

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

May 19, 1977

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May 19, 1977

M I N U T E S

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

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

STAFF PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Harriet Lamb, Coordinator of Young Adult Services, Hoquiam
Selma Nielsen, Montesano Librarian
Donna M. Schaan, Supervisor-Personnel Administration
Sally Settle, Supervisor-Central Services
Jay Windisch, Raymond Librarian

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Gary Bott, American District Telegraph Co. (ADT)
Phillip Dale, Structural Engineer, R. F. McCann & Co.
Mrs. Walter Isaac
R. F. McCann, Architect
Jane Dowdle Smith, Timberland Attorney

Chairman Keiski called the meeting to order at 7:40 p.m.

AGENDA ITEM
NO.

1 Approval of Minutes of Meeting of April 21, 1977

77-38 BOB BAKER MOVED THE MINUTES OF APRIL 21, 1977 BE APPROVED.
SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

2 Approval of Vouchers

77-39 SHIRLEEN JOHNSON MOVED THAT THE VOUCHERS IN THE AMOUNT OF
\$112,283.70, NUMBERED 581 THROUGH 682 BE APPROVED. MARY
THURSTON SECONDED THE MOTION.

Mr. Baker questioned voucher #635 to Richard F. McCann in the amount of
\$3,725.63 as to how far this brings Timberland up to date, and Mrs.
Morrison replied this is through May 31, 1977. Mr. Baker asked about
voucher #656 drawn jointly to Rainier National Bank and Venture

- 2 Construction Co. in the amount of \$11,980. Mrs. Morrison said this is for the retainage fee which goes into escrow. Mr. Baker also questioned #674 to Venture Construction in the amount of \$78,893.83, and Mrs. Morrison said this is for services rendered by Venture through the end of April. Mrs. Morrison explained that Venture Construction Co. is paid monthly, the bill goes to Mr. McCann first for his verification, and Mr. McCann then sends it to Timberland.

MOTION PASSED UNANIMOUSLY.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith said there is apparently an error in the contract with Venture Construction Co. with regard to the retainage. It is stated in the contract presently that "there will be a retainage of ten (10%) percent on each billing until the contract is completed." State law requires 10% of the first \$100,000 and 5% thereafter. Mrs. Smith said she didn't think there would be any problem with this. She will change the wording and it can be initialed by Chairman Keiski and Venture Construction.

Mrs. Smith referred to her legal opinion with regard to the West Library Service Area project which all Board members received. She said the Board does not have authority to provide regular library service outside its library boundaries. The state legislature made a specific exemption to provide library service to Indians. Mrs. Morrison said Timberland would be more concerned with the Queets area which is part of the Quinault Indian Nation and, therefore, there will be no problem.

C. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison stated that the Congress has approved 11.5 million dollars in secondary impact Trident funds which will not be available until after July 1. The Rules and Regulations have not been written and she has not seen the Federal Register as yet in which it appears. She said that she understands that the funds will be handled by the Department of Defense and libraries are specifically mentioned. If true, this will be of help to Timberland, Kitsap Regional and Port Townsend, all of whom are impacted by Trident.

With regard to the North Mason facility, the Library Director reported that Timberland has received a conditional health permit for a septic tank which is valid until January, 1978, and renewable after that time. Timberland has the application for ingress/egress from the Highway Department. She said that she has had a verbal okay from the Building Department, and they said if they made no response to Timberland's declaration within "X" number of days, it was automatically approved as a non-significant impact.

Staff has been in touch with Thurston and Grays Harbor Planning Commissions in regard to the Washington Public Power Supply System, and the Planning Commissions are trying to get a grant to do a study of the impact of the

- 3C(1) Satsop project. She said that Mrs. Barton had received word that they are now ready to begin talking with various taxing entities, so there is a possibility that Timberland might be able to get some funding assistance in both Grays Harbor and Thurston Counties in the area adjacent to the Satsop project, at least during the construction period. Mrs. Morrison has written to both Grays Harbor and Thurston County Planning Commissions expressing Timberland's interest. The Library Director said they don't really know yet what the impact will be. There are some specific types of construction people moving in, hoping to get a job with the project. Mr. Baker asked what kind of thinking Timberland has done on the possible impact. Mrs. Morrison said it might double the circulation in some of the libraries. It is already hitting the Aberdeen, Montesano, and Elma libraries.

Chairman Keiski said he would like to have Walt Isaac see if Timberland can get some type of grant for this. Mrs. Morrison said that they would probably not need Mr. Isaac on the Satsop project since they are in touch with Grays Harbor and Thurston County Planning Commissions. The law says that WPPSS must take care of the impact. She said that she thinks Timberland can look forward to having Mr. Isaac work on the North Mason facility grant search and Mr. McCann has already expressed an interest in designing a building.

The Library Director also reviewed some personnel changes. A professional position is being transferred from Montesano to Aberdeen and this will become a reference position. Since Selma Nielsen has been appointed as Montesano librarian, she will not have as much time to spend out in the county on children's work. Mrs. Morrison has talked with Mrs. Spellman and it was agreed that they could manage to put a reference position in Aberdeen and that the children's librarian at Aberdeen would spend half of her time in the Aberdeen library, and the other half out in Grays Harbor County. She said that the position announcement will be in the Timberland Bulletin tomorrow.

The terms of the Washington Library Network contract are being worked out. The new director for the Network has been working very hard, and Mrs. Morrison said she was amazed at the meeting yesterday as to how rapidly the Network director, Ray DeBuse, has assimilated all the information he has. The Network director has been checking to see if early cost estimates for Timberland are valid, and they are quite certain that what Timberland has budgeted for this year will be quite adequate. Timberland's costs for processing at the State Library will be reduced as Timberland takes over its own acquisitions. Mrs. Morrison said the terminal is in, but a moratorium has been placed on demonstrations since too much of the Network's staff time was being used for this. Chairman Keiski expressed a concern on the cost of this. Mrs. Morrison assured him that they will have firm costs and performance standards, etc. soon. The Network Executive Council will be spending two days in June going through all the calculations, and Mrs. Morrison said that the early estimates appear to have been good ones. Mrs. Morrison said from her point of view, Timberland cannot afford to go any other way. There was further discussion on cost concerns. Mrs. Morrison stated that librarians have been remiss in their duties in that they have not figured out how much this would cost to do it individually and not do as good a job. She said Pierce County Library, for example, probably would need to add at least six people back on the staff if they

3C(1) don't go with this system. Either way, it will cost. Mrs. Morrison referred to an article in the January, 1977 issue of Library Trends which has to do with automation of cataloging processes, in which the Washington Library Network is spoken of the most highly in the country. More and more libraries will want to become part of the system. They will have to be taken on slowly, but this will help to spread the costs. Mr. Keiski said he hopes the Board has some lead time to know what the costs will be when it comes to budget time. Mrs. Morrison said this has been developing for nine years and it is no surprise to the Board members. She said they can figure the costs pretty closely now, and she is really more concerned with terminal response time right now than the cost of it. There was discussion on state funding of this system. Ms. Settle explained the reason that a pay back plan was set up rather than a subsidized system.

(2) Assistant Director, Western Area - Virginia Barton

Mrs. Barton brought the Board up to date on the Amanda Park project. She said that the bookmobile is being moved tomorrow to Amanda Park. Part of the structure is up. The electrician and carpenter are waiting for the bookmobile so they can continue their work.

Mrs. Barton had met with the Elma Board last night, and they indicated they are looking at the possibility of more library space in the future. The city needs the present library space and the City Hall for other purposes. Mrs. Barton suggested the possibility of grant funds.

The Service Center, Centralia, and Olympia building projects are progressing. Olympia is still trying to decide what type of heating to install in the building. Mr. Keiski stated that the Olympia City Commission has given good library support and overall are definitely pro libraries.

Mrs. Johnson asked about Mrs. Barton's statement in her report under planning: "Service Center planning Tuesday centered on lowering the projected costs within the realm of possibility." Mrs. Morrison said in her memo to the Board of May 13, there is an error on page 2 in the second paragraph, third line. It states "Our request is that this will be about three times the amount which we have budgeted." It should state "Our best guess is that this will be about three times . . ." This is in reference to the furnishings in the new Service Center.

(3) Assistant Director, Eastern Area - Mary Stough

Mrs. Stough said that she had nothing to add to her written report.

(4) Washington Library Network - Sally Settle

Ms. Settle said the terminal is working nicely and she thinks the response time is improving all the time. Current participants have been asked to use only two forms of access to the data base until it is stabilized. Sometime during the month of June, staff will receive the go ahead to try out other things. She explained the types of things they will eventually be able to do and what they are able to do now. She said Timberland is verifying titles for requests on the terminal right now. This saves staff time since staff does not have to go through

- 3C(4) all the bibliographic tools which Timberland and the State Library have. It gives all the data to show that a particular book was actually published. If Timberland needs to borrow a book from another library, it must be proved that the book actually exists.

Mr. Keiski asked which libraries are on the computer now. Mrs. Morrison listed them as follows: Washington State Library, The Evergreen State College, Timberland, Fort Vancouver Regional Library, Kitsap Regional Library, Pierce County, Sno-Isle Regional, Spokane County, Mid-Columbia Regional, and North Central Regional. The system cannot yet handle King County or the University of Washington. Ms. Settle explained the request system, and stated that some libraries will take the request over the telephone, whereas others require it in writing. Ms. Settle said when the circulation system is working, people will be able to use this up until the library closes at night. Mrs. Morrison stated that the circulation will probably be done with mini-computers. Mrs. Morrison said the Longview Public Library has just had a mini-computer installed. The director there told Mrs. Morrison that she had three full time staff members which she has been able to use for other purposes as a result of this automated circulation system. The circulation system has to interface with the main computer. Mrs. Morrison explained how the mini-computer systems work, and that they also send out overdue notices, which really saves staff time. Ms. Settle said the Network has four subsystems. One is the bibliographic subsystem and that is what Timberland is working with now. The other three subsystems are acquisition, circulation, and serials control. The acquisition subsystem will begin running this summer and Timberland will be the first library on it to help test it. The serials and circulation subsystems are still being developed. These subsystems are being developed along the lines set up by potential users as types of things they would like the automated system to do. She said that once they decide what it can do, then they will be able to decide what they can afford. There are controls with a computer system which they cannot afford to handle manually. Ms. Settle invited the Trustees to come in during the day and said that she would be happy to demonstrate the terminal for them.

(5) Young Adult Services Committee - Harriet Lamb

Ms. Lamb referred the Board to the written report in their folders. One sheet is an outline of school population in the five counties. These figures are from the Superintendent of Public Instruction for 1975-76. She said that she had contacted SPI and was told that these figures have remained quite stable. Impact will be quite a factor in the next few years especially in Grays Harbor and Thurston Counties. There is no way to predict what the age levels will be, but there will definitely be a change. These figures do not include schools in non-contracting cities, parochial schools, nor agencies where young people are incarcerated. Also included in Ms. Lamb's written report is a draft of the Young Adult Committee's responsibilities, which was drafted in January, 1975. This has not been updated, and there are some things which will have to be changed, since the committee has achieved quite a number of the early objectives. The committee has found that there is a need for a survey in the five counties to see what the needs of the young adults are. They have done some spot survey, and will do a full survey in the fall in all five counties. Ms. Lamb said as far as purchasing books and materials,

- 3C(5) the Committee follows the Book Selection Policy. They do have to keep in mind the peculiar needs of this age group. They try to keep aware of the trends in young adult reading tastes. Each area is different. The committee works closely with the schools, particularly with junior and senior high. They try to supplement what the schools are getting, but try not to purchase the same kinds of things the schools do. There are certain things the schools should be purchasing, and there are certain things which the public library needs to purchase which the school cannot because of restrictions. Staff members have found that the young adults are definitely reading books and have a wide range of interest. She said that the sad thing is that many are not reading up to their grade level or their age level. Staff members have to find materials in their interest level, which the young adult can cope with, and this is harder to do. Ms. Lamb listed in her report the committee members, when they meet, and the other agencies which the committee works with and discusses mutual problems with.

B. Report of Architect - R. F. McCann

Mr. McCann said the Service Center project is coming along nicely. They have poured the last column. The beams are next which will connect the tops of the columns, and when the beams are finished, they will put the roof on. Mr. McCann said Mrs. Morrison keeps some of the finest records he has ever seen, and has been keeping some fine photographic records of the Service Center progress. Mrs. Morrison showed some slides of the project while Mr. McCann explained them. Mr. McCann explained the tests done by Testing Southwest. A gentleman from Testing Southwest goes to the site and checks the steel content in the columns and beams, and also takes samples of the concrete in a cylinder. He lets the concrete harden on the site under the same types of conditions and then takes the cylinders back to his lab and performs compression tests until the concrete shows stress cracks. This is done on the 7th day and on the 28th day. If it does not measure up in 28 days, then the contractor has to go back and repour it. They are required to withstand 3,000 lbs. per square inch and the tests have been showing a strength of about 6,000 lbs. per square inch. Mr. McCann explained this is as a result of lower humidity and warmer temperatures. The "slump" was geared to normal spring weather. They decided they could reduce the sack mix and instead of 6,000 lbs. per square inch, they will be getting about 4,500 lbs. per square inch. Mr. Baker asked when the first dome is expected to be put up. Mrs. Morrison said it is scheduled for about June 8. Mr. McCann said they are intending to have some press people available when the first dome is poured. The domes are in two halves and then they are mounted together. The same crew will be working on this as did on the reservoir which used the same structural concept.

Mr. McCann introduced his guests, Mrs. Walter Isaac, and a gentleman from his office who is a structural engineer, Phillip Dale.

Mr. McCann reported that the interior planning and furniture design is continuing. He and Marie Albrecht of his office met with Timberland staff on Tuesday. Ms. Albrecht is preparing a development of interior planning. They started out with what would be the optimum and found out what it would cost, which would be about \$240,000. They never intended to spend this much at this time. Their intent was to design the ideal in terms of what the building should have. The new building is 11½ times larger than the

3B present Service Center. The number of employees spreading out with their equipment requirements realistically do need to have a level of furnishing in the \$240,000 category. This was developed by the staff on a usage basis. They wanted to see the staff input. His firm's input is to allow expansion with additional people and additional volume of work to take place over the next few years. They have worked on a furnishing plan that will allow for expansion. The plan his firm has recommended will cost about \$130,000. This amount of money is not available, so they have made an inventory of present furnishings and they have developed several systems of using a modular furniture approach by using a cabinet producer in the area. They need to get costs down to the area of \$80,000.

Mr. McCann said that since the bids came in higher than funding was available, they have been working on ways of saving by doing revisions on the project. For instance, the saving of the concrete mix, and another savings is putting in an ADT fire/security protection system. Mr. Bott of ADT (American District Telegraph Co.) was present at the meeting to explain this system. The reason that ADT is attractive other than keeping books from burning is that it will save on fire insurance. They have designed a concrete building which is the lowest possible rate as far as insurance is concerned. Therefore, they did not include a sprinkling system. ADT is an electronic system. Mr. McCann said that ADT will either sell or lease the equipment and the contractor installs the conduit. Therefore, there will be an increase in the building on the part of the electrical contractor. Mr. McCann suggested that by using the ADT system, the savings in insurance costs could be put on a prorated yearly basis and that money be set aside to pay back a special allowance to pay for ADT installation over and above the EDA money available. Mr. McCann said he does not have final figures from the insurance company but thinks that the annual anticipated premium would be about \$8,132. The concrete building itself is not insured, but just the contents. In using an ADT system, there would be about 20% insurance savings. Mr. Bott prepared a proposal for either selling or leasing the ADT system. Mrs. Morrison said the Board has received Mr. Bott's letter to Marie Albrecht dated March 30, 1977.

Mrs. Johnson asked what a teletherm detector looks like. Mr. Bott explained that it is about two inches in diameter. These respond to a fire by responding to the infrared energy of a fire and the rapid change in temperature. The area of coverage will determine how many teletherm detectors will be needed. They would obtain approval from the Washington Surveying and Rating Bureau, which in turn would allow for a reduction in insurance rates. The system would be intertwined to a common transmitter with a local initiation. This would be connected to the Lacey Fire Department which would notify the Tumwater Fire Department. He said that he has given two different alternatives. One is buying the system which would consist of the installation, the components, providing the equipment connecting with the fire department, interconnecting wires, etc. In order to receive a reduction in insurance rates, the system must be inspected by ADT monthly. The second is on a lease, the initial cost for which is quite a bit smaller. This includes inspection, maintenance, telephone lines--the total package. The system can be bought for about \$6,000, and in addition to that there would be the connection with the fire department, the inspections, and the maintenance. Mrs. Thurston questioned a smoke detection system, and Mr. Bott explained that the Rating Bureau will not give an insurance reduction on a smoke detection system because of

- 3B the reliability factor. The ADT system will also provide a local alarm inside and outside the building.

Mr. McCann said that in the building permit review, the fire chief from Tumwater recommended that in every other modular along the back a 30" X 30" window be added and an increase in the size of the windows on the face of the building. This would be a cost increase of about \$3,000 to \$4,000. The fire chief has also requested that a fire hydrant be put behind the building, and Mr. McCann said that he is negotiating with the Port of Olympia to share that expense since they will be building other buildings there. Mr. McCann has gotten the fire chief to agree that if Timberland goes with ADT, it will not be necessary to add and increase size of the windows. Mr. McCann said ADT also provides, for a small additional charge, a security system on the doors. Mr. Bott explained that this would be a magnetic contact on the door itself and when this is triggered, it will initiate the alarm at ADT's central station in Tacoma. Mr. Bott said there is also a microwave detector system available, but Mr. McCann said he did not think this would be necessary.

Mr. McCann explained that the beams between the columns are the logical place to run the ADT type of wire. They could have these sensors put only on the beams. He received an unconfirmed report from ADT by telephone that this would give the library about a 10% reduction in insurance rates, and if the system is located in the apex at the top of the dome, the library would receive a 20% reduction. They are working on these figures to determine which would be the best way to go. Since the beams are being poured next Wednesday, Mr. McCann said he wants the conduits concealed in the beams. Therefore, a decision has to be made tonight on whether or not to put in this type of system. With a 20% insurance savings of about \$1,600, it would take the library about four years to save enough to purchase the system.

Mr. Bott reviewed the costs. Mr. McCann said if the Board decides to go with ADT, he would work on the cost part. The Board just needs to make the decision right now as to whether or not to go with ADT. Mr. Baker said he has worked with ADT. He stated that they are dependable and a reliable company and have been in business for many years. He feels that this is a sound, solid, and dependable system. Mrs. Morrison recommended that the Board give the go ahead to install the ADT system. Mr. Keiski asked about the security system, and how this would be handled since the alarm goes to Tacoma. Mr. Bott explained that they would call the responding authority, and in addition have a subscriber list from the customer, and start calling from the top of the list until a staff member is reached. Mr. Bott said there would be some reduction in the costs he has quoted since they included the microwave detector.

77-40

SHIRLEEN JOHNSON MOVED THAT AN ADT FIRE/SECURITY PROTECTION SYSTEM BE INSTALLED IN THE NEW SERVICE CENTER. BOB BAKER SECONDED THE MOTION.

Mr. McCann said he will decide whether to have this installed on the beam or on the dome, which will have a bearing on the insurance savings, and will have a bearing on whether or not the system should be leased or purchased.

MOTION PASSED UNANIMOUSLY.

- 3B Mr. McCann said that Mr. Isaac has been in Washington, D.C. and checking into some funding for the North Mason building. He thinks the possibility of getting funds is about a year away. Mr. Keiski said the Board will keep Mr. Isaac and Mr. McCann in mind for the North Mason project. Mr. McCann said Mr. Isaac is in a temporary position in Washington, D.C. He is filing the necessary quarterly reports for the EDA grant, and Joel Cohn is the contact person in the interim.
- 4 Correspondence
- A. Letter from Mary Mayr dated 5/18/77, submitting her resignation from the Board
- Mr. Keiski read the letter as follows:
- "It is with regret that I feel I must offer my resignation from the Board of the Timberland Regional Library.
- "At this time I do not feel that I am able to give the time or interest necessary to be a good and successful board member. It is also important for me in my endeavors to feel that my thoughts are taken into consideration, rather than dismissed.
- "I am sure that you will be able to fill my position with someone with the time and inclination to be the type of board member you need."
- Mrs. Morrison said that she had received this letter by United Parcel this morning. There was discussion on Ms. Mayr's statement "It is also important for me in my endeavors to feel that my thoughts are taken into consideration rather than dismissed." Mrs. Morrison said the Board did not feel that her thoughts had been dismissed. Mr. Keiski said he is contacting some library supporters in the Grays Harbor area to see if they would be interested in serving on the Board. Mr. Baker agreed that the Board should make recommendations to the County Commissioners since this is a big load and the Board needs all the help it can get.
- B. Letter from Malcolm D. Alexander, President of Washington Library Association regarding participatory management
- Copies of this letter and the statement of participatory management were provided for the Board. Mr. Keiski recommended that this be taken under advisement. Mrs. Morrison said it recommends that some attention be given to clerical employees to see that they receive continuing education and consideration in participation, which Timberland does anyway.
- 5 Unfinished Business
- A. Revision of 1977 Budget
- Mrs. Morrison said the budget has been printed to agree with the recommendations which she sent to the Board in her May 5 memo as a result of the error in over-collection of taxes in 1973 of \$37,987.44 by one of the county treasurers. She has reduced the page hours which would be a savings of \$13,012, and in the capital improvement supplement, the equipment amount at North Mason has been reduced by \$15,000 and the contingency equipment fund for the Service Center has been reduced by

- 5A \$10,000, which comes to a total of \$38,012. These are the three places where the money can be taken out and put back in easier at a future date if revenue allows. Mrs. Morrison said they probably won't be ready to get this far on the North Mason project in 1977 since they don't have the staff time available as yet for full planning of this, because of the Centralia, Olympia and Service Center planning which Mrs. Barton has been very involved in. The reduction in salaries does not affect any of the classified people, but only the pages, who are on an hourly basis. This still will allow for 500 more page hours this year over last year.

77-41

DON COX MOVED TO ADOPT THE REVISED 1977 BUDGET AS RECOMMENDED WITH AN ESTIMATED GRAND TOTAL BUDGET OF \$3,336,646 INSTEAD OF \$3,374,658. BOB BAKER SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

B. West Library Service Area Project

Mrs. Morrison said that Jane Smith has submitted her legal opinion and the staff has worked within the parameters of this opinion. Ms. Settle furnished the Board with a copy of the proposal which the West Library Service Area will submit to the State Library Commission. Ms. Settle briefly reviewed what this proposal entails and reported that the West Library Service Area has given this project top priority. She referred the Board to the budget page in the proposal, which is in excess of the \$25,000 which the Service Area hopes to receive for this project. She said they knew it would come to more, and they are not sorry that it is not lower since the project could not be done for less. There are a variety of reasons why they think it will still be funded. This is a one-year project to test alternatives for giving library service to unserved Jefferson County, which is unique geographically, demographically, and economically, at the same time providing a unique opportunity for this kind of cooperation. She said that they have accomplished this purpose already in many ways, just by the experience which the libraries in the West Library Service Area have had in putting this project together. They have discovered ways of cooperating, sharing, they are talking together as never before, school librarians are learning about the WLN, and they have been "discovering" other libraries in the area. Also included in this proposal is a list of the libraries which would be cooperating in the project, and the types of things the libraries will be contributing. Timberland will be contributing materials, programs, bookmobile, and interlibrary loans. The "materials" are the books which Mrs. Smith has assured Timberland are legal to lend. The programs and bookmobile will be in the Queets-Clearwater area which is part of the Quinault Indian Nation.

Mrs. Smith asked if there would be a contract with the Tribal Council. Ms. Settle said Timberland already has an agreement with them. The bookmobile will just be doing an additional run to Queets-Clearwater in the summer only. The results of this one-year project will be facts and figures which the residents of Jefferson County can use in deciding what they want to do for a long-term solution. Ms. Settle said the creation of a library district through a vote of the people probably is not an alternative because of the communication problems, economic problems, and geographical problems. There is only one incorporated town in the whole area. She said that project planners think the outcome will be that the Commissioners may decide to contract with adjacent library districts and continue using the schools. The Commissioners are being kept fully

- 5B informed and are very interested in writing a letter of support for the project, which will go along with this proposal to the State Library. This project will officially begin on January 1, 1978 and run through to the end of the year. Mrs. Thurston asked if the Commissioners have offered any money for this, and Ms. Settle said they have not as this would not be in their budget for this year. The County does pay Port Townsend Public Library \$2,500 per year to let county residents use this library, and they also reimburse North Olympic Library System for this purpose.

Ms. Settle said some of the things that will happen will definitely continue no matter what the Commissioners decide. The Washington Regional Library for the Blind and Physically Handicapped has obtained the services of a WICHE intern to assist them in providing service to the County, and this will be an on-going thing. The links in communication between school libraries and other libraries will be maintained. Once school librarians discover the kinds of service they can get, they will not want to let go. Part of the grant money is for a WATS line which will terminate in the Port Townsend Public Library, and Port Townsend expects to pick this up themselves after the project if the Commissioners don't. The Evergreen State College is donating duplicate reference books to Port Townsend Public Library so they are better able to handle questions on the WATS line. A trained group of volunteers will be available to work in the school library outlets. Ms. Settle said she has a number of letters from Jefferson County residents in support of this project which will be included with the proposal. Mrs. Barton said the Educational Service District 114 has a million dollars worth of films available for this project, and that they will continue to make these films available. Ms. Settle said projectors are available at the school facilities and at Kitsap Regional Library. Ms. Settle will keep the Board advised as to whether or not this project is funded.

6 New Business

A. Installation of fire/security protection for new Service Center

Please see agenda item No. 3B.

B. Opening of sealed bid for 1970 Plymouth station wagon

Mr. Keiski said they have received one sealed bid and Mr. Keiski opened the bid from Harry R. Lynn of Harry's Auto Service, 1224 S.E. Sleater-Kinney, Lacey, Washington 98503, which Mr. Keiski read as follows:

"My bid on the 1970 Plymouth Fury 3, 4 door, 9 passenger station wagon that was advertised in the Daily Olympian is \$351.25. Enclosed is surety bond _____, cashier's check _____, postal money order X, certified check _____, which is equal to five percent (5%) of the total bid price, payable to the Timberland Regional Library.

"It is understood that this instrument will be returned to me if I am not successful in this bid.

"I will remove the vehicle from its present location within thirty days, and remove all references to the library within sixty days if I am

6B successful in this bid.

"I understand that the vehicle is offered for bid 'as is.'"

Mrs. Morrison recommended that this bid be accepted.

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SHIRLEEN JOHNSON MOVED THAT THE BID FROM HARRY R. LYNN OF HARRY'S AUTO SERVICE IN THE SUM OF \$351.25 BE ACCEPTED. MARY THURSTON SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

Mr. Keiski signed a Certificate of Appreciation for Vivian Nilsen of the Westport Timberland Library Board in appreciation for her "devotion to the cause of better library service" and instructed Mrs. Barton to present this certificate to Ms. Nilsen. Mr. Keiski asked Mrs. Barton to share the Trustees' hearty thanks for her work in library service. Mrs. Barton said she would present this certificate to Ms. Nilsen next Wednesday at which time the town is giving her a tea.

Mrs. Johnson asked that a letter be written to Mary Mayr. Mr. Keiski said this would be done and that they would also communicate with the County Commissioners.

Mrs. Smith said she had talked to Mr. McCann about the error on the contract with Venture Construction. She has changed the wording on page 3, Article 5 of the contract from "There will be a retainage of ten (10%) percent on each billing until the contract is completed" to "There will be a retainage of 10% on each billing up to the first \$100,000 and 5% on each and every other billing thereafter until the contract is completed to be deposited with Rainier National Bank per contractor's escrow instructions dated March 24." Mr. McCann said that he will take care of this with Venture Construction.

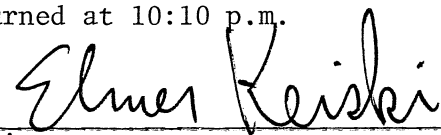
7 Additional Agenda Items

A. Monroe LCC/60 Computer

Mr. Baker said he is impressed with the machine and knows that Monroe is a good machine. Mrs. Morrison said it is the most reasonable in price. She said it is pretty certain that Timberland will be taking on the payroll again. Mr. Baker said they should not buy the machine unless they do intend to take on the payroll. Mrs. Morrison said there will be three accounting functions available on this machine--accounts payable, revenue, and payroll. She said this machine should handle Timberland's needs in the foreseeable future, and when Timberland takes over acquisitions accounting in January, this system will be needed even more. Mr. Baker said the salesman was very capable in his presentation and this is meaningful. Mr. Baker said to be sure to add in the sales tax if the library decides to lease the machine on a lease-purchase agreement.

There being no further business, the meeting adjourned at 10:10 p.m.


Secretary


Chairman