

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

November 16, 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
Donald L. Law - Member-at-Large

BOARD MEMBER ABSENT:

Shirleen Johnson - Member-at-Large

STAFF PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Associate Director for Research & Planning
Mary Stough, Assistant Director for Public Services
Sally Loken, Assistant Director for Central Services
Joy W. Ayres, Business Manager
Barbara Foster, Community Library Assistant II, Lacey
Alma Greenwood, Sr. Staff Librarian, Service Center
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
Tom Joselyn, Library Associate, Service Center
Therese Rice, Media Specialist, Service Center
Donna M. 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:

Carl Burke, Xerox
Larry Faulk, McLean and Company
Helen Nehl
Molly Reilly, Xerox

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

AGENDA ITEM
NO.

- 1 Approval of Minutes of the October 19, 1978 Meeting

78-65 DON COX MOVED THAT THE MINUTES OF THE OCTOBER 19, 1978 MEETING
BE APPROVED; DOROTHY VOEGE SECONDED THE MOTION AND MOTION
CARRIED.

- 2 Approval of Vouchers

78-66 DOROTHY VOEGE MOVED THAT VOUCHERS #3256 THROUGH #3397 IN THE AMOUNT
OF \$48,534.64 BE APPROVED; ALICE HARRIS SECONDED THE MOTION.

- 2 Mrs. Morrison brought the Board's attention to voucher #3280 to EBSCO Subscription Service, Burlingame, California, in the amount of \$12,708.66 which is a large part of the periodicals budget for the year. Mrs. Morrison also referred the Board to voucher #3303 to Hooper Painting in the amount of \$1,972.37, which is for completion of the work on the meeting room at the Montesano library. Mr. Keiski asked if the librarian at Montesano was responsible for getting this meeting room installed. Mrs. Morrison replied that the Friends of the Library were responsible for it and the librarian was responsible for seeing that the work got done. Mr. Cox questioned voucher #3282 for vehicle repairs and maintenance in the amount of \$377.83. Mrs. Morrison stated that this is principally for gasoline, and repairs and maintenance amounted to \$110.16. Chairman Keiski questioned voucher #3293 to Grays Harbor Firesafe in the amount of \$13.91, and Mrs. Morrison stated that this was for servicing the fire extinguishers at the Montesano library. Don Law questioned voucher #3370 to Title Guaranty Co. of Lewis County in the amount of \$800.00. Mr. Ayres stated that this is for rental of the South Mason library which is leased to Timberland by the company.

MOTION CARRIED.

Chairman Keiski said that folders contain the report of October payroll vouchers paid as per authority granted to the Director in the amount of \$156,735.98.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith had no report at this time.

B. Board Reports

(1) North Mason Building - Alice Harris

Mrs. Harris reported that the architects met with the Board earlier this evening and presented preliminary drawings and a model of the proposed building. Mrs. Harris recommended that the Board accept these preliminary plans. Chairman Keiski stated that the Board does accept the architects' preliminary plans and instructed the architects to proceed with the next step.

(2) Mini-Conference on Libraries - Dorothy Voegel

Mrs. Voegel stated that the conference held in Aberdeen on November 13 went very well. There were nearly 80 people in attendance representing a cross section of Pacific and Grays Harbor Counties, including ministers, teachers, housewives, businessmen, a state senator, an elected official from almost every city, the mayor of South Bend, and children of all ages from elementary through college. They were divided into 10 groups in what she felt would be the most productive mix. This was a very low key kind of meeting that was not intimidating and that was conducive to the kinds of things they hoped to elicit from the attendees. Out of the 68 people personally contacted and invited to

- 3B(2) attend the meeting, only 5 were unable to attend. They received some concrete input from the meeting as well as some criticisms. Mrs. Voege stated that it was generally felt that the film was not very good. They didn't feel that the film motivated them. She said that planners of the meeting were most pleased by the fact that elected officials had a chance to see that there are a lot of people interested in libraries. On a people to people level, she felt that the conference was most successful, and on a library level in getting information she felt that it was successful, but as far as getting the information out, she felt that perhaps they could have done better.

C. Staff

(1) Library Director - Louise E. Morrison

Mrs. Morrison reported that the leaks in the windows in the Service Center are from cracks in the stucco, and it will be necessary to repaint the outside. The building contractor has recommended that just the wall outside of Mrs. Morrison's office be done as a test before painting the whole building. She was told that this leaking is a result of trying to save money at the time the building was built, by using only one coat of exterior paint. There is one more small problem to solve in the building in reprographics which has to do with the heating system. The sign has finally been installed at the entrance to Airdustrial Way identifying Timberland Regional Library as a permanent resident.

Mrs. Morrison reported that as a result of the Jeffco Project, Jefferson County residents have voted in favor of forming a library district. The county will probably be approaching Timberland in 1979 to contract for some services, as well as other library districts.

Proposals from two firms have come in with regard to the Library Services and Construction Act grant for a model formula for equitable city contract fees. The Project Advisory Team will be evaluating these proposals and by November 30, will make a choice of a firm and will then ask that a contract be prepared for the Board's approval at the December regular meeting.

With regard to the L.S.C.A. grant for printer attachments for inter-library loan, Mrs. Morrison reported that Alma Greenwood has been very active in working out the arrangements for this.

Mrs. Morrison further reported that she and Mary Stough attended the Ilwaco City Council meeting last Monday night to talk about their contract fee. The Council was interested in costs and what they were getting for their money. Mrs. Morrison said that the Council's questions were answered.

Mrs. Morrison stated that the mini-conference on libraries held in Olympia on Wednesday had about 48 people in attendance which was a smaller group than they had hoped. Representatives were selected from that group to attend the regional meeting in Tacoma in January, 1979.

Mrs. Morrison referred the Board to a copy of the letter to the Daily Olympian editor in their folders. Mrs. Morrison stated that the

- 3C(1) gentleman who wrote the letter was uninformed on some subjects and misinformed on others. She felt that this letter should be replied to and that the reply probably should come from the Olympia Library Board.

Mrs. Morrison reminded the Board that the libraries will be closed on Thursday and Friday in observance of Thanksgiving.

On Friday, December 8, Joseph Scaccia of the Arizona State Library will be spending some time at the Service Center and at the Washington State Library observing the Washington Library Network in action.

On December 1, District Library Directors will be meeting in Yakima.

On December 13, Public Library Directors meet for their quarterly meeting with the State Librarian, followed by the Washington State Library Commission meeting on the 14th.

Mrs. Morrison said that in looking at the calendar, she notes that Christmas Eve falls on a Sunday this year. She does not think it will be necessary for the Board to make a decision on this, since the purpose and intent of closing for a half day on Christmas Eve is to allow employees an opportunity to be at home with their families. Since Christmas Eve is on a Sunday, it looks as if this will not be necessary this year, but the Board is at liberty to do whatever it desires.

Mrs. Morrison further reported that the materials budget is coming along very nicely and that they are still \$64,097 in the black as of the end of October. Orders are going out on schedule and the funds are being reduced rapidly. Chairman Keiski suggested that they try to save some of this money. Mrs. Morrison said that this is a heavy time of the year for purchases, but that staff will do whatever the Board wishes.

Mrs. Morrison referred the Board to a copy of a letter in their folders from Pamela and Edward Huntington, who both attended the mini-conference on libraries in Olympia. Mrs. Morrison said she was particularly interested in several points made in the letter in which the Huntingtons said, "During our military service prior to moving to the State of Washington we had access to library service in 17 different cities. The Timberland Regional Library System is by far the best that we have ever used. The coordination and cooperation between all elements of the system and with the Washington State Library seems to be most effective and efficient and makes the best and widest use of all of the material available." They also said in the letter, "May we suggest that due care be taken not to dilute the primary services of the library system with other useful and even necessary services that are not the proper function of a library."

Mrs. Morrison said that she received a note from Judy Green after the last Board meeting with regard to the September Board minutes. In an article which appeared in the Daily World in the obituary for George Pauze, it mentioned the \$25,000 given to Hoquiam library for their building fund. The library did not receive an additional \$5,000 as stated in the September Board minutes. Ms. Green asked Mrs. Morrison to bring this to the Board's attention.

Mr. Law left at 7:55 p.m. to attend to his family situation with a newborn son.

3 Reports

C. Staff

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

Mrs. Barton referred the Board to her written report.

She said that in order for the Service Center to implement the plans to move the processing of Timberland's materials into the Service Center from the State Library, they must have two more terminals. It will take three months for these terminals to get here and, therefore, the order should go in immediately. They will cost about \$6,500. Sally Loken added that one terminal will be needed for ordering cataloging products purchased from the Network, and one will be used for ordering books. The State Library would like Timberland to be able to take over this function in February, 1979. The Service Center is now doing ordering on the terminal and they are implementing the interlibrary loan project. Mrs. Morrison said that Timberland has one inquiry terminal which will probably be replaced with a bibliographic terminal. The inquiry terminal is used for reference work and the bibliographic terminal is the kind which would be used for adding to the collection. Mrs. Morrison said that they will probably trade off the new station wagon for the Service Center in the 1979 budget for the terminals, since the terminals are needed more. Therefore, the money is in the 1979 budget, but the order needs to be placed now.

(3) Assistant Director for Public Services - Mary Stough

Mrs. Stough referred the Board to her report on the South Bend library. She further reported that she and Sally Loken attended the annual meeting of the Friends of the Libraries of Southern Pacific County yesterday. The meeting was well attended. Mrs. Stough said she asked them what their formula is for being such a successful group, and one gentleman said it was the librarians, Pat Keeler and Bonnie Sayce. Mrs. Stough said they must never forget that Timberland's success is really due to the people working in the libraries.

Mr. Cox said that today he talked with Dr. Thompson, Superintendent of Schools. He was told that Bonnie Sayce and Peggy Evans had suggested that they do some book talks in the classrooms and they had talked with Dr. Thompson and some of the faculty, all of whom are excited about this. Mr. Cox said that he thinks Dr. Thompson feels this is a worthwhile program and would like to see it implemented. However, Dr. Thompson said they have some Long Beach youngsters in the Hilltop School who will receive this service, and the same is true of the junior high and high school levels. Dr. Thompson would like to see this service extended to the Long Beach school and Mr. Cox asked if this would be possible. Mrs. Stough said that it would be possible, but it would have to be with the permission of the superintendent and the teachers. They can ask them to see if they can get these books in their school library. Another thing they can do is to provide the librarian with some samples of paperbacks.

3C(3) Mrs. Stough said it is difficult for children to understand how one child can go to the library in Ilwaco and another cannot. Mr. Cox said that there are also two convalescent centers in the City of Long Beach and asked if there is any way Timberland can reach these people. Mrs. Stough said that she thinks Timberland is already serving these people since they probably lived outside the city limits and paid their taxes. Mrs. Stough said that she would check into this further.

(4) Assistant Director for Central Services - Sally Loken

Ms. Loken had nothing further to add to her written report.

(5) Business Manager - Joy W. Ayres

Mr. Ayres had nothing further to add to his written report.

4 Correspondence

A. Letter dated October 23, 1978, from Rena N. Miles

Chairman Keiski read the letter as follows:

"I have noticed a few articles in the Olympian stating that the City Commission does not know what to do with the present library building when the new one is completed.

"The historical value of the building should make its preservation mandatory.

"I suggest that a good use for the building would be a children's library. There certainly is a need for one. The noise level in the library during story hour or school tours is unbearable to anyone trying to study. If the children's library were separate from the regular library that problem would be solved. In addition, more children would benefit because it would be possible to have more tours, more story hours, etc. Schools could schedule visits for each grade level. Children could better learn the uses and privileges of their library. Summer reading programs could be more easily carried out.

"I truly believe the building could best serve us all as a children's library."

Mrs. Morrison suggested that this letter be referred to the Olympia Library Board. Chairman Keiski said that since the Board has no control over what is done with the old Olympia library building, this will be referred to the Olympia Library Board.

B. Letter dated November 13, 1978 from TRL Staff Association

Chairman Keiski read the letter as follows:

"We as concerned Timberland Regional Employees and representatives of the TRL Staff Association, would like to take this opportunity to express some of our concerns and to attempt

4B

to forestall further misunderstandings. The last board meeting left us with the feeling that perhaps there is a need for clarification of our purpose and intentions.

"It has been our intention in forming the staff association to strive for better communication between the board and the staff. One step in doing this has been to attempt to include as many staff members as possible, both professional and non-professional. We have long felt the existing representation could not reflect the concerns of the large majority of employees because of its limited membership. We were under the impression that the board itself also desired a more representative association with which to negotiate. The TRL administration has expressed concern that the relationship between the proposed staff association and themselves would be too formal to facilitate adequate communication. It has never been our purpose to 'formalize' our relationship with the administration nor in any way hinder communication between all concerned parties.

"We see the staff association as a viable means of establishing open communication with the board and we would like to ask that the board join us in working toward accomplishing this mutual goal."

Chairman Keiski stated that he is sure that the Board will concur in establishing open communication. He asked for comments from members of the Staff Association. Betty Sholund stated that she felt the letter speaks for itself as the Staff Association members did have a feeling that there were some misunderstandings. Dorothy Voege asked if the Staff Association is thinking of going the route of a negotiating group and in addition have open communications with the Board. Ms. Sholund said that they will have to go into negotiations at some point and the Staff Association will have a negotiating team. She said that she felt that staff has always had a good relationship with the Board, but since the Staff Association has been started, the staff has the feeling that there is apprehension on the part of the Board and the staff. The Staff Association just wanted to say that they hope everyone is still working for the same goals. Mrs. Voege stated that perhaps this apprehension is because nothing has happened as yet. Ms. Sholund said that although there has been a Staff Association since April, 1978, they were not as yet legal as a bargaining unit. Don Cox said that as he understands it, the purpose of the Staff Association is twofold, one to have an informal communication between the Association and the Board, and the other is for the staff to have a formal negotiation relationship with the Board. Ms. Sholund said she has never been in a negotiating position before but assumes that there are certain procedures which must be followed. Mr. Baker felt that perhaps one problem is that existing laws do not permit the Board to discuss things with staff after becoming a bargaining unit. Ms. Sholund said she thinks that mutual concerns of the library can be discussed. Mr. Baker stated that concerns of the functioning of the library could be discussed, but concerns about employee relations cannot be discussed according to law. He said that in the letter previously read it is stated that it has never been the staff's purpose to "formalize" their relationship with administration, but that this is happening. Ms.

4B Sholund stated that it is true that the negotiation process is formal. Mr. Baker further commented that the Board has been in a helpless position of not being able to really comment on these matters since the Board had to negotiate with the legally recognized bargaining unit. Mrs. Voegel asked for clarification on whether or not an individual staff person could come to the Board as an individual once an agreement has been negotiated. Jane Smith stated that staff can come to the Board with problems at any time. Mrs. Voegel said that this is very important to be aware of and to remember. Chairman Keiski said he has no objection to allowing time for the Staff Association to present concerns at a meeting, either formally or informally, but once they begin bargaining and until bargaining is resolved, there is not much they can do until the next round of bargaining if there are concerns about what was bargained for. Mrs. Morrison stated that at the pre-hearing conference at PERC, the Local 2053 representative from the Washington State Council of County and City Employees filed a disclaimer which, in effect, voided the contract with the old union as of November 1. Therefore, the Board has no contract with anyone at this point. Mr. Cox said that what he thinks staff is trying to say is that they have a "family" atmosphere and they want to make this library a better library, and it would be a shame if the Board cannot meet them on these grounds. He said that they should just let things develop as they develop and see if they can form the kind of relationship everyone wants. Chairman Keiski said that he assumes that the Board will be receiving some kind of proposal from the Staff Association. Betty Sholund stated that they will have to wait until the election procedure has been accomplished before anything will come to the Board.

5 Unfinished Business

A. "Mutually Hold Blameless" Insurance Agreements with Cities

Jane Smith stated that Timberland's insurance agent suggested these agreements for the library Board and cities to sign with a mutually hold harmless clause. Mrs. Smith has prepared these in final form. Mrs. Morrison suggested that it would be appropriate for the Board to instruct her to take these to the cities. The Board agreed.

B. Possible Sale of Coupon Warrants - Larry Faulk, McLean & Co.

Mr. Faulk distributed to the Board an information sheet about his firm, which deals exclusively in municipal bonds in the State of Washington. On September 6, Mr. Faulk submitted a proposal to Mrs. Morrison to help Timberland issue \$100,000 in coupon warrants. He proposes that his firm work with the bond attorney in developing the necessary schedules and provisions for coupon warrants, and help negotiate for the sale of the coupon warrants. In the case of the library district, there is a ceiling of 6% on coupon warrants which is unique. Mr. Faulk said that this may make it impossible for them to buy them. If that is the case, then his firm would work with the banks and try to secure other kinds of financing. Mr. Faulk said that he checked with his principal today and as the bond market is moving now, his firm would be unable to buy the coupon warrants at this point. Mrs. Morrison had indicated to him that the library district would need the funds by next June or July. Therefore, it

- 5B would be good to have someone on board to watch the bond market during this period of time. If the investment banker feels then that he can make a profit on the difference between what he would buy the coupon warrants for and what he sells them for, he would then advise the Board. The Board can then turn that money around and reinvest it at a higher yield and gain some additional revenue. Mrs. Morrison asked if there is some sort of limitation on the library district's investment of that money in the statute. Mr. Faulk replied that there is not as long as at the time of delivery of the instruments, whether they are bonds or coupon warrants, that the library district is able, in good faith, to certify that 85% of the proceeds will be used for the purpose specified within the next three years. In his proposal, Mr. Faulk had indicated that it would cost \$1,040 for a bond attorney and printing of coupon warrants. That is now down to \$675 as the attorney has forms in his office which can be used. Mr. Cox said that it would be a shame if these coupon warrants are issued and then the bid comes in much too high. Mr. Faulk cited an example in Kitsap County where so many revenue bonds will be issued which will help pay for the project. Then at the end of the project, if there are additional funds needed, they will then issue general obligation bonds, but Mr. Faulk said that much depends on the circumstances. Sally Loken asked if it would be appropriate during the time that an investment banker is watching the market for someone to try to get a measure before the legislature to get the interest rate changed. Mr. Faulk said that could be done. The Board agreed to take this matter under advisement until the next regular Board meeting.

6 New Business

A. Approval of Design Development Stage for North Mason Library Building

See Agenda Item 3B(1).

B. Purchase of Xerox Machines

Two representatives of Xerox were present for the purpose of answering any questions which the Board might have. Carl Burke of Xerox stated that there has been a change of policy brought on by the FCC, and it is now necessary that Xerox sell their equipment. Under this purchase program, it is less expensive, especially for those who have rented equipment for a period of time. Timberland would keep the machines they now have and just change the method of payment and the library district would have unlimited coverage for five years wherein a machine would be replaced if it cannot be fixed. Regular maintenance is included. Mrs. Morrison recommended that the Board accept this proposal as she and Mr. Ayres have discussed this fully with Xerox representatives. It would be done on a lease purchase agreement.

78-67

DON COX MOVED TO ACCEPT THE PROPOSAL AS RECOMMENDED BY THE DIRECTOR TO PURCHASE XEROX MACHINES; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED.

7 Other Agenda Items

A. Purchase of WLN Terminals

The Board gave permission to proceed with the ordering of two terminals.

7 B. December Board Meeting

Since the regularly scheduled December Board meeting is so close to the holidays, it was suggested that the meeting be held on December 14.

78-68

DON COX MOVED THAT THE DECEMBER BOARD MEETING BE CHANGED FROM DECEMBER 21 TO DECEMBER 14, 1978; BOB BAKER SECONDED THE MOTION AND MOTION CARRIED.

C. Meeting with Legislators

Mrs. Stough said that there have been attempts in the past to get together with legislators in the five counties served by Timberland, but these attempts have failed. She said that it is time to try again, as it is important to talk to the legislators about libraries. Mrs. Stough asked the Board members if they would be willing to invite legislators to the Service Center for refreshments and to talk about Timberland and what it means to their constituents. Chairman Keiski said that on behalf of the Board, they would be willing to do this. He suggested that Mrs. Stough present the Board with three dates and if she gets three or more Trustees available on any one of those dates, to choose that date and proceed with invitations.

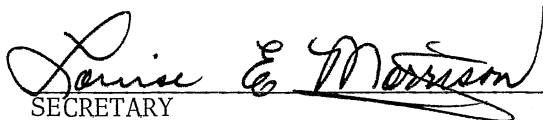
D. White Pass Lease

Mrs. Smith said that Mr. Stoker's attorney has presented the Board with a new two-year lease with an option for an additional two-year period. Mrs. Smith advised the attorney that the State Auditor would not allow the library district to pay Mr. Stoker's insurance premiums as proposed, so the attorney has just increased the rent. Mr. Baker volunteered to call Mr. Stoker personally and discuss this matter with him again before the Board decides what to do.

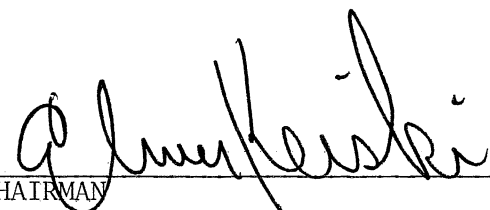
78-69

DON COX MOVED THAT THE MEETING ADJOURN; DOROTHY VOEGE SECONDED THE MOTION. MOTION CARRIED.

The meeting adjourned at 9:10 p.m.



SECRETARY



CHAIRMAN