

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

October 21, 1976

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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
Mary Mayr - Grays Harbor County
Donald M. Cox - Pacific County

BOARD MEMBERS EXCUSED:

Rita H. McArthur - Mason County
Ruth K. Schmidt - Member-at-Large

STAFF PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Joy W. Ayres, Business Manager
Norma Cline, Olympia
Peg Coppinger, Olympia Librarian
Mark Davies, Olympia
Judy Green, Hoquiam Librarian
Alma Greenwood, Reference Librarian, Olympia
Linda Hansford, Montesano Librarian
Michael Hedges, Supervisor-Public Info & Program./Serials
John Keplinger, Service Center
Dave Levine, Service Center
Bill Ott, Book Selection Coordinator
Donna Schaan, Supervisor - Personnel Administration
Sally Settle, Supervisor - Central Services
Mary Ann Shaffer, Children's Librarian, Olympia
Jay Windisch, Raymond Librarian
Beverly Walter, Board Recording Secretary

GUESTS PRESENT:

Norma Davies
Arden Deering, Lacey Library Board
Jeannette Ford, Lacey Library Board
Walter Isaac, Planning Consultant
Richard F. McCann, Architect
Frank Pratt, Lacey Library Board
Jane Dowdle Smith, Attorney

Mrs. Morrison announced that Mr. Cox had been unable to leave Ocean Park until 6:30 and, therefore, at the time of the meeting there was not a quorum present to conduct business. However, Chairman Keiski asked Mr. McCann to give his report, and at 8:15 p.m. Mr. McCann made the following presentation to those in attendance:

3 Reports

A. Report of Architect - Richard F. McCann

Mr. McCann gave an extensive review of the service center building plans for the benefit of those who had not attended the several previous meetings. He described the planning process, the architectural concept, its application to this specific building, and the benefits of flexible space. His presentation was illustrated by drawings and a review of the modular concept.

Mr. McCann reviewed the expansion capabilities of the building based upon the availability of financing. The design is for approximately 38,000 square feet at full capacity but could begin with as little as 10,000 square feet should the EDA grant fail to materialize. If the \$1,000,000 grant request is approved, it could all be built at once.

Chairman Keiski asked several questions in regard to interior planning and Mr. Baker asked various technical questions regarding the air conditioning, exchanges, ducts, drains, beams, scuppers, etc., and Mr. McCann replied to these questions. There was lengthy general discussion. Mr. McCann said that he was concerned with the time schedule since Timberland's lease on the present service center would be up in June or July. He was considering whether or not he should proceed with the application for building permit because of the two-to-three week delay later. He said that with the 30-day bid requirement, even if the grant was approved on December 26th, it would be the middle of February before a leaf would be turned on the site. He said that if he could get even a foundation permit it would save anywhere from four to six weeks of time and he kept remembering that on-site construction was required to begin within 90 days of grant approval under the terms of the grant.

C. Report of Consultant - Walter Isaac

Mr. Isaac reported to the Board regarding the two fundings of the EDA program. Basically, there were two fundings; one funding was for 70% for those above 7-1/2 unemployment and the other funding was 30% for those below the national average. He reported the national average was 7-1/2% and Thurston County was 7.15%. He had discussed with EDA representatives the advantages for Thurston County to: (1) Team up with Pierce County because it could be demonstrated that a large number of the labor (construction) force in Pierce County would work in Thurston County, and they had told him those figures could be used if it could be proven that that was in fact true. He had also asked about including King County, but had been advised that that could not be done. (2) The question then was what about trying for the 30% if everyone else was trying for the 70% and not even going outside of the county. He had discussed this with EDA representatives, and they did not know how much the 30% would be divided, but the feeling was that Thurston County would have a much better chance in trying for the 30% with its employment range, rather than for 70%. What they would do would be not to include Pierce County in the labor program, and try to get this funded in the 30% category. Mr. Baker questioned Mr. Isaac regarding the funding, and asked if the Board was going to a million dollar project and only get 30%. Mr. Isaac replied it was not 30% funded; it would be 100% funded in every case.

Don Cox arrived at 9:05 p.m.

3C Mr. Isaac stated they were talking about two billion dollars nationally, less maybe 5%, and talking about 30% of the two billion dollars or about \$600,000,000 going in a very narrow band of counties between 6-1/2 to 7-1/2%. Thurston County was 7.15% unemployed, so you would have \$600,000,000 going to counties within that narrow band. You have \$1,400,000,000 within those counties with 7-1/2% unemployment, so the chances of competing for this very narrow band were better than trying to compete for the \$1,400,000,000. Mr. Isaac stated he would like some indication as to what the Board preferred to do. He was making a recommendation, and felt the Board should know the risk. The percentage of unemployed is considered, but also you would be looking at the level of income per family which was another of the criteria, along with the number of unemployed. Mr. Isaac further stated that if the Board went for the 70%, they would be competing directly with Clark, King and Snohomish Counties, which have over 60,000 unemployed. Pierce had a total number of approximately 8,000 so Mr. Isaac did not feel there was much of a chance in that category. Chairman Keiski asked if there were projects in the mill in Clark County. Mr. Isaac answered that they were working on several right now; Washugall has two, Camas has two, Vancouver has quite a number, King has listed something like 17 projects, the City of Seattle had several projects, and Everett was going after a number of projects. Mrs. Morrison stated she agreed with Mr. Isaac and thought the risk was worth going after because the chances were better. Mr. Baker stated that it was a risk, but felt it was eliminating the risk if there was all that in the 70% category and Thurston County would not stand a prayer. Mr. Isaac stated that this was the way he had analyzed it. The EDA people had told him they do not know any more than he does and had no idea, but the 30-70 was going to be based on national distribution so that some states will have more in the 30% than others. Mr. Baker stated that he did not see there was any question but to go with the 30% and felt the chances in the 70% category were nil. Mary Mayr agreed. Mr. Cox felt the Board had hired Mr. Isaac and they should listen to him. Mrs. Morrison mentioned that the five-county jurisdiction of Timberland could be used for the income level and that would help. Mr. Isaac stated this would give Timberland an edge against fire and port districts and other districts, which might just be enough to put Thurston County at the top of the heap. The fact that Timberland works directly with four school districts, Evergreen State College, the three community colleges, various businesses in the county and providing a very broad general purpose service rather than say merely a city hall, would have a lot of points going for Timberland in this application. However, this was a gamble so he did not want them to get their expectations up too high.

Mr. McCann stated that the building system had been based completely on the idea that whether the money comes in now from this source, or comes in later, a portion of this facility to meet the present needs still could be built. Chairman Keiski asked if there were any questions from the audience and Donna Schaan asked what criteria would be used to evaluate the application. Mr. Isaac reported that EDA has a point system, and he had not brought his list along. However, there were points based on the number of unemployed, points for labor, general purpose government, special districts, types of facility (public or recreational), and average income per family. In total there were 120 points based on these various

categories to be considered in awarding the grant.

Mr. McCann then stated that he was still concerned about the scheduling. He felt at the next Board meeting he would like to know if it would be possible to get a permit at least for the earthwork or the foundation which would be obtained by him and held by the Library Board, even if it was for a 10,000 square foot project. Then if the full funding became a reality, they could start on the 10,000 square feet, and by the time the permit is obtained, everything would keep going. Discussion followed regarding the permit, the time elements relative to notification by EDA if the grant were approved, the 30-day bid requirement, and the time for obtaining building permits.

Chairman Keiski officially called the meeting to order at 9:23 p.m. and requested all the guests and staff to introduce themselves. He announced that the Lewis County Commissioners had made an appointment to replace Dr. William Lawrence who had resigned, and Mrs. Robert Johnson of Winlock had been selected. However, the appointment had just been made this very day, and she could not be at the meeting tonight. Mr. Baker reported that she would be the new trustee at large; she had worked as an advisory committee member in the demonstration program and had been a member of the Winlock Board for many years until she had resigned; she was a very active person in the library, very knowledgeable, and a nice person with whom to work.

1 A. Approval of minutes of regular meeting of September 16, 1976

76-90 BOB BAKER MOVED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 16, 1976. DON COX SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

B. Approval of minutes of special meeting of September 30, 1976

76-91 DON COX MOVED TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF SEPTEMBER 30, 1976. BOB BAKER SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

2 Approval of Vouchers

Chairman Keiski entertained a motion that the Board approve the vouchers for the month of September in the amount of \$60,919.39. Two additional vouchers were presented, #3191 in the sum of \$512 from Mr. Isaac, and #3192 from Mr. McCann in the sum of \$6,295.73. This would bring the total amount for the vouchers for the month of September to the sum of \$67,727.12.

76-92 DON COX MOVED THE SEPTEMBER VOUCHERS IN THE AMOUNT OF \$67,727.12 BE APPROVED. SECONDED BY MARY MAYR.

Discussion followed as the Board reviewed the vouchers, and Mary Mayr questioned voucher #3095 to Ralph Berg. Mr. Ayres advised her that the voucher was for framed serigraphs. Mr. Cox questioned the voucher for the insurance, and Mr. Ayres advised him that was the annual payment; however, there still might be an additional \$500 which was not included in that payment.

MOTION PASSED UNANIMOUSLY.

3 B. Report of Attorney - Jane Dowdle Smith

Mrs. Smith reported that she had been trying to contact Jack Lynch, the

attorney for the Port of Olympia, and also Gene Siebold, but had been advised they were out of town and she would be unable to contact them until the following Monday. However, Jack Lynch had suggested several minor changes, which he had requested by letter, so she had made the changes in the lease and felt it would not be a problem. The language had been inserted regarding the certificate of substantial completion by the architect; she had met with Mr. McCann regarding the AIA contract, and she assumed the staff had taken care of the Affirmative Action program, so at this point, the two legal documents were completed.

E. Staff

(1) Library Director - Mrs. Morrison

Mrs. Morrison reported she had been in Eastern Washington at an executive board meeting for WLA. Driving back in the Matador, she and Judy Green had found themselves virtually stranded in Pullman when the cooling system in the car absolutely quit. They finally had to fly back, and the car was being brought back this week end with the cooling system completely overhauled. Work has been going on during the summer on a state aid proposal for public libraries. There had been a meeting at Sea-Tac last Friday which had been attended by virtually every public library director of a library over 5,000 with only about three or four missing the meeting. Consensus of that group had been reached and would be supported by libraries of all sizes, and if it should come up, and if it could be passed through the legislature, Mrs. Morrison felt there would be total support of the library community. There would not be the kind of slip they made several years ago causing conflict between the small independent libraries and larger libraries, and she said that she felt there was a good thing going. The Washington Library Network rules and regulations had been adopted by the State Library Commission on October 6. Again, consensus on the rules and regulations had been reached through a number of meetings. She stated that she had attended a meeting Tuesday morning which was one of the most interesting ones she had attended recently. It was a meeting of the Forest Tax Advisory Committee to the Department of Revenue. At that meeting, there was discussion about possible revision of the distribution of the forest excise money. There was a committee working on recommendations. There was strong feeling among the committee members about having the revenue from the unincorporated areas being funneled into school districts in some of the highly urban areas like Seattle and Bellevue, because the state levy against the assessed value of the property and the tax revenue which they receive from the sale of timber is going directly to schools. One of the problems is that apparently the Superintendent of Public Instruction is deducting some of the per capita allotment which is being adjusted by the amount of forest excise tax which schools are getting locally, so they are not really getting ahead out of the forest excise reserve fund distribution. There is a great deal of feeling about this, and Mrs. Morrison felt the committee would work to change the situation. Whether there are enough senators and representatives in the rural counties where this money comes from to carry the weight in the legislature would remain to be seen. The Department of Revenue hopes to get this committee to make some recommendations for the kind of legislation which should be proposed to the legislature regarding distribution. There was a great deal of discussion, and Mrs. Morrison felt she had learned a great deal and met people who know about timber excise. She called the Board members attention to a memo to Mrs. Morrison

from Sally Settle, Supervisor-Central Services, which was in their folders, regarding cooperative mending and recommended that the Board read it later. Timberland had put the laminator at the State Library on loan in the same sense that Timberland had equipment on loan from the State Library. The State Library will be using this and doing their mending as well as some of Timberland's mending in the process, and it would be a benefit as there was no space to do it in the present service center location. She said that there was a clipping in their folders regarding comments on insurance rates from the Thurston County Commissioners. The director stated she felt the same way when Timberland's bill came in, and even though the library's estimate had been raised, it was higher than anticipated and still is skyrocketing. She called the Board members attention to the copy of a letter to Dr. Lawrence from the Lewis County Commissioners regarding his resignation, and the fact that they had made their appointment. The levy for next year had been decided on the basis of the formula, and was at 48¢. However, it appeared they would have the money which had been budgeted for 1977. She called the Board's attention to the statistical bulletin which stated that Timberland Library, among the 12 libraries which serve over 100,000, had the highest per capita use of materials in 1975 and this was the first time this had happened. This concluded the director's report.

Mr. Baker asked if he could disrupt the order of business. He was trying to find his copy of the minutes when the two items were added on to the September vouchers, and now realized that the minutes of September 30 reflected that Mr. Isaac's fee as a planning consultant to complete the application would be \$450, and if Centralia needed help with their application, they would split the fee. Now Mr. Baker stated he found a bill which was not authorized. Mr. Isaac stated that it could be his error. He thought he had said \$350, but it might have been \$300. Discussion then followed regarding the fee and the fact that when vouchers were presented, the services were to be completed. Mrs. Smith reminded him that when he signed the voucher, the services should have been performed. Mr. Isaac stated that the bulk of his work had been performed, and Chairman Keiski stated this matter would be introduced under Unfinished Business.

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

Mrs. Barton called the Board's attention to her report on the conference of Washington State Association of School Librarians held in Ellensburg and mentioned some of the highlights of that meeting. She further stated that the Town of Ilwaco was featured for the month in her report and discussed the new library which had been opened and which had been completed with volunteer work. She reported that the first day they were open in the new facility (they were not "open" in full force because all the books were not where they should be) there were some 25 people who came in to pick up books, and more came in to see what was going on. There were more people in that day than any single day they had seen at their old location. They were going to have an appreciation night sponsored by the city for the volunteers on November 15 which is the regularly scheduled Ilwaco Library Board meeting, and there will be an open house on November 17 in conjunction with the annual meeting of the Friends. This will be followed with open house from 3 to 5 and 7 to 9, and if anyone could get there, they would enjoy seeing what a town has done to provide a library.

Mrs. Barton further reported that the Town of Cosmopolis was applying for an EDA grant for a combination city hall-library which had been devoutly

desired by the staff. They had not consulted with Timberland, and Mrs. Barton was waiting for a communication telling her the name of the architect so that she could get in touch with him. Centralia was applying for an EDA grant and hoped to be able to construct a building the voters denied them in September. The Raymond bookmobile staff advised her the stops at Naselle were continuing to be well used. People were checking out as many books each week as they had previously checked out every three weeks. Mr. Baker asked if the Funmobile had been put into use and Mrs. Barton replied that it has been in use and had been moved within three days after the last Board meeting.

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

Mary Stough stated that her report was in the folders for the Board's review.

(4) Business Manager - Mr. Ayres

Mr. Ayres reported he was mindful of the late hour, but he wished to report that as of September 30, there was a total expenditure of \$1,424,283.10. At the end of September, the revenue was \$1,452,430.56. Revenue had been coming in since then, so right now there was \$137,346.20 invested. If the vouchers for the month of October ran approximately the same as they did in September, Timberland would be on interest for approximately \$30,000. He felt the financial condition at the present time was in good shape. Chairman Keiski asked what had become of the bookkeeping machine. Mr. Ayres reported they had information on it, but they did not have time to prepare a report for the Board. However, if the program proposed is installed, it would cost approximately \$6,000. Mr. Ayres asked the Board how extensive a report they desired relating to vehicle operations and expenses. Mr. Baker stated that primarily the Board wanted them to raise a flag when they were in trouble before they got into it instead of afterward. They were not interested in analyzing statistics, but the people who were administering the program should advise them when they think there have been too many expenditures on a vehicle. He expressed the same concerns previously expressed by Mrs. Schmidt--that the Board wanted to know more about conditions. If they were not related to the Board properly, the Board would not know. Discussion followed on vehicles in Lewis County, Raymond, and Montesano, and the fact the two Plymouth station wagons were six years old and the one in Raymond had 99,000 miles on it, and the one in Olympia had 87,000 miles. Chairman Keiski stated some kind of critical path report should be prepared and the Board should be kept advised.

Mr. Keiski stated that there were members of the Lacey Library Board in attendance and asked them if they wished to make any comments. Mrs. Ford stated they wanted to advise the Timberland Board they were welcome to use their new building at any time, and hoped they would do so at their convenience. She stated that at the time the library moved, they were concerned about circulation at their new location, but comparing December, 1975 to January, 1976, they had 28,000 more at their new location and felt they were doing all right. Mrs. Morrison stated there was 190,000 circulation projected this year. Discussion followed on having the next library board meeting at the Lacey Library, and it was the consensus of the Board to hold the meeting of the Timberland Regional Library Board at the Lacey Library on November 18.

4 Correspondence

A. City of Lacey (return literacy council contract)

Chairman Keiski stated a copy of this letter was in the Board folders, which briefly stated there was attached a copy of the signed agreement between Timberland and the City of Lacey concerning purchase of materials for use in the programs of the Thurston County Literacy Council and also a report that all social service agencies complete on a quarterly basis to support their claims for reimbursement for services.

B. Lacey Library Board - invitation to TRL Board

A copy of this letter was in the Board members' folders which was an invitation to the Board to attend any of the Lacey Library Board meetings held on the third Thursday of each month at 7:30 p.m.

C. Christine Morgan - recently resigned employee

Chairman Keiski reported that Christine Morgan was not present at the meeting but a copy of her letter advising the reasons for her resignation was in the folders for review by the trustees.

D. Mark Davies, employee resigning October 25, 1976

The letter from Mark Davies was in the folders for the trustees' review. Mr. Davies was present in the audience, and Chairman Keiski asked for his comments. Mr. Davies stated he hoped the Board would seriously consider his letter, and felt it was rather broad in its comments, but reflected not only his own opinions, but the opinions of most of the people with whom he worked. Chairman Keiski thanked him for his letter and stated that the Board appreciated his comments. He assured Mr. Davies that his letter would be circulated to the two Board members who were not present, and the Board appreciated his frankness and completeness.

5 Unfinished Business

C. Reconsider motion regarding vouchers previously passed.

Chairman Keisk stated that there had been a request to reconsider the motion which passed on the vouchers, and the Board should move to reconsider the vouchers and then move to amend the amount.

76-93

BOB BAKER MOVED TO RECONSIDER THE APPROVAL OF THE VOUCHERS.
MARY MAYR SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

76-94

BOB BAKER MOVED TO AMEND VOUCHER #3191 IN THE AMOUNT OF \$512 TO BE CORRECTED TO \$487 TO AGREE WITH THE CONTRACTUAL ARRANGEMENT WITH MR. ISAAC ACCORDING TO THE MINUTES OF THE MEETING OF SEPTEMBER 30. THIS AMENDED VOUCHER WOULD BRING THE TOTAL AMOUNT OF THE VOUCHERS FOR SEPTEMBER TO READ \$67,703.13. DON COX SECONDED THE MOTION. PASSED UNANIMOUSLY.

5 A. Second Revision, 1976 budget

Mrs. Morrison reported that the revision of the anticipated revenue for 1976 was in the trustees' folders. She reported \$40,000 had been taken off the anticipated revenue based upon the year to date. As she had advised the Board a month ago, there was an erroneous distribution of taxes in 1973, and this amount had been deducted from this year's revenue in the sum of \$12,271. Also lowered were the combined estimate for state forest yield under #335.40 and #364, sales of fixed assets (which is stumpage, state reforestation, etc.) and the amount lowered between these two items was \$27,789 for a total of \$40,000. The new total of estimated income for this year is \$2,150,397 instead of \$2,190,397. The unallocated funds had been lowered from \$44,994 to zero. The bids still have to be obtained for the step vans. It seems pretty sure that that \$20,000 probably will not be expended this year so the capital outlay figures were not changed, but that would come from the service center building fund as a loan. The major changes have been lowering of the revenues. The changes in the budget were negligible, such as an increase in insurance, communications (because of increased costs of postage and telephone rates) and decrease in professional services. There had been a shifting within and dropping off \$40,000 which previously had not been allocated in any case. Mrs. Morrison hoped the Board would adopt this as the official revision before the fact, rather than after the fact. As Mrs. Smith had pointed out, the Board should be approving things and be knowledgeable. These expenditures were likely to be much closer to what they would actually be than the figures at the beginning of the year. There was a summary on the front sheet for the Board to review. Mrs. Morrison recommended that the Board adopt the revised budget at \$2,150,397 with the expenditures indicated.

76-95

BOB BAKER MOVED THE REVISED BUDGET IN THE SUM OF \$2,150,397 WITH EXPENDITURES AS INDICATED BE ADOPTED; SECONDED BY DON COX AND PASSED UNANIMOUSLY.

B. Approval of Specifications for step-vans

Mrs. Morrison requested that Mrs. Barton speak regarding the matter, as she had been working closely on the specifications. Mrs. Barton presented the specifications to the Board and stated Bob Baker had suggested some changes and inclusions in the specifications. Where it said "HEATING--Deluxe air flow system" Mr. Baker had suggested there be added "auxiliary heating system." On "PARKING BRAKE" a question had come up and as an alternate to "Cable to the rear end" it was suggested it read "Cable to drive shaft." Mrs. Barton stated that she would check with the dealers on this item. Mr. Baker stated he felt the specifications should agree with the way the vehicle is made, as they do not want a special job. Mary Mayr asked who drew up the specifications, and Mrs. Morrison stated that the staff had. Mrs. Barton replied that specifications from other library districts had been reviewed where they had vans, and discussions had been held with four dealers, and this was a composite. Further, the staff had wanted input from Bob Baker because he was familiar with these and had worked with the fire districts and he had made very good suggestions. Further, the "61 amp. alternator to the GENERATOR" would be checked to see if there was a possibility of getting anything greater than 61 amp. On the "BATTERY" they needed to specify not only 80 amp.

minimum, but also "heavy duty battery." Also, they wanted to check to see if an alternate switch could be installed that would allow switching from one battery to another. On the specifications between "REAR AXLE" and "STABILIZER" it had been suggested to include "HEAVY DUTY DIFFERENTIAL." On "SUSPENSION - Coil Front - leaf rear with heavy duty shocks" Mr. Baker suggested it specify overload springs to be installed now rather than worry about putting them on later, and suggested a Monroe leveler or something equivalent. On "TIRES" this was the size specified by a dealer, and it would be necessary to check with him to see if this was an oversize heavy duty tire and if not, find out what size that it is and specify it. On "MISCELLANEOUS EQUIPMENT Expanded metal partition behind driver" Mr. Baker had stated if this was a folding partition, perhaps part of it or at least eighteen inches of it should be fixed for a greater safety factor, rather than something that would fold. Mrs. Morrison stated also that it should specify "heavy duty hydraulic jack" because of the problems they had at Fort Vancouver Regional Library when they had their first flat and found the jack was not built for the unit. Chairman Keiski suggested that they specify two tires be mud grip or winter grip of some kind. Mrs. Barton replied they had suggested there automatically be mud and snow tires because in pulling off the road on occasion, especially off the pavement, it would be wise to have these tires on the rear end instead of regular tires. Chairman Keiski asked for further comments by the trustees. Mr. Baker questioned specification of the color. Mrs. Barton stated they could specify yellow, because that was the color they wanted, and Mr. Baker felt it should be included in the specifications. Mrs. Barton stated there was nothing about the interior because that would be locally contracted after the vehicles were purchased. Chairman Keiski asked if the trustees had any other comments. Mary Mayr stated that she hesitated to approve the specifications as she was unfamiliar with them, and would like to have her purchasing agent review them and report to her. After discussion by the Board regarding the specifications and the suggested amendments to the specifications, and receiving further information, Bob Baker made the following motion.

76-96

I MOVE WE AUTHORIZE THE DIRECTOR OR STAFF TO PUBLISH THE SPECIFICATIONS AND CALL FOR BIDS FOR THE STEP VANS BASED UPON THE SPECIFICATIONS ATTACHED HERETO, AND INCLUDING ANY CHANGES TO THE SPECIFICATIONS MADE BY THE BOARD OR THE STAFF BASED UPON EXPERTISE IN THE FIELD WITH REGARD TO SUCH MATTERS AS SAFETY, ADDITIONAL STRENGTH REQUIREMENTS, ETC. THE MOTION WAS SECONDED BY DON COX AND PASSED UNANIMOUSLY.

Chairman Keiski requested that the specifications and amendments be included in the minutes.

Chairman Keiski then stated he felt the Board should consider a negotiating team and authorize the director to represent the Board in bargaining with the employees' group. After discussion, Chairman Keiski stated that the Board might have to have legal advice because the law has changed. However, it was the consensus of the Board that the director represent the Board, and Rita McArthur and Chairman Keiski would sit in as they could, but if Mrs. McArthur and Chairman Keiski could not attend every meeting, then Mrs. Morrison would represent them.

6 New Business

Mrs. Morrison brought up the possibility of a standard contract with

Olympia and felt the city would be receptive to it. A new contract was needed. Discussion had been had about the possibility of a new contract with Olympia which would be a "standard" contract. Timberland was still signing bills and Olympia was paying for them and they needed to be on the same basis they were with all the other libraries. This had started back in the demonstration days when Mrs. Morrison was Director of South Puget Sound Regional and also Director of Timberland Library Demonstration. When it was consolidated, the offices were still in the Olympia building. Mrs. Morrison stated if you reviewed the old minutes, they stated the Board's concerns about the roof in the Olympia building, worries about the stairs, and all kinds of problems. They had been out of the Olympia building now for six years. Mr. Cox asked if they were a contracting city like the rest. Mrs. Morrison stated they were, but the contract was different and a standard contract was needed. Jane Dowdle Smith stated that there was something else. As Timberland grew and it developed, a contract was drawn for cities which decided to join. Initially, she had started to draw a uniform "good" contract, but it was a rush thing and a much better contract was now needed, rather than the existing one. She stated that she had done some research at that time, and had a lot of materials together, but felt the contract needed considerable redrafting.

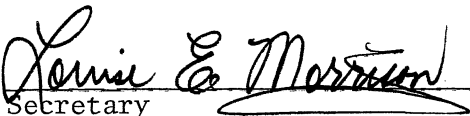
Chairman Keiski felt the Board needed a contract committee, a drafting committee, to review this matter and appointed Mary Mayr and Ruth Schmidt to act as the Board's committee to "bird-dog" and make recommendations to the Board on revised contracts. Chairman Keiski also felt the Board needed a committee which would be a liaison committee working with Mr. McCann in the bidding and construction of the new service center. Discussion followed. Chairman Keiski appointed Bob Baker and Don Cox to be a Board committee to supervise the architectural planning, the bidding, and the construction of the service center.

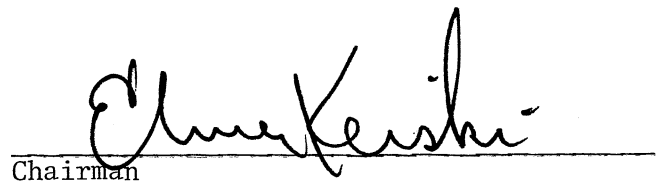
Chairman Keiski asked Mrs. Coppinger about the progress of the Olympia library. Mrs. Coppinger reported they had the final draft of the program, all fifty pages of it, in hand and were very excited about it. Chairman Keiski asked if they were going to be able to continue present services in the new building. Mrs. Coppinger replied that they could to a certain extent. There would be somewhat of a cutback because a good share of the services could go to the service center. However, the Olympia library would be a public outlet for nonprint materials the same as in Raymond, Aberdeen, and Centralia. There would possibly be a reduction of one staff member and a reduction of a certain amount of centralized materials. She further discussed future plans as to audio-visual and plans for the design of the building. Chairman Keiski asked if she wished to discuss Mr. Davies' letter. Mrs. Coppinger replied that she would have a staff conference in the morning and get the matter resolved. Chairman Keiski stated that they could have an executive session to discuss personnel matters if she wished to share anything with the Board; otherwise they would stand by. Chairman Keiski asked if there was any other business, and since there were no other items to consider,

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

The meeting adjourned at 10:40 p.m.


Secretary


Chairman