

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

March 1, 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  
Dorothy Voege - 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  
Gloria Anderson, Central Services Assistant II  
Joy W. Ayres, Business Manager  
James Bernethy, Bookmobile Assistant/Driver, South Mason  
Norma Cline, Library Associate, Service Center  
Ruth Evans, Library Associate, Raymond  
Barbara Foster, Community Library Assistant II, Lacey  
Glenda Garrett, Community Library Assistant II, Tumwater  
Lynn Gible, Library Assistant/Driver, Service Center  
Alma Greenwood, Sr. Reference Librarian, Service Center  
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian  
Nella Heyd, Sr. Community Library Assistant, South Mason  
Martha Hill, Sr. Community Library Assistant, Aberdeen  
Georgena Howe, Community Library Assistant II, South Mason  
Patsy Humphres, Sr. Library Associate, South Mason  
Laura Hurley, Librarian, Tenino  
Sieglinde Johnson, Central Services Assistant II  
Sally Kauffman, Sr. Community Library Assistant, Tumwater  
Judy Kennedy, Community Library Assistant II, Olympia  
John Keplinger, Central Services Assistant II  
Jean Laws, Sr. Community Library Assistant, Olympia  
Lola Loertscher, Community Library Assistant II, South Mason  
Dixie Lynn, Business Office Assistant/Purchasing & Accounts Payable  
Linda Marsh, Central Services Assistant II  
William Mayoh, Building/Grounds Caretaker, Service Center  
Paula Meyer, Community Library Assistant I, Olympia  
Penny Murphy, Library Associate, Service Center  
Joyce Nichols, Librarian, Tumwater  
Therese Rice, Sr. Library Associate, Service Center  
Pamela Rood, Community Library Assistant II, Olympia  
Karin Schumaker, Central Services Assistant II  
Mary Ann Shaffer, Children's Librarian, Olympia  
Betty Sholund, Reference Librarian, Olympia  
Shirley Siegler, Central Services Assistant I  
Corrine Wasmundt, Central Services Assistant II  
Jay Windisch, Reference Librarian, Aberdeen  
Harlan Zinck, Community Library Assistant I, Olympia  
Jane Dowdle Smith, Timberland Attorney

GUESTS PRESENT:

Robert Barger, Architect  
Elaine Day LaTourelle, Architect  
Mike Oakland, Daily Olympian  
James H. Robinson, Contractor

Chairman Keiski called the meeting to order at 8:15 p.m.

Chairman Keiski announced that the Trustees, some staff members and the architects met earlier at the Tyee Motor Inn over dinner for a "shirt-sleeve" work session over the contract for the North Mason building. They also went into a short Executive Session dealing with employer/employee relations since the employer's consultant was there and could not be here later. The Trustees did not anticipate this and Chairman Keiski apologized for starting the meeting late.

AGENDA ITEM  
NO.

- 1 North Mason Building Contract

Chairman Keiski announced that there is an apparent low bidder and the Trustees have received a recommendation from the architects.

79-14

ALICE HARRIS MOVED THAT THE TRUSTEES ACCEPT THE BASIC BID OF J. (R.) ROBINSON CONSTRUCTION COMPANY AS THE PUBLICLY UNANIMOUS BID WITH ALTERNATES 2, 3, 5, AND 7, WHICH ITEMS, WITHOUT WASHINGTON SALES TAX, AMOUNT TO APPROXIMATELY \$233,836; AND FURTHER MOVED THAT ANY OTHER CHANGES THAT MAY BE DEEMED NECESSARY BE NEGOTIATED BY CHANGE ORDER WITH THE CONTRACTOR; DON LAW SECONDED THE MOTION.

Mr. Law requested that Mrs. Harris list the items which have been deleted from the original plan. Mrs. Harris stated that there were a number of deductions which were specifically itemized. The Trustees have gone through each of these to try to decide which of these items could be deducted from the overall cost of the building without harming the size and basic structure of the building. The Trustees asked the architects to look into some additional ways to go and they have looked over a summary of various alternatives and the architects' recommendations on those alternatives. Mrs. Harris believes that the Trustees were unanimous in agreeing with the things which the architects recommended be eliminated or not eliminated. The Trustees have decided to leave the roof structure as it stands. They are deleting the stacks to give them time to see if there is another way to obtain stacks at a different dollar figure. They are deleting the cabinets by doing some substitutions at a lesser cost for the time being. Mrs. Harris stated that the working conditions for the librarian will not be quite as good, but the Trustees felt that was one place they could make a substantial saving. The Trustees decided not to change the siding, but to use cedar siding. They eliminated the deck since this is something that can be done later and this is a sizeable saving. Since the roof structure is being left as is, they have decided to keep the sky lights. Mrs. Harris said that this will give better lighting and feel to the library. They are eliminating a good deal of the concrete in front of the building, such as the concrete slab.

- 1 There will be only a concrete entrance way. They will be leaving the oak trim within the building. They will be using asphalt roofing rather than shakes. The additives--sign, stove, cook tops--have been left out at the moment. These are the types of things with which the Friends may be able to help. Mrs. Harris said that one thing which was not in the basic bid but was in the original design of the structure and would be a potential savings is a skim coat of concrete underneath the building which gives added protection between the dirt and the structure. This also can be deleted. Since there will not be paved parking pads, they have deleted the logs which would stop the cars. Again, this is something that perhaps can be done locally.

MOTION CARRIED UNANIMOUSLY.

Chairman Keiski introduced Mr. Robinson, who will be the contractor on this project.

- 2 White Pass Building

Chairman Keiski stated that there is still a problem on renegotiating the lease on the White Pass building. Mrs. Morrison said that so far they have not been able to negotiate a satisfactory lease with Mr. Stoker. One alternative would be a portable building on rented space in the event the library is evicted by Mr. Stoker. They could get 1,500 square feet for about \$30,000, which would include the water system, septic tank and furnishings. There would also be some moving costs.

- 3 Employee Relations

Chairman Keiski said that the Trustees have met with their consultant in this matter and as he understands it, there is another bargaining session coming up using the mediation facilities of PERC.

- 4 1979 Budget Matters

Mrs. Morrison stated that since the Trustees have approved the contract for the North Mason building, they are short of money. At various times in the past, the Board has discussed the possibility of issuing Coupon Warrants. Mrs. Morrison recommended that the Board authorize her to proceed in this manner. She suggested setting a parameter at each end, between \$125,000 and \$150,000. This would allow for a little leeway. Mrs. Morrison said they could deal with McLean and Company or Seattle-First. She suspects that Seattle-First would charge less. However, Larry Faulk of McLean and Company has already done some groundwork for Timberland on this. If there isn't that much difference in the cost, Mrs. Morrison said it would seem fair to go with Mr. Faulk. It takes about six weeks to get the paper work going. It is legal for the Board to invest the proceeds from the sale of Coupon Warrants until such time as they are needed as long as they are not invested over two years. Obviously, it will be only a few months before they will be needed. Mrs. Morrison said she would personally like to proceed with Larry Faulk. Mr. Law suggested that Mrs. Morrison be directed to get in touch with Mr. Faulk as long as his fee does not exceed \$100 over what Seattle-First would charge. He said there is goodwill there they need to protect. Mrs. Voege asked what would happen if the Coupon Warrants

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are not saleable. Mrs. Morrison replied that she has been reassured that they would be. Spokane County recently sold \$250,000 to get their automated circulation system completely in operation. If they cannot sell them, then they will have to do a lot of budget juggling; however this would cripple quite a few things. Mr. Law suggested that perhaps if they don't sell right away, with some juggling, the library district could carry it along several months.

79-15

ALICE HARRIS MOVED THAT THE DIRECTOR BE INSTRUCTED TO PROCEED WITH THE PAPER WORK REQUIRED TO ISSUE COUPON WARRANTS WITH A LEEWAY OF \$125,000 TO \$150,000; DON LAW SECONDED THE MOTION.

Mr. Cox asked what the factors are which would run the figure above \$125,000 since the Board has a firm bid. Chairman Keiski said one factor would be the situation in White Pass in the event it is necessary to find other quarters for the library. Mrs. Harris said the Board does not want to have to go through this twice. Mr. Cox asked what kind of process will be involved in determining the amount of Coupon Warrants. He said that he would rather see the Board go \$125,000 and make it reach. Mrs. Morrison stated that if the Coupon Warrants are sold in the amount of \$125,000 and the \$30,000 is not needed for White Pass, then it would give the staff a head start in the conversion to an automated circulation system. Mr. Baker said they are not anticipating borrowing money for other purposes, but just for buildings, and only the amount that they will need.

Mrs. Morrison suggested that this be postponed until the March 15 Board meeting and in the meantime she could get more current information for the Board. Mr. Baker said the Board does not have to sell all the Coupon Warrants they contract for; it can buy only the quantity it wants. Mrs. Morrison said this is true, but she thinks the repayment schedules are done for an amount that is predicated upon the total amount at a six-year repayment. In some ways, the district would be committed to the total amount and Mrs. Morrison said she thinks the bonding attorney's fees and broker's fees are based upon the total. Mr. Cox said he would be more comfortable in selling \$100,000 in Coupon Warrants and should the White Pass situation become critical, then they can look at the budget and see if they can squeeze out the additional amount they would need. This would reduce their liability to a figure which is absolutely necessary for the moment. Any amount above \$100,000 is based on anticipation. Mr. Law said that it seems that they would not need this additional \$100,000 for North Mason right away and perhaps in light of this and the uncertainty regarding White Pass, they could delay this for another month.

THE MOTION FAILED.

The Trustees agreed to postpone this matter until the March 15, 1979 meeting at which time they will receive a progress report. Mr. Law suggested that it would be helpful to have a percentage schedule in terms of construction. Mrs. Harris said that every provision should be made so that when this money is needed to meet the library's obligations, Timberland will have it. She said it will come back in the Director's lap to back up what the Board has moved to do. No one knows when the Coupon Warrants can be sold and Mrs. Harris said they should not make

- 4 too tight a time schedule. She said it is fine for the Board to make these decisions and then go home for 30 days, but since the Director is obligated to make all of this turn out right, Board members cannot make things too tight and too short.

Chairman Keiski announced that the March 15, 1979 meeting will be held at the Centralia Public Library. One of the items on the agenda will be the White Pass building. There being no further business,

79-16 IT WAS MOVED AND SECONDED THAT THE MEETING ADJOURN. MOTION CARRIED.

*Janice E. Morrison*  
SECRETARY

*Elmer Keiski*  
CHAIRMAN