

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

February 16, 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
Shirleen Johnson - Member-at-Large
Donald L. Law - Member-at-Large

BOARD MEMBER ABSENT:

Dorothy Voegel - Grays Harbor 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
John Keplinger, Central Services Assistant II
Joyce Nichols, Co-Librarian, Tumwater
Mary Russell, Librarian, Lacey
Donna M. Schaan, Supervisor-Personnel Administration
Sally Settle, Supervisor-Central Services
Mary Ann Shaffer, Children's Librarian, Olympia
Betty Sholund, Reference Librarian, Olympia
Jay Windisch, Reference Librarian, Aberdeen

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

GUESTS PRESENT:

Marie Albrecht, R. F. McCann & Co.
Bill Compton, Lacey Library Board
Vince McClure, Lacey Library Board

Chairman Keiski called the meeting to order at 7:40 p.m. He introduced Donald Law, who is replacing Ruth Schmidt in one of the member-at-large positions on the Board.

Mr. Law said that he is a resident of Olympia, age 31, and an attorney by profession. He has a Bachelor of Arts degree and a law degree from the University of Michigan. His minor graduate major was history, primarily American, British and Russian, and he is interested in social sciences. Mr. Law said he has two children and he is deeply interested in young people, and specifically education. He said he is concerned about the declining verbal skills which young people are showing today and one of the reasons why Mr. Law sought appointment to the Timberland Regional Library Board of Trustees is that he hopes in some small way, he might be able to do something about this. Mr. Law said that he is interested in children's facilities and also in increasing the useage of library facilities by young people. Mr. Law said he is assigned to the Tort Claims Division of the Attorney General's Office and in this capacity, he defends state agencies and state employees from lawsuits for money damages. He stated that he is concerned with censorship and is a defender of the freedoms exhibited in the First

Amendment. He said that he feels it is important that the Board of Trustees recognize expertise of professionals on the staff and not interfere with it. Mr. Law said that since he was appointed by the Thurston County Board of Commissioners, he has a public trust and he recognizes that the ultimate responsibility for the functioning of Timberland Regional Library falls on the Board of Trustees and not on the staff and that is a responsibility which he will deeply feel.

Chairman Keiski thanked Mr. Law for his remarks and said it was good to have him on the Board and that he appreciated the speedy appointment made by the Thurston County Commissioners. Mr. Law said that since he holds an at-large position, he will make an extra effort to make sure he represents all five counties and plans to visit the out-lying libraries.

Mary Russell introduced two new Lacey Library Board members, Vince McClure, who is a professor at St. Martin's College, and Bill Compton, who is a teacher at North Thurston High School. Mr. McClure has replaced Arden Deering, who had to resign from the board to accept another commitment with the City of Lacey. Mr. Compton is replacing Frank Pratt, who has just completed his second term. Ms. Russell said that she hopes the Timberland Board can meet again at the Lacey Library and see the additional improvements to the building and meet the other board members. She said that the other Lacey Library Board members and the President and Vice-President of the Lacey Library Friends group were here earlier for a tour of the new Service Center, and expressed her appreciation to Sally Settle for showing them around. Chairman Keiski welcomed Mr. McClure and Mr. Compton, and stated that he expects the Lacey Library Board and Friends group will be kept busy with the usual activities in which the Lacey Board and Friends are involved.

AGENDA ITEM
NO.

- 1 Approval of Minutes of Meeting of January 26, 1978

78-6 DON COX MOVED THAT THE MINUTES OF THE MEETING OF JANUARY 26, 1978 BE APPROVED; SHIRLEEN JOHNSON SECONDED THE MOTION.

Mr. Cox then requested that motion #78-3 be corrected as follows: it presently states that an 8% salary increase and fringe benefits be granted to those employees not covered by the union contract effective January 1, 1978; Mr. Cox recalls saying that an 8% salary increase and fringe benefits be granted to those employees not represented by a bargaining agency effective January 1, 1978. Mr. Cox also requested that in agenda item No. 7B Mileage Allowance, that the motion he made to increase the mileage allowance from 13¢ per mile to 15¢ per mile be put in the minutes even though it did die for lack of a second.

MOTION CARRIED UNANIMOUSLY.

- 2 Approval of Vouchers

Chairman Keiski explained to Mr. Law that the Director has the authority to approve the payroll vouchers which amounted to \$142,977.91 for the month of January, 1978.

78-7 BOB BAKER MOVED THAT THE VOUCHERS #1834 THROUGH #1950 IN THE AMOUNT OF \$36,049.52 BE APPROVED; DON COX SECONDED THE MOTION.

- 2 Shirleen Johnson questioned voucher #1846 in the amount of \$75.00 to Bell & Howell. Mrs. Morrison said that this is for a maintenance agreement on microfilm readers. Mr. Baker questioned voucher #1838 in the amount of \$7,863.64 to American District Telegraph and whether "professional services" was the correct designation for the fire alarm and burglar system. Mrs. Morrison said the biggest part of this bill was for installation. Mr. Baker felt that the installation should be charged to maintenance, or perhaps there was something in BARS for emergency systems. He said that if this is in the wrong category, that it would distort professional services in the budget. Mrs. Morrison and Mr. Ayres agreed to look into this and make sure it was charged against the right category. Mr. Baker stated that some time ago it was agreed that vehicles would be identified on the vouchers. Mrs. Morrison said that voucher #1877 is for vehicle #14 which is the Hornet which was sideswiped. The repair on this vehicle will be completed by the end of the month at which time this voucher will be issued. Voucher #1878 is for the Raymond bookmobile and is for a towing charge. Several of the Board members requested a list of vehicle designations. Mr. Baker requested that in the future these vehicles be identified. Chairman Keiski requested an update on vehicle reports. Mr. Law asked what type of insurance is carried on the vehicles. Mr. Ayres replied that the library district has complete coverage on all vehicles. Mrs. Morrison stated that voucher #1914 to Pacific Northwest Bell is much lower than usual because there was a problem with their computer. The lease on the Service Center equipment had been paid off and the computer did not know that so it threw the entire bill out.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith reported that with regard to the projector which had been damaged, she has written three times to the attorney representing the club which checked out the projector. She feels that the only thing she can do now is to sue in district court. After further discussion, it was agreed that Mrs. Smith should go ahead with the lawsuit.

With regard to the liability insurance policy for the trustees, Mrs. Smith said that she and Mrs. Morrison have checked this out and they feel that the policy which Pierce County Library carries for its trustees is the best policy. This policy would protect the trustees when acting as trustees in the discharge of their duties. She said that the larger the library district gets, the greater the potential for legal action. The policy which she has reviewed is a very wide policy with the best provisions as far as she can tell. She said that the trustees should determine the amount of coverage they want and which company to go through. The Insurance Commissioner told her that Forum Insurance has been in business since 1963 in Washington State and they have a good track record. Mr. Law asked if this would cover the trustees in the event one of them has an accident on the way to a meeting. Mrs. Smith said that possibly this could be covered and they should check into this. Chairman Keiski requested that this be looked into further.

3 B. Report of Architect - Marie Albrecht for R. F. McCann

Ms. Albrecht said they are attempting to wrap things up on the Service Center. She had a letter which had been dictated by Mr. McCann to Timberland Regional Library dated February 16, 1978, a copy of which will be sent to Venture Construction. Some of the items in the letter have been discussed with Venture Construction. Ms. Albrecht read the letter as follows:

"The following items still remain to be attended to in order to complete the project. Opposite each item we are indicating whether the item will be taken care of by the Contractor, or is in the process of being executed, or will require an extra amount of money indicated by the word 'extra'.

<u>"Item</u>	<u>Cost</u>	<u>Status</u>
"1. Tile - Toilet Room Floors	No Cost	Change by Contractor
"2. Courtyard Planters	No Cost	Change by Contractor
"3. Building Sign	No Cost	In Process
"4. Change Order No. 8 (Power Outlets)	391.76	Approved Extra
"5. Floor concrete sealer	No Cost	In Process
"6. Paint Color-Mary's Office	No Cost	Change by Contractor
"7. Exterior Landscaping	No Cost	Awaiting good weather (First week of May)
"8. Roof Cant Strip	1,200.00	Required extra
"9. Concrete Fascia Caulking	No Cost	Change by Contractor 650-
"10. Acoustical Grilles (For Air Return)	450.00 (allow)	Extra
"11. Wall Vent (Becky's Office)	100.00 (allow)	Extra
"12. Main Entrance Wind Break		Extra
A. Straight	1,727.00	
B. Vestibule	8,076.00	
C. Panel System	1,400.00	
"13. Parking Lot Striping	No Cost	Awaiting Dry Weather

"The Board is hereby requested to approve the items listed in the amount given for final completion of this project.

"Respectfully submitted,

"RICHARD F. MC CANN AND COMPANY
/s/ Marie E. Albrecht

"Marie E. Albrecht"

- 3B Mrs. Morrison asked what item No. 11 was for. Ms. Albrecht said that if an exhaust fan is put in they would have to put in a wall vent. Mrs. Morrison said that she had originally requested that this be put in. Ms. Albrecht stated that this item was a verbal request and was "lost" until it was too late. She said if this is put in, it would probably be put in the wall above the windows.

Ms. Albrecht said they have been talking with the contractor with regard to the tile and courtyard planters, items No. 1 and 2. She feels these two things are really in contention right now. The tile man claims that he had misinformation but she feels that he did not follow information. R. F. McCann and Co. feels it is the contractor's responsibility to change the tile. The tile man says that he can thin-set tile over the existing tile to get the proper color. R. F. McCann and Co. has told him that this might be acceptable. Mrs. Harris asked what this would do to the doorways. Ms. Albrecht said they would probably have a slight ledge, but would not be anything that anyone would trip over. Mrs. Harris said she remembers that Mrs. Morrison had caught the error in the tile at the time they were putting it down and had told them that it was the wrong color. Mr. Cox asked Ms. Albrecht to pursue this further. She said that this may end up in arbitration.

With regard to the courtyard planters, Ms. Albrecht stated that the landscape contractor said he did not understand that the courtyard planters were to be included in his bid so his bid did not include these planters. R. F. McCann and Co. feels it is the contractor's responsibility. Ms. Albrecht said it appears that several lines of typing were left out in the specs, but the planters are covered on the drawings. Wood planters can be purchased out of New York but are very high priced. Ms. Albrecht has looked into concrete planters which are four feet square with exposed aggregate. Benches would not be attached to the planters. These planters are local. The contractor is stating that if Timberland gets these planters, Timberland has not paid for them. Mr. Law asked who drafted the specifications. Ms. Albrecht stated that R. F. McCann and Co. did the specifications and they had the landscape architect do his part of the specifications. In the process of typing them up from the landscape architect's sheet into R. F. McCann and Co.'s form, several lines of typing were left out. However, the drawings indicate that the planters should have been included in the job. She said they can tell the contractor that he is released from the specifications for wood planters and that he is permitted to get these concrete planters which would give him a price break. Mrs. Morrison stated that she would support the change to concrete and that this would fit in nicely with the building. Ms. Albrecht said it is the responsibility of the contractor to make sure the planters were included. It was written into the specifications that the architect would not break up what the contractor considers the alignment of his subcontractors. Because the architect has shown this on a landscape drawing, they cannot assume the contractor will give it to a landscape contractor. Mr. Cox said that his feeling is that the Board could hold out for provision of the wooden planters, but it would seem that because of all the misunderstanding, it might behoove the Board to accept the other planters and he has no objection to this. Ms. Albrecht said that she feels these are nice looking planters.

3B Ms. Albrecht said she attempted to get an estimate today on the building sign but was unable to.

Ms. Albrecht stated that Earl Pitts is on vacation so she has not had a chance to discuss the floor sealer with him. Mrs. Morrison said that this is inconveniencing the staff as much as the lack of tables.

Ms. Albrecht said that item 4 for power outlets was already approved. Mrs. Morrison said this was already accomplished in December because they discovered in the process of moving in that they would need these extra power outlets.

Ms. Albrecht said that item No. 8 for the roof cant strip is for an extra cost of \$1,200. In the construction of the roof system, there was a change of materials which increased the cost. This was not covered by any change order prior to this time since it was done at the time it needed to be done.

Item No. 10 is for acoustical grilles above the three private offices. The present grating is there for air return, but they are not private enough. Ms. Albrecht said the best way of handling this would be by using a louvre system which will not permit sound to go through. This would cost approximately \$56.00 a square foot and would probably run about \$150 for each door.

Mr. Baker said there is no mention in the list of the sealing on the roof which needs to be done. Ms. Albrecht said an agreement already has been made on this and they did not feel it needed to be included in this list. Mrs. Harris felt it should be listed. Ms. Albrecht added this as item No. 14 "Roof treatment finish" at "No cost" and "Awaiting dry weather."

With regard to item No. 12, Ms. Albrecht said they have looked at this in three different ways. If they put in a glass screening which would extend from the floor to the ceiling, it would cost just under \$2,000. If they use the panel system, which Ms. Albrecht said she felt would be a good solution, this would be the least expensive. These could be put in an L shape and would permit passage to both secretaries' desks. These can be up to 80" high. Mrs. Harris suggested moving some of the present panels being used in other parts of the building to the front door area to see if this system would work. Mr. Baker asked for the architect's recommendation. Ms. Albrecht said the best solution would be with the doors, which is also the most expensive. Mrs. Morrison said that a plastic pull down shade will also have to be put on the front door because the late afternoon sun hits in the receptionist's face. Mrs. Morrison suggested putting in smoked glass. Mr. Law asked if all the panels would have to be glass. Ms. Albrecht said that several of the panels would not have to be glass and she would estimate a savings of about \$200 to \$300. She said that they could do away with one of the panels also, but there would be the possibility of tripping over the supports. Mr. Cox asked if this could be handled from the exterior. Ms. Albrecht stated that if could, but it would be more expensive because they would have to waterproof.

The Board agreed that Ms. Albrecht explore further into the cement planters and thin-set of the tile in the restrooms. It was further agreed to test with existing panels at the front door before a decision is made.

- 3B Mr. Keiski asked Ms. Albrecht if there is any evidence that the louvres in the air vents will take care of this problem. Ms. Albrecht stated that Mr. McCann has told her that they will. He has had experience with them in stars' dressing rooms in California. Mr. Keiski asked if these changes could be done by the present contractor. Ms. Albrecht said they could negotiate with the present contractor, but it might be better to go another way. Mr. Keiski asked if TRL personnel could install these louvres. Ms. Albrecht said that perhaps they could but she did not know for sure.

Chairman Keiski declared a short recess at 9:00 p.m. and the meeting reconvened at 9:15 p.m.

- 3B It was agreed that these matters are not of an emergency nature and that the Board will take these recommendations under advisement. The trustees agreed to a change order on the planters to change from wooden planters to the concrete aggregate planters. It was agreed that change order No. 8 would be put under additional agenda items.

Ms. Albrecht said she has been in contact with Showroom One-Twenty-Three about the missing panels and they are tracking them down. She has also been in contact with Magna Design and the tables should be arriving soon.

C. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison said she had received a letter dated February 14, 1978 from Lilly Piva which is on the agenda under unfinished business. Mrs. Morrison read the letter as follows:

"This will confirm our telephone discussion. The revision in the wage negotiations, as proposed at our last meeting, in your office, is acceptable to the membership."

Mrs. Morrison also received a letter from Betty Bender, Director of Spokane Public Library with regard to Materials Selection Policy. Mrs. Morrison read the letter as follows:

"You might like to see the Spokane Public Library Board's finished product. I'm sure you will recognize the similarity between this and yours."

"The SPL Board, after reviewing an inch thick packet of Material Selection Policies, singled out yours to be the basis for SPL's. Thanks heaps!!"

Mrs. Morrison said she had also received a letter from Gene Sibold of the Port of Olympia dated February 10, 1978. Mr. Keiski read the letter as follows:

"Responding to yours of January 30, 1978, LEM/jeb, I am pleased to inform that we have ordered from State Parks a sign to be posted at the entrance of the Airdustrial Center identifying your Timberland Regional Library, also that your fire hydrant is operational, and in speaking with the Tumwater Fire Chief he informs that they have

3C(1) not yet tested it for flow, however they will in the very near future and be directly in contact with you.

"The Timberland Regional Library Service Center is without question our prettiest tenant, and sets a new and welcome tone to the quality of the Airdustrial Center development. I sincerely hope that you are as pleased as we are with your new facility. It is truly a real asset to the Port Commission and the Airdustrial Center, and I feel confident will be the important ingredient to attracting new tenancies to the Center.

"Your new sign, along with the maturing of your landscaping, will add a nice finishing touch to the improvement.

"We're looking forward to seeing your new facility in more detail when you have your open house. Please don't neglect to invite us."

Mrs. Morrison said she received the day before yesterday from the Department of Revenue a copy of timber excise taxes. In the process of looking at the revenue from timber excise taxes, she noticed that three of the counties are levying 48¢ per \$1,000 of assessed valuation and two counties are levying 47¢ per \$1,000. The law requires that Timberland have a uniform levy and the Board did indeed certify the levy at 47.44¢ per \$1,000. Mrs. Morrison has been in touch with Clyde Rose, who is Director of the Property Tax Division of the Department of Revenue and he and his staff will be meeting to discuss these problems. Mrs. Morrison reported that she had discussed this with Jane Smith today. She said that part of the problem apparently is antiquated bookkeeping machines in some of the assessors' offices. She said the biggest problem is that the law still reads that if the levy is 1/2¢ or more it should be taken up to the next higher cent and if less than 1/2¢, it should be taken down to the next lower cent. If a dollar amount is set by the 106% limitation which is already limiting to the library district and then the library is taken back farther by the provisions of the other statute, then there is a double cut. Mrs. Morrison said she felt the library district really ought to be entitled to the entire amount. She does not know what the outcome will be but she will keep the Board posted.

Mrs. Morrison reported that she had spent two days at a managerial leadership institute in Seattle and felt it was a good investment. She thinks the speaker is very good and hopes to get him to come speak to Timberland professional staff and perhaps include people from other library districts. She thinks this can be done at a reasonable price from the training budget. Timberland staff has expressed on many occasions a need for management training.

(2) Assistant Director, Western Area - Virginia Barton

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

(3) Assistant Director, Eastern Area - Mary Stough

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

3C

(4) Business Manager - Joy W. Ayres

Mr. Ayres said the telephone credit cards will be issued soon. He said that the new accounting machine is due tomorrow. The 1977 financial report which the Board requested is in the Board's folders. He suggested that they take this home and bring it back next month for discussion if the Board wishes to do so.

Mr. Ayres reported that Timberland's expenditures this month for the Service Center were \$36,009.14 whereas last month it was \$146,254.90 which is a good indication that they are almost completed with this project.

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

REVENUE

General Property Taxes - Budgeted \$1,147,585; received \$9,497, which is 1%.

Forest Excise Taxes - Budgeted \$559,689; received \$38,478, which is 7%.

State Forest Yield - Budgeted \$15,000; received \$441, which is 3%.

City Contracts - Budgeted \$741,892; received \$118,224. This is a carryover from 1977 and is 16% of the 1978 amount.

Sales of Fixed Assets - Budgeted \$25,000; received \$11,913. This is also a carryover from last year and is 48% of the 1978 amount.

Other Miscellaneous Revenue - Budgeted \$28,300; received \$5,080, which is 18%.

EXPENDITURES

Personal Services - Budgeted \$1,712,086; expended \$142,978, which is 8%.

Supplies - Budgeted \$59,649; expended \$5,699, which is 10%.

Other Services - Budgeted \$359,980; expended \$23,547, which is 7%.

Capital Outlay - Budgeted \$384,183; expended \$117,010, which is 30%. Mr. Ayres said this is also a carryover from 1977.

The expenditures broken down in BARS elements are as follows:

10 - Administration - Budgeted \$292,009; expended \$20,706, which is 7%.

21 - Public Service - Budgeted \$1,918,024; expended \$204,745, which is 11%.

22 - Organization of Materials - Budgeted \$222,454; expended \$15,515, which is 7%.

50 - Facilities - Budgeted \$80,411; expended \$48,238, which is 60%. Again, this is a carryover from 1977.

3C

(5) Washington Library Network - Sally Settle

Ms. Settle reported that there are now 19 libraries on-line on the computer system. There will be more libraries coming on this year and there will probably be at least 36 libraries on-line. The Network has a new computer and the response time is much better. They are continuing to find ways of saving many steps in the interlibrary loan verification process. The computer is fitting into all of the staff's routines nicely since TRL's terminal is in a very accessible place. Most of the staff is comfortable in using the computer. The network circulation system is still on schedule being installed at Tacoma Public Library and Ms. Settle thinks it is the consensus of Timberland staff that this is something which Timberland wants to have when possible. The terminal has extended hours from 5:00 to 8:00 p.m. Ms. Settle said if the Board would like a demonstration before the Board meeting next month, she would be happy to do this. Mr. Keiski suggested that a reminder be put in the director's Board memos. Mr. Baker asked what the response time is. Ms. Settle stated that it is almost instant. The computer the Network has now belongs just to the Network and in addition, it has a larger capacity. There are no school districts on-line, but a number of school districts are basic members of the Network. All requests for books which Timberland does not own are verified on the terminal. These requests are searched on microfiche in the libraries before they come to the Service Center. The microfiche is about three months behind, but the terminal is up to date so the requests are rechecked for additional locations and the publisher, date, bibliographic information which is required before a request can be sent to other libraries in the Network. Ms. Settle gave an example where Ilwaco had a need for a bibliography of everything which Timberland owns on diabetes. Ms. Settle said she sat down at the terminal and she was able to do this in a short period of time whereas before she would not have had the time to do this.

4

Correspondence

- A. Letter from Pacific County Board of Commissioners dated January 31, 1978, re appointment of Shirleen Johnson to Board

Chairman Keiski acknowledged receipt of this letter.

5

Unfinished Business

- A. Ratify 1978 Salary Increase for Employees Covered by Union Contract
B. Ratify Amended Union Contract for 1978.

Mr. Keiski stated that he was sent back to the bargaining table to ask for amendments to the Union Contract in three areas: (1) to seek approval of adjustment in salary increase from 5.75% to 8%; (2) to shorten the length of the contract from two years to one; and (3) to rule out the agency shop concept. The Union agreed to the first two amendments and it is his recommendation that the Board ratify the amended contract.

78-8

DON COX MOVED THAT THE BOARD RATIFY THE UNION CONTRACT FOR 1978 AS AMENDED; BOB BAKER SECONDED THE MOTION.

Mr. Law asked what the alternatives are if the Board members stated that

5A & B they want the third amendment to rule out the agency shop agreement. Chairman Keiski stated that the Board would have to send someone else back to the Union because he would not go back. Mr. Law asked how many are eligible for the Union. Mrs. Morrison stated that there are 122 employees who are eligible to join the Union. Mr. Law asked how many of those employees want the agency shop.

Mr. Keiski said they originally bargained with the Union in December and the agency shop was one of the Union's demands, and Mr. Keiski did not ask them how many wanted this. Mr. Keiski said that not all Timberland employees are eligible to join the Union. When they bargained in December, joining the Union was a voluntary thing. There appeared to be 25 or less who belonged to the Union at that time; however, legally, they are forced to bargain with the bargaining agent authorized under state law. So the Board dealt with the official bargaining agent. Mr. Law said that it seems to him that the agency shop clause is something that the majority of the eligible employees do not want. In light of that, as a trustee, he feels that that is something which should be given some consideration. Mr. Baker stated that this was one of the points which the trustees felt strongly about in the original bargaining and had not wanted to give in on the agency shop clause, but the Board felt they must in a give-and-take situation at the bargaining table. Mr. Baker said that the negotiations were reopened because of some procedural difficulties and the Board had to, in good faith, go back to the bargaining table to grant the same salary increase to those employees covered by the Union Contract as was granted to those employees not represented by a bargaining agency. He said it would not have been an unfair labor practice legally, but it would have been unfair to the employees morally. When they went back to the bargaining table and asked the Union to accept more money, they hoped also that they would be able to amend the other two points.

Mr. Keiski said that since this has transpired, the Board has been better educated on employee concerns through informal meetings with all employees and through written memorandums. It came to the Board's attention that a significant number of employees who would be eligible for the Union have feelings and desires other than what has been articulated by Union leadership. The Board learned of these feelings since December, particularly in the area of salary adjustments. The Board reviewed the salary structures of other libraries in the state and had a better handle on the budget in January so they were able to give a larger increase to all employees. The Board moved at the January meeting to give those employees not represented by a bargaining agency an 8% salary increase and the trustees asked Mr. Keiski to go back and offer the same to those employees covered by the Union contract. He said this was an unusual position to be in and the Union questioned this. It was Mr. Keiski's opinion that the agency shop clause had little or no impact on Union strength or potential strength in the six months that it would be in effect. It has come to his attention that there is some move by employees in Timberland to form some other sort of bargaining unit, and perhaps this might be a challenge to the present bargaining unit through proper legitimate channels at the expiration of this contract. Mr. Keiski said that some trustees have argued that the agency shop clause does impose a fee on employees who come in as of July 1, 1978, but in terms of overall impact from management's point of view, it will cost Timberland nothing, and it has no significant impact on Union strength. Mr. Keiski recommended that the Board accept

5A & B the amended Contract, and he felt the Board should resolve this matter. He said there are procedures under state law which staff can follow if there is desire for change. The Board can deal with this in December, 1978.

Mrs. Harris asked if it would not have been practical to hinge the 8% salary increase on these other two points. Mr. Keiski said he felt that it would be an unfair labor practice and in addition, he stated that he does not like to bargain that way. Mr. Baker said that the Board was not in a good bargaining position to ask for anything else. Mr. Law said he has no objection to an agency shop, but his only concern is that there is such a small percentage of Union membership. The fact that this is for only six months seems to allow time for employees to decide what they want to do. Mr. Keiski stated that everyone has learned from this process. Mr. Cox said that he thinks everyone anticipates a change in the bargaining at the end of this year. Mrs. Johnson said she personally is opposed to an agency shop and if they do not have another bargaining agency to deal with, then the Board will be stuck with this clause.

MOTION CARRIED UNANIMOUSLY.

C. Set Salaries for Director and Assistant Directors

Chairman Keiski said the Board has decided to remove the Director and Assistant Directors from the salary schedule and there has been some discussion on putting them under a separate contract for a variety of reasons. Mr. Law said he read the copy of the librarian's contract which he understands is unique in the state, and his feeling is that the contract should not exceed one year. Mr. Keiski said that at the present time, the Director serves at the Board's pleasure. He said that he assumed that the Board would want to consider an increase in salary for the Director and Assistant Directors at the same percentage as other employees. He said there has been some evidence presented the Board comparing their present salaries to other salaries in similar positions. Mr. Keiski asked the trustees if they are still interested in the concept of individual contracts with the Director and Assistant Directors, and if so would they like a committee of the Board to meet with the Director and Assistant Directors in this regard. Mr. Cox said he feels they should at least have a contract with the Director and he could go either way with the two Assistant Directors. Mrs. Johnson said it was her impression that they had agreed that they would want to have contracts with all three. Mrs. Harris said she felt they should do this. Mr. Baker stated that he feels strongly that the Director for sure should be under contract and he feels that it is desirable to have the two Assistant Directors under contract unless they violently object to it.

Mrs. Stough said that as far as the chain of command is concerned, it would be unrealistic for her to bargain with the Board on her salary and benefits or her terms of work since she must take her orders from the Director and the Director in turn takes her orders from the Board. Mr. Baker asked how this compares with her making recommendations in bargaining with staff. Mrs. Stough said that she sees a worse conflict in negotiating with the Board. She said that a year contract also makes her nervous. She assumes that the Board would not get rid of anyone except for cause and yet the Board does not have to give cause to the Director. Right now,

5C she feels as if she has more security without a contract. Mrs. Harris said it is certainly not the intent of the Board to make anyone feel insecure. Chairman Keiski said he had sent out a memo to trustees with regard to this to give them something to think about as to what they would want included in the contract. Mr. Baker said he felt the sample contract they had was a poor example. He felt that the guidelines set up in the Director's position description would come much closer. The Board would just have to express in writing their existing arrangement. Mrs. Morrison stated that personally she would feel very uneasy with a one-year contract. She said this is a whole new area for library people. Teachers, for instance, expect to deal with a contract every year and have tenure.

Mr. Baker suggested that the Board grant an 8% increase to the Director and Assistant Directors until this contract relationship can be worked out. Mrs. Johnson asked Mr. Law why he would be opposed to more than a one-year contract. Mr. Law asked if there is any kind of tenure relationship now. Mr. Baker said they are long time employees in an existing good relationship. Mr. Law said that when he looked at the other contract, he didn't really feel that the contract said anything other than four years. It was obvious to him that the negotiation on the contract was entirely over the period of the contract. Mr. Baker said this is not a situation where they are hiring a Director and Assistant Directors for the first time. Usually it is customary to give one-year contracts for a period of approval and then renewals are for longer periods of time. Mr. Baker said here they have a situation where they have tenure employees who have done an outstandingly good job and it would be a slap in the face to offer them a one-year contract. These people have already proven themselves. Mr. Law said that he is looking at this from an institutional point of view and it is nothing personal against the Director and Assistant Directors since he does not know them. Mr. Cox said he has worked with the Director and Assistant Directors long enough to feel comfortable to offer more than a one-year contract. Mr. Baker asked Mrs. Morrison what she would be comfortable with in terms of length of contract. Mrs. Morrison said she has not thought that far ahead yet and she wanted to hear where the Board was coming from first. In the sample contract, Mrs. Morrison said the Director was looking for a way of assuring himself that he could change management. Mr. Keiski understands that it is not the trustees' concern as to how long the contract is for but rather that the trustees want to better define the relationship and management authority and he thinks they can do that in a contract statement. Mrs. Harris said it did not occur to the trustees that there would be an uneasy feeling but they were looking at the positive aspects. Mr. Baker said they would have to have Mrs. Smith approve the contract and suggested that she rough out a contract leaving blank the length of the contract and the salary for the Board's determination. He suggested using the job descriptions and the Personnel Policy for guidance. Mr. Keiski said he does not object to this suggestion, but he feels that the trustees have to determine what they want in the contract, and then take that to Mrs. Smith and ask her to polish it up. Prior to that, he would like to meet with the Director and Assistant Directors and see what they would like included in the contracts. He asked if they would want to include pay in the contracts, and vacations, special leave provisions, evaluations, hours of work, duties and job description, special provisions such as yearly health checkups, sick leave, travel expenses, providing transportation, etc. He hopes they would have the ability to move into a creative management situation.

5C Mr. Law suggested looking at some other contracts, such as school districts, to use as a guide which might be helpful. Mr. Keiski said that Mrs. Voegel had a sample of a superintendent's contract that they could use as a model. Mr. Keiski said he would pursue the matter with the Director and the Assistant Directors and try to come up with items the trustees should have in the contract, call the trustees, and then turn it over to Mrs. Smith. Then they will have an initial rough draft to look at hopefully by the next Board meeting. They could then meet in Executive Session. The Board agreed to proceed in this manner. Mrs. Harris and Mr. Cox both said they would not be able to attend the next Board meeting on March 16.

D. Decision re Board Liability Insurance

Mrs. Smith said she recommends that the liability insurance be for at least \$1,000,000. Mrs. Morrison said she thought this might cost from \$4,000 to \$5,000. Mr. Law suggested getting prices on a policy including trustees' driving and excluding trustees' driving. He felt that the potential for liability for driving would be high. Mr. Baker said that there would be more frequent exposure to driving, but the amount likely would be greater if the trustees were sued for their actions. Mr. Cox said that the Board should be made aware of what this will cost.

E. Architect for North Mason Building

Mrs. Harris said she is very interested in this, but is unknowledgeable about it. She said they need to know what experience they have had in existing buildings. She was not on the Board when the architect was hired for the Service Center. She did not know if they should consider other architects or just hire Mr. McCann's firm again. Mrs. Smith said she did not think it would be good public policy to hire the architect without letting local architects know about the proposed project. Mr. Keiski said they have been very well served by Mr. McCann's firm, but perhaps the trustees should interview other architects. Mr. Baker said he felt they need a basic design first. Mrs. Morrison stated that they need to know what they are talking about in terms of dollars. How much they have may depend upon what happens with the 47¢ or 48¢ levy which is a real factor and this would also affect forest excise taxes. Mr. Baker asked what the difference would be between 47¢ and 48¢ levy. Mrs. Morrison said it would probably be about \$25,000 to \$30,000. She said she would feel more comfortable waiting until next month on this since she should have more information by then.

7 Additional Agenda Items

A. Change Order #8

Ms. Albrecht said this is for outlets in the mail room and menderly. Mrs. Morrison said that decision had to be made at the time it was.

78-9

SHIRLEEN JOHNSON MOVED THAT THE BOARD APPROVE CHANGE ORDER NO. 8 IN THE AMOUNT OF \$391.76 FOR SIX DUPLEX CONVENIENCE OUTLETS; ALICE HARRIS SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Chairman Keiski presented the Service Center staff with a cutting board which had been made by a high school student as part of a special project.

6 New Business

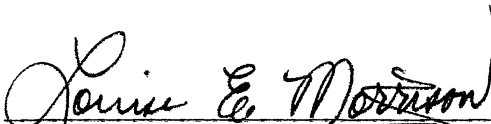
A. Approval of PNLA Conference Funding

Mr. Keiski said that the Washington Library Association conference would be at Sea-Tac in April. April 22 would be Trustees day. He said he hoped the trustees would be able to attend. Those expenses are reimburseable and the trustees' dues have been paid.


Mr. Keiski said the Pacific Northwest Library Association conference is being held in August in Anchorage, Alaska. If any Board member is interested in going, they will have to know soon. Mrs. Morrison said that they have until February 28 to get a deposit and reservation in. Mrs. Morrison suggested that \$1,000 be set aside for staff attendance. It was agreed that \$1,000 would be earmarked for staff to attend PNLA conference.

78-10 BOB BAKER MOVED THAT THE MEETING ADJOURN. DON COX SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 10:40 p.m.



SECRETARY



CHAIRMAN