

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

October 19, 1978

I N D E X

<u>AGENDA ITEM NO.</u>		<u>Page No.</u>
1	A. Approval of Minutes of the September 21, 1978 Meeting	2
	B. Approval of Minutes of the September 28, 1978 Meeting	2
2	Approval of Vouchers	2
3	Reports	
	A. Report of Attorney - Jane Dowdle Smith	2
	B. Board Committee Reports	2
	C. Staff	
	(1) Library Director - Louise E. Morrison	3
	(2) Associate Director for Research and Planning - Virginia Barton	4
	(3) Assistant Director for Public Services - Mary Stough	4
	(4) Business Manager - Joy W. Ayres	5
4	Correspondence	
	A. Letter from Ward Rathbone dated 10/4/78 re Petition for Investigation Concerning Representation	6
	B. Letter from Ward Rathbone dated 10/5/78 re Petition for Investigation Concerning Representation	6
	C. Letter from Marvin L. Schurke, Public Employment Relations Commission, dated 10/5/78 re Petition for Investigation of a Question Concerning Representa- tion	7
	D. Letter from R. F. McCann & Co., Architects, dated 10/6/78, re Service Center Roof	7
5	Unfinished Business	
	A. 1979 Budget	8
6	New Business	
	A. Insurance Agreements with Contracting Cities	9
	B. Consultant for Bargaining	9

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

October 19, 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
Dorothy Voegel - Grays Harbor County
Shirleen Johnson - Member-at-Large
Donald L. Law - Member-at-Large

BOARD MEMBER ABSENT:

Alice Harris - Mason County

STAFF PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Associate Director for Research & Planning
Mary Stough, Assistant Director for Public Services
Joy W. Ayres, Business Manager
Peg Coppinger, Olympia Librarian
Barbara Foster, Community Library Assistant II, Lacey
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, Service Center
Joyce Nichols, Tumwater Librarian
Therese Rice, Media Specialist, Service Center
Mary Russell, Lacey Librarian
Donna M. Schaan, Supervisor-Personnel Administration
Mary Ann Shaffer, Children's Librarian, Olympia
Betty Sholund, Reference Librarian, Olympia
Bob Zimmerman, Chehalis Librarian

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

GUESTS PRESENT:

Coke Funkhouser, Olympia Library Board
Nancy Leventon, Chairperson, Chehalis Library Board
Barbara Wood, Chehalis Library Board

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

A slide tape entitled "Service for all Seasons" which was produced by the Washington State Library was shown.

Peg Coppinger introduced Coke Funkhouser, who is a member of the Olympia Library Board. Ms. Funkhouser briefly brought the Board up to date on the progress of the new Olympia library. The physical building itself is complete and carpeting is now being laid. The shelving has not yet arrived. They hope to move into the new building around November 18 with the help of the National Guard. Dedication of the new library is tentatively set for mid December and Ms. Funkhouser invited the Board to meet for its regular January meeting at the new library. Chairman Keiski accepted this invitation.

Bob Zimmerman introduced Barbara Wood and Nancy Leventon, Chehalis Library Board members. Mr. Zimmerman said that he is looking forward to sending some Chehalis staff to help with the Olympia move. Chairman Keiski commented that the Board has not met at the Chehalis library for quite sometime. Don Law stated that he would like the Board to meet in various places throughout the year.

Mary Russell stated that the Lacey Library Board will attend a TRL Board meeting after the first of the year. She said that the program, "Kitty's Exotic Zoo," had 120 children and about 30 adults in attendance.

AGENDA ITEM
NO.

- 1 A. Approval of Minutes of the September 21, 1978 Meeting

78-59 DON COX MOVED THAT THE MINUTES OF THE SEPTEMBER 21, 1978 MEETING BE APPROVED; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED.

- B. Approval of Minutes of the September 28, 1978 Meeting

78-60 SHIRLEEN JOHNSON MOVED THAT THE MINUTES OF THE SEPTEMBER 28, 1978 MEETING BE APPROVED; DON COX SECONDED THE MOTION AND MOTION CARRIED.

- 2 Approval of Vouchers

78-61 BOB BAKER MOVED THAT VOUCHERS #3093 THROUGH #3231A IN THE AMOUNT OF \$65,388.96 BE APPROVED; DON COX SECONDED THE MOTION.

Mrs. Morrison brought the Board's attention to voucher #3156 in the amount of \$3,128 to Elaine Day LaTourelle & Associates. She said that this includes the initial 10% payment per contract and also the first month of work on the North Mason project. In conjunction with voucher #3178 to Pacific Northwest Bell, Mrs. Morrison commented that Mr. Ayres had received several disconnect slips for phones in various parts of the region and after discussing the problem with the telephone company, PNB found that Timberland's warrant had not arrived. Mrs. Morrison said that if it does not arrive at PNB, the warrant will be canceled and another issued.

MOTION CARRIED.

- 3 Reports

- A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith reported that she still has not heard from the attorney for Mr. Stoker with regard to the White Pass Library lease. She called the attorney's office in California today, but he was not in and his secretary was not available. Mrs. Smith left word to return her call.

- B. Board Committee Reports

With regard to the North Mason Committee, Mrs. Morrison reported that the architects will be here at the Service Center on Monday, October 23, at 9:30 a.m. The architects are now proceeding with the design phase. At the Board meeting in November, Mrs. Morrison has asked Larry Faulk of McLean and Co. to talk to the Board about coupon warrants and the possibility for their sale. Also, Mrs. Morrison has been discussing coupon

3B

warrants with the assistant finance officer of the State Finance Committee, State of Washington, and there has been correspondence with that office. Mrs. Morrison said the library district might be able to find a market for coupon warrants and the 6% limitation on interest is helped along by the fact that the interest is tax free as far as the Internal Revenue Service is concerned.

C. Staff

(1) Library Director - Louise E. Morrison

Mrs. Morrison reported that the billing from the Washington Library Network in the amount of \$14,437 includes the annual billing for 48 copies of the Resource Directory. The remainder is for other services for the quarter beginning July 1 and ending September 30, 1978. She said that the costs are what were anticipated.

Mrs. Morrison reported that Timberland's insurance broker has suggested that the library district enter into agreements with the various cities which contract for service. In the unincorporated areas where the district has a lease on the buildings, there is a "mutually hold blameless" clause in the leases, but in the buildings which are owned by the cities, Timberland staff and materials are located in these buildings and it appears that there are all kinds of exposures as far as liability is concerned. If the Board approves these agreements after Mrs. Smith has reviewed them, she then will negotiate with the cities on this matter. Mrs. Morrison stated that this would be to the cities' advantage also, since there would be a mutual agreement that Timberland will not sue the city and the city will not sue Timberland.

Mrs. Morrison further reported on the two L.S.C.A. grants in which Timberland is involved: (1) Timberland has been selected as one of the three libraries which will participate in the first stage of the printer attachment grant which will facilitate interlibrary loan and other communication; (2) Mrs. Morrison said that as the Board is aware, she will be serving as the project director for the city contract study. One of the people who has been working with the Project Advisory Team on this is Stan Finklestein, who is Assistant Director for Association of Washington Cities. Mr. Finklestein has commented that he thinks Timberland is great and he is a user of the local libraries in the greater Olympia area. A draft is almost completed for a request for proposal which will go out to the Project Advisory Team for their approval. The proposal will then be submitted to the Timberland Board for official action as fiscal administrator. They will also be asking for a contract proposal from several consultant firms. There are about four or five firms being considered which will receive this proposal.

Mrs. Morrison did receive final assessed valuations yesterday to determine the district's uniform levy. In the Board's folders there is a copy of a letter which Mrs. Morrison has prepared and dated tomorrow to William Parten of the State Department of Revenue. If the Board approves the levy tonight, the letter will be sent tomorrow. The letter expresses the district's concern that some counties in the district are unable to handle the uniform levy on their present equipment because they are unable to carry it out the full four places. Mrs. Morrison said that as far as she can determine, it appears that revenue for the district in 1979 will be about \$2,770,000. Staff has not had time to make the necessary

3C(1) revisions in the budget for submission to the Board.

Mrs. Morrison said that she would like to request an Executive Session later for the purpose of setting negotiation strategy. Chairman Keiski asked Mrs. Morrison if she has found a consultant to help the Board with negotiations. Mrs. Morrison said she has talked with Larry Yok who is with Ira Hurlburt and Co. in Seattle and he is quite skilled in this area. Mr. Yok has submitted a proposal to the Board with a ceiling on costs. Mrs. Morrison stated that she feels these costs are reasonable. Mrs. Morrison said that she also discussed this with several other consultant firms but felt that given Mr. Yok's experience in the public sector, he would be the best choice. Mrs. Morrison recommended that the Board accept Mr. Yok's proposal and engage him as negotiator for the library district.

(2) Associate Director for Research and Planning - Virginia Barton

Mrs. Barton referred the Board to her written report. She noted that there are some observations in her report about things which are happening throughout the district. She added to her report on the Long Beach Peninsula that there has been 3/4 million dollars worth of applications for building permits in the month of August. There is also a great deal of growth in Thurston and Mason Counties. Chairman Keiski asked for Mrs. Barton's opinion on the motel-restaurant chain going in near the airport at Shelton. Mrs. Barton stated that there has been a lot of growth in that area and that Shelton is growing north towards the South Mason Library, as we have anticipated, and that this growth is mostly businesses. Mrs. Morrison commented that this is also on Highway 101 which a lot of vacationers use. Mrs. Barton said there are now commuter buses running to Trident and into Bremerton to the shipyards. Mr. Keiski questioned the proposed expansion of the South Mason library. Mrs. Barton said they have only conferred with Bob Thompson, who represents the firm which owns the building. He is going to submit a proposal for this expansion.

Mrs. Barton referred Board members to a copy in the Board's folders of the provisions now in the Washington Administrative Code regarding learning resources in schools. She said that these provisions are not included in the basic education law. When state funding takes over, schools will be 95% state funded and 5% local funded. Mrs. Morrison said that the Washington Library Association passed a resolution at its annual conference supporting provision for library learning resources in the basic education act. Mrs. Barton said there have always been standards for learning resources but there is local option whether they support them or not. Mrs. Stough commented that libraries are being ignored. Mrs. Barton said that the standards were written by librarians in the state and there is a real effort to see that they are made a part of the basic education act.

(3) Assistant Director for Public Services - Mary Stough

Mrs. Stough referred the Board to her written report featuring Aberdeen library history. Since she is now in charge of public services, she has enjoyed visiting libraries in the western area. She has been spending a whole day at each library observing. While she was in Aberdeen, she studied Aberdeen's history. One thing which she did not get in her report on Aberdeen is the fact that there was a fire in Aberdeen in 1903 which

3C(3) nearly wiped out the city and came very close to the reading room in what was the existing library at that time.

(4) Business Manager - Joy W. Ayres

Mr. Ayres reported that Timberland now has three accounts at the Thurston County Treasurer's office--unemployment insurance which now has a balance of \$30,088.68; building and site acquisition fund which has a balance of \$125,000; and the general fund which has a balance of \$8,487.64. Interest earnings this year through September are \$13,751.01 and there have been no expenditures in this account. Mr. Ayres reported that he had received notice today that Timberland has received \$5,000+ interest earnings in the month of October.

Mr. Ayres reviewed the tracking charts as follows:

REVENUE

General Property Taxes - Received in September \$15,897.57 for a cumulative total of \$761,827.68, which is 66% of budget.

Forest Excise Tax - Received in September \$123,857, for a cumulative total of \$426,995, which is 84% of budget.

State Forest Yield - Received in September \$499.21 for a cumulative total of \$8,482.37, which is 57% of budget.

City Contracts - Received no money in September for a cumulative total of \$506,666, which is 68% of budget.

Sales of Fixed Assets - Received in September \$4,794 for a cumulative total of \$38,723, which is 155% of budget.

Other Miscellaneous Revenue - Received in September \$3,132, for a cumulative total of \$42,506, which is 145% of budget.

EXPENDITURES

Personal Services - Expended \$132,092 in September for a cumulative of \$1,237,069, which is 72% of budget.

Supplies - Expended in September \$4,087, for a cumulative total of \$59,253, which is 97% of budget.

Other Services - Expended in September \$49,501, for a cumulative total of \$238,111, which is 62% of budget.

Capital Outlay - Expended in September \$80,843, for a cumulative total of \$446,506, which is 78% of budget.

These expenditures according to BARS format are as follows:

10 - Administration - Expended in September \$43,097 for a cumulative total of \$202,468, which is 67% of budget.

21 - Public Services - Expended in September \$207,440, for a cumulative total of \$1,489,433, which is 76% of budget.

3C(4) 22 - Organization of Materials - Expended in September \$8,356, for a cumulative total of \$137,307, which is 58% of budget.

50 - Facilities - Expended in September \$7,603 for a cumulative total of \$149,963, which is 64% of budget.

4 Correspondence

A. Letter from Ward Rathbone dated 10/4/78 re Petition for Investigation Concerning Representation

Chairman Keiski read the letter as follows:

"Please find enclosed herein a copy of a Petition for Investigation of a Question Concerning Representation of salaried employees of the Timberland Regional Library. This letter is to formally advise you that the original Petition was filed by the Timberland Library Staff Association, Inc., with the Public Employment Relations Commission, Evergreen Plaza Building, Olympia, Washington, on October 3, 1978, at 12:55 P.M.

"In addition, signature cards were filed on October 4, 1978 by employees in an amount exceeding 130 names.

"In order to avoid any unnecessary delays or difficulties in resolving the matter of representation, it is our hope that a stipulation can be reached in recognition of the wishes of the overwhelming majority of employees. In addition, I am formally requesting that any negotiations relating to a proposed contract for 1979 be held in abeyance.

"If I may be of further assistance, please advise."

Mr. Baker asked if Mr. Rathbone was not asking Timberland to break the law. Chairman Keiski stated that Timberland does have a contract with the existing union until the end of 1978. Mrs. Morrison said that Timberland has received no request for negotiation from Local #2053.

B. Letter from Ward Rathbone dated 10/5/78 re Petition for Investigation Concerning Representation

Chairman Keiski read the letter as follows:

"I am writing pursuant to my letter of October 4, 1978, concerning the above-mentioned matter. It is my understanding that the Board may be intending to enter into negotiations with representatives of the challenged unit.

"This letter is a formal request to withhold all further formal negotiations relating to formulation, submission, or consideration of proposals of a 1979 contract.

"Hopefully, the issue of representation can be resolved as soon as possible. Thereafter, negotiations can proceed with the proper Bargaining Unit."

Chairman Keiski stated that Timberland has not bargained with anyone

4B

as yet nor exchanged any proposals, but has followed the contract requirements in terms of initial communication. Mr. Baker asked what the procedure is to have one association become disallowed and have another one substituted and also asked what the relationship is between Public Employment Relations Commission and the National Labor Relations Board. Mr. Baker said that usually the National Labor Relations Board holds such elections. Mrs. Morrison stated that PERC has jurisdiction and does not have to hold an election, but they may if they deem it necessary, particularly if the existing unit challenges the right of the other one to represent employees. This is according to the law governing the Public Employment Relations Commission. Mrs. Morrison said that there is a pre-hearing conference scheduled for 1:30 p.m. on October 31, 1978.

Chairman Keiski stated that as he understands it, the Public Employment Relations Commission has jurisdiction over state employees and other governmental jurisdictions, and he thinks that the National Labor Relations Board deals with the private sector. Mr. Baker said that he noticed on the Petition that there was a very restrictive list of employees who are excluded and he feels that there should be more, such as the Business Manager and the Supervisor-Personnel Administration, as well as the executive secretaries. Chairman Keiski said that is why the Board should hire a consultant who knows these steps to make sure that things are done properly. He said that he felt the trustees have some concerns about who is in the bargaining unit. There are some supervisory personnel who are in management positions whom the Board might feel should not be in the bargaining unit. He said he is not sure how this is resolved, but that perhaps it is resolved by PERC.

- C. Letter from Marvin L. Schurke, Public Employment Relations Commission, dated 10/5/78 re Petition for Investigation of a Question Concerning Representation

Chairman Keiski read the letter as follows:

"A petition for investigation of a question concerning representation has been filed with the Commission, and a copy of that petition is enclosed. So that we might proceed with the processing of this case, please supply the undersigned with a list of all of the employees now employed within the bargaining unit described in the attached petition.

"In addition, if any or all of the employees in the bargaining unit described in the petition are now covered by a collective bargaining agreement, please furnish a copy of that agreement.

"Your immediate attention to this matter, and your reply within ten (10) days from the date hereof, will be appreciated."

- D. Letter from R. F. McCann & Co., Architects, dated 10/6/78, re Service Center Roof

Chairman Keiski read the letter as follows:

"As of this date, additional work required on the roof of the service center has not been satisfactorily completed and, therefore, as architect, we are unable to accept this portion of the job for final completion.

4D

"The problem concerns moisture trapped under the elastomeric roofing membrane. The condition has manifested through the 'bubbles' which occur at various points of the roof where interior vapor pressure has built up from the heating action of sun and warm weather.

"We have consulted the manufacturer about this problem and at the inspection by the manufacturer's representative indicated that the problems must be fixed, that they are totally uncommon to the roof system, and that other jobs have been successfully installed without such problems. To summarize this, I would call attention to the memorandum dated 10/6/77 and the meeting with Mr. Pat Walsh of United Coatings, manufacturer.

"As a further summary of Timberland's protection from bond and two year warranty, our memo of 10/11/77 is also included. A legal opinion will be necessary to determine whether the two-year warranty takes effect on acceptance of the building or on acceptance of the work in question.

"Our most recent correspondence in connection with the roof was dated September 7, 1978 to Mr. Earl Pitts and outlines work still remaining to be completed as far as bubbles described above are concerned.

"As indicated in the earlier memo, the roof is about 95% acceptable, however, until 100% of the job is completed in an acceptable fashion, we believe it is necessary to withhold final acceptance due to the danger of possible leakage and damage which could result from leakage.

"I hope that you and the Board will agree with my analysis and reluctance in approving this most serious part of the water protection of the new building."

Mrs. Morrison said that Timberland cannot close the EDA file until the building is completely acceptable. Therefore, a report must be filed every quarter until the roof is repaired. She said that they will have to wait until next summer to repair it since it will require several days of warm, dry weather.

5 Unfinished Business

A. 1979 Budget

Mrs. Morrison recommended that the Board adopt Resolution #35 which sets the district's uniform levy for 1979 at 45.66¢, which is the maximum allowable under the 106% limitation.

78-62

BOB BAKER MOVED THAT THE BOARD ADOPT RESOLUTION NO. 35 SETTING THE DISTRICT'S UNIFORM LEVY FOR 1979 AT 45.66¢ PER \$1,000 OF ASSESSED VALUATION; DON LAW SECONDED THE MOTION.

Chairman Keiski read the resolution as follows:

"WHEREAS, the Board of Trustees of Timberland Regional Library adopted Resolution No. 32 on August 24, 1978, which set the maximum operating budget for 1979 at \$2,994,248; and

- 5A "WHEREAS, the Board of Trustees adopted Resolution No. 34 on September 28, 1978 adopting the Preliminary 1979 Operating Budget, dated September 21, 1978, at \$2,994,248, as its official budget for 1979; and
- "WHEREAS, assessed valuations were completed for the district on October 18, 1978, leaving insufficient time for budget revision;
- "NOW, THEREFORE, BE IT RESOLVED that the uniform levy for 1979 collection be set by the Board of Trustees at \$.4566 per \$1,000 of assessed valuation.
- "BE IT FURTHER RESOLVED that the Timberland Regional Library Board of Trustees will adopt a revised budget for 1979 as soon as is practical which will reflect actual estimates of revenues to be received in 1979.
- "DATED THIS 19th day of October, 1978, at Olympia, Washington."

MOTION CARRIED UNANIMOUSLY.

The Board instructed Mrs. Morrison to send the letter to William Parten tomorrow.

The Board recessed into Executive Session at 8:45 p.m. to consider collective bargaining strategy and the meeting reconvened at 9:25 p.m.

6 New Business

A. Insurance Agreements with Contracting Cities

Mrs. Morrison stated that the agreement they have in hand was recommended by Timberland's insurance broker. Jane Smith said that she has some suggested revisions. Don Law requested that this matter be tabled until the next meeting.

B. Consultant for Bargaining

Chairman Keiski stated that the Board has before it a proposal from Ira F. Hurlburt Company with regard to contract negotiations and hiring of a consultant.

78-63 SHIRLEEN JOHNSON MOVED THAT THE BOARD HIRE LARRY YOK OF IRA F. HURLBURT COMPANY TO ASSIST THE BOARD IN CONTRACT NEGOTIATIONS; DON LAW SECONDED THE MOTION AND MOTION CARRIED.

Dorothy Voegel asked what the purpose was of the slide tape presentation shown at the beginning of the meeting. She felt that it was very poorly done since it was too fast and the narrator was hard to understand. She said that this must have cost a great deal to produce. Mrs. Morrison said that the purpose of it was generally for library personnel throughout the state to let them know what the Washington State Library offers and she felt that it might clarify relationships for the Board.

78-64 DON COX MOVED THAT THE MEETING ADJOURN; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED.

The meeting adjourned at 9:30 p.m.


SECRETARY


CHAIRMAN