

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
415 Airdustrial Way S.W., Olympia, WA 98501

January 26, 1978

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M I N U T E S

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Gloria Anderson, Central Services Assistant I
Joy W. Ayres, Business Manager
Patty Bergman, Co-Librarian, Tumwater
Margaret Coppinger, Librarian, Olympia
Arlene Day, Sr. Central Services Assistant
Judy DuPuis, Children's Librarian, Centralia
Barbara Durney, Library Associate, Hoquiam
Vivian Fetty, Librarian, Raymond
Barbara Foster, Community Library Assistant II, Lacey
Judith Green, Librarian, Hoquiam
Alma Greenwood, Sr. Reference Librarian, Service Center
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
Stan Hutton, C.E.T.A. Employee, Chehalis
Tom Joselyn, Sr. Community Library Assistant, Olympia
John Keplinger, Central Services Assistant II
Dixie Lynn, Business Office Assistant/Purchasing & Accounts Payable
Marian Osterby, Librarian, Centralia
Bill Ott, Book Selection Coordinator
Pam Rood, Community Library Assistant II, Olympia
Mary Russell, Librarian, Lacey
Donna M. Schaan, Supervisor-Central Services
Karen Schumaker, Central Services Assistant I
C. F. Senk, C.E.T.A. Employee, Chehalis
Mary Ann Shaffer, Children's Librarian, Olympia
Shirley Siegler, Community Library Assistant I, Olympia
Rosalie Spellman, Librarian, Aberdeen
Donna Stahl, Community Library Assistant II, Hoquiam
Jay Windisch, Reference Librarian, Aberdeen
Bob Zimmerman, Librarian, Chehalis

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

GUEST PRESENT:

Phil Dale, R. F. McCann & Co.

Chairman Keiski called the meeting to order at 8:15 p.m.

1 Approval of Minutes of Meeting of December 15, 1977

78-1 SHIRLEEN JOHNSON MOVED THAT THE MINUTES OF THE MEETING OF
DECEMBER 15, 1977 BE APPROVED; BOB BAKER SECONDED THE MOTION
AND MOTION PASSED UNANIMOUSLY.

2 Approval of Vouchers

Chairman Keiski stated that the payroll and related vouchers for the month
of December, 1977 amounted to \$115,778.80

78-2 BOB BAKER MOVED THAT VOUCHERS NO. 1702 THROUGH NO. 1833 IN THE
AMOUNT OF \$158,009.35 BE APPROVED; DON COX SECONDED THE MOTION.

Mr. Ayres commented that there are several vouchers this month which are
carryovers from 1977. There are several vouchers for furnishings for the
Service Center. Shirleen Johnson asked about voucher #1757 to R. F.
McCann & Co. in the amount of \$870.00. Mrs. Morrison said this is for
December services and part of it comes from the EDA grant and part of
it paid by TRL. Mr. Cox questioned vouchers #1805 through #1818 for
postage and asked if it is usually that high. Mr. Ayres stated that
this is not unusual. Dorothy Voege asked about voucher #1786 to Sears,
Roebuck & Co. in the amount of \$51.33. Mrs. Morrison said that this was
for an air compressor for A-V equipment which is used to blow out the
dust in the machines. Mr. Ayres stated that this was a reconditioned
one and they got a good price on it. Mrs. Morrison said that voucher
#1825 to the Washington State Library is for the book budget deposit
for the first quarter of the year.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith reported that Mrs. Morrison had given her a copy of last
year's insurance policy which covered Trustee liability for Pierce County
Library and a copy of the policy which Isdell-Plemmons offers. She
checked them over carefully to compare the two. She said that the one
which Pierce County has from Forum Insurance Company is for \$1,000,000
and has an excess liability insurance which goes up to \$2,000,000. This
policy is a little better written and more comprehensive but she doesn't
think it would be any more restrictive as far as the Trustees are con-
cerned. Mrs. Morrison said she thought the premium on this would be
\$4,000. Mrs. Smith said the other policy, which is with International
Surplus Lines Company, is basically the same. She said the premium
for this would be \$2,850 plus \$96.88 taxes and fees. Mrs. Smith said
the policy talks about "retention" which she assumes is the same thing
as deductible but there is no indication of what that might be. The
liability is exclusive of the "retention" in the policy. She said she
would like to talk to several insurance agents about them. Just on what
she has seen, it would appear that Forum Insurance Company has the better
public official liability policy. This covers all of the Trustees and
the Trustees' estates, heirs and assigns for any action done during the
period of the policy. The International Surplus Lines Company policy
is for \$100,000 and Mrs. Smith felt this is too low. It would not be

3A worth getting protection for less than \$1,000,000. Chairman Keiski said that he would like the Director to look at some policies and then direct Mrs. Smith to look at the liability portions and get a recommendation from her on the amount of coverage.

B. Report of Architect - Phil Dale for R. F. McCann

Mr. Dale said he thought the contractor did an excellent job on the Service Center and wished to commend Venture Construction. He said they were very cooperative. Mr. Dale said that several things went wrong and there are a few things yet which need to be resolved. The courtyards are still bare and they are supposed to have planters put in. There was a mixup as to whether the contractor or subcontractor was to provide the planters and this is in the process of being resolved. Also, the tile in the restrooms is the wrong color and this will be changed. The sign in front of the building will be installed soon and the striping in the parking lot will be put in as soon as it is dry enough. Some of the landscaping will be finished in the spring. Part of the storage area floor needs to be sealed. Mr. Dale thanked Mrs. Morrison for her help on this project. Chairman Keiski said that the Trustees appreciate the attention given by Mr. McCann's firm and pulling it altogether into a very complete and tight package so that when staff was ready to move in it was nearly complete. Mrs. Morrison said the Board should also go on record by commending Mr. Dale for the wooden handles on the front door, which Mr. Dale carved himself.

C. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison said that in the past month, staff has been trying to mop up all of the loose ends on the furnishings in the Service Center. They are also trying to get all of the EDA materials in order for an audit. She said there are still some furnishings yet to come from Magna Design and Showroom One-Twenty-Three. Venture Construction was repairing the cargo door which was damaged in the process of moving in.

Staff has been working on plans for the all-day all staff in-service training day next month as well as tentative plans for the grand opening of the Service Center. Mrs. Morrison suggested either March 5 or March 12 for the grand opening. She said Mrs. Spellman has sent her materials on the grand opening of the Aberdeen Library which she will send out to the Board. Mr. Baker suggested setting the grand opening tentatively since it would be nice to have all the furnishings in and have the courtyards completed. Mrs. Morrison said that if the grand opening is later than March 12, they will run into problems with conflicts. She said there is no guarantee that everything will be here by then, but thinks there is a good probability. The Board agreed on March 12 as a tentative date for the grand opening.

(2) Assistant Director, Western Area - Virginia Barton

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

Mrs. Stough asked that the Board read her written report because it is a more involved report than usual. This report was written specifically for the Board and updates a report she did in 1974; the current report is a comparison between 1974 and 1978.

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(3) Business Manager - Joy W. Ayres

Mr. Ayres reported that for the year 1977, Timberland received revenue of \$3,152,083 on a budget of \$3,218,512, which is 2% less than anticipated. Timberland expended \$3,013,903 of that budget which leaves 6% unexpended. In January, 1978, Timberland received \$113,791.50 which was budgeted for the 1977 budget and ended 1977 with a cash balance on the 31st of December, 1977 of \$129,026.91 and warrants outstanding of \$267,250.82, which appeared to leave Timberland in the red by \$138,223.91 if the investment account is not taken into consideration. Timberland realized in 1977 \$15,757.34 in investment interest with no expenditures for warrant interest. In January, 1978, Timberland has \$300,952.47 in expenditures. The district has not had to withdraw money from the investment account to pay these bills. Mr. Ayres reviewed the tracking charts for 1977 as follows:

REVENUE

General Property Taxes - Budgeted \$1,079,527; received \$1,084,370 which is 100%.

Forest Excise Taxes - Budgeted \$582,399; received \$582,399, which is 100%.

State Forest Yield - Budgeted \$4,488; received \$5,085, which is 113%.

Contract Cities - Budgeted \$638,315; received \$581,119, which is 91%.

Sales of Fixed Assets - Budgeted \$31,539; received \$34,281, which is 109%.

Other Miscellaneous Revenue - Budgeted \$40,672; received \$45,245 which is 111%.

EXPENDITURES

Personal Services - Budgeted \$1,448,099; expended \$1,427,281, which is 99%.

Supplies - Budgeted \$55,300; expended \$45,148, which is 82%.

Other Services - Budgeted \$323,986; expended \$331,594, which is 102%.

Capital Outlay - Budgeted \$373,405; expended \$390,288, which is 105%.

The expenditures broken down in BARS elements are as follows:

10 - Administration - Budgeted \$246,754; expended \$228,829, which is 93%.

21 - Public Service - Budgeted \$1,692,282; expended \$1,657,931, which is 98%.

22 - Organization of Materials - Budgeted \$192,916; expended \$179,777, which is 93%.

- 3C(3) 50 - Facilities - Budgeted \$66,388; expended \$126,289, which is 190%. This is high because of the EDA retainage. If \$18,135 which went to McCann and Isaac is deducted, and \$47,149 for the retainage is deducted, for a total of \$65,284, this would leave an expenditure of \$61,005, which is 92%.

The Trustees requested that a year-end financial report be prepared for the Board.

4 Correspondence

- A. Letter from Lewis County Commissioners dated January 24, 1978 re appointment of Shirleen Johnson to Board

Chairman Keiski said that Lewis County Commissioners have reappointed Mrs. Johnson to serve a second term which term will expire in December, 1983.

- B. Letter from Mason County Commissioners dated January 25, 1978 re appointment of Shirleen Johnson to Board

Chairman Keiski said that the Mason County Commissioners have confirmed this reappointment.

- C. Letter from Centralia Staff Members dated January 16, 1978 regarding staff concerns

Chairman Keiski read the letter as follows:

"Centralia staff have asked me to write a memo supportive of the one signed by a number of TRL staff members and sent to you via Mrs. Morrison, December 15th. Local staff members wish to add their names to the list.

"Our major concerns are: 1) The proposed 8% pay raise for all staff; 2) Disapproval of the agency shop clause signed by union representatives and the Board; and 3) Interest in forming a region-wide staff association.

"We feel that 8% is a realistic figure; Lewis County employees (who received much higher salaries in 1977 than did TRL employees) will receive an 8.75% increase in 1978. The City of Centralia granted a 6% raise to their employees (but the lowest-paid clerk working for the city receives 'over \$600 per month'). We wish to remind you that many TRL employees who are at the top of their range do not even receive an automatic 3% increment annually.

"The agency shop clause in the 2-year union contract means that new employees after July 1978 will be asked to take an \$11.00 per month cut in beginning salary when that salary is already unliveable! Aside from simple finances, the agency shop is philosophically distasteful to many staff members.

"We realize that we have no bargaining power and that the union is at present the legal negotiating body. It is our hope, however, that the union will vote itself out of existence and make way for the formation of a truly representative staff association comprised of all TRL employees. This type of organization could be a positive

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asset to the Board and the region, since, literally, our welfare is the region's welfare and vice versa."

Signed by:
Marian L. Osterby
Victoria LeDuc
Mary L. Schwarz
Mary Stuewe
Edie Shea
Katherine Fry
Ione B. Mason
Gayle Palmer
John Greisen

D. Letter from Chehalis Staff Members regarding staff concerns

Chairman Keiski read the letter as follows:

"Chehalis Staff would like to add our signatures to the above. The cost of living increased by 6.8% in 1977; add to that increased Social Security deductions, and a 5.75% increase amounts to an effective cut in buying power for an already underpaid staff. An 8% increase would not bring personal services costs to more than 70% of the TRL budget.

"There is some feeling here that the union has ignored the needs of the wage-earners to line its institutional pockets with the agency shop agreement; we very much favor the formation of a bargaining unit which would conscientiously represent the interests of all TRL employees."

Signed by:
Bob Zimmerman
Catherine A. Grunenfelder
Connie Thomas
Nancy M. Lazinski
Ardith Gordon

5 Unfinished Business

A. Consider 1978 Salary Increase

Chairman Keiski said that a series of tentative agreements have been reached with the bargaining agent for part of the staff, but no decision has been made for those employees not covered by the Union contract. There has been staff input expressing staff's feelings, including the two letters received from Centralia and Chehalis staff which were previously read. Mr. Keiski suggested that they hear a recommendation first for those employees not covered by the Union contract and then deal with any technicalities regarding the Union contract. Mrs. Morrison recommended that the Board grant an 8% salary increase and that all other benefits be equal for those staff not covered by the Union contract. She recommended that some way be found to renegotiate with the Union so that any changes may be made in the contract before it is signed. She said she has received the Contract back from the Union representative with recommendations for phrasing which

5A apparently did not cover exactly what the Union representative thought had been negotiated. Mr. Keiski stated that the Board now has a clearer revenue picture than when the contract was negotiated with the Union. After more discussion on how to proceed, it was agreed that this matter should be deferred to later on the agenda.

B. Contractual arrangements with R. F. McCann and Walter M. Isaac

Mrs. Morrison said that Mr. Isaac will not be spending any more funds in search for grant money for North Mason because the Department of Energy was the last hope and that is out of reach. She said there are a few more dollars which will have to be paid to the architect on the Service Center contract but it will not be beyond the budget. Mr. Keiski asked if staff had any recommendation on retaining the same architect for the North Mason facility. Mrs. Morrison said she did not know if the Board would want to interview other architects. She felt that communication was important and they already have that with Mr. McCann. She said she would like to see a tight contract with the architect so that the Board will not have the worries it seemed to have in early planning of the Service Center.

C. Bucoda Contract

Mrs. Morrison has not received any word back from the Town of Bucoda with regard to its contract with the library in response to her letter to them. She said they still owe \$237 for 1977. Mrs. Smith said she would like to do some checking on something which might be done in dealing differently with Bucoda without affecting contracts with other cities. Mrs. Stough said she had also sent a letter directly to the people being served by the bookmobile advising them that the Town of Bucoda would not be contracting with Timberland and in order to get service, the patrons would have to pay a fee and she told them what the fee would be and where the libraries are.

The meeting recessed at 9:20 p.m. and reconvened at 9:30 p.m.

6 New Business

A. Board Meeting Schedule for 1978

The Board agreed to the following meeting schedule for 1978:

January 26, 1978
February 16, 1978
March 16, 1978
April 27, 1978 (4th Thursday)
May 18, 1978
June 15, 1978
July 20, 1978
August 24, 1978 (Preliminary Budget) (4th Thursday)
September 21, 1978
September 28, 1978 (Special Meeting - 1979 Budget Adoption)
October 19, 1978
November 16, 1978
December 21, 1978 (Annual Meeting - Final Budget Adoption - Election of Officers)

6 B. Approval of Library Associate (Range 10) Position in Central Services

Mrs. Morrison recommended that this position be approved. She said it was really more for Board's information and that was why it was put on the agenda. Mr. Keiski said this will have some budget impact; Mrs. Morrison agreed.

7 Additional Agenda Items

A. 1978 Salary Increase

Mr. Keiski asked the Board which direction they should take with regard to employees' salary increases.

78-3 DON COX MOVED THAT AN 8% SALARY INCREASE AND FRINGE BENEFITS BE GRANTED TO THOSE EMPLOYEES NOT REPRESENTED BY A BARGAINING AGENCY, EFFECTIVE JANUARY 1, 1978; DOROTHY VOEGE SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

78-4 DON COX MOVED THAT THE UNION BE APPROACHED WITH REGARD TO RAISING THE 5.75% SALARY INCREASE TO 8% AND IN RETURN CONSIDER LIMITING THE CONTRACT TO ONE YEAR AND REMOVE THE AGENCY SHOP CLAUSE. ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Mileage Allowance

DON COX MOVED THAT THE MILEAGE ALLOWANCE FOR THE DISTRICT BE RAISED FROM 13¢ PER MILE TO 15¢ PER MILE.

The motion died for lack of a second. It was agreed that the Board would take this under advisement until they are informed as to what the budget impact would be.

C. All-day all staff in-service training

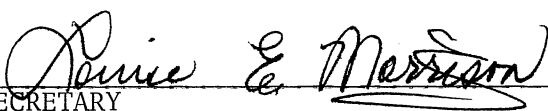
Mrs. Voege questioned the February 8 closure of all libraries. Mrs. Morrison said this is not a holiday for staff, but a work day. All staff is required to attend. They will be talking about the budget, changes resulting from the new Service Center, etc. She said that Trustees are welcome to attend.

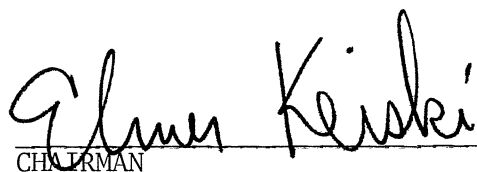
Mrs. Johnson asked about the telephone credit cards since hers is about to run out. Mr. Ayres said that new ones will be out in a few days and in the meantime, the Trustees should charge calls to the Service Center number.

Mr. Keiski announced that he has signed Certificates of Appreciation for Ruth Schmidt, former Timberland Trustee-at-Large from Thurston County, and for Arden Deering and Frank Pratt, former Lacey Library board members

78-5 DOROTHY VOEGE MOVED THE MEETING ADJOURN; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 9:40 p.m.


SECRETARY


CHAIRMAN