

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

June 15, 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
Dorothy Voege - Grays Harbor County
Donald L. Law - Member-at-Large

BOARD MEMBERS ABSENT:

Robert M. Baker - Lewis 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
Joy W. Ayres, Business Manager
Barbara Foster, Community Library Assistant II, Lacey
Judy Green, Hoquiam Librarian
Alma Greenwood, Sr. Reference Librarian, Service Center
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
Tom Joselyn, Library Associate, Service Center
John Keplinger, Central Services Assistant II
Sally Loken, Supervisor-Central Services
Joyce Nichols, Tumwater Librarian
Bill Ott, Book Selection Coordinator
Gayle Palmer, Reference Librarian, Centralia
Therese Rice, Media Specialist
Donna M. Schaun, Supervisor-Personnel Administration
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

Chairman Keiski called the meeting to order at 7:35 p.m. He thanked Timberland staff and Friends of the Libraries groups for helping with the grand opening of the Service Center and asked Mrs. Morrison to correspond with staff and Friends on behalf of the Trustees expressing their appreciation for the help.

AGENDA ITEM

- | <u>NO.</u> | |
|--------------|--|
| 1 | Approval of Minutes of the May 18, 1978 Meeting |
| <u>78-33</u> | DON COX MOVED THAT THE MINUTES OF THE MAY 18, 1978 MEETING BE APPROVED; DON LAW SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY. |
| 2 | Approval of Vouchers |
| <u>78-34</u> | DON COX MOVED THAT VOUCHERS #2435 THROUGH #2579 IN THE AMOUNT OF \$118,832.75 BE APPROVED; DOROTHY VOEGE SECONDED THE MOTION. |

2 Chairman Keiski questioned voucher #2460 to Central Stores in the amount of \$762.53. Mrs. Morrison stated that this is for purchases on the State Contract and that they have a wide variety of supplies. Dorothy Voegel questioned voucher #2493 to John Holbrook, Shelton, in the amount of \$20.00. Mrs. Morrison replied that this is for use of the private water system which serves the South Mason Library and covers a three-month period. Chairman Keiski questioned voucher #2488 to Hertzberg Bindery Co. as to what this company actually does by way of rebinding books. Sally Loken showed the Trustees samples of some recently rebound books and stated that Hertzberg Bindery does excellent work. She advised the Trustees that recently Mr. Hertzberg personally rebound two oversized, expensive volumes at no charge to Timberland as a goodwill gesture.

Mr. Ayres advised the Trustees that voucher #2516 to Tom Matson Dodge in the amount of \$5,859.60 is for the new van which has been designated vehicle #15. Mrs. Morrison stated that voucher #2573 is for the normal quarterly deposit at the State Library for hardbound books in the amount of \$57,642.50, as well as \$15,771.14 for professional services for cataloging and processing several thousand books.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith said that she has given Mrs. Morrison copies of all correspondence she has had with the Town of Bucoda regarding Bucoda's contract for service. She understands that the Town Clerk has been in touch with Mr. Ayres and Mrs. Morrison today and indicated that Bucoda will be paying for the remainder of 1977. It was noted that the town actually owes for two quarters in 1977 instead of just one.

Mrs. Smith further reported that she has a conference scheduled with the attorney next week in regard to the damaged projector. She has her pleadings ready to go in the event they are not able to settle.

Mrs. Smith referred Board members to the copy of the letter from R. F. McCann & Company with regard to Change Order #9 for roof cant strip. This Change Order was presented to the Board in February, 1978, and no action was taken at that time. Mr. McCann has now presented this Change Order for the Board to pay and Mrs. Smith recommended that the Board not pay it. She feels that Mr. McCann has been derelict in not getting this Change Order in in time and this would raise some questions with the State Auditor. She feels that it was Mr. McCann's responsibility to follow through on all of the Change Orders and make sure that they were presented to the Board at the proper time for approval. Mrs. Morrison said that she has discussed this with Mr. Dale and told him that it would be brought before the Board, but without recommendation from her. Mrs. Morrison stated that she is somewhat inclined to agree with Mrs. Smith on this. This matter will be discussed further in Agenda Item 6B.

B. Board Committee Reports

Alice Harris, Chairperson of the North Mason Committee, reported that

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Mrs. Morrison has turned over to her this evening some additional correspondence from architects who are anxious to submit plans for the North Mason Library. The Committee had a meeting last Monday and members went to Bremerton to see the new Kitsap Regional Library and Service Center. Mrs. Harris said that she personally liked very much what she saw. She feels that the Committee is almost ready to start interviewing architects. The Board discussed a cutoff date for architects to submit their letters of interest and it was agreed that June 23, 1978, would be the cutoff date. Mrs. Harris further reported that Mr. Law has received a reply to his letter to the Department of Highways and they do not know of any changes that will be made on the highway running past the site of the new library. Mr. Law stated that the individual he talked with personally at the Highway Department has offered to go to the site with the Committee to discuss traffic problems, particularly the school bus traffic. Mr. Law reported that at the luncheon meeting the Committee had at the Falls Terrace recently, they discussed heating systems and the Committee, he feels, has reached a consensus that the people in the North Mason area would like a rustic type of building that would adapt to the woods. Mr. Law suggested that they explore the possibility of having a central reading room which would focus upon a centrally located wood burning stove. He feels that this would not add much extra burden on the staff to keep it burning with the technology which has developed in wood burning stoves, and that this would be popular, as well as practical.

With regard to the possible purchase of the White Pass Library at Packwood, Mrs. Morrison reported that she has talked with Mr. Baker about this matter, and she has been trying to reach Mr. Stoker by phone to make a verbal offer based upon what the Board had discussed previously. She has been unable to reach him, but she will continue in that effort. Mrs. Harris stated that the Board had previously discussed whether there would be enough room on this piece of property and she asked if this question has been resolved. Mrs. Morrison said that she still has that question, but feels there would be no problem with selling this property in the future if need be. She said that they will also have to look into bringing the building up to standards.

C. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison stated that she would like the Children's Services staff to present the puppet show "Bremertown Musicians" to the Board at the July 20 Board meeting. Mary Ann Shaffer said that she would let Mrs. Morrison know if the puppet show will be in this area on that date since it is already closely booked.

Mrs. Morrison said that she has asked Sally Loken to prepare a report for the Board at the July meeting on the functions of Central Services.

Mrs. Morrison reported that the sign for the Service Center should be installed by Tuesday next week.

Mrs. Morrison announced that Raeburn Hagen, former TRL Board member, has been named Assistant Dean for Library and Media Services at Grays Harbor College.

3C(1) Mrs. Morrison further reported that the Washington State Library Commission has accepted the initial proposal for construction of a statewide model funding formula for city contract fees and that the Commission will be considering this proposal again in September as to whether or not it will be funded. The Washington Library Association Administration Interest Group has received funding for a workshop which will concentrate on personnel handling, hiring, firing, interview techniques, etc. There will be a small fee for this workshop and the workshop will be repeated in several library areas throughout the state. The Commission has \$623,000 worth of requests and has \$229,000 which they can allocate to public library projects.

(2) Assistant Director, Western Area - Virginia Barton

Mrs. Barton referred the Board to her written Planning Report in the Board's folders. Mrs. Voege inquired about the "unusual" woodwork being done in the Centralia Library. Mrs. Barton said that there is some beautiful wood being put in the fireplace mantle and in the bannister of the staircase, as well as carved wood throughout the library in the period of the original library.

(3) Assistant Director, Eastern Area - Mary Stough

Mrs. Stough had no report at this time.

(4) Business Manager - Joy W. Ayres

Mr. Ayres reported that the district's financial status continues to be good. Timberland has received interest earnings through April of \$6,713.98. Through May, 1978, there is a revenue picture of \$1,155,256.51 and expenditures of \$1,152,857.75. The pie charts have been updated from the May 18, 1978 budget revision which the Board adopted as follows:

REVENUE THROUGH MAY, 1978

General Property Taxes - received \$587,965, which is 51% of the amount budgeted.

Forest Excise Tax - received \$173,633, which is 34% of the amount budgeted.

State Forest Yield - received \$2,630, which is 18% of the amount budgeted.

City Contracts - received \$302,924, which is 41% of the amount budgeted.

Sales of Fixed Assets - received \$14,780, which is 59% of the amount budgeted.

Other Miscellaneous Revenue - received \$11,896, which is 78% of the amount budgeted.

3C(4)

EXPENDITURES

Personal Services - Budgeted \$1,728,143; expended \$686,399, which is 40%.

Supplies - Budgeted \$61,016; expended \$32,445, which is 53%.

Other Services - Budgeted \$298,522; expended \$122,173, which is 31%.

Capital Outlay - Budgeted \$564,931; expended \$239,633, which is 62%.

The expenditures according to BARS are as follows:

10 - Administration - Budgeted \$302,585; expended \$106,940, which is 35%.

21 - Public Service - Budgeted \$1,972,402; expended \$802,900, which is 41%.

22 - Organization of Materials - Budgeted \$236,504; expended \$72,971, which is 31%.

50 - Facilities - Budgeted \$233,235; expended \$119,104, which is 51%.

(5) Washington Library Network - Sally Loken

Ms. Loken reported that seven community colleges have just come on-line and are beginning to add their acquisitions into the data base, and there will be more added in the next month. Three public libraries have just been added in the past few weeks and their holdings will also be added to the data base. Spokane Public Library is one of a number of libraries which is going to begin a large scale retrospective conversion process and begin putting into the data base all of its holdings. All of Timberland's acquisitions since 1970 are in the data base so Timberland has over 40,000 titles, which is more than anyone else has in the data base. The State Library has begun a process of involving everyone on its staff to input all of the books which the State Library owns. Spokane Public has one of the major collections in the state and this will greatly enrich the Network. Word is getting around the country now about the kind of system which Washington has. The Network staff at the State Library has had so many visitors, that they have had to restrict the hours in which visitors can come since the staff was not able to get the work done.

4 Correspondence

A. Letter from Congressman Don Bonker re Grand Opening

Mrs. Morrison read the letter as follows:

"Just a note of thanks for having me on the program and to apologize for the hasty departure. I enjoyed both the occasion and the people and so wanted to stay, but my schedule did not allow it.

"Keep up the good work."

- 4 B. Letter from R. F. McCann & Co. dated June 2, 1978, re Change Order for Roof Cant Strip

Chairman Keiski said that this will be taken up under Agenda Item 6B.

- C. Memo from R. F. McCann & Co. re Parking Lot, dated May 31, 1978

Copies of this memo were in the Board's folders. This was in answer to Mr. Law's question on the standards used in planning the parking lot. Mr. Law stated that he is satisfied with the response. No action will be taken to increase the width of the lanes since the lanes are more than adequate to meet the standards.

Chairman Keiski brought the Board's attention to the news article in their files with regard to the Hoquiam Timberland Library. In a community survey, the Hoquiam Library received the highest satisfaction level among community services. Chairman Keiski noted that the Hoquiam librarian, Judy Green, was present at tonight's meeting and that this certainly is a reflection on her leadership and the staff's interest in serving the community.

- 4 Correspondence

- D. Letter from Timberland Regional Library Staff Association dated June 9, 1978

Chairman Keiski stated that he has received a letter from the TRL Staff Association with regard to the proposed revisions of the Personnel Policy. He said that he will turn this over to Donna Schaan so that she can perhaps collate staff concerns so that the Trustees will receive them in time for another meeting.

- 5 Unfinished Business

- A. Personnel Policy Revisions

Mr. Law suggested that the Trustees schedule a meeting to devote just to the Personnel Policy and in the meantime receive input from staff. Mrs. Harris stated that she would like to have a work session for the Board so that she will have a better understanding of the Policy; then the input from the staff will make more sense to her. Both Mrs. Harris and Mrs. Voege felt that this meeting will take a considerable amount of time and they did not want to have pressure put on them to have to adjourn the study session to go into a regular Board meeting. After further discussion it was agreed that the Board would meet in a special study session on June 29, 1978, at 6:00 p.m. at the Service Center and that they would have dinner brought in. The July 20, 1978 Board meeting would then be the time scheduled to discuss with staff.

Sally Loken felt that if the Board wished to hear about Central Services at the July 20 meeting, that they would not be able to fit the Personnel Policy discussion in also. She suggested that any Board members interested in what is happening in Central Services since the move to the new Service Center could perhaps visit the Service Center during office hours. It was agreed that Sally Loken would not make her presentation at the July meeting. Mrs. Harris stated that she

- 5A is very anxious to see what goes on in Central Services and requested that she be notified if at some time there is going to be a group going through.

Chairman Keiski stated that the June 29, 1978 meeting will be a closed Executive Session and that certain administrative staff members will have to be present also. In the meantime, those who have concerns may send them to Mr. Keiski in care of the Personnel Supervisor in writing and these concerns do not have to be signed. Mr. Law said that the Board should avoid a long agenda at the July 20 meeting and devote as much time as possible to the Personnel Policy. He encouraged staff to attend and said that would be the time to speak their concerns.

6 New Business

A. Resolution regarding Imprest Fund

Mrs. Morrison read the resolution as follows:

"The Board of Trustees of the Timberland Regional Library, convened in regular session this 15th day of June, 1978, and having duly considered a Resolution regarding the Timberland Regional Library District Imprest Fund, do hereby adopt the following Resolution which supersedes and replaces all previous Resolutions regarding the Imprest Fund and earlier Resolutions regarding 'Revolving Fund':

"WHEREAS, inflation over the past several years has increased the cost of supplies, materials, and postage; and

"WHEREAS, it will be advantageous to advance One Hundred Dollars (\$100.00) per month to the Purchasing Assistant to make day-to-day small purchases for the library district in establishments which have no monthly billing provisions; and

"WHEREAS, the checking account at the Service Center should be replenished monthly to One Thousand Dollars (\$1,000.00), exclusive of the amounts deposited in the individual libraries within the district in order to provide an adequate monthly Imprest Fund amount.

"NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Timberland Regional Library District that the amount of the Imprest Fund be increased from Nine Hundred Sixty Dollars (\$960.00) to One Thousand Five Hundred Dollars (\$1,500.00); said amount to be distributed to the individual libraries as deemed necessary by the Library Director and Business Manager; and

"BE IT FURTHER RESOLVED that the Purchasing Assistant be named custodian of One Hundred Dollars (\$100.00) monthly to facilitate small purchases, subject to appropriate approval."

6A Mrs. Morrison advised the Board that this resolution would solve a lot of problems for the Business Office and that it has been recommended verbally by the State Auditor.

78-35 ALICE HARRIS MOVED TO ADOPT RESOLUTION #31 REGARDING TIMBERLAND REGIONAL LIBRARY'S IMPREST FUND; DON COX SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Change Order #9 - Roof Cant Strip

Chairman Keiski stated that Timberland Regional Library has received a letter from R. F. McCann & Company dated June 2, 1978 requesting that Change Order #9 in the amount of \$1,200 for roof cant strip be paid. Mrs. Smith, attorney for Timberland, has recommended that this not be paid.


78-36 DON LAW MOVED THAT CHANGE ORDER #9 FOR ROOF CANT STRIP IN THE AMOUNT OF \$1,200.00 NOT BE PAID; DON COX SECONDED THE MOTION.

Mrs. Morrison explained that apparently someone neglected to write a change order as detailed in Mr. McCann's sketch. This came up, along with several other items, at the February 16, 1978 Board meeting, and was an item which would require extra money. The Board did not take action on this in February. Ms. Albrecht, of Mr. McCann's office, was present at the meeting on February 16, 1978. This matter was brought to the Board's attention five months after the fact even at that February meeting. Now it is being brought up again. Mrs. Smith said that it is the contractor's responsibility to make sure that any change orders put in are approved. She stated that this is the sort of thing which raises problems with the State Auditor since this is on work done in 1977 and they are requesting payment in 1978.

MOTION CARRIED UNANIMOUSLY.

78-37 DON COX MOVED THAT THE MEETING ADJOURN; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 8:45 p.m.


SECRETARY


CHAIRMAN