conditioning, light level, etc. It will be either 11 or 12 feet from the finished floor to the underside of the tie beam. Then you have 16 inches of tie beam and you have the rise in your dome. The rise of the dome is 4 feet.

Mr. Baker asked if the ducts will be under the beams then. Mr. McCann said that they run through the center of the bays between columns and under the beams. The lighting also is on the same plane. It will be exposed duct work. Dr. Lawrence said you can get a rather attractive pattern with exposed duct work if you are careful in the painting and patterns.

Mr. Baker asked for further details about the lighting system. Mr. McCann sketched a drawing to illustrate the lighting system. He said what you will end up with is a rotated square which will be a very neat looking geometric ceiling. Mr. McCann said the book storage area will not be air conditioned. Mr. Keiski asked if these lights would be rigid or if they would sway in the event of an earthquake. Mr. McCann said the fact that four will be tied together will make them a rigid frame. They can neither rotate nor translate.

Mr. Keiski asked staff, visitors, or Board if they had any questions to ask of Mr. McCann. Ruth Schmidt asked for clarification about the loading docks and whether or not the drivers would be exposed to the weather. Mr. McCann said they had debated about this question. They have included a covered area for the vehicles for maintenance purposes. However, the docks are not completely covered. Dr. Lawrence stated that driving the trucks into the building would introduce problems with gas emission and he would rather see an extension over the loading dock. Mrs. Schmidt asked Mr. McCann to point out in the model where the storage of the books would be located, which he said would not be air conditioned. Mrs. Schmidt asked how many volumes they are planning storage for. Mrs. Barton replied that according to her measurements, it would store between 40,000 and 50,000 volumes. This is on the basis of 8 adult books per (linear) foot.



Mary Ann Shaffer asked if there is any cause for concern for the effect of humidity on the materials being stored in the non air-conditioned area. Mr. McCann said that for the period of time that ordinary books will be stored, they are taking the standpoint that it does not require any humidity control. From the standpoint of films and tapes and slides, they would be in a humidity controlled area. Mr. McCann said in the development of the air conditioning, this is just as important and is being designed so that every two linear areas of the building is served by an air conditioning plant which is located opposite the end where the duct is going to terminate and distribute from. The air conditioning will be in an accessible area. Donna Schaan asked if there will be any heating in the storage unit. Mr. McCann replied that there will be a heating pump based on what it can take out of the air. There will be extra heating coils which will be thermostatically controlled for colder weather. This is a plan which is being developed by them for their working dialogue with Mrs. Barton and Mrs. Morrison. Mr. McCann showed on the drawing where this heating unit would be located. It will go in as the building is constructed in several areas. Ms. Schaan asked what kind of noise output the heating system will have. Mr. McCann said there is noise associate with these kinds of units. Ms. Schaan also asked if this will require constant maintenance. Mr. McCann said it will not. He said they have done a lot of theater work where this has been used and apparently it has a long life.

Mr. Keiski asked if they had thought about the possibility of a sound system. Mr. McCann said this would be a benefit but it is not included and would be extra. He thinks they would be looking at a cost of between \$18,000 and \$25,000. He said one of the uses of sound systems is background music. In libraries that is actually considered "covering" music. He does not think it will be necessary in this building. Mr. Keiski asked if there are any studies on whether or not staff is more efficient when music is played. Mr. McCann said his firm does acoustical consulting in performing arts facilities. There is a frequency that numbs and intensity is also very great and necessary to control. Following that kind of a system, there is music that can be programmed that will increase psychological concentration and in that respect, he said that he was answering Mr. Keiski's question in the affirmative. Mr. Keiski asked if Mr. Jorgensen is still working on this project. Mr. McCann said that Mr. Jorgensen had finished the model and is on the drawing board with Mr. Powell.

Mr. Keiski requested that they discuss the next stage and the Board's wishes for moving along. Mr. McCann said they have entered the furnishing stage and are not at this point asking money for it, but as a part of the overall contract and bids, they would ask for money. It is not necessary to have that finished to get funding from EDA. It would be something that if the full funding from EDA did not come through, they would not enter into a complete new furniture program but would seek to reuse the existing furnishings and supplement. In order to make that kind of evaluation and study, they would really need a few dollars to be allocated. If the Board would like to allocate half of the amount, they will keep that in reserve or they will have the study on that done. If the Board allocates the entire amount, they will not see anything perceptively toward that until after phase 5 is completed. Mrs. McArthur said that according to Mrs. Morrison's figures,

if the Board approves the \$8,000 figure, that will bring the total paid to Mr. McCann, including the boring of the soil to \$26,775. On the worksheet distributed this evening is the total of \$26,250 including the Construction Contract Administration of \$5,000, so Mrs. McArthur asked why they should be paying that in advance. Mr. McCann said the soil boring does not come out of this figure. He said they are not going to use the \$5,000 for Construction Contract Administration bidding and negotiations until money is allocated and construction has been given the go ahead by the Board. Mrs. McArthur said she did not understand why they are approving another \$8,000 because according to Mrs. Morrison's figures, they have now paid Mr. McCann \$17,775. Mrs. Morrison said that is what has been allocated; she said the \$17,775 has already been approved in addition to which the \$1,000 boring for soil has been approved. Mrs. McArthur asked if Mr. McCann was asking the Board to approve up to \$26,250 which would take them to Stage 9 and if that included the Construction Contract Administration. Mr. McCann said up to that point, it does not include the Construction Contract Administration and it does not include the \$26,250 because the \$5,000 and \$650 which are shown in Steps 6 and 7 are not included in that. They are asking for the other half of \$15,650. This will bring the total to \$5,000 for Steps 1, 2 and 3, \$4,950 for Step 4, and \$15,650 for Step 5. Mrs. McArthur then asked if the only things left then would be the Bidding and Negotiations of 20 hours, Construction Contract Administration of 150 hours, and the Interior Furnishings. Mr. McCann said that is correct and the last comments he made regarding interior furnishings were in that connection.

76-74

BILL LAWRENCE MOVED THAT THE BOARD ALLOCATE FUNDS TO COMPLETE STAGE 5 WHICH DEALS WITH THE COMPLETION OF THE CONSTRUCTION DOCUMENTS WHICH IS ESTIMATED TO BE IN THE AMOUNT OF \$8,000. RUTH SCHMIDT SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Mrs. Morrison introduced at this time Donna Schaan, the new Supervisor-Personnel Administration.

#### C. Board

##### (1) Report of Budget Committee

Mr. Keiski reported that the budget committee met again last Tuesday evening and as far as he could determine, the staff did exactly as the Trustees had requested with regard to the budget. They had reduced the budget which was reflected on the green sheets distributed. The committee went through the budget item by item. Every increase was explained. Mr. Keiski said that as far as he could determine the Trustees were comfortable with the presentation. Dr. Lawrence asked what the increase percentage was and Mrs. Morrison said it is 11%. Mrs. McArthur asked if the Board would have another opportunity to discuss the budget before it is adopted. Mr. Keiski said they could. Mr. Schmidt asked if the Board has any revenue figures. Mrs. Morrison said they do not. They have a written estimate from Thurston County and have nothing in writing from the other four counties. She said they do not expect any revenue estimates until next week at the earliest. Mr. Keiski said the library districts have an extremely frustrating task of getting revenue estimates from the counties and figuring the different taxes which make up the library's income.

Mr. Baker said this is a statement of needs and, hopefully, Timberland will receive enough revenue to cover it. When Timberland receives the revenue, then the needs and revenue will be matched up. Dr. Lawrence said the needs generally are higher than the revenues received from the counties so the next step is to bring the budget into line with the revenues. This has to be done before an operating budget can be prepared. Mr. Baker said the Board is required to submit a budget by law by the first week in October. Mrs. Morrison said one hopeful sign is that the Department of Revenue had mailed out (late Monday afternoon) utility values and corrected ratios to all of the TRL counties except Mason because the Board of Equalization has not finished its work in Mason County.

D. Staff

(1) Director - Mrs. Morrison

Mrs. Morrison reported that at the budget committee meeting there were three Board members present who stated that there is a "freeze" on filling any open position. Since that did not appear in the minutes, Mrs. Morrison did not go ahead and hire someone in the Reference position at the Olympia Library, but waited until tonight. An ad hoc committee meeting on reference was held, which committee was composed of Virginia Barton, Mary Stough, Peg Coppinger, Alma Greenwood, Bill Ott, Marian Osterby, Gayle Lattie, Sally Settle, Yvonne Seidler and herself. They had discussed what could be done to fill in the void left by Ann Marie Ratliff's resignation. They had originally felt this was a position they could perhaps leave vacant. The committee's best opinion is that it would be a disservice to the entire district to leave this position vacant. If Mrs. Morrison needs the Board's permission to fill this position, she would like it tonight.

Mrs. Morrison further reported that staff had met with County Commissioner candidates (from all five counties). She herself was present at the meetings in Thurston, Lewis and Grays Harobr Counties. She said that she had found the meetings very interesting because the Commissioner candidates often suffer from a lack of information about the size of the library district, what it is doing, about the budget, and staff.

Mrs. Morrison said she attended a working session for Rules and Regulations for the Washington Library Network in Yakima on the 9th and a meeting of the Executive Board of the Washington Library Association on the 10th. She said that tomorrow will be the first formal hearing by the State Library Commission regarding the Rules and Regulations for the Network. Mrs. Morrison will be attending this meeting at the Seattle Center House.

Mr. Keiski stated that he did not know where the Trustees stood in analyzing these Rules and Regulations and assessing them in terms of safeguards for patrons, etc. He said he has to admit that he does not know how to analyze them. On the surface they appear to be an orderly method of running the Network system. He asked the Board if they had any concerns or would like to make some input. He said he feels that something momentous is happening and a year from now the Board may wonder why they didn't protest these Rules and Regulations. Mrs. Morrison said the majority of the Rules and Regulations will be going into the Washington Library Administrative Code which could be changed and amended as needed. They feel there will be needs for amendments. There are several things left open depending on what the large Assembly body decides to do in each area.

Mrs. Morrison said she is personally satisfied with the latest draft which was included in the Board's folders. Mrs. McArthur said she never received the first draft. Mr. Keiski said he has been getting the drafts as he is on the mailing list as a Trustee. Mrs. Morrison said just the Board Chairmen have been receiving the drafts. Mrs. McArthur said they could not have any input since they have not seen the drafts before. Mrs. Smith asked when the public hearing is. Mrs. Morrison said there is one on the 17th and one on October 6 in Spokane. Mrs. Schmidt asked where the designated Resource Centers will be located as mentioned in Paragraph II(3) on page 1. Mrs. Morrison said they do not know yet. She said they will probably be located at WSU, in Spokane, in Seattle, at the University of Washington. Mr. Keiski said the staff has no personal problems with the Rules and Regulations, but perhaps as Trustees they should look at them. Mrs. Smith asked what the time limit is on written suggestions. Mrs. Morrison said it would have to be done before October 6, which is the final hearing.

4 Correspondence

C. Letter from William H. Lawrence, Ph.D.

Mr. Keiski stated that he had received a letter from Dr. Lawrence in which Dr. Lawrence had submitted his resignation. Mr. Keiski said it is a significant loss to the Board. A new vice-chairman will have to be elected. Mr. Keiski said the work may not go on as smoothly or as efficiently as before. He further stated that Dr. Lawrence is an original charter member of the Board. The Board presented Dr. Lawrence with a Certificate of Appreciation which read as follows:

"This Certificate is presented in appreciation of unusual devotion to the cause of better library service for the Timberland Library Program and for bringing about greater community awareness of library potential."

Virginia Barton presented a Certificate to Dr. Lawrence from the senior staff. Dr. Lawrence said that he has appreciated the associations he has had and that he is sure he will be attending meetings and offered any help he may be able to give in Lewis County. Mr. Keiski said they will probably be asking his advice on the proposed Service Center.

The meeting was recessed at 9:25 p.m. and reconvened at 9:45 p.m.

Dr. Lawrence asked the Board to read a letter he has written to the Lewis County Commissioners regarding appointment of a trustee to replace him. He has not mailed the original as he would like to hear comments on it from the Board. If the Board prefers he not to send the letter, he will be glad to withdraw it. Mr. Keiski said he felt the letter should be sent. Mrs. Schmidt said that certainly the statement about cost-effective management should appeal to the Commissioners. Mr. Baker recommended one change in the second paragraph that it read " . . . to improving our library service in Lewis County as well as the five-county area." Mr. Cox

said the Commissioners' concern is with Lewis County. Dr. Lawrence said he thought about this at the time of writing the letter and he felt he would focus it on Lewis County. Mrs. McArthur felt it was a well-written letter. Mr. Baker said he would like personally to say that he has enjoyed working with Dr. Lawrence and hates to see him leave the Board. Dr. Lawrence requested that Mrs. Morrison see that the letter to the Commissioners be mailed. Dr. Lawrence recommended that the Board in executive session develop a slate of proposed recommended candidates for the Lewis County and at-large position and move quickly on it. Mr. Keiski said he had received a list of recommendations in that area which he passed around for the Board to look at and take under advisement.

3 D. Staff

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

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

Mr. Keiksi asked if Mrs. Barton or Mrs. Stough had anything to add to their written reports. Neither Mrs. Barton nor Mrs. Stough wished to add anything.

(4) Business Manager - Mr. Ayres

Mr. Ayres said as of the end of July, Timberland has an investment of \$118,324.79. At the end of August, there was an investment of \$37,324.79, and that was after the August vouchers of \$123,411.67. Timberland is still in the black and probably will still be in the black at the end of September. Mr. Ayres did not go into detail on the charts because of the hour.

4 A. Letter from Sue Allison (former Timberland employee)

Mrs. Morrison said this was a letter that should be read to the Board. Mr. Keiski read the letter as follows:

"Although my primary reason for leaving Timberland is that I am moving out of the state, I believe I would have left soon in any case. I have thoroughly enjoyed working for such a good library system, and will always be a Timberland fan. However, economics (or rather lack of it) would have forced me out. Good working conditions and pleasant co-workers can't entice competent people to stay when it takes cold hard cash to pay food and housing bills. After taxes and other non-voluntary deductions, my check would be \$461. With my family's health insurance, a car payment, gas, babysitter, etc., I make about \$40 a week. Hence, I was having strong feelings that I'd better look for a better job in terms of salary. Perhaps, it might be interesting to find out how many TRL employees are eligible for food stamps and other low income aids."

"Here I come to my solution to the problem...however unpopular it might be. Get rid of deadwood. Timberland has hired and hired, spreading itself thinner and thinner. Each supervisor knows where there is deadwood. In the case of clerks, keep a couple of clerks at Service Center who can be on call to go to short-staffed libraries because of staff illnesses or vacations. They could certainly be used at the Service Center on the locator files when they aren't needed at libraries. Then, pour that saved money back into salaries. Start shooting for quality rather than quantity in hiring. Higher salaries might inspire some employees to work harder...thus enabling Timberland to do with fewer people. We aren't a charity organization whose purpose it is to provide jobs to the multitudes. I strongly recommend not filling my position until you can pay a living wage...because not having anyone is better than having an incompetent, or someone who won't stay."

"Moving on, I would like to vent my rage about the Classification Plan. I have pondered the question of whether Mr. Hulbert simply dumped some jobs in a hat and pulled them out to put them in their ranges. For example, the reprographics operator, who is required to have some very specialized training, is lumped with only one other job...custodian. Come on now. ANYONE can mop a floor. Personally, I was furious when I saw that Mr. Hulbert gave more points for responsibility and knowledge to the bookmobile drivers than to the public information assistant. If anyone doubts the responsibility of the job, let them send 25 press releases out with wrong information and see what would happen. I know that I could drive a bookmobile...I doubt seriously that many bookmobile drivers could create ideas for and write press releases. I doubt that someone would be hired for the public information assistant's job just because they have a valid driver's license and haven't been convicted of a crime. Surely, the job requires knowledge about libraries, and education and experience in journalism. My complaint isn't with the bookmobile drivers...all really good and qualified people...but with a system that says they are more valuable than someone who can make the public aware of Timberland and what it has to offer."

"I hope this doesn't sound like a bitter or vicious swan song, but I think too often employees leave without saying what they really should. After all, the point of inviting these farewell addresses is lost when they are about as sincere as kissing an unwelcome relative hello. It is no kindness to Timberland to leave unsaid things that might make it a better place. I guess it comes down to the old question of whether it is best to tell a stranger that his fly is unzipped even though it may temporarily embarrass him, but save a bigger embarrassment later. Timberland's fly is not unzipped, but a few of the teeth on it are loose. Fix them now, and save problems later."

"Thank you all for a really nice relationship with a fantastic library system. By the way, because of that relationship, I am seriously considering attending school to earn my degree in Librarianship."

Mrs. McArthur said it was good that Ms. Allison gave the Board her frank opinion, but felt it was too bad that people did not come forward at the time that the Classification Study was being instituted. Mr. Baker said there was plenty of opportunity, but Mrs. McArthur said she didn't think staff members were comfortable in expressing their unhappiness. Mrs. Schmidt said by the time most of the staff saw their job descriptions, the Board had passed on it and it was too late. She does not know how much of the committee's work was spread out among the staff but she felt it was unfortunate. Dr. Lawrence offered the suggestion that the Classification Plan is not concrete, nor the job descriptions finalized to the point where the Board cannot make final adjustments, so a letter such as Ms. Allison's perhaps might reopen the issue about that particular position. Dr. Lawrence suggested that these kinds of letters and other openness generated from the staff be considered. Mr. Keiski said he hopes the new Supervisor-Personnel Administration will start a file on staff comments on the Plan so that it can be amended, corrected or revised. Mr. Keiski said that one of the problems as a Trustee is that one assumes that staff concerns are being expressed up the line through supervisors, the Director and then to the Trustees. He, as a Trustee, is extremely reluctant to go from library to library and staff member to staff member and ask them how they feel about things like this. This could get sticky and he personally does not have the time for it. He assumes that feelings are being expressed up the line. Mrs. Morrison said it is not necessarily always a problem with the job description itself but, as in this case, the assignment of the job to a particular salary range. If you start to "monkey" too much you "jimmy" up the works and she thinks you have to go with all deliberate speed. They have already taken care of some requests for reclassifications because the jobs were in a state of flux at the time of interviews. As these problems come up they will be able to deal with them. Mrs. McArthur said it is important that the new Supervisor-Personnel Administration know that the Classification Plan would have given 66 employees less than \$10.00 per month increase. She said that if you are going to work towards future growth, you have to be aware of what happened to those people on the Classification Plan. It didn't help them at all in most instances. Mrs. Morrison reminded the Board that only with great reluctance did Mr. Hulbert recommend the lower salary schedule. Mr. Keiski asked Mrs. Morrison if she did send along a letter of recommendation to Sue Allison which had been promised her. Mrs. Morrison said that she did write a letter.

B. Letter from Virginia McBride, Secretary, Lacey Board

Mrs. Morrison said this was a "thank-you" note for the Trustee appreciation dinner in Chehalis. She said that Mrs. Barton had in the last day or two received questions from Trustees whether or not this will be done next year. Many have written notes and others have communicated verbally.

5 Unfinished Business

A. Consideration of Reduction in Force Policy

Mr. Keiski said this matter has been before the Board several times and revised. Mrs. Morrison said there was no way to satisfy 7 different

Trustees' wishes as far as she can tell. She had received written notes from Mr. Cox and Mrs. Schmidt. She said that the Board has three drafts, dated 4/3/76, 8/19/76 and 8/20/76. Mr. Keiski asked if there has been any response from the Union. Mrs. Schmidt asked if this has gone out to the Union. Mrs. Morrison said the last draft has not gone out because staff was requested not to distribute it until the Board had a chance to revise it. The Union has seen the first draft. Mrs. Schmidt felt it was "chancy" to adopt this last draft if only that first draft is out in the district.

76-75

MRS. SCHMIDT MOVED THAT THE REDUCTION IN FORCE POLICY BE TABLED UNTIL THE NEXT MEETING. RITA McARTHUR SECONDED THE MOTION.

Mr. Cox asked what will be gained by tabling this matter. Mrs. Schmidt said there is one draft out in the district and the Union may prefer that draft to this last draft. Mrs. Schmidt said she would like to see this covered in a study session.

MOTION PASSED UNANIMOUSLY.

B. Consideration of contract for payroll automation.

Mrs. Morrison said that the Board had received her written recommendation in a memo about 10 days ago that they move along on the adoption of a contract for payroll services with Pacific National Bank of Washington at a cost which is budgeted and estimated to be about \$2,000 next year. The cost for the remainder of this year is estimated to be about \$407. Dr. Lawrence asked that Mrs. Morrison refresh his memory about the projected savings. Mrs. Morrison said that the projected savings is a full position in the business office. Mrs. Morrison said she has a resignation on her desk for his position effective September 30. Mr. Keiski asked if the business records will be more accurate. Mrs. Morrison asked Donna Schaan to speak to this. Ms. Schaan said she feels it will be a great time saver. She talked to Gail Kruse today and he said that he would guess that it would take less than one hour to go on this, which now takes eight to ten days, depending on what is involved. Ms. Schaan said she has studied the contract. It is pretty straightforward and would be for one year and then renewable on monthly option basis at the end of the first year. Some things may be added on at no extra cost such as computing the federal forms, W-2's, 941's. She explained that it takes about 6 minutes to set up a payroll card per employee. Each month the library is given one of these cards and if there are changes, they are made on the card. She estimates about 40 changes per month. Mr. Baker asked about the accumulation of the time worked and who prepared that. Mrs. Morrison said the time sheets come in filled out by the employees. Mr. Keiski said this would give more accurate and quick record reference. Mr. Keiski read off the standard reports that would be provided and said that there are several options that may be added at extra charge. He said this will be helpful when discussing salaries to know what the impact will be instantly. Mr. Baker



asked if the computer will be capable of anticipating salary increases and giving a report back. This could save hours of time at budget time if they could ask for a printout. Mr. Keiski said these extra reports are at extra charge. Mrs. Morrison said before the Board takes action she wanted to express the one "fly in the ointment." Staff had hoped that the Burroughs machine would hold up until they could get completely onto the automated system. The machine is not giving correct totals now. Timberland still needs a machine to do expense warrants, budget reports, and ledgers which are in addition to the payroll. Mr. Baker suggested sending them to the computer, but Mrs. Morrison said the problem with that is that expense vouchers differ each month and this would be costly. Something has to be done now about the Burroughs machine. The repairman has been out two to four times a month. The machine is worn out and is getting to the point where it cannot be repaired. Mr. Keiski said he concurs with the director's recommendation.

76-76

BILL LAWRENCE MOVED TO AUTOMATE THE PAYROLL WITH PACIFIC NATIONAL BANK OF WASHINGTON. BOB BAKER SECONDED THE MOTION.

The Board authorized the Director to sign and send the contract in if the motion is passed. Mr. Baker asked what the relationship is between the bank and the county where the checks are signed. The bank writes the checks and Timberland takes them to the county. Mrs. Morrison said the bank is already servicing the Thurston County payroll and the City of Bremerton's payroll and both are happy with the service. Mr. Ayres said something will have to be done about the Burroughs machine which will cost between \$4,000 and \$6,000. This has been included in the preliminary budget. Ms. Schaan said there are two portions to the contract. One is just for setting up the payroll and running the payroll through and the second portion is for preparing tax records. She recommends just authorizing the payroll part of it now since it is so close to the end of the year. She also recommends putting in a starting date of January 1977 for the second portion of the contract of preparing tax records.

MOTION PASSED UNANIMOUSLY.

C. Consideration of "Literacy Council Contract" with the City of Lacey

New Business

6 B. Consideration of "Literacy Council Contract" with the City of Tumwater

Mr. Keiski asked that both of these contracts be considered at the same time. The Director said Arlene Buchanan of the Literacy Council was present at tonight's meeting. If the Board had any questions following the information Mrs. Morrison sent out to Board members in a memo, she will be happy to refer them to Ms. Buchanan. She said that Jane Smith had read the contract with the City of Lacey and saw no problem with it and the contract with the City of Tumwater is virtually the same. She recommended that the Board approve both contracts. Mr. Keiski asked for a quick summary from a staff member working with this. Mrs. Coppinger said this was a suggestion from the Mayor of Lacey at the time these funds were allocated by the three cities at the recommendation of the Intergovernmental Human

Resources Council. A member of the committee was Karen Fraser, who is now Mayor of Lacey. Ms. Fraser felt that Timberland was a logical vehicle for these funds from the cities for these services. Lacey thought that was the way to go as well as Tumwater. Olympia has not sent in a contract as yet, but is working on it. It is the simplest way to legally provide this money for materials for Literacy Council use. Mr. Baker asked what it would cost in the administration of these funds. Mrs. Coppinger said the Literacy Council is proposing that it will cost nothing. Volunteers will do the processing of the materials. Timberland will serve as a fiscal agent and process the vouchers. Dr. Lawrence asked where this volunteer work would be done and Mrs. Coppinger said probably in the Olympia Library. Dr. Lawrence asked if it would involve staff. Mrs. Coppinger said it may involve some advice from representatives of each of the three libraries involved. The materials will be for the general public and be housed in the libraries. In the Olympia Library they will be housed in a rolling book case. They hope to do some public information on this and communicate to all agencies which are instrumental in this that there are materials available in the libraries that will help their clientele. Dr. Lawrence asked Ms. Buchanan how she planned to use the materials in the library. She said she sees two ways: 1) the general public which wants something easy to read and 2) tutors who are working for the Literacy Council. Dr. Lawrence said he has no objection to this at all, but he cannot see volunteers doing this without taking staff time. Mrs. Schmidt asked if these books will become part of the Timberland collection and if there would be a separate card catalog on these books. Mrs. Coppinger said all the details have not been refined as yet. This is a pilot project and they are trying to see how it will work out. She knows how other libraries are handling this and it is usually quite informal. Dr. Lawrence asked that some informational records be kept on this to report back to the Board as to the number of staff hours spent on this.

76-77 DR. LAWRENCE MOVED THAT TIMBERLAND ACCEPT THE CONTRACT WITH THE CITY OF LACEY. DON COX SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

76-78 DR. LAWRENCE MOVED THAT TIMBERLAND ACCEPT THE CONTRACT WITH THE CITY OF TUMWATER. DON COX SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

Mrs. Schmidt said she would like to point out that this situation follows the same pattern as others in which a project gets started and then it begins to develop. Then all of a sudden the Board is confronted with approval of contracts. In this case, it involves three libraries. She asked if it would not be well for librarians to be instructed to refer these projects in writing to have some idea of what is going on. The Board hears how busy and overworked the staff is and she is concerned because the Board does not hear about the project until it is in this late form. Mrs. Morrison said she thinks this was brought before the Board in a study session and, of course, is not reflected in the minutes. Mr. Keiski said he feels better that the Board is for Literacy programs and for encouraging people to read.

Mr. Baker said with regard to the letter being passed around listing the names being submitted to the Lewis County Commissioners to replace Dr. Lawrence on the Board, he highly disagrees with the third name and agrees with the first two names. He also suggested updating the letter since the resignation is effective the 30th.

6 A. Consideration of 1977 Budget

Mr. Keiski said that as he had mentioned earlier in the meeting, the staff had prepared a preliminary estimate to fill the basic needs with a 11% growth figure. This is tentative based on anticipated revenue. He asked how the Board wished to handle this.

Dr. Lawrence said that he thinks it reflects the concerns which he, Mrs. Schmidt and Mrs. McArthur has a few weeks ago and he is satisfied that the concept of this budget is in line with their thinking. He is not familiar with the details and he would have to leave that to Mrs. Schmidt and Mrs. McArthur, but he thinks the Director has responded to their initial concern. Mr. Cox asked when the Board would be taking action on this. Mrs. Morrison said that it would be at the special meeting on September 30 as staff will have to get it out to the County Commissioners, Auditors, Assessors and Treasurers on the Friday following that meeting. Mrs. McArthur asked to point out one thing. Under professional services on the first page it was explained that this included money for legal fees. She thinks the Board ought to discuss the matter of legal fees. Does the Board wish to have the attorney on a retainer or on an hourly basis? She felt that this should be decided before the budget is adopted. Ruth Schmidt asked where the Burroughs machine was included. Mrs. Morrison said that was in her Director's Narrative under 10.60 under Administration, Capital Outlay. Mrs. Morrison said there is a new item included under 40 for Training. That amount was pulled out of other items to set it aside in a Training budget. Mrs. Morrison also recommended that in adopting this budget, the Director not be authorized to allow any expenditures (in the Training section) until Training policies are adopted. If money is allocated to a Training item, then the policy will be a very fast matter. The Board Chairman had already agreed to serve on that committee. It has been lying dormant. It is part of the Supervisor-Personnel Administration's duties to draft this sort of thing. Mr. Keiski said that just because they put a money item in the budget, it does not mean that it will have to be spent for that. Mr. Keiski asked if the Board wished to meet again in a committee session before the next Board meeting. Mrs. Morrison said this will depend upon whether or not they have any final assessed values. Once the total assessed values are received, staff can divide their dollar allowance by the assessed values to get the levy by the usual formula. Mrs. Morrison explained that the column for Revised 1976 budget are expenditures that have already been authorized by the Board up until tonight. The next column is expenditures through July, and the projected 1976 column is the proposed 2nd revised budget for 1976. She would like the Board to revise the 1976 budget in October rather than in December. She said that as Mrs. Smith pointed out to her, the Board should know where they are going in terms of expenditures. The Director said that in comparing the 1st and 2nd 1977 estimates the Board can tell where changes have been made. Dr. Lawrence said one concern Board members should consider is that they will be negotiating the new contract with the Union. They have 11% and with a modest salary increase and increases in some of the administrative burden,

11% can be eaten up pretty quickly and he wonders if perhaps the Board ought to have a better fix on the personnel side of this budget. Mr. Keiski said they have not heard from the Union so they had to proceed as they have. Dr. Lawrence thought perhaps they should make some effort to hear from the Union between now and the next meeting and be prepared at that time. Mr. Keiski said the tentative budget as it is drafted now has in it a modest increase in salaries and benefits and specific amounts would have to be determined through the negotiation process. Unless the Board's philosophy changes drastically, the Board would pretty well hold with that amount. Mr. Keiski said that his frustration in calling meetings is getting all the Board together at the same time. He said that he is trying to move this along by seeing if the Trustees have a date on which they can attend another session, but there have to be more people there. He requested that each Trustee communicate with the Director on their calendars.

Mrs. Schmidt then asked Mrs. Barton to report on the Montesano vehicle. Mrs. Barton distributed a report on the repairs and remodeling needed on the 1967 International bookmobile at Montesano and alternatives to the problem. Mrs. Barton reported that the present time no bookmobile service is being given in Grays Harbor County. The newly-hired bookmobile driver tested the vehicle and reported back that it was unsafe. She said that she herself had then asked for a mechanic to give an estimate on the cost of fixing it, not just patching it. There are some costs which they have not obtained as yet, but so far the costs are about \$9,000. The State Patrol in Grays Harbor County is going to give it a safety inspection at the end of the month. In the meantime there are some alternatives. Staff can stop service in Grays Harbor County, which is what they are doing now. They can share the Raymond vehicle but staff time would be spent in moving the vehicle from Raymond to Montesano and back every third week. If they do this, they would not be able to stop at Naselle. They could pull the funmobile which is now being used for the school stops in Mason County, but there is no guarantee that this will last on long runs to Pacific Beach and Amanda Park. They could spend over \$8,000 to repair the bookmobile, but there is no guarantee how it will work and because of the way the body is structured, it is top heavy and a hazard in strong winds. They could purchase a van equipped with shelves, and provide approximately the same kind of service they were providing before with the bookmobile. This would require one person to drive the van and serve the patrons rather than 3. They could then discontinue the half-time driver position. They could place the old bookmobile in Amanda Park as an experiment in community library service. A local person could be hired by the hour to staff it. Or they could sell the old bookmobile, but it would not be worth much.

Dr. Lawrence asked how the Montesano staff receives these alternatives. Linda Hansford said at this point, they really have no choice. The vehicle is getting worse and worse and they have had it in time and time again for the same repairs. She thinks the Board has a philosophical decision to make on this as to whether or not they will continue to serve the rural areas by bookmobile or cut that type of service completely at this point. Dr. Lawrence asked what would happen if it was cut. Ms. Hansford said there "would be some screams". Mr. Keiski said Ms. Mayr has some strong feelings on this matter and had suggested getting the bubble top van.

6500!!  
Dr. Lawrence asked how many books the van could carry and was informed about 15,000 as opposed to 3,000 on a bookmobile. Mr. Keiski said this is something to keep in mind as they move along with the budget at the September 30 meeting. Mrs. Barton said some kind of news release will have to be done immediately because they cannot give (bookmobile) service in Grays Harbor County right now. Mr. Keiski asked for a recommendation. Dr. Lawrence said to get out a news release and let the people know that alternatives are being considered by the Board. Mrs. Coppinger suggested that the people being served be asked for input. This is a big PR thing and a golden opportunity to ask these people what they would like. Dr. Lawrence said maybe this is the way to go with all bookmobiles. Mrs. Schmidt said if the Board would have known that these repairs were on the same vehicle, it would have dawned on them that there was a problem. She asked the other night how this got to the point where it will cost \$9,000 and the Board is faced with a philosophical decision which they didn't even know was in the wings. They were told the other night that they must be very careful what is said about phasing out bookmobile service. She thinks Mrs. Coppinger's idea of public input is very good, plus input from the librarians who will have to face the public. Mrs. Morrison said that she hoped the Board would take note that they had been told months ago that the Burroughs machine was getting worse and now they are at the point that they have to do something about it. Dr. Lawrence asked if a service inquiry could be made and staff could then come back to the Board with a response. Mrs. Coppinger said that they have found in Olympia that if they come up with all the information they can and make an administrative decision and explain it to the public, the public will go along with it. The Board may find that the public does not have the background to make the comments but the Board has the economic factors, service factors, and program factors which the public really does not comprehend. Perhaps they should make a decision and then tell the public that they must go this way for these reasons and have it so well documented and so well thought through that they can take care of the unhappy patrons. Mrs. McArthur said she liked the idea of presenting the public with alternatives and asking them how they feel about them. Mr. Keiski said the chair is not clear how to proceed in terms of general advice and specific instruction to the Director regarding the Montesano bookmobile problem. Mrs. McArthur said she would like to take a survey of the patrons and get their response but to make it very clear to them that there is no commitment to any one plan. Mr. Keiski asked how this survey could be done. Mrs. McArthur suggested a mail survey. Dr. Lawrence suggested that the staff do some further work on it and pick up on Mrs. McArthur's suggestion and come back to the Board with some recommendations that the Board can act on. Mr. Keiski said the Board will have to act on this on September 30. Mrs. McArthur said she is not against the purchase of a bubble van, but she sees this as an opportunity to get some people's opinions, especially those people who use the library. She asked if there was some way of doing this. Ms. Hansford said most of the comments are coming from the eastern part of the county which is not being served now. People have been calling in but there is a strong undercurrent. Dr. Lawrence asked Ms. Hansford if there was enough information for the Board to make a decision tonight. Ms. Hansford said she is talking about the people who were cut from bookmobile service at the time the bookmobile driver position was cut to half time, and she assumes that even with a bubble top van, the half time position cutback would stay in effect. Mrs. McArthur asked about the alternative of using the Raymond

vehicle, and Jay Windisch said he saw that as one of the worst things to do since the Raymond bookmobile has high mileage and will end up in the same shape as the Montesano vehicle. Mrs. McArthur said then that actually there are only two real alternatives: discontinue service or buy a van. Mrs. Morrison said money for a van will have to be borrowed from the funds for the building if it is to be purchased this year.

7 Additional Agenda Items

A. Consideration of Attorney fees

Mrs. McArthur said that money is being budgeted for attorney's fees, a decision should be made. Mr. Keiski said that Ms. Smith should be asked if she prefers to work on a retainer or by the hours. Ms. Smith said they could pay her \$100 retainer for attending meetings and this would include some additional work and anything above that would be \$35.00 per hour which is below the normal rate. Or if they prefer, they could just pay her hourly. She said the only way an attorney can give any kind of intelligent advice is to be present at the meetings and to know what is going on. This is the way it is usually done by organizations using an attorney, and it is the only way to use an attorney effectively.

76-79

MRS. McARTHUR MOVED THAT JANE DOWDLE SMITH BE TIMBERLAND'S ATTORNEY FOR A RETAINER OF \$100 PER MONTH AND ANYTHING EXTRA AT AN HOURLY RATE OF \$35. RUTH SCHMIDT SECONDED THE MOTION. BILL LAWRENCE ABSTAINED. MOTION PASSED UNANIMOUSLY.

Mr. Keiski said there was a staff member present who had resigned. Kenn Kohout said that due to the lateness of the hour and because of the response generated by the letter from the other staff member, he would just as soon send the Board a letter and he thanked the Board for their consideration.

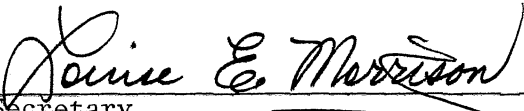
Mr. Keiski said the next question was to resolve the meeting times. The Board will be meeting on September 30 at 7:30 p.m. at the Service Center at which time the Board will adopt the preliminary budget. Mrs. McArthur said she could not make a commitment at this time. Mr. Keiski and Mrs. Morrison had previously indicated that until she gets some response from the counties as to what the facts are on potential income, the Board will not have any clear picture on that. However, he knows Trustees have questions on priorities and needs. Don Cox will not be with the Board until September 30 at 8:30 p.m.

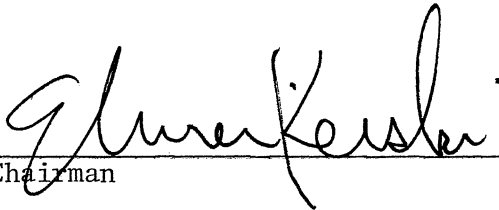
Mr. Keiski said Mrs. Morrison had asked for clarification from the Board regarding the position of reference librarian at the Olympia Library. Mrs. Morrison said that unless the Board tells her officially at a meeting that there is a "freeze" on hiring, she will hire someone to replace Ann Marie Ratliff. If the Board needs justification for replacement of that position, she will be glad to do this at length. Dr. Lawrence said he was under the impression that there was some sort of a freeze on hiring until they were able to come to grips with the budget. He didn't think they meant to "freeze" the filling of all positions and there may be the possibility to utilize judgment in internal transfers. The Board keeps talking about a reduction in force and keeps employing. He said there was some concern over the filling of the Supervisor-Personnel Administration position which he is sure was a justified position. Mr. Keiski said as he reconstructs it, Mrs. Morrison was asked to keep the Board apprised of these positions, and he thinks she has done that. He didn't see it as a "freeze" but just checking with the Board so they will have some picture of the

employment pattern and impact on budget. He has no objection to filling the position. Mrs. McArthur said she has no objection to filling the position.

76-80 BILL LAWRENCE MOVED THAT THE MEETING ADJOURN. RITA  
McARTHUR SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 11:15 p.m.

  
Secretary

  
Chairman