

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

December 14, 1978

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M I N U T E S

BOARD MEMBERS PRESENT:

Elmer F. Keiski, Chairman - Thurston County
Robert M. Baker - Lewis County
Alice Harris - Mason County
Shirleen Johnson - Member-at-Large
Donald L. Law - Member-at-Large

BOARD MEMBERS ABSENT:

Donald M. Cox - Pacific County
Dorothy Voegel - Grays Harbor 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
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
John Keplinger, Central Services Asst. II, ServiceCenter
Joyce Nichols, Librarian, Tumwater
Mary Russell, Librarian, Lacey
Donna M. Schaan, Supervisor-Personnel Administration

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

GUESTS PRESENT:

Charlyn Ashmore, Elaine Day LaTourelle & Associates
Robert Barger, Architect
Don Ford
Jeannette Ford, President, Lacey Friends of the Library
Bobbie Krueger
Philip Krueger
Mike Oakland, Daily Olympian
Frank Pratt
Zora Pratt, Lacey Friends of the Library

Chairman Keiski called the meeting to order at 7:45 p.m. He stated that two Trustees had asked to be excused from tonight's meeting. Since there was not a four-county quorum present, as stated in the Board of Trustees By-Laws, the election of officers was not held; however, since a majority of the members of the board was present, there was a quorum for the transaction of other business.

AGENDA ITEM
NO.

1 Approval of Minutes of the November 16, 1978 Meeting

78-70 BOB BAKER MOVED THAT THE MINUTES OF THE MEETING OF NOVEMBER 16, 1978 BE APPROVED; SHIRLEEN JOHNSON SECONDED THE MOTION.

Don Law requested that the minutes be amended as to the reason why he left the meeting early because he had to attend to his family situation with the birth of his newborn son.

1 MOTION CARRIED.

2 Approval of Vouchers

78-71

ALICE HARRIS MOVED THAT VOUCHERS #3417 THROUGH #3571 IN THE AMOUNT OF \$90,514.23 BE APPROVED; BOB BAKER SECONDED THE MOTION.

Mr. Law questioned voucher #3458 to Gaylord Bros., in the amount of \$1,089.25. Mrs. Morrison stated that this is for such things as ribbons for charging machines, plastic book jackets, cards, etc. and that Gaylord is one of the standard library suppliers. Shirleen Johnson questioned voucher #3475 to Interior Specialties, in the amount of \$4,454.73 and Mrs. Morrison stated that this is for remodeling for the meeting room at the Montesano library. Mrs. Morrison brought the Board's attention to voucher #3558 to the Washington State Library in the amount of \$33,940.38. Of this amount, \$27,440.38 is for professional services and Timberland also deposited \$6,500 into the materials budget at the State Library. Mrs. Morrison explained that Timberland holds some hardbound monies here at the Service Center so that items needed immediately may be purchased. Since these funds were not used entirely, the remainder was deposited in the book fund which Timberland has on deposit at the State Library.

MOTION CARRIED.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith reported that she has not heard from Mr. Barnes, the attorney for Mr. Stoker, with regard to the White Pass lease. Mr. Barnes is to send Timberland a new lease and Mrs. Smith stated that at the time she discussed this with him on the phone, he seemed very agreeable to the terms. Chairman Keiski asked about the movie projector problem and Mrs. Smith stated that this had been scheduled for trial, but the defendant's attorney requested a continuance and the trial is now scheduled for January 16.

B. Board Committee Reports

Mrs. Harris reported that following the Board meeting last month, she took a set of plans to the North Mason Friends to give them an opportunity to look the plans over. She stated that the Friends are very pleased with the plans and did like the change the Board requested with regard to the vestibule, and the Friends do want a wood burning stove.

C. Staff

(1) Library Director - Louise E. Morrison

Mrs. Morrison reported that she attended three meetings this week, all of which dealt principally with the Washington Library Network. She stated that the computer utility section of the Network will be separated out from the rest of the full Network concept which has to do with resource sharing, interlibrary loan, staff expertise, etc.,

3C(1) and will go under a different sort of governance which will allow for multi-state participants on the Board of Governors of that organization. The reason for this is that in order to get some of the larger colleges and universities on the Network in terms of their holdings and dollars, they have to be given a part of the governance. The State Library Commission did act on this today and recommended that the necessary hearings for changing the Washington Administrative Code in regard to Network governance be advertised immediately. The Commission also took action today on L.S.C.A. grant programs for this fiscal year. There has been a change in schedule because the grants need to be moved forward one fiscal quarter because of the change in the federal fiscal year. The deadline for letters of intent to be received by the Washington State Library Commission is now set for February 8. The Commission will act on letters of intent for grants on March 8, and May 15 is the deadline for proposals to be received which proposals will be reviewed on May 29. On June 14, the Commission will act on the proposals. It is not yet known how much money will be available for grants.

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

Mrs. Barton referred the Board to her written report. Mrs. Barton further reported that Timberland has been notified that there is a paper shortage and that suppliers have no paper for customers to buy.

(3) Assistant Director for Public Services - Mary Stough

Mrs. Stough referred the Board to her written report. Mrs. Stough said that in regard to setting a meeting with legislators discussed at last month's Board meeting, she has not received a good response to this, so she will write letters to legislators in the Timberland area and send them information or have the local librarians try to talk with them. She stated that libraries are not legislators' priority.

(4) Assistant Director for Central Services - Sally Loken

Ms. Loken's written report was in the Board's folders.

(5) Business Manager - Joy W. Ayres

Mr. Ayres referred the Board to his written report.

4 Correspondence

There was no correspondence other than that regarding the Walt Whitman Show which is under agenda item 6B.

5 Unfinished Business

B. Approval of Call for Bids on North Mason Building

Mr. Barger stated that he and Ms. LaTourelle, who was unable to attend tonight's meeting, had planned to have completed plans for the Board in time for their regularly scheduled meeting on December 21, but since the meeting was moved up one week, they have preliminary plans and specifications. They do not yet have electrical

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or mechanical specifications, but they expect to have final documents ready by January 2. Mr. Barger asked Mrs. Smith to review these specs for legal requirements and any comments received before January 2 can be incorporated into the specs. Mr. Barger stated that the vestibule requested by the Board has been included in the plans. He said that they have a series of about 11 alternates in the plans so that they will be able to identify the price and tailor the exact bid to the budget. Some are added alternates and others are deducted alternates so that if they are a little high, they can trim somewhere, and if they are a little low, they can add somewhere. Mrs. Harris asked about having asphalt or crushed rock in the parking lot, and Mr. Barger stated that the statute calls for a paved parking lot. They can go with a crushed rock base in this budget and let it settle for a year and then can put in the asphalt later. Mr. Law asked if there was any alternative to this such as oil added to crushed rock, and Mr. Barger said he has checked into this and it must be paved, and it must at least be asphalt. Although gravel would be cheaper than crushed rock, crushed rock would be better. There was discussion on changing the service area to enable to librarian to see the area where the stove will be. Mrs. Harris also requested that the architects look into whatever needs to be done with regard to protection around the stove area. Mr. Barger said he anticipates that this can be advertised and out to bid by the January Board meeting.

78-72

SHIRLEEN JOHNSON MOVED THAT THE ARCHITECTS CALL FOR BIDS FOR THE NORTH MASON BUILDING; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED.

The Board agreed to open the bids at a special meeting on February 1, 1979, at the Service Center, at 7:30 p.m.

Mary Russell introduced Don and Jeannette Ford. Mrs. Ford is a past Lacey Library Board member and is currently President of the Lacey Friends of the Library. Ms. Russell also introduced Frank and Zora Pratt. Mr. Pratt is a former Lacey Library Board member and Mrs. Pratt is currently a member of the Lacey Friends of the Library. Chairman Keiski introduced Philip Krueger and Bobbie Krueger. Mr. Krueger was an original appointee to the Timberland Regional Library Board of Trustees back in 1968.

The meeting recessed at 8:20 p.m. for coffee and cake in observance of the 10th anniversary of Timberland Regional Library, and reconvened at 8:35 p.m.

At Chairman Keiski's request, Mrs. Morrison reviewed some of the highlights of the past 10 years in Timberland. She said that the kinds of service which the district gives have increased with trained staff taking on much of the workload in children's work, outreach services, etc. There have been several changes in libraries--White Pass was opened, as well as South Mason and North Beach; Ocean Park moved into larger quarters, as well as Ilwaco; Winlock has been remodeled; Chehalis has been rearranged inside; there is a newly enlarged and renovated library in Centralia; a new library in Olympia; the Lacey library has moved from a 1949 Reo bookmobile which was parked in Market Square to its present location; the Tumwater library just barely existed in 1968 and has since moved into larger quarters; Yelm is in a new building; North Mason will be moving into new quarters; the Service Center has moved twice, once from the Olympia library to Lacey, and from Lacey to its present well-located quarters; Hoquiam has undergone rewiring and modernization; South Bend has had the basement cleaned up and has facilities which are much more useable; Raymond has added a meeting room and moved its collection around. Mrs. Morrison said that the Board can take

great pride in staff members who have worked on this and as the new year approaches, they are looking forward to the accomplishments in the future.

Mr. Baker stated that it is a good feeling to see the accomplishments of 10 years. Mrs. Stough said that there have been several trustee citations given, including one to Raeburn Hagen, former TRL Board member; Jeannette Ford received Trustee of the Year; Ilwaco Board received Board of the Year; Charles Doupe' of the Ilwaco Board received a citation. Chairman Keiski said that hopefully Timberland will be represented at the White House Conference on Libraries. Mrs. Smith recalled the conditions during the Timberland Demonstration and how the bookmobiles broke down, Trustee meetings in the old Olympia building, and how far Timberland has come as to the types of materials being offered and the way they are offered.

5 Unfinished Business

A. 1978 Final Budget Revision

Mrs. Morrison said that the Board has had communications from her throughout the year in the areas which needed to be revised. To the best of her knowledge, the revised budget represents the total available funds for the year although there may still be changes in revenue. The revenue as estimated on May 18, 1978 was \$2,788,832, and it is slightly higher at \$2,819,522. The expenditures are accurate for this year and amount of \$2,541,559. Mrs. Morrison requested that the Board approve this 12/14/78 budget revision for submission to county officials, with the notation that Timberland's estimated cash balance on 12/31/78 is expected to be about \$105,802, and that approximately \$20,000 of this estimated cash balance is already encumbered.

78-73

Alice Harris moved that the 12/14/78 final budget revision in the amount of \$2,909,706 be approved; Bob Baker seconded the motion and motion carried.

C. Authorization for Repainting of Service Center Building

Mrs. Morrison stated that she had at first thought that the problem with rain leaking into the Service Center was mostly in her office, but it appears that the entire building will have to be repainted to seal the cracks in the stucco through which the rain is coming in. Mrs. Morrison requested that the Board authorize her to obtain estimates on what this will cost. Mr. Baker suggested that this be done as soon as possible before damage is done to the building. Mrs. Morrison said that the architect had suggested that she contact the original painting subcontractor, McCullough Painters. The problem is not their fault since the specs had been reduced from two coats of paint to one coat. The Board authorized Mrs. Morrison to proceed with this.

D. White Pass Lease

This matter is still to be negotiated. See Agenda Item 3A.

E. Continuation of Jeffco Project

Mrs. Morrison said that until the Board of Trustees has been appointed for the new library district in Jefferson County, the project will continue to be funded by L.S.C.A. grant funds through February, 1979.

5E The Jefferson County Commissioners intend to continue funding the project with revenue sharing funds until such time as the district can levy its own funds for operation in 1980. Mrs. Morrison assumes that the Jefferson County Commissioners will approach Timberland with a contract proposal for the services which Timberland is presently offering to the Jeffco Project. Mrs. Morrison requested that the Board give their support to continuing this project until such time as contracts could be completed. Mrs. Johnson expressed her support to continue this service. Mr. Baker stated that since this doesn't change the service intent or obligation, that Timberland should continue assisting in this project. He said that he never ceases to be grateful to the people who assisted Timberland during the Timberland Demonstration.

F. Contract for L.S.C.A. City Contract Fee Study

Mrs. Morrison had a contract in hand between Timberland Regional Library and Management and Planning Services which Jane Smith has reviewed. One provision was added since copies were forwarded: No. 11 "This Agreement shall be governed by the laws of the State of Washington. If any provision in this agreement is found to be null and void, other provisions shall not be affected." The money for this will come from the Library Services and Construction Act grant in the amount of \$23,975. Mrs. Morrison suggested that the contract be amended as being entered into as of this 14th day of December, 1978.

78-74

BOB BAKER MOVED TO ENTER INTO A CONTRACT WITH MANAGEMENT AND PLANNING SERVICES TO DO A STUDY OF ALTERNATIVE FORMULAS FOR SETTING CITY CONTRACT FEES; DON LAW SECONDED THE MOTION AND MOTION CARRIED.

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New Business

A. Washington State Association of Counties Amended Insurance Trust Agreement

Ms. Schaan stated that the Washington Counties Insurance Fund is an association of counties and political subdivisions in which groups are all put in together for insurance purposes, including medical, life, and dental insurances. A broker is hired to put together the best insurance program package possible. The amended agreement was brought about because Yakima County decided to withdraw from the trust, which is the first withdrawal from the trust. The language in the amended agreement is to resolve any future problems. Mrs. Morrison recommended that the Board approve this agreement. She said that Timberland is already a part of it and has no quarrel with it. Ms. Schaan voted for it at the meeting. Ms. Schaan stated that this has always been a very good group with which to be associated.

78-75

DON LAW MOVED TO APPROVE THE AMENDED INSURANCE TRUST AGREEMENT WITH WASHINGTON STATE ASSOCIATION OF COUNTIES; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED.

B. Walt Whitman Show

Mrs. Morrison read the letter from David M. Waller dated December 5,

6B 1978, as follows:

"I appreciate very much your reviewing with me the Walt Whitman poetry and illustration project this past Monday. Your encouraging response prompts me to formalize our ideas; and this letter, therefore, petitions your Board of Trustees that the Timberland Regional Library act as my sponsor.

"Let me review briefly the origin, character, and plans for the project. The Whitman illustration project was created as a worthy sabbatical year endeavor under the aegis of Grays Harbor College. The concept is a traveling show of perhaps twenty illustrations of the poetry and ideas of Walt Whitman; with each illustration will be an explanation or clarification of the ideas found in the poet's work. The written and illustrative panels would travel, cased, from location to location for the duration of the program, sufficient time, at least, to accommodate the twenty-six libraries of the Timberland Regional Library area and whatever other agencies might express interest.

"The schedule of circulation for the show could commence in the fall of 1979--perhaps first at the home institution, Grays Harbor College--followed by whatever itinerary seems satisfactory to the Timberland Board. The costs of transportation, casing, insurance, and framing would hopefully be borne by funds awarded from the Washington State Arts Commission (hence this request for organizational sponsorship) so that the Timberland Regional Library would have no expenses whatsoever connected with the project.

"So far, progress toward completion of the project includes the rough draft of a book explaining Whitman's ideas and the plans for acrylic and charcoal illustrations of the poetry. This past September at the Whitman House in Huntington, New York, the project received a real boost through the encouragement of the museum curator Bets Vondrasek and her staff. There on Long Island, my traveling from Brooklyn to Montauk through Whitman territory proved a most inspirational basis for the projected drawings. This type of non-academic, grass roots interest in Whitman, and, in turn, the project of reintroduction of Whitman directly to the people through a traveling show format in suburban and rural libraries is consistent with what these curators feel to be a significant means of developing renewed popular interest in this poet.

"I understand thoroughly the responsibility the Timberland Regional Library Board assumes in acting as sponsor: that the work of the project is professional and serves as a credit to the organization, while fulfilling the purpose of bringing to the public that which it might not otherwise enjoy. Hence I would request that the Board preview the show before its launching on the circuit so that the members might pass on the character of the show's being in all ways satisfactory before its release to the public. Hopefully, by late July or early August, 1979, I will deliver to your office, Mrs. Morrison, the cases ready for preview and release.

"I am so pleased that I discussed the Walt Whitman project with Mrs. Raeburn Hagen here at the Spellman Library and that I

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followed her recommendation to consult with you and Mrs. Barton. Your interest and enthusiasm matches that of the curators in New York and that of Dr. Richard Lane of the State Arts Commission, all of whom I find most supportive, urging the project on to its conclusion. Thank you again for your helpful ideas."

Chairman Keiski read a letter from former TRL Board member Raeburn Hagen dated December 13, 1978, as follows:

"You already know of my enthusiasm for David Waller's proposed exhibit, my feeling that Grays Harbor College's John Spellman Library and all of the Timberland libraries would be most fortunate to have the opportunity to display it, and my hope that the Timberland Board will sponsor him in his application for funding from the Arts Commission. However, I cannot resist the opportunity to put some of my enthusiasm into words, in the hope that you will share them with the Board.

"David Waller is an artist of considerable reknown; he is also an instructor at Grays Harbor College in the field of American literature. He therefore brings to this project a unique combination: scholarly expertise and artistic talent. At a time when very few sabbatical leaves are being granted, the president and board of Grays Harbor College had sufficient confidence in his proposal to allow his request. We here at the College are indeed proud that we have a person of such stature on our staff!

"Walt Whitman was a poet of the people; and we in community college education and public library service strive to reach all of the people. It seems particularly fitting, therefore, that our institutions give our constituencies the opportunity to learn more about one of our great American poets through the brush and the pen of another gifted man.

"Thank you for this opportunity to share my thoughts with you and the Board. Warmest, best wishes to you all (believe me, I well remember the December meeting; and I do appreciate the time and effort all of you are giving to keep TRL the best library system in the whole world!) and please try to come to Aberdeen to see this library. In fact, we'd love to have you have a Board meeting here some time - anytime."

Mrs. Morrison displayed one of Mr. Waller's preliminary drawings so that the Board could have a chance to see the type of thing he will be doing. Mrs. Morrison recommended that the Board sponsor Mr. Waller since this would be a way that Timberland patrons would have a chance to see this exhibit.

78-76

ALICE HARRIS MOVED THAT TIMBERLAND REGIONAL LIBRARY SPONSOR DAVID WALLER IN HIS APPLICATION FOR FUNDING FROM THE STATE ARTS COMMISSION FOR A WALT WHITMAN POETRY AND ILLUSTRATION EXHIBIT; BOB BAKER SECONDED THE MOTION.

Chairman Keiski stated that Dorothy Voegel left word with him that she was in favor of the Board endorsing this project.

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MOTION CARRIED.

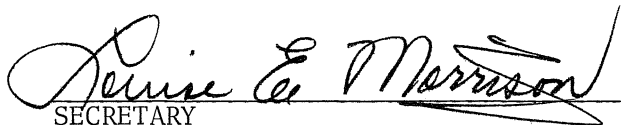
C. Recommendation for Reappointment of Dorothy Voege to Second Term

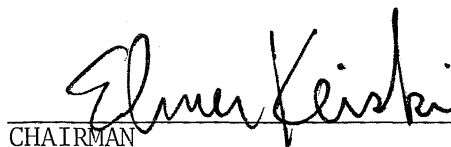
Chairman Keiski said that Mrs. Voege indicated to him that she would be willing to serve a second full term. Mrs. Voege's first term was to fill out a remaining term of a former Board member who resigned. Mr. Keiski directed Mrs. Morrison to send the appropriate letters to the County Commissioners.

Mrs. Morrison stated that she felt this would be an appropriate time to thank the Board of Trustees for their support of Timberland and she wished everyone a Merry Christmas. Mrs. Harris stated that she appreciated having the Christmas tree up in time for the Board meeting. Mary Russell extended an invitation to everyone on behalf of the Lacey Friends of the Library to attend the Christmas open house at the Lacey Library during the week of December 18 through December 23, and that the Friends will be providing coffee and cookies.

Chairman Keiski stated that the Board is appreciative of Timberland staff. He has worked most closely with the Director and Assistant Directors and knows that things don't get done without staff support. He said that they spoke earlier of the kinds of things that Timberland is doing now and that these could not get done were it not for the staff, and hopefully in the future, the materials will be there to continue this service. He stated that he felt that as Trustees they will try to do their best to keep staff morale up, pay attention to staff concerns, and try to meet them to the best of their abilities in whatever formal and informal discussions will soon begin. They will try to keep this district together and serving the needs of the taxpayers in the five counties.

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


SECRETARY


CHAIRMAN