

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Chehalis Timberland Library, 76 N.E. Park St., Chehalis, WA 98532
April 19, 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
Sally Loken, Assistant Director for Central Services
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
Jim Lintott, Chehalis Page
Joyce Nichols, Tumwater Librarian
Therese Rice, Media Technician, Service Center
Donna M. Schaan, Supervisor-Personnel Administration
Betty Sholund, Reference Librarian, Olympia
Jay Windisch, Reference Librarian, Aberdeen
Bob Zimmerman, Chehalis Librarian
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

John McCord, Chehalis Library Board
Kathy Moses, Student, University of Washington School of Librarianship
Ed Stanton, Chehalis Library Board

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

AGENDA ITEM
NO.

- 1 Open bids for Timberland North Mason Library shelving

Mrs. Morrison stated that three bids were submitted for shelving for the North Mason Library, all duly received by the time specified. Chairman Keiski read the bids as follows:

Northwest Associates, Inc., P.O. Box 90, Issaquah, WA 98027,
for the sum of \$10,960, which does not include book drop or
sales tax, cutting or patching. Price subject to acceptance
within 30 days and delivery prior to October 1, 1979. A
physical sample is in transit.

Paul Timmerman & Associates, 914 2nd Avenue, Seattle, WA 98104,
for the sum of \$9,559 for Estey V-14 series or \$8,200 for Estey
Z-14 series with brown uprights and bases.

- 1 Timmerman Company, 406 Market St., Suite D, Kirkland, WA 98033, for the sum of \$9,040. This bid includes a Bid Bond. The bid is for Aetnastak contemporary T Base metal Library Bookstacks.

Chairman Keiski recommended that the Board take these bids under advisement. Don Law asked what has been budgeted for shelving. Mrs. Morrison said they had estimated that shelving would cost about \$10,000. Chairman Keiski instructed the North Mason Committee to review these three bids and make a recommendation to the Trustees at next month's regular meeting.

Chairman Keiski expressed the Board's pleasure to be meeting in the gallery at the Chehalis library. He stated that the Board had gathered together informally for dinner prior to the meeting. Everyone introduced themselves.

- 2 A. Approval of Minutes of March 15, 1979 meeting

79-27 DONALD COX MOVED TO APPROVE THE MINUTES OF THE MARCH 15, 1979 REGULAR MEETING; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

- B. Approval of Minutes of March 29, 1979 special meeting

79-28 ALICE HARRIS MOVED TO APPROVE THE MINUTES OF THE MARCH 29, 1979 SPECIAL MEETING; DONALD LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

- 3 Approval of Vouchers

79-29 SHIRLEEN JOHNSON MOVED TO APPROVE VOUCHERS #4079 THROUGH #4243 IN THE AMOUNT OF \$82,490.84; BOB BAKER SECONDED THE MOTION.

Mrs. Harris questioned voucher #4080 to A-1 Millwork Co. in the amount of \$2,814.03. Mrs. Morrison stated that this was for a special index table and two processing tables, which was part of the \$8,000 required for furnishings in order that the Service Center can do Timberland's processing. Mr. Law questioned voucher #4135 to Isdell-Plemmons & Associates in the amount of \$4,618.00, and Mrs. Morrison said that this is for the renewal of the Board's liability insurance for a one-year period. Mrs. Johnson asked if Timberland has received a final billing from Larry Yok. Mrs. Morrison stated that she is not sure if this has been finally cleared up yet but Mr. Yok was aware that he was very close to the limit set by the Board. Mr. Law asked if Timberland is currently operating as economically as possible on telephone service. Mrs. Morrison replied yes and that the SCAN line at the Service Center is used extensively. She said that voucher #4172 to Pacific Northwest Bell in the amount of \$4,624.67 probably includes the cost of the telephone changes at the Service Center for the processing department. Mr. Cox questioned voucher #4205 to Telephone Utilities of Washington, Ilwaco, in the amount of \$436.81. Mrs. Morrison explained that the billing comes from Ilwaco but actually covers phones for White Pass, Montesano, McCleary, Elma, Ilwaco, and Ocean Park libraries. Voucher #4172 (Pacific Northwest Bell) covers phones at Aberdeen, Amanda Park, Centralia, Chehalis, Cosmopolis, Hoquiam, Lacey, North Beach, North Mason, Oakville, Olympia, Raymond, Service Center, South Mason, South Bend, Tumwater, Winlock, WATS line, and credit cards. Mr. Cox asked what the impact would be on the library district if the WATS line were disconnected. Mrs. Morrison said the

- 3 savings would be about \$170 a month and would make many people unhappy who would have to pay to call the library. The WATS line is heavily used. Mrs. Harris asked what has been purchased from Showroom 123 in voucher #4194. Mrs. Morrison said this is the amount that had never been billed for Service Center furnishings in 1978. Mr. Ayres and Showroom 123 both caught the error in reviewing their records since the total amount paid to them, excluding this billing, was about \$6,000 below what had been anticipated.

MOTION CARRIED UNANIMOUSLY.

4 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith was not present at the meeting. Mrs. Morrison stated that Mrs. Smith worked on the resolutions which are on tonight's agenda. Mrs. Morrison had intended that Mrs. Smith read the resolution for sale of Coupon Warrants, but Mrs. Smith said she was not really concerned about this resolution since it was drafted by Roberts, Shefelman, Lawrence, Gay & Moch, bonding counsel in Seattle. Mrs. Morrison said both she and Mr. Ayres checked this resolution over and are satisfied with it.

B. Architect

There was no report from the architect.

C. Board Committee Reports

(1) North Mason - Alice Harris

Mrs. Harris reported that she stopped by the North Mason site today and is very pleased with how things are progressing. The footings have been poured and the forms for the foundation are being put in. The pour is scheduled for next Tuesday. Regarding the cedar tree which the committee was concerned about, there are no signs of disease in the tree. An iron gate has been installed at the site to prevent anyone from taking things off the site. Mrs. Harris further reported that on Tuesday this week she met with Mrs. Barton, Mrs. Morrison, and Charlyn Ashmore from the architect's office. They unanimously agreed on the colors which will be used in the library and she said that samples will be available at a later date.

D. Staff

(1) Library Director - Louise E. Morrison

Mrs. Morrison reported that work on the revision of the 1979 budget has been completed and is on tonight's agenda. It has occupied a great deal of her attention. A committee has been working at the Service Center getting things ready for the Governor's Conference at the Tyee. She further reported that Mrs. Barton has been doing a great deal of planning for the next two years.

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

Mrs. Barton referred the Board to the graphs in Mrs. Stough's report.

- 4D(2) She said that 1975 was a banner year for Timberland. Mr. Cox asked why there has been a decline in circulation since 1975 at the Hoquiam library. Mrs. Barton said she is not sure, but that a survey was done by the City of Hoquiam this past year and the Hoquiam library was rated No. 1. She suspects that one problem is that the Hoquiam building is not easily accessible. Also, patrons are encouraged to use all Timberland libraries and she said that the Board will note that Aberdeen's circulation has gone up considerably. Mrs. Johnson asked what Hoquiam plans to do with the \$25,000 endowment for the library. Mrs. Barton said that this is being discussed. Mrs. Voege commented that the Hoquiam school population has been dropping.

(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 referred the Board to her written report regarding Washington Library Network computer system costs. She said the reason she did this report this month was because Board members have had questions on this and she wanted them to be able to see a summary of the system structure. Timberland started with one sub-system, added a second, and will be adding a third in the future.

(5) Business Manager - Joy W. Ayres

Mr. Ayres' written report was in the Board's folders. Chairman Keiski stated that the payroll for the month of March, 1979 was \$135,092.49. Mrs. Morrison said this is still based on the 1978 salary schedule.

Mr. Cox said he had a matter he wished to bring up at this time. In one of Mrs. Morrison's memos to the Board she had commented that they knew the Service Center would have to be repainted. He said he did not recall this ever being discussed. Mrs. Morrison said that when they were discussing areas where they would have to cut down on the costs, it was decided that they would put one coat of paint on rather than two. She thinks it will not need to be repainted again for another five years at least. The Service Center building is completely exposed to the elements. Mrs. Harris asked about the roof problem. Mrs. Morrison said that she and Mr. Ayres had called a third party in and he told them the things that should be done before the retainage money is released to the roofing contractor.

5 Correspondence

- A. Letter dated April 16, 1979 from KTPS Television regarding Washington Commission for the Humanities Grant

Mrs. Morrison stated that if Timberland co-sponsors this grant, it would not take place until October, 1980. Timberland would help organize a series of forums. She said she has discussed this with Peg Coppinger of the Olympia library, but has not had a chance to discuss it with Joyce Nichols of Tumwater or Mary Russell of Lacey. It would involve in-kind contributions. Mr. Law said that he had expressed his concern at a previous meeting about the staff time involved in this type of thing and again asked that each and every proposal of this type have a thorough accounting made for the Board's information. Mrs. Morrison said that Timberland is involved in two of these types of things right now and she

- 5A doesn't know yet if this one will be funded. Timberland needs to commit itself now if they wish to have Timberland's name on it. Mrs. Harris asked if Timberland can indicate how much donated services it will put into this and Mrs. Morrison replied that they can. About the only thing Timberland would need to donate is to provide a place for the forums. The Board agreed to co-sponsor this and Chairman Keiski assigned this to Mary Stough to handle in the event it is funded. Any questions should be referred to Mrs. Stough.

- B. Letter dated April 18, 1979 from Roberts, Shefelman, Lawrence, Gay & Moch regarding Coupon Warrants

Chairman Keiski said that Timberland is going to sell \$100,000 worth of Coupon Warrants to Seattle-First National Bank to help with the cost of construction and furnishing of the North Mason facility. The site for the new library was donated by the Friends of the North Mason Library. The first interest payment on these warrants is due January 1, 1980. Mrs. Morrison said there should be no problems in paying this because of the time the revenue will be coming in.

6 Unfinished Business

- A. Resolution - Sale of Coupon Warrants

Mrs. Morrison briefly reviewed the resolution. The money from the sale of the Coupon Warrants will be used only for construction and furnishing of the North Mason library.

79-30

DONALD M. COX MOVED TO ADOPT RESOLUTION NO. 79-4 REGARDING ISSUANCE OF COUPON WARRANTS IN THE SUM OF \$100,000 TO PAY PART OF THE COST OF CONSTRUCTION AND FURNISHING THE NEW TIMBERLAND NORTH MASON LIBRARY; DONALD L. LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

The meeting recessed at 8:40 p.m. and reconvened at 8:55 p.m.

6 B. Ratification of conference call consensus on Labor Agreement

Chairman Keiski said that the Trustees had a conference call on April 3 and ratified the agreement. Mrs. Morrison said that the Union has signed the agreement with the stipulation which has been handwritten on the last page having to do with clarification of vacation. Chairman Keiski requested that Donna Schaan and Betty Sholund get together privately at this time and come to an agreement on the language which was necessary. In the meantime, the Board will continue with the agenda.

7 New Business

- A. Resolution - Establishment of Vehicle Reserve Fund and initial deposit

Mrs. Morrison stated that the purpose of a vehicle fund is to accumulate enough money to replace vehicles when needed. This is especially critical in the event a bookmobile needs to be replaced. She said that the fund will have a ceiling of \$50,000. Chairman Keiski read the resolution as follows:

- 7A "WHEREAS, the Timberland Regional Library Board of Trustees deems it fiscally prudent to establish an accumulation fund for the orderly replacement of district vehicles, and
- "WHEREAS, several district vehicles have accumulated over 100,000 miles each, and
- "WHEREAS, the establishment and deposit of funds in such an account is in the best interest of continued library service; NOW, THEREFORE,
- "BE IT RESOLVED by the Board of Trustees of Timberland Regional Library that a special account is hereby created to be known as the 'Vehicle Reserve Fund' with a ceiling of \$50,000. The initial deposit in said account shall be \$16,717 to be taken from the 1978 cash balance of the district."

79-31 BOB BAKER MOVED TO APPROVE RESOLUTION NO. 79-5 REGARDING THE ESTABLISHMENT OF A VEHICLE RESERVE FUND WITH A CEILING OF \$50,000; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

- 6B Donna Schaan stated that the added language on page 20 of the Labor Agreement was discussed by Mr. Rathbone and Mrs. Morrison by telephone today. Employees will not lose any vacation time through this process. The added language reads as follows: "Employee bonus vacation days be pro-rated from last anniversary of employment to March 1, 1979."

79-32 DON COX MOVED TO RATIFY THE LABOR AGREEMENT BETWEEN TIMBERLAND REGIONAL LIBRARY AND TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Chairman Keiski, Mrs. Morrison and Betty Sholund signed the original of the Agreement and initialed the addition on page 20.

C. Ratification of conference call consensus re non-union employees

Chairman Keiski said that the Board agreed in the conference call on April 3 to grant the same salary increase and benefits to non-union employees for 1979.

79-33 DON LAW MOVED TO GRANT THE SAME SALARY INCREASE AND BENEFITS FOR 1979 TO NON-UNION EMPLOYEES AS GIVEN TO UNION EMPLOYEES; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison stated that there are some non-union employees who are unwilling to have bargaining done for them by the Union group and they are not really willing to have the vacation schedule changed for fulltime employees who do not belong to the Union who are either building supervisors or above that level or excluded by reason of the confidentiality of their positions as in the case of the two secretaries. Most of them felt the vacation should remain at 20 days and are not really willing to sacrifice that for the future. In terms of recruitment, they felt that this would be difficult. Ms. Schaan stated that there are two people who are building supervisors who are thought of as "professionals" but do not fall under the professional salary structure. In granting these 20 days vacation to non-union employees, it would give them an opportunity to accrue 20 days vacation each year. Mrs. Morrison said that there should be some consideration given for being separated from

6C the Union. Mrs. Voege expressed her feeling that non-union employees should be given 20 days vacation a year. Mr. Baker stated that as a matter of expediency, the Board should grant the same thing to non-union employees as granted to union employees and take this matter under advisement since the Board is not equipped to discuss this tonight. Mr. Law said that he thinks this has to do with people hired in the future and whether it is important or not important for recruitment. He would rather make this decision at a later date. Chairman Keiski suggested that the subcommittee of the Board regarding labor matters consisting of Dorothy Voege and Don Cox meet with regard to this matter. Ms. Schaan suggested that this subcommittee work with management on the Personnel Policy since that will be the guideline for these exempt employees. Mrs. Voege said she sees no problem with this 20-day vacation schedule.

79-34 DOROTHY VOEGE MOVED THAT THE BOARD INITIATE A 20-DAY VACATION SCHEDULE FOR THE MANAGEMENT TEAM, TEN MAJOR LIBRARY BUILDING SUPERVISORS, AND TWO SECRETARIES; SHIRLEEN JOHNSON SECONDED THE MOTION.

79-35 DON LAW MOVED TO TABLE THIS MATTER UNTIL THE NEXT BOARD MEETING; BOB BAKER SECONDED THE MOTION. FOUR VOTED IN FAVOR OF THE MOTION AND THREE OPPOSED. MOTION CARRIED.

7 New Business

B. Resolution - Transferring Funds from 1978 cash balance to Capital Improvement Budget

79-36 ALICE HARRIS MOVED TO ADOPT RESOLUTION NO. 79-6 TRANSFERRING \$67,870 OF THE 1978 CASH BALANCE TO THE 1979 CAPITAL IMPROVEMENT BUDGET FOR EXPENDITURE IN CONSTRUCTION/FURNISHING OF THE TIMBERLAND NORTH MASON LIBRARY; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

C. Resolution adopting 1979 Revised Budget dated April 19, 1979

Mrs. Morrison stated that the 1979 Revised Budget dated April 19, 1979 has an Operating Budget of \$2,889,608 with a Capital Improvement Budget of \$292,870 and is broken down as follows:

Administration	\$ 319,727
Public Service	\$2,224,705
Organization of Materials	\$ 229,061
Training	\$ 6,000
Facilities	\$ 107,365
Debt Service	\$ 2,000
Fleet Memorial Fund	\$ 750

Mrs. Morrison said that the budget allows for the purchase of the third van to expand the courier route, and allows for moving a terminal to the Olympia library when the other bibliographic terminal is in place at the Service Center. It also allows for the purchase of several replacement postage meters. Chairman Keiski read the resolution as follows:

7C

"WHEREAS, the Timberland Regional Library Board of Trustees adopted Resolution No. 34 on September 28, 1978, setting the district's maximum operating budget at \$2,994,248, and

"WHEREAS, final assessed valuations for the district were not available on said date, and

"WHEREAS, it is necessary to revise the 1979 Timberland Regional Library Budget to reflect actual revenue anticipated by the district in 1979; NOW, THEREFORE,

"BE IT RESOLVED by the Timberland Regional Library Board of Trustees that the 1979 Timberland Regional Library Operating Budget total be set at \$2,889,608, and

"BE IT FURTHER RESOLVED that the 1979 Timberland Regional Library Capital Improvement Budget be set at \$292,870 for the construction and furnishing of the Timberland North Mason Library near Belfair, Washington."

79-37

DON COX MOVED TO ADOPT RESOLUTION NO. 79-7 SETTING THE 1979 TIMBERLAND REGIONAL LIBRARY OPERATING BUDGET AT \$2,889,608, AND THE CAPITAL IMPROVEMENT BUDGET AT \$292,870 FOR CONSTRUCTING AND FURNISHING OF THE TIMBERLAND NORTH MASON LIBRARY; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

D. Declaration of Surplus Property

Chairman Keiski read the list of property to be declared surplus as follows:

1970 nine-passenger Plymouth station wagon - license C24681
Assorted wooden desks
Assorted metal desks
Assorted secretarial chairs
Assorted metal file cabinets
Assorted desk lamps
Assorted wooden stools
Assorted waste baskets
Assorted book shelves
Assorted paperback racks
Assorted wooden boxes

Mrs. Morrison recommended that a public auction be set at the Service Center on Saturday, June 2, 1979 at 10:00 a.m.

79-38

DOROTHY VOEGE MOVED THAT THE ABOVE LISTED PROPERTY BE DECLARED SURPLUS; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

79-39

SHIRLEEN JOHNSON MOVED THAT THE DATE OF THE PUBLIC AUCTION FOR AUCTIONING OFF THE ABOVE LISTED SURPLUS PROPERTY BE SET FOR SATURDAY, JUNE 2, 1979, AT THE SERVICE CENTER AT 10:00 A.M.; DON COX SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

E. Contract with Jefferson County Board of Commissioners

- 7E Mrs. Morrison stated that this contract will provide service to Jefferson County residents until the Jefferson County Board of Trustees can begin to levy taxes for this purpose. Mrs. Morrison recommended that the Board enter into this contract.

79-40 DON COX MOVED TO APPROVE THE CONTRACT WITH THE JEFFERSON COUNTY BOARD OF COMMISSIONERS FOR THE SUM OF \$8,773; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

- F. Washington Commission for the Humanities Grant Request/KTPS Television (Tacoma)

See Agenda Item No. 5A.

- G. Commendation for James Gober for service on Chehalis Board, March 1969-December 1978

Chairman Keiski signed a Certificate of Appreciation which will be presented to Mr. Gober.

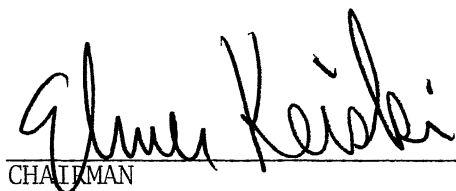
- H. Approval of Contractor's Escrow Agreement - Great Northwest Federal Savings and Loan Association regarding retainage for the North Mason building

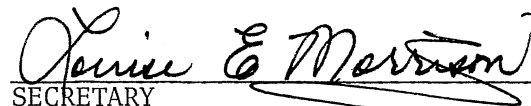
Mrs. Morrison reported that this agreement has not been received as yet because the bank sent the wrong form. She called the bank today and explained what was needed. It will be the same type of thing that Timberland had during construction of the Service Center. If the Board will approve this, the Board Chairman and Secretary can sign the agreement when it comes in.

79-41 BOB BAKER MOVED TO APPROVE THE CONTRACTOR'S ESCROW AGREEMENT WITH GREAT NORTHWEST FEDERAL SAVINGS AND LOAN ASSOCIATION REGARDING RETAINAGE FOR THE NORTH MASON BUILDING; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

There being no further business,

79-42 ALICE HARRIS MOVED THAT THE MEETING ADJOURN; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.


CHAIRMAN


SECRETARY