

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

September 30, 1976

I N D E X

| <u>AGENDA ITEM</u> <u>NO.</u> | | <u>Page No.</u> |
|----------------------------------|--|-----------------|
| 1 | Adoption of Affirmative Action Policy | 2 |
| 2 | Approval of site lease for new Service Center (Port of Olympia, Thurston Airdustrial Park) | 2 |
| 3 | Extension of Architectural Services Agreement with R. F. McCann, A.I.A. | 6 |
| 4 | Authorization to apply for Local Public Works Capital Development and Investment Program Grant (Economic Development Administration) | 4 |
| 5 | Decision regarding Grays Harbor Mobile Service | 11 |
| 6 | Adoption of 1977 budget | 10 |

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M I N U T E S

BOARD MEMBERS PRESENT:

Elmer F. Keiski, Chairman - Thurston County
Robert M. Baker - Lewis County
Ruth K. Schmidt - Member-at-Large
Mary B. Mayr - Grays Harbor County
Donald M. Cox - Pacific County

BOARD MEMBER ABSENT:

Rita H. McArthur - Mason County

STAFF PRESENT:

Louise E. Morrison - Director
Virginia Barton - Assistant Director, Western Area
Joy W. Ayres - Business Manager
Linda Hansford - Librarian, Montesano
Michael Hedges - Supervisor-Public Information & Programming/Serials Librarian
John Keplinger - Service Center
Marian Osterby - Librarian, Centralia
Mary Russell - Librarian, Lacey
Beverly Walter - Board Recording Secretary

GUESTS PRESENT:

R. F. McCann - Architect
Walter Isaac - Consultant

Chairman Keiski called the meeting to order at 8:10 p.m., and advised those in attendance that items to be considered would follow strictly to the agenda, since this was a special meeting, and no items could be considered other than the official agenda which had been published and advertised.

1 Adoption of Affirmative Action Policy.

Chairman Keiski asked the trustees to review the Affirmative Action Policy which had been mailed to them. Mrs. Morrison reported when she mailed the policy on September 21, she was expecting it to be adopted at the October meeting; however, the EDA requirements for the grant mandated an Affirmative Action Policy, and it had been reviewed by the Board's attorney. Chairman Keiski read the following statement:

"It has been and will continue to be the policy of the Timberland Regional Library to provide equal opportunity to all applicants for employment and all employees to administer all personnel practices such as recruitment, hiring, promotions, training, discipline and privileges of employment in a manner which does not discriminate on the basis of race, color, creed, ancestry, national origin, sex or age except where sex or age is a bona fide occupational qualification as defined by the Washington State Human Rights Commission, marital status, the presence of a physical handicap or liability for service in the armed forces of the United States. This policy is in accord with the laws of the United States, State of Washington and reaffirms Timberland Regional Library's continuing commitment to provide equal opportunity to all employees and applicants for employment with respect to selection, terms and conditions of employment, assignments, training, transfers, promotions and compensation."

76-81 BOB BAKER MOVED TO ADOPT THE AFFIRMATIVE ACTION POLICY; SECONDED
BY RUTH SCHMIDT.

Mrs. Schmidt asked if this would become part of the personnel policy, and Mrs. Morrison replied it would. Chairman Keiski requested Mrs. Morrison to mail out to all trustees a copy of the outline of the affirmative action program, and the program could be adopted at a later meeting, but the policy needed to be adopted as it was required by law.

MOTION PASSED UNANIMOUSLY.

2 Approval of site lease for new Service Center (Port of Olympia, Thurston Airdustrial Park)

Mrs. Morrison asked Mrs. Smith to review this matter for the Board. Mrs. Smith stated the basic problem had been the legal description, and it appeared on the lease and had been checked. In addition to the legal description, there was an attachment to the lease (site plan) which showed exactly where the site is located on the Airdustrial Way. It is located on the left hand side of the road where you turn in to the right to go to the Department of Social and Health Services, Ecology and Parks. It is on a part of an unused and discontinued runway, and there is an access road that used to run through the property. Another problem was the term of the lease, which according to Mr. Isaac and various people at EDA, had to be a minimum of 20 years or for the length of the project. Mrs. Smith reported in discussing this matter with Jack Lynch, Attorney for the Port, and Gene Siebold, the Port had a prohibition against any leases and extensions in excess of 40 years, so after further discussion, they had agreed upon a 20 year lease with options for 15 additional years, based upon 5-year extensions at a time. The rent would be at the rate of \$295 per month, which is for

the 4.16 acres based upon \$850 per acre per year and would have to be paid in advance. Mrs. Smith then reviewed the other paragraphs in the lease, and most of them were standard form paragraphs, but discussed Paragraph 16 which stated in the event of a national emergency, the federal government had the right to take back the property of the Port, as it had been donated to the city and given to the Port. If such a national emergency arose, the federal government could take back the library and everything with it, which would result in two federal agencies involved in the dispute. However, the Port of Olympia or Timberland would not have anything to say about it. Specifically discussed was paragraph 33 which related to fire protection, and Mrs. Smith stated the library would have to enter into its own agreement for fire protection, and it appeared there would be no alternative but to contract with the City of Tumwater to provide fire protection. Another provision related to building setbacks, and according to the specific provision in the lease, the lessee (Timberland) would construct no closer to the property line of the premises than 50 feet on the north side, and 25 feet on the east, west and south side. Mrs. Smith explained this was one of the requirements of the Port. Mr. McCann stated the equipment, supply and air conditioning units were within 10 feet of the property line and Mr. Siebold had approved the plans. Mrs. Smith stated this would have to be clarified immediately, because she had been advised this was a requirement of the Port. Mr. McCann stated he would make a note of this requirement and contact Mrs. Smith later; however, if it was necessary, some of the parking plans would have to be changed. Mr. Baker asked if the Board had a legal right to lease property beyond their term of office. Mrs. Smith stated she had discussed this with the Attorney General's Office, and they had advised her because of changes in the law, and changes in state and federal government, the legislature had passed in specific areas, provisions wherein certain requirements proposed by the federal government, where compliance was necessary with those requirements for states, counties, or municipal corporations to obtain funds, they would allow it to be done on the basis of proof of necessity. Mr. Baker felt the Board should have a letter to this effect to keep on file. Mrs. Morrison reminded the Board they were already committed beyond the terms of any of the trustees by the very construction of the building. Mrs. Smith then discussed the commencement of the lease provisions, and the lease was to commence January 1, 1977 or upon lessee's commencement of construction or improvements, but not later than January 1, 1978. Chairman Keiski asked when the Board would have to begin paying rent. Mrs. Smith advised him it would be when construction was started. Discussion followed, and Mrs. Smith stated that she would get in touch with Jack Lynch to see if this provision could be corrected so the rent would start upon the certification of substantial completion from the architect. After further discussion,

76-82

DON COX MOVED THAT THE BOARD APPROVE THE LEASE CONTINGENT UPON THE FACT THAT THE DATE OF RENTAL COINCIDES WITH THE ARCHITECT'S CERTIFICATE OF SUBSTANTIAL COMPLETION. BOB BAKER SECONDED THE MOTION.

Mrs. Schmidt asked Mr. McCann if he felt the problem of the setbacks could be resolved. Mr. McCann stated he felt it would be improper for them to use any more property than what they had already taken for the overall construction, but felt the matter of a setback of 25 feet from the property boundaries was a little out of place, especially if it was an office building, and further, that the plan had been submitted showing setbacks of 10 feet and his firm had never received in writing the formal

approval, but had not received any objections either. However, he said that he did not wish to change the plans as to the relative locations of the buildings, and could move some of the parking stalls if it became necessary and this requirement could not be amended. Mrs. Smith stated that this should be clarified immediately. Mrs. Schmidt felt since there was a total of 4.16 acres, there should be some flexibility in the plan so Mr. McCann could handle the matter, and further, asked how many parking stalls were included in the plan. Mr. McCann replied that the question kept coming up and he had it on the drawings; space for 50 on one side (25 x 10 foot parking lanes) and 50 for visitors. There were 75 in the drawings, and 40 of those were calculated to be used when librarians came, 25 for service center staff, the remainder for district vehicles, and the distinction between them was that it was logical to have parking in more than one place on the site. The drawings indicated all of the relationships in space, but did not tie it to the property because it had just been surveyed, so the site plan had not been drawn to that extent. Mr. McCann stated that he would hate to move the relationship of the building, and felt entirely confident in working within the 25 foot requirement if necessary, but would like to proceed as planned if possible. However, with the requirement legally in the lease, and due to the schedule which had to be met for EDA requiring a lease in hand, he felt that it should be adopted as this situation could be worked out. Mrs. Smith stated she would discuss the matter with Mr. Siebold.

MOTION PASSED UNANIMOUSLY.

Chairman Keiski asked Mrs. Smith to press the possibility of an amendment to the lease as far as setbacks were concerned.

- 4 Authorization to apply for Local Public Works Capital Development and Investment Program Grant (Economic Development Administration).

Chairman Keiski requested that Mrs. Morrison report on this item. Mrs. Morrison stated that she would like to read the first paragraph of the "Assurances" which were sent out and to which the Board had to agree. The assurances must be that the Board possesses the legal authority to apply for the grant, and to finance and construct the proposed facilities; a resolution, motion or similar action duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein; directing and authorizing the person identified as the official representative of the applicant to act in connection with the application; and providing such additional information as may be required. Mrs. Morrison then stated that the application was most complex and the staff needed assistance, and asked Mr. Walter Isaac to speak regarding the processing of the grant application.

Mr. Isaac informed the Board that he was a planning consultant, and that his fee to complete the application would be \$450. At the same time, he said that he had been informed that Centralia would need some help on their application, and once one had been completed, the second one would be easier, and it would cost Centralia approximately \$300, so if he did both and divided the cost by two, plus some money for travel which would involve a trip to Olympia and a trip to Centralia, the maximum cost would be \$750 plus travel allowance in the neighborhood

of \$20 to \$25 to Olympia, and perhaps \$35 to Centralia. Mr. Isaac stated that he would not charge for secretarial time, and if there was less than the \$450 base for time and materials, or less than \$300 on the Centralia project, the billing would be less; but, the maximum for both would be \$750 plus travel. The services he would perform would be basically the application, which had to be filled out in a very short period of time. The application asked for information on the agency, and specifically asked to show employment within the area and the number of people in the labor force. He stated that he would try to make maximum use of the employment figures to show the highest figure possible based on the five-county service area, and also said that the EDA allows taking adjacent counties as part of the labor pool. He felt Pierce County would be used as part of that labor pool and there were 400,000 people in Pierce County with somewhere around 40,000 unemployed, which was about twice the number of unemployed in Lewis County. This would enhance the application. Also, he would write the project narrative which showed the objectives of the project, the project unemployment data, complete all the various forms, and make sure that it was complete when filed with EDA.

Mrs. Morrison advised the Board that approval of the applications is based on percentage points, and a decision on a grant could be made on 1/2 a percentage point, and felt that professional assistance with this grant application would cost about point five thousandths of a million dollars, which would be a good return on an investment.

Mr. Isaac further advised the Board that he had dealt with EDA since it had been organized in 1964, and had completed the first overall economic development program for Pierce County which resulted in the Port of Tacoma getting three and a half million dollars. He further enumerated other grant applications with which he had been involved, and the beneficial results. Mrs. Schmidt asked if Timberland was furnishing the secretarial help, and Mr. Isaac replied it was his staff that would be performing this function, but he would not charge for it. Marian Osterby stated that the Centralia Library Board had authorized her to look for professional help, and she was certain the Centralia Board would be more than willing to share the costs. Bob Baker felt that the Timberland Board could not enter into a cost arrangement, but could recognize that if the Board hired him, work that he might perform in this field could have an effect on the rate. He further felt this was a field requiring expertise, and the Board would be foolish not to hire professional help.

76-83

BOB BAKER MOVED TO HIRE MR. WALTER ISAAC AS A PLANNING CONSULTANT TO ASSIST IN THE PREPARATION OF THE APPLICATION FOR THE GRANT WITH A MAXIMUM FIGURE OF \$450, PLUS TRAVEL. MARY MAYR SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Mr. Isaac then requested that the motion contain all assurances required by the government to be met.

76-84

DON COX MOVED THAT THE BOARD MAKE APPLICATION TO EDA FOR THE GRANT FOLLOWING THE GUIDELINES OF PART VI, PAGE 11, ENTITLED "ASSURANCES" (GRANT APPLICATION) AS SET FORTH BY EDA AND THAT THE DIRECTOR BE ACKNOWLEDGED AS THE PROPER OFFICIAL TO REPRESENT TIMBERLAND REGIONAL LIBRARY IN THIS APPLICATION. RUTH SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

3 Extension of Architectural Services Agreement with R. F. McCann, A.I.A.

Mr. McCann stated that the term "extension" was in regard to the EDA application, and that the contract had to be referred to as having been consummated, whether this, that or the other thing or whatever, pages 7, 8, and 9 goes down on the list. As part of the application, it required completion of the form that the architect had been retained for the particular services involved. What Mr. McCann had done in answering the questions was to say that at some point in the May or June meetings, we referred to the scope of work which was to be performed by his firm according to that list of costs that was on the architect's guidelines. That was referring to the standard AIA contract between the architect and owner, and this would legally backdate the question. There was a legal question again on the contract as far as the questionnaire was concerned and that was: has the architect been contracted? Mr. McCann said that he wanted to refer to the contract by number, such as AIA Contract No. so-and-so. Chairman Keiski stated that as the Board moved along, they would consider it a contract of obligation to a given point. Mr. McCann stated that he wanted to refer to this by Contract No. so-and-so, AIA, because he had to fill it out and sign it, and then there would be a formal contract.

The second item was the cost of the building which he had described at the very first meeting as a 23,400 square foot building, expandable to 34,000 square feet. He came across a need for facts, specifically, application was being made on the basis of a project at the level of approximately one million dollars. Originally, there was an anticipation of only applying for one-half a million dollars for some 23,400 square feet in the building, and he had shown a 23,400 square foot building. No one was ever talking about the expansion of that building, other than at such future time as it could get larger. Should something go wrong and federal moneys not be available, then something smaller would have to be built. Mr. McCann stated he had straddled both sides in answering "yes" but structurally, he had a modular system that was working beautifully and something he thought would be quite nice. As he came along to the requirements in the questionnaire for EDA, he had to submit the drawings. Also, he had to indicate a percentage completion of mechanical and electrical work and so forth down the line. He had to write down how much money he was paying to each of his consultants; he had to tell how much he paid to date, and how much was still owing; and now he had a problem in terms of numbers. He had been advised by the EDA office in Seattle that a project at a million dollar level would be favored because they did not want to give out a certain number of small projects, but rather a few choice projects of a million dollars and over. His answer at the outset to Mrs. Morrison was if they went to the 30,000 square foot building, plus the site development for that building, they would be spending a million dollars. He had come into this project when there was just the present service center and was going to help them plan a new small building, and that is what he had on the drawings and he knew that they could be expanded because it was the type of building system that was expandable. However, expansion drawings were not going to be drawn until there was a need, and it was thought that would be in a year or so. Mr. McCann stated he had a decision to make, and the mechanical engineering and electrical engineering are the two items

that are concerned. Structural was not, because structural could multiply itself. The mechanical and electrical engineers had said to design different systems--install larger transformers from the outset, larger heat pump, and use a different system of head exchange based on the kind of space one has. At this point, Mr. McCann had half of it designed, and had told his consultants to stop and hold everything until he knew where he was. He stated that he would send in to EDA that they were at a completion point which allows men on the site in compliance with their 60-day regulation (actually, 90-day regulation as it is 30 days for bidding in the State of Washington, so that 60 days is the time you have between the date of application and when you go out for bids). Mr. McCann stated that at this point, he was going out to application and would indicate he was within 60 days of completion of the drawings. He was going out for bids on a project of 30,000 square feet which would be approximately one million dollars. At this point, he had engineers breathing down his neck. He had given them the Timberland story, and the costs for engineering. The work had been done for a 23,400 square foot building, and Mr. McCann was going to ask them to increase their work and increase the systems and size the system, so that if it ended up with a building less than 30,000 square feet, namely at approximately 20,000 square feet, there would still be the larger systems installed for air conditioning and electrical for future expansion. Actually, Mr. McCann stated there was no other way he could legally fill out the EDA application on the proposed project without doing it this way, and felt it was an expedient and proper decision. He had made this decision on his own evaluation, and wanted the Board to be aware of this decision tonight.

Mr. McCann reported that one other change that affects the building and related costs was the result of the soil testing. The soil testing was very good except that the Christmas tree farm that had been there over the past years had impregnated the top layer of soil 18 inches with a great amount of organic material. This would require removal of 18 inches of organic material from the building site, and the necessity of bringing in gravel and compact soil on top of the gravel. In addition to this the elevations, in order to provide drainage away from the building, would require approximately 3 feet of increased elevation after the top organic matter had been scooped away. The cost per square foot to do this would be an additional one dollar per square foot for what was called site preparation. There would be no additional sizing or footing needed because the soil was good once they were below the organic top layer. He said that yesterday the analysis was written up in a document, and Gene Siebold will have a copy, a copy would be sent to Mrs. Morrison for the files, and Mr. McCann would have a copy. This analysis had been prepared by Neal Twelker, the soil specialist engaged at the last meeting.

The third item which Mr. McCann would like to call to the Board's attention was in connection with all of these things previously discussed, and was the matter of an increased amount which would be due on his fee as a result of additional work stemming from the up and coming funding if it actually happened. In other words, Mr. McCann was saying that if the EDA money becomes available, the original fee was not based upon a 30,000 square foot building, but was based on a 23,400 square foot

building, and, therefore, he was asking for, upon approval of EDA plans, an additional amount of money for which he would do the following additional work on the building: mechanical and electrical systems to 30,000 square feet plus; landscape architect for the purpose of site development; landscaping and sprinkler system; parking lot work by a civil engineer in his firm; additional money for consultants since electrical and mechanical work would double as a result of this. In sum total, on the approval of the EDA grant, and including all items, his fee would increase by \$20,000 over and above the final figure as shown on the work sheet summaries previously submitted to the Board. If there were an EDA disapproval, there would be a problem. Mr. McCann stated that he would then have to come to the Board and ask for approximately \$4,000 additional money he would need to withstand costs due to the sizing of larger gear for the ultimate capacity. He was intending at the outset for a 23,000 square foot building with the additional capacity to be built as additional units. In other words, he had planned to install six of the same kind of units, but he had been told that was only up to a point. He would have to have a heat exchanger and other things which would be larger at the outset and the zoning due to some other things which he did not get into heretofore which had to do with life-cycle costing. Life-cycle costing was the state's requirement that any building over 30,000 square feet which was a public building had to have a life-cycle analysis run. This was a law passed by the legislature in 1975. He said that a life-cycle analysis means, in terms of energy, that an analysis must be completed of the initial cost of installation against what costs would be over the life of the building, the cost for energy and the cost for maintenance, and that one optimize a firing system and a system of air conditioning and heating or heat pumps, and these matters would have to be complied with according to law. Mr. McCann said that he had indicated he wanted to use a well, because there was a high water table and ground water, and he wanted to circulate water through the heat exchanger as a source of the cooling. His mechanical engineer told him that he had not heard of such a system nor used such a system, but admitted with the equipment reduction, it would cut down the cost of the system immensely if it worked. Mr. McCann then explained other buildings which he had designed which used this type of cooling system and had operated over the past six years. He further stated that he may request to drill a well at the industrial site, find water, and cool the system that way because basically what it does is not use a fan for the heat pump but uses well water which comes in at 85° and goes out to the ground and back at 95° not creating pollution, although the Environmental Protection Agency would require a special table on it which Mr. McCann would do. He further stated he would make an absolute statement that these additional items would cost about \$5,000 as his consultants had outlined to him, over the amount that was shown on the previous figures and not included in the original figures previously given to the Board. Mr. McCann stated further that they were working with EDA throughout the project, and were required to submit monthly progress statements on EDA forms, and also required (by the grant) to have extra supervision on the job.

Mr. Cox remarked that if the EDA money came through, the problems would be few, but the one thing he would caution the Board was not to overspend so that they could not build a 23,000 square foot building. Mr. McCann said it was a very complicated project, however he had asked Mrs. Barton specifically to analyze with him a 10,000 square foot alternative which

could be built with \$250,000 and use the same systems. Mr. Baker wanted to know if he would have to put in the mechanical equipment for a 30,000 square foot building in the 10,000 square foot building. Mr. McCann stated that he would have to put in a huge transformer and a huge heat pump for a smaller building. Mr. McCann explained they chose a heat pump for energy saving, which had a higher initial cost but longer life span so that in essence a decision had been made on life-cycle costing, but all of the forms on the application still had to be filed. He would not install a fan coil every time a module was added, so in a sense they were not buying the whole thing, but it had to be in the design. It had to be on paper in order to get to the heat condenser, etc., and in old fashioned terms known as cooling power, and he was trying to substitute a well for that, and if they did not have a well, then they would have a cooler. They could get a small cooler and then come in later with a larger one, but that was another alternative. He stated his mechanical engineer did not agree with that at all, and advised Mr. McCann in order to do this type of system, if we carry out the equipment, we just spend \$112,000 for the entire system. Mr. McCann said that he was willing to have carrier competitively bid this job, but he was not going to put \$112,000 in air conditioning and was controlling the air conditioning. Mr. Cox felt this was logical and could see the rationale, but still did not want to extend the Board to the point that Timberland could not come back and build the smaller unit because too many dollars had been expended along the road. He felt the moneys in the building fund should be safeguarded.

Bob Baker said that he thought, assuming the Board had not been carried away in anticipation of receiving the EDA grant, and there was a reasonable chance of getting it, that the Board had no alternative but to proceed to prepare for it and thought it was a worthwhile gamble. However, he thought when they got into details, there could be some savings, and questioned the advisability of purchasing a transformer for a 30,000 square foot building and possibly building a 10,000 square foot building, but then also remarked that transformers had a high retail value. Mrs. Schmidt said that she felt the Board was committed and when one started looking at literally two plans at the same time, and at a possibility, and look at an extension, she thought all of the contingencies had to be taken into account, but again, felt they would have to keep the budget in mind and watch the overruns so that the Board was not carried away and in the end the staff would have to stay in the present building because the Board owed so many fees. Mr. Cox asked if a 30,000 square foot building could be justified. Further discussion followed.

76-85

DON COX MOVED TO ENGAGE THE ARCHITECT TO COMPLETE THE PROJECT ACCORDING TO THE CURRENT AIA FORM OF CONTRACT BETWEEN OWNER AND ARCHITECT. MARY MAYR SECONDED THE MOTION; PASSED UNANIMOUSLY.

Mr. McCann stated that he would work out the contract with Jane Dowdle Smith. Chairman Keiski thought perhaps a motion should be entertained that costs would exceed the present commitment by \$5,000 as outlined as the maximum. After discussion,

76-86

RUTH SCHMIDT MOVED THAT THE BOARD FURTHER AUTHORIZE THE EXPENDITURE IN ARCHITECTURAL FEES IN THE MAXIMUM OF \$5,000 ABOVE AND BEYOND THEIR PREVIOUS COMMITMENT. BOB BAKER SECONDED THE MOTION; MOTION PASSED UNANIMOUSLY.

6 Adoption of 1977 budget

Mrs. Morrison suggested that since firm figures had been received from only four of the five counties, that the Board adopt only a dollar amount which would be \$2,431,341, and submit that in absence of final assessed values. She reported to the Board that they had no values certified from Lewis County; the other counties were complete and firm. She said that Lewis County had been having trouble with its minicomputer. Chairman Keiski asked if this was her recommendation based on a reduced budget, and whether she had met the trustees' request on reductions. Mrs. Morrison replied that their request had been met. Chairman Keiski asked if this amount would take care of the bookmobile problem in Grays Harbor County and the mobile services previously discussed. Mrs. Morrison stated that she would feel more comfortable if the figure were \$20,000 higher just in case. They had cut down the original figure, and the Board had not adopted any figure, so if it could be \$2,451,341, she would feel more comfortable in that she would hate to miss money they were entitled to. This document had not been promulgated; it was still under study. They started out with a higher figure, cut back to 11%, and the Board had asked they keep it at 15%, so if the additional \$20,000 were added, it would be about 11½% which would be a fair figure. With the new Olympia building coming up, and if they wished to purchase additional reference materials, they did not want to miss any revenue. Chairman Keiski stated that this was a preliminary estimate which might be revised, and also included reasonable assessments according to means for employees' salaries and benefits subject to finalization by the negotiation process. Mr. Baker questioned where the balancing figure of \$20,000 would be placed in the budget. After discussion, it was determined that the \$20,000 be placed in the budget on page 4, Capital Outlay--Equipment, and that figure would change from \$31,567 to \$51,567.

76-87

BOB BAKER MOVED TO ADOPT THE BUDGET IN THE AMOUNT OF \$2,451,341.
MARY MAYR SECONDED THE MOTION.

Don Cox stated this was one place the Board must have confidence in their director and the staff in the preparation of this estimated budget, because none of the Board members were knowledgeable or had the time to work with the budget in depth, and if there were any misgivings about the figures submitted, the only alternative would be to consider a new director. He said that he was comfortable and had confidence, and felt the entire Board should feel that way. Chairman Keiski remarked that the director and the staff had been almost 100% accurate over the last few years on income and outgo, and felt that they were very responsive to Board requests. Mrs. Schmidt asked Mr. Ayres if they were ready to select a new machine to replace the Burroughs machine which she understood had "given up." Mr. Ayres replied that they were looking at machines, and it would be similar to the present one, and as soon as they were able to purchase one, they would be looking. Mrs. Schmidt asked what they were using in the interim. Mrs. Morrison stated they were still using the same one. She said that she had previously advised them it was "on its last legs" and the totals had to be corrected on it again today, and they could not trust the present machine.

MOTION PASSED UNANIMOUSLY.

Mrs. Morrison stated that at the October meeting, she would have the revised income for 1976 figures prepared. Chairman Keiski asked Jane Dowdle Smith to get together with the architect and complete contract negotiations, and also, to clarify the two items regarding the lease.

Bob Baker stated that he had a simple question, and that was how would the Board justify publicly the increased budget from last year. Mrs. Morrison replied that it included a considerably sum for capital outlay for buildings in the operating budget, and the money they would be carrying over would be included as an expenditure next year, and the major reason was the building.

Chairman Keiski asked Mrs. Morrison to prepare a news release to the effect that the Board had adopted the budget, and one of the reasons for the increase was because of building costs. Mr. Baker expressed concern over the fact Lewis County had not submitted its values, and felt this might be included in the release. Chairman Keiski felt that Mr. Baker had a very good point, because the Board would be vulnerable and would have to explain this increase.

Mrs. Morrison stated that she would like to have a new board member appointed. Bob Baker said that the secretary of the Lewis County Commissioners had called him and asked the question as to whether it would be proper for Lewis County to have the at-large Board member on a rotating basis and how this was decided. He had requested that she contact Mrs. Morrison for the answer. Mrs. Morrison advised Mr. Baker that she had not been contacted by the Lewis County Commissioners, and further, that the joint Boards of Commissioners at the outset of Timberland agreed there would be a 7-member board, and one of the five would come from each of the five counties, and the two at-large positions were decided upon the basis of unincorporated population, of which Lewis and Thurston Counties had the largest, and this was included in the minutes of the joint meeting held on December 18, 1968. Chairman Keiski requested a copy of these minutes be sent to the Lewis County Commissioners, and Mrs. Morrison said that she would make a copy and ask that Mrs. Barton drop it by their office the following morning. Mr. Baker stated he would call them regarding the matter of the appointment.

5 Decision regarding Grays Harbor Mobile Service

Chairman Keiski asked for the recommendations of the staff. Mrs. Barton stated that the bookmobile in Grays Harbor County was not running for a great many reasons. Those reasons would cost at least \$10,000 to fix, and in the event the repairs were done, it still would not be a totally safe vehicle, because it had real safety problems because of weather conditions in that county, and other reasons. She recommended that rather than spend that amount of money to put it back into running order, and the kind of staffing that particular vehicle was facing with at least two people and perhaps three, that instead a van be purchased for Grays Harbor County. The van would carry 1,000 to 1,500 books, have shelving in it, and be staffed by one person rather than two or three. The present vehicle could be used as a stationary facility at Amanda Park where there was a need for a stationary facility. That would give an opportunity to do two things: continue the mobile services in Grays Harbor County, and be able to conduct an experiment in Amanda Park on reactions to a stationary facility which could be opened at least once or twice a week instead of once every three weeks. The cost for one van for Grays Harbor County, counting the costs for the vehicle and

the cost of building shelving in it and doing the lighting and whatever has to be done to be a serviceable library vehicle, would be approximately \$10,000, so it would be a trade-off. Mrs. Barton also recommended at this point that the same thing be done in Pacific County. The vehicle in use there has been in and out of the shop for repairs quite often, and the staff recommendation would be to purchase a van for Pacific County and use the existing vehicle as a community facility at Naselle. Mrs. Barton reported that several libraries had purchased vans, and at the Washington Library Association Meeting at Ocean Shores, there were four to six vans of the step-van type on exhibit. She said that they had been put to use by several library systems in the state and had proven to be very successful. Discussion followed.

Ms. Mayr said that she had several reservations about parking them: one would be whether there would be portable heaters, and two, the problem of vandalism in the Amanda Park area. Mrs. Morrison stated there would be an electric heater with a thermostat in the vans for heating purposes. Mrs. Barton reported that staff would negotiate for parking the bookmobile at Amanda Park on the school grounds, which would be a safer place. However, they would probably have to pay rental to park the van at Naselle. Chairman Keiski asked if the recommendation to purchase the vehicles was that the money come from the building fund, and if so, how would it be repaid? Mrs. Morrison then reported the revenue problems in the budget created by the state forest yield money and the sale of fixed assets (which was stumpage and state reforestation) and also, because only ball park figures had been received from Lewis County, the levy could go one way or another by three or four hundredths of a cent. She said that the money would come from the building fund and be repaid out of next year's revenues. Chairman Keiski said he thought the suggestion was creative and opened the door to improving library services. Don Cox requested that the matter be tabled until the meeting on October 21. Mrs. Barton reminded the Board that Grays Harbor County was without bookmobile service. Mrs. Schmidt asked how much it would cost to put the bookmobile back into shape if it was not safe enough to drive. Mrs. Barton stated it was safe enough to move up there, but not safe to drive day in and day out. Mr. Cox suggested that perhaps the Board would be smarter by calling for bids for two vans rather than one, and made the following motion:

76-88

DON COX MOVED THE BOARD CALL FOR BIDS FOR THE ACQUISITION OF TWO
3/4 TON STEP VANS. MARY MAYR SECONDED THE MOTION.

Mr. Baker questioned what was going to be done in Grays Harbor County in the meantime, and felt that the Board could not sit and do nothing. Chairman Keiski suggested shifting the Funmobile to Grays Harbor County temporarily, but Mrs. Barton said they did not know how long that vehicle would operate with that kind of pressure. Discussion followed regarding moving the Funmobile unit to Grays Harbor County, and it was the consensus of the Board to do so.

MOTION PASSED UNANIMOUSLY.

Mrs. Schmidt stated that this pointed up very strongly that while the Board has approved all vouchers of all repairs on all vehicles, the Board goes along blithely approving all of them and they do not know on what vehicle, and when the subject of Grays Harbor bookmobile came

came up at the last meeting, the Board was shown some of the vouchers, all within a few months, but no one over this period of time had pointed this out, nor had a memo been sent to the trustees to that effect. Now the Board has been advised by the senior staff that they had been hearing about it, but the word had not come to the Board prior to this time. She said that when there was an Equipment Committee, she was hopeful that the Board would have at least vehicle numbers on equipment so they would know which vehicle was at which location. She said that she felt this was pointed up more strongly than ever that, had the Board known this condition was getting so precarious, perhaps they could have avoided the breakdown altogether and someone could have advised them they were getting into a desperate situation and asked the Board to move before they were out of service. She felt the whole point of vehicle numbers had been neglected. Mrs. Barton reported they did have vehicle numbers. Mrs. Schmidt stated they were not identified on the vouchers that the Board receives. She felt when the vouchers were presented to the Board, they should be advised such as "in the last four months we have had three bills covering vehicle number so and so" so that the Board would be cognizant. Mrs. Schmidt further stated that Mary Mayr advised her if she had been on the Board longer herself, she would have recognized the outlet that was doing the repairs and the name would have meant something to her, but the Board was not aware most of the time where the vehicles were being repaired. She felt the Board was being asked in the dark to approve vehicle repairs over and over again, only to find they had nothing left.

Mrs. Morrison stated that she was telling the Board now the 1969 vehicle has had repairs and repairs, and two large station wagons are close to getting 100,000 miles on them, and that she had pointed this out to the Board. They had been scheduled for replacement several times, but got left out of the budget when it became tight. Mrs. Morrison said that she felt the Board wanted them to keep the vehicles running as long as they could and that was what they were trying to do. They had the Centralia bookmobile overhauled almost completely last year so they could keep it in service for another two or three years, but they had two station wagons and the bookmobile at Raymond which have been breaking down.

Mrs. Schmidt stated the Board had been presented with the opposite picture of making changes where they would be shifting attention and getting away from bookmobile services, but when they were actually faced with it, you could not do it completely and felt a look should be taken at priorities. Mrs. Morrison stated they were getting away from bookmobiles when they obtained the smaller ones, and there was virtually no bookmobile service left in Thurston County now. Mrs. Schmidt stated that with the number of libraries in Thurston County, and doubling the space in libraries, she did not think it could be justified. She said that she further felt that this was right back to crisis management. Mrs. Barton stated that one of the problems was that some time ago Jan Blumberg had completed a summary of vehicles in which it was pointed out how many miles were on each vehicle, and how many miles were expected. Repairs were continually made, but it was not until the staff had asked a mechanic to look at the vehicle in Grays Harbor to


see what it needed to make it serviceable and reasonably safe that they found out how bad the situation was. Mrs. Schmidt asked when the Board had been given Ms. Blumberg's evaluation, and Mrs. Barton replied at least two years ago. Mary Mayr stated there was another consideration, and that was in talking to people who dealt with vehicles, the question was asked why a 1969 bookmobile would not be in running order as a logging truck runs all day long and they have trucks in operation which are 1950 and 1960 models, and they are not in the shop every day. Ms. Mayr said that she felt that in the future, consideration should be given to a vehicle which would be good, rather than just buying the cheapest.

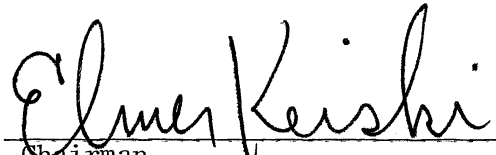
Mrs. Barton stated that when the time came to purchase the vehicles, they would be checking with other libraries. Ms. Mayr felt that they should also check with other types of services who run vehicles harder, because running them the way the library would run them was not necessarily the way it would be the hardest. Chairman Keiski felt that the Board needed a complete assessment of every vehicle and requested that Mrs. Morrison prepare one for the trustees. He also stressed that if the Board went to the step-van concept, it was to provide services, and not to reduce staff, and that he wanted to be sure this was clarified for all concerned.

76-89

BOB BAKER MOVED THE MEETING ADJOURN; SECONDED BY DON COX; PASSED UNANIMOUSLY.

The meeting adjourned at 10:35 p.m.


Secretary


Chairman