

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

October 20, 1977

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

October 20, 1977

M I N U T E S

BOARD MEMBERS PRESENT:

Donald M. Cox, Vice-Chairman - 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

BOARD MEMBER ABSENT:

Elmer F. Keiski, Chairman - Thurston 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
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
Donna M. Schaan, Supervisor-Personnel Administration
Sally Settle, Supervisor-Central Services

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Lila Amos, Attorney (Associated with Jane Dowdle Smith)
Joel Cohn, Walter M. Isaac and Associates
Jack Harris

In the absence of the Chairman, Vice-Chairman Donald M. Cox called the meeting to order at 7:30 p.m.

AGENDA ITEM
NO.

- 1 A. Approval of Minutes of Meeting of September 15, 1977

77-71 SHIRLEEN JOHNSON MOVED THAT THE MINUTES OF THE MEETING OF
SEPTEMBER 15, 1977 BE APPROVED; SECONDED BY ALICE HARRIS;
MOTION CARRIED UNANIMOUSLY.

- B. Approval of Minutes of Special Meeting of September 29, 1977

77-72 ALICE HARRIS MOVED THAT THE MINUTES OF THE SPECIAL MEETING OF
SEPTEMBER 29, 1977 BE APPROVED; SECONDED BY RUTH SCHMIDT;
MOTION CARRIED UNANIMOUSLY.

- 2 Approval of Vouchers

Ruth Schmidt questioned voucher #1225 to Forrest C. Bennett for training in the amount of \$100.10. Mary Stough explained that Forrest Bennett is a pediatrician who participated in several TRL workshops, which Mrs. Stough said she would report on later.

Mrs. Schmidt questioned voucher #1253 to Jerry Gallaher for professional

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services in the amount of \$227.50. Mrs. Morrison stated that this was a flow-through account for binding which Timberland did for The Evergreen State College and for which Timberland will be reimbursed by the college.

Mrs. Morrison brought voucher #1266 to the Board's attention. She said this is a sizeable partial insurance payment to Isdell-Plemmons & Associates in the amount of \$17,005. She also brought the Board's attention to voucher #1295 to Pacific Northwest Bell in the amount of \$11,290, which is for the long-term lease on the telephone equipment in the new Service Center. Mr. Ayres stated that the regular telephone bill was about \$300 higher than usual because some of the bills had not arrived in time for last month's meeting. Mr. Cox asked a question regarding the lease with Pacific Northwest Bell, and Mrs. Morrison explained that voucher #1295 pays off the lease and then Timberland will only have to pay for the lines. Instead of the monthly bill for telephone service increasing in the new building, the amount will decrease, and yet Timberland will have more sophisticated equipment. Timberland can save a considerable amount of money on a long-term lease, and the lease is paid for as long as Timberland uses the equipment. The monthly rates will probably increase later with new rates, and anything which is added in the future will be an additional cost. Mrs. Morrison said that staff felt it was better to put the money into the equipment now and have lower maintenance cost, since extra money was available from forest excise taxes. She explained that this system has the capability of having additional lines and additional extensions added to it without changing the basic equipment.

Shirleen Johnson questioned voucher #1265 to Walter M. Isaac & Associates in the amount of \$1,151. Mr. Ayres explained that this is for two months. Mrs. Morrison said this is for both EDA and the North Mason building--\$120 for August and \$136.25 for September for the North Mason project; \$469.25 for August and \$425.50 for September as project coordinator on the EDA project.

There was discussion on the several telephone vouchers. Mrs. Morrison explained that Timberland does business with about 10 different telephone companies.

77-73

ROBERT M. BAKER MOVED THAT VOUCHERS NO. 1216 THROUGH NO. 1351 IN THE AMOUNT OF \$182,077.63 BE APPROVED; SHIRLEEN JOHNSON SECONDED THE MOTION; MOTION CARRIED UNANIMOUSLY.

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Reports

A. Report of Attorney - Jane Dowdle Smith (by Lila Amos)

Ms. Amos had nothing to report at this time.

B. Report of EDA Project Coordinator - Walter Isaac (by Joel Cohn)

Mr. Cohn distributed copies of the quarterly report which had recently been submitted to EDA, which brings EDA up to date through September 30, 1977 on the progress of the project and the money contributed to the project to meet EDA's requirements.

Mr. Cox asked what progress Mr. Isaac is making on the North Mason application. Mr. Cohn said that he has not talked with Mr. Isaac recently

3B

on this. Mrs. Morrison stated that she had talked with Mr. Isaac on the telephone and Mr. Isaac had said that he was not very hopeful. If there will be any funds available, Mr. Isaac feels that they will probably come from the new combination of ERDA and FEA and probably would be funding only for the specific portion of the building which might be devoted to the heating and cooling systems from whatever solar or wind sources. Mrs. Johnson mentioned that several of these types of buildings which are being built in Oregon are running over cost estimates.

C. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison read a letter from Norma Palm, former Timberland employee, as follows:

"In reply to your letter dated October 11th concerning my resignation from the Raymond Library Staff, I am sorry I will not be able to attend the board meeting October 20th.

"My husband has been retired for a year and I was looking for employment which would give me more free time. I am now working for our school district.

"I appreciated the time I spent at the Raymond Library."

Mrs. Morrison read a letter from Lillian Feneide, former community librarian at the Westport Timberland Library, as follows:

"So sorry but I cannot attend the board meeting. Please convey my apologies to the board.

"You may inform them in my behalf that my resignation has nothing to do with Timberland. My reasons are mostly personal as I have discussed with Mrs. Barton. Already I miss all of you and am quite bored at home. But, as I told Mrs. Barton, my family must come first.

"Also, the fact that I must take summers off each year has become a bit embarrassing for me to ask for time off. And, this will go on for at least three more years. It means a lot to my husband, and to us financially for me to be on the boat summers.

"Please let it be known also, that I would appreciate it, if the board would permit me to be on call as a substitute here at Westport, or anywhere else that I could be of use. I really do not want to terminate my relationship with Timberland, if possible. Also, may I please be put on the mailing list for a copy of the weekly bulletin? Thanks.

"Hope to drop by and see all of you soon, and especially when you are in your new location."

Mrs. Morrison said that Mrs. Feneide will be used as a substitute whenever necessary.

3C(1)

Mrs. Morrison said that later on the agenda is approval of EDA grant audit proposal. She said that she hopes that the Board will approve this. Also on the agenda is consideration of holiday closure on Saturday, December 24, 1977. Mrs. Morrison said this had been mentioned in a memo to the Board in April, but because of everything else that was going on in the district, this "fell through the cracks." Mrs. Morrison had received a memo from one of the librarians asking about this closure and Mrs. Morrison had suggested in her memo to the Board in April that the libraries close all day Saturday, December 24. Mrs. Morrison said that next year, because Christmas falls on a Monday, and the libraries are not open on Sunday anyway, there will not be this problem.

Mrs. Morrison reported on the progress of the Service Center construction. The windows have arrived and are a smoke shade which will cut down on sun glare. The outside stucco is finished except for the final coat which is a texturizing coat. The staff courtyard was the last cement to be poured. The curbs along the driveway will be poured soon and also they will be starting the landscaping shortly. Mrs. Morrison said that the building will probably be completed by December 15. She said that on the agenda under correspondence is a letter from Arctic Foam, Inc., with regard to a roof problem on the new building. Mr. Cox asked Mrs. Morrison if she has contacted the National Guard yet with regard to moving the furniture and equipment into the new Service Center. Mrs. Morrison said she has not as yet, but she will be getting in touch with them soon.

Mrs. Morrison said that there is also on the agenda consideration of a position to be funded by the Washington Library Film Circuit. She recommended that the Board approve Timberland handling the flow-through money on this position. Mrs. Morrison explained that the Film Circuit is funded by the participating public libraries in terms of membership fees. These membership fees fund a film clerk and purchase of films, and several other items. This will not cost Timberland anything, as the Film Circuit will reimburse Timberland.

Mrs. Morrison reported that the first negotiation session with the union is set on October 27. She said that later on the agenda, staff members will be reporting on the automated circulation system session at Tacoma Public Library last week.

Mrs. Johnson asked if the Sr. Accountant position has been filled as yet. Mrs. Morrison said that the Job Study Group is going to be reviewing the positions in the business office to see if any changes need to be made. She said if the Board desires, any changes in the positions can be sent to them. Mrs. Harris said she would like to review these changes and asked how the business office was getting along in the interim. Mrs. Morrison said that Donna Schaan has been helping and Dixie Lynn has been putting in some overtime. Mrs. Morrison said that Ms. Schaan, Ms. Lynn, Mr. Ayres and Ms. Ralkey have been doing a good job and deserve recognition. Mrs. Morrison said that as soon as the drafts of the position descriptions are approved by the Job Study Group, they will be sent out to the Board.

(3) Assistant Director, Eastern Area - Mary Stough

Mrs. Stough reported on the two workshops held in Centralia and Montesano entitled "Things that Adults have a Hard Time Talking to Children About."

3C(3)

They used a bibliography done by Gordon Herron, who is a social worker in the Tri-Cities area and who is doing some work at Evergreen. Some of the categories used were things like alienation, single parent homes, child abuse, homosexuality, etc. The books on display were on death and things that had to do with children. This type of workshop was done because many people working in libraries are very uncomfortable with these types of books written for children, and they tend to hide them or ignore them. She said that the necessity for these books and the value of them are not being considered. There was a must-read list of books for those people attending the workshops and part of the bibliography was on other things that they could read. Mrs. Stough had contacted a pediatrician, Dr. Bennett, from the Child Development and Mental Retardation Center at the University of Washington and asked him to speak about the normal development of a child and how these types of things come into a normal child's life, what the effect is and how an adult might be able to help. Mrs. Stough said that Dr. Bennett was a marvelous speaker. There were discussion groups made up of people who attended the workshops, with discussion leaders, and certain questions to discuss. Harriet Lamb of the Hoquiam library gave a bibliography of adult-type books dealing with the same problems. Also, Betty Wilson, a school librarian, attended the Centralia workshop. Ms. Wilson read the same books and talked about the problems with these books in a school library. Ms. Wilson said that the school libraries many times don't even have these types of books because they are such touchy subjects. She said that the school she works in is upper middle class and she had not thought these problems existed, but has found that they do. At the Montesano workshop, Mary Dispenza, Principal at St. Mary's School in Aberdeen, spoke about what people can do to change themselves in order to help children instead of trying to manipulate them. Mr. Cox asked how many libraries were represented, and Mrs. Stough stated that all Timberland libraries were represented, as well as school librarians and teachers. About 80 people attended the workshops. Mrs. Schmidt said that it sounded very worthwhile and requested that the Board receive a list of the books used in the workshops. Mrs. Stough said that the talks were taped also.

(2) Assistant Director, Western Area - Virginia Barton

Mrs. Barton referred the Board to her written report. She said she has been attending some interesting meetings. She attended a board meeting in Hoquiam. She also attended a three-day conference for Washington State Association of School Librarians at Ellensburg. She said the conference was good and they heard excellent speakers. One of the points made by the guest speakers from out of state was that the library is the most important element in society in that continuing education is going to grow in our society with people living longer and having more leisure time, and searching for ways to enjoy their lives and environment more. Mrs. Barton said that she hopes that the people who control the money which supports libraries will feel the same way. One of the speakers, Norma Klein, spoke about children's literature and had some very negative things to say about it. Ms. Klein felt that children's literature was not necessarily well written and she would like to see children's books judged on how well they are written, not on how well they meet the need. Mrs. Barton took the film "The Speaker" with her and it was shown several times to sizeable audiences.

3C

(4) Business Manager - Joy W. Ayres

Mr. Ayres noted that Timberland is 75% through the budget year as of the end of September. He said that the investments are still good and Timberland has \$9,811.20 in investment income so far this year. Mr. Ayres said that when he first started working with the EDA money, he didn't know how long it would take to get the money from the Federal Reserve Bank in Seattle, and found that it comes back faster than he had anticipated. Mr. Ayres said that a small portion had been inadvertently invested for a short period and he wanted the record to show that this was done unintentionally. Mr. Ayres reported that through September, Timberland has received \$2,205,086.02 and expended \$2,182,671.12. Mrs. Morrison said that the cash flow has been good this year and Timberland has not had to go on interest bearing warrants at all so far this year.

Mr. Ayres reviewed the charts as follows:

REVENUE

General Property Taxes - Budgeted \$984,830; through September, received \$664,369, which is 67%.

Forest Excise Tax - Budgeted \$559,098; through September, received \$480,488, which is 86%.

State Forest Yield - Budgeted \$15,000; through September, received \$3,720, which is 25%. Mrs. Morrison said this probably will not come up to 100% before the year is out, but should be offset by Sales of Fixed Assets.

City Contracts - Budgeted \$638,315; received through September \$455,563, which is 71%.

Sales of Fixed Assets - Budgeted \$21,000; received through September \$24,508, which is 117%.

Other Miscellaneous Revenue - Budgeted \$24,805; received through September \$30,909, which is 125%.

Mr. Ayres stated that EDA monies received are not reflected in the revenue picture.

EXPENDITURES

Personal Services - Budgeted \$1,479,373; through September expended \$1,063,024, which is 72%.

Supplies - Budgeted \$57,200; through September expended \$32,286, which is 56%. Mr. Ayres said that this will change when staff has moved into the new Service Center.

Other Services - Budgeted \$382,984; through September expended \$201,664 which is 53%.

Capital Outlay - Budgeted \$375,872; through September expended \$338,986, which is 90%. Mr. Ayres said this is high because many accounts are paid in advance. Mrs. Morrison said that this item also will have to be

3C(4) revised in the final budget to reflect changes.

Mr. Ayres then reviewed the expenditures according to the BARS accounts:

10 - Administration - Budgeted \$259,625; through September expended \$160,176, which is 62%. Mrs. Morrison pointed out that total insurance, other than health insurance, falls in this category. When the warrant for the amount of \$17,005 referred to earlier in agenda item No. 2 is included, this will go up considerably.

21 - Public Services - Budgeted \$1,715,405; through September expended \$1,273,281, which is 74%.

22 - Organization of Materials - Budgeted \$242,685; through September expended \$107,348, which is 44%.

50 - Facilities - Budgeted \$75,217; through September expended \$94,414, which is \$126%. This will be revised and the percentage will go down.

Mr. Ayres reported that in the 1977 operating budget, administration accounts for 11% of the budget; public service 75%; organization of materials 11%; training .11%; facilities 3%.

(5) Washington Library Network - Sally Settle

Ms. Settle reported on the automated circulation system at the Tacoma Public Library. This system is being developed and is the third of the four subsystems of the Washington Library Network. Timberland is using the full bibliographic system now and will be using the acquisition system as soon as the State Library has sufficient staff to train everyone.

Ms. Settle said that the Tacoma Public Library was given an LSCA (Library Services and Construction Act) grant which was matched by funding of Tacoma Public Library to develop the circulation system. Tacoma Public Library wanted to develop this for themselves and it was to everyone's benefit if Tacoma Public could be used as a prototype for the Network which all libraries in the state could adopt and thus make it more economical. This system is due to be completed in January and then within nine months, any modifications necessary must be made to the system so that it may be duplicated by any other library in the state.

Staff saw a demonstration by the data base people of the system currently in use by seven colleges in the Dallas, Texas area. The system here operates on a mini-computer which will be housed in the Tacoma Public Library, and it can handle a number of circulation transactions for a number of libraries, depending on the size and use of it. It was determined that having the circulation handled by mini-computers was preferable to the large WLN computer at W.S.U. in Pullman. This keeps all transactions to each library and there are more safeguards to keeping the system "up" and operating all the time. What they saw in Tacoma was the system actually working in Texas, which was tied into the telephone system and put on TV monitors throughout the room. Ms. Settle said it was fascinating. They could see immediately how many of the Dallas area libraries had copies of a book on the shelves; one of the functions they saw demonstrated was how one checks out and checks in materials. A label is used

3C(5) for each book card and pocket and can be produced on an IBM electric typewriter and there is a series of numbers which identifies each book. For a library district such as Timberland, a patron would be issued a card the first time he/she comes to the library and the patron would be asked to bring this card back each time he/she wishes to check something out. If the patron forgets the card, the computer will remember. The computer operates with a light pen which is passed over the book. This computer can keep all the statistics on all transactions. The system can also count the in-house use of items that are never actually checked out. It can also produce overdues automatically rather than having to type them manually. The computer takes requests on books and maintains files on who should receive the materials next. It can automatically notify a patron when something is ready to be picked up. The system also has author, title and subject search ability of the local collection included in it, which is not the same thing as the ability to search the whole Network data base. Staff can immediately scan the library's own collection. For example, the staff member at the Centralia library could go to the computer and find out immediately in which libraries in Timberland a book is on the shelf. It also has a "mail box feature" in which a person can type in, for example, "Montesano, please send your copy of this to so and so." Timberland does this sort of thing now except it takes much longer to fill the requests. In other words, those requests which cannot be filled in the libraries now come to the Service Center and staff calls other libraries on the telephone and requests that books be sent to a patron. This computer system is coming at a time when a lot of discussion is going on about how much time it takes for staff to type overdues. The locator file which Timberland now uses would be fed into the computer and the locator would not exist anymore except in the computer. There would be no more manual manipulation of those files and no more book cards to be filed, no more overdues to be typed. This would probably level off the necessity of adding staff for quite some time to come. Ms. Settle said she felt that all of Timberland would have to go on this system or it would not be useful enough to justify it.

Ms. Settle said that staff met with State Library staff to talk about the possibility of a cooperative arrangement with the Washington State Library. It was suggested that Timberland get together with the State Library, The Evergreen State College, and St. Martin's College and talk about issuing only one borrower card for this area and sharing one mini-computer. This would be more economical. This computer would also tell if a patron already has overdue books so that staff could determine whether or not anymore materials should be checked out to the patron.

Ms. Settle said that all staff who attended these sessions at Tacoma were very excited about the demonstration. It offers all sorts of opportunities for excellent planning for the future. Mrs. Barton said that one of the cost factors is that the smaller libraries would not have to have a mini-computer terminal in-house, but would use a "portapack." Mr. Baker asked what this system would cost for Timberland. Ms. Settle said that staff does not know yet. She said that Tacoma Public Library is documenting these costs very carefully and is making them available to other libraries. Mrs. Morrison said that the conversion costs will have to be considered also. She said that one of the most important specifications is that this mini-computer circulation system must be able to interface with the data base in the Network. Ms. Settle said that Timberland has at least a year to think about this, learn more about it, and plan for it. Mr. Cox requested that staff stay on top of this and keep

3C(5) the Board informed.

Ms. Settle said that staff has received full training on the WLN inquiry system. They have learned things that they have not even had a chance to practice yet. Mrs. Morrison said this will change use of interlibrary loan in terms of being able to identify and answer reference questions in ways that they are not able to do now.

Ms. Settle said she had been to Tenino and had met with Lewis County librarians about the Network. She said this seems to be a new role for her and she is enjoying it. She is particularly concerned that, one way or another, network information gets out to all the schools in the Timberland area.

5 Unfinished Business

A. Certification of Levy for 1978 Budget

Mrs. Morrison said that she learned late yesterday afternoon that Thurston County had an additional \$5,000,000 worth of assessed valuation which means that Timberland cannot levy 48¢ as she originally thought. Therefore, Timberland will be able to levy 47.44¢. A revision was made of the estimated revenue. In the estimate of August 18, 1977, Mrs. Morrison had proposed adding \$100,000 to the North Mason project. This has been changed since the capital improvement budget is the only category with any flexibility. This will bring the capital improvement budget down to \$111,790 next year. If the North Mason building actually gets started late in the year, the cost can be spread over the 1978 and 1979 budget years. By levying 47.44¢ instead of 48¢, this will mean a drop of about \$75,000. By leaving the total operating budget at \$2,500,676 and dropping the capital improvement budget to \$111,790, this will come to \$2,612,466, which staff sees as real revenue. Mrs. Morrison said that the Department of Revenue has started a process of no longer determining how much a library is going to receive from the timber excise tax on the basis of assessed value of property. By 1981, the library district will be getting all revenue strictly from what has been cut in the year and harvest taxes paid on. The Department is trying to bring the reserve fund up so that it will be ahead on that so that there will be four equal payments. This way, the district will have some anticipated, solid revenue to go on instead of wondering what to budget. Mrs. Morrison said that she thinks this is an extremely accurate budget and that they have not overbudgeted any money. She recommends that the Board set the levy at 47.44¢ and next year's revenue, including the estimated cash balance, to be at \$2,524,767, for a grand total budget of \$2,612,466. She said that none of the personal services has been included in the breakdowns as yet because union negotiations have not been completed. Instead, a lump sum has been included on page 1 of the budget. All other figures have remained the same.

77-74

BOB BAKER MOVED THAT THE BOARD CERTIFY THE LEVY AT 47.44¢ PER \$1,000 OF ASSESSED VALUATION FOR THE 1978 BUDGET, FOR A TOTAL REVENUE OF \$2,524,767, AND A GRAND TOTAL BUDGET OF \$2,612,466; DOROTHY VOEGE SECONDED THE MOTION.

Mrs. Schmidt questioned item 338.03 Washington State Library (Service Center Space) in the amount of \$3,250. Mrs. Morrison explained that this is the revenue that Timberland would receive from the State Library for

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the space that the State Library would be leasing in the new Service Center. A contract for this space has not been signed as yet, but the State Library staff is working on a contract, which will then go to Jane Dowdle Smith for her review. The area the State Library would be using has been determined and they will have outside access to it. However, because of the alarm system, the State Library staff will most likely be serving the collection they store there between 8:00 a.m. and 5:00 p.m.

Mr. Cox asked if staff anticipates any city not contracting for service in 1978. Mrs. Morrison said she did not. One city feels that it has been overcharged because they are paying beyond the city's 106% limitation. She explained to city officials at a meeting with them that the city's 106% limitation is not the library's 106% limitation. She also showed that the city is getting back more than it is paying in its contract fee. The reason this is possible is because people come in to use the library from the unincorporated areas.

MOTION CARRIED UNANIMOUSLY.

B. Consideration of Agreement between Washington Library Network and
Timberland Regional Library

Mrs. Morrison said this is a ratification of what Timberland has been doing since July 1, 1977 with the terminal. She said that the Board earlier signed a Letter of Intent and she recommended that the Board approve the Contract with the Washington State Library Commission for Washington Library Network services. Mrs. Johnson asked if Jane Dowdle Smith had reviewed this agreement and Mrs. Morrison stated that she had. Mrs. Morrison said the Attorney General had to approve this agreement as to format before it was even sent out to the libraries. Mr. Cox asked if there were any surprise dollar figures in this agreement. Mrs. Morrison said that these are lower than staff had originally anticipated.

77-75

ALICE HARRIS MOVED THAT THE BOARD APPROVE THE PRINCIPAL MEMBER CONTRACT FOR THE WASHINGTON LIBRARY NETWORK BETWEEN TIMBERLAND REGIONAL LIBRARY AND THE WASHINGTON STATE LIBRARY COMMISSION; SHIRLEEN JOHNSON SECONDED THE MOTION; MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison said she would ask Elmer Keiski to sign this agreement.

4

Correspondence

A. Letter from Lewis County Board of County Commissioners dated September 22, 1977 re ratification of appointments of TRL Board members.

"Please be advised that the Lewis County Board of Commissioners agrees that ratification of appointments of Timberland Regional Library Board members by the participating counties should be handled by the Chairman of the Library Board, and that such is a matter of record in the minutes of the Lewis County Board's regular meeting of Thursday, September 22, 1977."

B. Letter from Thurston County Commissioners dated September 29, 1977 re ratification of appointments of TRL Board members

4B

"At their meeting on September 28, 1977, the Thurston County Board of County Commissioners passed a motion to retain their ratification privilege and handle appointments in the manner they have been handled in the past."

- C. Letter from Grays Harbor County Board of Commissioners dated October 10, 1977 re ratification of appointments of TRL Board members

"The Board of County Commissioners, at their meeting of October 3, 1977, decided that they would not require the services of your office in handling the ratification of appointments to the Timberland Board."

Mrs. Morrison said these letters are in response to a letter the Board sent to the Board of Commissioners in each county asking them if they would like the Board to take care of the paper work involved in getting ratification from each county to the appointment of a new Board member. The Board did not request to do the ratification itself, but merely take care of the correspondence involved. Mr. Baker said that perhaps they misunderstood and that a follow-up letter should be sent clarifying this.

- D. Letter from Lewis County Board of Commissioners dated September 22, 1977 re appointment of Alice Harris to TRL Board

"The Board of County Commissioners, Lewis County, Washington, concurs with the appointment by the Mason County Board of Mrs. Alice Harris to Timberland Regional Library Board of Directors to serve out the unexpired term of Mrs. Mary Thurston, until December 1982.

"We will appreciate it if you will forward this concurrence to the Mason County Board."

- E. Letter from Grays Harbor County Commissioners dated September 27, 1977 re appointment of Alice Harris to TRL Board

"The Grays Harbor County Commissioners concur in the appointment by the Mason County Commissioners of Mrs. Alice Harris to the Timberland Regional Library Board of Trustees.

"The Board will act on the proposal in your other letter of September 15, at their next meeting of October 3. You will be notified of their action."

- F. Letter from Arctic Foam, Inc., dated October 18, 1977, re TRL Service Center Roofing System

"We recently installed the rigid foam insulation and elastomeric roof coating system on the above referenced project. The system consists of a 1½ inch layer of urethane foam covered with 20-22 dry mils of elastomeric roof coating applied in two coats.

"Because of the prevailing weather conditions including fog, high humidity, heavy night dews and shorter periods of daylight, some blisters developed in the final coating, particularly in the valleys

4F

between the domes. With better weather most of these have disappeared. However, some defects are still evident in the valley areas where water ponds. We have attempted to remove the standing water and dry these areas in order to effect repairs but have been unable to keep them dry long enough to permit the coating to cure.

"The roof system is watertight and is in no immediate danger of deterioration as a result of the coating condition. We, therefore, propose to postpone further repairs until spring when better weather conditions prevail, if this is acceptable.

"We are prepared to issue a written guarantee on the roof system as provided for in the contract immediately and will pursue the repairs to the coating as soon as practical. We have discussed this matter with the General Contractor and he concurs with our evaluation of the situation."

It was the consensus of the Board that the architect make a recommendation on this.

- G. Letter from Port of Olympia dated October 19, 1977, re installation of fire water line and hydrant at new Service Center site

"I have for response yours of September 28, 1977, EFK:lb, regarding your installation of the fire water line and hydrant on your captioned lease parcel.

"This is the first time we've experienced the demand for placement of a fire hydrant on a single premises in the Airdustrial Center. It was an unanticipated requirement, to our satisfaction required by the Code as explained by the Tumwater Fire Chief, because of the volume of the structure and its distance from street frontage hydrants on the tract water system. While this requirement has not been imposed in the past, I think future large-structure tenants could anticipate this demand being imposed.

"It would appear, trying to read the future, that there is some potential of the hydrant being utilized for fighting fires on adjoining tenants' properties although it would appear that the chance is relatively slim, for the planned water/hydrant system will run parallel with the streets as they become developed.

"Should, in the future, it become obvious that your installation should become a part of the overall Port system on the Airdustrial Center, we would at that time expect to address you with the question of incorporating your installation in the overall Port system, and, obviously, give consideration to reimbursement of your installation expense.

"I think that this is the best response I can give you at this time to your inquiry, with the question being tabled pending future developments on the Airdustrial Center."

Mrs. Morrison said that this was in reply to a letter over Mr. Keiski's signature to Gene Sibold of the Port of Olympia per Board's request.

6

New Business

A. Consideration of position to be funded by Washington Library Film Circuit

Mrs. Morrison said that the Board had received correspondence and her recommendation in regard to that flow-through fund and she again recommended that the Board approve this. She said that this does not appear as revenue or expenditure as yet in the 1978 budget since she wanted to wait until the Board took action. If the Board does approve this, then the budget will have to be revised. Mrs. Schmidt expressed her concern that this employee would not be part of the Service Center but would be out in the field somewhere. She asked why this person could not be on The Evergreen State College's payroll since the employee would be based at the college. Mrs. Morrison explained that the Film Circuit belongs only to public libraries and The Evergreen State College cannot be a part of WLFC. It seemed more sensible to have this position on a public library's payroll. Mrs. Morrison said this position would be earmarked as one for which Timberland will be reimbursed. Mrs. Schmidt asked what this will do to union negotiations. Mrs. Morrison said that she felt it would not be affected in any way since this is a position for which Timberland funds are not responsible. This will be at no cost to Timberland.

Ms. Schaan said that this is similar to the position which Timberland used to have at Washington Corrections Center for which the State Library reimbursed Timberland. It is also similar to CETA positions which Timberland has had.

Mrs. Morrison explained that the Film Circuit does not have any employees. It would not make any difference to Timberland to add another employee to its payroll; however, for the Film Circuit to do this, it would mean a lot of paperwork with federal and state forms which is something Timberland does every month anyway. Mr. Cox asked if the Film Circuit would do the hiring. Mrs. Morrison said it would be done jointly by Timberland and by the Film Circuit. The position would be subject to Timberland's Personnel Policy. Mr. Baker asked why the Film Circuit was housed at Evergreen. Mrs. Morrison said that the State Library is so cramped for space and Evergreen agreed to house the Film Circuit at the college. She said that this is similar to the Pacific Northwest Bibliographic Center which is housed at the University of Washington and on the University payroll. PNBC is funded by the five states and British Columbia which are a part of PNBC. Mr. Baker asked if there would be any bookkeeping costs. Mrs. Morrison replied that they would be minimal. Mrs. Schmidt asked who the person filling this position would answer and report to. Mrs. Morrison said the person would report to Jane Wolcott, but would abide by Timberland's personnel rules in terms of reporting time sheets, holidays, sick leave, etc. Mrs. Schmidt questioned a part of the letter from Jane Wolcott where it states "When terminating, the employee must state specific reasons for resigning," and asked who this would be addressed to. Mrs. Morrison said it would be addressed to her as Director. Timberland wants to have an exact reason for any termination so that there would be no liability for unemployment insurance on the part of Timberland unless it were bona fide. Mrs. Schmidt asked if there would be any travel expenses involved and Mrs. Morrison replied that she thought there would not.

6A

Mrs. Harris asked if in Mrs. Morrison's opinion this would be workable. Mrs. Morrison said that she thought it would be more workable than the position Timberland had at Washington Corrections Center because at WCC there was some supervisory conflict and that is not the case in this position. Washington Library Film Circuit is agreeable to this position being at the same range as Timberland's other film clerks. Mrs. Johnson asked about the part of the letter where it states "that the employee would be eligible for promotion within the Timberland system, but not in the WLFC position." Mrs. Morrison said that the employee could not be promoted in the WLFC. It is a dead-end position, but the employee cannot be denied a chance at a promotion within Timberland. Mrs. Schmidt asked if Timberland has any responsibility for any of the materials in the Film Circuit. Mrs. Morrison said that the only responsibility Timberland has to the Film Circuit is to pay its five membership fees and live up to the Circuit's regulations which are imposed by the Circuit members themselves. She said that the Film Circuit office has nothing to do with the selection of the films. Mr. Cox said that there is an intangible expense involved in this, but sees no problem and he could be comfortable with this arrangement.

77-76

ALICE HARRIS MOVED THAT TIMBERLAND ASSUME THE PAYROLL OBLIGATIONS FOR A LIBRARY ASSISTANT AT THE WASHINGTON LIBRARY FILM CIRCUIT, WHICH WILL BE FUNDED BY THE WASHINGTON LIBRARY FILM CIRCUIT; RUTH SCHMIDT SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Consider holiday closure on Saturday, December 24, 1977

77-77

BOB BAKER MOVED THAT ALL LIBRARIES WILL BE CLOSED ON SATURDAY, DECEMBER 24, 1977; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Schmidt asked if Monday, December 26, would be observed as a holiday, and Mrs. Morrison said that it would. Mrs. Schmidt asked if the libraries would also be closed New Year's Eve day. Mrs. Morrison said that they would remain open their normal hours, but close at 6:00 p.m. on New Year's Eve. She said that in 1978, staff will receive 4 hours less special release time since Christmas and New Year's will fall on a Monday. She said it was the intent of the Board in granting half a day on Christmas Eve that the staff would be able to be home with their families. The full 8 hours will serve as time given in advance.

C. Approval of EDA Grant Audit Proposal

Mrs. Morrison said she had received a letter today from the Manager of the Western Regional Office, Office of Audits, as follows:

"Along with a letter dated August 26, 1977, from Mr. Ward Miller, Jr., Associate Director of the Office of Public Works, EDA, you were furnished copies of the Instructions for Audit of Grants under Title I of the Public Works Employment Act of 1976 and Title I of the Public Works Employment Act of 1977, to be used for the audit of your LPW grant. The letter called attention to your responsibilities for the selection and engagement of an auditor for your LPW project, and for forwarding a copy of the approved audit proposal or engagement letter to my office.

6C

"As yet, we have not received a copy of the audit engagement letter from you"

Mrs. Morrison said that on October 6 she had written to Mr. D. K. Russell, Office of the State Auditor, asking for a written proposal from his office for audit of the EDA project. Mrs. Morrison received a reply to that letter from Mr. Whisler, dated October 12, 1977, as follows:

"This is in reply to your letter of October 6, 1977, requesting a written proposal for audit of EDA Project No. 07-51-03991.

"We have scheduled an examiner to audit the EDA Project along with our normal examination of the Timberland Regional Library. The audit will begin early in January 1978 and our report filed in early March 1978.

"Before we can begin the EDA Project audit, you must have made the final payment to your contractor and the Library Board must have accepted the facility.

"Please notify us when this has been done and we will begin the audit accordingly."

Mrs. Morrison said that to her this is satisfactory and this is Timberland's normal auditing agency. The State Auditor is at a level of government higher than Timberland and has had experience with auditing this type of grant and this would meet EDA's requirements. She needs the Board's approval for the letter of engagement from the State Auditor.

77-78

SHIRLEEN JOHNSON MOVED THAT THE LETTER OF ENGAGEMENT FROM THE STATE AUDITOR FOR AUDIT OF EDA PROJECT NO. 07-51-03991 AS OUTLINED IN THE LETTER FROM THE STATE AUDITOR'S OFFICE DATED OCTOBER 12, 1977, BE APPROVED; BOB BAKER SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mr. Baker noted in Virginia Barton's Western Area report the death of Douglas King and that his wife had been a very good Board member just after the Timberland demonstration, and that a letter should be written to Mrs. King expressing the Board's condolences. Mrs. Morrison said that she had received word that memorial contributions may be made to the Pacific County Historical Society in South Bend.

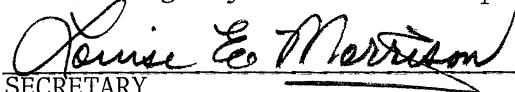
Mrs. Morrison reviewed the job proposal from Harris Furniture Finishing, Inc. in Woodinville, Washington, for refurbishing furniture for the new Service Center. She said this did not have to go out for bid because it was under \$5,000, and in any case, this is the only firm around which specializes in this type of work. The total amount for the job proposal is \$3,969 plus tax. Mrs. Morrison said that this will be done on the new Service Center premises. She said they do electrostatic painting and she explained how this is done. The chairs will not be reupholstered on the premises, but staff will be given loaner chairs. This will leave enough money available also to put in the sound system in the conference room.


Mr. Cox announced that the November Board meeting will be held at the Lacey Public Library on November 17, at 7:30 p.m.

77-79

RUTH SCHMIDT MOVED THAT THE MEETING ADJOURN.

The meeting adjourned at 9:55 p.m.


SECRETARY


CHAIRMAN