

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Olympia Public Library
7th and Franklin, Olympia, WA 98501
December 16, 1976

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M I N U T E S

BOARD MEMBERS PRESENT:

Elmer Keiski, Chairman - Thurston County
Robert M. Baker - Lewis County
Ruth K. Schmidt - Member-at-Large
Mary Mayr - Grays Harbor County
Shirleen Johnson - Member-at-Large

BOARD MEMBERS EXCUSED:

Rita H. McArthur - Mason County
Donald M. Cox - Pacific County

STAFF PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Joy W. Ayres, Business Manager
Margaret Coppinger, Olympia Librarian
Judy Green, Hoquiam Librarian
Alma Greenwood, Olympia Reference Librarian
Linda Hansford, Montesano Librarian
Michael Hedges, Supv.-Public Info. & Programming/Serials Librarian
John Keplinger, Central Services Assistant II
Donna M. Schaan, Supervisor-Personnel Administration
Sally Settle, Supervisor-Central Services
Betty Sholund, Olympia Reference Librarian
Jay Windisch, Raymond Librarian
Beverly Walter, Board Recording Secretary

GUESTS PRESENT:

Rodger Clark, Sinclair-Anderson Motors, Inc.
Max Johnson, Staff Representative, Local 2053
Richard F. McCann, Architect
Jane Dowdle Smith, Attorney

Chairman Keiski called the meeting to order at 8:05 p.m. He announced that the by-laws required that four counties be represented for an annual meeting to elect officers, and since this quorum had not been met, the annual meeting for the election of officers would be held in January, 1977. However, there was a quorum for the regular business meeting. Board members, staff and guests introduced themselves.

- 1 Approval of minutes of November 18, 1976 meeting
- 76-105 BOB BAKER MOVED TO ADOPT THE MINUTES OF THE NOVEMBER 18, 1976 MEETING; SECONDED BY RUTH SCHMIDT; PASSED UNANIMOUSLY.
- 2 Approval of Vouchers
- Vouchers #3342 through #3470 in the amount of \$47,454.61 were presented.
- 76-106 RUTH SCHMIDT MOVED THE VOUCHERS BE APPROVED; SECONDED BY BOB BAKER.

Several vouchers were questioned. Mr. Ayres advised the Board that the voucher amount was higher than usual because it was for the final quarter of the year. Some estimates had been included, but they were "good" estimates. He also explained that some of the travel vouchers were higher, but that some employees did not submit vouchers every month, so in some cases, the vouchers were for several months. He also called the Board's attention to Voucher #3448 in the amount of \$911.72, and explained that this was for the soil sampling tests (at the new service center site). The Board had previously authorized the expenditure up to \$1,000.

MOTION PASSED UNANIMOUSLY.

3 Reports

A. Report of Architect - R. F. McCann

Mr. McCann reported that the on-going work was proceeding. On Monday the projects which would be funded would be printed in the FEDERAL REGISTER. He brought plans with him for anyone to review who so desired. They were 85% to 90% completed. However, completion of the electrical, floor plan areas, etc. were not finished. He was waiting to hear about the federal funding to know what size building would be constructed. He discussed in depth exterior walls, windows, interior surfaces, insulation and carpeting. He also discussed the cost of materials, their availability from various firms, and possibly delivery dates. Mrs. Schmidt called his attention to an article which had appeared in THE DAILY OLYMPIAN regarding a study which would be conducted at the Olympia Airport. The money for the study was coming from the Department of Transportation. One important phase of the study would be to develop plans for the use of non-runway areas, and Mrs. Schmidt hoped the unused runway upon which the service center would be constructed would not be considered. Mr. McCann stated that kind of a comprehensive plan started with what was already existing, and Timberland already existed at that point of planning. He said that he felt planners were very sensitive to people and the environment, and felt positive things would be developed which would be beneficial to Timberland. He further discussed the parking lot, the lighting, the exterior of the proposed building, and went into great detail on the aluminum (or gypsum) exterior. Questions were asked by the trustees and discussion followed.

B. Report of Attorney - Jane Dowdle Smith

Mrs. Smith reported that the contract with the City of Olympia had been prepared and was ready for signature.

3 C. Report of Negotiating Committee - Elmer Keiski

Chairman Keiski reported regarding several meetings which had been held by the Negotiating Committee. There was a problem with the contract language, which had to be resolved before salaries and fringe benefits could be discussed. There appeared to be a difference in priorities in key areas. He had advised Mr. Max Johnson, the union representative, that he was welcome to appear before the Board and express the union's position relating to agency shop and arbitration for grievances. Chairman Keiski said that he felt these two items were lower priorities, as he saw them from the Trustees' philosophies.

Mr. Max Johnson, the union representative for the employees of Timberland, was introduced to the Board. He stated that they were in negotiations and had held several meetings. He would like to say that they were proceeding well, but felt they were not. They were still on language items. He discussed two of the union's proposals which were different from anything proposed in the past. The first was union security. The union was asking for an agency shop which required: (1) All employees eligible to become union members; or (2) to contribute an amount equal to the union dues to the union for the representation services provided by the union. The reason for the request was since the union was the exclusive bargaining representative for the employees, Washington State Law required the union to represent all employees with respect to wages, hours and working conditions in negotiations, without regard to their membership. As it existed now, union membership was voluntary and not required as a condition of employment. The union felt since they were required to represent all employees, regardless of whether they contributed monetarily, it was only fair they be required to pay the same amount as those who voluntarily joined the union. Rising prices were affecting unions as well as public agencies and private industry. He felt that one of the reasons all eligible employees had not joined the union was fear of disapproval from management. Other employees took the attitude--why should they join, they were getting the same benefits as union members. At the present time, the Teamster's Union was organizing very heavily in Washington State. A unit the size of Timberland could attract the Teamsters, and they could raid the union and gain representation. The union presently at Timberland represented only public employees. They had never exercised their right to strike, and felt members should be urged to join. He felt that management should be concerned about the Teamsters. He further felt if employees were required to join the union, they would know where they stood in relation to management. The union was not there to pit employees against management. Everyone wanted to see the operation of the library go as smoothly as possible. He felt that a good way to accomplish this was to have a good understanding between management and the union, and not have employees in fear of their jobs because they chose to join the union. The second issue of major importance to the union and employees was the grievance procedure, the mechanism to handle and resolve labor disputes involving issues covered in the working agreement (the contract or personnel policy). He explained the difference between grievable items and nongrievable items. The union had proposed a four-step grievance procedure where either a shop steward or employee member would be involved at each step of the grievance with a representative from management. At the third step, Mr. Johnson would get involved at the employee's request. Mr. Johnson stated that Chairman Keiski had offered a grievance procedure where the

union had little representation at any step. Mr. Johnson felt that the grievance procedure was the most important part of the contract and protected basic employee rights. He felt that the fourth step should be in the hands of an unbiased third party, which would be someone the union and management agreed upon. He did not feel the final decision should be solely in the hands of management. Mr. Baker stated this had not been a problem. Mr. Johnson said that he felt it was not evident, and one of the reasons might be because employees realized management had the final decision and they were afraid to bring their problems to the Board. He also felt there would be another benefit to management in that there may be unsatisfactory working conditions the Board was not aware of, and with a proper grievance procedure, the employees would be more willing to discuss their problems. Ruth Schmidt asked if the terms "union shop" and "agency shop" were synonymous. Mr. Johnson explained that a union shop required all eligible employees to join the union. In an agency shop, employees did not have to participate, but would be required to contribute an amount equal to union dues to the treasurer of the local union. Ms. Mayr asked how much the initiation fee cost, and the amount of the union dues. Mr. Johnson replied that each local set their own dues, and there was no initiation fee. Chairman Keiski thanked Mr. Johnson for appearing before the Board.

3 D. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison stated that the trustees almost had her report in her weekly memos. She had checked Referendum 36 regarding the Board's responsibilities as far as the Public Disclosure Act, and both regional boards and local boards were exempt from filing. The State Library Commission had established a priority list, as far as their decisions were concerned relating to the Library Services and Construction Act grants, at their meeting on the 14th. There had been no decision on Timberland's request. A map was in the Board member's folders showing library service areas as formally established by the State Library Commission. She discussed these briefly. Mrs. Morrison said that she had previously written to the trustees regarding the approval of vouchers by number, because of a requirement from the State Auditor's Office. It would appear they were in absolute compliance with all regulations relative to vouchers. She called the Board's attention to the film licensing agreement which appeared on the agenda. She said that she felt the matter of the form signed by patrons who borrow leased films was the important consideration, and read a proposed form to the Board. This form was already being used in Kitsap Regional Library. A brief discussion followed on film leasing. An odometer mileage list of district vehicles had been prepared for the Board and was discussed, as well as budget revision, which appeared further down on the agenda.

(2) Assistant Director, Western Area - Virginia Barton

Mrs. Barton stated that her report was written. However, she would like to discuss later the matter of service out of Montesano. Staff would like to reassign the bookmobile supervisor to different duties, working with coordination of adult programming. Mrs. Schmidt referred to Mrs. Barton's written report and asked how the dwindling use of the bookmobile in Grays Harbor County affected the study on needs for bookmobiles and other

vehicles. There was a statement in her report that service by bookmobiles in Grays Harbor County was no longer financially feasible. Mrs. Johnson asked if the new job for the bookmobile supervisor would be full time. Mrs. Schmidt asked who would be taking her place, or who would be doing what she did before? Mrs. Barton replied "no one." Chairman Keiski asked for clarification. He said that if the bookmobile supervisor had stated services had dwindled and were no longer financially feasible, did the staff agree? Mrs. Barton replied that they did. When the bookmobile went out for a day and circulated less than 100 items, it was a very expensive service, and not utilized to the degree of expenditure. The bookmobile program was being discontinued. Chairman Keiski asked on whose authority? Mrs. Barton stated they were asking for that authority tonight.

Mrs. Schmidt said that she felt the staff was again moving ahead on a program without waiting for Board approval. Discussion followed. Mrs. Schmidt asked if there was any connection between this discussion and the memo to the Director under date of December 9 on Point (2)(d)--Adult Programming and Rural Suburban Locations? Mrs. Barton replied that there was. Mrs. Schmidt felt the Board should have been advised at that time so they could put it together. Mrs. Morrison stated this all went back to the confusion over the vehicles, which had been a real misunderstanding as far as the staff was concerned. The entire matter would be discussed later on the agenda.

3D (3) Assistant Director, Eastern Area - Mary Stough

Mrs. Stough stated that her report was written, and if there were any questions, she would be happy to answer them.

(4) Business Manager - Joy W. Ayres

For the benefit of the new Board members, Mr. Ayres gave a brief explanation of the accounting system used by Timberland. He further reported that as of December 14, there was an investment of \$207,889.72 which was quite exceptional for Timberland, especially that late in the year. With December expenditures, he felt there should still be \$100,000 invested at the end of the year. He then presented the tracking charts, with expenditures and revenues as follows:

Revenue - As of November 30, receipts totaled \$1,885,960--96% of the operational budget and 81% of the grand total budget.

Expenditures as of November 30, 1976 - \$1,743,683, which was 89% of the total operational budget.

REVENUES

General Property Taxes - budgeted \$937,113 - received \$897,804 - 96%.

Forest Excise Tax - budgeted \$513,717 - received \$428,554 - 83%.

State Forest Yield - budgeted \$36,285. This amount had been adjusted and reduced in September, but was still down. Received \$14,106 which was actually 39% of the lower figure.

City Contracts - budgeted \$598,460 - received \$482,682 - 81%.

Sale of Fixed Assets. This item had been reduced from \$49,922 to \$36,094 in September. However, even at that figure, only \$23,647 has been received, which would be 66%.

Other Miscellaneous Revenue - budgeted \$47,872 - received \$39,167 - 79%.

EXPENSES

Personal Services (payroll and benefits) - budgeted \$1,404,292 - expended \$1,241,708 - 88%.

Supplies - budgeted \$48,211 - expended \$44,423 - 92%.

Other Services - budgeted \$266,665 - expended \$240,548 - 90%.

Capital Outlay - budgeted \$232,000 - expended \$216,944 - 94%.

Mr. Ayres then presented the same expenditures above in a different breakdown:

Administration - budgeted \$218,376 - expended \$197,843 - 91%.

Public Service - budgeted \$1,480,028 - expended \$1,331,984 - 90%.

Organization of Materials - budgeted \$163,527 - expended \$129,062 - 79%.

Mr. Ayres explained that this last would come back up next month because of the \$12,000 figure tonight, and bring it back into perspective.

Facilities - budgeted \$89,247 - expended \$84,783 - 95%.

Chairman Keiski asked why they were under expended in employee benefits and salaries. Mr. Ayres stated this had to do with cutting back positions through attrition. Mr. Baker felt the charts indicated that a careful job of accounting for the budget had been done. Mr. Ayres stated this was due to the director, and the cooperation of everyone in Timberland. Mr. Baker felt that the library was succeeding in keeping close track of funds and it was a good team effort.

A short break was taken at 9:25 p.m. Mrs. Morrison announced it was the 8th birthday of Timberland, and a large cake honoring the occasion was enjoyed by all. Meeting reconvened at 9:45 p.m.

4 Correspondence

A. Susan Bergquist, Secretary, ESA Women's International re establishment of library in Naselle area

Mrs. Morrison read the letter as follows:

"Our local chapter of ESA Women's International would like to see a permanent library established in the Naselle area. We feel that there is a need for it and we would certainly use such a facility."

Mrs. Morrison further stated that ESA was a leadership service sorority which maintained special task forces in the areas of education, ecology and legislative affairs. Chairman Keiski requested that a letter be written to them encouraging them to come up with specific ideas.

4 B. Charles Doupe', Ilwaco Timberland Library Board, dated 12/13/76

In the letter (a copy of which is attached to the original of these minutes), Mr. Doupe' summarized the sum of that library board's financial problems in rewiring the new library and the board's efforts to solve the problems. He also thanked the Timberland Board for its help and support and invited the Board to meet at the Ilwaco Timberland Library sometime soon.

5 Unfinished Business

A. Vehicle Bids

Chairman Keiski stated because of major policy decisions and bids outstanding, he was at a loss to know where the Board stood regarding the bids. Mrs. Morrison reported that the bids had been analyzed--the ones from Mel Chevrolet, Sinclair-Anderson, and the State Bid. Chairman Keiski said that he thought there were only two bids. Bob Baker replied that the state had a basic bid on vehicles which the Board could participate in if they so chose. Mrs. Morrison discussed the bids, and in effect, the state bid was incomplete and unsatisfactory so there were two bids to consider. Also there was a question relating to the number of vehicles to be purchased, as now only one was wanted. Bob Baker stated the Board would have to back off and consider each matter individually, because at the last meeting, they were asked to slow down on accepting the bids, and analyze the use of the vehicles. The Board was confused by the reports. There was now a three-step operation. First, they were asked to consider buying a van for Grays Harbor County. Now the Chairman had a report and recommendation to discontinue bookmobile service in that area, so it was unknown whether a van was needed or not. If there wasn't a van needed, the answer would be not to buy a van. Now it was more complicated, as the report indicated that a van was needed for other purposes. This was the second consideration, and the Board must consider that on its own merits, and not in relation to the first consideration to buy the van for Grays Harbor County. The request for station wagons was the third consideration. These had to be separated. Mrs. Morrison reported that she had appointed a special Task Force to meet and discuss service patterns and vehicles, and how services should be provided, particularly in Grays Harbor County. This had become a real problem because of the breakdown and unuseable condition of the big International. Discussion followed. Mrs. Barton explained the amount of staff time used for the bookmobile and the problems with the Funmobile. There was a need for a small vehicle to do the kinds of things the staff felt were important to do in that particular area--adult programming in rural areas. Bob Baker stated she was getting into the next phase, and there was a need to consider the request for a step van for Grays Harbor County, which was the original request. This should be decided first. Mrs. Barton stated the recommendation of the Task Force was not to purchase the step van. Chairman Keiski stated a couple of meetings ago, an emergency situation had been brought before the Board. In order to maintain services, the Funmobile had to be taken

out of Mason County and used in Grays Harbor County to provide services. Ms. Mayr agreed. She stated at that meeting, they were advised they could not do without service, and now they did not need that service. She could not understand how it could change so drastically. Mrs. Barton stated that staff members had analyzed the problem, and this was the consensus of the Task Force. Discussion followed relating to the cut in services to children at schools and the reasoning, the adult program services, and the recommendation of the Task Force.

76-107

BOB BAKER MOVED THE BOARD NOT APPROVE THE PURCHASE OF THE TWO REQUESTED VANS, ONE FOR GRAYS HARBOR COUNTY AND ONE FOR PACIFIC COUNTY AT THIS TIME. RUTH SCHMIDT SECONDED THE MOTION.

Bob Baker felt the Board was trying to get three things in one, and they had to be separated, and dealt with individually. There had been a request two months ago to buy a van for Grays Harbor County, and for the sake of economy, two vans were put out to bid. The second one was to be used by Pacific County. There was no analysis made in Pacific County, except the implication that with the stationary libraries, they would not be needed. He felt that Mrs. Barton's supplemental report to the Board received tonight was complete, and he would go along with the thinking that the vans were not needed. The report and discussions indicated this was the right direction to go as far as these particular areas were concerned. Whether they were needed someplace else or not was a different story. The request was originally to buy vans for these areas, and he had made a motion that they not be purchased for use as bookmobiles. Further discussion followed relating to consideration of the original request. Mrs. Schmidt wondered if the bookmobile had not broken down and information relayed to the Board as to how unsafe the vehicle was, would the staff have had any reason to take a long hard look and re-evaluate the entire Grays Harbor County picture about service to adults and change of service to children (in-service library training). Mrs. Morrison stated that the changes in services had been under discussion and patterns developing for some time. Mr. Baker felt the evidence was in the report. The reason bookmobiles were serving less than 100 pieces of material on the run was because of a change in pattern of usage. People were going to fixed facilities, of which there were more now than ever before, particularly in Grays Harbor County. He said that he trusted there was not a segment of population left without services. Mrs. Barton replied there was not. Chairman Keiski asked what services were being provided to rural patrons. Mrs. Barton replied that the WATS line was a service for people in the rural areas, and Mail Order Catalog and mailing of books to those who were too far away to use existing facilities had been effective. Mrs. Morrison stated that changes in family life style had developed the new pattern on a gradual basis. More mothers were now working, and not there to meet the bookmobiles. Rural patrons were including visits to the fixed facilities (libraries) on shopping trips to town. Bookmobiles were now more expensive than ever to operate. Chairman Keiski asked that the motion on the floor be resolved.

MOTION PASSED UNANIMOUSLY.

5 B. Regular Service Contract with City of Olympia

Jane Dowdle Smith stated that the contract had the necessary sections relative to insurance, etc. and there were two minor changes made at

the request of the City of Olympia. The contract was presented to the Board for signature.

76-108 SHIRLEEN JOHNSON MOVED THE BOARD SIGN THE SERVICE CONTRACT WITH THE CITY OF OLYMPIA. MARY MAYR SECONDED THE MOTION. PASSED UNANIMOUSLY.

5 C. North Mason Friends' property

Chairman Keiski asked for staff recommendation. Mrs. Morrison recommended that Jane Dowdle Smith be instructed to work with the North Mason Friends and Mary Stough on the preparation of the documents to transfer the gift of the property of the North Mason Friends to the Timberland Board. Chairman Keiski asked how many hours would be involved, and Mrs. Smith replied approximately two hours.

76-109 RUTH SCHMIDT MOVED THE BOARD AUTHORIZE JANE DOWDLE SMITH TO SPEND A COUPLE OF HOURS PREPARING THE APPROPRIATE DOCUMENTS ON THE PROPERTY TRANSFER WITH THE NORTH MASON FRIENDS. SHIRLEEN JOHNSON SECONDED THE MOTION.

Mrs. Schmidt further stated that transportation expenses should be reimbursed to Mrs. Smith. Mrs. Morrison replied the staff would make the travel arrangements.

MOTION PASSED UNANIMOUSLY.

D. Holiday Schedule beginning in 1977

Mrs. Morrison recommended that the Board adopt the presented holiday schedule as passed by the legislature, and also, to approve closing libraries on February 12.

76-110 BOB BAKER MOVED TO ADOPT THE PROPOSED HOLIDAY SCHEDULE FOR 1977; SECONDED BY RUTH SCHMIDT.

Mrs. Morrison asked for a decision on the question of whether the libraries could be closed on February 12. After discussion, no action was taken.

MOTION PASSED UNANIMOUSLY.

E. Final revision of 1976 budget

Mrs. Morrison recommended that the Board adopt the revisions as printed.

76-111 BOB BAKER MOVED THE BOARD ADOPT THE DECEMBER 16, 1976 REVISION OF THE 1976 BUDGET IN THE AMOUNT OF \$2,150,397. RUTH SCHMIDT SECONDED THE MOTION. PASSED UNANIMOUSLY.

6 New Business

A. Board Meeting Schedule for 1977

Mrs. Morrison referred to a memo dated December 9, 1976 relating to a proposed schedule of meetings for 1977, which would be printed and

distributed to the libraries. Chairman Keiski stated the schedule for the coming year was the same, the third Thursday of the month, and the Board changed meeting dates throughout the year. Bob Baker requested they move on to the next agenda item.

6 B. Sale of Surplus Books

Mrs. Morrison presented proposed guidelines for the sale of surplus books. It was her recommendation that the Board authorize the sale of surplus books. An Attorney General's Letter Opinion allowed libraries to take such action. Mrs. Morrison felt this would improve public relations. There were some books (particularly non-fiction) which were very outdated and should be deleted from the list, but the Board could name a group of books surplus and arrange with the Friends to sell them. She further advised the Board that it was legal to pay the Friends a "nominal fee for services rendered," according to the Clark County Prosecuting Attorney in an opinion he issued to the Fort Vancouver Regional Library. The Board decided to take the matter under advisement until the January meeting.

C. Film Licensing Agreement

The Director stated that the films would be leased from RBC Films, a California corporation licensor, and the cost would be \$1,000 for five years (\$200 a year). The Non-Print Committee was making this request. She said that it was the same procedure as the McNaughton process. The film leasing was a very popular program, especially for nursing homes and hospitals. Several members of the staff spoke regarding this matter, and discussion followed regarding the leasing policy and the particular film selections. Bob Baker clarified the discussion by stating that the Board was to make a decision as to how to handle the films with respect to leasing them to the constituents. The Board had been presented with a form to approve which was used by the library when films were leased. After further discussion,

76-112

MARY MAYR MOVED THE BOARD APPROVE THE FEATURE FILM AGREEMENT.
RUTH SCHMIDT SECONDED THE MOTION.

Mrs. Schmidt asked Jane Dowdle Smith if she had read the agreement which patrons would sign when checking out films, and if the Board was on firm ground by approving the agreement. Mrs. Smith replied they were.

MOTION PASSED UNANIMOUSLY.

Chairman Keiski stated the Chair would entertain a motion to accept the film licensing agreement from RBC Films of Los Angeles, California.

76-113

SHIRLEEN JOHNSON MOVED THE BOARD ACCEPT THE FILM LICENSING AGREEMENT FROM RBC FILMS OF LOS ANGELES, CALIFORNIA. RUTH SCHMIDT SECONDED THE MOTION. PASSED UNANIMOUSLY.

Chairman Keiski further commented that he was an extensive film user, and his observations (speaking as a patron) were that the films should be upgraded. Mrs. Coppinger remarked that his point was well taken. However, the films of which he was speaking were Washington Library

Film Circuit films, which were owned jointly by the member public libraries.

6 D. Patterns of Service - Grays Harbor County, etc.

76-114

RUTH SCHMIDT MOVED THIS MATTER BE TABLED UNTIL THE NEXT MEETING.
SECONDED BY SHIRLEEN JOHNSON. PASSED UNANIMOUSLY.

E. Request for Use of Vans for Other Purposes

Bob Baker felt at this point, Mrs. Barton should detail and outline and resubmit a request for the step van to be used in the new proposal, devoid from the previous request. Mrs. Schmidt asked if the vehicles listed on the "Odometer Reading" list were all of the vehicles owned by Timberland. Mrs. Barton replied they were, however, some of the readings were misleading because the odometer had turned clear over and they were now on the second one hundred thousand miles. Mrs. Schmidt felt it would be very informative for the Board if the year and make of each vehicle was included on the list.

Mrs. Barton reported that the Task Force had met and recommended a step van be purchased to be used jointly in Thurston and Lewis Counties for special services, primarily to persons in nursing homes. It was one of the sociological facts that there were a number of retired people in the five-county area, but the concentration of older people was in these two counties, namely Lewis and Thurston. In Lewis County, for example, the Centralia-Chehalis area has 12 nursing homes. One had been converted to a half-way house for persons returning from institutions, including mental institutions. There were also those adults who were slightly retarded. Some used the place as a residence, and then went to workshops; some were passing through on their way back into the community. Older people in these homes do not have access to library services. There was also a concentration of nursing homes in Thurston County. There were several nursing homes in the Grays Harbor and Pacific County areas. Pacific County was being served by a station wagon from Raymond, but that station wagon needed to be replaced. Mrs. Barton stated that staff would like to place a station wagon in Grays Harbor County in order to facilitate the kinds of services that were being done. The step van would be used jointly by the staff in Lewis and Thurston Counties for the special services being provided for the special population. Chairman Keiski remarked that he hoped consideration was being given to those who lived in their own homes and paid taxes. Bob Baker asked what the dollars and cents impact would be if there were an expansion of services. Mrs. Barton stated that staff members were now doing the services with a station wagon in Olympia, and a combination of vehicles stationed in Centralia. The step van would be shelf-equipped, and books requested ahead of time. The shelf equipment would make it easier for the staff, as they could take more materials in one trip. This was an improved way of doing what was already being done, and there would be no increase in cost except for the vehicle. Bob Baker remarked that this put a different light on the matter, in that it was not a request for new services. He also asked if purchasing the van would take care of all the needs, or would private cars still be used to provide special services. Mrs. Morrison stated that there would still be private cars used, but the step van would take up the bulk of the service. It would also help facilitate planning, because one person could do more in one trip if space was provided to carry the equipment. Mr. Baker questioned how much time the van would be

used. Mrs. Barton replied it would be divided between the two counties, and would be used five days a week all day. The only staff time used would be by the one person operating the van. After further discussion,

76-115

BOB BAKER MOVED THAT WE BUY A STEP VAN FOR THE INTENDED USE OF THE SPECIAL SERVICES IN LEWIS AND THURSTON COUNTIES. RUTH SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

Mrs. Morrison reported that she was unable to make a recommendation as to the acceptance of bids, and wished to leave that decision to the Board. However, staff preferred the GMC because of its durability. Also, one bit of guidance she had received when discussing this matter with a gentleman from Lakeside Pontiac GMC (which had the state bid on the GMC) was it would be wiser to buy one with a ribbed floor, rather than a flat steel floor because of the additional strength and insulation, and it would not change the price. Discussion followed on the bids.

76-116

BOB BAKER MOVED THE BOARD ACCEPT THE BID OF SINCLAIR-ANDERSON FOR THE GMC STEP VAN IN THE AMOUNT OF \$8,412 INCLUDING TAX; THAT THE SPECIFICATIONS BE CHANGED ON THE FLOOR TO RIBBED STEEL FLOOR INSTEAD OF FLAT FLOOR IF THERE WAS NO COST CHARGE; AND ALSO INCLUDE THE PURCHASE AND INSTALLATION OF A RADIO. SHIRLEEN JOHNSON SECONDED THE MOTION. PASSED UNANIMOUSLY.

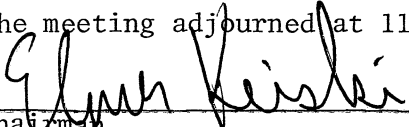
6 F. Purchase of Station Wagons


Mrs. Johnson asked the staff if they had looked into leasing vehicles. Mrs. Morrison replied they had not, but it was a good idea. Jane Dowdle Smith felt it should be looked at very carefully. A large company with a fleet of cars could lease, and it would be a real cost saver, but when there were only a few vehicles, it could be more costly to lease. Mr. Baker asked if a decision had to be made tonight. Mrs. Barton stated that it would be helpful if they had a decision on one of them. The original allocation had been for two vans, and there was still an allocation for one. The staff recommended two station wagons be purchased instead, one for Montesano and one for Pacific County. There was a station wagon being used in Pacific County for the auxiliary services previously mentioned, i.e. nursing homes, hospitals, etc. Also, an auxiliary delivery run from Raymond to the libraries on the Peninsula was being done to give people on the Peninsula the opportunity to get films which they would not get otherwise. There was a vehicle presently doing that run, but it was an old large station wagon. They would prefer to purchase a compact station wagon. Mr. Baker asked what was available on the state bid in compact station wagons. Mrs. Morrison replied she did not have the state contract in front of her, but believed it was a Ford Pinto, a small Pontiac, and a small Dodge. Mr. Baker mentioned that CONSUMER REPORT favored the Dodge or Plymouth compact station wagons by a considerable margin. After further discussion, Chairman Keiski requested that the staff prepare a call for bids, or to lease, or to recommend purchase from the state bid price for two compact station wagons, and have this information at the next meeting so the Board would have some direction and it could be considered at that time.

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SHIRLEEN JOHNSON MOVED TO ADJOURN; SECONDED BY RUTH SCHMIDT; PASSED UNANIMOUSLY.

The meeting adjourned at 11:05 p.m.


Chairman


Secretary