

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
1006 Sleater-Kinney S. E.
Lacey, WA 98503
February 17, 1977

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M I N U T E S

BOARD MEMBERS PRESENT:

Elmer F. Keiski, Chairman - Thurston
Robert M. Baker - Lewis County
Donald M. Cox - Pacific County
Shirleen Johnson - Member-at-Large

BOARD MEMBERS ABSENT:

Ruth K. Schmidt - Member-at-Large
Mary Mayr - Grays Harbor County

STAFF PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Assistant Director, Western Area
Joy W. Ayres, Business Manager
Peg Coppinger, Olympia Librarian
Judy Green, Hoquiam Librarian
Alma Greenwood, Olympia Reference Librarian
Linda Hansford, Montesano Librarian
John Keplinger, Central Services Assistant II
Marian Osterby, Centralia Librarian
Donna M. Schaan, Supervisor-Personnel Administration
Sally Settle, Supervisor-Central Services
Betty Sholund, Reference Librarian, Olympia
Liane Bascou, Board Recording Secretary, Pro Tem

GUESTS PRESENT:

Roseann Bridgham, Chairperson, Centralia Library Board
Walter M. Isaac, EDA Project Coordinator
Jane Dowdle Smith, Timberland Attorney

Chairman Keiski said that the meeting would begin unofficially at 8:05 p.m. due to a lack of quorum. He stated that the Board members present would hear some of the reports that do not require action and then conduct formal business when Mr. Cox arrived. He announced that there has been one resignation on the Board and another Board member is involved with auditing.

AGENDA ITEM

NO.

3 Reports

D. Staff

(6) Progress at Olympia Library - Peg Coppinger

Mrs. Coppinger reported that she will have a model after the Olympia board's next meeting. The building will be square, one-story, with skylights and interior courtyard. They are now in the design development stage. The city has accepted the schematics and hopefully will accept the design development stage at the end of February. They will receive bids in March, and turn sod in May. They have been working on the interior layout

and Mrs. Coppinger said she should have something to show the Board by the next meeting. In answer to a question from Mr. Baker regarding city approval, Mrs. Coppinger replied that the city is building the library and the City Commission has to approve everything. The library board recommends to the city. The city's building supervisor is working very closely on compliance with the ordinances and codes, and there is also a traffic control officer and city engineer working with them. Mrs. Morrison added that the site has been cleared of all buildings. Mrs. Coppinger reported that they are doing some further site cleanup. She said the area is very nice at night, is in a somewhat populous area, and is accessible and feasible for all. Mrs. Coppinger said that Mrs. Barton has also been working closely with them.

3D

(5) Report on Washington Library Network - Sally Settle

Ms. Settle referred the Board to two items in their folders entitled "Membership and Organization" and "Scope of the Washington Library Network" which had been distributed at a recent Area Planning Council meeting. She said that the Area Planning Council has taken on a new complexion as a result of the formal organization of the Network getting off the ground. The Network structure includes at the bottom level Area Assemblies throughout the state which elect representatives to the Representative Assembly. The Representative Assembly then elects from its body the Executive Board to run the Network. The Area Planning Council and the Area Assembly turned out to have the same geographical boundaries, so they discussed whether they should continue the Area Planning Council, or whether the Area Assembly would be something else and both groups would function. She said there had been a well-attended Planning Council meeting and it was the consensus of the group that the Area Planning Council should continue. It has been going on long enough now so that all members and representatives from all libraries have become acquainted with each other and are able to work with each other in an informal, friendly, and accepting way. She said that the Area Planning Council includes representatives from academic libraries, school libraries, unserved areas, large libraries, small libraries, etc. They have been able to discuss problems and don't want to lose this or the ability to include anyone in the group who is interested. Whether they are an elected member of the Council, or a member of the Network, or if they are in the service area, the Area Planning Council wanted them to have a place to come and participate. A committee was appointed to work this out and bring recommendations back and they recommended that the Area Assembly, which elects six representatives to the Representative Assembly would include the Area Planning Council plus all Network members in our service area, whether they have been participating in the Planning Council or not. The group would continue to meet as one, but those who may vote would just be the elected 20 members of the Planning Council plus all Network members. Mrs. Morrison said there will be some support for projects which the Planning Councils will work on. Ms. Settle said the Planning Council will continue the function it has been fulfilling and everytime it is necessary to elect to the Representative Assembly, it will take on that function also. In addition to having that election, the Area Planning Council will decide how best to use \$24,000 which may be made available through LSCA funds to each of the eight service areas in the state to promote whatever the areas feel a priority, or even several priorities, depending on how far the money will go. One thing they are considering doing with this money is to provide some kind of library service to unserved Jefferson County.

Ms. Settle announced that the terminal arrived at the service center today. They expect to begin training on March 3 and 4. They will be able to ask the terminal questions about items on the data base, and in April, will be asking it also for computerized acquisitions. At the present time, Timberland will be able only to do book selection from this building. The computer will produce the order slips for books, and they will go automatically to the publishers, which will save considerable time. Timberland will receive a printout of the orders. Also, if books are not received from a jobber or publisher in a reasonable amount of time, the computer will automatically send a letter, asking why there is a delay. Ms. Settle said Timberland will also receive relevant administrative data needed about the collection, how much of the funds are encumbered, etc. Ms. Settle announced that the new Associate Director for the Network at the Washington State Library, Raymond DeBuse, will be starting April 4, 1977. Ms. Settle said that Timberland is a "guinea pig" for the acquisition system and there is nothing like this anywhere else in the country. Therefore, everyone is learning as they go along since there is nothing to model it on.

Board members asked several questions on the Network's capabilities and Ms. Settle answered them in detail.

Don Cox arrived shortly before 8:30 p.m. and Chairman Keiski called the meeting to order officially at 8:30 p.m.

1 Approval of Minutes of Meeting of January 20, 1977

77-13 BOB BAKER MOVED THE MINUTES OF JANUARY 20, 1977 BE APPROVED;
SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

2 Approval of Vouchers

77-14 DON COX MOVED THE VOUCHERS BE APPROVED; BOB BAKER SECONDED THE MOTION.

Mr. Cox asked if there was any way to reduce the amount of telephone costs. Mrs. Morrison said that in terms of communication in the district, it costs less to use the telephone. She said it is apt to go up rather than down. Mr. Baker questioned item No. 188 to Walter M. Isaac and whether this is part of Timberland's present contract with him. Mr. Isaac replied that this is.

MOTION CARRIED UNANIMOUSLY.

Mr. Keiski stated that employees' salaries and benefits amounted to \$121,765 for January which is still based on the rates of the old negotiated contract for last year which cannot be changed until a new agreement is reached.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith said she has been working on the contracts with Mr. Isaac and Mr. McCann. Chairman Keiski said they will discuss these under unfinished business.

3 B. Report of EDA Project Coordinator - Walter M. Isaac

Mr. Isaac reported that they advertised for bids and so far there have been 17 contractors who have picked up the plans. Two of these 17 have returned the plans and will not submit a bid. He said it appears there will be a large number of bids. Many contractors are on the telephone asking questions and several sub-contractors have been asking who the contractors are. They have been giving the lists to the various plan centers and to anyone who calls. He has been told that it is unusual for more than a dozen to come in for contracts. There have been five contractors in the Olympia area, and a large number from outlying areas, such as Silverdale, and areas that are small communities. About half are from Seattle and a couple from Portland. There will be a bidders' conference on February 28 and they will have all of the contractors' qualifications in by March 1 and open bids on March 10. Building application was made Monday and he expects approval before the end of the month for the building permit. Mrs. Morrison said Thurston County has been very cooperative. Mr. Isaac said they did take the plans and specs to the Washington State Energy office as required, and expects a letter within the next week. He said there has been a change in the scope of the work because they underestimated the cost and there seems to be no problem with EDA on this. Mr. Baker asked for more details on the change of size. Mr. Isaac said that initially they had 33,000+ square feet in the application. When the application was made, they were optimistic about the cost and inflation has taken care of about 10% to 12% of the cost since the application. They were about 25% off and one of the reasons for this was because they submitted the plans to a survey company and this company bid it like a contractor would bid, and they bid the concrete differently than they thought it would be bid. They also underestimated the mechanical work and this has gone up extremely in the last few months. They had also left out the sales tax in the initial estimate. They had added a contingency, but it was not enough. Mr. Isaac reviewed the point rating Timberland had received for this project and that Timberland had squeaked in just at the bottom. Mr. Isaac explained how these funds are expended. EDA gives a letter of credit through the federal reserve and the local bank draws on that letter of credit.

C. Report of Negotiating Committee - Elmer F. Keiski

Mr. Keiski reported that he, Mrs. Morrison, and Ms. Schaan met with Mr. Bernethy and Ms. Piva last week and gave them an offer. The offer which they presented was rejected and Mr. Keiski read the following letter from Max Johnson:

"At the last regular Union meeting of Local #2053, Timberland Regional Library employees, the trustees offer with respect to wages and benefits for 1977 was rejected by a large margin. The following is the local's counter proposal to that offer;

- "1. \$55.00 salary increase per month for each classification.
- "2. All step increase to be applied on the employees anniversary date.
- "3. That the employer pay the full cost of medical and dental insurance for the employee during the term of the agreement.

"Hopefully, your negotiating committee can meet again on Monday, February 21st, or Wednesday, February 23rd to discuss the above."

Mr. Keiski said they will meet again on February 23. The issues remaining are primarily economic. Mr. Keiski stated that No. 2 above has never been a contention, but is just reaffirmation of the principle. No. 3 has been discussed informally between both parties. Mrs. Morrison and Mr. Ayres have been asked to go back through the figures and see where the Board has any flexibility. Mr. Keiski said the negotiations have been slowed down somewhat in trying to accommodate everyone's schedule. He hopes it can be resolved soon because the employees are having to pay out of their pocket additional sums for insurance for 1977 because there has been no agreement on what the amount will be. Also there is a problem of getting the payroll in on time to the computer and if this isn't settled before the next payroll deadline, they will have to wait another month. Mr. Keiski stated that management's position has been to stay with the existing salary schedule and that is why they have been talking about percentage increase rather than across the board dollar increase all along.

3 D. Staff

(1) Library Director - Mrs. Morrison

Mrs. Morrison reviewed some of the items she has included in her weekly memos to the Board. The North Mason Deed has been recorded and is in the vault. The street widening project is about to begin near the Service Center. She reported that there have been initial hearings on Senate Bill 2266 which is the Public Library Book Aid Bill and nothing has happened so far. She had sent comments out to the Board earlier on budget revisions, and commented that they didn't fully realize until today how difficult it would be to get it put together. They had additional income which had to be budgeted, as the Board was aware. She said that Mrs. Barton and Mrs. Stough have covered in their reports what is happening in terms of service and the proposed mailout in Grays Harbor County. She has received a letter from Quinault School Superintendent and apparently there are some misunderstandings about who is to do what, but the school district is still willing to place the bookmobile on school property.

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

Mrs. Barton said that she thinks the site where school representatives are thinking about placing the bookmobile at Quinault will require less site preparation than others. She further reported that North Beach Realty has notified Timberland that the building housing the North Beach Library has been sold and the lease terms will not be affected in any way. Mrs. Barton announced that Mr. Middleton has completed his allowable legal term as a member of the Aberdeen Library Board of Trustees, and he has been a very good trustee.

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

Mrs. Stough's written report was in the Board's folders.

(4) Business Manager - Mr. Ayres

Mr. Ayres' written report was in the Board's folders. Mr. Ayres added that

Timberland still has \$100,000 invested. There is one city outstanding for the last quarter of 1976 which only amounts to \$300, and cities now are sending in payments for the first quarter of 1977.

3D (7) Additional Staff Reports

Marian Osterby expressed her thanks for all the backup support in moving the Centralia Library to temporary quarters. Judy Green said they have received unofficial word from HUD that Hoquiam does not stand a chance for funds for preservation of the library building. She also reported on the "Funk and Flash" program (clothing decorating contest) going on in Grays Harbor County for young adults, 13 to 18 years old. All Friends groups in Grays Harbor County are helping and the Aberdeen Friends are primarily responsible for putting it all together. They have some nice prizes available and will hold a fashion show, with an MC and rock band.

Mr. Keiski asked Donna Schaan for comments about the proposed dental plan being offered employees. She said that it seemed to be better than the one the state is offering its employees. The cost would be \$6.75 per employee.

4 Correspondence

- A. Letter from Rita McArthur dated 2/10/77 submitting her resignation from the Timberland Regional Library Board of Trustees

Mr. Keiski said Mrs. McArthur has submitted her resignation to the Mason County Commissioners and it is his understanding that the Mason County Commissioners have appointed a new Trustee. Mr. Keiski read the following letter Mrs. McArthur sent to the Mason County Commissioners:

"Please accept my resignation as trustee of Timberland Regional Library. I have served as trustee of Timberland Regional Library since its formation and feel it is time to turn the responsibility over to someone else.

"A great deal of progress in library services has been made through Timberland Regional Library. Mason County has seen the establishment of the South Mason TRL. This outlet has met a constantly increasing demand for services. It looks as though a permanent outlet will be built in the very near future in Belfair to serve North Mason patrons.

"Although the demands on Timberland Regional Library grow heavier month by month, the patrons still express tremendous satisfaction with the services they receive; and apparently more and more Mason County residents are becoming aware of the availability of these outstanding library services.

"I pledge my continued support of Timberland Regional Library."

Mr. Keiski then read Mrs. McArthur's letter to the Board:

"I have submitted my letter of resignation from the Timberland Regional Library Board of Trustees to the Mason County Commissioners.

"Be assured of my continued support of Timberland Regional Library."

Mr. Baker asked what the proper channel is for submitting a resignation to the Board, whether it is to the County Commissioners or the Board. Jane Smith stated that she does not really know, but because a Board member is appointed by the County Commissioners and confirmed by the other counties, technically the resignation should be submitted to the Commissioners. She doubts that there is anything in "Public Library Laws" on this, but assumes that resignation should be made to the appointing body.

- 4 B. Letter from Max Johnson, AFSCME, dated February 15, 1977

Mr. Keiski had read this letter previously in his report on negotiations.

- C. Letter from Friends of Lacey Public Library

Mr. Keiski read the letter inviting the Board to attend the open house, celebrating the first year the library has been located at the Lacey Village Center, on Saturday, February 26, at 2:00 p.m. They will have the Timberline High School Ensemble provide entertainment and refreshments will be served.

- 5 Unfinished Business

- A. Revision of 1977 Budget

Mrs. Morrison said this revision includes a sheet for capital improvement supplementary budget. The Board had previously made a continuing resolution for the 1977 budget. This is still a "preliminary" budget until the negotiations with the union are finished and salaries and wages are set, but in order to spend the EDA funds, the budget needs to be revised. The capital improvement supplementary budget has been put in BARS order as best they could guess at this point. Mrs. Morrison recommended that this preliminary budget be adopted. The preliminary budget includes EDA funds, and the \$80,000 of Timberland's money for equipping the service center. It also includes \$102,699 for the North Mason Library. They are estimating \$45 per square foot for construction, landscaping, and parking for the North Mason Library and \$7 per square foot for furnishing. Mr. Baker said that \$52 a square foot seemed quite high. Mrs. Morrison said it may not be that high because they probably will have some recyclable equipment. They figure that because of the population explosion resulting from Trident, they will need additional space which will require additional furnishings. Mr. Baker asked if there was any possibility of receiving Trident funds. Mrs. Morrison said they have not ruled this out entirely. Ms. Settle commented that she had been in Washington, D.C. recently and had met with Don Bonker and the representative from Kitsap County, Mr. Norm Dicks. She expressed Timberland's and Kitsap Regional's concern. She said the situation is critical in Kitsap County and Timberland will feel it too. She said Don Bonker has been very supportive of Timberland.

77-15

BOB BAKER MOVED THE REVISION OF THE 1977 BUDGET IN THE AMOUNT OF \$3,374,658 BE ADOPTED; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

- B. Proposed Affirmative Action Program

Mrs. Morrison said this has gone to the Steering Committee and staff

recommends adoption of the Affirmative Action Program. Staff feels there should be no problems in handling the steps of the Program as laid out. Mr. Baker expressed his concern with No. VII Hiring Practices (E) "When a Timberland vacancy occurs the top three (3) applicants, plus all other minority applicants, will be interviewed and a selection from these will be made." He said he is all for doing everything possible to promote employment of minorities, but felt we might compromise the efficiency and qualifications by going too far. He said we may not have any minority applicants, and we may only have one, but that is not the point. He felt Timberland is obligating itself to interview the top three applicants, plus all minorities, and he said he could not agree with the principle of that. Ms. Schaan said when Timberland has a vacancy, an announcement is sent to Employment Security and they do most of the pre-screening and send the top three applicants and minorities would be included in those top three. Other minority agencies in the community will also make their recommendations to Employment Security. She said Timberland does not have to interview everyone who applies, and does not do so. Mrs. Barton further clarified that this means that Timberland would take the top three applicants screened by Employment Security plus take all other minority applicants. Mr. Baker thinks minorities should have the same chance, but should be as qualified as everyone else, and not be interviewed for a job on the basis that they are a minority. Ms. Schaan stated that Timberland did not have to hire anyone who is not qualified but did have to give the minorities an opportunity to apply. Mrs. Morrison said the Human Rights Commission required that Timberland have an Affirmative Action Program and Timberland has to do its best to attract minorities. She said that at the time Timberland was submitting its grant application for EDA funds, she was told Timberland was low on minorities. Mrs. Morrison said she is aware of this and Timberland has tried and in fact has not even been able to hire an Indian at the Taholah Library which is on the Quinault Nation Reservation. The salary is the same no matter who applies, whether minority or not. Mr. Keiski asked what evidence Timberland had to show that it has sought minorities. Ms. Schaan replied that staff can show evidence through the interviewing process, and keeping Timberland's file open at the Employment Security offices which openly says Timberland will receive all applications. She commented that many companies used to have signs up that stated minorities need not apply, and although the sign is no longer up, the person at the front desk may still be practicing what the sign used to say. Ms. Schaan stated that EEOC requires that we advertise within a 50-mile radius and we do this by sending position openings to Washington Employment Security. Mrs. Barton said there is a microfiche reader in all Employment Security offices of statewide job openings and there are microfiche readers in some of Timberland's libraries. There was discussion on how item VII (E) should be amended. Jane Smith suggested it be amended now instead of trying to amend it at a later date in the event there would be too many minority applicants to interview. It was agreed that VII Hiring Practices (E) would read as follows: "When a Timberland vacancy occurs the top three (3) applicants, plus the top three (3) minority applicants, will be interviewed and a selection from these will be made." After further discussion,

77-16

SHIRLEEN JOHNSON MOVED TO ADOPT THE AFFIRMATIVE ACTION PROGRAM WITH THE REVISION TO ITEM VII(E); DON COX SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

A copy of the Affirmative Action Program is attached to the original of these minutes.

5 C. Formal Contract with Walter M. Isaac and Associates

77-17

BOB BAKER MOVED THE FORMAL CONTRACT WITH WALTER M. ISAAC AND ASSOCIATES BE APPROVED; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

Mr. Isaac was handed a copy of the signed Contract.

D. Extension of Contract with R. F. McCann and Co.

Mrs. Morrison recommended the Contract with R. F. McCann and Co. be amended as Jane Smith had prepared it. Jane Smith said she has prepared an amended Contract (of the basis architect's Contract) to include specific changes. One change is on page 4a where there is a provision that in the event full funding is obtained for the project, an additional fee of \$15,000 will be required to cover the costs of increases. That figure now in the contract is \$38,068 based on the figures Mr. McCann gave Mrs. Smith. There are two additional items which have been added which really take the place of what was formerly in the contract on page 2. She has deleted the percentage basis and picked up the specific items that were included in the EDA grant, and that includes the sum of \$15,325, which is additional work under the EDA contract for project inspections that are going to be required. There is an additional item of \$5,000 and she thinks this is the \$5,000 which is in the EDA grant which is to be paid to the architect for administration and for landscape design which had been deleted from an earlier phase. Mrs. Morrison said there also is still some money which will come out of Timberland's funds for planning the interior which is not included in the EDA grant because Timberland said it would take care of its own furnishings. Mr. Isaac said the \$5,000, as he understands it, is primarily for landscaping. Mrs. Smith said the extension of the Contract with Mr. McCann is getting into areas in addition to the \$31,750 which is on the worksheet. This is a modification of the amended Contract signed in September, 1976.


Mr. Keiski adjourned the meeting at 9:50 p.m. because Shirleen Johnson had to leave and there was no longer a quorum. Mr. Keiski said the meeting would continue informally, but that no formal action could be taken.

Mrs. Smith continued with the modification of the Contract with R. F. McCann and Co. She stated that the additional fee of \$15,000 had been provided in the contract signed in September, 1976. She has deleted items on page 2 of the contract applying to additional services and all the modifications to the contract are now included on page 4a and the \$15,000 has been changed to \$38,068, which, as she understands it, work has already been performed and the vouchers submitted, plus the two items for \$15,325 and \$5,000. She said that in the breakdown Mr. McCann had shown her that there was no specific Board approval beyond the \$31,750 on the worksheet. Mr. Cox said he thought they had this Contract worked out to see them through to the end of the project. Mrs. Smith said they earlier had authorized the \$31,750, plus this \$15,000. She suggested that Mr. McCann should go through the modifications with them. Mr. Cox asked for a copy of the Contract they had previously signed. Mrs. Barton stated that Mr. McCann has been working beyond his existing original contract for several months now because of the pressure to complete plans and call for bids. Mr. Keiski instructed the director to obtain a review from Mr. McCann on this matter and to put this on the agenda at the special meeting on March 10. Mr. Isaac stated that the meeting on the 10th will be a very crowded meeting with the bid openings and suggested that this be discussed in Executive Session. Mrs. Smith

stated that the contract cannot be changed in Executive Session, and must be signed in public session.

Roseann Bridgham expressed her appreciation to Timberland staff for the Centralia library move. She said that the move was efficiently planned and well carried out. They received good cooperation from the carpenters hired and the electrician. There was no money included in the EDA grant for the move, and the move was done by staff and the National Guard. The National Guard managed the move in one day rather than the two days they expected it to take. Two women's groups served food to staff and the National Guard. She said they are now safely housed in the old Baptist Church. Mrs. Bridgham said they have had about one crisis a week since they received the grant. The bid was let last Tuesday for preconstruction alteration and was \$200 below the architect's estimate, which included sales tax. Preconstruction alteration has begun. The architect hopes to have the building plans for the final O.K. by next Tuesday. If all goes well, call for construction bids will be advertised on March 8. She said they are already meeting some of the specifications of the grant. The project coordinator is an unemployed banker hired by the city. They also were able to use seven unemployed carpenters. She feels this project has unified the board. The board is not negotiating directly with the city but everything is going through the project coordinator. She said the city is paying for the carpeting and the electrician in the temporary quarters, but did not have to pay any other moving costs, but that was covered by money the city had for reroofing the old building. Mrs. Morrison stated that the boxes used in the move will also be used for the Olympia library move and the service center move. Mr. Baker said they are fortunate to have someone as capable as Mrs. Bridgham to work with the city on this project.


Secretary


Chairman