

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

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TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
1006 Sleater-Kinney S.E.
Lacey, WA 98503
March 17, 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
Donald M. Cox - Pacific County
Shirleen Johnson - Member-at-Large
Mary Thurston - Mason County

BOARD MEMBER ABSENT:

Mary Mayr - Grays Harbor County

STAFF PRESENT:

Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Joy W. Ayres, Business Manager
Judy Green, Hoquiam Librarian
Michael Hedges, Supervisor-Public Info. & Program./Serials Librarian
John Keplinger, Central Services Assistant II
Mary Russell, Lacey Librarian
Donna M. Schaan, Supervisor-Personnel Administration
Sally Settle, Supervisor-Central Services
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Jeannette Ford
Walter M. Isaac, EDA Project Coordinator
Robert Johnson
R. F. McCann, Architect
Jane Dowdle Smith, Timberland Attorney

Chairman Keiski called the meeting to order at 8:00 p.m. Mr. Keiski added one item to the agenda under Unfinished Business--Vehicles Report.

AGENDA ITEM
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| 1 | A. Approval of Minutes of Meeting of February 17, 1977 |
| <u>77-19</u> | BOB BAKER MOVED THE MINUTES OF FEBRUARY 17, 1977 BE APPROVED; RUTH SCHMIDT SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY. |
| | B. Approval of Minutes of Special Meeting of March 10, 1977 |
| <u>77-20</u> | BOB BAKER MOVED THE MINUTES OF MARCH 10, 1977 BE APPROVED; RUTH SCHMIDT SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY. |

2 Approval of Vouchers

Chairman Keiski stated the payroll vouchers for the month of February amounted to \$103,040.40. Mr. Keiski asked Mr. Ayres if Timberland has started paying into unemployment compensation as yet, and Mr. Ayres replied that Timberland will have to start paying in the future. Donna Schaan said this will be effective January 1, 1978. Chairman Keiski stated the vouchers for the month of March amounted to \$89,815.85.

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BOB BAKER MOVED THE VOUCHERS BE APPROVED; MARY THURSTON SECONDED THE MOTION.

Mr. Ayres stated that the vouchers are high this month in comparison to last month because of the second payment on the hardbound books. The first payment was made in January and the second in March since it had to be kept within the fiscal year. Ruth Schmidt questioned voucher #336 to Monroe, Morriston, NJ, in the amount of \$871.96 and Mr. Ayres said this is for the purchase of two new Monroe calculators for himself and Vendla Deatherage. Mr. Keiski questioned voucher #349, vehicle repair. Mr. Ayres referred the Board to his written report in which he requests that only expenditures of more than \$100 for vehicle repairs be reported to the trustees. He stated that there are two vouchers this month for over \$100, #292 and #349 for the stationwagon at Raymond, and the mobile library at South Mason. Mr. Ayres said he talked to Roger Clark of Sinclair-Anderson, and due to the cold winter back east, Timberland will not receive the van as soon as originally anticipated. Ruth Schmidt questioned voucher #324 to Walter M. Isaac in the amount of \$2,465.50, and Mr. Ayres said this brings him up through the 14th of March. Mr. Keiski questioned voucher #393 in the amount of \$997.14. Mr. Ayres said this is for rental of all of the Xerox machines in the district including the one at the Service Center, for a total of eight machines. With the exception of the Service Center Xerox machine, they are self-supporting. Mr. Ayres said as he remembered, last year it only cost the district \$1,000.

MOTION PASSED UNANIMOUSLY.

6 New Business

E. Presentation of Certificate of Appreciation to Jeannette Ford, former Lacey board member

Chairman Keiski stated that he had Certificates of Appreciation for three people for their service to Timberland, E. A. Middleton, Jr., who served on the Aberdeen board, Rita H. McArthur, former regional Board member, and Jeannette Ford, former Lacey board member. Mr. Keiski stated that Jeannette Ford was present this evening, and he read the following statement:

"Jeannette Ford has been an activist in the 'library movement' since the 1960's. In many ways--too many to count--Jeannette Ford has helped make the Lacey Library a reality.

"Jeannette was one of the very earliest organizers of the North Thurston Library Association. She encouraged the setting up of a bookmobile in Market Square as the first Lacey-area library outlet. Later when the bookmobile became too unattractive for some--and in

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reality outgrew its tin walls--she encouraged the move to a former shoe store--Lacey's first public library with walls of wood.

"The records of the North Thurston Library Association on September 28, 1968, show great concern over the future of the library when Lacey incorporated. Again, Jeannette was there as Secretary. Many remember the button campaign and sit-ins at the council meetings to get the city to include an infant--almost orphaned--within its new city budget. Jeannette was there with her library support button.

"Yet, the specific money-raising activities are not to be overlooked. Jeannette was always there, working in the fireworks booth, organizing book sales, rummage sales, button sales, and calling dozens of people to bring political pressure to bear on the city government.

"Jeannette has served two terms on the Lacey Library Board--a fitting spot to her ability and support for adequate and enriching library service in this area. Lacey Library would not be what we see it as today, without Jeannette Ford's outstanding efforts."

Chairman Keiski stated that he had found some historical records with regard to the Lacey library which he is going to turn over to the Lacey librarian for safekeeping, including old minutes of the North Thurston Library Association. He reviewed some of the things Ms. Ford had been involved in. Chairman Keiski said the Lacey library had been supported by Timberland, then the city incorporated and it became a city issue, and Ms. Ford was there as one of the supporters. He asked Ms. Ford what the Lacey Library Association has in its budget at this time, and Ms. Ford said she thought at least \$20,000. Mr. Keiski said in what we see as one of Timberland's most used libraries has an interesting historical record and one of the people responsible for helping getting it started was Jeannette Ford. Chairman Keiski then presented Ms. Ford with a Certificate of Appreciation. Ms. Ford said that Mr. Keiski has also been active in the Lacey Library and one of her better ideas was recommending him for the TRL Board. She thanked everyone for the Certificate of Appreciation.

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Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith stated she had no report at this time. She has been working with Walt Isaac, Dick McCann and Virginia Barton on various matters.

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

Mr. Isaac said the low bidder on the project was Venture Construction with a bid of \$842,200. He referred the Board to the list of deletions since the bid came in higher than what was available in the grant. The first deletion they looked at was lowering the building 1½ feet, which would eliminate the loading ramp, and would save \$9,100. This would also eliminate some steps in the back and some retaining walls and about \$4,000 worth of fill. Mr. Baker said a loading ramp could be accomplished by recessing the driveway, rather than raising the whole building to get a loading ramp. Mr. Isaac said they could remove the asphalt in the parking lot which would save \$26,000, and put on an oil mat which would cost about \$7,000. Mr. Baker suggested that only part of the parking lot be oiled,

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and Mr. Isaac said this is a possibility. An oil mat would be much better than just gravel. Mr. Isaac said there would be a savings of \$5,500 if the curbs and striping were removed in the parking lot. Also, if the planters are removed there would be no need for the cold water lines and drainage in the parking lot, for a savings of \$5,400. Mr. Isaac said the removal of the parking lot lights would save about \$5,300, and there would be a number of lights at the end of the building which would provide lighting to the parking lot. He said the service building could be eliminated for a savings of \$18,800. The mechanical and electrical-landscape lighting have not been figured as yet. He has a rough estimate from the mechanical contractor, who recommends changing two items, one some sophisticated controls and the other a plate somewhere, and he is not sure what is meant by that. It was also recommended that a unit other than Carrier be used, such as Lennox or GE. This needs to be discussed further with the mechanical consultant to see how much can be saved, and Mr. Isaac said nothing really would be lost if they found others to be equivalent to Carrier. Mr. Isaac said there is some landscape lighting that can be put in later such as lighting for the signs, and other lights which are not directly for the building itself. There still would be lighting in front and around the building. This would save about another \$3,000. Mr. Isaac said Mr. McCann had mentioned that there is about \$14,000 in what might be called furnishings, such as furnishings inside the employees' lounge, which might go under the district furnishings budget. Mr. Isaac said, in essence, what is shown on the sheet of deletions comes to about \$86,000, and this is about \$10,000 more than what is needed. He said that it is his and Mr. McCann's opinion that the square footage will not have to be touched. The items they would delete probably would not escalate in price as much as the building itself. The contractor has signed the contract and has initialed these deletions. The contractor has hired his foreman, Ed Castillo. The foreman has been on the job and looked over the site and should start working tomorrow on the project. Beginning tomorrow there will be people on the site and if the contract is signed tonight, they will meet the March 23 requirement. The architect plans to take care of the deletions by a change order. Mr. Keiski asked Mr. Isaac how he is viewing the recommendation he is making on these deletions and if he sees any potential for the trustees to amend, reject or modify these deletions before going ahead. Mr. Keiski said he is assuming that the trustees would prefer saving the square footage to some of these other things. Mr. Baker said on the surface it seems preferable to build the building complete. The parking lot can be asphalted at a later time and outside refinements can be done at a later time, but it will take longer to make a building addition. He said the costs of the building will escalate in a few years probably more than inflation on the parking lot improvements. Mr. Baker felt the service building is really unnecessary since it was for repairing vehicles, and Timberland does not repair vehicles. He said they needed to come up with a \$66,000 savings and these deletions total \$86,000, so they have some give and take. Mr. Baker said he would like to see some consideration given to stub electrical circuits which could be extended at a later time for outside lighting, and also add stubs for water so there would not have to be a lot of digging later to put these in. Mr. Baker asked when it will be decided specifically which items will be deleted. Mr. Isaac said that Mr. McCann suggested that the contract for \$842,200 be signed and he will make a change order to delete these various items. They will have to go back with the mechanical and electrical consultants. Mr. Baker stated that Mr. McCann was definite

3B in using Carrier to other brands since they are far superior. Chairman Keiski suggested that they wait until Mr. McCann arrives to go into more detail. Mrs. Johnson said she would hate to see improper lighting in the parking lot because of the safety factor. Chairman Keiski said he concurs with that. Mrs. Barton said that it seems to be staff's feelings that they would rather part with the service building than some of the other things. The drivers of the vans in particular prefer deleting the service building. She said she knows if it came to the question of having some of the interior built-ins in the staff room or in the mending area, the staff would rather have those than the service building. There was further discussion on the service building, and Mr. Keiski said at one time they talked about storage of gas and oil there and possibly placing the heating system there. Mr. Baker said the heating system will be on the roof. Mr. Isaac said the service building would also be used for yard maintenance. Mr. Baker said they did not need that expensive a building for storage and it would be better to have lighting in the parking lot and perhaps paving in the driveways. Chairman Keiski said that staff's suggestion is well taken making sure that the production centers inside do not lose the necessary shelving, etc. so they will not be moving into a still inadequate facility. Mr. Isaac stated that what he meant earlier was that there is \$80,000 available for furnishings, and Mr. McCann thought that \$14,000 of that \$80,000 would pay for some of the furnishings in the building which normally could be expected to be part of the building contract. He did not mean that anything in the building would be deleted. Mr. Baker said if they sign the contract tonight, the Board might want to reserve the right to approve the change orders. Mr. Isaac said there is one problem in that the contractor wants to tell his subs as soon as possible what is going to be deleted and perhaps the Board would wish to consider an extra meeting. Mr. Baker said he had hoped this would all be worked out by tonight but realizes that one week is a short time. Mr. Isaac said they worked very hard to get where they are now. Chairman Keiski asked if they are headed in the right direction on these proposed cuts. Mr. Baker stated again that it is important to keep the main building intact, since it would be a long time before the building can be added onto, and it will not be hard to do piecemeal work on the exterior of the building over the years.

C. Report of Architect - R. F. McCann (See Agenda Item 5A)

D. Report of Negotiating Committee - Elmer F. Keiski

Chairman Keiski said he did not have a report on union negotiations.

E. Staff

(1) Assistant Director - Western Area - Virginia Barton

Mrs. Barton said her written report is pretty complete. She did wish to ask the Board if they are satisfied with the type of reports she and Mary Stough are giving them. Mr. Baker said these reports are too casual and they don't really have an idea of what is going on in the libraries. Mrs. Barton asked what sort of information they would like. Since these reports are circulated to all the libraries, there are some "tender" things such as negotiations with local library boards and city commissions, and community problems which cannot be put in these reports. Mr. Baker said these reports don't really tell them problems involved, and all of a sudden

3E(1) a problem comes up that they don't know anything about. Ruth Schmidt said that, for instance, it is stated in Mrs. Barton's report that Linda Hansford is leaving the Montesano library, and this will make quite a difference in that library. The report does not state what staff's thinking is on this. Mrs. Barton said they would prefer to wait until she, Mrs. Morrison and Mrs. Stough get together to see if they can do what they would like to do. She said Ms. Hansford is leaving the middle of April and this gives them some time in which to do some further planning. Mrs. Stough said she appreciates Mr. Baker's remarks and she feels the same way. She said it is difficult to write a trite report and it is an agonizing assignment. She would prefer to put down what is happening and what she feels the effect will be in the library, but frankly she and Mrs. Barton cannot do this on paper and hopes the Board can appreciate why, since these reports go to the libraries. Mrs. Schmidt said they should do this in an oral report. Mrs. Stough said she cannot tell them of staff changes on service, what is going to happen in staff since this is an open meeting and the only way they can give a frank report is in executive session. Mrs. Barton said she feels this way also since the minutes of these meetings go to city and county governments and there are many things which by the time they appear in print in these places may have cleared up or changed. Mr. Baker said he was thinking more of the activities of the libraries that he does not feel are reflected in these reports. Mrs. Stough said what they probably want is the affect of activites on the community, the service and the staff, and some of these things they will not put down. She said they would be willing to discuss the possibilities, but not willing to put these things down because "the knee bone may not be connected to the thigh bone." Mrs. Stough said that obviously Linda Hansford's leaving will cause quite an effect, but they cannot say anything about it other than the offhand remark that she is leaving. Mr. Keiski said they have not had an executive session for a long time because of so many other pressing matters. Mrs. Stough said she would welcome one.

Mrs. Barton said that Centralia has been having problems in the way the city commission, the library board and the park board view what is going to happen to the library building. They know the outcome will be that there will be a renovated and expanded library, but whether the street behind the library will be widened or not is still the question. They have talked about putting a mall in one lane of that street and a one-way pattern. They are talking about taking out some trees, and planting some more trees and making an interesting type of mall, with some parking spaces. So far a line item budget has not been presented to EDA, which is what has to be done before the budget can be changed. Mrs. Barton said the Olympia planning is ongoing and this has to be completed by the end of this month, and it will be. She will be doing some drawings over the week end and a meeting is scheduled next Tuesday afternoon.

Chairman Keiski asked if any of the trustees had any comments. Mrs. Schmidt said it has been a long time since they have been able to discuss long range plans or personnel and the trustees have a sense of being pushed, and they know they are passing up vital points, and it is difficult to know just where to take the time. Mrs. Johnson said she feels sorry for both Mrs. Barton and Mrs. Stough having to write these reports. She said since she has been sitting on the Board, they have been overwhelmed at each meeting, and they are always talking about how much they have to

3E(1) do. She said they might consider meeting twice a month and consider doing the eastern area one time and the western area another time and spending more time on each one. She herself would like to know in depth about what is going on. Mary Thurston said she does not know at this time what to suggest since this is her first experience with these reports. They are very interesting to her since she does not know much about all of these libraries as yet. Mr. Cox had just arrived and stated that the written reports are informative to him and he looks them over each month. Ruth Schmidt suggested every library be mentioned, and said she realizes they may be reaching for something to say about all the libraries. Mr. Keiski said that perhaps it is time for the trustees to sit down with the administrators and the librarians to get reacquainted. Mrs. Johnson said meeting all over the five-county area will help later on. Mr. Keiski said the weekly memos from Mrs. Morrison are very helpful to him. He recommends that the trustees call Mrs. Morrison any time and use their credit cards because she wants to hear from them. Mrs. Barton said perhaps they could add something to these memos each week. Mrs. Stough said she prefers discussing it in a group and hopes that the group itself is aware that any change in one part of the region has an effect on the other parts of the region.

Mrs. Barton reported on the progress at Amanda Park. She had a drawing of what the proposed facility will look like. Staff met with the school board last week and they have decided which site the library may have, and it will have parking space available. The bookmobile will have the wheels removed and will have concrete blocks under it which will lower it about 1½ feet which will make it easier to get into. The school will allow them a small amount of space to store some books in case the library is stripped of materials the first day it is open. The school will also provide the person hired to do the work a key to the restroom facility. If it is started right away, they might have it completed by June, and then they could have the children participate in Summer Reading Club, which would be a good way to launch it. If it is all right with the Board, staff will go ahead with the plans. They do not have cost estimates as yet. Mrs. Stough said they did not know until just last week where they would be allowed to place the facility and this would make a difference in the cost. It will be placed at the end of the playshed, so that means they will only need to build two sides and a roof. The school board has agreed to prepare the ground which will save considerably. Chairman Keiski said that if they check back in the minutes, the Board had already given the go ahead on this. He said that the investment in this will be less than what the bookmobile run would be. Ruth Schmidt asked if there will be a telephone hook up, and Mrs. Barton said one will have to be put in the bookmobile.

Mrs. Barton reported that the Service Center has lost the parking spaces at the end of the building this week. The staff came to work and found signs posted that the spaces are reserved exclusively for beauty parlor patrons. The Service Center had not been informed ahead of time, and Mrs. Barton has written two letters to the realtor who represents the owner of the building, suggesting that he see about getting lighting in the lot near ABC Window & Glass where Service Center staff are now required to park. Chairman Keiski said he knows the owner of ABC Window & Glass and that he would talk with him about this. He said this whole area will be frustrating with the street widening project going on.

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(2) Assistant Director - Eastern Area - Mary Stough

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

(3) Business Manager - Joy W. Ayres

Mr. Ayres said that in addition to his written report, he and Mr. Isaac will be working next week in preparation of vouchers for transfers between EDA and Timberland. Also, he told Mrs. Thurston that she will be receiving a telephone credit card shortly. Mr. Baker asked if the construction accounting has to go through BARS. Mr. Ayres said that it will since that is the way Timberland is set up. Mr. Keiski said that Timberland does not actually receive money, but rather a Letter of Credit. Mr. Isaac said the Thurston County Treasurer will issue checks and the Letter of Credit enables the bank to draw from the Federal Reserve.

(4) Washington Library Network - Sally Settle

Ms. Settle said she thought she would be able to demonstrate the terminal tonight, but this has been delayed. They are attempting to be more cost effective and have most of the telephone installation done by the team at the Washington State University. They are discovering that because of the problems they are running into, they are going to have to have the experts from the telephone company install it. Ms. Settle explained the modum which is an additional piece of equipment which they have to pay for. Modum is short for modulator demodulator which takes the electronic signals which the computer uses and translates them into electronic signals to go on the telephone lines. Timberland has a "short-haul modum" as opposed to a "long-haul modum." This is not working and they have to wait for the telephone company to put in a long-haul modum. She said next month she will be able to show the Board a subject search on the terminal.

Ms. Settle referred the Board to the Letter of Intent for the Washington Library Network which was in the Board's folders. This merely confirms what Timberland has been doing all along as a member of the pilot project in having a terminal and putting our acquisitions into the data base and purchasing the cards and pockets and microfiche catalogs which the Network produces. Now the Network is an official entity and they have to go through the formal mechanics of taking part in it, which Timberland is one of the privileged few to have been doing all along. The Letter of Intent is a formality the same as the signing of the Basic Agreement. Ms. Settle said if this Letter of Intent is not signed, Timberland will be cut off the end of June. The Representative Assembly meets on March 24 and Timberland needs to have a representative at this meeting since every principal member is entitled to one. In order for this representative to be legitimate, this Letter of Intent needs to be signed. Since Timberland is a large user of the Network and will continue to be, it is important that a representative be present at this meeting as a voting member.

Mr. Keiski asked for any other comments from staff. Mrs. Stough said she wished to add to her report that Lillian Schiendelman is replacing Jeannette Ford on the Lacey board. Ms. Schiendelman also is one of the original Friends of the North Thurston Library Association.

4

Correspondence

A. Letter of resignation from Bev Walter, Board Recording Secretary

- 4A Chairman Keiski read the following letter from Bev Walter dated March 14, 1977:

"Please accept this letter as my resignation as Secretary to the Timberland Regional Library Board of Trustees effective immediately."

Mr. Keiski recommended that Liane Bascou serve as Board Recording Secretary.

- B. Letter from James L. Stoker re improvements to White Pass Library

Chairman Keiski read the following letter from Mr. Stoker dated February 4, 1977:

"In reply to your letter dated Feb. 1, 1977, I am happy to inform you that I am making plans to take care of the improvements you suggested.

"I am in contact with Mr. Scottie Mullins in regard to the driveway and parking area, also regarding the logs to be placed as car stops.

"I am also making plans to have the building repainted and will inform you of these plans when they are formalized."

Mr. Baker commented on Mrs. Morrison's proposed letter to Mr. Stoker with regard to a lease-purchase arrangement, a copy of which Board members received with a weekly memo. Mr. Baker said he did not feel this was an urgent matter as he has talked with Mr. Stoker, and Mr. Stoker indicated that he is very happy with Timberland's occupancy and wants to continue it. Mr. Stoker also called Mr. Baker to try to make local arrangements to have the improvements done.

- C. Letters from Mason County Commissioners dated March 9 and March 11, 1977 re appointment of Mary Thurston to the Board

- D. Letter from Grays Harbor County Commissioners dated March 14, 1977 re appointment of Mary Thurston to the Board

- E. Letter from Lewis County Commissioners dated March 15, 1977 re appointment of Mary Thurston to the Board

Chairman Keiski said these letters follow the appointment of Mary Thurston to the Board as negotiated by the Mason County Commissioners, and eventually hopes all counties ratify this appointment.

5 Unfinished Business

- A. Amendment of Contract with R. F. McCann, Architect

Chairman Keiski said the Board has received a mailout on this per their request. He said this can be done in open or executive session. Mr. Cox said he read through the excerpts from the minutes sent to Board members and he is still confused on the contract with Mr. McCann. Mr. Keiski read through the motions made from the time Mr. McCann was hired to the present. At the 4/29/76 meeting "Don Cox moved that the Board engage

- 5A R. F. McCann and Company, architects, to take Timberland through the stages of programming, schematic drawings and preliminary drawings. This will be accomplished for a fee not to exceed \$5,000. Seconded by Dr. Lawrence. The motion passed unanimously." The next motion was on 7/15/76: "Dr. Lawrence moved that the bill from R. F. McCann and Company dated July 13, 1976 in the amount of \$2,152 be paid; seconded by Rita McArthur; passed unanimously." At that same meeting was a motion: "Dr. Lawrence moved that the Board authorize the continuation of McCann planning on the Service Center in the amount of 250 hours; seconded by Rita McArthur; passed unanimously." Mr. Cox asked if an hourly rate had been established, and Mr. Keiski said he thought they had if this was divided out, and carried them forward about to the middle of the critical path chart which was developed. On 9/16/76 "Bill Lawrence moved that the Board allocate funds to complete stage 5 which deals with the completion of the construction documents which is estimated to be in the amount of \$8,000; Ruth Schmidt seconded the motion. Motion passed unanimously." Mrs. Schmidt asked to go back to the July 15 minutes in which the Board authorized payment of the amount of \$2,152 and authorized continuation for 250 hours which she believed would continue up to step 5. Then on August 11, it was stated that the next 250 hours referred to on July 15 would cost \$2,152. Somewhere along the line there was a figure of \$12,775.00. Mr. Keiski said this is not in motion form and Mrs. Schmidt said it is in the 8/11/76 minutes, and then on 9/16/76, \$7,825 would complete stage 5. Mrs. Schmidt asked Mr. Keiski to look at page 11 of the minutes of 8/11/76, and Mr. Keiski read the following from those minutes:

"Board members were committed for another 250 hours; they had spent \$5,000 and possibly more, and at one point in a memo from Mrs. Morrison, she stated that the architect had already put in 120 hours, and Mrs. Schmidt wanted to know if the \$5,000 already paid him was the 120 hours, and how much more the next 250 hours would cost, and if the Board was legally and morally obligated to pay it. Chairman Keiski replied that the next 250 hours, as of July 15, would cost \$2,152. He did not know how far the architect had progressed in the new authorization on the new 250 hours, but felt the Board should ask him when he appeared for the presentation. There was general discussion by the Board on moneys expended and the additional costs which had been authorized as far as the fee was concerned. Dr. Lawrence felt that the Board needed to ask the architect what it was dealing with in the way of costs. Chairman Keiski remarked he would like to answer Mrs. Schmidt's question about the total cost: The record showed on the meeting of July 15, 1976 'The Board then asked for clarification of Dr. Lawrence's motion so that they would be aware of dollars and hour amounts. Mr. McCann stated the actual money figure was \$12,775' which the Chairman assumed would complete this portion. All of these questions should be asked of Mr. McCann when he made his presentation at the meeting tonight."

Mrs. Schmidt said in the minutes of September 16 on page 9, they had paid Mr. McCann \$17,775. She said she tried to put this down chronologically. Mr. Keiski said at the 9/30/76 meeting, the Board hired Walt Isaac as planning consultant and motion was made: "Don Cox moved that the Board make application to EDA for the grant following the guidelines of Part VI" and that motion passed. Then "Don Cox moved to engage the architect to complete the project according to the current AIA form of contract

- 5A between owner and architect. Mary Mayr seconded the motion." Mr. Keiski said that must have been the motion where the Board hired Mr. McCann to do the whole thing. Then a motion was made: "Ruth Schmidt moved that the Board further authorize the expenditure in architectural fees in the maximum of \$5,000 above and beyond their previous commitment. Bob Baker seconded the motion; motion passed unanimously." Mr. McCann said that at the meeting on 9/30/76, they estimated \$20,000 additional money in the event that EDA came through to do the things required by EDA. The \$5,000 is a part of \$20,000 so that in the contract which is in effect, the \$15,000 under the category additional services is what throws everything off by \$5,000. Chairman Keiski read the following from the minutes of 9/30/76 on page 8:

"In sum total, on the approval of the EDA grant, and including all items, his fee would increase by \$20,000 over and above and final figure as shown on the work sheet summaries previously submitted to the Board. If there were an EDA disapproval, there would be a problem. Mr. McCann stated that he would then have to come to the Board and ask for approximately \$4,000 additional money he would need to withstand costs due to the sizing of larger gear for the ultimate capacity."

Mr. McCann said that particular amount of money was for mechanical engineering, and they were trying to get the heat pumps to work on a modular basis and they were getting an argument from the mechanical engineer on zoning control. Mr. Keiski said there was nothing further on the Service Center until February. Mr. McCann said during that period they went ahead with a 10,000 square foot building. Mr. Cox said in the September 30, 1976 minutes, they talk about square footage. Mr. Keiski said after the motion to apply for the grant, they talk about square footage, starting at the top of page 6 of those minutes through page 9. Mr. Cox said he is still confused and with the added \$20,000, he still came up with \$46,750 that was authorized. Mr. McCann stated that \$45,600 is the contractual figure that corresponds between his books and Mr. Ayres' books. He said you take \$40,600, plus \$5,000, for a total of \$45,600. He said the revised estimate in this case served the purpose of being the basis for the contract so that when you get the phase worksheet with the additional \$20,000 added together, whether you use \$15,000 or \$5,000 of that \$20,000, the \$45,600 is covered succinctly through first the approval of the minutes, second through approval of the phase worksheet, and third through the blanket contract with AIA. Mr. Cox asked what the figures are above the \$45,600. Mr. McCann said from the \$45,600 to the bottom line figure under actual cost which is \$57,894.48 added to this \$5,000, you have actual cost or actual billing as shown on the expense worksheet. Mr. Cox asked about the \$45,600. Mr. McCann said the Board both estimated and authorized \$45,600. Mr. Cox then asked about the \$62,900 and what has been done about the difference of \$17,300, and Mr. McCann replied nothing has been done about that and that is what they need to authorize tonight. Mr. McCann asked that the Board refer to the phase worksheets for January and February. In the month of January \$16,832 was billed. This figure breaks down so that there is \$1,570 to the landscape architect, \$1,250 for specifications, \$3,300 for mechanical engineering for the heat pump system, \$2,352 to Harry R. Powell for structural engineering, and \$2,282 to Beverly Travis & Associates. Money over and above those figures for items which are not professional services include the following: \$23.71 for photographs of the rendering; \$24.77 for miscellaneous printing, that

5A is mostly for inhouse during the operation of the job, making ammonia reproductions; \$202.00 for reproduction of specifications by a Xerox printing company. Therefore, remaining money in that particular billing is to R. F. McCann & Company for accumulated hours at \$20.00 per hour for architectural services in the month of January. Those services are preparation of working drawings. Mr. McCann said from January, the amount of work jumped from 10,000 square feet to 23,000 square feet to 37,000 square feet and back to 25,000 square feet. What they were doing in December was for a 10,000 square foot building. Timberland received the EDA grant and they went to 37,000 square feet and took about two weeks worth of work to get Surveys, Inc., which was about \$300, and got an estimate which came out to higher than his office estimate. Based on that estimate, which was practically the same as what the bids came in on, they lowered the square footage from 37,000 to 25,000 square feet. They went to bid within 6 weeks of their estimate and came within approximately 8% of their field estimate cost. At the 37,000 square foot level, they tried to determine if the library would have space to rent out and how the space would be used--how big the offices would be for the director and assistant directors. They have a plan for a 37,000 square foot building which was way over what the library would need. It was decided that renting was a complexity which might not be wanted. This happened about the same time they found out they didn't have the money in the EDA appropriation anyway and they came back to a 25,000 square foot level. Mr. Cox said he thought with the type of construction, the adding to and shrinking from was a minimum problem. Mr. McCann said it should be and that is where he is having the argument with his mechanical and structural engineers. Mr. Cox asked if the Board should now have that argument with its architect, and Mr. McCann said he would take this back to his engineers. Mr. McCann said he has billed Timberland directly the cost without any markup on the engineers' bills. He has not paid the mechanical engineer the final payment because he is the one Mr. McCann is having the greatest concern about. Mr. McCann said he does not challenge the engineers' hourly rates because he does not feel they are too high. Mr. Keiski said from his point of view, he does not know how he as a trustee can decipher these costs and they have to trust the architect and take his word for it. He said it is the Board's concern that they have a clear track record as to what they have committed themselves to. Jane Smith said in the amended contract the \$15,000 figure was changed to \$32,294, plus the addition of \$5,000 and the \$15,325, and is in 4A of the contract. Mr. McCann said that includes everything except for the interior design of the furnishings. Mr. Cox asked if the Board could back off and do that themselves, or if Mr. McCann was overly involved in that. Mr. McCann replied that they have not put time into that at this point. Chairman Keiski said Timberland is putting \$80,000 of its own money into the furnishing of the Service Center. He said Mrs. Morrison's thinking was that they need to design the proper equipment for the new Service Center. Mr. McCann said the interior of the building without walls comes as a result of dividing up the furnishing area into separate zones. Zoning type planning requires that there be panels and partitions which become backs of desks, backs of book cases, counters, etc. as well as acoustical control. Mr. Baker said that is separate and apart from the approval they are trying to get at now. Mr. McCann said in this work ongoing there was an area of work called programming and programming is not included in the contract. Programming would ordinarily be outside the contract; in other words, they produce the blue books which is not architecture but feasibility analysis, or call it

5A whatever you want. The architectural contract specifically says programming is not part of it, so that was not included in the contract. They mixed programming and preliminary planning almost together so they did not bill separately for programming. At the end of the line, it takes the same amount of work to get from programming to bidding and some place in there they didn't have the money and didn't want to spend the money before they knew they had the EDA funds, so they were trying to get the system thing piloted through and were not giving away free services, but trying to intermingle and get the most mileage for that particular service. It caught up with them and they had to go back and do work so they have a 7% or 8% architectural fee and they have on top of that a programming fee. Mr. McCann said the \$15,375 is not the architect going out on the job and supervising. They would supervise by making several trips, talking with the contractor on the telephone, etc., for a figure more like the \$5,000 figure. There is a requirement that there be someone there for every time they pour concrete. The AIA form brings in the issue of a contract engineer or construction engineer. This project is not big enough to warrant that particular individual on the job. He has to supply that service through someone usually in the bid price and then it comes back to him to choose someone and have him on the job. They only need him for the pouring of the domes. They are wrapping that up because Harry Powell says he has to have control over that.

Mr. McCann said page 4A of the contract is accurate. The EDA application went in with these same figures updated, because by the time the EDA application got in, Mr. McCann had actually made an estimate and talked with the consultants, although they had argued the point. He was including extra additional services and that went to EDA under the heading "Extra Additional Services" and was approved by EDA under "Extra Additional Services." That was not for \$20,000, but for \$32,294 on the EDA application. That is over and above building budget. There was some discussion on the fact that there was a typographical error on the \$15,000 figure, whether it was \$15,325 or \$15,375. Mr. Isaac said Timberland is obligated for about \$111,000 and one reason for this obligation is that according to EDA, any money previously budgeted or committed had to be spent in addition to EDA funds. Timberland is committed to \$80,000 for furnishings and \$31,000+ for architectural fees. Mr. Keiski stated that the amended amount for additional services is in the amount of \$32,294.48 which brings them to \$62,894.56 total, and brings them to planning for interior furnishings. Mr. Cox asked if assuming there was no fee for interior furnishings, the total would be \$62,894.56 and out of that Mr. McCann would be paying all of his consulting engineers. Mr. McCann replied that this is correct. Mr. Cox further asked if the only thing remaining is \$5,500 for interior furnishings, and Mr. McCann replied this is also correct. Mr. McCann said there is \$15,000 on top of the \$62,000+ which has been approved in the grant for services which would ordinarily be considered by clerk of the works. This is a must for EDA compliance. Mr. McCann said they will look later at the \$5,500 figure for interior furnishing.

77-22

SHIRLEEN JOHNSON MOVED THAT THE AMENDED CONTRACT WITH R. F. McCANN AND CO. FOR ADDITIONAL SERVICES, CONSTRUCTION PHASE-ADMINISTRATION OF THE CONSTRUCTION CONTRACT, PROJECT REPRESENTATION BEYOND BASIC SERVICES AS OUTLINED ON PAGE 4A OF THE CONTRACT BE APPROVED. DON COX SECONDED THE MOTION.

- 5A Mr. Cox said he wanted to personally ask Mr. McCann that if it were for anything less, he would be "bruised" and that this will pay Mr. McCann's obligations to other consultants and/or engineers and give Mr. McCann a fair and reasonable fee. Mr. McCann stated that is correct. Mr. Cox said he wanted the comfortable feeling that EDA has forced additional time and obligation on Mr. McCann's part to justify that it is more expensive than if Mr. McCann were doing this for a private client. Mr. McCann replied that this is correct, and also when they started this project they came up with a building of 10,000 square feet. Mr. McCann said that if he were doing this for TRL without the special requirements of EDA, the cost would be much less--perhaps half as much. Three buildings were actually designed. Mr. McCann said if he uses the same logic as his consultants use, he should charge for a 37,000 square foot building. Mrs. Schmidt questioned the address used in three places on the standard AIA contract and whether it should be Tumwater instead of Olympia, and also should have a zip code added. Mr. McCann said the Port has a contract with Tumwater for fire protection, but the address is actually Olympia. Mr. McCann said he would thank the Port for seeing this project through as it is complicated.

MOTION PASSED UNANIMOUSLY.

Mrs. Smith said she would do some new cover sheets to reflect tonight's date since the contract is dated February 17, 1977.

B. Vehicles Report

This matter was not discussed at this meeting.

6 New Business

A. Approval of Contract with Venture Construction

Mr. McCann reviewed the deletions. They have a bigger building and they will stay with the bigger building. The budget with EDA is \$71,000 different from the cost of the low bid. Therefore, rather than reducing the size of the building, they will make other changes on the site. With regard to the removal of the asphalt surface on the parking lot, and instead using an oil mat, Mr. McCann said that perhaps eventually Timberland can get the Port to blacktop the parking lot when they are doing a runway and pay rent over a period of several years. Mr. McCann recommended letting the contractor go ahead on the basis of deleting the three items of removal of asphalt for \$26,000, lowering the building 1½ feet for \$9,100, and deleting the service building for \$18,800. Mr. Keiski said there was some concern expressed over the exterior lighting. Mr. McCann recommended that the parking lot lights for \$5,300 be deleted and the \$3,000 figure for landscape lighting kept in. Mr. McCann recommended drawing a line at these cuts, realizing that they have to pick up a few dollars, either by taking them out in the fashion as outlined on this list, which has been agreed to by the contractor, or put back in through the use of money left over for furnishings. He said he would guess they can furnish the building with desks, etc. for around \$60,000 and then take \$10,000 to \$15,000 and put into the base cabinets, which would save on EDA funds. Then they could keep in the landscape lighting and some other items. Mr. McCann recommended adoption of the deletions. The contract can be signed for the low bid figure and the deletions will become part of the contract. Mr. McCann

6A will issue change order #1 which would be these deletions.

77-23 DON COX MOVED APPROVAL OF THE CONTRACT WITH VENTURE CONSTRUCTION FOR THE LOW BID OF \$842,200; BOB BAKER SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

77-24 BOB BAKER MOVED TO SUBMIT A CHANGE ORDER #1 IN THE FORM OF DELETIONS IN THE TOTAL AMOUNT OF \$70,100 FOR REMOVAL OF ALL ASPHALT, \$26,000; REMOVAL OF CURBS/STRIPING IN PARKING LOT, \$5,500; REMOVAL OF COLD WATER LINES AND DRAINAGE IN PARKING LOT, \$5,400; PARKING LOT LIGHTS, \$5,300; SERVICE BUILDING, \$18,800; LOWERING BUILDING 1½', \$9,100; SHIRLEEN JOHNSON SECONDED THE MOTION.

The two items with an asterisk, Mechanical, \$12,200, and Electrical-landscape lighting, \$3,000, would not be considered at this time.

MOTION PASSED UNANIMOUSLY.

B. Amendment to procedures for sale of used books.

Mrs. Barton stated staff is asking for a change in the procedures for sale of used books by asking the Friends to pay the minimum price of 10¢ per book and the Friends would keep any proceeds above that to be used for library purposes. The Friends would keep what books were not sold and this would keep the books from coming back to Timberland after each sale.

77-25 SHIRLEEN JOHNSON MOVED TO AMEND THE PROCEDURES FOR SALE OF USED BOOKS; MARY THURSTON SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

A copy of the amended procedures for sale of used books is attached to the original of these minutes.

C. Maintenance at Timberland White Pass Library

This matter had been discussed previously under correspondence, 4B.

D. Declaration of surplus status of manual paper cutter

77-26 DON COX MOVED THAT THE MANUAL PAPER CUTTER BE DECLARED SURPLUS; RUTH SCHMIDT SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

F. Mutual of Omaha Representative, Robert Zellner

Mr. Zellner was not present.

G. Letter of Intent to become Principal Member of Washington Library Network

77-27 BOB BAKER MOVED THAT THE LETTER OF INTENT BE SIGNED; MARY THURSTON SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

Mr. McCann said the oil mat in the parking lot should be approved as change order #2. Mr. McCann stated that overall, the architect does not usually request Board approval for every change order and is not required by law. Mr. McCann asked Board members to feel free to call his office any time, rather than calling the contractor.

Mrs. Schmidt asked if the Board had any thought to do more than a letter and Certificate of Appreciation to Mrs. McArthur for as long as she has served on the Board. Mrs. Barton stated that a scroll has been done for her and read it to the Board:

"WHEREAS, through rain, sleet, snow, ice and occasional clear weather, through 97 regularly scheduled meetings, countless special meetings, retreats, study sessions, and innumerable hours of union negotiations, RITA McARTHUR has driven thousands of miles to serve as a Timberland trustee since she was appointed by Mason County Commissioners to the first Timberland Regional Library Board in December of 1968; and

"WHEREAS, her real reward may have been the extraordinary quality of the gourmet meals designed to pamper the sensitive alimentary system, i.e., Dirty Dave's submarines and pizza, Kentucky fried chicken, and McDonald's hamburgers; and

"WHEREAS, the Rita McArthurs of the world are given the responsibility of exerting some calming influence (control?) over fascinatingly individual fellow board members and library staff members, to the extent that hasty meals, rush trips from busy classrooms to busier board meetings, weighty decisions and momentous social issues have not ruffled her monumental calm nor her cool judgment; and

"WHEREAS, this model of tasteful attire has been seen galumphing about the woods in Mason County in rain scarf and boots inspecting potential library sites, then causing sighs of envy from TRL staff when she wore her magnificent turquoise and silver jewelry; and

"WHEREAS, first South Puget Sound Regional Library, then Timberland Regional Library, ships of state have been steered on successful courses by her steady hand and staff members and board members alike bless the hand that wielded the TRL gavel from 1971 to 1975; and

"WHEREAS, she has coped with the intricacies of the budget including being led to the BARS (budgeting, accounting, reporting system) decreed by the State Auditor's office; and

"WHEREAS, she has carried the banner of intellectual freedom, having helped to formulate the district selection policy, resolution on confidentiality of library records, and the TRL trustee code of ethics; and

"WHEREAS, she has borrowed time from a busy life to be active as a trustee on the state and national levels, and she has devoted time and energy to listening and reading the output of library conferences ad infinitum; and

"WHEREAS, the Timberland world takes careful note and will long remember the contributions of this inspired and inspiring trustee to good library service in this district; and

"WHEREAS, she has been a co-creator of fine library services in these five counties;

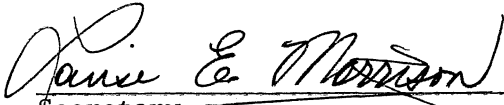
"NOW, THEREFORE, BE IT RESOLVED THAT for these achievements and for herself, RITA McARTHUR is hereby awarded the 'top three' staff's letter of commendation and purple heart award for service 'above and beyond.'"

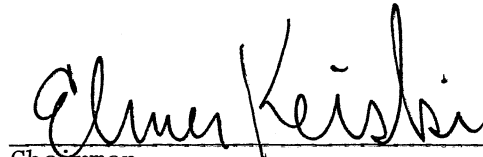
(Signed by Louise E. Morrison, Library Director,
Virginia Barton, Assistant Director,
Mary Stough, Assistant Director.)

Mary Thurston said she would try to arrange to have Mrs. McArthur come to the next meeting.

77-28 BOB BAKER MOVED THE MEETING ADJOURN; MARY THURSTON SECONDED THE MOTION
AND MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 11:00 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 the sale of books, and establishes any amount over the minimum bid received by the Friends to be used by that organization for library purposes.
3. Various Friends of the Library groups are notified of impending sale to be scheduled ahead and rotated among Friends groups.
4. Friends pay the minimum bid of 10¢ per book at the time books are transferred for sale.
5. Friends de-process books to be sold and handle actual sales. Any amount over the minimum bid received in a sale will be part of the treasury of the Friends group, to be used at the group's discretion for library purposes.
6. Board designates receipts from sales to Friends groups as additions to the Timberland book budget as automatic procedure.