

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

February 15, 1979

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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
Shirleen Johnson - Member-at-Large

BOARD MEMBERS ABSENT:

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

STAFF PRESENT:

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
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
Joyce Nichols, Librarian, Tumwater
Therese Rice, Media Specialist, Service Center
Mary Russell, Librarian, Lacey
Donna M. Schaan, Supervisor-Personnel Administration
Mary Ann Shaffer, Children's Librarian, Olympia

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

GUESTS PRESENT:

Robert Barger, Architect
Michael Ducey, Atlas Construction
Lloyd Granquist, Granquist Construction Co.
Elaine Day LaTourelle, Architect
Floyd E. Martin, M & M General Construction, Inc.
Virginia McBride, former Lacey Library Board members
Mike Oakland, Daily Olympian
Rosa Romaro, Secretary, M & M General Construction, Inc.
Bob Shirley, Washington Library Association
Larry Yok, Ira F. Hurlburt & Co.

Chairman Keiski called the meeting to order at 7:35 p.m. Two Trustees were excused from tonight's meeting--Don Law, who is an attorney and involved in a court trial, and Dorothy Voege, who is out of town. Mrs. Morrison, Library Director, was ill and unable to attend the meeting.

AGENDA ITEM
NO.

1 Opening of Bids for North Mason Library

Chairman Keiski stated that the bids for the North Mason building have been received and delivered to the Service Center in the proper manner prescribed. Chairman Keiski then proceeded to open the bids, and read the basic bid for each, as well as the addenda as follows:

1

Solie Construction, Bremerton - Basic Bid - \$301,970

<u>Addendum No.</u>	<u>Deduct</u>
1	\$ 2,800
2	10,700
3	8,270
4	1,660
5	2,800
6	1,100
7	3,240
8	427
	<u>Add</u>
9	\$ 2,500
10	4,200
11	2,200
12	1,920

Drury Construction, Bainbridge Island - Basic Bid - \$298,800

<u>Addendum No.</u>	<u>Deduct</u>
1	\$ 2,600
2	12,400
3	8,100
4	3,800
5	6,900
6	1,700
7	3,300
8	400
	<u>Add</u>
9	\$ 1,900
10	3,000
11	2,100
12	660

Commercial Builders, Bremerton - Basic Bid - \$273,928

<u>Addendum No.</u>	<u>Deduct</u>
1	\$ 1,929
2	10,655
3	8,375
4	3,894
5	7,025
6	1,003
7	3,856
8	1,056
	<u>Add</u>
9	\$ 3,272
10	2,749
11	2,039
12	772

Robert Brewer, Inc., Tacoma - Basic Bid - \$283,900

<u>Addendum No.</u>	<u>Deduct</u>
1	\$ 1,500
2	9,600
3	7,000
4	2,500
5	6,000
6	1,000
7	2,500
8	400

1

Robert Brewer, Inc., Cont.

<u>Addendum No.</u>	<u>Add</u>
9	\$ 2,200
10	2,800
11	3,000

James H. Robinson Co., Bremerton - Basic Bid - \$261,579

<u>Addendum No.</u>	<u>Deduct</u>
1	\$ 188 (ADD)
2	9,559
3	7,999
4	2,600
5	6,600
6	1,451
7	3,000
8	466
	<u>Add</u>
9	\$ 1,796
10	1,781
11	1,839
12	600

Granquist Construction, Port Orchard - Basic Bid - \$276,000

<u>Addendum No.</u>	<u>Deduct</u>
1	\$ 300
2	10,964
3	8,760
4	6,600
5	3,335
6	800
7	3,164
8	260
	<u>Add</u>
9	\$ 2,200
10	3,950
11	3,975
12	680

Gordon Korsmo Construction, Tacoma - Basic Bid - \$317,466

<u>Addendum No.</u>	<u>Deduct</u>
1	\$ 700
2	10,000
3	11,000
4	3,000
5	3,000
6	1,000
7	700
8	300
	<u>Add</u>
9	\$ 4,000
10	1,386
11	1,600
12	737

1	Atlas Construction Co., Bellevue - Basic Bid - \$326,000
	<u>Addendum No.</u>
	<u>Deduct</u>
	1 \$ 200
	2 11,500
	3 16,000
	4 4,400
	5 4,000
	6 1,900
	7 2,800
	8 200
	<u>Add</u>
	9 \$ 4,200
	10 1,500
	11 1,900
	12 1,500

	D. A. Construction, Inc., Union - Basic Bid - \$292,642
	<u>Addendum No.</u>
	<u>Deduct</u>
	1 \$ 1,800
	2 11,000
	3 11,500
	4 6,500
	5 6,800
	6 2,100
	7 1,100
	8 220
	<u>Add</u>
	9 \$ 3,900
	10 3,212
	11 1,325
	12 700

The architects, Elaine Day LaTourelle and Robert Barger, withdrew from the conference room to review the bids and to determine the apparent low bidder.

2 Approval of Minutes of the January 18, 1979 Meeting

79-7 SHIRLEEN JOHNSON MOVED THAT THE MINUTES OF THE JANUARY 18, 1979 MEETING BE APPROVED; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED.

3 Approval of Vouchers

Chairman Keiski stated that the payroll vouchers for the month of January, 1979 amount to \$156,712.46, which the Director has the authority to approve.

79-8 BOB BAKER MOVED THAT VOUCHERS #3750 THROUGH #3918 IN THE AMOUNT OF \$60,659.26 BE APPROVED; ALICE HARRIS SECONDED THE MOTION.

Mrs. Harris questioned voucher #3753 to All Ways Travel Service in the amount of \$425.00. Mr. Ayres stated that this is reimbursement for travel expenses to Sally Loken when she attended the ALA Conference in Washington, D.C. Mr. Ayres brought the Board's attention to voucher #3818 to Walter M. Isaac & Associates in the amount of \$97.00. This is

- 3 to replace the warrant that Mr. Isaac lost in October, 1978. Chairman Keiski questioned voucher #3835 to McWik Electric Co. in the amount of \$988.95. Mr. Ayres stated that this is for the electrical work being done at the Service Center due to the changes being made to make room for the acquisition and processing department. Mr. Ayres stated that voucher #3859 to Rainier Electronics in the amount of \$341.47 is for the purchase of a CB radio for the Lewis County mobile library.

MOTION CARRIED.

- 4 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith reported that she received a telephone call yesterday from Mr. Barnes, who is attorney for Mr. Stoker, regarding the White Pass library lease. Mr. Barnes had told her that every time they corresponded on this matter, the rules were changed, and she replied to him that in this case, he is the one who changes the rules. He is insistent to not put in the 90-day termination clause, and make no provisions for the lessor to exempt the lessee from any obligation, whereas the lessee exempts the lessor from everything. Mr. Barnes had said that they did not discuss this, but she told him that this had been discussed. Also, regarding the proposed retroactive rent increase, Mr. Barnes said since this was the negotiation of the contract that expired, that this was covered. He accused Timberland of deliberately delaying this, and Mrs. Smith assured him that they are trying to get this matter resolved and worked out in a manner which is fair. Mr. Barnes told her that "poor Mr. Stoker is losing hundreds of dollars every month because his taxes have gone up." Mrs. Smith reported that as far as Mr. Barnes' answer to her last letter, he is still insisting that he will not put in the 90-day termination clause and he is still insisting that the retroactive rent increase go back to April, 1978, and he sees no reason why the lessor should absolve the lessee from any liability. Mrs. Smith told Mr. Barnes that she would have to talk with the Board about this again. She said that Mr. Barnes did not come right out and threaten to terminate the lease, but he did say that if they cannot get together in the next month or two, they would have to take some other action.

Mrs. Smith said that she feels the problem is with Mr. Barnes rather than with Mr. Stoker. Mrs. Harris asked if Mrs. Smith's last letter to Mr. Barnes included the list of things which are wrong with the building. Mrs. Smith said it did not because she did not have this information available to her when she wrote the letter. She does have this information now. Mrs. Stough said that she is sure that the lessor will not acknowledge any responsibility. The pipe in the sink is still out. The librarian knows of someone who has moved into the area recently who does handiwork and she is trying to get in touch with him to work on the pipe. Mrs. Johnson asked about possible other places available in the area for the library. Mrs. Stough said that there is some information on this in Mrs. Barton's written report. The post office building is for sale, but the man who owned it recently passed away and Mrs. Stough did not want to approach the widow at this time. Mr. Baker said that he thinks he should try to talk with Mr.

4A Stoker directly and perhaps this is what should have been done in the beginning. He said that Mr. Stoker has it in mind that this building is worth a lot of money. Chairman Keiski directed Mr. Baker to call Mr. Stoker personally tomorrow and report back to the Board at the next meeting.

Mrs. Smith further reported that the trial regarding the damaged projector is scheduled for tomorrow.

B. Board Reports

There were no Board reports

C. Staff

(1) Library Director - Louise E. Morrison

Since Mrs. Morrison was ill, Mrs. Barton reported in her behalf. The only item she had to report was that she received a call this afternoon from the Department of Revenue giving Timberland forest excise tax figures for 1979. It is \$27,073 less than the original estimate.

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

Mrs. Barton referred the Board to the third page of her written report which is some information she just received today regarding modular buildings. Mrs. Johnson asked about the strength of these buildings. Mrs. Barton said she had been advised that the portion of the floor which will have extra weight on it will just need the floor joists put closer together. Mrs. Barton also called Seattle Public School District to find out if they have any surplus portables at this time but they do not. They will send any lists of things that are going to be auctioned off.

(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' written report was in the Board's folders. A vehicle report for 1978 was also in the Board's folders.

7 New Business

B. Certificate of Appreciation for Virginia McBride, Lacey Library Board

Chairman Keiski stated that Mrs. McBride is retiring from the Lacey Library Board. Mary Russell, Lacey librarian, said that Mrs. McBride has served one term on the Lacey Library Board. Her term expires this month. Mrs. McBride asked that she not be reappointed since she plans to do some extensive traveling. Ms. Russell said that Mrs. McBride is also a retired school teacher and served as Chairman of the Lacey Library Board last year. Her replacement will be appointed by the Mayor

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of Lacey this month. Chairman Keiski said that the Lacey library program did not just come about and he thinks that one reason Lacey has such a firm support group for the library is because Virginia McBride has, over the years, been interested in library service. He said he had the pleasure of working with her for several years and he admires her dedication to library service. Chairman Keiski formally signed and presented Mrs. McBride with a Certificate of Appreciation which reads as follows:

"This Certificate is presented in appreciation of unusual devotion to the cause of better library service for the Timberland library program and for bringing about greater community awareness of library potential.

"Set by my hand and seal this Fifteenth day of February, in the year of our Lord Nineteen Hundred and Seventy-Nine."

Chairman Keiski said that probably every money raising activity that has been thought of has been held in the Lacey area. They have a healthy building fund. He said that he personally is pleased to have a chance to present this Certificate of Appreciation to Mrs. McBride.

A. WLA Representative, Bob Shirley

Mr. Shirley said that he is Executive Secretary of the Washington Library Association and he acts as a lobbyist for the Library Association. He had three things to talk about that would be of interest to Timberland Regional Library. One regards the timber taxes, which will be down several thousand this year. This is probably one of the largest "fights" going on in the legislature right now. The timber tax expired at the end of December, 1978 and currently it is the opinion of the Attorney General's office that the timber tax must be reinstated by the end of the first quarter, March 31, or perhaps it may be unconstitutional to have a retroactive tax in an untested area after March 31st. The current forest excise tax rate stands at 6½%. Mr. Shirley said that he has heard that the timber industry would like to combine the tax on the timber and land at the rate of 5½% which would be a substantial reduction. There is a faction in King County which had a study done and came to the conclusion that the timber industry could be profitable and sustain a 12½% rate.

Mr. Shirley said that there is an important bill to public libraries in Senate Bill 2667, which would grant financial assistance to public libraries. The sponsors are Senator McDermott, who is Chairman of the Senate Education Committee and Vice-Chairman of the Senate Ways and Means Committee; Senator Walgren, who is the majority leader of the Senate; and Senator Morrison, who is one of the leaders of the Republican Caucus and is on the Senate Ways and Means Committee. This bill currently calls for no appropriation. That will be taken care of in the budget should it pass. The bill is now in the Senate Education Committee and will not be heard for at least another week and a half. That is due to the press of legislation in the education area and the fact that, since it does contain an appropriation section, it is not bound by the cut off date, which is next Thursday for all bills that do not have an appropriation section.

- 7A Another bill which might be of interest to Timberland is House Bill 759, which has to do with reimbursement of travel expenses to job candidates. In order to advertise nationally, the employer has to be prepared to pay travel expenses to qualified candidates. Apparently this is a problem under current law.

Mr. Shirley said that if the timber tax is changed at all, it will probably be a textbook case of last-minute special lobbying and will get slid through at the tail end of the session. If the timber industry gets its way, he is sure that Timberland will suffer considerably.

Chairman Keiski said that the Board appreciates Mr. Shirley's comments and said that he hopes he will keep Timberland posted, especially of the timber excise tax bill. Mrs. Barton asked about the Washington Library Media Association measure regarding learning resources in the Basic Education Act. Mr. Shirley stated that this probably would have had a much better chance of being incorporated into the statutes on education in schools had there been some prior planning. Mrs. Barton said that they will be doing some planning for the next legislative session, but now they just wanted to get some recognition.

The meeting recessed at 8:35 p.m. and reconvened at 8:45 p.m.

5 Correspondence

- A. Memo dated 1/16/79 from Washington Library Trustee Association re National Endowment for Humanities Workshop

Mrs. Barton said that a regional conference on community forums will be held at the Red Lion Sea-Tac Motor Inn on March 15 and 16, 1979. There will be a workshop on March 16 on how libraries and community colleges can work together to offer community forums. Chairman Keiski stated that perhaps one of the Trustees would be interested in this and also Mary Stough, since she is on a community college board of trustees.

- B. Letter dated 1/19/79 from Rosanne Bridgham, Chairman, Centralia Library Board of Trustees, re March Board Meeting

Chairman Keiski stated that the Centralia Library Board of Trustees has invited the Timberland Board to meet at the Centralia library in March. Chairman Keiski accepted the invitation on behalf of the Board and stated that the Trustees will meet at the Centralia Public Library on March 15, 1979.

- C. Letter dated 2/9/79 from Roderick Swartz, State Librarian, re transition of acquisitions, cataloging and processing.

Chairman Keiski read the letter as follows:

"Many thanks for your letter of February 6 outlining the transition of acquisition, cataloging and processing of Timberland Regional Library's books from the State Library to the TRL Service Center. It is my understanding that this transition will start on April 1, 1979 and all pertinent records will be transferred to Timberland prior to the contract termination date of June 30, 1979.

- 5C "An administrator always appreciates the kind words that are relayed about staff members, and you can be sure that these accolades will be passed on to the appropriate individuals.
- "We have appreciated the close working relationship the two libraries have had in the past and look forward to a continued relationship in the future."

Chairman Keiski stated that Timberland has had excellent cooperation from the State Library.

6 Unfinished Business

A. White Pass Recommendations

Mr. Baker agreed to call Mr. Stoker personally to discuss this matter with him. See Agenda Item #4A.

B. Election of Officers

79-9 SHIRLEEN JOHNSON MOVED TO NOMINATE ELMER KEISKI AS CHAIRMAN OF THE BOARD; DON COX SECONDED THE MOTION AND MOTION CARRIED.

79-10 DON COX MOVED TO NOMINATE ALICE HARRIS AS VICE-CHAIRMAN OF THE BOARD OF TRUSTEES; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED.

7 New Business

C. Termination of Contract with Washington State Library for cataloging, acquisitions and processing of TRL materials as of June 30, 1979

Mrs. Barton stated that Timberland will still be contracting for cataloging services with the State Library, but will be doing its own acquisitions and processing.

79-11 ALICE HARRIS MOVED TO TERMINATE THE CONTRACT WITH THE WASHINGTON STATE LIBRARY FOR ACQUISITIONS AND PROCESSING OF TRL MATERIALS AS OF JUNE 30, 1979; DON COX SECONDED THE MOTION AND MOTION CARRIED.

D. Unemployment Compensation Resolution

Chairman Keiski stated that it is the recommendation of the Library Director that the Board establish a ceiling on the unemployment compensation fund of \$100,000. He read the resolution as follows:

"A RESOLUTION REGARDING THE UNEMPLOYMENT COMPENSATION FUND #657-09 and SUPERCEDING THE PROVISIONS OF RESOLUTION #30 ADOPTED ON NOVEMBER 17, 1977

"Be it resolved by the Board of Trustees of the Timberland Regional Library as follows:

"1. This resolution establishes a ceiling of \$100,000.00 for unemployment compensation fund (#657-09).

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"2. The budget addition to the account of \$30,000.00 shall be made in December 1979 from the current operating budget.

"3. The board shall provide for additions to the account of \$30,000.00 or so much thereof as may be necessary in order to reach a \$100,000.00 ceiling in the fund by December 31, 1980.

"4. The board shall make annual appropriations thereafter to replenish the fund up to the amount of \$100,000.00 as charges are paid from the fund."

Donna Schaan explained that Timberland is on a buy-back program and every dollar that the State of Washington pays to an employee, Timberland has to pay back to the state. In 1978, Timberland had no unemployment compensation expenses. This is the second year that this has been in effect. Chairman Keiski said that the \$100,000 ceiling seems high and wondered if a lesser amount for a ceiling would be adequate, such as \$50,000 to \$60,000. Mr. Baker asked if there is any requirement of the amount, and Ms. Schaan replied that there is not, and that Timberland can set its own ceiling as long as it can meet the costs. Mr. Cox asked if the Board would be able to cut this amount back or use the interest earnings for something else, and Mrs. Barton replied that the Board would have the power to do whatever it wishes. Mr. Cox stated that a ceiling of \$100,000 would not seem excessive then if it would not be out of reach of the Board.

79-12

SHIRLEEN JOHNSON MOVED TO ADOPT RESOLUTION NO. 79-3 REGARDING THE UNEMPLOYMENT COMPENSATION FUND ESTABLISHING A CEILING OF \$100,000 IN THIS FUND; DON COX SECONDED THE MOTION AND MOTION CARRIED.

1

Opening of Bids for North Mason Library

Ms. LaTourelle stated that the apparent low bidders are James H. Robinson Co., Commercial Builders, and Granquist Construction, in that order, even after considering the deducts and adds. Ms. LaTourelle recommended that the Board take these results under advisement for further discussion of the deducts between the architects, Library Director, and the Board. She said that she would be in touch with the contractors as soon as possible and said that no disposition of the contract should be made at this time. She requested that Timberland photocopy the bids for the architects' files and keep the original figures in the library's files. She further requested that the figures for the nine bids be transposed carefully to a bid tally sheet for public information and verification. Mr. Cox requested that the deducts and adds be labeled for the Board's information. Ms. LaTourelle listed them as follows:

- Deduct #1 - Ceiling and roof
- Deduct #2 - Stacks and book drop
- Deduct #3 - Cabinets and wood shelving
- Deduct #4 - Red cedar boards on the exterior walls
- Deduct #5 - Deck
- Deduct #6 - Sky lights and curbing
- Deduct #7 - Exterior parking pads and concrete walk
- Deduct #8 - Interior hardware material and trim
- Add #9 - Adding asphalt shingle roofing instead of red cedar shake
- Add #10 - Free standing library entrance sign with required lighting

- 1 Add #11 - Metal stove
Add #12 - Cook tops and refrigerator

Ms. LaTourelle said that the bids, after taking off the deducts, would be as follows, according to her figures:

James H. Robinson Co. - \$229,904
Commercial Builders - \$236,935
Granquist Construction - \$241,817

Chairman Keiski requested that the Board committee (Alice Harris and Don Law) and anyone else who wishes, meet in a work session with the architects and contractors at a time and place agreed upon, and that the Board hold a special meeting on March 1, 1979. He suggested that they have a shirt sleeve dinner work session at 5:30 p.m. on March 1, which would be an open work session, to discuss the North Mason facility, and then convene for an official meeting at 8:00 p.m. at the Service Center to cover the following topics: North Mason library bids; Packwood lease; employer relations and bargaining; and budget considerations as related to these matters. He stated that the next regular meeting of the Board would be on March 15, 1979 at the Centralia Public Library. This was agreeable to the Trustees.


Mary Stough announced that the new librarian at the Ilwaco library is Joan Mann, who has had previous library experience, as well as other experience which qualifies her for this job.

Chairman Keiski called an Executive Session to follow this meeting to discuss negotiatiion progress with Larry Yok. There being no further business,

79-13

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


SECRETARY


CHAIRMAN