

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

August 24, 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
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

STAFF PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Joy W. Ayres, Business Manager
Alma Greenwood, Sr. Reference Librarian, Service Center
Michael Hedges, Supervisor-Public Info. & Program./Serials Librarian
Sally Loken, Supervisor-Central Services
Joyce Nichols, Tumwater Librarian
Marian Osterby, Centralia Librarian
Therese Rice, Media Specialist, Service Center
Donna M. Schaan, Supervisor-Personnel Administration
Mary Ann Shaffer, Olympia Children's Librarian
Betty Sholund, Olympia Reference Librarian

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

GUESTS PRESENT:

Robert Barger, Architect
Rosanne Bridgham, Chairperson, Centralia Library Board
Elaine Day LaTourelle, Architect
Vi Smith

Since Chairman Keiski and Vice-Chairman Cox had not yet arrived, and there was a quorum present, Mr. Baker called the meeting to order at 7:55 p.m.

AGENDA ITEM

NO.

- 1 Approval of Minutes of the July 20, 1978 Meeting

78-45 DOROTHY VOEGE MOVED THAT THE MINUTES OF THE JULY 20, 1978 MEETING
BE APPROVED; DON LAW SECONDED THE MOTION.

Mr. Cox requested that motion #78-44 be corrected since it stated that the motion carried unanimously; however, since there was one nay vote, the motion carried, but not unanimously.

MOTION CARRIED UNANIMOUSLY.

Mr. Baker turned the meeting over to Chairman Keiski.

3 Reports

B. Board Committee Reports

Mrs. Harris thanked the members of the North Mason Committee for giving freely of their time and for their hard work. After the Committee interviewed the 17 architectural firms, they chose 4 finalists who were interviewed again on August 3. Following those interviews, the Committee made a tentative selection and then spent a few days checking records and talking to people who had worked with the architects chosen as the finalists. The Committee has finalized its decision and Mrs. Harris requested that the Board approve the Committee's decision. She introduced the architects, Elaine Day LaTourelle and Robert Barger. Mrs. Harris stated that members of the Committee found that what seemed like a "large and ample" sum of money is a very tight budget. She said that all the Committee members feel that the way building prices are escalating, there is no merit in waiting.

Mr. Law stated that the Committee interviewed a tremendous variety of architects and heard a variety of viewpoints, which gave the Committee members insight in their decision. In terms of the cost factor, Mr. Law said that one thing the Committee tried to do was to be sure that all of the architects interviewed were aware that the figure the Committee gave as a maximum for the building was the top figure and an all-inclusive figure. He said that he is very pleased with the Committee's choice and recommends that the Board approve.

Chairman Keiski stated that he appreciates the work of the Committee. Mrs. Morrison also expressed her appreciation and that she, too, is very pleased with the final selection.

Ms. LaTourelle stated that she and Mr. Barger are both pleased to be present at the meeting and anxious to get started on the project and to design a library building of lasting value. Mrs. Morrison commented that Ms. LaTourelle had been interested enough in the project that she flew in from Harvard where she was attending a seminar and turned around and went back to Harvard after the interview.

The order of business was suspended to allow the Board to take action while the architects were present.

6 New Business

C. Contract with Architect for North Mason Library

Chairman Keiski stated that it has been recommended that the Board enter into a contract with architects Elaine Day LaTourelle and Robert Barger on the North Mason project.

Mrs. Smith said that she has reviewed the "Standard Form of Agreement Between Owner and Architect" and finds it in order.

78-46

BOB BAKER MOVED THAT THE BOARD ENTER INTO A "STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT" WITH ARCHITECTS ELAINE DAY LATOURELLE & ASSOCIATES, ARCHITECTS & ENVIRONMENTAL PLANNERS, AND ROBERT M. BARGER, ARCHITECT, DATED AUGUST 24, 1978; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mr. Law expressed his concern with the severe limitations which the library district is going to be under in the next few years and said that the Board should perhaps look at the amount of capital expenditures for each area. There are other areas which have needs also and perhaps the Board should establish long term goals and priorities in terms of where the money ought to go. He said that when the Board commits an expenditure such as for North Mason, it is going to affect the budget down the line.

Chairman Keiski said that the Board has had considerable discussion on priorities such as North Mason, where they have an active Friends group, and Amanda Park, where a bookmobile has been placed permanently. He said there is considerable interest in solidifying the White Pass arrangement and interest in the Naselle area. The Board also is aware of the needs in Lewis County. Mr. Baker stated that for several years the Board has tried to wrestle with the problem of expansion and finances. At one time, a consultant, Lura Currier, analyzed Timberland's needs and board and staff had tried to set up a program. At first, there was no money available for building expansion, but the expansions the Board has made have come about because all of a sudden they found that it was possible within the budget through planning.

2 Approval of Vouchers

78-47

SHIRLEEN JOHNSON MOVED THAT VOUCHERS #2781 THROUGH #2922 IN THE AMOUNT OF \$40,368.21 BE APPROVED; DON LAW SECONDED THE MOTION.

Mr. Law questioned voucher #2806 to the City of Centralia in the amount of \$1,500. Mrs. Morrison said that this was for the used shelving for which the Board made an offer last fall to be used in the Service Center storage area. Mr. Baker questioned voucher #2869 to Photo & Sound Co. in the amount of \$1,037.42 and Mrs. Morrison stated that this is for three screens and three filmstrip projectors. Mr. Baker asked for what period of time voucher #2911 to the Washington Library Network in the amount of \$6,225.42 covers. Mrs. Morrison replied that this is for the second quarter of 1978 and covers the period from April 1 to June 30. She stated that this is well within the budget.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith reported that she has prepared a Building Fund Resolution which is agenda item 6B. The defendant in the lawsuit regarding damage to the projector had moved from his present address and could not be found. However, he has been found again and this matter should go to trial shortly.

C. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison reported that plans are firming up for the "mini" Governor's Conferences. Representatives from the West Library Service Area realized that this area was too large for just one mini-conference and, therefore, opted to hold five mini-conferences before the regional conference. The State Conference is set in April, 1978, and the White House Conference is scheduled for fall 1979. The mini-conferences will be held in Olympia, Aberdeen, Tacoma, Port Angeles, and Bremerton. The Olympia meeting will

- 3C(1) be held on November 15, 1978, at the Tyee, and James Dolliver will chair that meeting. Dorothy Voege has agreed to chair the meeting held in Aberdeen, and Rosalie Spellman is making arrangements for where and when that meeting will be held. Mrs. Morrison said she is very pleased that plans for this are going as well as they are.

Mrs. Morrison said she received a call from the State Library requesting that the next meeting of the State Library Commission be held at the Service Center since they would be unable to have a quorum present if it is held at Wenatchee. The conference room was free on the dates needed; therefore, the Public Library Directors will be meeting here on September 13 and the State Library Commission will meet here on September 14.

Mrs. Morrison said she would appreciate instruction from the Board to investigate the possibility of coupon warrants for the North Mason Library in the event Mr. Isaac is unable to obtain a grant. This afternoon, Mrs. Morrison received a call from Mr. Isaac and he informed her that FHA has matching funds, but only for water and sewer districts. He thinks that EDA might have some funds available the end of September if Congress passes and appropriates the money. She said that the grants not approved in the first round were considered in the second round, but Mr. Isaac thinks that they may not be considering again those grants which were turned down, but will be considering new grants. If the Board has money in a building fund, it can be used for any building, which can be advantageous in terms of a grant. Mrs. Morrison said she can still investigate coupon warrants in the meantime. She would like to get in touch with Larry Faulk at McLean & Co. if the Board wishes her to do so. Mrs. Harris stated that she can see no other way for the Board to go. Mr. Law asked when this decision must be made. Mrs. Morrison said that they should have information in hand by the end of this year since it will take some time to have the warrants printed, and seek bonding counsel. It was agreed by the Board that Mrs. Morrison check into this further.

Chairman Keiski introduced and welcomed Rosanne Bridgham, Chairperson of the Centralia Library Board. Mrs. Bridgham thanked Timberland for all the help received in the move to the newly renovated library building. The library has been open for two weeks and the rainy weather has brought many people in, especially young people. She commended Timberland staff for their hard work and long hours and said that she hoped this would go into their personnel records. Mrs. Bridgham said they have a beautiful restored building and they were very fortunate to have received a grant giving them enough money to do everything in top quality. They have a new playground area and the illuminated globe is very popular. There are also four operable fireplaces. Mrs. Bridgham invited all Board members to the open house on September 17 and handed them personal invitations.

Marian Osterby said that for the first time people from the convalescent center can come to the library since they don't have steps to the library anymore, and also they have an elevator to the second floor. She hopes that all the Board members will be able to attend the open house, but if any are unable to do so, she hopes they will free free to come to the library anytime. Mrs. Morrison recommended that the Board write a letter of congratulations to the board of the Centralia library and also to the City Commissioners. Mrs. Baker asked how those people who were against the new building are feeling about it. Mrs. Bridgham said she is not sure, but she has not seen any letters to the editor recently. Mrs. Barton added that another focal point in the library is the chandelier which came from the old high school. Mrs. Osterby gave her personal thanks to Virginia Barton for her planning and help.

3 Reports

C. Staff

(2) Assistant Director, Western Area - Virginia Barton

Mrs. Barton referred the Board to her Planning Report in the Board's folders.

(3) Assistant Director, Eastern Area - Mary Stough

Mrs. Stough referred to her report on Outreach in the Board's folders. She said she is going to be asking for additional help for outreach in next year's budget, since Timberland does an inadequate job in outreach.

(4) Business Manager - Joy W. Ayres

Mr. Ayres reported that Timberland has received revenue through July of \$1,607,474, which is 64%; expenditures through July are \$1,593,557, which is 61%. Mr. Ayres reviewed the tracking charts as follows:

REVENUE

General Property Taxes - Received \$15,299 in the month of July for a cumulative total of \$730,061, which is 64%.

Forest Excise Tax - Received no money in July.

State Forest Yield - Received in July \$903, for a cumulative total of \$7,983, which is 53%.

City Contracts - Received in July \$62,788, for a cumulative total of \$465,022, which is 63%. There are still two contract cities which owe for the second quarter.

Sales of Fixed Assets - Received in July \$5,349, for a cumulative total of \$20,274, which is 81%.

Miscellaneous Receipts - Received in July \$6,310, for a cumulative total of \$36,215, which is 124%.

EXPENDITURES

Personal Services - Expended in July \$157,934, for a cumulative total of \$974,085, which is 56%.

Supplies - Expended in July \$8,847, for a cumulative total of \$48,880, which is 80%. This is high because of inflation.

Other Services - Expended in July \$18,021, for a cumulative total of \$166,884, which is 43%.

Capital Outlay - Expended in July \$7,084, for a cumulative total of \$353,390, which is 62%.

The expenditures according to BARS are as follows:

- 3C(4) 10 - Administration - Expended in July \$22,537, for a cumulative total of \$142,279, which is 47%.
- 21 - Public Service - Expended in July \$154,944, for a cumulative total of \$1,151,748, which is 58%.
- 22 - Organization of Materials - Expended in July \$8,661, for a cumulative total of \$113,157, which is 48%.
- 50 - Facilities - Expended in July \$5,655, for a cumulative total of \$134,699, which is 58%.

(5) Washington Library Network - Sally Loken

Ms. Loken reported that all of Timberland's holdings will in the near future be on the data base and it will no longer be necessary to use the book catalogs. Training on the acquisition subsystem will begin on Tuesday next week and practice acquisitions will be done on a "dummy" file. Mrs. Voege inquired about the acquisition subsystem. Ms. Loken explained that Timberland staff is currently typing a multi-order form on a typewriter for every order placed. With the acquisition subsystem, staff will instead be keying the orders into the terminal and the computer will produce the order form and handle the accounting. The order will then be mailed to whichever vendor is selected. The system will take care of keeping track of the material when it arrives, automatically letting Timberland know when it is all right to pay the money for the material, and will send a notice to the publisher or jobber when an order is not received within a certain number of days. This acquisition subsystem will give Timberland an opportunity to set up as many kinds of accounts as necessary, so that staff will know exactly where they are in the budget in every category. Ms. Settle said that she hopes within a year that a detailed holdings system will be available, which will automate the locator file. This will cut down on errors to which a manual system is prone. Programming is being done for this now and is progressing satisfactorily.

4 Correspondence

- A. Letter from Thurston County Auditor's Office dated 8/3/78 re Burroughs Machine

Mrs. Morrison read the letter as follows:

"The Thurston County Auditor's Office uses a Burroughs machine in our Accounting Division. The machine is old and frequently in need of repair.

"It has been brought to our attention that the Timberland Library has a Burroughs machine that is never used. We would be able to make good use of that machine either as a back-up or as a source of parts to repair our Burroughs.

"Therefore, we would like to request that you submit our offer of \$1.00 for the machine to your Board of Directors at their meeting on August 24, 1978."

Mrs. Morrison recommended that the Board declare this machine surplus

4A and accept the \$1.00 offer from the Thurston County Auditor's office.

6 New Business

D. Burroughs Bookkeeping Machine

78-48 ALICE HARRIS MOVED THAT THE BURROUGHS MACHINE BE DECLARED SURPLUS AND THAT THE BOARD ACCEPT THE \$1.00 OFFER FOR THE BURROUGHS MACHINE FROM THE THURSTON COUNTY AUDITOR'S OFFICE. SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

There was no unfinished business on the agenda.

6 New Business

A. 1979 Preliminary Budget Resolution

Mrs. Morrison said that the Auditor's office has recommended that the Board adopt the budget and any revisions of it by resolution.

78-49 BOB BAKER MOVED THAT THE BOARD ADOPT RESOLUTION NO. 32, WHICH RESOLUTION SETS THE MAXIMUM PRELIMINARY OPERATING BUDGET FOR 1979 AT \$2,994,248. DON COX SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Building Fund Resolution

Jane Smith stated that she has prepared a resolution establishing a building fund, as recommended by the Auditor's office. Mrs. Smith read the resolution as follows:

"WHEREAS, the Timberland Regional Library Board of Trustees adopted Resolution No. 23 on July 18, 1974 establishing a fund for the purpose of furnishing and equipping a new library in North Mason County with a deposit of \$10,000.00, and

"WHEREAS, the Washington State Auditor has recommended that a separate account be established in which all monies to be used for the purchase of sites and for the construction of library buildings throughout the district be deposited, and

"WHEREAS, the Board of Trustees is desirous of establishing such an account and in the May 18 revision of the 1978 budget has provided for an initial deposit of \$125,000 in such an account to be used for the purchase of sites and construction of library buildings throughout the library district, and

"WHEREAS, the establishment of such an account will formalize the account as recommended by the State Auditor; NOW THEREFORE,

"BE IT RESOLVED by the Board of Trustees of the Timberland Regional Library District that a special account is hereby created and established in the Timberland Regional Library District's funds on deposit with the Thurston County Auditor to be known as a 'Building and Site Acquisition Fund' with a ceiling of \$300,000. The initial deposit in said account shall be \$125,000.

6B

"BE IT FURTHER RESOLVED that any monies in said account which are not needed immediately for the acquisition of a site or the construction of a library building within the district may be loaned by the Board of Trustees to other accounts within the Timberland Regional Library District budget, but such borrowed funds shall be subject to interest payments as required by the Laws of the State of Washington and the rules and regulations of the Washington State Auditor.

"This resolution supersedes and replaces Resolution No. 23 adopted on July 18, 1974 by the Board of Trustees."

78-50

DON COX MOVED THAT THE BOARD ADOPT RESOLUTION NO. 33, WHICH RESOLUTION ESTABLISHES A BUILDING AND SITE ACQUISITION FUND WITH A CEILING OF \$300,000. SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

E. Renewal of Agreement with Washington Library Network

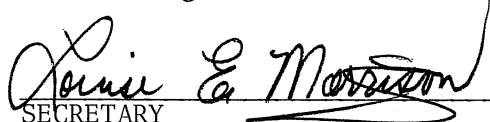
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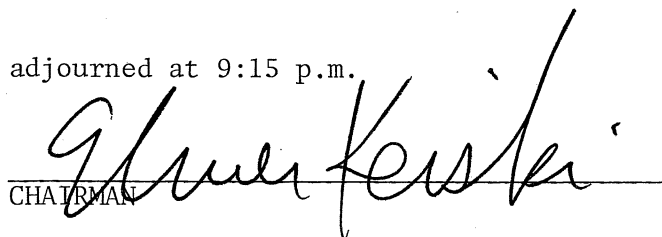
ALICE HARRIS MOVED TO RENEW TIMBERLAND'S AGREEMENT WITH THE WASHINGTON LIBRARY NETWORK FOR THE PERIOD OF JULY 1, 1978 TO JULY 1, 1979. DON LAW SECONDED THE MOTION.

Mr. Keiski asked what the cost of this will be for another year. Mrs. Morrison referred the Board to the Schedule of Charges for Computer System Service which she had forwarded to them with a weekly board memo. She said that she had figured the cost in the 1978 budget at 15% higher than it was previously, but actually it is only about 10% higher. The total cost will depend on Timberland's use of the system. Ms. Loken said that of the amount of \$6,225.42 which the Board approved tonight in voucher #2911, \$5,143.97 of that is for the products Timberland receives from the Network for cataloging, for ordering products from the Network and for the cost of the products themselves. There is a set charge per request for cataloging products and Timberland made that request 2,152 times in the three month period covered by voucher #2911; that is how many items were ordered which were cataloged. Timberland only spent about \$1,000 for that three month period to use the terminal for reference and for adding Timberland's holdings. Mr. Law asked how many terminals Timberland has. Ms. Loken replied that there is only one terminal available now, but there is a second one on order. Ms. Loken explained the process by which requests are handled in Timberland. Mr. Law asked if messages can be sent back and forth on the terminals. Mrs. Morrison said that if the State Library Commission approves an experimental Library Services and Construction Act grant, in which Timberland would take part, this would put printer attachments on the terminals and they will be able to transmit messages back and forth between other libraries, but not within Timberland libraries themselves.

MOTION CARRIED UNANIMOUSLY.

There being no further business, the meeting adjourned at 9:15 p.m.


SECRETARY


CHAIRMAN