

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

July 20, 1978

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BOARD OF TRUSTEES MEETING  
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July 20, 1978

M I N U T E S

BOARD MEMBERS PRESENT:

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

BOARD MEMBER ABSENT:

Shirleen Johnson - Member-at-Large

STAFF PRESENT:

Louise E. Morrison, Library Director  
Virginia Barton, Assistant Director, Western Area  
Gloria Anderson, Central Services Assistant I  
Joy W. Ayres, Business Manager  
Barbara Durney, Library Associate, Hoquiam  
Barbara Foster, Community Library Assistant II, Lacey  
Doug Gelis, Library Assistant/Driver, Service Center  
Lynn Gible, Library Assistant/Driver, Service Center  
Ardith Gordon, Library Associate, Chehalis  
Judy Green, Librarian, Hoquiam  
Catherine Grunenfelder, Sr. Community Library Assistant, Chehalis  
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian  
Siggy Johnson, Central Services Assistant I  
Tom Joselyn, Library Associate, Service Center  
John Keplinger, Central Services Assistant II  
Sally Loken, Supervisor-Central Services  
Joyce Nichols, Librarian, Tumwater  
Selma Nielsen, Librarian, Montesano  
Gayle Palmer, Reference Librarian, Centralia  
Mary Russell, Librarian, Lacey  
Donna M. Schaan, Supervisor-Personnel Administration  
Mary Ann Shaffer, Children's Librarian, Olympia  
Betty Sholund, Reference Librarian, Olympia  
Diane Smith, Community Library Assistant I, Hoquiam  
Nancy Snyder, Librarian, Yelm  
Corrine Wasmundt, Central Services Assistant II  
  
Jane Dowdle Smith, Timberland Attorney  
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Gene Anderson  
Ward Rathbone

Chairman Keiski called the meeting to order at 7:40 p.m.

Before the regular order of business, several children's services staff presented a puppet show "Bremontown Musicians." Mary Ann Shaffer gave a brief background of this type of service and explained that this is another method of presenting folklore and stories to children and adults. Puppeteers were Ardith Gordon, Catherine Grunenfelder and Nancy Snyder. Board members expressed their pleasure in seeing the production and complimented the staff.

1 Approval of Minutes of the June 15, 1978 Meeting

78-38 DON COX MOVED THAT THE MINUTES OF THE JUNE 15, 1978 MEETING BE APPROVED; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

2 Approval of Vouchers

78-39 BOB BAKER MOVED THAT VOUCHERS #2607 THROUGH #2740 IN THE AMOUNT OF \$34,193.06 BE APPROVED; DON COX SECONDED THE MOTION.

Mr. Ayres explained that voucher #2682 in the amount of \$73.78 to Overhead Door Co. is for replacement of the fiberglass door to the storage area at the Service Center which had been damaged. The insurance company paid about \$450.00 of the cost and Timberland will pay the balance of \$73.78. Mr. Ayres said that it cost less to replace the fiberglass door with a metal door than to repair the damaged fiberglass panels. Mr. Ayres stated that there has been a recent vehicle expense which will be on next month's vouchers. The steering column was going out on the old Centralia bookmobile and there was a delay in repairing it because of the difficulty of obtaining the part. Chairman Keiski questioned voucher #2737 to Willamette Valley Co., Eugene, Oregon, in the amount of \$44.60 and Mrs. Morrison explained that this is for janitorial supplies and that there is a local outlet through which Timberland obtains these supplies but the billings come from Eugene, Oregon.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith had no report at this time.

B. Board Committee Reports

(1) North Mason - Alice Harris

Mrs. Harris reported that the North Mason Committee had two sessions of architect interviews. There were 17 architectural firms interviewed and the Committee narrowed them down to 4 finalists. The finalists will be interviewed further in early August, at which time the Committee will make its final selection. Mrs. Harris found this to be a good learning experience and she was glad the Committee had decided to proceed in this manner. Several concerns the Committee had may be resolved more easily than they had originally thought. They are concerned that the building would be serviced by a volunteer fire department and that insurance rates and the style of building are a factor. However, the architects did not seem to feel that these would be any problem.

C. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison reported that she has sent a proposed lease to Mr.

3C(1) Stoker for the White Pass Library. Mr. Stoker has discussed this with his attorney and he wishes to make a few changes. She said that this is on the agenda under unfinished business but would have to be postponed until the August Board meeting.

Mrs. Morrison stated that the south wall of the Service Center has several cracks in the concrete blocks which apparently were caused by excessive moisture in the blocks at the time they were installed. Mrs. Morrison has discussed this with the architect and a masonry expert has checked it as well as the general contractor. It has been recommended that the wall be coated with thiokol rubber, which is supposed to be one of the best sealers known. This will be repaired at no expense to Timberland.

Mrs. Morrison said that she will be asking for Board's approval of participation in a Library Services and Construction Act grant request in agenda item 5C.

Mrs. Morrison reported that the Governor's Conference on Libraries and Information Services will be April 23, 24, and 25, 1979 at the Tyee in Olympia. Preceding this, the West Library Service Area will have two mini conferences, one in Aberdeen and one in Olympia. Delegates will be selected from Service Area conferences for the statewide Governor's Conference and from that will be selected delegates for the White House Conference on Libraries. Several Board members stated that they have not received information on this through their membership in WLA, and Mrs. Morrison said that she would get materials out to the Board immediately.

As a result of the recent audit, the State Auditor has recommended that the Timberland Board pass a resolution establishing a building fund and also recommended that the Board pass the budget by formal resolution. These resolutions will be drafted for Board's approval.

Mrs. Morrison reported that she had received a fine report from Rosalie Spellman on the Eleventh Phi Theta Kappa Honors Institute at Durango, Colorado which Mrs. Spellman attended. The theme was "Man Alive: Can He Survive?" Mrs. Morrison made the report available for the Board to read.

(2) Assistant Director, Western Area - Virginia Barton

Mrs. Barton referred the Board to her written report on planning. Centralia will be moving into the new building July 29 and 30. The library will be closed for two weeks for packing, moving, unpacking and shelving. Olympia library will be moving sometime in early fall. Children's Services programs have been very popular this summer, especially Mickey Mouse's 50th Birthday Party, which has been celebrated in Timberland.

(3) Assistant Director, Eastern Area - Mary Stough

Mrs. Stough was on vacation and her written report on staff training was in the Board folders.

(4) Business Manager - Joy W. Ayres

3C(4) Mr. Ayres reported that through June, 1978, Timberland had received revenue of \$1,516,824.64 and expenditures through June were \$1,401,438.72. Timberland had realized through June, 1978 \$9,829.28 from interest earnings. Second quarter payments for contract cities have already started coming in. He also reported that the Town of Bucoda had paid in full their contract fee for 1977.

Mr. Ayres reviewed the charts as follows:

REVENUE

General Property Taxes - Budgeted \$1,147,585; received through June \$714,761, which is 62%.

Forest Excise Taxes - Budgeted \$508,023; received through June \$297,490, which is 59%.

State Forest Yield - Budgeted \$15,000; received through June \$7,080, which is 47%.

City Contracts - Budgeted \$741,892; received through June \$402,234, which is 54%.

Sales of Fixed Assets - Budgeted \$25,000; received through June \$14,926, which is 60%.

Other Miscellaneous Revenue - Budgeted \$29,310; received through June \$29,905, which is 102%.

EXPENDITURES

Personal Services - Budgeted \$1,728,143; expended \$816,151, which is 47%.

Supplies - Budgeted \$61,016; expended \$39,717, which is 65%.

Other Services - Budgeted \$398,522; expended \$157,947, which is 40%.

Capital Outlay - Budgeted \$564,931; expended \$337,738, which is 60%.

Expenditures according to BARS are as follows:

10 - Administration - Budgeted \$302,585; expended \$125,845, which is 42%.

21 - Public Services - Budgeted \$1,972,402; expended \$992,369, which is 50%.

22 - Organization of Materials - Budgeted \$236,504; expended \$104,513, which is 44%.

50 - Facilities - Budgeted \$233,235; expended \$127,358, which is 55%.

3C (5) Washington Library Network - Sally Loken

Ms. Loken reported that the Washington Library Network automated system was exhibited at the American Library Association Annual Conference in Chicago in June and it was a huge success. Ms. Loken was scheduled several hours to work the booth and she said that she learned a great deal about WLN from this experience. There were experts on duty to whom technical problems could be referred. Other systems which were being demonstrated at the Conference had down time, but there were no problems with the WLN terminals.

Ms. Loken said that Timberland has been part of the Jeffco Project to provide library service to Jefferson County residents. This project runs out in March, 1979, and the Jefferson County Commissioners are interested in establishing permanent library service in Jefferson County and hope to get it on the ballot.

4 Correspondence

There was no correspondence.

5 Unfinished Business

A. Personnel Policy Revision

Chairman Keiski stated that Board members have in their folders copies of some staff concerns with regard to the Personnel Policy. He said that he had referred these to Donna Schaan to research the impact of these concerns on the Personnel Policy and suggested revisions. He reported that the Board met in Executive Session on June 29 for the purpose of reviewing the Personnel Policy. Mrs. Morrison stated that this last draft of the revised Personnel Policy had been sent to all libraries.

Mr. Rathbone asked to speak to the Board on behalf of the Timberland Regional Library Staff Association. Chairman Keiski stated that the Board has a legal responsibility to bargain with another bargaining agency, which contract holds forth until the end of the year. He said he is not sure of the Board's position in allowing another staff association to present itself through a spokesperson. Mr. Keiski felt that the concern is that Mr. Rathbone have a chance to speak, but that the Board might be in an awkward position with regard to unfair labor practices by allowing another staff organization to speak formally to the Board. Mr. Rathbone stated that the purpose of his request to address the Board would be for the sole reason to discuss the possibility of a different and much more serious potential of unfair labor practices. Chairman Keiski said that his experience has been that the Board allow any patron or staff person to comment and the Board encourages them to do so. He stated that he would like to take a moment to confer with the Board's attorney on a procedural matter. After a short conference with Mrs. Smith, Chairman Keiski asked Mr. Rathbone to speak.

Mr. Rathbone stated that he is an attorney in the Olympia area, and that he is also a member of the Olympia Library Board. He said that he was the subject of a letter addressed to Chairman Keiski on

5A April 7 with regard to the possibility of a conflict of interest in representing the Timberland Staff Association and continuing to serve on the Olympia Board. He said he is not speaking as an individual, but rather in a professional capacity as representing those employees of Timberland who are concerned about the proposed Personnel Policy. Mr. Rathbone has reviewed the Personnel Policy and he thinks there are some legal problems. The Personnel Policy which is in the process of being revised includes items which may or may not be subject to contract negotiations. He said that he is not here to obstruct passing of the Personnel Policy. The Timberland Staff Association recognizes the Board's hard work and efforts and cooperative spirit. His concern, on behalf of the Timberland Staff Association, is that the passage of this proposed Personnel Policy not necessarily preclude each and every provision being negotiated each and every time. He trusts that the Staff Association will be meeting with the Board in the future on contract negotiations. Mr. Rathbone said he is particularly concerned about the last paragraph in the proposed Personnel Policy, Section 800.010, which section entitles the Board of Trustees to revise any provision of this Policy. Mr. Rathbone suggested that there be included additional language wherein adoption of this Policy does not necessarily preclude the discussion of any submitted proposal for future negotiation. He feels that this would protect the enforceability of this provision and also protect the viability of the proposed Personnel Policy. He said that it would also allow both the Board of Trustees and the bargaining unit, whatever that may be, to negotiate in the spirit of good faith and cooperation.

Mr. Law said that he felt that it is axiomatic that virtually anything is subject to negotiation in the future. He would consider this to be a harmless addition to the Personnel Policy and if it will make certain members of the staff more content to have this additional language included, he has no objection to that. Mr. Cox said that he has always felt that any provisions of the Personnel Policy were subject to revision and if there are any "mistakes" in the Policy, the Board can then correct these mistakes. Mr. Rathbone said that that is where the problems exist and he would take issue with Mr. Law's comment that it is axiomatic because if the Board has the right to unilaterally change any part of the Personnel Policy, they may be in conflict with any existing employment contract. Mr. Law said that he is referring to the time after the expiration of the contract that currently exists. As he understands it, what the Board is trying to do is to have a Personnel Policy which the employee can read and know is a comprehensive policy that does not conflict with any negotiated contracts. There are changes in this proposed policy to bring it in line with the present negotiated contract.

Mr. Baker said that it is also necessary to bring the policy up to date with the state laws. Mrs. Harris asked if it would be possible to come up with a statement to add to the policy so that it can be adopted tonight. Mr. Law suggested a short recess for this purpose. Ms. Schaan stated that it has been brought to her attention, through a newspaper article, that the mandatory retirement age is 70 and the proposed Personnel Policy now states age 65, and that this also probably should be changed.

The meeting recessed at 8:50 p.m. and reconvened at 9:00 p.m.

5A

78-40

DON COX MOVED THAT THE REVISED PERSONNEL POLICY AS DRAFTED JUNE 30, 1978 BE ADOPTED; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison asked if this policy will be effective January 1, 1978. Mr. Baker requested that the record be clarified by the statement that the Personnel Policy in the past has been revised and is being revised at this time, particularly to bring it up to date with state law, to express employee concerns, and to add the Reduction in Force Policy. He stated that it is the Board's intent that the Personnel Policy be continually revised and that this as a record, together with approval of the adoption, should alleviate any fears of employees of any rights being withdrawn.

78-41

DON LAW MOVED TO AMEND THE REVISED PERSONNEL POLICY BY ADDING A SECTION 800.020 TO READ AS FOLLOWS: SUBMISSION OF FUTURE PROPOSALS BY THE EMPLOYEES' BARGAINING UNIT SHALL NOT BE EXCLUDED FROM NEGOTIATION BY THE ADOPTION OF THIS POLICY OR ANY FUTURE REVISIONS THEREOF. DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. White Pass Lease

Mrs. Morrison said that she has heard from Mr. Stoker with regard to the proposed lease which she forwarded to him and Mr. Stoker is not willing to sign the lease as proposed. He wishes to make several changes and Mrs. Morrison expects to have it back next week. She will forward it to the Board for review and if the Board cannot agree to what Mr. Stoker proposed, then she will have to correspond with Mr. Stoker again. Mrs. Morrison recommended that the Board table this matter. The Board agreed with the recommendation.

C. Library Services and Construction Act Grant (formal request)

Mrs. Morrison reported that several months ago, just before the grant request period opened for L.S.C.A. grants from federal funds, that she agreed to draft a grant proposal which would speak to the contracts with cities and to find some equitable basis because the 106% changes independently of each other. At that time the Board approved the concept. This request survived the first round of requests to the State Library Commission and the Commission recommended that this be expanded into a full proposal. This will require formal approval of the Board. The request is for \$14,288 or \$23,975, depending on which option the Commission selects. The \$14,288 request would include 7 library district, and the \$23,975 request would include 14 library districts. Mrs. Morrison stated that she hopes the Board will approve submission of this request. It will not mean much in terms of fiscal responsibility for Timberland and Timberland will benefit from this as much as any other library district.

78-42

ALICE HARRIS MOVED TO APPROVE TIMBERLAND'S PARTICIPATION IN THE GRANT REQUEST FOR LIBRARY SERVICES AND CONSTRUCTION ACT FUNDS; DON COX SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.



6 New Business

A. Addition of North Central Regional Library to Cooperative Use Agreement

Mrs. Morrison said that the Cooperative Use Agreement is an informal arrangement for patrons to use the participating libraries free of charge. The Cooperative Use Agreement includes King County Library System, Kitsap Regional Library, Sno-Isle Regional Library, Pierce County Library and North Olympic Library System, as well as Timberland. This agreement sets a precedent for voluntary cooperation. If North Central Regional Library is included in the agreement, it would add five more counties.

Mr. Baker asked if Yakima Valley Regional Library was included in this agreement, and Mrs. Morrison replied that they are not, but she feels this is a good idea and will bring this up to the directors of those libraries included in the agreement.

78-43

DON COX MOVED TO INCLUDE NORTH CENTRAL REGIONAL LIBRARY IN THE COOPERATIVE USE AGREEMENT; BOB BAKER SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Request to participate in the Career Development for Women Librarians Grant Request

Mrs. Morrison has received a memorandum from Charlotte Wood and Ruth Hamilton, who are Co-Chairs for the Pilot Study, In-Service Training Program for Women Librarians, which she read as follows:

"As you may know, Career Development for Women Librarians submitted a request for LSCA grant funds to the Washington State Library Commission. A copy of the initial grant request, together with Mr. Swartz's letter of June 16, 1978, is attached for your information.

"We would appreciate your considering your library system as the public library in which the model would be developed. Criteria for the Commission's choice of a public library are as follows:

"1. A demonstrated willingness to participate in the program. A letter from you, to reach us before August 1, 1978, would be very helpful.

"2. A service area of over 100,000 population. The rationale upon which this criteria is based points to the fact that in these libraries, there are larger professional staffs at all levels, with specialized services as well as traditional programs; and, this size service program provides the range of professional responsibilities necessary to demonstrate different channels of development.

"3. Defined policies for staff development and/or continuing education.

6B "We would be very pleased to have your letter indicating approval of participation before August 1, in order to present it in the package now being readied for submission to the Washington State Library Commission.

"Please let us know if there are further questions you may have."

Mr. Cox asked why the word "women" was used. Mrs. Morrison stated that she thinks this will include 80% women and 20% men, which is roughly the ratio in libraries. This program is intended to bring women into parity through management training and will develop a training model. Mrs. Morrison said that Timberland already does a lot of in-service training, but this is an opportunity to get a free consultant from the Graduate School of Business Administration at the University of Washington. She said that Timberland cannot alter this title. Mr. Law felt that the Timberland system seems to be a poor district to have this program. Mrs. Voegel stated that many young librarians who are career minded will not spend their careers in Timberland. Mrs. Morrison agreed and said that Timberland meets all the criteria. A model would be developed in Timberland to figure out what is most needed, and there should be virtually no cost to Timberland. The whole package will cost \$8,450.

78-44

DOROTHY VOEGE MOVED TO APPROVE TIMBERLAND'S PARTICIPATION IN A GRANT REQUEST FOR CAREER DEVELOPMENT FOR WOMEN LIBRARIANS; BOB BAKER SECONDED THE MOTION; MOTION CARRIED WITH FOUR EYES AND ONE NAY VOTE. (COX)

Mr. Baker requested that the letter indicating approval should indicate that the Board feels that the emphasis should be on librarians and not on women.

7 Other Agenda Items

A. Delegates to Governor's Conference

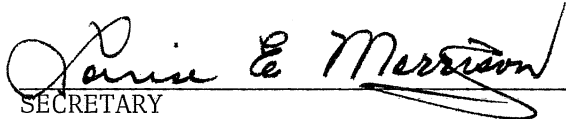
Mrs. Morrison said that there will be mini-meetings in Aberdeen and Olympia; then delegates will attend the West Library Service Area meeting; from there, delegates will attend the State Governor's Conference and then the White House Conference on Libraries. This will involve a lot of time and a great deal of reading and thinking. A delegate can be a library trustee, a staff member, or lay person; 70% of the attendees must be lay persons. Mrs. Morrison has recommended Jane Smith as a delegate. Expenses for travel to Washington, D.C. will be paid for if a delegate is selected for the White House Conference. Mrs. Morrison has requested nominations from all Timberland library staff and has received nomination forms from three libraries. Chairman Keiski nominated Sally Loken also and requested staff to send in additional nominations. He said that Timberland would provide training and briefing to any delegates from Timberland.

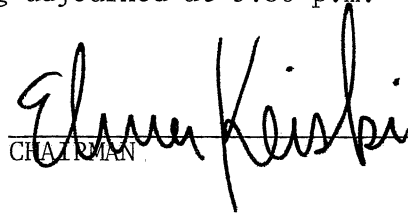
B. Building fund

Chairman Keiski instructed Mrs. Morrison to draft a resolution to cover all of Timberland's building needs.

7B Mr. Cox asked if it will really cost \$200,000 to build the North Mason facility. Mrs. Morrison said that she feels that is a good estimate. Building costs are running \$57 to \$60 a square foot. Mr. Cox requested that the North Mason Committee be sure that the architects realize that Timberland does not have unlimited funds and to see if they could design a useable library for the amount of \$125,000, which Timberland has available. Mrs. Harris stated that the figure of \$200,000 also includes furnishings, site development, etc. and she doubts that it could be done for less.

There being no further business, the meeting adjourned at 9:30 p.m.

  
SECRETARY

  
CHAIRMAN