

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Lacey Public Library, 4516 Lacey Blvd., Lacey, WA 98503

November 17, 1977

M I N U T E S

BOARD MEMBERS PRESENT:

Elmer F. Keiski, Chairman - Thurston County
Alice Harris - Mason County
Robert M. Baker - Lewis County
Dorothy Voege - Grays Harbor County
Shirleen Johnson - Member-at-Large

BOARD MEMBERS ABSENT:

Donald M. Cox - Pacific County
Ruth K. Schmidt - Member-at-Large

STAFF MEMBERS PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Assistant Director, Western Area
Joy W. Ayres, Business Manager
Mary Russell, Lacey Librarian
Donna M. Schaan, Supervisor-Personnel Administration
Jane Dowdle Smith, Timberland Attorney
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Phil Dale, R. F. McCann & Co.
Pam Hanson, President, Lacey Friends
Virginia Longan, Treasurer, Lacey Friends
Lillian Schiendelman, Lacey Board

Chairman Keiski called the meeting to order at 7:35 p.m. and introductions were made. The Lacey Friends of the Library provided coffee and dessert.

AGENDA ITEM
NO.

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| 1 | Approval of Minutes of Meeting of October 20, 1977 |
| <u>77-80</u> | SHIRLEEN JOHNSON MOVED THAT THE MINUTES OF OCTOBER 20, 1977, BE APPROVED; DOROTHY VOEGE SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY. |
| 2 | Approval of Vouchers |
| <u>77-81</u> | DOROTHY VOEGE MOVED THAT VOUCHERS NO. 1371 THROUGH NO. 1503 IN THE AMOUNT OF \$149,572.73 BE APPROVED; SHIRLEEN JOHNSON SECONDED THE MOTION. |

Mr. Ayres noted that voucher No. 1371 to A-1 Millwork Company in the amount of \$1,938.36 is for wooden shelving for the new step van. He stated that voucher #1392 to Cooper Realty Co. in the amount of \$1,079 is for rental of the present Service Center. In answer to a question, Mrs. Morrison said that voucher #1404 to The Evergreen State College

- 2 in the amount of \$26.56 is for duplicating some slides. Voucher #1447A to Olympia Auto Center in the amount of \$374.64 is for repair of one of the courier vans. Mr. Ayres explained that Timberland tries to use the county shop as much as possible for repair of Timberland vehicles since it is cheaper. However, in this case it would have taken too long at the county shop and it was done by Olympia Auto Center. Mrs. Voegel asked why the vouchers for postage costs are always in even amounts. Mrs. Morrison said that checks are sent to the libraries and staff in each library has to take the meter to the post office and get the amount recorded in the meters.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith stated that she has prepared a resolution establishing an unemployment insurance fund which is under new business, and she has also reviewed the contract for lease of space at the new Service Center to the Washington State Library which is under unfinished business. Mrs. Smith reported that she will be attending a meeting tomorrow in Seattle at which those attorneys who worked against Initiative 335 are going to try to set up a procedure for an orderly and expeditious process of litigation. Mr. Keiski said that if the library should draw some criticism from anyone with regard to materials in the library, they will have to set up some sort of procedure to deal with this. Mrs. Morrison said that she will know immediately of any complaints and that Jane Smith will be notified immediately.

B. Report of Architect - R. F. McCann (by Phil Dale)

Mr. Dale said that at the last meeting, the Board heard a letter from Arctic Foam, Inc. with regard to a roofing problem at the new Service Center. He had received a letter from Mrs. Morrison asking for the architect's recommendation. Mr. Dale said that he wrote a letter to Venture Construction as follows:

"Arctic Foam's letter dated October 18 to the Timberland Regional Library Board requesting approval of delay of repair of the roof in the valleys until next spring was considered by the Board and the following opinions were expressed:

- "1. With the architect's approval to accept the proposal to repair the roof as soon as practical.
- "2. Secure an interim guarantee pending completion of repairs.
- "3. Start the required guarantee upon completion of repairs.

"The Board will convene again November 17 and your response to this request should be received by that time."

Mr. Dale stated that he had not received a response to this letter, but he did talk to Mr. Pitts of Venture Construction today, and Mr. Pitts agreed that this is a reasonable request. Mr. Pitts said he has talked

3B with the roofing contractor and the contractor also finds this request reasonable. Mr. Dale said that he is confident that there will be no problem with the roofing contractor accepting these conditions. Mr. Baker stated that since Timberland has not received this in writing as yet, they will have to wait until the next meeting to approve this. Mr. Dale said that the roofing contractor could be required to fix the roof right away, but it would probably not be a good roof because of the weather conditions. He said that there is no immediate danger of leaks and that it would be all right to wait until spring to have the roof completed. It was the general consensus of the Board that they wait until written confirmation is received from the contractor.

Mr. Dale gave an update on the progress of the new Service Center. He reported that almost all the doors are in, painting is almost completed, toilets are completed except for the light fixtures, there are very few light fixtures left to be installed, the sealer on the concrete blocks has been applied. Mrs. Morrison stated that there are beautiful wood railings around the courtyards. She said that the heating ducts have been painted and blend nicely with the domes.

C. Report on Union Negotiations - Elmer F. Keiski

Mr. Keiski reported that there have been several union negotiation meetings and they have been productive. Mr. Keiski recommended that the Board ratify the tentative agreement which has been reached and hopefully the union will ratify the agreement tomorrow night. He said the tentative agreement includes a two-year contract. Mr. Keiski requested that when Ms. Schaan arrives with the union negotiation documents, that the Board review them and make a decision.

D. Staff

(2) Assistant Director, Western Area - Virginia Barton

Mrs. Barton referred the Board to her written report. She said that several children's staff attended a workshop at the University of Washington and saw a slide presentation about the illustrators of the award winning book "Ashanti to Zulu" and the staff said that they would like other Timberland staff to see this also. Mrs. Barton said that they can borrow this provided it is shown to library staff only. This will be shown to children's services staff in December. Mrs. Barton said that she and Mary Stough will be attending a conference at the University of Washington on December 1 and 2 with regard to the handicapped. Mrs. Barton said that the Board will see in hers and Mrs. Stough's written reports that Timberland owes a great deal of thanks to Friends of the Library and local library boards for all the help that they give. Mrs. Barton asked the Board to read her report on the Information and Referral Workshop. There was discussion on the need for a ramp to the meeting room at the Montesano library for the handicapped and elderly. Mrs. Barton said that there are several handicapped people in the Montesano area as well as a local residents home for handicapped children and that this ramp would be warranted. Mrs. Barton said she is going to get estimates and suggestions for the type of ramp that would be needed. Mr. Keiski asked if Timberland is required by law to build this ramp. Jane Smith said that the Montesano building does already comply with the law as the building stands, and

3D(2) that existing buildings are not required to be modified to meet the law.

(1) Director - Louise E. Morrison

Mrs. Morrison read a note she had received from Marcel King as follows:

"Just must tell you how much it meant to me and how much I appreciate your coming to Douglas' service.

"Thank you too for the letter.

"Stop in any time you are near."

Mrs. Morrison said that she will be attending a Needs Assessment Workshop entitled "Career Development for Women Librarians" next Monday. This is jointly sponsored by the State Library and the University of Washington School of Librarianship. Judy Green, Hoquiam librarian, will also be attending.

Mrs. Morrison said she would be taking next Tuesday and Wednesday off as vacation and Thursday and Friday are holidays. She will be back in the office on November 29.

Mrs. Morrison has asked Monroe to deliver the new bookkeeping machine to the new Service Center since it is supposed to be delivered in mid December.

Mr. Baker asked if the newly appointed coordinator for the Jeffco Project has been working as a librarian. Mrs. Morrison said she has been working in Alaska as a librarian and is a very capable person for the job, with a nice personality.

(3) Assistant Director, Eastern Area - Mary Stough (written)

Mrs. Stough's written report was in the Board folders.

(4) Business Manager - Joy W. Ayres

Mr. Ayres reported that of the \$870,015 approved for the EDA grant for the new Service Center, Timberland has spent \$749,108.52, of which \$689,550.13 went to Venture Construction.

Mr. Ayres reported that through October, Timberland has received \$2,468,798.78 and expended \$2,499,918.94. Timberland has received \$13,010.30 on investments and still has \$400,000 invested. Mrs. Morrison said there have been numerous changes in the 1977 budget and it will have to be revised at the December Board meeting.

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

REVENUE

General Property Taxes - through October received \$65,179, for a cumulative of \$729,549, which is 74%.

Forest Excise Tax - no money was received in forest excise taxes in

3D(4) the month of October so it remains the same as through September which is \$480,488 received making a total of 86% received.

State Forest Yield - received \$759 for a cumulative of \$4,479, which is 30% of the \$15,000 budgeted.

City Contracts - received \$84,303, for a cumulative of \$539,865, which is 85%.

Sales of Fixed Assets - received \$6,596 for a cumulative of \$31,099, which is 148%. This is over because there was budgeted \$21,000. This balances out the State Forest Yield.

Miscellaneous - received \$4,321, for a cumulative of \$35,230, which is 142%. This is higher because there was budgeted \$24,805.

In the EDA grant, Timberland received in October \$102,555, for a cumulative of \$648,090, which is 74% of the total grant of \$870,015.

EXPENDITURES

Personal Services - budgeted \$1,479,376; expended in October \$135,170, for a cumulative of \$1,198,194 expended, which is 81%.

Supplies - budgeted \$57,200; expended \$4,747, for a cumulative figure of \$37,033, which is 75%.

Other Services - budgeted \$382,984; in October expended \$68,853, for a cumulative of \$270,517, which is 71%.

Capital Outlay - budgeted \$375,872, expended in October \$7,099, for a cumulative of \$346,085, which is 92%.

These expenditures in BARS account numbers are as follows:

10 - Administration - budgeted \$259,625; expended in October \$38,319, for a cumulative of \$198,495, which is 76%.

21 - Public Services - budgeted \$1,715,405; expended in October \$137,737, for a cumulative of \$1,411,018, which is 82%.

22 - Organization of Materials - budgeted \$242,685; expended in October \$28,598, for a cumulative of \$135,946, which is 56%.

40 - Training - budgeted \$2,500; expended in October \$464, for a cumulative of \$1,203, which is 48%.

50 - Facilities - budgeted \$75,217; expended in October \$10,753, for a cumulative figure of \$105,167, which is 140%. Mr. Ayres said this is high because of the EDA grant money flow.

Mr. Keiski stated that Mr. Ayres and Ms. Schaan have been available during the union negotiations and he expressed his appreciation to them.

4 Correspondence

- A. Letter from Arctic Foam, Inc. dated November 7, 1977 re guarantee of roofing system on Service Center building.

The Board acknowledged receipt of the letter from Arctic Foam, Inc. dated November 7, 1977, with the Roofing System Guarantee attached.

- B. Letter from Pat Aase (former Timberland employee) dated October 23, 1977

Mr. Keiski read the letter as follows:

"The extent of Doug King's influence and the dedicated work and kindnesses of Marcel is matched by your response in her time of needing support. For you to come and find the church and take the time to visit at his funeral is a gracious gesture of human kindness and a comment on the importance of human relations that Timberland's chief executive gives value to. As you said, each person we meet is worthy of attention, concern and the best help we can give. It is such things that show that where we work is where our lives happen.

"Although I have been away from Timberland 3 years, I can see from talking to you why Timberland grows through the attitude of competent, concerned service. People respond to this service with their loyalty and support. Only last Thursday evening I heard a glowing description about the library service on the peninsula from a school teacher and the person had no idea I had been connected with Timberland. He really sold his listeners (new residents) on our 'rural' service."

5 Unfinished Business

- A. Consideration of Contract for lease of space at new Service Center to Washington State Library

Mrs. Morrison stated that Jane Smith has reviewed this contract and Mrs. Morrison recommended that the Board enter into the contract with Washington State Library. Mrs. Smith said she agrees with the modifications suggested in Mrs. Morrison's memo to the Board. Mr. Baker questioned item 7 in the lease with regard to lessor's maintenance obligations. Mr. Baker said that this is contrary to general procedure. Generally it is up to the lessee to provide the fluorescent tubes. Mrs. Morrison explained that several bays are lighted at once and felt it was fair that Timberland provide these fluorescent tubes since these lights would have to be on anyway for Timberland's use.

77-82

BOB BAKER MOVED THAT THE LEASE BETWEEN TIMBERLAND REGIONAL LIBRARY AND THE WASHINGTON STATE LIBRARY FOR THE LEASE OF APPROXIMATELY 1,728 SQUARE FEET OF STORAGE SPACE IN THE NEW SERVICE CENTER BY THE WASHINGTON STATE LIBRARY, WITH MINOR CORRECTIONS, BE APPROVED. ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

- 5 B. Authorization for Director to sign contract re Jefferson County Project (Jeffco)

Mrs. Morrison said that one contract will be prepared for everyone taking part in the project to sign. Mrs. Morrison requested that the Board authorize her to sign this contract on behalf of Timberland Regional Library.

77-83

SHIRLEEN JOHNSON MOVED THAT DIRECTOR BECKY MORRISON BE AUTHORIZED TO SIGN THE CONTRACT FOR THE JEFFERSON COUNTY PROJECT (JEFFCO) ON BEHALF OF TIMBERLAND REGIONAL LIBRARY. BOB BAKER SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

- 6 New Business

- A. Resolution establishing unemployment insurance fund

Mrs. Morrison recommended that Timberland go with the reimbursable plan to begin with. This can be changed at the end of any fiscal year. Any claims will be picked up by the federal government in quarter 1 and quarter 2 of 1978, Timberland will pick up 25% in quarter 3, 50% in quarter 4, 75% in quarter 1 of 1979, and 100% in quarter 2 of 1979. Timberland will assess itself and put into an unemployment insurance fund 3.3% to a maximum of \$8,400 per employee in 1978. This will give Timberland a backlog which should eventually self-insure Timberland. Timberland would also earn interest on this fund. If it looks like this is not working very well, it will be easy to close this account and pay the state 3.3%. Mrs. Morrison said that she, Mr. Ayres, and Ms. Schaan have discussed this in depth and feel that this is the best way to go. Timberland would have adequate protection and have control over the money. Jane Smith said that she agrees with this plan. Mr. Keiski read the resolution as follows:

"A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A SEPARATE FUND WITHIN THE TIMBERLAND REGIONAL LIBRARY DISTRICT ACCOUNT IN THE THURSTON COUNTY TREASURY FOR THE PAYMENT OF UNEMPLOYMENT COMPENSATION BENEFITS

"WHEREAS, pursuant to federal and state law, the Timberland Regional Library District will be required to pay unemployment compensation benefits to employees of the District effective January 1, 1978; and

"WHEREAS, there is a need to establish a separate fund in the Timberland Regional Library District Account in the Thurston County Treasury in which to deposit the necessary monies to insure payment of unemployment compensation benefits; now, therefore,

"BE IT RESOLVED by the Trustees of the Board of the Timberland Regional Library District that 3.3% of the required maximum salary of each employee each year beginning on January 1, 1978 with \$8,400.00 per employee, the maximum salary figure increasing as required by law for the payment of unemployment compensation benefits, shall be paid into a separate investment fund in the Timberland Regional Library District account in the Thurston County Treasury. These monies shall be used only to pay

6A unemployment compensation benefits until the Board adopts a resolution amending or repealing the provisions herein.

"PASSED AND APPROVED by the Board of Trustees of the Timberland Regional Library District this _____ day of November, 1977."

If the Board adopts this resolution, it will be Resolution No. 30.

77-84

BOB BAKER MOVED THAT THE BOARD ADOPT RESOLUTION NO. 30 ENTITLED "RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A SEPARATE FUND WITHIN THE TIMBERLAND REGIONAL LIBRARY DISTRICT ACCOUNT IN THE THURSTON COUNTY TREASURY FOR THE PAYMENT OF UNEMPLOYMENT COMPENSATION BENEFITS"; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison said that she would advise Employment Security as to which option Timberland has chosen.

Shirleen Johnson expressed her appreciation for the list of books used in the workshop "Things that Adults have a Hard Time Talking to Children About."

The Board received copies of the tentative agreements reached between Timberland and the union. The Board went into Executive Session at 9:55 p.m. to discuss the tentative agreements and the meeting was reconvened at 10:25 p.m.

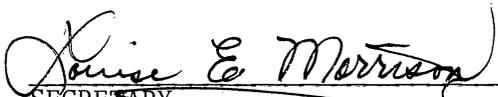
77-85

BOB BAKER MOVED THAT THE BOARD APPROVE THE TENTATIVE AGREEMENT REACHED BY THE NEGOTIATING TEAM WITH THE WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, LOCAL #2053, AS OF NOVEMBER 14, 1977. ALICE HARRIS SECONDED THE MOTION. THOSE IN FAVOR WERE ALICE HARRIS, ROBERT M. BAKER, AND DOROTHY VOEGE; SHIRLEEN JOHNSON WAS OPPOSED. MOTION CARRIED UNANIMOUSLY.

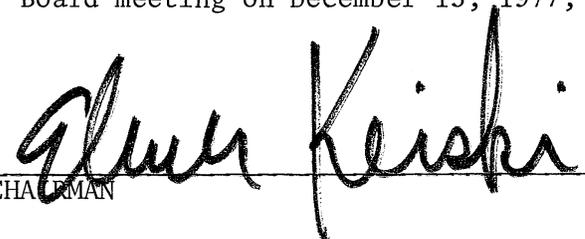
77-86

SHIRLEEN JOHNSON MOVED THAT THE MEETING ADJOURN.

The meeting adjourned at 10:30 p.m. It was announced that the film "The Speaker" will be shown at 7:00 p.m. at the December Board meeting on December 15, 1977, at the Tumwater Library.



SECRETARY



CHAIRMAN