

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

September 21, 1978

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September 21, 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
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
Barbara Foster, Community Library Assistant II, Lacey
Alma Greenwood, Sr. Reference Librarian, Service Center
Michael Hedges, Supv-Public Info. & Program./Serials Librarian
John Keplinger, Central Services Assistant II
Sally Loken, Supervisor-Central Services
Joyce Nichols, Librarian, Tumwater
Therese Rice, Media Services Specialist, Service Center
Mary Russell, Librarian, Lacey
Donna Schaan, Supervisor-Personnel Administration
Mary Ann Shaffer, Children's Librarian, Olympia
Betty Sholund, Reference Librarian, Olympia

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

GUESTS PRESENT:

Mike Oakland, Daily Olympian
Vi Smith

Chairman Keiski called the meeting to order at 7:35 p.m.

AGENDA ITEM
NO.

- | | |
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| 1 | Approval of Minutes of the August 24, 1978 Meeting |
| <u>78-52</u> | DON COX MOVED THAT THE MINUTES OF THE AUGUST 24, 1978 MEETING BE APPROVED; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY. |
| 2 | Approval of Vouchers |
| | Chairman Keiski stated that the payroll vouchers amount to \$130,891.90 for the month of August, 1978. The Director and Business Manager have been authorized to approve payroll vouchers. |
| <u>78-53</u> | BOB BAKER MOVED THAT VOUCHERS NO. 2926 THROUGH NO. 3071 IN THE AMOUNT OF \$134,473.09 BE APPROVED. ALICE HARRIS SECONDED THE MOTION. |

- 2 Don Law questioned voucher #2947 to the Daily Olympian in the amount of \$14.35 and Mrs. Morrison stated that this is for advertising the September 21 and September 28 Board meetings. Mr. Ayres said that voucher #2986 in the amount of \$1,620 is the first voucher for the North Mason architects; and voucher #2978 to Isdell-Plemmons in the amount of \$25,674 is the yearly payment for vehicle, liability, and umbrella insurance policies. Mrs. Morrison stated that voucher #3061 to the Washington State Library in the amount of \$74,642.50 is the quarterly deposit of book funds, which also includes the changes the Board made in the 1978 revised budget.

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 Building - Alice Harris

Mrs. Harris reported that the architects, Elaine Day LaTourelle and Robert Barger, met with Mrs. Morrison, Mrs. Barton, and Mrs. Stough at the Service Center. Also, the architects met with the Friends of the North Mason Library and Mrs. Harris stated that this meeting was well attended and that the architects were well received. The Friends had an opportunity to express what they consider to be important in the new building, such as a room for art, collection displays, meeting space for library-related meetings and for showing of films and giving lectures. Mrs. Harris said that it was apparent that what the Friends hope for most is that there will be room for more books for the North Mason area. She felt that the Friends understood the limitations of the budget and there is a possibility that the Friends will be willing and able to help in some ways, such as with furniture or a wood burning stove.

C. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison reviewed what she had told the Board in her last memorandum that two Library Services and Construction Act grants were approved by the Washington State Library Commission in which Timberland will be involved. One is for construction of a model formula for determining equitable city contract fees in their contracts with library districts. This was funded for the full amount (as the Board will note later in the correspondence) and will include fourteen library districts. Mrs. Morrison said they hope to be able to get Kent Swisher, Executive Director of the Association of Washington Cities, to work with them on this, and they have been assigned Andrea Hawkins as liaison with the State Library. Ms. Hawkins is Chief of Consultant Services at the State Library, and she will be working with them as they develop the grant and reimbursement schedule so that the State Library will be able to make the payments on time and keep up with the progress of it.

3C(1) Mrs. Morrison stated that they are very much looking forward to this since it is something desperately needed. She said that the other grant request was submitted by the Pierce County Library in the name of seven library districts, and eventually there will be ten libraries participating in this. This has to do with the use of Washington Library Network terminals and printer attachments to facilitate transmission of interlibrary loan requests and other related messages. Several stipulations were placed on this request by the State Library Commission. To start with, three library systems will test the equipment for the "mail box" function, which has to do with putting messages in and pulling them out of the computer when convenient, so that it won't be necessary to have someone at the machine all the time. Three months into the project, a decision will be made as to whether or not other libraries should be brought in. After six months, it is assumed that the other seven libraries will be added. This project will either prove or disprove library districts' theories regarding this use of Network terminals.

Mrs. Morrison reported that public library directors have discussed a funding bill. She passed a copy around for the Board to review and stated that this is not yet for public record since they have not as yet found sponsors.

The director further reported that there have been several meetings held at the Service Center in the past two weeks and in fact there have been two or three meetings going on simultaneously. The Washington State Library Commission asked her to thank the Board for the use of the meeting room at the Service Center.

Mrs. Morrison referred the Board to a sheet in Board folders regarding a workshop on the Washington Library Network in which Virginia Barton will be key speaker. She also referred the Board to a letter she has written to the Washington State Finance Committee asking for advice and guidance with regard to the sale of coupon warrants. She has not had a reply from them as yet.

Mrs. Morrison said that Imprest Fund checks have been limited to not more than \$10.00 and sometimes it is necessary to make expenditures in larger amounts which have time limitations on them. Mrs. Morrison requested the Board to authorize an amount of not more than \$50.00 and to entrust her and Mr. Ayres with making the decisions on this. She said that, in any event, these imprest fund expenditures then are charged back against the proper accounts. This matter was put under agenda item 7A.

(2) Assistant Director, Western Area - Virginia Barton

Mrs. Barton added to her written report that it is expected that Aberdeen's population will grow by at least 1,000 and that there will be at least two new shopping centers built in the area. She also learned from Dorothy Voege that a grateful patron has left \$5,000 to the Hoquiam Library. She also made a correction in her report on North Beach: instead of a school levy it was an Ocean Shores City levy for the library. The levy failed and the city is presently paying the librarian with CETA funds. There is no money available for materials for the library; however, the Friends of the library have enough funds to put a microfiche Resource Directory in the library.

- 3C(2) Mrs. Barton said that while reading Mrs. Stough's report on Centralia, she was reminded of when she was assistant librarian for the school district in 1954 and one particular book was not allowed in the library because there was a section in it on the massacre in 1919.

Chairman Keiski asked about the Montesano meeting room project. Mrs. Barton said that several years ago, the Fleet estate was asked if there was any money available to add onto the library for a meeting room; however, there was no money available from the Fleet estate, but since there is storage space available at the new Service Center now, they have been able to clear out the basement at the Montesano library and partition off a section for meeting room space. She said that the people in the community who use the meeting room are pleased with this addition. Mrs. Morrison reminded the Board that they approved the amount of \$3,500 in the May revision of the budget to complete this project.

Mr. Baker questioned Mrs. Barton's report on Elma. Mrs. Barton said that she had heard originally that the city was going to restructure and reorganize the building in which the library is located. Presently, the library is located at the front of the building directly opposite the City Clerk's office. The Clerk needs more space and Mrs. Barton said that she had heard that the city was planning on putting the Clerk's office where the library is and the library would be put in the back of the building. She then heard that the police department was going to be occupying the basement. The Friends of the Elma Library had been storing books in the basement for book sales, and they had been asked to remove them and they are now being stored at the Service Center temporarily. Mrs. Barton said that she has asked the mayor of Elma to keep her apprised of plans so that there will be plenty of time to make arrangements. She also said that she hopes that the library will at least have the same amount of space, and, hopefully, more space.

(3) Assistant Director, Eastern Area - Mary Stough

Mrs. Stough stated that she enjoyed writing her report on Centralia since Centralia has a fascinating history. Many of the things which happened in Centralia affected the library. Chairman Keiski said that he would like to forward this report to the head of the history department at Western Washington University for a student to focus on, especially since the Governor has said that next year's book awards will be based on contributions made by Washington writers on local history. He said that the Centralia library will be a real focal point in that community.

(4) Business Manager - Joy W. Ayres

Mr. Ayres reported that an account has been established with the Thurston County Auditor for the Building and Site Acquisition Fund. He reviewed the tracking charts as follows:

REVENUE

General Property taxes - Received in August \$15,870 for a cumulative total of \$745,930, which is 65%.

- 3C(4) Forest Excise Tax - Received \$5,649 for a cumulative total of \$303,138, which is 60%.

State Forest Yield - No money received in August so this remains the same as last month, with a cumulative total of \$7,983, which is 53%.

Contract Cities - Received \$41,644, for a cumulative total of \$506,666, which is 68%.

Sales of Fixed Assets - Received \$13,655, for a cumulative total of \$33,929, which is 136%.

Other Miscellaneous Revenue - Received \$3,159 for a cumulative total of \$39,374, which is 134%.

EXPENDITURES

Personal Services - Budgeted \$1,728,143; expended in August \$130,892, for a cumulative total of \$1,104,977, which is 64%.

Supplies - Budgeted \$61,016; expended in August \$6,286, for a cumulative total of \$55,166, which is 90%.

Other Services - Budgeted \$386,741; expended in August \$21,726, for a cumulative total of \$189,610, which is 49%.

Capital Outlay - Budgeted \$572,431; expended \$12,073, for a cumulative total of \$365,663, which is 64%.

The expenditures broken down according to BARS are as follows:

10 - Administration - Budgeted \$302,585; expended \$17,091, for a cumulative total of \$159,370, which is 53%.

21 - Public Service - Budgeted \$1,972,402; expended \$130,245, for a cumulative total of \$1,281,992, which is 65%.

22 - Organization of Materials - Budgeted \$236,504; expended \$15,794, for a cumulative total of \$128,950, which is 55%.

50 - Facilities - Budgeted \$233,235; expended \$7,660, for a cumulative total of \$142,360, which is 61%.

The district is 67% into the calendar year and expenditures through August amount of 62% of the budget.

(5) Washington Library Network - Sally Loken

Ms. Loken said that the Network staff has not had enough time to prepare much information material on the Network and much of the material available is out of date. When she was at ALA in Chicago this year, she saw the packet made available there on the Network and requested extra copies. Ms. Loken distributed the packets to Board members. She reported that Timberland will be actually ordering library materials on the computer system sometime during the first week in October, and this will include cost accounting.

4 Correspondence

- A. Letter from Patrick L. Barnes, Anderson, Adams and Barnes, re
White Pass Lease

Mrs. Morrison briefly summarized the letter from Mr. Stoker's California attorneys: The rent has been computed by dollars rather than percentage; they have limited the additional options for renewal; requested that Timberland pay the fire insurance and public liability insurance premiums; that Timberland pay any increase in real property taxes over 1978 taxes.

Mrs. Morrison stated that she feels these provisions are not fair. This matter will be discussed further under agenda item 5A.

- B. Letter from the State Librarian re L.S.C.A. Grant Request #78-06-29

Mrs. Morrison stated that this letter is confirmation of the award of an L.S.C.A. grant for "Construction of a Model Formula for Determining Equitable City Contract Fees for Contracts with Library Districts."

- C. Letter from City of Cosmopolis re contract fee

Chairman Keiski read the letter addressed to Mrs. Morrison, dated 9/12/78, from Kay Buchanan, Clerk-Treasurer, of the City of Cosmopolis, as follows:

"Budget time again!

"Please advise if Timberland Library Board has given any further consideration to Cosmopolis request to amend the contract to limit the city's liability by requiring that the millage levy multiplied by the assessed valuation of property within the City not exceed 106% of the highest 3 prior years, except for new construction.

"In 1978, Cosmopolis levy was limited to 3.00, a loss of .338 or \$22,447.00. Not having enough resources in the General Fund to pay the library fee, the city had to resort to the Revenue Sharing Fund and the fee exceeded the revenues in that fund."

Mrs. Morrison said that the City of Cosmopolis is concerned about its 106% limitation, which is not the library district's 106% limitation. This problem is something which the L.S.C.A. grant recently awarded will address. Mrs. Morrison said she would like to send a copy of the grant proposal to the City of Cosmopolis to let them know that this problem is being looked into. Mrs. Smith said that she thought that all city contracts have to be uniform and that they could not make any exceptions. Mr. Keiski stated that he, Mrs. Voege and TRL staff met with city officials sometime back and heard their concerns. He said that this grant study should help.

5 Unfinished Business

- A. White Pass Lease

Chairman Keiski stated that Timberland is negotiating for a new lease on the White Pass building at Packwood and there is a difference of

- 5A opinion between the owner of the building and Timberland. As Mrs. Morrison stated previously, Mr. Stoker proposed that Timberland pay the fire insurance and public liability insurance premiums. Mr. Baker said that Timberland does not even know how much insurance Mr. Stoker is carrying on the building. Mrs. Morrison said that what she had negotiated on the telephone with Mr. Stoker is not in this proposed lease. Mr. Baker said that he understood that the reason for the increased rent was to take care of increases in taxes and insurance and now Mr. Stoker is asking for a double payment. Jane Smith pointed out that Timberland had an option for a five-year lease and the lease proposed by Mr. Stoker is only a two-year lease. Mr. Baker said that he could personally call Mr. Stoker, but feels that Mrs. Morrison should continue to negotiate with him. Chairman Keiski suggested that a letter be directed to Mr. Stoker's attorney to leave a "paper trail" of this matter. Mrs. Morrison suggested that this letter come from Timberland's attorney. Mr. Cox asked if there are other buildings available in Packwood and Mr. Baker replied that there might be in about a year. Mrs. Smith stated that she was in Mrs. Morrison's office when Mrs. Morrison was discussing this matter with Mr. Stoker on the telephone; therefore, she knows what was agreed by telephone. Mrs. Harris said that she agrees that this should be in writing and those matters which were agreed by telephone should be clearly stated. Mr. Law stated that these negotiations are getting tiresome and seem unusual.

Mrs. Morrison said she cannot recommend that the Board accept this proposed lease. It was agreed by the Trustees that Jane Smith draft a letter to Mr. Stoker's attorney stating that she was present at the time of the telephone conversation that Mrs. Morrison had with Mr. Stoker. Mrs. Smith said that there were other options agreed to on the telephone which were in the first lease Timberland submitted to Mr. Stoker. She also stated that it is highly unusual that the tenant pay for fire insurance, especially a public entity.

6 New Business

A. 1979 Preliminary Budget

Chairman Keiski said that the Board has a preliminary budget before them for 1979 but the revenue picture is not yet clear. The grand total budget is \$3,119,248. The Board will adopt the budget at a special meeting on September 28, 1978. Mr. Law requested to know what the percentage of increase is in the preliminary 1979 budget over 1978. Mr. Ayres stated that there is a 14.92% increase in 1979 over the 1978 budget in the operating budget. In the grand total budget, the increase is 8.34% in 1979 over 1978. The Personal Services part of the budget is 65.99% of the total operating budget, and the rest is 34.01% of the total operating budget.

B. Administrative Reorganization

Chairman Keiski stated that the Board has been advised by the Director that she is recommending some administrative reorganization which involves assigning new duties to present administrative staff.

- 6B Mr. Keiski said that he had received an unsigned communication which he assumed came from a staff member, which he instructed the Director to open and read to him over the phone. It suggested that the Board is "playing God" in adopting these position changes and that the Board should hear from staff. Mr. Keiski instructed the Director to discard it since it was unsigned and he knew of no other way to handle it officially.

MOTION CARRIED UNANIMOUSLY.

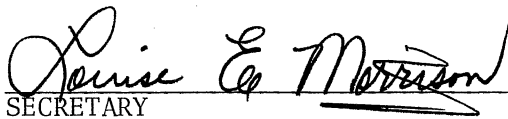
- 78-55 BOB BAKER MOVED THAT THE BOARD ADOPT THE THREE JOB DESCRIPTIONS ENTITLED "ASSOCIATE DIRECTOR FOR RESEARCH AND PLANNING"; "ASSISTANT DIRECTOR FOR PUBLIC SERVICES"; AND "ASSISTANT DIRECTOR FOR CENTRAL SERVICES." DON COX SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

7 Additional Agenda Items

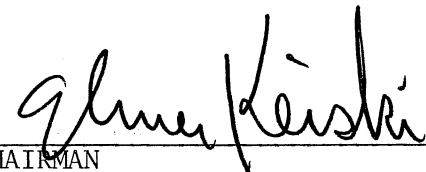
A. Imprest Fund

- 78-56 ALICE HARRIS MOVED THAT THE AMOUNT OF THE IMPREST FUND CHECKS BE LIMITED TO \$50.00: DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

There being no further business, the meeting adjourned at 8:30 p.m.



SECRETARY



CHAIRMAN