

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES ANNUAL MEETING
(Postponed from December 16, 1976)
1006 Sleater-Kinney S.E.
Lacey, WA 98503
January 20, 1977

AGENDA ITEM
NO.

I N D E X

Page No.

	Election of Officers	10
1	Approval of Minutes of December 16, 1976	1
2	Approval of Vouchers	2
3	Reports	
	A. Report of Architect - R. F. McCann	2
	B. Report of Attorney - Jane Dowdle Smith	2
	C. Report of Negotiating Committee - Elmer F. Keiski	2
	D. Staff	
	(1) Director - Louise E. Morrison	3
	(2) Assistant Director, Western Area - Virginia Barton	4
	(3) Assistant Director, Eastern Area - Mary Stough	4
	(4) Business Manager - Joy W. Ayres	5
4	Correspondence	
	A. Kay Raupp, Secretary, Winlock Library Board, inviting Board to meet at Winlock Library	4
	B. Louis J. Powers, Quinault Lake Schools, with regard to placing bookmobile on school property	4
5	Unfinished Business	
	A. Approval of Warranty Deed and Agreement between North Mason Friends and Timberland Regional Library	6
	B. Authorize purchase of two AMC Hornet Sportabout station wagons on state bid	7
	C. Adoption of procedures for and authorization of sale of used books	7
	D. Acceptance of offer of Quinault School District to place bookmobile on school property	8
6	New Business	
	A. Ratify poll by telephone appointing Walter M. Isaac as EDA Project Coordinator	8
	B. Authorize publication of call for bids during the week of February 1, 1977 for construction of new Service Center	9
	C. Set special Board meeting on March 10, 1977 for opening of bids for construction of new Service Center	10
	D. "Continuing Resolution" for 1977 budget	10
	E. Washington Library Network Agreement	10

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES ANNUAL MEETING
(Postponed from December 16, 1976)
1006 Sleater-Kinney S.E.
Lacey, WA 98503
January 20, 1977

M I N U T E S

BOARD MEMBERS PRESENT:

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

BOARD MEMBER ABSENT:

Rita H. McArthur - Mason 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
Judy Green, Hoquiam Librarian
Alma Greenwood, Olympia Reference Librarian
Jane Gregory, Central Services Assistant II
Linda Hansford, Montesano Librarian
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
John Keplinger, Central Services Assistant II
Gayle Lattie, Centralia Reference Librarian
Dave Levine, Library Assistant/Driver
Penny Murphy, Sr. Central Services Assistant
Donna M. Schaan, Supervisor-Personnel Administration
Sally Settle, Supervisor-Central Services
Yvonne Seidler, Reference Librarian
Jay Windisch, Raymond Librarian
Lee Wittenbring, Library Assistant/Driver
Liane Bascou, Board Recording Secretary, pro tem

GUESTS PRESENT:

Walter M. Isaac, Planning Consultant
William H. Lawrence, Ph.D.
Jane Dowdle Smith, Timberland Attorney
Gary Tabasinski, R. F. McCann and Co.

Chairman Keiski called the meeting to order at 7:30 p.m.

AGENDA ITEM

NO.

1 Approval of Minutes of December 16, 1976

77-1 SHIRLEEN JOHNSON MOVED THE MINUTES OF DECEMBER 16, 1976 BE APPROVED;
MARY MAYR SECONDED THE MOTION; MOTION PASSED UNANIMOUSLY.

2 Approval of Vouchers

77-2 BOB BAKER MOVED THE VOUCHERS BE APPROVED; MARY MAYR SECONDED THE
MOTION.

Chairman Keiski questioned voucher #21, McNaughton Book Order. Mr. Ayres explained this is for the entire year 1977. Chairman Keiski questioned #68, voucher of R. F. McCann, and how far that would bring him up to date. Mrs. Morrison said this was through 12/31/76 and Mr. Ayres said this makes a total of \$40,119.89 paid to R. F. McCann. Mrs. Morrison further explained that a great deal of this particular voucher is chargeable back to the EDA grant, but Timberland cannot draw on its Letter of Credit from the U. S. Treasury until proof is given that on-site labor has begun by the 90-day deadline. Mr. Baker asked if she meant expenditures since application for the grant, but nothing before, and Mrs. Morrison replied that this was correct. Mr. Ayres said that voucher #119 is for the first quarterly deposit of the year for hardbound books and phono records. He said there is quite a marked difference between the vouchers of January, 1977 and January, 1976. Last year, Timberland had vouchers totaling \$50,000, and this year has \$116,000. There being no further questions,

MOTION PASSED UNANIMOUSLY.

3 Reports

A. Report of Architect - R. F. McCann

Mr. Tabasinski had given the architect's report in an open study session previous to the business meeting, and Chairman Keiski said that if there were any further questions, they would wait until Mr. Cox arrived.

B. Report of Attorney - Jane Dowdle Smith

Mrs. Smith reported on the North Mason Warranty Deed and Contract. She explained that she put the agreement about the future possible leases in a separate document so there would be no problems with litigation in the event that in future years, the library decides this area should be used for a different purpose, or be sold and the funds used to construct the library elsewhere. Mrs. Morrison said that the approval of the agreement with the North Mason Friends was further down on the agenda under unfinished business.

C. Report of Negotiating Committee - Elmer F. Keiski

Mr. Keiski reported that they were scheduled to meet last Monday evening, but the Union representative was unable to meet at that time. They are scheduled to meet tomorrow evening. He said they have reached agreement on all the contract language, except agency shop, and the Union is in possession of an offer of money. Mr. Keiski said he suspects that they will be discussing money at the next scheduled meeting and he is optimistic that they will be able to wrap it up so that the February warrants will include any adjustments as a result of negotiations.

3 D. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison said that the Board has had the majority of her report in her weekly memos and she has heard several good comments about being kept up to date as things happen. She said there are several things which Trustees do need to be made aware of tonight and may later on in the meeting take action or not take action, as Trustees see fit. One item did not arrive in time to forward to the Board, which is the Washington Library Network Memorandum of Agreement. She explained that this is merely a "marriage ceremony" between Timberland and the Network. There will be another agreement which will need to be signed to become a principal member of the Network. The Board may or may not act on this tonight, and Mrs. Morrison said she hopes that they will want to, since Timberland was among the leaders in getting the Network going. She said this can be signed at the next Board meeting if the Board so desires. Chairman Keiski said he would put this under new business.

Mrs. Morrison further reported that there is a Bill which will probably go in the hopper almost immediately, if not already, proposing grants in aid from the state to public libraries for materials. One of the stipulations of the Bill, as it was drafted, is that not more than 15% could be spent for processing costs, and that was exclusive of personnel. The sponsor did not feel that he could include any personnel costs for processing. A number of libraries will, therefore, not be able to use the money for books, as they would not have the staff to do the actual processing to get the books ready for the shelf. This is expensive, and many libraries have cut back staff in the last several years. She said that Timberland has been extremely fortunate in that respect in that it had the forest excise tax reserve fund which came in just as the 106% limitation was beginning to hit, so Timberland has not suffered any real losses in revenue. Ms. Settle asked to clarify one thing. The amount of money projected in the bill to buy books would be in many cases equal to the total amount libraries spent on books last year so it would be doubling the amount of books libraries would have to process, and that is why people-power is so critical. The money must be used for books only, as that is the way the Bill is written.

Mrs. Morrison said the Board must take action tonight on a "Continuing Resolution." The County Auditor cannot pay any of Timberland's bills on its preliminary budget so the Board will need to do what it did last year when they were still in the negotiating process and pass a "Continuing Resolution" for the 1977 budget expenditures not to exceed the 1976 totals pending adoption of the revised budget. She said that the \$870,000 EDA grant will have to be added in and budgeted. By the next Board meeting, she expects to have the exact amount which Timberland can expect from the Forest Excise Tax Reserve Fund so that the anticipated revenue can be updated. There will have to be some shifting around as far as expenditures are concerned, also, because in the preliminary 1977 budget there was no way of knowing whether or not Timberland had any chance of getting the EDA grant. Timberland is committed to \$80,000 for expenditure for furnishings for the new Service Center as part of that grant process and this allocation must show in the budget.

3D

(2) Assistant Director, Western Area - Virginia Barton

In addition to her written report, Mrs. Barton commented that there has been some misunderstanding in the Centralia community about the fact that moving the contents in the library in order to start the remodeling is not an eligible expenditure under the terms of the EDA grant. The Daily Chronicle has had a couple of editorials regarding this and some interesting results have come in the community; the paper work goes to the City of Centralia to handle the finances and the comments and press releases are attributed to the library board and the librarian. She hopes that the project coordinator, the library board and the librarian will be working very closely together and this seems to be falling in place now and the terms of the grant will be met. Timberland is still responsible for providing the service and is acquainting the community with the services that are available to them during the time that the library will be remodeled. Mrs. Barton said there was an interesting ad in the Daily Chronicle this week which said that it is "apparently all right to accept funds to build a Senior Citizens Center but not to build a library," and the person placing the ad said he did not see the difference.

(3) Assistant Director, Eastern Area - Mary Stough

Mrs. Stough said she forgot to mention the most important part in her report, and that is that the North Mason Friends of the Library have signed the Deed and the Agreement on the property they are donating to Timberland. She distributed a newspaper article and picture of the "paying off" of the property, and she thinks the Huckleberry Herald will have a picture of them signing the Deed.

4

Correspondence

A. Kay Raupp, Secretary, Winlock Library Board, inviting Board to meet at Winlock Library

Chairman Keiski read the letter as follows:

"The Winlock library board wish to invite you to hold your March meeting at the Winlock library.

"We are looking forward to having you at the March meeting."

Mrs. Morrison said that the staff recommends that the Board schedule its meetings at the Service Center because of the dealings with the architect, the consultant, planning for the building, and because there are so many things going on. Mr. Baker suggested that the Trustees agree with the recommendation of the Director. Chairman Keiski directed Mrs. Morrison to respectfully decline the invitation.

B. Louis J. Powers, Quinault Lake Schools, with regard to placing bookmobile on school property

Chairman Keiski read the letter as follows:

"It is my understanding that you are interested in placing a bookmobile on our school property at Quinault. Mrs. Barton discussed the matter with the school board and gained approval from the members for placing the library on the school grounds.

"The reaction from our board is one of extreme gratitude. Indeed, we are pleased to know that we can expect a more consistent, well organized and easily available library at the school and in the local community. School people are appreciative and the citizens in the area are as well, of course.

"A site will be selected by the board within the next several days. We understand that you folks will make the necessary arrangements for electrical hook-ups and the like.

"Please let me know if there is anything I can do to help."

3 Reports

D. Staff

(4) Business Manager - Joy W. Ayres

Mr. Ayres reported that financially, Timberland is in a very good position. Timberland came into the year 1976 with a deficit balance of \$19,144 and is going out of the year 1976 with an investment of \$205,198.79, and since that time, Timberland has brought the investment accounts up to \$319,000 and still has about \$14,000 to be invested. Timberland went out of the year 1976 with \$2,143,045.68 revenue. Mrs. Morrison commented that they missed by .3% on their estimate on the revenue. Mr. Ayres further reported that Timberland had budgeted \$200 on interest-bearing warrants and in the very first month it cost them \$420. For the year, it cost \$2,412.82 and received revenue from investments of \$1,993.66, leaving a deficit there of \$419.16. Since that time, Timberland has received \$430.65 in the month of January, 1977 for 1976 investments, so is actually \$11.49 ahead, and still has some more investment interest coming in from last year. This is due largely to a new investment program which was initiated by the Treasurer of Lewis County and also due to the forest excise tax quarterly distribution. Mr. Ayres said Timberland had expenditures of \$1,897,905.36 which was 89.29% of the 1976 budget of \$2,153,097. He said that this was not as good as it sounded because of the encumbered carryover due to the fact that some Social Security didn't get back with \$16,250, and there are some other encumbered funds, along with the Service Center building fund, North Mason, the step van, and Fleet Memorial.

Mr. Ayres read through his tracking charts:

REVENUE

General property taxes - budgeted \$937,113; received \$973,448 - 104%.

Reserve fund, forest excise tax - budgeted \$515,717; received \$497,163 - 97%, and he has since received from two other counties.

State forest yield - budgeted \$36,285; received \$14,195 - 39%.

City contracts - budgeted \$598,460; received \$588,621 - 98%.

Sale of fixed assets - budgeted \$36,094; received \$24,743 - 69%.

Miscellaneous revenue - budgeted \$47,872; received \$44,875 - 94%.

EXPENDITURES

Personal services - budgeted \$1,404,292; expended \$1,348,476 - 96%. Most of that 4% is in Social Security which has to be carried over into this year.

Supplies - budgeted \$48,211; expended \$48,084 - 100%.

Other services - budgeted \$266,665; expended \$273,212 - 102%. (A great deal of this is the new work on the Service Center and Mr. Ayres said that he had not updated this particular program as yet.)

Capital outlay - budgeted \$232,000; expended \$228,124 - 98%.

Mr. Ayres said that in terms of the major budget elements the above expenditures looked like this:

Administration - budgeted \$218,376; expended \$212,505 - 97%.

Public service - budgeted \$1,480,028; expended \$1,438,179 - 97%.

Organization of materials - budgeted \$163,527; expended \$148,926 - 91%. These are some of the funds brought forward. Mrs. Morrison said this always included an estimate for processing and fluctuates, depending on how many volumes have actually been processed during the year.

Facilities - budgeted \$89,247; expended \$98,286 - 110%. (Mr. Ayres said this has not been updated as yet.)

In the overall picture, Mr. Ayres said Timberland has expended 88.29% of its grand total budget.

Dr. Lawrence said that he is impressed with the progressive fiscal management of the Lewis County Treasurer's office. He asked if it would not be advantageous to Timberland to look at the fiscal management of funds in Thurston County, and check with Lewis County. Mrs. Morrison said Thurston County was chosen because of the proximity of the Service Center. The county the district selects as treasurer must handle the money by law. The Lewis County Treasurer had discussed with her the investment program so Timberland is doing just as well with Thurston County now. Mr. Ayres said Timberland has invested in three local banking institutions \$100,000 each and \$19,000 is in a fourth one. The Director has in mind writing to the Thurston County Treasurer and thanking him for excellent cooperation.

5 Unfinished Business

A. Approval of Warranty Deed and Agreement between North Mason Friends and Timberland Regional Library

Chairman Keiski said Mrs. Smith, attorney, had reviewed this and the Director's recommendation is to sign the Agreement. The Friends have already signed.

77-3

BOB BAKER MOVED THAT THE AGREEMENT BE SIGNED. SHIRLEEN JOHNSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY. MR. KEISKI VOTED "AYE" FOR THE RECORD.

77-4

BOB BAKER MOVED THAT THE STATUTORY WARRANTY DEED BE ACCEPTED. MARY MAYR SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY. AGAIN, MR. KEISKI VOTED "AYE" FOR THE RECORD.

- 5 B. Authorize purchase of two AMC Hornet Sportabout station wagons on state bid.

Chairman Keiski said vehicle purchases had been discussed thoroughly at the last two meetings. Mr. Baker asked for a review report from the Director. Mrs. Morrison said that one of the main reasons two vehicles are needed at this particular time is because one can be placed at Montesano where there has never been a staff vehicle. This will allow some adult programming in Grays Harbor County and also will allow the children's librarian to use it in her contacts with schools. The other vehicle would replace the 1970 Plymouth station wagon at Raymond which Mrs. Morrison suggests be declared surplus immediately. She said that the next vehicle which will need to be replaced is the station wagon at Olympia. One of the main reasons the Hornet was selected is because it is the compact size which a number of staff members expressed a desire to have. The choices were between the sub-compact Ford Pinto and the compact Hornet. There are two Hornets in the district now which are running well. The Matador has also held up well. Another choice was the Pontiac LeMans which is getting up into an oversized vehicle. On the state bid, the Hornet Sportabout comes to \$4,427 and a maximum was set of \$4,500. Dr. Lawrence suggested that the Aspen and Volare' not be overlooked. Mrs. Morrison replied that these are not available on the state bid.

77-5

MARY MAYR MOVED TO AUTHORIZE THE PURCHASE OF TWO AMC HORNET SPORT-ABOUT STATION WAGONS ON STATE BID; BOB BAKER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Mrs. Morrison asked if the Board also wished at this time to declare the Plymouth at Raymond surplus and advertise for bids. Chairman Keiski said this could be done at the time Timberland takes new vehicle delivery, since he did not see any hangup on declaring this surplus and it would not be kept for any reason.

- C. Adoption of procedures for and authorization of sale of used books

Chairman Keiski said the procedures were in the Board's folders. Mrs. Morrison said the only changes made were that the Director be delegated the authority by the Board to declare books surplus and that the minimum bid price be 10¢ per book instead of 5¢. She also felt that 15% is an average "nominal fee for services rendered" by the Friends. After the Friends de-process the books and give the Business Office a certified report detailing receipts from the sale, then the Board approves a voucher for the Friends' share of the profit. She feels that public relations-wise, this is a good move. Chairman Keiski questioned the 10¢ per book, and Mrs. Morrison said this would be the minimum that could be charged. Ms. Settle said that 20¢ to 25¢ is not uncommon. Mrs. Morrison recommended that these procedures be adopted. Shirleen Johnson said she does not like the word "surplus" and Mrs. Morrison explained that the Attorney General says they must be declared surplus before they can be sold.

77-6

SHIRLEEN JOHNSON MOVED THAT THE PROCEDURES FOR SALE OF USED BOOKS BE ADOPTED. MARY MAYR SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

A copy of these procedures is attached to the original of these minutes.

- 5 D. Acceptance of offer of Quinault School District to place bookmobile on school property

Mrs. Morrison said the letter from the Quinault School District is the offer and she recommends that the Board accept the offer and proceed with arrangements.

77-7 BOB BAKER MOVED THAT THE OFFER OF QUINAULT SCHOOL DISTRICT TO PLACE A BOOKMOBILE ON SCHOOL PROPERTY BE ACCEPTED. MARY MAYR SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Ruth Schmidt arrived at 8:15 p.m.

6 New Business

- A. Ratify poll by telephone appointing Walter M. Isaac as EDA Project Coordinator

Mrs. Morrison recommended that her poll by telephone of Board members to appoint Mr. Isaac as EDA project coordinator be ratified. Mr. Keiski said the concern was that someone knowledgeable with these grants be appointed. He asked Mrs. Morrison if someone local might be available and she was of the opinion that Mr. Isaac had the best qualifications and expertise. Mr. Keiski said that he is inclined to agree since Mr. Isaac helped Timberland get the grant and Timberland does have to have a Project Coordinator. Mrs. Morrison had a letter from Mr. Isaac advising Timberland that he is available and what his fees would be. Mr. Baker asked Mr. Isaac to review what he will be doing as Project Coordinator. Mr. Isaac said that basically he would do the following:

- (1) Maintain adequate and accurate records of all incoming and outgoing project funds.
- (2) Act as liaison between the Grantee and the Clerk-of-the Works or resident engineer.
- (3) Act as liaison between the Grantee and the Architect/Engineer.
- (4) Act as liaison between the Grantee and the Contractor or Contractors.
- (5) Report construction progress to the Grantee.
- (6) Verify accuracy of Contractor billings.
- (7) Act as Grantee's agent in fulfilling EDA reporting requirements placed on Grantees in the publication FMC 74-7, Attachments H and I. The performance report will be due quarterly on January 15, April 15, July 15 and October 15.
- (8) Maintain a payroll file for each Contractor and subcontractor and check payrolls for compliance with the Davis-Bacon Act. All violations will be reported to EDA.

Mr. Keiski asked if Timberland would enforce the civil rights requirements. Mr. Isaac said these are put into the specifications for the contractor and the architect is the one which enforces that, as well as the specifications. Mr. Baker asked if Timberland is required to hire minorities. Mr. Isaac replied that the equal rights requirement means that everyone has an equal right to the job and will not be discriminated against. The contractor has to try to meet the goals of the affirmative action program so that the ratio of minority groups is approximately the same. Mrs. Morrison said the contract also has to agree to pay "the going rate" for the area to anyone hired on the job.

77-8

BOB BAKER MOVED THAT THE BOARD RATIFY WALTER M. ISAAC AS PROJECT COORDINATOR FOR THE EDA GRANT FOR A 12-MONTH PERIOD NOT TO EXCEED \$12,000. MARY MAYR SECONDED THE MOTION.

Shirleen Johnson asked if the permitted other expenses at cost plus 10% was in addition to the \$12,000, and Mr. Isaac felt that should all be within the \$12,000. Mrs. Schmidt asked for Mrs. Smith's advice as to whether or not they should have a written contract rather than just a letter. Mrs. Smith said the letter is not as detailed as a contract might be and there might be some difficulty in interpreting a letter rather than a contract. Chairman Keiski suggested that this letter be accepted as tentative approval and that a contract be written up later so that the EDA paper work can get started now.

MOTION CARRIED UNANIMOUSLY.

Chairman Keiski directed Mrs. Morrison to work with Mrs. Smith and Mr. Isaac in writing up a short, but succinct contract. Mrs. Morrison stated that she has seen some of the forms and is delighted to have a Project Coordinator who knows what they are all about. Chairman Keiski expressed to Mr. Isaac that the Board is appreciative of the care of the project he drafted so that it was accurate enough to win over other applications which were submitted.

- 6 B. Authorize publication of call for bids during the week of February 1, 1977 for construction of new Service Center

Chairman Keiski said Mrs. Morrison had advised the Board that this would be published in the appropriate trade journals and newspapers. Mrs. Morrison said everyone in the five-county area would have a chance to bid on this. Mrs. Smith asked Mrs. Morrison if she had discussed with Mr. Isaac the incorporation of the affirmative action requirements in the bid. Mrs. Morrison stated this does not have to be in the call for bids, and Mr. Isaac has a model from EDA of this call for bids. Mr. Isaac said he has discussed this with an EDA representative. Mrs. Smith asked that a copy be given to her.

Mr. Cox arrived at 8:30 p.m.

77-9

DON COX MOVED FOR PUBLICATION OF CALL FOR BIDS DURING THE WEEK OF FEBRUARY 1, 1977, FOR CONSTRUCTION OF THE NEW SERVICE CENTER. BOB BAKER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY. (There was applause from those present.)

- 6 C. Set special Board meeting on March 10, 1977 for opening of bids for construction of new Service Center

Mr. Baker said the presiding Chairman may call the meeting. Mr. Keiski called for a meeting on March 10, 1977 at 7:30 p.m. at the Service Center. There was discussion as to whether or not the Service Center would be large enough, and it was decided that the meeting could adjourn to larger quarters, if necessary. Mr. Isaac said the bidder's conference is on February 28, 1977 at 1:00 p.m. at the Lacey Public Library. Mrs. Morrison said that the architect had suggested that the Board might wish to meet ahead of time to review the qualifications of the bidders so that at the time the bids are opened, the Board will be ready to go ahead with the selection of a contractor. It was decided that the Board would meet at 6:30 p.m. on March 10, 1977 at the Service Center to review the qualifications of the bidders. Mr. Keiski asked if this should be an executive session. Mr. Isaac said he thought the law allowed them to hold an executive session. Mrs. Smith suggested that materials be sent to the Board ahead of time and then this could be done in an open meeting. Mr. Isaac suggested it may be wise to hold an executive session first before the meeting in any case.

ELECTION OF OFFICERS

Chairman Keiski said that since there was not a quorum present at the December meeting for election of officers, that it was postponed until tonight. Bob Baker nominated Elmer Keiski as Chairman, to serve a second term. Ruth Schmidt seconded the nomination and Mr. Cox felt it would certainly be helpful if Mr. Keiski would be willing to serve again. The Board was in favor of Mr. Keiski serving as Chairman for another year, and Mr. Keiski accepted the nomination. Mr. Baker felt Mr. Keiski has done a good job and wants him to continue this year. Mr. Baker nominated Don Cox as Vice-Chairman and the Board was in favor of this and Mr. Cox accepted the nomination. Mr. Cox expressed his desire to schedule Mr. McCann's report later in the agenda since he is not always able to arrive for the meeting at 7:30 p.m. Mr. Baker said Mr. McCann's representative was present for any questions which Mr. Cox might have and had some plans they wished him to look at.

- D. "Continuing Resolution" for 1977 budget

The Director advised that the County Auditor cannot pay Timberland's bills without this resolution because they are still in the process of negotiating and the preliminary 1977 budget has not been finalized.

77-10

RUTH SCHMIDT MOVED THAT TIMBERLAND CONTINUE TO OPERATE UNDER A "CONTINUING RESOLUTION" FOR THE 1977 BUDGET. SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

Mrs. Morrison said she expects to have revised budget figures in time for the next Board meeting.

- E. Washington Library Network Agreement

Mrs. Morrison summarized what she had said earlier in the meeting with regard to this Agreement. She said that it is appropriate to sign this Agreement for basic membership in the Network. If the Board does not feel comfortable with having this brought to them tonight, it may wait until next month. Mr. Cox asked who represents Timberland in the Network planning since Jan Blumberg has left Timberland, and Mrs. Morrison replied that Sally Settle has been covering these meetings. Chairman Keiski

asked if this would cost Timberland any money, and Mrs. Morrison replied that it will not cost Timberland anymore than it is already spending. Ms. Settle explained that this basic level of membership does not "cost," as it merely deals with interlibrary loan, reference and referral, which Timberland already does more extensively than many other library districts in the state. It confirms that Timberland will in fact continue this function and that if Timberland borrows, it will also lend to other members of the Washington Library Network throughout the state. She said this may seem very obvious for Timberland, but for a school district, for example, in signing this basic membership, they are saying that they will borrow and lend with other types of libraries that have joined the Network, and this is a real step forward in library cooperation. This does not carry a price tag, but just confirms what Timberland already does. Everyone joining the Network is signing this Agreement as boards are meeting. Mrs. Schmidt said she did not remember Jan Blumberg giving many reports to the Board on the Network because so many of the meetings lasted so late and they usually dispensed with her report. Mrs. Schmidt requested that Ms. Settle report to the Board regularly on the developments of the Network since obviously Timberland is committed. She wondered if there would be any change in the status of Timberland and whether Timberland would continue as a five-county library district or enlarge or become smaller. Mrs. Morrison explained that the areas which were set up will be working together, but it will not change the administrative structure nor is it intended to change the structure of the library districts. It provides for communication between the libraries and provides cataloging and acquisition services. It will cost money, but it would cost anyway, one way or another. She said she did not see any danger in this. If Timberland chooses a principal membership later, which Mrs. Morrison said she hopes they will since they will be in bad shape if they don't, then it will carry a price tag, which is on-line costs for the computer, etc. This is budgeted for this year. It will also reduce the cost of processing, or keep it the same. The acquisitions subsystem on the computer will provide Timberland with the amount of billings from each of the jobbers and reports on whether or not items have been received so that these can be tallied and keyed in, and then bills get paid, and it is the same as if we pay them to do it. She said that this happens to be the most efficient way to do it. Mrs. Johnson pointed out that item 6 of the agreement appears to represent a certain amount of protection in that a member may cancel at any time.

Ms. Settle further explained that the computer is not the Network; the Network concept is much broader and the computer is one thing which is utilized to accomplish the goals of the Network. Timberland was one of the libraries to have a computer terminal last year. It was shut down last summer for revision and added capabilities. The Network team is still in the process of doing the system testing which has to be done before the new terminals are installed. Timberland's terminal should be arriving soon, possibly next month. Timberland is, in effect, already a principal member of the Network. If Timberland chooses not to become a principal member, that would be the step to take. Timberland does not "do" anything to become one. Each library which wishes to become a member of the Network must file this basic agreement, whether they use the computer or not. If they want a voice in how the Network operates and how it affects them, they must sign this basic agreement so they may be represented.

Dr. Lawrence asked if the industrial community is participating in this, and Ms. Settle replied that there are a great many special libraries getting

into this. They are not agreeing to lend everything they own, since there are many confidential things which cannot be lent, and it stated in the agreement that this is "subject to reasonable rules and regulations."

77-11

DON COX MOVED THAT THE BASIC AGREEMENT WITH THE WASHINGTON LIBRARY NETWORK BE SIGNED. SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mr. Keiski asked if there were any additional agenda items or comments from staff or guests. Dr. Lawrence asked for consideration by the Board in going on record in supporting the Centralia Library Board in what he felt would be some trials and tribulations in the remodeling of the Centralia library. He is not sure there will not be some sort of community reaction and wanted to caution the Board that Timberland might become a target for "sniping" and careful scrutiny and public inquiry into the library's business. He hopes this will not be a problem to the Board but does think the Centralia Board would like to have some expression of support and congratulations. Chairman Keiski said that the Centralia Library staff is sure to produce some additional wonders with the expanded facilities and that this will enhance the whole community, and that the Trustees are impressed with the operation in Centralia. This will be a real asset to the Centralia community and will enrich the whole system. Mr. Keiski felt the Trustees would agree to offer their services to the staff and Trustees in the Centralia library. Mr. Cox asked Dr. Lawrence if he was suggesting that the Board send them a congratulatory letter and let them know the Board is behind them 100%, and Dr. Lawrence said certainly the Board can act in that capacity. Mr. Baker said the staff has been working with Centralia. Mr. Keiski commented that Centralia is an attractive Southwestern Washington community and improved library facilities will make it even more attractive, and that Timberland is very proud to have a contract with them. Mrs. Barton expressed the idea that Board members may volunteer some time with the project of moving. She said the move has been planned, and she will be meeting with the carpenter tomorrow. Staff has been present at every Centralia Board meeting and has been doing the physical planning of the move. As a public service project, the Centralia contingent of the Washington National Guard is contributing three trucks and 20 men on February 5 and 6 for the bulk of the physical moving. Anyone who wishes to volunteer time may do so during the weeks of January 31 and February 7, and they hope to reopen by February 14. Mr. Baker asked if any publicity has been done in the community to encourage check out of a large number of books, and Mrs. Barton said Rosanne Bridgham has a taped announcement on radio to this effect. Mrs. Barton said they are trying to do as much publicity as possible to get people to understand that they can use Chehalis, Winlock and WATS line for library service. The film service will be moved to the Chehalis Library during the temporary stay in the church.

Mr. Keiski thanked Dr. Lawrence for attending and thanked Mr. Isaac and Mr. Tabasinski for staying.

77-12

SHIRLEEN JOHNSON MOVED THE MEETING ADJOURN; MARY MAYR SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 9:00 p.m.


Secretary


Chairman

TIMBERLAND REGIONAL LIBRARY

PROCEDURES FOR SALE OF USED BOOKS

1. Board declares the books "surplus" (see AGLO 1974 No. 101 dated December 2, 1974), and delegates this to the Library Director.
2. Board sets minimum bid price of 10¢ per book, designates Friends of the Library groups to act as agents in sale of books, and establishes a 15% "nominal fee for services rendered."
3. Various Friends of the Library groups are notified of impending sale to be scheduled ahead and rotated among Friends groups.
4. Friends de-process books to be sold, handle actual sales, and give Business Office a certified report detailing receipts from the sale.
5. Board then approves voucher for Friends group which represents their 15% share of the sale "for services rendered."
6. Board designates receipts from such sales as additions to book budget as automatic procedure.