

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Olympia Timberland Library
8th and Franklin, Olympia, WA 98501

January 18, 1979

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BOARD OF TRUSTEES MEETING
Olympia Timberland Library
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January 18, 1979

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
Dorothy Voege - Grays Harbor County
Shirleen Johnson - Member-at-Large
Donald L. Law - Member-at-Large

BOARD MEMBER ABSENT:

Donald M. Cox - Pacific County

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
Margaret Coppinger, Olympia Librarian
Barbara Foster, CLA II, Lacey
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
Joyce Nichols, Tumwater Librarian
Mary Russell, Lacey Librarian
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:

Robert Barger, Architect
Mrs. Robert (Coke) Funkhouser, Olympia Library Board
Elaine Day LaTourelle, Architect
Mike Oakland, Daily Olympian
Ron G. Rowe, Chairman, Olympia Library Board
Vi Smith

Chairman Keiski called the meeting to order at 7:45 p.m. He said that the Board was pleased to be meeting in the new Olympia library. Mr. Rowe, Chairman of the Olympia Library Board, stated that he was delighted to have the Board meet at the Olympia library, and that the Olympia Library Board and citizens of Olympia are pleased to be a part of the Timberland system. He said that the library, through the City of Olympia, has received a \$10,000 grant from POSSCA to be used for art. Mrs. Funkhouser chairs the committee and they will begin organizing this soon. Mrs. Funkhouser said that they welcome comments and suggestions since this is a lot of money and they want to spend it wisely.

Chairman Keiski added an agenda item under Unfinished Business--Clarification of North Mason Facility

AGENDA ITEM

NO.

1 Approval of Minutes of the December 14, 1978 Meeting

1

79-1

DOROTHY VOEGE MOVED THAT THE MINUTES OF THE DECEMBER 14, 1978 MEETING BE APPROVED; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED.

2

Approval of Vouchers

79-2

BOB BAKER MOVED THAT VOUCHERS NO. 3590 THROUGH NO. 3728 IN THE AMOUNT OF \$123,485.62 BE APPROVED; ALICE HARRIS SECONDED THE MOTION.

Mrs. Voege questioned voucher #3663 to Selma Nielsen for machinery and equipment in the amount of \$116.94. Mrs. Morrison said that this was reimbursement for draperies for the meeting room, and that it usually isn't handled in this manner, but since Ms. Nielsen had a charge card at Penney's and they didn't know the amount, she agreed to pick up the drapes. Mrs. Harris questioned voucher #3632 to Harris Furniture Finishing, Inc. in the amount of \$1,729.61. Mrs. Morrison stated that this was for refinishing furniture for the new Olympia library and for the furniture which will be used in Processing at the Service Center. Mrs. Voege questioned voucher #3672 to Packwood Improvement Club in the amount of \$20.00, and Mrs. Morrison stated that this is the annual payment for the street lights. Mr. Baker commented that this is a community club and that this organization originally sponsored the activity from which Timberland emerged.

MOTION CARRIED.

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Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith reported that she has reviewed the contract again which Mr. Stoker's attorney has proposed for the White Pass library, and it does not represent what she and Mr. Stoker's attorney agreed to on the telephone. He did not put in the 90-day termination clause they had agreed to, and he also made the increase in rent retroactive to April 1, 1978. They had also agreed to mutual relief clauses, but the proposed lease only provides for relief for the lessor, and the attorney has also broadened the clauses whereby the lessor can come in and do anything he wishes to the library and lessee has no relief. Mr. Law asked if there is any other alternative to this facility. Mrs. Johnson said that it seems that Mr. Stoker wants Timberland out of this building, although he says otherwise. Mrs. Smith agreed and said that Mr. Stoker is probably hoping to put the building up for sale. Mr. Baker stated that there may be space available for the library in the Packwood area in about six months. Mrs. Smith asked for direction from the Board, since the library is on a month to month basis now with 30 days notice to vacate. Mr. Baker stated that the Board should be firm in this matter and go back to the original agreements. Mrs. Smith said she could write back to the attorney again stating that the proposed lease does not reflect their agreement and that the Board will not agree to it. Mrs. Stough advised the Board of the problems with the plumbing, and Mr. Baker stated that a wire should be sent to Mr. Stoker telling him that the building is unuseable because of the condition of the pipes. Mr. Law said that since they are under the danger of being evicted on 30 days notice, they should have

3A as a protective measure an old bookmobile that could be used temporarily if needed. Mrs. Smith asked for the facts on the condition of the building and said she could include that in a letter to the attorney indicating that there is a breach of the contract on the part of the lessor. Mrs. Stough said she would provide this information. Chairman Keiski said the Board should initiate a fallback plan and he directed Mrs. Morrison to have something for the Board to discuss at the next meeting. He suggested that the group building the shopping center could be contacted. Mrs. Harris said that the Board does have to face the fact that they could be given 30 days notice to get out of the building, even if it comes down to putting up a sign saying that there is no library. Mr. Law agreed and stated that this would give the Board more confidence in dealing with Mr. Stoker.

Mrs. Smith further reported that the case regarding the damaged projector was set for trial, but the key witness is due to deliver a baby soon, so the trial was continued another month.

B. Report of Architects - Elaine Day LaTourelle/Robert Barger

Ms. LaTourelle stated that the North Mason facility went out to bid on Monday, and the bids will be back in on Thursday, February 15, prior to the next Board meeting, at which time they will be opened publicly. She said that she and Mr. Barger hope to be able to make a recommendation by the end of the Board meeting on February 15 after the bids are opened. The bids are structured so that there are several "deducts" which can be deducted from the basic bid, and they also included some "additives." Some of the deducts are simplification of the interior ceiling, eliminating the cabinets and wood shelving, deleting the exterior cedar siding and using a plywood surface, deleting the deck structure--things that would not be detrimental to the library's function. These are ways to work within the budgeted amount. Mr. Law asked about the position of the wood burning stove. Ms. LaTourelle said that there is ample space behind the stove and that the stove is considered an additive item, since the Friends might want to pick up this item. Another additive would be the cook tops and refrigerator, items which the community might be able to provide. Those things which would enhance the library are used as additives. Mr. Barger stated that the location of the stove has been moved over several feet and they have extended the counter so that the librarian may be able to observe the stove. Mrs. Voegel asked about the entryway, and Ms. LaTourelle stated that there is a double entry in the plans now.

Mrs. Harris said that she would like to clarify a comment Mrs. Morrison had made in her December 22 memo to the Board regarding North Mason wherein Mrs. Morrison had stated that it was her understanding that the Friends of the North Mason Library had indicated that before the size of the building is cut down that they be notified because they might be able to pick up the amount over the bid. Mrs. Harris stated that this is a misunderstanding, that the Friends do have some money and are most anxious to help in many ways with the library, but they would not have funds for the building itself since this would be completely beyond their means.

3 C. Staff

(1) Library Director - Louise E. Morrison

Mrs. Morrison said that she has received a proposal from McCullough Painters of Aberdeen to apply "1 Coat Thompson's Water Seal - upper concrete fascia; 1 Coat Ply-cap-Exterior to Stucco & Concrete Block Walls; Prior to application, propose to repair cracks and repair expansion joint caulking." The labor and materials on this would be \$4,220, plus tax. Mrs. Morrison said that half of this amount has already been budgeted and she hopes that the Board will authorize her to proceed with this. Since it is under \$5,000, it is not necessary to put it out to bid. McCullough Painters is the painting contractor which had originally done the work on the Service Center and they did a very competent job. Mrs. Harris asked if they have any insurance in case leaks develop again. Mrs. Morrison said that Mr. McCullough had told her that this sealer should last four years. Mr. Law stated that repainting a public building every four years seems like a lot. Mrs. Morrison said that the building has a stucco finish and is also exposed to extreme weather conditions because of its location. Mr. Law asked if this was discussed during the phase of the planning of the building and if this was raised as an operating cost by the architect. Mrs. Morrison recalled that various kinds of surfaces were thoroughly discussed by the Board, but she does not remember anyone specifically saying that the building would have to be repainted every four years. She said that the problem was to build what was needed with the amount of money they had. It was not possible to build the same size building without using stucco finish, which allows for expansion in the future. Mr. Keiski stated that they may even have to do some experimenting before the building is completely sealed. Mr. Law said that with the technological developments being made, that in four years there may be a sealer that would be permanent. Mrs. Morrison said that Mr. McCullough had investigated and told her that he knows of no better sealer than the one he proposes for this type of problem. Mrs. Harris said that the Board really has no choice. Chairman Keiski put this as an agenda item under Unfinished Business.

Mrs. Morrison further reported on the city contract fee study, administered by TRL, which she has been working on. The consultant on this project met with 10 of the 14 district library directors on Monday, and he will be coming up with the schedule for the project, which will result in a proposal for providing more equitable funding for cities which contract for library service.

Mrs. Morrison said that the pre-Governor's Conference for the West Library Service Area will be on Saturday, January 27, at the Sherwood Inn in Tacoma.

Mrs. Morrison reported that L.S.C.A. grants will be coming up shortly, and she will be sending a proposal to the Board within the next week to ten days for a possible grant request.

Mrs. Morrison further reported that the total number of items circulated by Timberland in 1978 was 1,861,014; total circulation in 1977 was 1,814,337. She said that the Olympia library is breaking records since moving into the new library, and circulated over 3,000 items in one day this month. Mr. Law requested a percentage of increase for the new Olympia library, and Mrs. Barton said they will have to wait until the

- 3C(1) January report is in. Mrs. Morrison said the same thing is happening in Centralia since they have moved into their enlarged renovated quarters. She said that Lacey and Tumwater circulation is up also. Joyce Nichols reported that Tumwater's circulation has been erratic since the new Olympia library opened. Chairman Keiski said that the growth in Tumwater will probably challenge that library.

A moment of silence was observed honoring Pat Keeler, former Ilwaco librarian, who was killed in an automobile accident on December 27. Chairman Keiski requested that Mrs. Morrison send to her family, friends and patrons the Board's condolences. He said that the staff of the library system is still a rather small "family" and the sudden loss of one affects everyone very deeply.

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

Mrs. Barton's written report was in the Board's folders. Chairman Keiski said that part of Mrs. Barton's responsibility to the Trustees is to do research and planning. He read from her report:

"Perhaps some or all of the Board saw the Sunday Post-Intelligencer article stating that the population of Washington State will grow by 1.5 million by the year 2,000, that one-half to two-thirds of that number will come from other states, and that up to 85 percent will settle west of the Cascades. The growth in the Puget Sound area will consume 50 square miles more than the present combined areas of Seattle and Tacoma. A megalopolis along I-5 between Seattle and Portland will probably result. Implications for utilities and public services are clear. Recent forecasts by state agencies had predicted about fifty percent the present rate of growth. The state energy office is saying that growth must be limited because of the imminent possibility of energy shortages by the end of this year."

- (3) Assistant Director for Public Services - Mary Stough

Mrs. Stough's written report was in the Board's folders.

- (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. He said that he will have a report on vehicles for next month's meeting.

Mr. Law said that these written reports are very interesting and would be of interest to anyone. He requested, once the paper shortage is over, that extra copies be made available at the meetings for people to take when they come in.

4 Correspondence

- A. Letter from Kathy Hayes dated 12/21/78 re Jeffco Project

Mrs. Morrison read the letter addressed to her and the Board as follows:

"On behalf of the residents of Jefferson County and the staff of the Port Townsend Public Library, I would like to take this opportunity to thank you for all the help that you have given

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throughout the Jefferson County Library Project. As you know, the voters of Jefferson County have agreed to support library service: without the generous service given to Jefferson County residents by Timberland Regional Library and other cooperating libraries, I know the measure would not have passed.

"We are looking forward to working with you as we plan the types of library services needed in Jefferson County.

"Again, please accept my thanks for your help."

She said that Virginia Barton, Mary Stough, Sally Loken, Dory Whitmarsh, Judy Green, Patsy Humphres, and Harriet Lamb have been putting a lot of their own time in on this project and felt that the thanks should really go to them.

- B. Letter from Pacific County Board of Commissioners dated 1/9/79 re reappointment of Dorothy Voege
- C. Letter from Mason County Board of Commissioners dated 1/10/79 re reappointment of Dorothy Voege
- D. Letter from Lewis County Board of Commissioners dated 1/11/79 re reappointment of Dorothy Voege

Chairman Keiski said that these letters confirm the reappointment of Dorothy Voege to a full term which will expire in 1985. Mrs. Morrison said that they have yet to receive confirmation from Thurston County Commissioners.

- E. Letter from George Mack to Lawrence Faulk dated 1/15/79 re draft of legislation relating to removal of interest limitation on coupon warrants

Chairman Keiski stated that the Board has been considering the sale of coupon warrants to help funding of the North Mason facility. Coupon warrants have a fixed interest rate which limits their marketability. Mrs. Morrison said that Mr. Faulk of McLean & Co. in Tacoma requested bonding counsel to send this material to him. The phrase "not exceeding six percent a year" has been lined through which means that the interest could be set at the lowest rate the Board could sell them. Mrs. Morrison said she did not know if they would be able to get someone to sponsor such a bill. She thought it was interesting that Mr. Faulk took the trouble to do something about this. The Board will not know how many coupon warrants it will need to sell until they know what the bids are. The Board will have to make a decision at that point whether it wants to go with the building without any changes or make changes in the building and reduce the coupon warrant amount. Bonding counsel would like about five or six weeks notice to do the legal work, assuming that they can sell the bonds in a month or two.

5

Unfinished Business

- A. Clarification of North Mason Facility

See Agenda Item No. 3B and Agenda Item No. 4E.

5 B. McCullough Painting Proposal

Chairman Keiski stated that the Board has received a proposal from McCullough Painting to repaint/reseal the entire exterior of the Service Center. Mrs. Morrison recommended that the Board accept this proposal.

79-3

ALICE HARRIS MOVED THAT THE BOARD ACCEPT THE PROPOSAL OF McCULLOUGH PAINTING OF ABERDEEN TO APPLY A PAINT/SEALER TO THE EXTERIOR OF THE SERVICE CENTER FOR THE AMOUNT OF \$4,220 PLUS TAX FOR LABOR AND MATERIALS. SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED.

6 New Business

A. Board meeting schedule for 1979

The Board agreed to the following Board meeting schedule for the balance of 1979:

February 15, 1979
March 15, 1979
April 19, 1979
May 17, 1979
June 21, 1979
July 19, 1979
August 23, 1979
September 20, 1979
September 27, 1979 (special)
October 18, 1979
November 15, 1979
December 20, 1979 (annual meeting)

B. Certificate of Appreciation for Josie Davis

Chairman Keiski read the following letter which will be sent to Josie Davis over his signature:

"The Timberland Regional Library Board of Trustees feels that your long term commitment to serving the public in Grays Harbor County deserves special commendation by the Board of Trustees. We are pleased to present you with this special Certificate of Appreciation.

"Administrative staff members have told us that your time in service to library patrons has been rather unique in that your time was equally divided into 10 years with the old Grays Harbor County Rural Library District followed by another 10 years on the Timberland staff after Timberland was established in December, 1968. Your service to library patrons has been exemplary. Staff members tell us that you have been an extremely dependable staff member who was willing to accept responsibility and carried out that responsibility with great skill. We know that staff members and local board members at the W. H. Abel Memorial Library join us in congratulating you upon a well-earned retirement. You will be missed by your many patrons at the library as well as other staff members.

"We wish you all the best in enjoying your retirement and hope that

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you will continue to use the library as a source of information as well as for recreational purposes. Please feel free to call upon us if we can be of any assistance to you in the future."

Chairman Keiski requested that Dorothy Voege represent the Board at the tea honoring Josie Davis and present this letter and Certificate of Appreciation to her.

C. Resolution relating to Non-Resident Borrowers Fees

Chairman Keiski read the resolution as follows:

"A resolution amending resolution No. 16 concerning non-resident borrowers' fees.

"The Board of Trustees of the Timberland Regional Library convened in regular session this _____ day of _____, 1979, and having duly considered a resolution modifying the present "Non-Resident Borrower" fee for serving those people who live outside the boundaries of the service area of Timberland Regional Library, do hereby adopt the following resolution:

"WHEREAS, the Board of Trustees established a non-resident borrower fee, last revised in 1972; and

"WHEREAS, increases in costs due to inflation have rendered this fee inequitable.

"NOW, THEREFORE, BE IT RESOLVED that the new non-resident fee for Timberland Regional Library, effective February 1, 1979, shall be as follows:

- "(1) The non-resident borrower fee for students and youth to eighteen years of age shall be \$10.00 per student per year;
- "(2) The non-resident borrower fee for persons 65 years of age and older shall be \$10.00 per year;
- "(3) All other non-resident borrower fees shall be \$15.00 per person per year.
- "(4) All purchases of non-resident borrower cards shall continue to be transactions between the individual non-resident borrower and the Timberland Regional Library as they have been in the past."

Mrs. Johnson asked how much Timberland collected in 1978 from non-resident borrowers. Mr. Ayres said that \$655.30 was collected last year. Mrs. Voege asked how the library knows that people are buying these and if whole families use one card. Mrs. Morrison said that families do use one card, but there is nothing that can be done about it. As long as they have the card in hand, they can check out materials. There was discussion on No. 1 since students could mean any age. Mrs. Morrison said that this is exactly the same wording as resolution No. 16. Mrs. Voege asked how this is monitored. Mrs. Morrison said that the staff tries to monitor non-resident card use, but it is difficult sometimes to tell from addresses. Also, if a patron owns property in the county, but lives

6C in a non-contracting city, the patron can still use the library without having to purchase a non-resident card.

79-4 DON LAW MOVED TO ADOPT RESOLUTION NO. 79-1 CONCERNING NON-RESIDENT BORROWERS FEES; ALICE HARRIS SECONDED THE MOTION, AND MOTION CARRIED.

D. Resolution relating to loan from General Fund to Building and Site Acquisition Fund

Mrs. Morrison stated that the total Building and Site Acquisition Fund was invested about the first of September in a long term investment which will not mature until about the first of June. Bills are coming in from the architects which have to be paid. They cannot be paid from the Building and Site Acquisition Fund without pulling it out of invested funds and losing interest. This resolution would allow for the General Fund to loan funds to the Building and Site Acquisition Fund which then will be repaid at 6% interest. Jane Smith stated that this is according to statute.

79-5 BOB BAKER MOVED TO ADOPT RESOLUTION NO. 79-2 RELATING TO A LOAN FROM THE GENERAL FUND, NO. 657, TO THE BUILDING AND SITE ACQUISITION FUND, NO. 657.03; DOROTHY VOEGE SECONDED THE MOTION THE MOTION CARRIED.

E. Strike Policy

Chairman Keiski read the proposed strike policy as follows:

"In the event of a strike, sick-out, or work stoppage, it shall be the policy of the Board of Trustees to limit public library service to the extent necessary."

Mrs. Morrison said that it was felt that administrative staff would have to have some guidance and something to fall back on in terms of policy in the event that such an unlikely thing should occur and the policy has been made as simple and straightforward as possible.

79-6 DOROTHY VOEGE MOVED THAT THE STRIKE POLICY BE ADOPTED; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED.

Chairman Keiski said that at the December meeting there were not enough counties represented for election of officers. Although the required four-county quorum was represented at tonight's meeting, the Trustees agreed to postpone this until the February meeting.

Chairman Keiski requested an Executive Session after the meeting for Trustees and administrative staff regarding employee personnel matters and to hear a progress report on union negotiations.

There being no further business, the meeting adjourned at 9:00 p.m.

Louise E. Morrison
SECRETARY
by J. Barton

Glenn Keiski
CHAIRMAN