

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Tumwater Timberland Library
5131 Capitol Blvd., Tumwater, WA 98501

July 21, 1977

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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
Ruth K. Schmidt - Member-at-Large
Shirleen Johnson - Member-at-Large

BOARD MEMBER ABSENT:

Dorothy Voege - Grays Harbor County

STAFF PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Joy W. Ayres, Business Manager
Barbara Durney, Library Associate, Hoquiam
Vivian Fetty, Raymond Librarian
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
Donna M. Schaan, Supv.-Personnel Administration
Jay Windisch, Reference Librarian, Aberdeen

Jane Smith, Timberland Attorney

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Mary Albrecht, R. F. McCann & Co.
Walter M. Isaac, EDA Project Coordinator
R. F. McCann, Architect
Rita Robison

Mrs. Morrison introduced the Board members and introduced Vivian Fetty, the new Raymond librarian. Mrs. Barton introduced Hoquiam staff member Barbara Durney.

Chairman Keiski called the meeting to order at 7:45 p.m.

AGENDA ITEM

NO.

1 Approval of Minutes of Meeting of June 16, 1977

77-46 BOB BAKER MOVED THAT THE MINUTES OF JUNE 16, 1977 BE APPROVED;
SECONDED BY SHIRLEEN JOHNSON. MOTION CARRIED UNANIMOUSLY.

2 Approval of Vouchers

77-47 SHIRLEEN JOHNSON MOVED THAT VOUCHERS #810 THROUGH #936 IN THE AMOUNT
OF \$155,227.98 FOR THE MONTH OF JULY BE APPROVED; SECONDED BY BOB
BAKER.

- 2 Mr. Baker questioned voucher #848 to Harold Gravatt, and Mr. Ayres said that this was for carpentry work at Amanda Park. Mr. Ayres said that vouchers #877, #885 (projector and screen) and #892 also are for the Amanda Park library, and that a total expenditure of \$3,495.48 for Amanda Park has been made and there is still about \$300 on order.

Mrs. Johnson questioned voucher #894 to Gabe Rapali at Packwood, and Mr. Ayres said this was for janitorial work. Mr. Baker asked why carpentry and janitorial work were considered professional services, and Mrs. Morrison explained that this is where it belongs in the BARS system. Mr. Baker said he felt that professional services should be redefined for the Board and that it would mean more to the Board if professional services were clarified further on the list of vouchers.

Mrs. Morrison said that for the past several years she had not realized that Timberland had not been providing janitorial services at White Pass and that the staff has been doing it. An arrangement has been made with Mr. Rapali, who has a cleaning service in Packwood, for a weekly cleaning, as well as washing windows and shampooing carpets annually at the rate of \$60.00 per month.

Mrs. Johnson questioned voucher #926 to Venture Construction and where Timberland stands. Mrs. Morrison said this is for work performed through June 30, 1977, and that the project is now 42% complete. Timberland has just requested the second half of the grant funds.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith received a question from Timberland staff with regard to her last opinion on providing library service outside a district's limits. She reappraised this and looked into the Washington Library Network Act and the Washington Administrative Code but these were of no help. She found that the only way a library district can provide service outside its boundaries is if the service is to Indian tribes. She said that Chapter 27.12.180 RCW will assist in the Jefferson County project as this authorizes the legislative body of any governmental unit authorized to have a library, such as County Commissioners, to enter into a contract for services. She feels this is the only legal way for this to be done. Mr. Keiski read Mrs. Smith's letter dated July 21, 1977 as follows:

"I have been asked to review the legal advice I gave you on April 27, 1977 relating to the authority of the Board of Trustees of the Timberland Regional Library District to provide books and other services including bookmobile services to areas and persons outside the boundaries of the Timberland Regional Library District. At that time, I pointed out that the only specific statutory authority given to public library districts to provide library services outside the geographic area of the district is found in R.C.W. 27.12.285 which relates specifically only to services to Indian tribes.

"I have reviewed the provisions of Chapter 27.12 R.C.W. relating to public libraries and the provisions of Chapter 27.26 relating

3A

to the Washington Library Network and provisions of Chapter 304-25 of the Washington Administrative Code. The provisions of Chapter 27.26 R.C.W. and the W.A.C. provisions enacted pursuant to that chapter do not provide any additional authority to a public library district. However, R.C.W. 27.12.180 authorizes a contract for library services to be entered into by the legislative body of a government unit authorized to maintain a library with an existing library. It appears that it might be possible in the present situation involving Jefferson County for the Board of County Commissioners to enter into a contract with an existing library to cover the types of services which will be provided in the project which has been approved by the Washington State Library Commission for Jefferson County. In the event that time becomes a vital factor in the proposed project, I suggest that the possibility of entering into such a contract with the Board of County Commissioners of Jefferson County be investigated.

"It is my recommendation that in view of the legal problem encountered with regard to the legal authority of a public library district to become involved in projects for the expansion and development of other libraries outside of their geographic area, that serious consideration be given to the introduction of legislation at the next session of the legislature to expand the authority of public library districts found in R.C.W. 27.12.285 to cover projects such as the one proposed in Jefferson County."

Mrs. Smith said she had talked with the Chief Assistant in the Opinions Section of the Attorney General's office and he agreed with her conclusions. As long as there is a legal binding contract there will be no problem. Of course, this will get the County Commissioners of Jefferson County involved, and Mrs. Smith said they probably should be involved anyway.

B. Report of Architect - R. F. McCann

Mr. McCann was not yet present. Mary Albrecht of Mr. McCann's office brought the Board up-to-date with regard to carpeting, colors and furniture placement. She said that she had worked with the staff in determining what the most ideal situation would be as far as furnishings. However, this was considerably over the budget. They went back and reworked it and came up with what the staff felt they could really "get by" with. Ms. Albrecht showed drawings of what has been developed and what she is proposing to write into specifications. They have worked within the state purchasing contract with Steelcase. Ms. Albrecht said she will be handing over to Mrs. Morrison the specifications for Steelcase so that Mrs. Morrison may order these items direct. Those furnishings not covered by state contract will have to go out to bid. Some of the present furniture will be refurbished and reupholstered. Ms. Albrecht showed a booklet of the different types of Steelcase furnishings. She also showed the carpet and tile samples and the colors which will be used throughout. There was some discussion on whether or not the ceilings will be painted. There is a possibility that the inside of the domes and the concrete columns will be left in their natural state for contrast. However, there has been a problem with rust on the domes and it will depend on whether they are successful in cleaning this rust off.

Mr. McCann explained that natural concrete is more of a purist type of

3B architecture and is oftentimes used for expression. He said that he had discussed this with the contractor because he wanted the quality before the paint went on, since they would probably paint the inside of the domes and columns with an interior concrete finish. Mr. McCann explained the reasons for the rust problems since the contractor was experimenting with different releasing agents than had been used in the reservoir. The releasing agent they used worked so well that they were getting a film of water between the concrete and the steel which set up oxidation with the steel, causing rust.

Mr. McCann said these domes are being poured four in a 12-hour interval, and this is approximately 470 square feet per man hour. The contractor's final figure is \$27.50 per square foot. The contractor had anticipated 300 square feet per man hour, so his profit is about 4% more than anticipated.

Mr. Baker asked about the light intensity if the ceilings are painted a light color. Ms. Albrecht said there will be some but she does not know what the percentage would be. Mr. McCann said they are using a traditional lighting system and not experimenting with the lights.

Ms. Albrecht explained the reasons for using the lighter and darker colors in relation to the natural lighting. She said the mentry and mail room will require custom made furnishings. The print room and rest rooms will be tiled and the storage area will have a concrete sealed floor. She showed a drawing of a standard cabinet which will be built with a few variations in each one depending on what area it will be used in. She said everything is being developed so that it can be used in other areas in future years. Mrs. Morrison said all of these furnishings are within the \$80,000 budget. Mr. Keiski asked the Trustees how they felt about the color scheme and furnishings, and the Trustees all felt it was nicely done. Mrs. Schmidt asked how the staff felt with these colors since they will be the ones working in the building. Mrs. Barton said that she felt the staff has reacted favorably to the colors.

Mr. Keiski asked where the computer terminals will be placed. Mrs. Morrison pointed this out on the plan and explained that there will be room for future growth and that there will be plenty of room for observers without disrupting the work force. She said that there is plenty of space to add future staff. Ms. Albrecht said that a telephone jack will also be placed in the conference room and Mrs. Morrison's office. Mrs. Morrison explained that this can be used in the event a Board member cannot attend a meeting and his/her opinion is needed and can be recorded. She said this can also be used in training sessions using A-V equipment in conjunction with the phone.

Mrs. Morrison reminded the Board that according to the terms of the grant, they have a commitment of \$32,984 plus the contract for furniture layout, order and specifications.

Mrs. Johnson asked about the draperies. Ms. Albrecht showed several samples and explained that the conference room will require blackout lining.

Mr. Keiski asked about the precast facia and how this is hung. Mr. McCann explained there is a clip angle that fits in the concrete bent at a 90°

3B angle and is put in with an anchor bolt when the concrete is poured. Also, when the fascia is cast there is an anchor bolt sticking out of that, so there is a two-bolt connection. The bolt is recessed about an inch and a half and covered with grout which keeps the bolt from rusting. He said the contractors are pre-casting the fascia themselves since this will be more economical.

Mr. Keiski asked Mr. McCann if he is professionally satisfied with the domes. Mr. McCann said he is very much satisfied. In contrast to the reservoir, he looked for the method of making a clean joint between the beam and the dome itself. In the reservoir, they did not have to be as concerned with appearance as they do with the service center. Venture came up with a method of using a bar between the dome edge and the form so that it will create a flatness. Mr. McCann demonstrated this by drawing an example.

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

Mr. Isaac said that he has made a report to EDA covering the months of April, May and June. The construction of the building has continued at a rapid rate. Forty percent of the construction was completed June 30. During this time an ADT fire and burglar system was added. They are trying to find a way to reinstate the asphalt pavement using Timberland's funds. A fire hydrant will be installed. He said that as a result of the fire hydrant, the ADT system, and the fact that this is a concrete building, the public investment will be very well safeguarded. He noted that the staff is making a photo record of the construction. Western Testing Laboratories has been doing the inspections and all tests have exceeded specifications. Mr. Isaac said no unresolved problems have occurred. All tasks are being completed in a professional manner. The contractor and subcontractors are submitting the necessary forms. The principal contractor is trying hard to implement the affirmative action program and meet the minority labor requirements. However, less than 5% of the population of Thurston County belongs to minority groups. The home town plan requirements call for 12% minority population so it is impossible for the contractor to meet these requirements. Timberland staff is in the process of requesting a letter of credit for the additional funds. Mr. Keiski asked if hiring women in a traditionally all-male profession would meet these minority requirements. Mr. Isaac said only if the women were Black, Spanish American, Indian or Oriental.

Mr. Keiski asked if the library had any special immunity in the event of a labor strike. Mr. Isaac said the only immunity he knows of is that it is stated in the specifications that in the event of a strike, the contractor would be given consideration for increased time to complete the project. The fixed fee still stands no matter what happens in labor negotiations. Mr. McCann said this is an "extenuating circumstance" on the penalty clause. He added that the negotiations are not going well. It is anticipated that the carpenters will be going on strike in King County, and it is anticipated that if the carpenters do go out, that the other trades will also go off the job, not wanting to cross the picket lines.

D. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison said later on the agenda the Board will discuss an interim

3D(1) agreement for participation in the Washington Library Network until a formal agreement can be signed. A formal agreement is being worked on. She said in doing some preliminary calculations, she has found that it would cost Timberland more to do half as much as they are able to do with the Network. The on-line costs will be fairly reasonable. Telephone costs are estimated at \$35 to \$40 per month. The terminal which Timberland has this year is furnished by the State Library. There is no point in purchasing one this year until staff is moved into the new Service Center. In 1978, when the second terminal is ready, the library will be able to handle both bibliographic and acquisition functions. Mrs. Morrison said that the Network furnishes the most economic way to do the many things they are doing. She recommended that the Board proceed in all due haste with the signing of the principal membership. The interim agreement is a step toward that. Two meetings were held last week with regard to the terms of the principal membership agreement. The assurances which everyone wants in regard to such items as response time and reliability will be included in that.

Mrs. Morrison said she hoped several Board members will be able to attend the PNLA conference in Spokane. She would like to know if any Board members will be attending, so that she will know how many staff members can be sent.

Mrs. Morrison said she has been involved mostly with working on Service Center furnishings, since they are "under the gun" in terms of time to get this done, so that staff can then start the real planning for the North Mason project.

Mrs. Schmidt asked if once a final agreement is signed for the Network if they will receive a spelling out of costs. Mrs. Morrison said they have a spelling out of costs now. She said the Hazeltine Modular One terminal will run \$2,200 a year for the basic cost, the input terminal will run \$1,100, line costs will run between \$35 and \$45 per month each and they will be retrofit since there is no way of estimating these costs exactly in advance. She said the cost is based on the number of requests for various kinds of things rather than on usage time. Later it may be based on the number of minutes of actual computer time used. As far as this year, Timberland has budgeted enough. They are estimating a maximum of 15% escalation of costs from July through December 31 next year. Timberland has budgeted \$100,000 for processing and \$46,000 for Network, but they will be considerably lower. She said the Network costs will depend upon how many volumes the library will add each year. The book budget and use of the Network will determine the costs.

Mr. Keiski said that if it is based on the amount of time used and the cost escalates, there is no control over it. Mr. Keiski said he thinks the Trustees have great concern with regard to the costs. He asked what would happen if Timberland used up its time three months short. Mrs. Morrison said that is a long time in the future and it will probably be at least three years before they get into that kind of cost-calculation arrangement. The cataloging and processing will still be done by the State Library. The order will be put into the computer, books delivered to the State Library for processing and cataloging and then delivered to Timberland. If Timberland uses up its computer time through use of the bibliographic inquiry system, then some of that would have to be done by hand. The

- 3D(1) majority of the costs will be in other areas of the computer and that will be predictable. As long as they know the per item cost, they can pretty well project what the costs will be. Mr. Keiski said his concern is that the investment and involvement in the Network will have an impact on the budget which the Trustees will have little control over. Mrs. Morrison stated that the Network is made up of libraries. The decisions made are made by members of the Network, which members have the same concerns as Timberland. Mr. Baker said the Trustees are not familiar enough with the Network to have a feeling of comfort. They are outside looking in. The people working with the Network have the confidence which the Trustees do not have, and the answer is more education for the Trustees. He would like a basic informational sheet on the Network from the very beginning.

Mr. Keiski said he has been told by people that computer costs are only going to go upwards. Mrs. Morrison said the Network has been worked on and planned for ten years. What Timberland has been getting free in experimental stages, it will now pay for. Timberland is not in the same position that other libraries are, because Timberland does not have any book catalog to fall back on. She said if Board members could come in and see the amount of staff time saved in doing the repetitive manual tasks that must be done by using the computer, they would have a better understanding. The computer does not need a vacation, sick leave, or benefits, but the library may have to give it a raise next year. Mrs. Schmidt said that it is stressed that there will be continued and increased use of library service and she can understand the concern for galloping consumption of computer time and use. She said somewhere along the line, they have to get a handle on what the costs are going to be. Mrs. Morrison said there will be cost avoidance, as well as actual dollar costs. For instance, three staff members would cost more than the computer. She said in the decision making process, Bill Ott is aided in deciding whether or not to purchase a book in a much shorter time.

Mr. Baker asked if the basic hardware is adequate to satisfy increased usage, and Mrs. Morrison said it is. Mr. Baker asked at what point the state is tied into a national system. Mrs. Morrison said the Washington Library Network is the finest of its type in the country. It is a network which will become part of the national system of networks. The National Commission for Library and Information Science is just finishing a second or third draft of its second white paper. No one is working on anything that will not interface with other computers. She said that as she sees it, the national network will probably be made up of regional networks.

(2) Assistant Director, Western Area - Virginia Barton

Mr. Keiski said he noted in Mrs. Barton's written report that the Aberdeen Board will be sending three Aberdeen staff members to PNLA. He asked how many staff members will be attending this conference. He said it is up to the director to assign staff members to go to conferences under the guidelines set down by the Board of Trustees. How would it be handled if other groups wished to send staff members? Mrs. Morrison said this was cleared with her and city funds are being used out of funds budgeted by the city for the library. Aberdeen will be sending two clerical and one professional staff. Mrs. Morrison said that because of its size, Timberland must use much of its travel funds within the district itself, and that there is not much left for conferences. She said there will probably be about seven or eight Timberland staff members attending PNLA.

3D(2) Mrs. Barton said the Centralia building is coming along nicely. The outside walls are taking shape and they are working on the three-dimensional design on the brick. It is a perfect match to the brick in the original building.

(3) Assistant Director, Eastern Area - Mary Stough

Mrs. Stough had no comments to add to her written report.

(4) Business Manager - Joy W. Ayres

Mr. Ayres reported that Timberland is still financially in good shape. Timberland had revenue through the sixth month of \$1,554,344.79, and expenditures of \$1,353,471.97. The balance of this money is invested. The investment picture is very good for this year with receipts from investments of \$4,335.94 compared with \$2,117 last year. Last year there was an expenditure of \$2,413.00 from investments at the end of the year, and so far this year there have been no expenditures. Timberland has requested three drops from EDA and has received three drops and another request will be submitted tomorrow.

Mr. Ayres reviewed the revenue and expenditure charts as follows:

REVENUE:

General property taxes, budgeted \$984,830, received \$609,940, which is 62%.

Forest excise tax, budgeted \$559,098, received \$338,968, which is 61%.

State forest yield, budgeted \$15,000, received \$1,440, which is 10%. Mr. Ayres said the director has been in contact with the Department of Natural Resources with regard to this.

City contracts, budgeted \$638,315, received \$314,135, which is 49%.

In sales of fixed assets, the majority is timber sales, and the library has sold one vehicle. There is budgeted \$21,000, received \$20,291, which is 97%.

Miscellaneous revenue, budgeted \$24,805, received \$18,699, which is 75%.

EXPENDITURES BY ELEMENT:

Personal services - budgeted \$1,479,376, spent \$706,294, which is 48%.

Supplies - budgeted \$57,200, spent \$23,155, which is 40%.

Other services, which includes professional services, transportation, advertising, printing and binding, insurance, repair and maintenance, rentals, communication, public utilities - budgeted \$382,984, spent \$138,111, which is 35%.

Capital outlay - budgeted \$375,872, spent \$240,431, which is 64%. The reason this is higher is because some of this has to be paid quarterly rather than monthly. Mrs. Morrison said this includes the deposit of

- 3D(4) book funds with the State Library which is in advance and Timberland draws against these funds as orders are placed.

The same expenditures broken down by object in the BARS system are as follows:

Administration - budgeted \$259,621, expended \$104,087, which is 40%.

Public service - budgeted \$1,715,405, expended \$859,900, which is 50%.

Organization of materials - budgeted \$242,585, expended \$86,996, which is 36%. Mrs. Morrison said the processing and network costs are included in this.

Facilities - budgeted \$75,217, expended \$51,649, which is 69%. Again, this involves quarterly payments.

(5) Non-Print Materials Selection Committee - Jay Windisch, Chairman

Mr. Windisch distributed copies of his written report, and copies of 16mm film holdings of Timberland which are divided between Olympia and Aberdeen. Mr. Windisch said the Non-Print Committee is made up of eleven staff members. The committee previews and evaluates A-V materials. Staff members throughout Timberland are constantly submitting requests. Mr. Windisch listed in his report the types of A-V materials Timberland has as well as some of the holdings. He said the Committee is about halfway into its budget for this year.

In addition to the materials which Timberland owns, Timberland belongs to the Washington Library Film Circuit. Timberland has five memberships, one based in each county. There are approximately 30 films in each packet. Mr. Windisch said there have been some complaints recently about the status of the films in the Circuit, quality-wise, in terms of damage and repair, and being out of date. There are various committees going through the packets trying to clean them up. Timberland is represented on several of these committees. Committees do a lot of writing and telephoning rather than traveling. They are presently going through the packets in Timberland, counting splices, making general comments about the use of the films. Timberland has had an adequate budget the past several years for A-V materials and is building up its own collection. He found that during the year under interlibrary loan, Timberland requested over 300 A-V items which were filled by other library systems and Timberland loaned no A-V materials. Mr. Windisch said he did not know if this has anything to do with the TRL collection itself. In his report are included some basic statistics and the Board receives monthly statistics on the monthly circulation report. He said it appears the films are being well used. Timberland has also purchased five feature films. They did not duplicate any titles which are available through the Circuit. He said that these feature films seem to be going over quite well. Mr. Windisch said it is very difficult and time consuming to preview all of the films, but he has found that in order to give good service, it is necessary.

Mr. Keiski asked if there are other film services which Timberland could subscribe to other than the Washington Library Film Circuit, for instance from Canada. Mr. Windisch said these are usually provided by the Circuit and that he agrees that the best films they see are from the National Film Board of Canada. However, they are not for sale. Mr. Keiski asked

- 3D(5) if they had a subscription service, and Mr. Windisch replied that he did not know. Mr. Keiski said there are many excellent documentaries produced which circulate in the public theaters but are not a lasting thing and he was wondering if there was any way to get these documentaries. Mrs. Morrison said that Jane Wolcott at the State Film Library asked if Timberland would be willing to participate in the Blue Ribbon Films again this year and she said they would be. It only costs \$75, and these are top quality films, many of them documentaries.

Mr. Windisch said the Circuit members have just been arguing among themselves as to whether or not to fill what the people want or to provide these documentaries which sit on the shelves most of the time but are available to the few people who wish to check them out. The Circuit is made up of memberships and the libraries actually have a say in what types of films go into the Circuit. They tend to get the documentary type of films into the Circuit and tend to purchase for their own collections the more popular films or films particular to an area or community.

4 Correspondence

- A. Letter from Grays Harbor County Commissioners dated June 28, 1977 regarding appointment of Mrs. Richard Voege to the Board

Mr. Keiski said the Grays Harbor County Commissioners have appointed Mrs. Voege to fill an unexpired term. He asked Mrs. Morrison to contact the other County Commissioners and request a speedy endorsement of this appointment.

5 Unfinished Business

- A. Consultant for Grant Request at North Mason

Mrs. Morrison said that Timberland has found that the expertise of Mr. Isaac in writing grant requests was very successful. There has been prior discussion of checking into the possibility of building an energy-saving facility at North Mason. She said that Mr. Isaac has some ideas which might possibly work. Timberland has neither the staff time nor the expertise to do this, and Mrs. Morrison recommended that the Board hear Mr. Isaac's proposal.

Mr. Isaac said one of the suggestions is building a library compatible with the square footage of a large residential home. He feels it might be a good idea to use this as a demonstration project for solar and wind energy. He has talked with the Energy Research and Development Administration, and that agency does fund demonstration projects for public buildings. He said one library which has been funded was in the \$80,000 category. He suggests that the Board look into this type of project for North Mason. This would be a "commercial" building that would be open at a time when people can view it. He is looking also at other agencies, such as Farmers Home Administration, EDA, and other federal programs.

Mr. Windisch said that he recently previewed a film for Timberland on solar energy that he felt was excellent. It is not too technical and very easy to understand. He gave it a high recommendation and hopes that Timberland will be purchasing it soon.

Mr. Baker asked what would be involved moneywise if Timberland engaged

- 5A Mr. Isaac as a consultant. Mr. Isaac said he had a letter proposal for the Board. Mr. Keiski read the letter from Mr. Isaac to the Board dated July 20, 1977 as follows:

"Subject: Consulting Services for North Mason County

"We are pleased to submit our proposal for consulting/architectural services to the Timberland Regional Library for the North Mason County Library building.

"Our consulting services for the North Mason Library would be in two parts: (1) consulting services for obtaining grants from Federal and State agencies, and (2) architectural services for the planning, design and construction drawings and supervision of construction.

"The consulting services would include preparation of applications for grants, consultations with the Board, and other similar services.

"Architectural services would consist of the design of the building, its planning and other requirements, as provided for in A.I.A. forms.

"The maximum consulting fee will be \$1,200. This fee will not be exceeded unless further discussion and approval has been given by the Board of Trustees.

"The maximum architectural fee will be discussed and negotiated at a later meeting.

"We appreciate this opportunity to again work with the Timberland Regional Library."

Mr. Keiski said there are actually two items in the letter, one for consulting services and the other for architectural services. Mr. Keiski said Mr. Isaac and Mr. McCann have merged their services into a firm of McCann - Isaac & Powell. He wants to make it very clear that the Board is looking at eventual architectural involvement again. Mr. Baker said this proposal specifies the limit but does not say anything about how this limit is arrived at. Mr. Keiski asked how many hours are involved in this \$1,200 fee. Mr. Isaac said this is based on 40 hours at \$30.00 per hour. This included, while he was in Washington, D.C., some discussion with congressional delegations and researching into ERDA, FHA and other funding. He said he cannot guarantee that this project will be funded at all. If he achieves this in less than 40 hours, the fee would be less; if it takes more than 40 hours, it still would not cost more than \$1,200.

Mr. McCann said in the area of energy-saving buildings, there is coming on the horizon some specialty firms. He feels that besides just filling out an application, it would have to do with whether the application is in a technological area which happens to be receptive to those making the grant. He said that there are some technological approaches which would stand a better chance of being funded than others.

Mr. Keiski said he had been consulting with Mrs. Smith and they feel it is in order to have an Executive Session since they are dealing in the area of contracts. Mr. Keiski requested that the Trustees, the attorney, Mr. Isaac and Mr. McCann and senior staff recess into Executive Session.

The meeting recessed for an Executive Session at 10:00 p.m. and reconvened at 10:35 p.m.

- 5A Mr. Keiski stated that the Trustees, in Executive Session, reviewed budgetary matters, contractual fees and other confidential matters. They had discussed the possibility of making a rapid and vigorous application to a number of governmental agencies dealing with use of new power sources in public buildings, and it seemed to be the consensus that the North Mason facility, which has been a top priority for quite some time, deserves the attention of the Board. The Board would like to pursue some sort of grant which could help get this building under construction. The staff has given the Board some advice on this and the Trustees reaffirm the need for better library service in Mason County by cooperating with the Friends group in the Belfair area. The Board had before them a proposal from McCann - Isaac & Powell, 203 Harper Building, Seattle, Washington, to do initial grant investigation under a consulting fee which the Trustees would enter into with Mr. Isaac

77-48 MARY THURSTON MOVED THAT THE BOARD HIRE WALTER M. ISAAC OF THE FIRM, McCANN - ISAAC & POWELL, TO PROVIDE CONSULTING SERVICES IN THE FORM OF GRANT APPLICATION FOR FEDERAL FUNDING TO BUILD A NORTH MASON LIBRARY, AT A FEE OF \$30.00 PER HOUR TO A LIMIT OF \$1,200.00. BOB BAKER SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

6 New Business

A. Washington Library Network Interim Letter of Agreement

77-49 SHIRLEEN JOHNSON MOVED THAT THE BOARD PROCEED WITH AN INTERIM AGREEMENT FOR PARTICIPATION IN THE WASHINGTON LIBRARY NETWORK UNTIL A FORMAL CONTRACT BETWEEN THE LIBRARY AND WASHINGTON LIBRARY NETWORK IS SIGNED. MARY THURSTON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Declaration and disposition of surplus property

Mr. Keiski said staff had requested that an A. B. Dick Electronic Stencil Maker and Mimeograph and Burroughs bookkeeping machine be declared surplus and disposed of in the proper manner. The staff has suggested that the proceeds from the A. B. Dick Stencil Maker and Mimeograph go back into the Fleet Memorial Fund, since they were purchased originally with this fund.

77-50 DON COX MOVED THAT THE A. B. DICK ELECTRONIC STENCIL MAKER AND THE A. B. DICK MIMEOGRAPH BE DECLARED SURPLUS AND DISPOSED OF IN THE PROPER MANNER. RUTH SCHMIDT SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison recommended that the Board accept a \$200 offer for the A. B. Dick Electronic Stencil Maker and Mimeograph. These funds will go back into the Fleet Memorial Fund.

Mr. Keiski stated that the Burroughs bookkeeping machine located at the Service Center should be declared surplus and then will be sold once the new bookkeeping machine has been installed.

6B

77-51

BOB BAKER MOVED THAT THE BURROUGHS BOOKKEEPING MACHINE BE DECLARED SURPLUS. SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

Mrs. Morrison recommended that the Board accept whatever they can get for this machine, since it is very difficult to get parts for it anymore. The Board agreed with this recommendation.

C. Adoption of Resolution relating to a per diem, mileage and subsistence payment for staff members

Mr. Keiski said several resolutions are on the agenda due to a recommendation of the State Auditor and these resolutions have been drawn up by Timberland's attorney, Mrs. Smith.

77-52

DON COX MOVED THAT RESOLUTION RELATING TO A PER DIEM, MILEAGE AND SUBSISTENCE PAYMENT FOR STAFF MEMBERS, RESOLUTION NO. 27, BE ADOPTED. MARY THURSTON SECONDED THE MOTION.

Mrs. Morrison said the Board has already, in fact, authorized these, but not by resolution, so what the Board is doing is providing guidelines in the way that staff would receive per diem, mileage and subsistence payments, which meet those established by the State Auditor.

MOTION CARRIED UNANIMOUSLY.

D. Adoption of Resolution relating to the district imprest fund

77-53

SHIRLEEN JOHNSON MOVED THAT RESOLUTION RELATING TO THE DISTRICT IMPREST FUND, RESOLUTION NO. 28, BE ADOPTED. BOB BAKER SECONDED THE MOTION.

Mr. Ayres stated that this does not increase the imprest fund, but just clarifies its distribution.

MOTION CARRIED UNANIMOUSLY.

E. Adoption of Resolution relating to Advance Travel Expense Revolving Fund

77-54

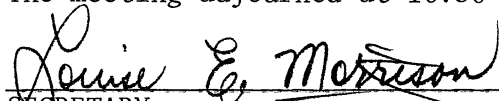
MARY THURSTON MOVED THAT RESOLUTION RELATING TO ADVANCE TRAVEL EXPENSE REVOLVING FUND, RESOLUTION NO. 29, BE ADOPTED. SHIRLEEN JOHNSON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison reminded the Board that the August meeting will be on the fourth Thursday, August 25, 1977, and will have on the agenda adoption of the preliminary budget. Mr. Keiski said he may not be able to attend this meeting. It was decided that it would be more convenient for Board members to meet on August 18 instead.

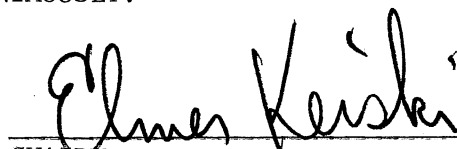
77-55

SHIRLEEN JOHNSON MOVED THE MEETING ADJOURN; DON COX SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 10:50 p.m.



SECRETARY



CHAIRMAN