

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

September 15, 1977

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TIMBERLAND REGIONAL LIBRARY
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September 15, 1977

M I N U T E S

BOARD MEMBERS PRESENT:

Elmer F. Keiski, Chairman - Thurston County
Donald M. Cox - Pacific County
Alice Harris - 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
Mary Stough, Assistant Director, Eastern Area
Joy W. Ayres, Business Manager
Rebecca Buckingham, Children's Librarian, Centralia
Elizabeth Gatlin, Librarian, North Mason
Judy Green, Librarian, Hoquiam
Alma Greenwood, Reference Librarian, Olympia
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
Mary Russell, Librarian, Lacey
Donna M. Schaan, Supervisor-Personnel Administration
Sally Settle, Supervisor-Central Services
Betty Sholund, Reference Librarian, Olympia
Donna Stahl, Community Library Assistant II, Hoquiam
Jay Windisch, Reference Librarian, Aberdeen

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

GUESTS PRESENT:

Mary Albrecht, R. F. McCann and Co.
Joel Cohn, R. F. McCann and Co.
Mrs. Don Cox
Phil Dale, R. F. McCann and Co.
R. F. McCann
Mrs. R. F. McCann

Chairman Keiski called the meeting to order at 7:45 p.m. Mr. Keiski introduced Alice Harris, new Board member representing Mason County, and all staff, guests and Board members introduced themselves.

ATEND A ITEM
NO.

- 1 Approval of Minutes of Meeting of August 18, 1977

77-63 DON COX MOVED THAT THE MINUTES OF THE MEETING OF AUGUST 18, 1977
BE APPROVED; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION
CARRIED UNANIMOUSLY.

- 2 Approval of Vouchers

Chairman Keiski said the payroll vouchers for the month of August amount

- 2 to \$111,676.19, and the Director is authorized by the Board to approve these. The Board authorizes payment of all other vouchers.

77-64

BOB BAKER MOVED THAT THE VOUCHERS BE APPROVED; DON COX SECONDED THE MOTION.

Mr. Baker questioned voucher #1094 to Brown Chevrolet-Buick in the amount of \$329.91 for vehicle repair and maintenance. Mr. Ayres stated that this was for vehicle #6, which is the bookmobile at Centralia. Mr. Baker questioned voucher #1117 to Highsmith Co. for machinery and equipment in the amount of \$394.71 and for operating supplies in the amount of \$50.80. Mrs. Morrison stated that this was for the book drop for North Beach, which book drop is at the Service Center waiting to be sprayed with a rust resistant paint to protect it from the salt air at North Beach, and the \$50.80 figure is for magazine files and tapes. Mr. Keiski questioned voucher #1128 to Lacey Auto Body in the amount of \$173.42. Mrs. Morrison said that this was for repair of a damaged and leaky roof on the funmobile. Mr. Baker questioned voucher #1163 to Sinclair-Anderson in the amount of \$8,189.19, and Mr. Ayres said that this is for the new van. Mrs. Morrison noted that voucher #1190 to the Washington State Library is for the quarterly deposit for books and for five memberships to the Washington Library Film Circuit. For the benefit of new Board members, Mrs. Morrison explained that Timberland does not have any cataloging and processing department, and contracts with the State Library to do this for Timberland for a set amount per volume. Timberland orders its books through the State Library and deposits its funds and then draws against those funds. The State Library then catalogs, processes and delivers them to Timberland. She said that some of this will very likely change when the automated acquisition system gets "up." With regard to voucher #1163 for the van, Mrs. Harris asked if this van is ready for use or if there will be more expense involved. Mrs. Morrison explained that there will be some additional expense for shelving, purchase of a light weight book truck, painting of the TRL logo on the outside, etc. She expects this will take about 10 days to two weeks. Mr. Ayres explained that vouchers #1135, 1161 and 1162 are for staff training. Mrs. Morrison explained the breakdown at the bottom of the list of vouchers, with regard to the EDA grant. She said that Timberland's own expenditures this month have been \$104,888.43; EDA (Economic Development Administration) which is the grant for the new Service Center, is in the amount of \$91,340.35. She said that although Timberland pays the bills out of the regular funds, because the funds are transmitted to Timberland, that they have been separated so that the Board members may see what part is what. The retainage, which is deposited in Rainier Bank, and which is 5% of the total general contractor's cost every month, is held in escrow for the construction company until the building has been accepted by the architect and the Board.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith read her letter to the Board with regard to legal advice on the question of deducting professional dues from the payroll of

3A employees, dated August 30, 1977, as follows:

"You have requested legal advice on the question of whether the Timberland Regional Library Board can authorize the deduction of professional dues from the payroll of employees working for the library district who wish to have the dues deducted from their monthly warrant.

"I have reviewed all of the pertinent statutes, including Chapter 27.12 R.C.W. relating to public libraries and Chapter 35.21 relating to the authorities of municipal corporations in general, and cannot find any specific statute authorizing the deduction of professional dues for municipal or public library employees.

"R.C.W. 36.17.045 authorizes the deduction from county employees of pledges to United Good Neighbors, monthly payments to a credit union and monthly dues to a labor union. However, R.C.W. 41.04.230, which was last amended in 1973, specifically authorizes the deduction from salaries and wages of public officers or employees of the state, as provided in subsection (5):

"Dues and other fees deductions: Provided, That the deduction is for payment of membership dues to any professional organization formed primarily for public employees or college and university professors: And provided further, That twenty-five or more employees of a single state agency, or a total of one hundred or more state employees of a single state agency, or a total of one hundred or more state employees of several agencies have authorized such a deduction for payment to the same professional organization."

"This statute is specifically restricted to employees or officers of the state government and is not applicable to municipal employees or employees of a public library.

"Under the rules of statutory interpretation, municipal corporations are creatures of and subject to the regulation of the legislature. Wheeler School District #152 of Grant County v. Hawley, 18 Wn.2d 37, 137 P.2d 1010. Municipal corporations such as public library districts can only exercise those powers specifically granted by statute or necessarily implied therefrom. State ex rel. Barlow v. Kinneary, 70 Wn.2d 482, 423 P.2d 937. Thus, in the absence of legislation specifically authorizing the deduction of professional dues of employees by a library district, such deductions cannot be made.

"I have checked with the Code Revisor's Office to ascertain whether new legislation with regard to this question had been enacted during the regular or special session and was advised that there had not been any new laws passed regarding professional dues.

"Accordingly, you are advised that until such time as the legislature enacts legislation specifically authorizing the Board to deduct professional dues from the salaries of its employees, such deductions cannot legally be made."

- 3A Chairman Keiski requested that copies of this legal opinion be made available to those staff members interested. Mrs. Smith explained that with regard to municipal corporations, the expressed authority to do something has to be found in the statutes. She said that the legislature is gradually enacting authority and in this case has authorized professional dues deductions for state employees, at the request of state employees. Then what usually happens is that they follow with a statute authorizing this for county employees, which has not yet happened, and then they might follow with a statute authorizing this for municipal corporations, which would include library districts. It is just a process of legislative development.

5 Unfinished Business

A. Opening of Bids for Service Center furnishings

The bids had been advertised to be opened at 8:00 p.m. Chairman Keiski read the first bid opened from Bank and Office Interiors, Incorporated, doing business as Showroom 123, which bid is in the amount of \$42,066.60. Mr. Keiski read the following letter accompanying this bid:

"We are pleased to offer our bid for the Furnishings for the Timberland Regional Library Service Center, with the following clarifications:

- "- Delivery and installation would be during normal working hours. Any request to work overtime, in the evenings or on the weekends, would be subject to written approval prior to the work and to additional charges.
- "- Provided the merchandise does not arrive at the site earlier than the dates requested, safe and adequate storage will be provided at no charge for thirty (30) days beyond the installation date requested. After 30 days the actual cost of storage will be charged.
- "- After checking with the manufacturers specified, we find that they are not willing to take any responsibility for the liquidated damages as outlined in Section 1.2.16 if they do not perform within the time required. This refusal eliminates any control we would have over their actions and puts us in the position of not being able to accept responsibility for liquidated damages ourselves.
- "- The Glassform Company refused to offer any guarantee against their planters leaking or to take any responsibility for damage caused by a leaking planter, thus making it impossible for us to offer such a guarantee ourselves.
- "- Our bid total is based on using substitution items from Magna where noted. We do propose that the bid be accepted as originally specified using the Steelcase Panel and Paper Flo Systems. In this case we would increase our bid by \$4,032.65 to a base bid total of \$46,099.25. We urge you to do this and would welcome the opportunity to present our reasons for doing so.
- "- Our terms are net 30 days after each delivery. We would agree to a retainage of five percent (5%) of each invoice until final acceptance by the architect.

"We wish to assure you that we will give your project our utmost attention and supervision to insure that it is perfect in every way."

- 5A Chairman Keiski read the second bid from American Office Equipment in the amount of \$48,926.21 Both bids were accompanied by a bond. Mary Albrecht explained that she felt there weren't more bids because of the time involved. Some firms are too small for this size of a job. She said that because the specifications were for a public job, there has to be an allowance for substitutions. Steelcase is being ordered on the state contract and they asked for Steelcase in the specifications for bids on the rest of the furnishings. If a substitution is made, the architect has to be notified. Showroom 123 and American Office Equipment both contacted Ms. Albrecht with regard to substituting Magna Design and Haworth System for Steelcase. She looked at both of these systems and approved them. The Board requested that Ms. Albrecht look at these bids and make a recommendation to the Board.

3 Reports

C. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison said she has talked with Walt Isaac about the progress of the North Mason grant request. Mr. Isaac said that the Energy Research Development Administration (ERDA) and the Federal Energy Administration (FEA) are in the throes of being merged into the Department of Energy. Mr. Isaac sees the Department of Energy as the only possible source of funding so far. He thinks that he will have more information next week. Mr. Isaac is exploring the possible combinations of solar and wind energy.

Mrs. Morrison reported that the State Library Commission approved the LSCA grant for what is now being called the "Jeffco Project," which grant totals \$50,681. Fifteen separate entities will be cooperating in this project. Irene Heninger, Director of Kitsap Regional Library, and Frank Kilham, a Board member at Port Townsend Library, will spearhead the project. The Project Coordinator position has been announced and posted.

Mrs. Morrison announced that in terms of personnel, her secretary, Liane Bascou, will not be leaving as expected; Rebecca Buckingham is on the staff temporarily, replacing Judy DuPuis, who is taking a leave of absence; there has been an administrative transfer between the Senior Reference Librarians at the Service Center and the Olympia Library, which will be effective October 1.

Mrs. Morrison stated that she has just handed to Jane Smith a copy of Initiative 335, which purports to deal with "moral nuisances." A coalition is being formed to block this Initiative, called LIFE (League Insuring Freedom of Expression). Mrs. Morrison read a letter addressed to her personally from LIFE thanking her for becoming a sponsor and asking her to serve as a district director for the coalition. Mrs. Morrison said that the organizations which are already part of LIFE are ACLU, and the Washington Library Association (Executive Board passed a resolution adding WLA's name). The State Council of Churches is meeting this week in Yakima, and their legislative committee is recommending to the conference that they join in this coalition; the American Association of University Professors will be meeting shortly;

- 3C(1) the Newspaper Guild and the American Jewish Federation have long been national supporters of efforts against censorship and it is quite possible they will join. Mrs. Morrison stated that she is not asking the Timberland Board to do anything about this officially, but she did distribute a sponsorship form for those who wish to agree to be a sponsor of LIFE.

Mrs. Smith explained that the sponsors of this Initiative define "moral nuisances" as those things injurious to public morals, which would include motion picture films, publications including books, magazines, articles, pamphlets, writing, printing, illustrations, sound recordings. She said that this could include any film or book in the library which some person might decide is lewd. She said that in her opinion the penalties are unbelievable and thinks that one of them which she is sure is unconstitutional is that if someone is leasing property from someone else and has the lease for a certain period of time, and someone decides that the lessee is selling some lewd materials, it would automatically terminate the lease. The owner of the property could even come under this unless he is determined to be innocent, and Mrs. Smith stated she wasn't sure who would determine his innocence. This Initiative has enough signatures to be on the ballot. Mrs. Morrison stated that she believes sponsors of this Initiative have a right to their beliefs, but she does not feel that they have a right to make this library liable. Mrs. Smith said that any library would automatically come under the provisions of this. She said she cannot think of anything that would not come under these provisions. Sally Settle said that she didn't think this Initiative attempts to go to the root of the problem. She cited as one example child pornography and instead of going after the people who are responsible for using children in this manner, the sponsors of the Initiative try to solve it by interfering with the dispersal of that material. Mrs. Smith said that this Initiative adversely affects the powers of the Prosecuting Attorney and the powers of the court. She stated that she does not know who drafted this Initiative, but she is shocked and feels it is the worst piece of legislation she has ever seen. Chairman Keiski asked Mrs. Smith to look at this Initiative further and make a written analysis to the Board so they know what their responsibilities are and what could happen if this passes. Mrs. Morrison said that for those people who do not know, this purports to do something about the problem of pornography and sounds good to them, when in fact it is not a good piece of legislation. Chairman Keiski asked that copies of this Initiative 335 be made available to the Board if, in fact, it does get on the ballot.

(2) Assistant Director, Eastern Area - Mary Stough

Mrs. Stough referred the Board to her written report. She added that she is very pleased with Yelm as a small library. Nancy Snyder, the Yelm librarian, is doing a creative dramatics and creative writing program with children in the library. Ms. Snyder has also been very active in other community programming.

Mrs. Stough said she attended PNLA last month and will be writing a report. She missed the children's services meeting because her plane was late. She attended public relations, human rights, and computerized circulation meetings, which were held at the same time, so she didn't get to hear all of any of these meetings. She said that a woman from

- 3C(2) Nassau County Library in New York spoke on public relations and Mrs. Stough found that Timberland does just as well. She said the human rights meeting was interesting, and she was very interested in the computerized circulation meeting. Several people reported at this meeting and they all basically said the same thing--that if a library opts for a computerized circulation system, it must make sure that all staff knows everything that is going on, or there will possibly be poor response from patrons, and perhaps also the library board or city commission. She said she was disappointed in the speaker at the banquet.

Shirleen Johnson asked about a radio announcement she had heard with regard to feature films being shown in Timberland libraries and the fact that the titles cannot be given. Mrs. Stough said there are restrictions on advertising these films which are set by the people leasing the films.

Chairman Keiski asked Jay Windisch if he wished to report anything further on the PNLA Conference. Mr. Windisch stated that he has turned in a lengthy report. He said he had also attended the automated circulation session and found it to be very interesting. Participants received guidelines and hints on how to work with different types of patrons. He felt that two of the sessions he attended were good and a couple were rather poor. On the whole, it was an interesting conference. Chairman Keiski said he would like to see a copy of Mr. Windisch's report.

(3) Business Manager - Joy W. Ayres

Mr. Ayres reported that as of the May revised 1977 budget, Timberland had a total operating budget of \$2,298,932. Through August, 1977, Timberland has received revenue of \$1,880,250.28, and expended \$1,868,671.06. At the end of August, there is an outstanding investment of \$374,002.66. Timberland has a cash balance through August of \$97,104.52, and warrants outstanding of \$235,934.57. Mrs. Morrison stated that the district has not been on interest bearing warrants all year. Timberland has received \$5,347.51 interest on investments and has had no expenditures this year. Chairman Keiski asked if Timberland has received any estimates on the cost of putting the new van in operating condition. Mrs. Morrison stated that the employee at a local firm who does customizing of vans has recently had a heart attack so they will have to find someone else to do this. Mr. Keiski said he is concerned about the time that has passed since the Board identified the need for this van. Mrs. Morrison agreed.

Mr. Ayres reviewed the tracking charts:

REVENUE

General Property Taxes - budget figure of \$984,830; through August received \$635,391, which is 65%.

Forest Excise Taxes - budget figure of \$559,098; received through August \$346,399, which is 62%.

State Forest Yield - budget figure of \$15,000; received through August \$3,353, which is 22%.

3C(3) City Contracts - budget figure of \$638,315; received through August \$391,781, which is 61%. Mr. Ayres reported that third quarter payments are just beginning to come in.

Sales of Fixed Assets - budget figure of \$21,000; received through August \$22,922, which is 109%.

Other Miscellaneous Revenue - budget figure of \$24,805; received through August \$25,892, which is 104%.

EXPENDITURES

Personal Services - budget figure of \$1,479,376; expended through August \$950,326, which is 64%.

Supplies - budget figure of \$57,200; expended through August \$29,906, which is 62%. Mrs. Morrison said that a considerable amount will be spent on supplies as the new Service Center is opened.

Other Services, which includes professional services, transportation, advertising, insurance, repair and maintenance, rentals and miscellaneous - budget figure of \$382,984; expended through August \$182,590, which is 48%.

Capital Outlay - budget figure of \$375,872; expended through August \$250,478, which is 67%.

Mr. Ayres then went through the expenditures under the BARS (Budgeting/Accounting/Reporting System) as follows:

10-Administration - budget figure of \$259,625; expended through August \$137,027, which is 53%.

21-Public Services - budget figure of \$1,715,405; expended through August \$1,094,188, which is 64%.

22-Organization of Materials - budget figure of \$242,685; expended through August \$101,239, which is 42%.

50-Facilities - budget figure of \$75,217; expended \$80,268, which is 107%. Mr. Ayres explained that the retainage deposit of \$27,167 on the EDA grant was not in the budget. If this is subtracted from the expenditure of \$80,268, this would be \$53,101, which is 71%. This is also higher because of the quarterly advance payments on rentals which Timberland must make. Mrs. Morrison explained that Timberland cannot voucher the retainage until the building is accepted. Then Timberland will get this money back from EDA.

(4) Washington Library Network - Sally Settle

Ms. Settle said that it is important that all the staff be involved in using the computer. Timberland is still in a network stabilization phase and the Network still has only the original participants. Six people will be trained next Wednesday in further use of the inquiry system and specifically trained in how to train other staff in Timberland. Because of the proximity to the State Library, Timberland staff will be used as a guinea pig in developing the best way to effect training. After practicing on training Service Center staff, other staff throughout the district will be brought to the Service Center for training. Ms. Settle said she was invited to attend the Hoquiam board meeting yesterday to speak about the Network. She said that she and Mrs. Stough will be going to Tenino on September 29 to meet with school personnel and talk about the Network. This will be an interesting

3C(4) opportunity since there are three levels of membership in the Network. Everyone must be a Basic Member in order to become a Principal Member, which Timberland is. A Cooperative Member is a member who either cannot afford to or does not need to purchase a terminal and directly input its own holdings into the data base. A Cooperative Member will be able to purchase this service from a Principal Member. There are no Cooperative Members in the Network as yet. She does not know if the Tenino School District is interested in a Cooperative Membership or not, but there is a possibility that Timberland will bring in the first Cooperative Member. There are various options. No one knows yet what type of pricing will be used between a Cooperative Member and a Principal Member. Mr. Keiski asked where junior colleges fit into the Network. Ms. Settle said that junior colleges are part of higher education by the legislature's definition, and in the last legislative session, the budget for higher education included all of the hardware to join the Network. She thinks that junior colleges will be coming on the Network in 1978. Mrs. Morrison said that the Timberland Bulletin will include a list of the order of entry into the Network for public libraries and that King County Library will be coming on next month. They will put their own acquisitions into the computer. Timberland is adding its own acquisitions now. Mr. Keiski suggested that staff being trained on the computer bring in their own list of favorite authors, titles, and subjects to check.

B. Report of Architect - R. F. McCann

Mr. McCann said he will ask Mary Albrecht to explain the awarding of the furniture bid and Phil Dale of his office will talk about the building, and he himself will talk about the budget. Mr. McCann introduced Mary Albrecht of his office, who is an architect, and said that her specialty is interior space planning and furnishings.

Ms. Albrecht said that Showroom 123, a Seattle firm, sent a base bid of \$42,066.60 using the Magna Design system. Ms. Albrecht said Magna is an acceptable system. As an alternate bid, they would need an additional \$4,032.65 for Steelcase, which would bring their base bid up to \$46,099.25. Steelcase has in its system a "Paper Tiger" which would be used in the serials department. Mrs. Morrison feels that this is a system she would like to see used throughout the district when finances allow it. Ms. Albrecht said that the bid from American Office Interiors, a Seattle firm, is \$48,926.21. This is using the Haworth System, which is also an acceptable system. Ms. Albrecht said that R. F. McCann and Company recommends the acceptance of the apparent low bid, but with some reservations due to the exclusion of their Section 1.2.16 which is a \$1,000 penalty on being late on the installation. The architects feel that there should be some agreement put together with Showroom 123 and the architect to allow for removal of the liquidated damages. She recommends the higher bid from Showroom 123 which would be using the Steelcase System and is still the low bid. Her estimate of what these bids should come in at was \$47,500, and this bid from Showroom 123 is very close. This bid does not include tax. Mr. Cox asked about the guarantees that Showroom 123 will not back up. Ms. Albrecht said they could live with this. Mr. McCann said that they could use a rubber protection under the glass planters.

- 3B Mr. McCann introduced Phil Dale of his office who has been supervising the construction of the Service Center. Mrs. Morrison showed slides of the construction while Mr. McCann and Mr. Dale commented on them. Mr. Dale said that the rough grading has been done around the building and on Monday they will start putting in the underground piping. The domes are completed and the roof is completely water tight. The domes are being painted on the interior. Mr. McCann commented that it was fortunate that they were able to pour concrete every day because of the prolonged nice weather. He said that there will be a one-inch thick stucco surface on the exterior which will be put on in three coats. He thinks this is scheduled for the last week of September. When slides were shown, Mr. McCann explained that in the leaching pit, water is taken from the storm drains and allowed to percolate into the soil through the use of a gravel fill. Mr. Dale also explained how the foam insulation was put on the domes.

4 Correspondence

- A. Invitation from Lacey Library Board to TRL Board to meet at Lacey Library on November 17, 1977

Mary Russell said the Lacey Board had originally asked the TRL Board to meet at the Lacey Library this month, but because the bid opening had been advertised for the Service Center, they have invited the Board to meet at the Lacey Library in November. She will be out of town in October, and she would like to be present if the Board meets at Lacey in November. The Lacey Library will be getting new draperies and new furniture and they hope to have these by November, which she would like the Board to see. Also, because the Service Center will have a nice meeting room at the new building, she felt that November, 1977, would be a good time for the Board to meet at Lacey. Chairman Keiski said that the Board will be happy to accept the invitation to meet at the Lacey Library in November.

Ms. Russell said she would also like to add to Mrs. Stough's report that the Lacey Library is now offering a new service. Thurston County residents may now register to vote at the Lacey Library. Four staff members have been deputized as registrars.

- B. Legal opinion from Jane Dowdle Smith dated August 30, 1977, regarding deduction of professional dues from payroll of employees

Please refer to Mrs. Smith's report in agenda item 3A.

- C. Copy of letter from Mason County Commissioners to Alice Harris regarding her appointment to the Board

Chairman Keiski read the letter dated August 24, 1977 as follows:

"The Board of Mason County Commissioners went on record at their regular Meeting last Monday appointing you to serve as Mason County representative to the Timberland Regional Library Board of Trustees completing the unexpired term created by the resignation of Mrs. Mary Thurston."

Mr. Keiski said this term will still expire December, 1982.

- 4C Mrs. Morrison said that Mr. Keiski has signed a letter to the Boards of County Commissioners asking approval for the Timberland Board to take care of the ratification and concurrence of new Board members from each county. She said that this would save Commissioner staff time.

5 Unfinished Business

A. Opening of Bids for Service Center furnishings.

Please refer to this agenda item on page 4, and to the report of the architect in agenda item 3B. Mrs. Morrison asked Mr. McCann to speak to the total new Service Center budget at this time before the Board made a decision on the bids.

Mr. McCann said that his office has compiled some figures. The cost of the building project was reduced from the original construction bid figure in order to fit the EDA allocation and still allow them to design and construct a building of 25,344 square feet. They have reduced the parking lot from 100 cars to 60 cars which will save a considerable amount, and which will allow them to finish the parking lot and the site development. The area immediately in front of the building will be landscaped with a ground cover, and the walkway will be exposed aggregate. The parking lot proper, as well as the drive around to the rear of the building and the loading areas, will be blacktopped. There will be lights in the parking lot at the end of each aisle. Mrs. Harris asked if the space lost in the parking lot will be available later. Mr. McCann said the site for the building is exactly the same size as it always was. They will actually landscape the part not blacktopped with grass. The light standards are 40 feet high and will be mercury vapor lamps. All portions of the site will be well lit. He said that all Board members were contacted by phone to make a decision on these utilities. There is one item in the site work (a fire hydrant) which was partially included in an allowance along with the ADT system. The cost of the fire hydrant and two culverts is \$8,700. These are required. This is partially taken care of in the budget with money left over from the ADT system installation, and the balance needed is \$6,162. They have the projected budget for furnishings of \$80,000. The furnishings would amount to \$71,600, which includes the state bid, refurbishing existing furniture, and the bid from Showroom 123. After paying for this and also paying tax on that amount, there will be a balance of \$4,748 left from the \$80,000. Subtracting \$4,748 from \$6,162, will leave a balance needed of \$1,414.

Mr. Baker asked about the possibility of the Port of Olympia sharing in the cost of the fire hydrant. Mr. McCann said they had spent a great deal of time on this. Mr. Dale said the Tumwater Fire Marshal at first said that the fire hydrant had to be put in the back of the building which would have increased the cost another \$2,500. He finally decided that it could be put near the main entrance. He said that they have not had much luck in getting the Port to help with this cost. Mrs. Morrison said the parking lot development would be coming from that unused portion of the budget for the automated system this year. It is within the budget, but outside of the building budget. She said that they should be able to find the additional \$1,414 in the budget somewhere. Mr. McCann suggested that a formal letter be sent to the

- 5A Port of Olympia from Timberland to the effect that Timberland is paying for the fire hydrant and culverts under protest. It was felt by the Board that it did not seem fair that Timberland must pay for the fire hydrant, since other new tenants in this area would benefit from this hydrant. Mrs. Harris felt that if in the future the Port of Olympia does furnish to new tenants the same kind of service that other cities furnish, something should be done for Timberland at that point to make up for this situation. Mr. Cox asked if the bid is accepted from Showroom 123, what kind of position Timberland would be in to negotiate the penalty clause. Mr. McCann said that the suppliers would not back Showroom 123 on this. He feels that they have to somehow agree that they will do this work. They can require Showroom 123 to set up a schedule of steps to have the products in transit by a certain date, etc., and each of these steps would be monitored, and at the time Showroom 123 does not comply with one of these steps, they will be told that they are bordering on very dangerous grounds which could jeopardize the entire contract. Mr. Cox asked how they could get this agreement if the Board accepts the bid. Mr. McCann said the Board could accept the bid on this condition. They can always go out and get a panel from someone else. He does not feel that Showroom 123 will risk losing this contract. Also, Showroom 123 could be back charged for damages if not received by a certain day if this condition is written into the acceptance. If the Board does not accept the bid from Showroom 123, then it automatically goes to the next highest bidder. Ms. Albrecht pointed out that if they took the next highest bid, they would be \$3,000 higher and that would mean they may not be able to do the refurbishing of the existing furniture.

The chair called a short recess at 9:55 p.m., and the meeting reconvened at 10:10 p.m.

- 5A
77-65 DON COX MOVED THAT THE APPARENT LOW BID OF SHOWROOM 123 IN THE AMOUNT OF \$46,099.25 BE ACCEPTED, SUBJECT TO THE CONDITIONS STIPULATED BY THE ARCHITECT REGARDING PREPARATION AND PLANS FOR DELIVERY DATE. BOB BAKER SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

Mr. McCann said that the Board should now approve the amount of \$40,255 for the parking lot and site development, which approval would be nunc pro tunc.

- 77-66 BOB BAKER MOVED THAT THE AMOUNT OF \$40,255 BE APPROVED FOR SITE DEVELOPMENT, INCLUDING PARKING LOT AND PARKING LOT SURFACE AND IMPROVEMENTS PER DRAWING OF SITE PLAN AS REVISED SEPTEMBER 7, 1977. RUTH SCHMIDT SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

Mr. McCann said the Board should next approve change order #6 for the fire hydrant and culverts in the amount of \$6,162 with an actual cost to the library district of \$1,414 to be found somewhere else in the budget.

- 77-67 BOB BAKER SO MOVED; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

- 5A Chairman Keiski said he would like the Director, with the help of the attorney, to write a letter to the Port of Olympia outlining the Board's position regarding fire protection service, and outline in the letter the fact that other existing tenants and future tenants will get the benefit of these improvements, and in this event that the library should receive back the amount invested.

Mr. McCann introduced Joel Cohn from his office who is handling Mr. Isaac's work in connection with EDA. Mr. Cohn said the draws from EDA have been made and they can now catch up on the retainage. Mr. Isaac will be back at the end of October.

B. Consideration of 1978 Preliminary Budget

Mrs. Morrison recommended that the Board delay action on the 1978 Budget until she has received at least some preliminary figures. She said the Board could adopt the preliminary dollar figure, but feels this would be an exercise of futility. The State Department of Revenue has not yet decided on how the forest excise tax will be disbursed next year. She suggests that the Board let this matter ride until September 29. Board concurred.

6 New Business

There was no new business.

7 Additional Agenda Items

A. Vehicle Report

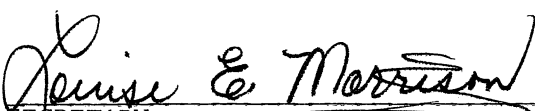
Chairman Keiski asked for an update on vehicle expenses for the next meeting.

Shirleen Johnson asked if Timberland has budgeted for the move to the new Service Center. Mrs. Morrison said she plans to talk to the National Guard. She hopes that the only things that will have to be moved professionally are the Xerox machine and printing equipment, which she would like bonded movers to move. She feels that the National Guard will want to do this moving for Timberland since they often do public service type things. The new furniture will be delivered directly to the new Service Center. Mrs. Schmidt asked if the new furniture will have acquisition numbers on it. Mr. Ayres said that it will. Mrs. Stough commented that Dr. Lawrence, former Board member, has seen the new Service Center building and is very enthused about it.

77-68

BOB BAKER MOVED THAT THE MEETING ADJOURN; DON COX SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 10:25 p.m.


SECRETARY


VICE CHAIRMAN