

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

August 18, 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
Dorothy Voegel - Grays Harbor County
Ruth K. Schmidt - Member-at-Large
Shirleen Johnson - Member-at-Large

STAFF PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Assistant Director, Western Area
Joy W. Ayres, Business Manager
Barbara Durney, Hoquiam
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
Donna M. Schaan, Supervisor-Personnel Administration
Sally Settle, Supervisor-Central Services

Liane Bascou, Board Recording Secretary
Jane Dowdle Smith, Timberland Attorney

GUESTS PRESENT:

Marie Albrecht, R. F. McCann & Co.
Robert Albrecht

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

AGENDA ITEM
NO.

- 1 Approval of Minutes of Meeting of July 21, 1977

77-56 BOB BAKER MOVED THAT THE MINUTES OF JULY 21, 1977 BE APPROVED;
MARY THURSTON SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

- 2 Approval of Vouchers

Chairman Keiski explained that the director has the authorization to approve the payroll vouchers and that the Board approves other vouchers.

77-57 RUTH SCHMIDT MOVED THAT VOUCHERS NO. 956 THROUGH NO. 1064 IN THE
AMOUNT OF \$115,968.90, FOR THE MONTH OF AUGUST, 1977, BE APPROVED;
MARY THURSTON SECONDED THE MOTION.

Mr. Baker questioned voucher No. 992 to Gaylord Bros. in the amount of \$283.35 for operating supplies and \$3,841.42 for rental of machinery. Mrs. Morrison explained that this is for rental of the charging machines for the year. Mrs. Schmidt asked if this was for the calendar year. Mr. Ayres replied that this is from June 1 through May 30. Mrs. Morrison brought voucher No. 1007 to the Board's attention. This is to R. F. McCann & Co. for professional services in the amount of \$3,904.57. She explained that Timberland should have made part payment of its \$31,775

- 2 total commitment before so in the EDA budget it looks as if Timberland has spent most of the project inspection when actually some of that should have been paid earlier by Timberland. Timberland is catching up with its payment this month and it is charged against Timberland rather than EDA. This is part of Timberland's share on the grant. Mrs. Schmidt questioned voucher No. 1028 to Rainier Bank and Venture Construction in the amount of \$4,617.99. Mrs. Morrison explained that this is the 5% retainage that Timberland is depositing every month.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith said she would discuss the North Beach Lease under new business. She reported that a problem came up with regard to an employee driving her own vehicle on library business and who was involved in an accident which totaled her vehicle. Mrs. Smith said that she felt this should be the library's responsibility and suggested that some rules and regulations be adopted by the Board with regard to staff using their own vehicles out of necessity, so that there will be no objections by the State Auditor. Mrs. Morrison said that Timberland felt a moral obligation to this employee. Mrs. Schmidt asked who suffered this accident and Mrs. Morrison replied that it was Leota McDonald of White Pass Library.

C. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison said that she has pretty much covered everything in her memos to the Board. She reported that next week there will be a meeting of library directors from all over the state. They will be discussing problems of funding and trying to get some legislative priorities established. She said the State Library Commission will be meeting next month and will be acting upon the grant request for the Jefferson County Project.

Mr. Keiski asked how the Board feels about Mrs. Morrison's suggestion that a custodian be hired for the new Service Center. Mr. Baker said that it sounds sensible to him. Mrs. Johnson felt that this is a good idea and asked if the salary is in line. Mrs. Morrison said that the salary is on the schedule as a custodian. She said that Timberland has contracted for cleaning service in the present Service Center, but they have little control over this type of cleaning. She said that senior staff feels that there are many things which a custodian can do at the new Service Center because of the grounds that will need to be taken care of. Mrs. Schmidt asked if there is a job description for this which would include outside work as well as interior. Mrs. Morrison said that she is quite sure that the present custodian job description does cover this and she will have Ms. Schaan check on this.

Mrs. Morrison said that the Job Study Group has come up with a new job description for a Supply Assistant. There has been a vacant Accounting Assistant position in the business office which was not refilled. Because the payroll will be coming back to the business office, it will be necessary to fill this position again, but it will be at a lower level

3C(1) since this will be a position which will work under the Accounting Assistant. She said that the Board has final approval on position descriptions. Mrs. Morrison distributed a draft of the new description and Chairman Keiski placed this matter under Additional Agenda Items.

(2) Assistant Director, Western Area - Virginia Barton

Mrs. Barton referred the Board to her written report. She had some photographs on display of the new structure at Amanda Park, the library at North Beach, and the construction at the Centralia Library. She said the brick being used in the new construction at the Centralia Library is almost a perfect match with the brick on the present structure. Bids will be accepted in September on the interior furnishings.

(3) Assistant Director, Western Area - Mary Stough

Mrs. Stough was excused from the meeting because she was attending the PNLA conference and her written report was in the Board's folders.

(4) Business Manager - Joy W. Ayres

Mr. Ayres reported that through July, Timberland had revenues totaling \$1,757,784.17 and expenditures of \$1,640,908.77, with an investment of \$374,002.66. On investment interest this year, with no expenditures for interest-bearing warrants, Timberland has realized \$5,347.51.

Mr. Ayres reviewed the revenue and expenditure charts. Mr. Keiski explained that these charts help the Board visually grasp the financial picture of Timberland.

REVENUE

General Property Taxes - Budgeted \$984,830 through July, received \$622,226, which is 63%.

Forest Excise Tax - Budgeted \$559,098, through June (this did not change in the month of July); received \$338,968, which is 61%.

State Forest Yield - Budgeted \$15,000, received \$3,125, which is 21%. The Director has been in contact with the State Department of Natural Resources with regard to this, and has been told that this will be a good year.

City Contracts - Budgeted \$638,315, received \$376,941, which is 59%.

Sales of Fixed Assets - Budgeted \$21,000, received \$21,591, which is 103%.

Other Miscellaneous Revenue - Budgeted \$24,805, received \$23,933, which is 96%.

Mr. Ayres pointed out that EDA revenue and expenditures are not included in these tracking charts.

3C(4)

EXPENDITURES

Personal Services - Budgeted \$1,479,376, expended through July \$838,503, which is 57%.

Supplies - Budgeted \$67,200, expended through July \$27,207, which is 48%.

Other Services - Budgeted \$382,984, expended through July \$156,582, which is 41%. This includes everything in the BARS aside from personal services, supplies and capital outlay.

Capital Outlay - Budgeted \$375,872, expended through July \$246,456, which is 66%. This is higher because Timberland must make some quarterly payments in advance.

Mr. Ayres then broke down the expenditures according to BARS accounts:

Administration - Budgeted \$259,625, expended through July \$121,200, which is 47%.

Public Services - Budgeted \$1,715,405, expended through July \$985,199, which is 57%.

Organization of Materials - Budgeted \$242,685, expended through July \$95,021, which is 39%.

Facilities - Budgeted \$75,217, expended through July \$66,808, which is 89%. Again, this is higher because of quarterly payments.

(5) Washington Library Network - Sally Settle

Mr. Keiski asked Ms. Settle about an article he read in the Daily Olympian in which someone from the State Library was quoted at the PNLA conference with regard to the Library of Congress "joining the Washington Library Network." Ms. Settle said she had not read the article but thinks this is probably with regard to the nationwide networking plans which are going on to interface the WLN, for example, with other regional networks elsewhere in the country. The WLN was designed very carefully so that it would be harmonious with the Library of Congress and other systems. The WLN is the first system to do this. Ms. Settle reported that the Network itself is developing beautifully and everyone is pleased to have Ray DeBuse of the State Library working with them on this as Network Director. Timberland is using the terminal constantly, and Ms. Settle said that Mr. Keiski had an opportunity to come into the office and watch and make a few requests. She said that Raeburn Hagen (former Timberland Board member) also stopped by and had an opportunity to see the terminal in action. Ms. Settle invited other Board members to stop in between 8:00 a.m. and 5:00 p.m. Timberland has begun input of its own holdings as new acquisitions are received. This has been done by the State Library staff in the past. Ms. Settle said she has seen every day the possibility of time-saving in various areas, as well as increase in accuracy and efficiency. She said she would like to see a terminal placed in the new Olympia Library building for the reference staff there to use. Ms. Settle reported that there was a meeting of the WLN Executive Council last Tuesday, which meeting was devoted principally to the discussion of

- 3C(5) the new Principal Member Contract. She understands that one of the things which came out of this discussion was an agreement to a one-year contract. Mrs. Morrison stated that the revision of the contract also includes some of the kinds of quality controls which have been requested. Mr. Keiski said that from a Trustee's point of view, he can see some ramifications, such as the libraries being used more heavily, the mailing budget going up. Ms. Settle said the access is so immediate and can save so much searching time. Before a request can be sent to PNBC, Timberland staff must find out everything possible on a particular book and this is expensive. The computer will do a lot of this for staff.

4 Correspondence

There was no correspondence on the agenda.

5 Unfinished Business

There was no unfinished business to be discussed.

3 Reports

B. Report of Architect - Marie Albrecht

Ms. Albrecht reported that the specifications on the furnishings for the new Service Center were sent out on Monday. She presented a drawing with revisions of the furniture layout. She explained that \$5,000 has been set aside to refurbish present furniture, but this will depend on how the bids come in. Mrs. Morrison has been given a list of specifications for the furnishings which may be purchased on the state bid, which Mrs. Morrison has reviewed carefully. (Mrs. Morrison said that this order will be ready to go out tomorrow.) Ms. Albrecht stated that furnishings which may be bought on the state contract are desks, seating, file cabinets, and storage cabinets. Panel systems will be used in the open-plan type offices. These panels will be used doubly, as a wall and as shelving, and are not covered on the state contract. The folding tables also are not covered by the state contract. Mr. Keiski asked if people in the furnishing business are anxious to bid on this type of thing. Ms. Albrecht said she does not think that the furnishing people are reading the Journal of Commerce as much as one might wish. Two firms have picked up "specs" so far and she expects another gentleman to pick them up tomorrow. She is going to call several firms also. Mr. Baker asked what types of companies are set up to handle this type of furnishing. Ms. Albrecht stated that they will probably go for the large items and subcontract out the rest. She said she has specified Steelcase panels and Howe tables. The gentleman coming in tomorrow handles Steelcase, and he may have also in his firm another type of folding table. It has been written in the specs that substitutions must be submitted so they can be evaluated. Mrs. Schmidt said that at one time the Board had discussed acquisition numbers on the furniture owned by Timberland in the various libraries. Mr. Ayres stated that this is completed with the exception of the Service Center and this latter is being held up until the new Service Center is complete and staff is moved in.

6 New Business

A. Consideration of 1978 Preliminary Budget

- 6A Chairman Keiski stated that the revenues for 1978 were left blank in the budget since they have no way of knowing what these will be. Mr. Baker said this is premature. Mr. Keiski stated that the State Auditor had mentioned in his report the number of times the Board amends the budget. Mrs. Smith said there is nothing legally wrong with amending the budget several times. Mr. Baker said it is worthwhile to consider this preliminary budget, but does not think the Board should approve it at this time. Mrs. Morrison stated that this can be advertised for the September 15 meeting, and there is also a Board meeting scheduled for September 29 for budget adoption, which is just before the deadline for the levy. However, most of the counties do not get their levy done on time since their budgets do not have to be done until the first of December. They cannot seem to get this schedule changed for other taxing entities, such as libraries. It was agreed by the Trustees that this preliminary budget was to be taken under advisement until the next meeting.

B. Management Consultant Fee Allowance

Chairman Keiski stated that it had been suggested that a consultant be hired to assist in bargaining with the union, at least in terms of briefing the director and whoever else will be involved in the bargaining on behalf of Timberland in the latest changes in the law and other managerial points of view. Mrs. Morrison had suggested in her memo to the Board the amount of \$250 be set aside for this, but Mr. Keiski thought at at least \$500 should be budgeted. Mr. Keiski said there are advantages and disadvantages to hiring a consultant. He stated that bargaining is becoming more complicated. Mr. Keiski said he enjoyed serving on the bargaining committee, but it did take a lot of time. Mr. Baker stated that they could leave it at \$250 and authorize more later if need be. Mr. Keiski stated that the Board also has access to Jane Smith. Mrs. Johnson asked if staff has a particular person in mind. Mr. Keiski said the Board had consulted with Larry Yok informally during the last bargaining. Mr. Yok was with another governmental jurisdiction in Thurston County and his advice was given freely. Mr. Yok was on the management side in other deliberations and they shared mutual concerns. He is now a private consultant. Mrs. Schmidt asked for clarification of Mrs. Morrison's statement in her memo to the Board that "The Board would give us clearance for a small amount, say \$250, to get a labor relations consultant to sit down with us to map out a strategy for this year's negotiations." Mr. Keiski said a consultant could talk to the Board in general and give Board members an overview of what management is experiencing in bargaining units of Timberland's size. He said Mr. Yok did a good job of pointing our management concerns last time. On the other hand, he could be on a standby basis in terms of conference or phone calls in case the negotiating team runs into something that is completely new. Mrs. Johnson said she would like someone to come speak to the Board first. Mr. Keiski suggested that the Director and Supervisor-Personnel Administration make recommendations in terms of positions that the Board ought to consider in the next round of bargaining and then the Trustees can determine priorities from that. Once this is done, send in the bargaining team. He said it would be nice to get this completed by the end of the year and it has been agreed with the Union that they would exchange positions sometime between August 1 and October 1. Mr. Baker said he felt the Board should proceed on the basis of preliminary discussion with the consultant and get advice on what direction to go. Mr. Keiski stated that there are union trends which the Board should be alerted to on which a consultant may be able to help. Mrs. Schmidt suggested consulting with Mrs. Smith and then have

- 6B the consultant come in for a preliminary meeting with the Board. It was agreed by the Board to proceed in this manner.

C. North Beach Lease

Mrs. Smith said, based on the recommendations given to her by Mrs. Morrison, she has redrafted the lease. The rent has been increased and is now \$350 per month. The initial lease has been extended to 15 years, in three consecutive five-year periods, beginning September 15, 1977. A hold harmless clause has been added for the Trustees. There has been added a covenant that the lease is binding upon the assigns, heirs, successors, etc. of the lessor. The present lease will expire in July, 1978, and this will mean an increase in rent before the present lease is up. Mrs. Morrison said the rent would have gone even higher next year anyway if Timberland had not been willing to renegotiate the lease now. She explained that the previous owners had gone bankrupt since they had made no provisions for upkeep of the building or for increases in taxes. There was discussion on the possibility of increasing the square footage of the library, or the possibility of the present owners building and leasing a new library in North Beach. Mrs. Morrison and Mrs. Smith recommended that the lease be signed.

77-58

BOB BAKER MOVED THAT THE NORTH BEACH LEASE WITH OLSON-WEST PAC INVESTMENT COMPANY BE APPROVED. DON COX SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

D. Professional Dues Deduction from Salaries

Chairman Keiski stated there has been a request from several professional staff members that dues to three organizations (WLA, ALA, and PNLA) be deducted from salaries. Mr. Keiski expressed his concern that if this is done, that this might be recognition of another employee organization. Mrs. Smith said she would have to check on this. She said there are some things which can be deducted and others which cannot be deducted from governmental payrolls. Mr. Baker asked how much bookkeeping is involved. Mr. Ayres stated that this would not involve a great deal of bookkeeping. Mr. Baker said he felt this was an unusual request since he didn't see that it would be difficult for staff members to make their own payments. Mrs. Morrison said she felt some staff members thought it would be easier to belong to all three organizations if the dues were deducted in smaller increments from their paychecks each month. Mr. Keiski said the Board has not received a formal request for this but rather a survey memo which was circulated among staff. Mrs. Schmidt asked if they would have to belong to all three organizations if they have dues deducted from their salaries. Mrs. Morrison replied that staff could sign up for whichever one they wish to belong to. Mr. Cox asked if this would be made in 12 equal deductions, and Mrs. Morrison said that this is probably how it would be done, although they have not set up any mechanics for this as yet. Mr. Baker said these are due annually, and surely the library cannot finance these dues for staff. Mr. Cox said that actually the library would have use of staff's money until the dues are due to the various organizations. Mrs. Schmidt asked if the library can legally do this and hold staff's money. She said that she recalls that each staff member must sign a request that something be taken from his/her check and this is kept in the personnel file. Mrs. Morrison said staff members just wanted to know if the Board would adopt this concept and then the mechanics of it would be worked out later. Mrs. Barton stated that

6D school districts have been deducting dues for teachers for years. They are not required to negotiate with an organization unless there is a signed contract with that organization. Mrs. Smith said that sometimes school districts have special laws that other organizations do not have and she would do further research into the matter. Ms. Schaan stated that those people who signed the list requesting these deductions are just people who said they would support this idea, and not necessarily the people who would request the deductions if offered. She said also there are many non-professionals who belong to some of these organizations. Mr. Baker said if this is legal, and there is no bookkeeping difficulty and Timberland's money would not be invested in advance, he would go along with it. Ms. Settle said that there are a number of clerical employees who are members of WLA, and there will perhaps be more if there is this sort of automatic deduction. She said the more clerical members of WLA, the more it could benefit Timberland. It was agreed that this matter would be taken under advisement and Mrs. Smith will research the legality of it. Mr. Keiski suggested that a formal request come from staff who wish to have dues deducted from their salaries.

E. Set Service Center Furnishings Bid Opening for 8:00 p.m. September 15, 1977

77-59

BOB BAKER MOVED THAT CALL FOR BIDS FOR SERVICE CENTER FURNISHINGS BE APPROVED AND THAT BIDS WILL BE OPENED AT 8:00 P.M. ON SEPTEMBER 15, 1977. RUTH SCHMIDT SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

Mr. Keiski stated that bids will be opened on the next regular meeting date on September 15. He asked if it would not be advantageous to issue a news release on this. Ms. Albrecht said this might be a good idea to publicize it in this area. Chairman Keiski directed Mrs. Morrison to handle this.

7 Additional Agenda Items

A. Job Description for Supply Assistant

Mr. Keiski said he thought there was a lid on new hirings. Mrs. Morrison explained that this is a refilling of an old position which was made vacant, but also a redefinition of duties and being made a lesser position. Because this new position would be in the business office, it does not fit into any of the job descriptions in the community libraries or in central services. It is strictly a business office position. She said that it is consistent with the rest of the job descriptions. It is stated in the Classification Plan that the Board has final approval of new position descriptions. Mrs. Morrison said that this position is needed. Mrs. Schmidt asked how many new positions will be needed in the new Service Center. Mrs. Morrison said they will need a custodian, and someone in the menderly. Mrs. Schmidt then asked for clarification of the statement in the August 12 Timberland Bulletin that Judy DuPuis is taking a six-month leave of absence and her replacement for that period is Rebecca Buckingham. She asked if Ms. Buckingham is a new employee. Mrs. Morrison stated that she is just filling this position temporarily and that there was no one available in Timberland to fill it.

- 7A Mr. Keiski asked what the Board's wish is with regard to the new Supply Assistant position. Mary Thurston stated that she did not like the term in the position description "Other duties as required" since this is such a vague term. Mrs. Morrison said that all of the descriptions contain this phrase. Mrs. Thurston asked if there are any guidelines on how far a supervisor can go on this. Mrs. Morrison said they do have guidelines. Also, anyone working at a higher classification for five days or more will get the pay of the higher classification. Also, anyone in a higher classification can do the duties of someone in a lower classification. Ms. Schaan said Timberland has a built-in caution called the Job Study Group. When an employee finds that he/she is doing duties of a higher classification and duties are increasing in quality rather than quantity, the supervisor of that employee has the right to make a request to the Job Study Group for a reclassification. Mr. Keiski asked if any employee has filed a grievance over his/her duties. Ms. Schaan said there have been no grievances filed, but there have been several reclassifications.

77-60

DON COX MOVED THAT THE BOARD ACCEPT THE NEW POSITION DESCRIPTION FOR SUPPLY ASSISTANT. SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Jefferson County Project - Intent to Contract

Mrs. Smith read the Intent to Contract with the Jefferson County Commissioners as follows:

"The Board of County Commissioners of Jefferson County hereby declares its intent to enter into a contract with Timberland Regional Library for library service to residents of rural Jefferson County under the 'Jefferson County Project' for a nominal fee of \$1.00 and for a one-year period, commencing in 1978.

"'Library service' means those specific services agreed to be provided by the Board of Trustees of Timberland Regional Library. This service shall commence in 1978 and shall continue for a period of one year. Both parties to this agreement acknowledge that the signing of a formal contract is contingent upon the receipt of funds provided by the Federal Government under the Library Services and Construction Act and awarded by a grant from the Washington State Library Commission to the public library designated as the administrative library for the purposes of this Jefferson County project.

"It is agreed by both parties hereto that unless said grant of funds is forthcoming, no 'library service' can be provided by the Timberland Regional Public Library."

The Jefferson County Commissioners have already signed this agreement. Mr. Keiski briefly reviewed what this project entails.

77-61

SHIRLEEN JOHNSON MOVED THAT TIMBERLAND REGIONAL LIBRARY ENTER INTO AN INTENT TO CONTRACT AGREEMENT WITH THE JEFFERSON COUNTY BOARD OF COMMISSIONERS FOR LIBRARY SERVICE TO RURAL JEFFERSON COUNTY UNDER THE "JEFFERSON COUNTY PROJECT" FOR A NOMINAL FEE OF \$1.00 FOR A ONE-YEAR PERIOD, COMMENCING IN 1978. DOROTHY VOEGE SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

- 7B Ms. Settle said the State Library Commission will be meeting on September 8 and will be acting on this grant request at that time. She said that she is hopeful that this project will be funded. The West Library Service Area was instructed at the June State Library Commission meeting to work with the Institute of Governmental Research. This organization was awarded funds to conduct a project for the State Library Commission to provide a plan for library service to unserved areas throughout the state. The West Library Service Area committee has gotten together and worked out a way in which the Jefferson County Project can serve as a case study for the Institute of Governmental Research. They have gotten the legality issue nicely resolved thanks to Jane Smith and thanks to the Assistant Attorney General. She told people from other states at the ALA conference about this project, and they all urged that this be written up nationally. This is a unique concept and nothing like this involving this many kinds of institutions working together has ever been done. The Institute of Governmental Research will be concentrating principally on Skagit and Clallam Counties, but their "province" is all the unserved areas, which includes 52 cities and 12 counties in Washington.

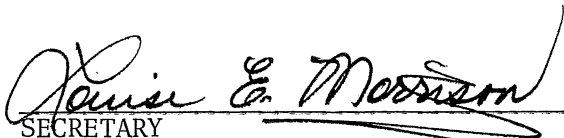
77-62

BOB BAKER MOVED THAT THE MEETING ADJOURN; MARY THURSTON SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

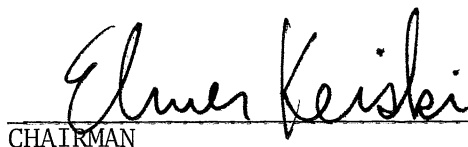
The meeting adjourned at 9:10 p.m.

Chairman Keiski announced that Mary Thurston would not be able to serve on the Board anymore because she has moved to another county. He said that the Board appreciates her time and energy and expressed his hope that she will continue working for better library service. He said that she will be receiving an appropriate certificate for her time on the Board. Mrs. Thurston said she has enjoyed the time she has served on the Board and hopes that she will have the opportunity to serve again in the future.

Mr. Keiski commended the Thurston County Literacy Council and requested that the recent article in The Daily Olympian be made a part of the next Trustee mailout.



SECRETARY



CHAIRMAN