

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Lacey Public Library
4516 Lacey Blvd., Lacey, WA 98503
November 18, 1976

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M I N U T E S

BOARD MEMBERS PRESENT:

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

BOARD MEMBER ABSENT:

Mary Mayr - Grays Harbor County

STAFF PRESENT:

Louise E. Morrison, Director
Mary Stough, Assistant Director, Eastern Area
Joy W. Ayres, Business Manager
Margaret Coppinger, Olympia Librarian
Alma Greenwood, Reference Librarian, Olympia
Linda Hansford, Montesano Librarian
Michael Hedges, Supervisor-Public Information & Programming/Serials Librarian
John Keplinger, Service Center
David Levine, Service Center
Mary Russell, Lacey Librarian
Donna Schaan, Supervisor-Personnel Administration
Sally Settle, Supervisor-Central Services
Mary Ann Shaffer, Children's Librarian, Olympia
Jay Windisch, Raymond Librarian
Lee Wittenbrink, Service Center
Bob Zimmerman, Chehalis Librarian
Beverly Walter, Board Recording Secretary

GUESTS PRESENT:

Roger Clark, Sinclair-Anderson Motors
Norma Lough, Former Timberland Employee
Richard F. McCann, Architect
Jane Dowdle Smith, TRL Attorney

Chairman Keiski called the meeting to order at 8:00 p.m. and introduced the new Trustee-at-Large from Lewis County, Shirleen Johnson, and welcomed her to the Board. Members and guests introduced themselves. Chairman Keiski stated that the order of business would be changed, since it had been advertised that bids for the step vans would be opened at 7:30 p.m., and the Board would now open the bids.

5 Unfinished Business

A. Bids on step-vans

The first sealed bid opened was from Mel Chevrolet, Shelton, Washington, and the bid for two 3/4 ton 1977 step vans totaled \$14,905.14. An addendum was attached which stated that the bid did not include sales tax, and the bid as written allowed 8,000 lb. gross vehicle weight. To go to a higher g.v.w., the unit must be a one-ton. A one-ton 9,000 lb. gross vehicle weight vehicle with single rear wheels, 9x50x16x10 ply tires, add \$286.23 per unit for a total of \$7,738.80 per unit; for a 10,000 g.v.w. one-ton with dual rear wheels, add \$234.70 per unit, or a total of \$7,073.58 per unit. The bid was circulated for review by the trustees.

Bid number two was from Sinclair-Anderson Motors, Olympia, Washington. The total cost for the two units was \$15,858 or \$7,929 each, which did not include tax, for two 3/4 ton step-vans. A notation was made that the bid met and exceeded specifications and carried a full warranty. There were no other sealed bids. Chairman Keiski declared the bidding closed on this bid call. He felt the trustees would wish the staff to look at the bids and make a recommendation prior to Board approval. Chairman Keiski asked if there were any comments from members of the audience regarding the step-van bids. There were no comments. Ruth Schmidt asked what was the significance of the name "step-van." Mrs. Morrison replied you could stand up to step into it, and also the terminology had to do with the body style. Mr. Clark from Sinclair-Anderson Motors was in the audience, and stated he would be happy to answer any questions the Board might have.

Mr. Baker asked how the determination was reached that a 3/4 ton unit was adequate, since one of the bids gave alternative sizes of one ton in addition to the 3/4 ton bid call. He asked how much more stable, serviceable, etc. the one ton would be, and if the higher tonnage vehicle would be better. Mr. Clark of Sinclair-Anderson stated that the specifications were set up after a meeting with him, Mr. Anderson, and Virginia Barton, and input from the Timberland staff. They had come up with specifications which would do the job and give the most service possible and not exceed the limits. By going to a one-ton van, this would come within state inspection requirements, and they would be required to stop at weigh stations and have the vehicle weighed. Mr. Baker asked if the 3/4 ton was adequate for the load they intended to carry, and Mr. Clark replied that it would be. Mrs. Morrison stated both Vancouver and Yakima libraries had 3/4 ton vehicles, and found them quite satisfactory. There was discussion regarding gross vehicle weight and requirements for stopping at weigh stations. Staff was then requested to review the bids and make a recommendation.

1 Approval of Minutes of meeting of October 21, 1976

76-98

BOB BAKER MOVED TO ACCEPT THE MINUTES AS PRESENTED; SECONDED BY SHIRLEEN JOHNSON. RITA McARTHUR AND RUTH SCHMIDT ABSTAINED FROM VOTING AS THEY HAD NOT BEEN IN ATTENDANCE AT THAT MEETING. MOTION CARRIED.

2 Approval of Vouchers

76-99

BOB BAKER MOVED TO APPROVE THE VOUCHERS. RITA McARTHUR SECONDED THE MOTION.

Mr. Ayres reported that expenses on Vouchers #3215 and #3216 were repairs on the vehicle the director had driven east of the mountains. The vehicle was stationed at Hoquiam. It required extensive repairs, including a new radiator, cooling system, etc. Mrs. Schmidt asked how many miles were on the vehicle. Mr. Ayres replied about 82,000 miles. Mr. Ayres also called the Board's attention to Voucher #3244, stating that at the Board meeting the night of June 24, the Board had approved \$5,000 for capital outlay and asked for a report as to when shelving and cupboard space were completed at South Mason, and this voucher was the result of those items, totaling \$1,457.74. Other vouchers were questioned, and Mr. Ayres and Mrs. Morrison answered questions of the trustees. Mrs. Schmidt asked if it would be too difficult to put the name of the town in addition to the name of the vendor. Mrs. Morrison felt this would be helpful to the trustees and advised them it would be added.

MOTION PASSED UNANIMOUSLY.

Mr. McCann arrived to present his voucher, and stated that anyone wishing to ask questions regarding the new building could do so, and he would be happy to answer them. There was discussion regarding the amount of the application submitted to EDA and the life-cycle costing requirements. Chairman Keiski asked what kind of siding would be used on the building. Mr. McCann had brought a sample of the siding material for the Board to see, and gave a brief statement regarding the particular siding which would be used. He also submitted the soil report, and advised the Board that he had not received the bill for that report at this time.

Chairman Keiski called a recess at 8:45 p.m. and reconvened at 8:58 p.m.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith submitted a copy of the draft for the new contract agreement with Olympia for review by the trustees. After input had been received, she advised Mr. Marshall that she would send a copy to him and he would meet with Ernest Meyer, Olympia Attorney, and finalize it. There was discussion regarding terms of the contract. Mrs. McArthur asked if this contract became due January 1. Mrs. Smith advised that the old contract expired September, 1975, but there was a clause in it that if neither party requested a new contract, the old one would continue in full force and effect. However, the new draft embodied all the real differences between Timberland and the Olympia Public Library so Olympia could see how it was set up. If city officials had any objections, they could let her know.

Chairman Keiski stated a concern to Mrs. Smith relating to assessed valuation. He said that all the county assessors had conformed with

RCW 84.48.130, which was the certification of assessed valuation to taxing districts, and to protect the Timberland Regional Library system, he felt a certified assessed valuation must be obtained from Lewis County. All other county assessors had complied with this law, and he felt that a verbal statement from Lewis County was not in the best management interest for the Board. He read the law to the trustees. He further requested that Mrs. Smith write a letter to the Lewis County Assessor on behalf of the trustees and ask him to comply, as had all other county assessors. Mrs. Smith stated that she would write him a letter. Mrs. McArthur requested that all informational letters be forwarded to Mrs. Smith so she would be prepared to answer questions at Board meetings.

3

C. Staff

(1) Library Director - Mrs. Morrison

Mrs. Morrison discussed her written report and called particular attention to the section regarding the 106% limitation. In taking a quick and unscientific look at the increase in city contract fees between 1975 and 1976, there were sharp increases for at least four cities: Aberdeen, Chehalis, Lacey and Montesano. For 1977, the cities with sharp increases were Elma, Hoquiam, South Bend, Tumwater and Winlock. There was no real solution since the problem was not the library district's fault, nor the fault of the cities. It stemmed from the 106% limitation law which limits the income of those cities from property taxes to 106% of the previous year's plus the allowance for new construction. She said that Elma was a classic example. Their increase resulted almost entirely from revaluation, according to her information from the Grays Harbor County Assessor. The city will not be able to collect property taxes on that assessed value, but will be limited to 106%. She said that she had advised the Elma City Council that she would bring this matter to the attention of the Board. There appeared to be no solution to the problem since increases varied from year to year and city to city. Once an exception was made, regardless of the circumstances, the district begins to treat cities unequally in terms of their relationship to taxpayers in unincorporated areas. She had thought the law would expire in 1978, but it does not. She further felt this matter should be brought to the attention of the legislators. Mr. Baker stated that quite a few fire districts throughout the state went to the ballot in November to get the 106% limit law set aside and were successful, and felt that might be a start of a breakthrough. However, he was advised this would only be for one year. Discussion followed regarding this problem. Mrs. Morrison further reported that Timberland's EDA grant application was being processed, and according to EDA they will start making grants about the middle of December. One other note was that because of the number of millions of dollars which had been requested, there was some feeling that the next Congress would appropriate more funds because that was one way of getting people back to work and turning the economy around. She also presented Washington Library Association concerns for the legislature. Discussion followed regarding the legislative package and the trustees asked questions regarding proposed legislation and reasons for monitoring various bills.

3 C

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

Mrs. Barton was ill and unable to attend this meeting, and her written report was given to the Board.

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

Mrs. Stough submitted her written report, and asked that Mrs. Coppinger report on the progress of the new Olympia Library. Mrs. Coppinger stated that she had brought with her preliminary sketches of the new building which she would spread out on the table for guests and trustees to review following the meeting, and felt that everything was "ready to jell."

(4) Business Manager - Mr. Ayres

Mr. Ayres stated that after the November warrants were paid, Timberland would still have \$44,000 invested. Chairman Keiski asked Mr. Ayres to bring his flip charts to the December meeting for a full report.

(5) Employees Remarks

Norma Lough was in the audience and stated she was leaving the library and had been happy to be a part of it. The years had gone by so fast and she was saying goodbye. She was not leaving because she was unhappy, but because she was going to try something else. She said that she had been employed by the library for five and one-half years.

B. Report of Negotiating Committee - Elmer Keiski

Chairman Keiski reported that he and Mrs. Morrison, Mr. Ayres, the Supervisor-Personnel Administration had met with union representatives, Max Johnson and President Bernethy, at the service center last Tuesday. The Board team had requested additional information on the union package and got a thorough rundown on union requests. Board team members were in the preparation period for counter-proposing their package and there were some questions the trustees would have to review in executive session regarding the union package. Mr. Johnson had advised them that their two high priorities were an agency shop for all those eligible in the bargaining unit, and binding arbitration on grievances. Chairman Keiski advised Mr. Johnson that the trustees considered them a much different priority, and this would have to be discussed in executive session. The union request for moneys had been given to the trustees in the package, and counter-proposals on the financial aspects were being prepared because of needed additional information. The next meeting was scheduled for Tuesday, November 23rd, at 7:30 p.m. Chairman Keiski stated that if any other trustee could sit in, they would be most welcome. He anticipated a fairly orderly schedule of meetings after Thanksgiving and hoped to reach agreement as soon as possible. He said that Mr. Johnson had replaced Mrs. Piva as Union Staff Representative. Mr. Keiski said that he had also advised the union of the holiday schedule mandated by the state legislature.

The Board went into executive session at 9:20 p.m. to examine items of negotiation and other employee matters and reconvened at 10:00 p.m.

4 Correspondence

A. Grays Harbor County Commissioners (confirmation)

A letter had been received from Rolland Youmans, Chairman of the Grays Harbor County Commissioners stating they had no objection to the appointment of Mrs. Robert Johnson to the Board of Trustees.

B. Mason County Commissioners (confirmation)

A letter had been received from Ruth E. Boysen, Clerk of the Board of Mason County Commissioners stating that the Board concurred with the recommendation of the appointment of Mrs. Robert Johnson to the Board of Trustees to fill the vacancy created by the resignation of Dr. William Lawrence.

C. Thurston County Commissioners (confirmation)

A letter had been received from the Thurston County Commissioners approving the appointment of Mrs. Robert Johnson to the Board of Trustees to fill the vacancy of Trustee-at-Large due to the resignation of Dr. William Lawrence.

D. City of Olympia in re Thurston County Literacy Council

A letter had been received from LaVern L. Johnson, Assistant Clerk Treasurer of the City of Olympia, enclosing an agreement between the City of Olympia and Timberland Regional Library for funding for the purchase of special library materials to be utilized by persons wanting to improve their skills in reading, computation and communication. The materials were to be purchased under the supervision of the Thurston County Literacy Council, and when the agreement was signed, the City Clerk's office would forward the check. Mrs. Morrison stated it was the same contract the Board had previously signed with Lacey and Tumwater. The warrant was in the amount of \$675. Mrs. Schmidt asked if the materials would be housed at the Olympia Library since the funds were coming from three sources. Mrs. Morrison replied that they would be housed at the Olympia Library.

E. Erma Norton, Olympia Board Secretary - Invitation for December 16, 1976 meeting

A letter from Erma Norton, Secretary, had been received inviting the Board of Trustees to hold their December meeting in the Olympia Public Library.

76-100

MRS. McARTHUR MOVED THE INVITATION BE ACCEPTED; SECONDED BY RUTH SCHMIDT AND PASSED UNANIMOUSLY.

Chairman Keiski stated the December 16 meeting of the Board of Trustees would be held in the Olympia City Library.

F. LaVerne Dierick - resignation

A letter of resignation had been received from LaVerne Dierick stating that she was resigning because of health reasons. She had enjoyed her

employment with Timberland, and complimented Linda Hansford and Selma Nielsen by stating they were wonderful people to work for.

4 G. Arlene Buchanan - Thurston County Literacy

A letter had been received from Arlene S. Buchanan, President of the Thurston County Literacy Council thanking the Timberland Board and Mrs. Morrison for their willingness to expedite and support the Olympia, Lacey and Tumwater librarians in their efforts to make adult low-level reading materials available to adults in the communities.

5 Unfinished Business

A. Bids on step-vans

Chairman Keiski asked for a recommendation on the step vans, and Mrs. Morrison recommended this matter be postponed until the December meeting in order for the staff to further analyze the bids.

76-101

MRS. McARTHUR MOVED TO ACCEPT THE BID BY MEL CHEVROLET;
SECONDED BY RUTH SCHMIDT.

Mrs. McArthur stated it was the low bid, and exactly the same, and met the specifications as advertised. Mary Stough also requested that the Board postpone the decision because she felt there was still room for discussion as to how the vehicles would be used. She had serious doubts about the usage and who would drive it. She felt that a bid should not be accepted when there were still questions. Chairman Keiski said that he did not understand this. Mary Stough stated that the staff did not have a consensus. Mr. Baker asked Mrs. Stough if her objection was not to the bids, but to the concept of using the step-vans. Mrs. Stough replied that she had been away when this matter had been brought up. There was discussion that this was a good time to phase out this particular thing, and there were two schools of thought. She said that she did not want to be a party to something which later would possibly be a mistake. She felt nothing would be hurt by not making a decision at this time. The old Funmobile was still operating in Grays Harbor County and there were still some questions. Recommendations would be made in December. Mrs. Morrison again recommended postponing accepting the bids until the problems had been resolved. Mr. Cox said that he felt it was strange that this came up at this moment. The Board had not challenged the need or desirability, and now that the Board was ready to award bids on the step-vans, there was not a consensus of the staff. He said that he wondered why the call for bids had been released. He questioned who would resolve this matter between now and December 16. Mrs. Morrison replied that she would resolve it. Further discussion followed. Mrs. McArthur said that she felt the Board should not act prematurely. Mrs. Morrison stated the staff needed to "clean up its house on the inside." She also said that the Board had stated in its call for bids that they could accept or reject any bids. Mr. Cox still did not understand what was happening, and felt that the Board should never have called for bids if they were not interested. Mrs. McArthur agreed, and said that she felt the matter should have been resolved before they advertised and

spent \$100 for advertising. Mrs. Schmidt stated she had asked why the Board was acting and making another "crisis decision." They had been asked to call for bids for two step-vans, as they had been advised they could get a better price if they asked for two. She did not understand the "staff recommendation." She requested recommendations be put in written memoranda form and dated so the Board would have an orderly picture. The Board took staff recommendations at face value, and it had been discussed at great length. There had seemed to be a sense of immediacy. She did not feel the long-term policy had been resolved. The public had been informed full service would be continued, and now on the other hand, there was discussion to limit it. She felt the Board needed this information in writing. Mrs. Morrison apologized to the Board. Chairman Keiski stated that he was extremely concerned with the lack of unanimity on a topic like this. He felt he was misled. It was declared that the trustees were ready to call and open sealed bids, and now there was no unanimity. If there had been six or seven bidders, and a great deal of controversy over the bids, it would be even more embarrassing. He further stated that when the Board was ready to sign the contract on the new service center building, he hoped the Board would not find that the staff was not in unanimity. Mrs. McArthur stated that even though they had spent \$100 on advertising, it would be hasty to act now when there was not a consensus of opinion, so she was speaking against the motion she had made. Chairman Keiski proposed that Mrs. McArthur's motion stand, and the bid be awarded if there was unanimity among staff members, and the bid met true needs and was technically correct. This would give the staff direction. Mr. Baker said that he felt the Board should wait until the next meeting to determine the unanimity of the staff, and the motion should be tabled. Further discussion was had, and Chairman Keiski called for the question:

MOTION WAS OPPOSED UNANIMOUSLY.

Mrs. Johnson expressed concern that prices might change during the interim. She also expressed concerns regarding changes in specifications. Discussion followed. Mr. Baker stated that he had reviewed the minutes of the September meeting. It had been the recommendation of a member of the staff, and appeared to be the recommendation of the whole staff, and there was no comment to the contrary. This was another example of "crisis management" where the Board hastens to take action to fill a need, only to find two months later there was not unanimity of the staff. He said that he was most disturbed. After further discussion, the Board decided to reconsider the bids at the December meeting. Mr. Cox requested that the bidders be informed the Board would be delaying its decision until that time.

5 B. Literacy Council Contract with City of Olympia

Chairman Keiski advised the Board that this was a standard contract, similar to the one the Board had signed with Tumwater and Lacey, and recommended the Board adopt it.

76-102

BOB BAKER MOVED THE BOARD ADOPT THE LITERACY COUNCIL CONTRACT WITH THE CITY OF OLYMPIA; SECONDED BY DON COX; PASSED UNANIMOUSLY.

5 C. Letter from Mark Smith, EDA

Chairman Keiski stated a question had occurred regarding a November 1, 1976 letter from Mark Smith, Regional Coordinator of EDA. The first paragraph of the letter read: "This is to acknowledge on October 26, the Economic Development Administration received your application for a grant of \$869,015 to construct a regional library service center in Lacey, Washington." Chairman Keiski questioned whether this should state "Tumwater" and be corrected. Mrs. Morrison felt it was a technical error, as EDA people had visited the site and knew where it was. Also, the legal description included in the lease indicated the proper site. She reported the \$869,000 was their share of the funding, and the remainder which brought it up to \$980,000 was the furnishings, and the \$31,775 (for which they got credit) for the architect's fees which had been budgeted. Also, there was a mechanical error as it should be \$870,000--it was \$1,000 off. Chairman Keiski said that he felt he just wanted to review this so there would be no hang-ups.

6 New Business

A. \$7,000 Grant Request (to build the reference collection)

Mrs. Morrison reported that a letter had been received on October 22 from the State Library, stating that they had on file a grant request dated February 21, 1974 for an extended service grant for the South Mason Library in the amount of \$25,833. The State Library Commission would be reviewing grants pending at their meeting on December 14. They wanted to know if this proposal was still appropriate. Mrs. Morrison stated that it was not, as the Board had already taken care of the South Mason problem. However, she did feel that there was a valid reason to request a grant for a build-up of the reference collection in Olympia. The amount requested was \$7,000. The list of materials to be purchased had been completed by the staff. The increase in use of reference materials warranted this request.

76-103

RITA McARTHUR MOVED TO ACCEPT THE GRANT PROPOSAL; SECONDED BY BOB BAKER.

Mrs. Schmidt felt it would be interesting if some of the titles would appear in the Timberland Bulletin instead of some of the fillers now being used. Unless the trustees had enough time to check into this matter, they would never know what titles were being purchased. They were talking about \$7,000 worth of reference materials, and putting out a bulletin on how they would serve the business community, and if anyone asked a Board member what those titles were, this would be an efficient method of letting the trustees know without putting out a separate leaflet. Mrs. Morrison agreed. Mrs. McArthur asked Mrs. Morrison if the state ever received funds for Trident impact for libraries. Mrs. Morrison replied they had not. She gave a brief report and stated they had been shuffled from one federal agency to another. Funds had not been appropriated for libraries. The schools had received some funding, but not libraries, and she did not really anticipate they would receive one penny.

MOTION PASSED UNANIMOUSLY.

Chairman Keiski asked if there were additional agenda items.

Mr. Ayres asked if the Board wished to consider the billing Mr. McCann had presented tonight in the sum of \$5,452.78. It was the decision of the trustees to hold this billing until December, and include it in the December vouchers.

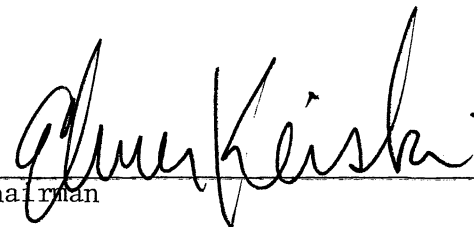
Mary Stough reported that the survey at North Mason had been completed, and the North Mason Friends had paid the bill. The Board could expect to receive the billing for the amount of Timberland's share, and which they had budgeted to pay. Mrs. Schmidt asked if the matter of the lease had been resolved. Mary Stough stated that the lease for the temporary location had been signed.

Don Cox reported that he had attended the open house at the new library at Ilwaco. It was beautiful and a fine effort.

76-104 DON COX MOVED TO ADJOURN; SECONDED BY SHIRLEEN JOHNSON;
PASSED UNANIMOUSLY.

The meeting was adjourned at 10:30 p.m.


Secretary


Chairman