

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
110 So. Silver, Centralia, WA 98531

March 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
Dorothy Voegel - Grays Harbor County
Shirleen Johnson - Member-at-Large
Donald L. Law - 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
Judy Green, Librarian, Hoquiam
Alma Greenwood, Sr. Reference Librarian, Service Center
Martha Hill, Sr. Community Library Assistant, Aberdeen
Siggy Johnson, Central Services Assistant II
John Keplinger, Central Services Assistant II
Marian Osterby, Librarian, Centralia
Gayle Palmer, Reference Librarian, Centralia
Therese Rice, Sr. Library Associate, Service Center
Donna M. Schaan, Supervisor-Personnel Administration
Karin Schumaker, Central Services Assistant II
Betty Sholund, Reference Librarian, Olympia
Jay Windisch, Reference Librarian, Aberdeen
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Rosanne Bridgham, Chairperson, Centralia Timberland Library Board
Mrs. J. Russell Denny, Centralia Timberland Library Board
Joanna Toothaker, Centralia Timberland Library Board
Phillip Wickstrom, Centralia Timberland Library Board

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

AGENDA ITEM

NO.

- 1 A. Approval of Minutes of the February 15, 1979 Meeting

79-17 SHIRLEEN JOHNSON MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 15, 1979 MEETING; BOB BAKER SECONDED THE MOTION; MOTION CARRIED.

- B. Approval of Minutes of the March 1, 1979 Special Meeting

79-18 DOROTHY VOEGE MOVED TO APPROVE THE MINUTES OF THE MARCH 1, 1979 SPECIAL MEETING; ALICE HARRIS SECONDED THE MOTION; MOTION CARRIED.

2 Approval of Vouchers

79-19 BOB BAKER MOVED TO APPROVE THE VOUCHERS; SHIRLEEN JOHNSON
SECONDED THE MOTION.

Mrs. Harris questioned voucher #3964 to Gaylord Bros. in the amount of \$862.24 for operating supplies and \$41.39 for rental of machinery. Mrs. Morrison stated that this is for stocking up of a large amount of supplies for the processing department which will be starting the first of April. Mrs. Morrison referred the Board to voucher #3990 to Management & Planning Services in the amount of \$7,247.02 which is for the Library Services and Construction Act grant for study of city contract fees. This will be reimbursed by the Washington State Library. Mrs. Johnson questioned voucher #3971 to Ira F. Hurlburt & Co. in the amount of \$938.23 and asked what the total amount is that has been paid to this company thus far. Mr. Ayres stated that he does not have the total figure available, but will have this information for the Board at next month's meeting. Mrs. Harris questioned voucher #3987 to McCullough Painting Contractors in the amount of \$4,443.66. Mrs. Morrison stated that this is for the painting/sealing of the exterior of the Service Center and that this work has been completed. Mr. Ayres added that there is a one-year warranty on this work. Mrs. Harris questioned voucher #4013 to Puget Power & Light Co. in the amount of \$1,262.03, and what period this covers. Mr. Ayres stated that this is the billing for the Service Center and covers the period of January 18 to February 16, 1979. Mrs. Harris asked why Timberland is still making payments to Showroom 123 in voucher #4019 and Mrs. Morrison stated that this is for some additional equipment needed in the processing area. Mrs. Voegel questioned voucher #4017 to Seattle PI Dealer in the amount of \$49.50. Mrs. Morrison said that some newspaper subscriptions can be paid directly to the newspaper and several subscriptions paid at one time; others have to be paid to the dealer. This particular one is for a one-year subscription.

MOTION CARRIED.

Chairman Keiski thanked the Centralia librarian and the Centralia library board for inviting the Timberland Board to meet at the Centralia library.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith was not present at the meeting.

B. Board Reports

(1) North Mason - Alice Harris

Chairman Keiski stated that Alice Harris and Don Law are a subcommittee of the Board on the North Mason project. They will be looking at most of the technical work on this and will be reporting to the Board.

Mrs. Harris reported that nothing has happened at the site as yet, pending contract approval. The builder has applied for a building permit. She said that Elaine Day LaTourelle, architect, used the North Mason project for her architectural design class at the University. Mrs. Harris said she had an opportunity to see the presentations made

3B(1) by the students. Mr. Law expressed his concern with the several large trees which look as if they will be vulnerable to destruction that he would like to see saved. Mrs. Harris suggested that now that he has seen the site, that he discuss this with Ms. LaTourelle since she should know which ones are marked for saving.

(2) White Pass - Bob Baker

Mr. Baker reported that he has been unable to get in touch with Mr. Stoker and has nothing to report to the Board on this matter.

Chairman Keiski appointed Bob Baker and Shirleen Johnson as a subcommittee of the Board to work on the White Pass project; he appointed Dorothy Voege and Don Cox as a subcommittee for the rest of the year on employee relations and to act as liaisons on some of the issues and questions with Mrs. Morrison in the bargaining process, and after this is resolved, to continue making their recommendations. Chairman Keiski recalled that there was at one time a Board subcommittee on equipment. Mr. Baker stated that there was a time when it was effective since they were buying a lot of equipment; however, he thinks the staff is doing a good job, but that it is important that the Board keep abreast on automation. Mr. Law stated that he would have to concede that there is a need on the part of the Board to keep abreast as well as they can. He suggested that someone on the staff summarize some of the major decisions coming up in the next two years.

C. Staff

(1) Library Director - Louise E. Morrison

Mrs. Morrison announced that Virginia Barton is one of two people in Washington state who has been selected to attend the American Library Association Office for Library Services to the Disadvantaged Workshop in Denver March 28-April 1, 1979. She will receive money toward travel and expenses which will cover the majority of it and Timberland will pick up some of the incidental expenses.

Mrs. Morrison reported that Bob Barger of Elaine Day LaTourelle's office called today and said that Charlyn Ashmore from that office will be doing the architects' inspections during the North Mason construction.

Mrs. Morrison announced that there will be a retirement party tomorrow for Josie Davis at Montesano. A Certificate of Appreciation from the Board was prepared previously for presentation to Ms. Davis. Dorothy Voege will represent the Board.

Mrs. Morrison further reported that the Washington State Library Commission has acted on the preliminary letters of intent on grant proposals and has requested that several of them be expanded into full grant requests for Library Services and Construction Act funds. One of those is the grant which Mrs. Morrison spearheaded and got 15 other libraries to support for \$100,000 to begin getting Seattle Public Library's retrospective holdings on-line into the data base. Another which was approved for expansion has to do with public relations in libraries and would be granted to Neill Public Library in Pullman. Another has to do with genealogical resource sharing which is for Seattle Public Library. There is a request from Pierce County Library for \$60,000 for a merger

- 3C(1) grant for Puyallup Public in the event they do decide to contract with Pierce County. This was also approved for expansion. The next Library Commission meeting will be in Ellensburg on June 14.

Mrs. Morrison reported that the Alberta (Canada) Library Commission will be visiting Timberland on March 30 by pre-arrangement. They want to look at a library system in Washington state. Alberta apparently is just getting started with its Library Commission which apparently is comparable to the Washington State Library Commission.

Mrs. Morrison said she hoped that Board members had an opportunity to read the pamphlet they received in February entitled "Public Libraries in Washington - A Diminishing Statewide Resource." She hopes everyone will try to get word to their legislators that Senate Bill 2667 which is the public library funding bill should be passed since this is for all public libraries in the state.

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

Mrs. Barton referred the Board to her written report. If any Board members would like to read the reports from which she has excerpted, she will make them available.

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

Mrs. Stough made no written report this month. She reported on her activities of the past week. She and Therese Rice, A-V Specialist, went to Ocean Park and Ilwaco on Monday. Mrs. Stough conferred with the new librarian at Ilwaco and Ms. Rice gave some audio-visual equipment training. On Tuesday, Mrs. Stough went to Taholah and talked with Quinault leader Joe DeLaCruz to try to find out why the library is not being maintained properly and if there is any possibility of providing better security for the library. She asked Mr. DeLaCruz if he felt the library was serving the people properly, and Mr. DeLaCruz replied that he felt it was, although Mrs. Stough said she wonders when she sees the low circulation statistics. On Wednesday, Mrs. Stough had in-service training at the Service Center. She explained that on the second Wednesday of each month these in-service training sessions are held at the Service Center and they have a series of three sessions. The first one is basic orientation about Timberland; the second regards the Resource Directory, which Alma Greenwood conducts in depth; and the third is on reference which Alma Greenwood also conducts. Donna Schaan also takes part in the basic orientation session with regard to business office and personnel matters.

Mrs. Stough further reported that she talked with the Westport Library Board since the librarian there has just resigned. She said that it is particularly important to discuss the process of hiring a new librarian with the library board in the small contracting towns. Mrs. Stough said she spent Thursday morning at Employment Security in Aberdeen interviewing people for this position.

Tomorrow morning, Mrs. Stough said she is going to the Aberdeen library to talk about staff changes and tomorrow afternoon she will be attending the retirement party for Josie Davis in Montesano.

3C(3) Shirleen Johnson asked where the library in Taholah is located. Mrs. Stough explained that it is near the school and is shared with a community action center. She said there is no door between the library and the rest of the building. The microfiche reader has been vandalized so they will not place a fiche reader in there until the building is more secure. Mr. Law asked about the useage of the library. Mrs. Stough replied that it is used mostly by students and teachers. Mr. DeLaCruz told her that he felt the collection was adequate. Mrs. Stough said a new program is being started in adult basic education and she thinks the library will be supportive of it. Mrs. Stough stated that she has been assured that the door will be put in within the next 90 days. She is also requesting that a light be put at the outside entrance for safety, and a tile floor be put in.

(4) Assistant Director for Central Services - Sally Loken

Ms. Loken stated that because of Mrs. Barton's report last month and Mrs. Morrison's communications with the Board, that they might be interested in knowing more about the automated circulation system, referring to her written report. As soon as she has some cost figures, she will give them to the Trustees. She suggested that if any Board members are in the Tacoma area that they stop by Tacoma Public Library and take a look at the system they are using there. This was a pilot project for the Washington Library Network. Ms. Loken stated that an automated system will help with better control of materials and would save money. Mrs. Barton said that in the last few weeks, Olympia has had 40% of their materials overdue, which is very time and money consuming.

(5) Business Manager - Joy W. Ayres

Mr. Ayres referred the Trustees to his written report.

4 Correspondence

A. Letter dated 3/7/79 from James H. Robinson re North Mason Library Building Contract

Mrs. Morrison read the letter as follows:

"Attached are two copies of the Building Contract for the Belfair Library. Mr. Barger also has a copy.

"If this document is in good order and satisfactory to the Board, then I would appreciate one signed copy being returned to us."

Mrs. Morrison stated that the North Mason Building Contract is on the agenda under Unfinished Business.

B. Letter dated 3/12/79 from Robert M. Barger re North Mason Building Contract

Chairman Keiski read the letter as follows:

"We have reviewed the State of Washington Public Works Contract and Bond forms filled out by James H. Robinson Company for the construction of the North Mason Library Building. The information is correct as stated.

4B

"We recommend execution of the contract."

- C. Letter dated 2/14/79 re invitation to hold April Board meeting in Chehalis

Mrs. Morrison said that this letter came after the February Board meeting. Chairman Keiski read the letter as follows:

"The Chehalis Timberland Library Board of Trustees would be pleased if you would consider holding your regular April meeting in the Library Gallery in Chehalis. If April is awkward please choose another month and let us know when you would like to come.

"It has been at least five years since the TRL Board met in Chehalis, and several changes have been made within the walls of the faithful old building, both downstairs and up. The most obvious change is the conversion of the upstairs storage and meeting room into a Gallery which presents nine or ten different shows a year. In April the Collectors' Gallery from Olympia is preparing an exhibit and in May all the high schools in Lewis County have been invited to display outstanding student work. The high school show has been held the past two years in May and is planned as an annual event, with broader participation each year."

Signed/Nancy Leventon, Chairperson
Chehalis Board of Trustees

The Trustees agreed that the April 19, 1979 Board meeting will be held at the Chehalis library. Chairman Keiski stated that there is a possibility that the Board also may have to hold a special meeting before then.

5

Unfinished Business

- A. Coupon Warrant Authorization for North Mason Construction

Mrs. Morrison recommended that the Board authorize her to proceed with the sale of \$100,000 worth of Coupon Warrants in a private sale and authorize her to contact Seattle-First National Bank in Seattle and to contact Roberts, Shefelman, Lawrence, Gay & Moch to act as bonding counsel, the fee for bonding counsel not to exceed \$650.00, which she understands will be the only cost other than the interest on the Coupon Warrants. Mrs. Morrison stated that the maturity schedule runs about \$20,000 a year. She said that the bonding counsel takes care of the writing of the resolution, compliance with the laws, oversees the printing, etc. Mrs. Morrison feels that \$100,000 will be sufficient. Mrs. Harris asked if this does not take into consideration the possibility of having to find another facility for White Pass, and Mrs. Morrison replied that it does not.

79-20

DON COX MOVED TO AUTHORIZE THE SALE OF \$100,000 IN COUPON WARRANTS TO BE USED FOR THE NORTH MASON BUILDING; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED.

79-21

DON COX MOVED THAT THE FIRM OF ROBERTS, SHEFELMAN, LAWRENCE, GAY & MOCH ACT AS BONDING COUNSEL, THE FEE NOT TO EXCEED \$650, AND WORK WITH SEATTLE-FIRST NATIONAL BANK IN A PRIVATE SALE OF THE COUPON WARRANTS; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED.

5 B. Building Contract for North Mason Library

Mrs. Morrison said that the Board should note that the amount in the contract is slightly different from the motion passed in the minutes of March 1, 1979. There was a clerical error and the actual amount should be \$234,421 and does not include Washington state sales tax. The base bid was \$261,579, less alternates 2, 3, 5 and 7. There are several other things which will have to be done by change order since those deletions were not part of the basic bid that was advertised. Sales tax would be \$11,000 plus.

79-22

ALICE HARRIS MOVED TO ENTER INTO A CONTRACT WITH JAMES H. ROBINSON COMPANY, INC. IN THE AMOUNT OF \$234,421, NOT INCLUDING WASHINGTON STATE SALES TAX, FOR THE CONSTRUCTION OF THE NORTH MASON LIBRARY; DON LAW SECONDED THE MOTION AND MOTION CARRIED.

79-23

SHIRLEEN JOHNSON MOVED TO AUTHORIZE CONSTRUCTION OF THE NORTH MASON LIBRARY TO PROCEED AS OF MONDAY, MARCH 19, 1979, WITH CONSTRUCTION TO BE COMPLETED IN NO MORE THAN 150 CALENDAR DAYS, WHICH WOULD BE AUGUST 16, 1979; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED.

Chairman Keiski stated that Mrs. Morrison will be the executing officer on this and any problems will go to Alice Harris, Don Law and Mrs. Morrison; if those three cannot resolve the problems, then they will come to the Board.

The meeting recessed at 8:30 p.m. and reconvened at 8:40 p.m.

6 New Business

A. North Mason Shelving - Specifications and Call for Bids

Mrs. Barton referred the Board to a copy of the Specifications for Steel Shelving for Timberland North Mason Library dated 3/13/79. She said these were written very carefully and very precisely to get exactly what is needed.

79-24

DOROTHY VOEGE MOVED TO ADVERTISE FOR BIDS FOR STEEL SHELIVING FOR THE TIMBERLAND NORTH MASON BUILDING ACCORDING TO THE SPECIFICATIONS DATED 3/13/79; SHIRLEEN JOHNSON SECONDED THE MOTION.

Chairman Keiski asked if this metal shelving will fit in with the decor, and Mrs. Barton replied that it will. They will be the same color as the desks at the Service Center, which is Steelcase Tan Value 1.

MOTION CARRIED.

B. Joint Grant Proposal

Mrs. Morrison said this would be a joint grant with The Evergreen State College and, hopefully, the State Capitol Museum to be submitted to the Washington Commission for the Humanities entitled "Southwest Washington Chautauqua in the Humanities." She has discussed this with the Academic Dean at The Evergreen State College, who wrote the grant proposal. This is the sort of grant where a listing and catalog of workshops, exhibitions and lectures is done; brochures are printed

6B up and distributed; then community groups are invited to apply for one of these programs. The grant would pay for the honorarium for the speaker and the community group would be required to pay some costs such as mileage, space rental and publicity. Timberland's biggest responsibility in this would probably be helping to prepare and distribute the booklet. The Evergreen State College would act as fiscal agent for the grant. This is the type of cooperation between various governmental agencies which lets the taxpayers know that they are conscious of how tax dollars are spent. Mr. Law asked how much it will cost Timberland. Mrs. Morrison said she didn't think it would cost in excess of \$2,000 in in-kind contributions, such as printing and distribution of the brochures in the libraries. Mr. Law requested that in the future the Board receive a better breakdown, dollar wise and staff wise, of the cost to Timberland in this type of thing.

79-25

DOROTHY VOEGE MOVED THAT TIMBERLAND REGIONAL LIBRARY ENTER INTO A JOINT GRANT PROPOSAL WITH THE EVERGREEN STATE COLLEGE AND THE STATE CAPITOL MUSEUM ENTITLED "SOUTHWEST WASHINGTON CHAUTAUQUA IN THE HUMANITIES." ALICE HARRIS SECONDED THE MOTION.

Mr. Cox requested that a real accounting in time and dollars is done assuming that this grant is awarded. Mr. Law also requested that the Board be advised as to which staff members are affected.

MOTION CARRIED.

C. W.L.A. Conference Attendance

Chairman Keiski said that Shirleen Johnson and Alice Harris have both indicated an interest in attending the Washington Library Association conference and he is also somewhat interested. They can either drive or fly to Richland. Chairman Keiski requested that Board Secretary Liane Bascou check into plane schedules.

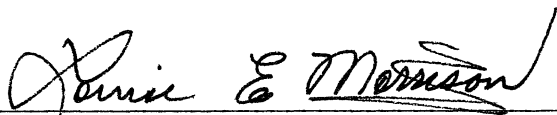
Chairman Keiski requested that Shirleen Johnson and Bob Baker meet with Mrs. Morrison and Liane Bascou with regard to the possibility of the secretary leaving to take another position.

Chairman Keiski then inquired if there were remarks from public or staff in the audience.

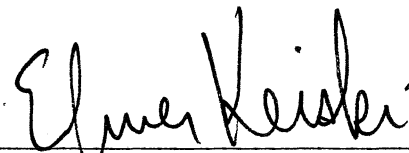
Betty Sholund, President of the TRL Staff Association, said she felt it was incumbent upon her to present to the Board all of the letters and comments she received with the ballots in the recent voting by the Staff Association on management's offer. Ms. Sholund said that she thinks these comments do express the viewpoints and concerns of most of the staff members. Chairman Keiski accepted these and stated that the Board will look them over and any reflection they have and anything they can add to the negotiation effort will be directed to Mr. Yok. Ms. Sholund said that Mr. Rathbone was unable to reach Mr. Yok today with regard to the ballot results. The results were as follows: 132 people voted; 76.5% rejected management's offer--101 rejects and 31 accepting. Ms. Sholund stated that Mr. Rathbone will communicate this formally to Mr. Yok.

Bob Baker stated that the Board should have a short Executive Session to consider these letters and the bargaining situation. Chairman Keiski called an Executive Session for this purpose and stated that the Board meeting would not be reconvened.

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



SECRETARY



CHAIRMAN