

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
415 Airdustrial Way S.W., Olympia, WA 98501
April 27, 1978

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M I N U T E S

BOARD MEMBERS PRESENT:

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

BOARD MEMBER ABSENT:

Donald M. Cox - Pacific 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
Peg Coppinger, Olympia Librarian
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
John Keplinger, Central Services Assistant II
Joyce Nichols, Tumwater Librarian
Therese Rice, Media Specialist
Donna M. Schaan, Supervisor-Personnel Administration
Sally Settle, Supervisor-Central Services

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Walter M. Isaac, Consultant
Jere Pennell, Washington State Library
Mrs. Jere Pennell

Chairman Keiski called the meeting to order at 8:00 p.m.

AGENDA ITEM
NO.

- | | |
|--------------|---|
| 1 | Approval of Minutes of Meeting of March 23, 1978 |
| <u>78-16</u> | BOB BAKER MOVED THAT THE MINUTES OF THE MEETING OF MARCH 23, 1978 BE APPROVED; DONALD LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY. |
| 2 | Approval of Vouchers |
| | Mr. Ayres remarked that since the vouchers were typed, a change has been made and voucher #2209A to Walter M. Isaac for \$105.00 should be added making the total \$101,095.42. |
| <u>78-17</u> | SHIRLEEN JOHNSON MOVED THAT VOUCHERS #2153 THROUGH #2287 IN THE AMOUNT OF \$101,095.42 BE APPROVED; ALICE HARRIS SECONDED THE MOTION. |

2

Mr. Law questioned voucher #2154 to Abolins AV FotoGrafics, Inc. in the amount of \$522.46, and Mr. Ayres replied that this is the annual order for projection lamps, lens cleaner, etc. for audio-visual. Mr. Baker questioned voucher #2186 to E R R Fund, Thurston County for vehicle repair in the amount of \$828.59. Mr. Ayres stated that \$346.20 of that amount is for repair of vehicle #4, including a valve job and a major tuneup. Mrs. Morrison said that this particular vehicle will be replaced soon with the new one. Mr. Baker questioned voucher #2209 to International Business Machines in the amount of \$1,696.38 and Mrs. Morrison replied that this is for two typewriters and is part of the additional \$5,000 equipment fund. These typewriters have OCR capability so that when Timberland moves into the automated circulation system, there will be no problem typing cards and labels. Mr. Ayres explained that voucher #2233 to Pacific Northwest Bell in the amount of \$3,677.35 is incorrect and the overcharge will be credited in the May billing. Mr. Baker stated that Timberland should never pay an incorrect bill. Mr. Ayres said that the telephone company suggested that the bill be paid as is and receive a credit next month; otherwise, it fouls up the telephone company's billing system. Mr. Ayres said that he agrees that incorrect billings should not be paid, but he gets nothing but arguments from the telephone company and it is for a small amount anyway. He said that there has also been a problem with the Hoquiam telephone bill which had been cleared up several years ago, but apparently there has been a change in telephone company personnel. Mrs. Johnson questioned voucher #2244 to Radio Shack in the amount of \$17.81, and Mr. Ayres explained that \$11.54 of this amount came from the Savage Memorial Fund at Montesano and \$6.27 from the Summer Activities Program budget. Mrs. Morrison brought the Board's attention to vouchers #2271 (\$980.77), #2271A (\$37,761.51), and #2271B (\$411.74), all to Venture Construction Company. She said that she had received a telephone call from Attorney Jane Dowdle Smith advising that because the contract with Venture Construction had not been legally signed with regard to the change in the retainage, that Timberland should pay the interest which Venture has requested. The amount of \$411.74 has been approved by the Board on Change Order #8. Mrs. Morrison recommended that all of these vouchers be approved and that this will clear Timberland's account with Venture Construction. She said that there are very few things left to be done on the building, such as putting the sign up at the entrance, moving two planters in the east courtyard, and smoothing the edge of the street. Mr. Law said that he has noticed a problem with the islands and striping in the parking lot and he would like this discussed later on the agenda.

MOTION CARRIED UNANIMOUSLY.

3

Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith was unable to attend the meeting because of illness and Mrs. Morrison reported in her behalf. Mrs. Smith had requested that her letter regarding a possible conflict of interest with an Olympia Board member be read to the Board. Several Board members stated that they did not recall discussing this and Mrs. Morrison said that it was her understanding that she had been instructed to ask Mrs. Smith to give a legal opinion on a possible conflict of interest. This letter was read by each Board member individually. Mrs. Smith also advised Mrs.

- 3A Morrison that she has been in touch with the attorney for the Town of Bucoda and that Bucoda does intend to pay the fourth quarter of 1977 which it still owes. The Town of Bucoda has not given the required 90-day notice to cancel the contract. Mrs. Morrison stated that she would rather Mrs. Smith reported on this herself at next month's meeting. The Board agreed to discuss this further next month and Chairman Keiski requested that the Bucoda Contract be put on next month's agenda.

B. Report of Architect - R. F. McCann

Walter Isaac reported in behalf of Mr. McCann. He said that the sign at the driveway of the Service Center has been ordered and should be arriving shortly.

Mr. Isaac reported also on his investigation into possible funding for the North Mason Library building. He said that an Educational Library Bill has been introduced but he understands that this will be for schools. He has also checked into EDA and FHA. EDA has another round of funding coming up but Mr. Isaac said he does not know how this will affect libraries. There is some hope for assistance from Farmers Home Administration which Mr. Isaac said he would like to pursue. FHA has a very large budget for fiscal year 1978 and anticipates an even larger budget for fiscal year 1979, which begins October 1, 1978.

C. Report of North Mason Committee - Donald Law

Mr. Law summarized the meeting on April 18, 1978 at Taylor Towne Restaurant with Mrs. Morrison, Mrs. Barton, Mrs. Stough, Margaret Livingston, Irene Davis, and himself. They discussed the potential traffic problems they would have, particularly the school buses turning around, and the fact that the library will be on the main highway and the school on the other side of the road. Mr. Law agreed to contact the State Highway Department on behalf of Timberland and obtain information with regard to future plans for the highway in terms of expansion and possible rerouting. He plans to do this tomorrow. Mr. Law said that he feels that they all agreed that they will make a real effort to keep as much contact with the local area as possible. He stated that he would also like to receive input from the neighboring area as to the general outside architecture of the place and that he feels this is very important. Mr. Law felt that the meeting was very productive and hopes to move forward on this as quickly as possible.

D. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison reported that planning for the grand opening has been moving ahead. A short program is being planned and Mrs. Morrison is waiting to hear from Mr. Smith of EDA as to whether or not he will be able to be on the program. She said that staff will be depended on for donations since there is no budget available for refreshments. Mr. Keiski stated that Trustees have advised him that they will be glad to donate. Checks can be made payable to Timberland Service Center staff and given to Liane Bascou. Mrs. Morrison said that staff will be trained to conduct tours and answer questions.

Mrs. Morrison further reported that she has talked with Mr. Stoker in regard to the White Pass Library and she would like to discuss this

3D(1) further with the Board in Executive Session since it deals with property.

Mrs. Morrison said that the C.E.T.A. project had been terminated. It was an experiment and it did not work very well. Mr. Law asked if a report on this project will be made available. Mrs. Morrison stated that it was reported to the Job Service in Chehalis. Mr. Law said that he personally feels that the C.E.T.A. program suffers and in terms of really doing anything, it is a fiasco. He hoped that this little bit of input got into the system. Mrs. Morrison remarked that Tacoma Public Library did their whole automation system with C.E.T.A. personnel. She felt that the problem with this project was not being able to tell C.E.T.A. personnel exactly when to do what. It was partly the fault of the project and partly the fault of the people.

(2) Assistant Director, Western Area - Virginia Barton

With regard to Mrs. Barton's written report, Mr. Keiski asked who owns the Taholah Library building and what she meant by the comment that "there is little if any maintenance of the building." Mrs. Barton replied that the tribe owns the building and negotiations are going on with the tribe on getting maintenance for the building. She said there was a good adult education program going on in the building at one time. Now there is only some tutoring done in the building. The tribe lets Timberland use the building rent free and Timberland provides the service. Mr. Keiski asked if renting the building would give Timberland better security and control and potential for better maintenance and expanding the services. He said there seems to be a vacuum there that perhaps Timberland could help fill through programming either through volunteers or what the Timberland staff can provide. Mrs. Barton said they cannot even get a substitute for the Taholah Library from the community.

Mrs. Barton said she has included with her Western Area Report a report on various aspects of planning. She will continue to report the highlights of what is happening to keep the Board as aware as possible of the changes that are taking place in the five counties. If the Board would like additional information or would like this information presented in a different way, she will be happy to have their suggestions.

(3) Assistant Director, Eastern Area - Mary Stough

Mrs. Stough stated that she has included with her Eastern Area Report a special report on the Raymond Library. She intends to feature a different library each month to give the Board some in-depth background information. She said she received an "education" herself when she was reviewing the history of the Raymond Library.

(4) Business Manager - Joy W. Ayres

Mr. Ayres asked Board members to make two corrections to the reverse side of the Voucher Approval form. The EDA portion should be \$38,067.79 and the library's portion should be \$63,067.63.

Mr. Ayres reported that through the third month of 1978 Timberland has received revenue of \$455,082.36 and expended \$721,182.52. Mr. Ayres reviewed the revenue and expenditure charts as follows:

3D(4)

REVENUE

General Property Taxes - Budgeted \$1,147,585; received \$79,817.22, which is 7%.

Forest Excise Tax - Budgeted \$559,689; received \$169,983.90, which is 30%.

State Forest Yield - Budgeted \$15,000; received \$2,380.20, which is 16%.

City Contracts - Budgeted \$741,892; received \$166,691, which is 22%.

Sales of Fixed Assets - Budgeted \$25,000; received \$11,913, which is 48%.

Other Miscellaneous Revenue - Budgeted \$28,300; received \$14,502; which is 51%.

EXPENDITURES

Personal Services - Budgeted \$1,712,086; expended \$402,615, which is 24%.

Supplies - Budgeted \$59,649; expended \$16,661, which is 33%.

Other Services - Budgeted \$359,980; expended \$65,399, which is 18%.

Capital Outlay - Budgeted \$384,183; expended \$221,717, which is 58%.

The expenditures broken down in the BARS are as follows:

10 - Administration - Budgeted \$292,009; expended \$91,135, which is 21%.

21 - Public Service - Budgeted \$1,918,024; expended \$513,114; which is 27%.

22 - Organization of Materials - Budgeted \$222,454; expended \$32,352, which is 15%.

50 - Facilities - Budgeted \$80,411; expended \$101,798, which is 127%. This is high because the EDA expenditures are reported on this and the budget has not been formally revised yet.

There was discussion on the pie charts vs. tracking charts. Mr. Law said he would like to know whether they are ahead or behind on the budget rather than having it expressed in percentages and degrees in relation to the whole year. Mrs. Morrison said that this is difficult since in Organization of Materials, for instance, Timberland has a contract with the State Library for processing which is paid quarterly. Mrs. Voegel said that she feels the pie charts are a good visual aid since not all the spending can be divided into 12 equal parts.

4

Correspondence

A. Letter from Mary Stuewe, former TRL employee

Chairman Keiski stated that it has been tradition to ask former employees upon termination to write letters or attend Board meetings. He read the letter from Mrs. Stuewe as follows:

"Thank you for your invitation to the April 27th board meeting. Unfortunately, I will be unable to attend.

"My decision to terminate employment with Timberland Regional Library was based on my pregnancy and my decision to stay home and raise my child, after he or she is born sometime in the next month.

4A

"My employment at Centralia Timberland Library was very enjoyable and I gained much in terms of personal growth, work experience, and knowledge. If the need arises for my employment again at a future date, one of my first applications would be with the Timberland Regional Library.

"Thank you."

B. Letter from Carol Gordon, former TRL employee

Chairman Keiski read the letter as follows:

"Thank you for your invitation to meet with the board of trustees on April 27. Unfortunately, I am presently enrolled in a class which meets on Thursday evenings from 6 to 10 p.m. at McChord Air Force Base, which makes it impossible for me to attend this meeting.

"I am sorry to miss this opportunity. As both a library patron and former employee I have developed a more than casual interest in the Timberland Regional Library System. I strongly support the system and its goals.

"My reason for terminating my job at this time are clear cut: I have begun a Master's Program in Counseling Psychology with Chapman College (California) which offers classes at McChord and St. Martin's College. Although my position at Tumwater was a half-time job, I find it impossible to have a half-time emotional investment in the job. Therefore, my college work and family and community commitments are all I will tackle for the coming year.

"I do think there are many aspects to my choice. Given a humanities background, why am I not pursuing a Master's in Library Science? I'm not sure I have a clear perspective on the answer right now. This job has been an opportunity to sort out some personal abilities and interests, to learn more about library work. My interests include both the library materials and the inter-action of personalities. No doubt the fact that I have been working under my ability level (my choice--I have been only willing to accept part-time employment at this time) and that there have been unsettled employee relations in the building have played some part in my decision. I find myself also interested in such topics as part-time jobs, library salaries, the inter-personal dynamics of a small staff, and the phenomena of the "Store-front" library.

I am not clear exactly what it is you would wish me to address in writing. I would be happy to meet with you and the board at another time, or to respond in writing at greater length if you wish, perhaps responding to specific questions.

"I appreciate your interest and invitation which I regret declining."

5

Unfinished Business

A. Trustee Liability Insurance

Mrs. Morrison reported that Isdell-Plemmons & Associates has submitted quotations for \$1,000,000 coverage with \$5,000 deductible at a premium of \$2,576, and for \$3,000,000 coverage with \$5,000 deductible at a premium of \$4,576 per the Board's request. Mr. Law recommended that they try to get a \$10,000 deductible and Mrs. Morrison advised that the carrier does not provide a \$10,000 deductible at this time.

5A

78-18

DON LAW MOVED THAT THE BOARD APPROVE PUBLIC OFFICIALS LIABILITY PROPOSAL FROM ISDELL-PLEMMONS & ASSOCIATES FOR \$3,000,000 LIMIT WITH \$5,000 DEDUCTIBLE AT AN ANNUAL PREMIUM OF \$4,576 AND THAT THE BOARD LOOK INTO A POLICY WITH \$10,000 DEDUCTIBLE. DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Chairman Keiski stated that it will be necessary for three Trustees to sign the original application.

B. Furnishings - Change Order #3

Mrs. Morrison said that this is part of Timberland's budget and the change has been done but needs Board approval.

78-19

DOROTHY VOEGE MOVED THAT CHANGE ORDER #3 - FURNISHINGS BE APPROVED; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

C. Contractor Retainage Balance

78-20

ALICE HARRIS MOVED TO RELEASE THE BALANCE OF THE RETAINAGE IN THE AMOUNT OF \$37,761.51; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

D. Contractor - Interest on Retainage

Mrs. Morrison reported that Attorney Jane Smith has advised that in the absence of an executed document on the part of the contractor, that the Board is legally bound to pay the interest on retainage. Mrs. Morrison recommended that this payment of interest be approved.

78-21

DOROTHY VOEGE MOVED THAT TIMBERLAND REGIONAL LIBRARY PAY THE INTEREST ON THE RETAINAGE TO VENTURE CONSTRUCTION IN THE AMOUNT OF \$980.77; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

E. Mileage Rate

Chairman Keiski stated that there has been some discussion to increase the mileage rate from 13¢ to 15¢ per mile. Mr. Law recalled that the Board had requested the cost per mile to run Timberland vehicles since he felt this would have a bearing on the decision.

The meeting recessed briefly at 9:05 p.m. and reconvened at 9:15 p.m.

5E

Mr. Ayres said that the cost per mile on the sedans runs from 4¢ to 8¢ per mile, which includes repairs and maintenance, but does not include depreciation. Mr. Ayres said that he has checked with the state and when a state vehicle is available and the employee uses his/her own vehicle, the state pays 11¢ per mile. When a state vehicle is not available and the employee must use his/her own vehicle, the rate is 14¢ per mile. Thurston County has a flat rate of 15¢ per mile. Mr. Ayres said he does not know what the other counties are paying. Mrs. Barton commented that she drives about 30,000 miles per year, most of which is for the district. About 50% of the time she is unable to get a Timberland vehicle because it is booked. She said there are just not enough vehicles in Timberland. She stated that staff cannot be told not to drive their own vehicles when they have work to do.

- 5E She thinks the majority of the staff would rather use a staff car if there is one available. Mrs. Voegel felt that it is not fair for the employees to have to absorb Timberland's costs and that Timberland should pay the going rate. Mr. Baker asked Mrs. Barton how she personally felt about having to use her own vehicle at the present rate of 13¢ per mile. Mrs. Barton stated that 13¢ per mile is not satisfactory since it does not cover the cost and she is digging into her own pocket to pay the gas, repairs, insurance, etc. She said the insurance costs are tremendous for someone who drives beyond a certain number of miles, and commutes more than 10 miles on the freeway to work and uses his/her own vehicle in the course of his/her work.

78-22

BOB BAKER MOVED TO INCREASE THE MILEAGE RATE FROM 13¢ TO 15¢ PER MILE EFFECTIVE MAY 1, 1978; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Chairman Keiski stated that in the meantime, the Board should receive some more input from staff on this matter of vehicles.

F. Intent to Secure Architect for North Mason Facility

Chairman Keiski stated that there has been considerable discussion on this and he felt that the Board should declare its intent to secure an architect to assist in the development of the North Mason facility. An ad hoc committee has been appointed comprised of Mrs. Morrison, Mrs. Barton, Mrs. Stough, Alice Harris, Don Law and Irene Davis. Mrs. Harris will chair the committee. Mrs. Harris said she would like some suggestions on how to proceed on this. Mrs. Morrison stated that at the WLA conference there was a building institute and an architect addressed them about the selection and duties of an architect; she said she would be willing to secure this tape. Mr. Baker agreed that this would be helpful. Mrs. Johnson commented that there are certain criteria that are expected in this new library. Chairman Keiski said that there is the possibility that the Board will be applying for federal funds and the funding pattern may be such that time will lapse between the original design and actual funding of it and inflation costs will have to be considered. He said that the Board has had good luck with Mr. Isaac in the past in obtaining grants.

The Board stated its intent to secure an architect for the North Mason facility and the ad hoc committee will proceed in that matter, which committee will receive more specific guidelines from the director in the form of a tape from the WLA conference.

6 New Business

A. Intent to adopt revised Personnel Policy

Chairman Keiski stated that this policy has to be revised to bring it in line with the present negotiated contract and state laws. Mrs. Morrison said that the policy itself states that the staff and union representatives will receive 20 days notice of the Board's intent to adopt the policy. She said that the Board can hold an open hearing on this at the next regular Board meeting and adopt the policy at that time.

The Board stated its intent to adopt the revised Personnel Policy at the next regular Board meeting.

6 B. Re-allocation of 1977 budget moneys

Mrs. Morrison said that the Board has in its folders a memo from her regarding re-allocation of 1977 funds which needs to be made, including \$5,000 in 10.64 Administration - Equipment; \$10,666 in 21.66 Public Service - Library Materials; \$50,430 in 50.62 Facilities - Capital Improvement; \$7,864 in 50.62 Facilities - Capital Improvement (A.D.T. System); and \$87,000 in 50.64 Facilities - Equipment & Furnishings, totaling \$160,960. She said that the \$50,430 for Facilities - Capital Improvement will be coming from EDA. She stated that this is reallocating funds which did not get expended in the previous budget year.

78-23

DON LAW MOVED THAT THE RE-ALLOCATION OF 1977 BUDGET MONEYS IN THE AMOUNT OF \$160,960 BE MADE; BOB BAKER SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

7 Additional Agenda Items

A. Grant Possibilities

Mrs. Morrison said that Mr. Isaac had discussed with her several days ago the possibility of some Farmers Home Administration funds for the North Mason facility. Apparently Congress is funding a program which was just a remote possibility earlier. She said that knowing Mr. Isaac's success in the past, it would be worth a try; even if Timberland only gets 50% funding, it would do a better job than if Timberland had to pay for all of it. There is about \$94,000 currently budgeted for North Mason and Mrs. Morrison thought staff would recommend adding another \$10,000 to that in the budget revision next month. If Timberland builds a 3,700 square foot building, it would probably cost about \$210,000. She felt that if Timberland matched 50% there would be a good chance of getting funding for the other 50%. She did not feel that this would slow down the planning process for the building if they seek outside funding.

Mrs. Harris stated that she would be very interested in anything which Mr. Isaac can find out about FHA. Mrs. Voege asked if it is standard to get 50% funding from FHA and Mr. Isaac replied that it has always been 50/50 in the past. Mr. Baker felt that the Board should proceed on this and Mrs. Johnson agreed. Mr. Law asked what would happen if they did not get funding and Mrs. Morrison said we would then probably try to spread the cost of the building over a two-year period and perhaps have to reduce the size. They can have everything planned and be ready to go one way or the other. Chairman Keiski directed Mrs. Morrison to investigate this further and work with Mr. Isaac. Mr. Isaac said he is not certain about whether he can get the grant but he will try and that is the only thing he can do. Mrs. Morrison stated that Mr. Isaac's contract was terminated last year because there seemed to be no point in pursuing further any funding possibilities at that time. She asked if the Board would like to re-allocate funds to employ Mr. Isaac as a consultant to seek a grant. Mr. Isaac said that he felt that \$1,200 would be adequate at this time. His fee would be \$30.00 per hour. Any expenses would be additional, such as staff working on it, which usually amounts to two times their salary costs. Mr. Law felt that it is very important that the Board enter into a written contract with Mr. Isaac so that there will be no problems with the auditor. After further discussion

7A

78-24

DON LAW MOVED TO APPROVE THE SUM OF \$400.00 TO COVER THE PERIOD UNTIL NEXT MONTH'S REGULAR BOARD MEETING FOR WALTER ISAAC'S FEE AS A CONSULTANT TO SEEK A GRANT FOR THE NORTH MASON FACILITY; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison said that she would ask Jane Smith to draw up a contract with Mr. Isaac.

B. Parking Lot Striping

Mr. Law said that he noticed that one lane is very narrow especially for large vehicles and he is concerned that there might be a minor accident. It appears that the islands are not laid out properly. Chairman Keiski directed Mr. Ayres to check into this to see if this can be changed.

C. Library Services and Construction Act Grant

Mrs. Morrison stated that she would like the Board's permission to proceed with a preliminary proposal for a Library Services and Construction Act grant. Outlines are due on Monday, May 1, and Mrs. Morrison was selected to apply for one and several other library directors will be applying for other ones. This one will be for about \$15,000 and will be for a study to come up with a model for figuring both the direct and indirect costs of serving various cities in various districts. This is something that will benefit libraries statewide. Timberland might administer this grant if it is funded and a consultant would be hired to do the work. Application would be made to the State Library.

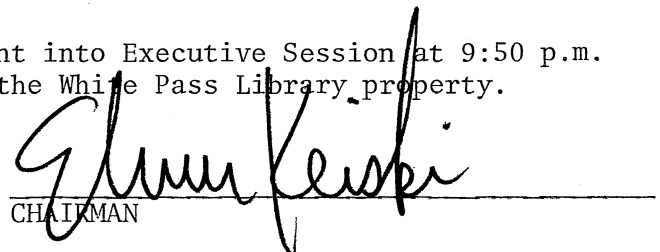
78-25

SHIRLEEN JOHNSON MOVED TO ALLOW THE DIRECTOR TO APPLY FOR A LIBRARY SERVICES AND CONSTRUCTION ACT GRANT, NOT TO EXCEED \$20,000, FOR CONSTRUCTION OF A MODEL WHICH WOULD ASSIGN DIRECT AND INDIRECT COSTS FOR THE PROVISION OF SERVICE TO VARIOUS CITIES IN VARIOUS LIBRARY DISTRICTS IN THE STATE; ALICE HARRIS SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

Chairman Keiski advised that the Board met in Executive Session at 6:00 p.m. prior to the meeting to discuss some personnel matters with regard to entering into individual service contracts with Mrs. Morrison, Mrs. Barton and Mrs. Stough. The Board worked on the language of the contracts. Mr. Law suggested that the Board meet alone in Executive and then meet with the director and assistant directors.

The meeting was adjourned and the Board went into Executive Session at 9:50 p.m. to discuss these contracts and to discuss the White Pass Library property.


SECRETARY


CHAIRMAN