

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

June 21, 1979

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M I N U T E S

BOARD MEMBERS PRESENT:

Elmer F. Keiski, Chairman - Thurston County
Alice Harris - Mason County
Donald M. Cox - Pacific County
Robert M. Baker - Lewis County
Shirleen Johnson - Member-at-Large
Donald L. Law - Member-at-Large

BOARD MEMBER ABSENT:

Dorothy Voegel - Grays Harbor County

STAFF PRESENT:

Louise E. Morrison, Library Director
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, Tumwater Librarian
Therese Rice, Media Specialist, Service Center
Mary Ann Shaffer, Children's Librarian, Olympia

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

GUEST PRESENT:

Mike Oakland, The Daily Olympian

Vice-Chairperson Alice Harris called the meeting to order at 7:45 p.m.

AGENDA ITEM
NO.

- 1 Approval of Minutes of the May 24, 1979 Meeting
- 79-66 ELMER KEISKI MOVED THAT THE MINUTES OF THE MAY 24, 1979 MEETING BE APPROVED; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.
- 2 Approval of Vouchers

Mr. Cox noted that a voucher has not been included for him for mileage to the May meeting. He did not receive the message that the May 17, 1979 meeting had been rescheduled to May 24 and did drive to the Service Center on May 17. Mr. Ayres stated that this oversight will be taken care of. Mr. Law questioned voucher #4466 to Gaylord Bros. in the amount of \$5,034.29 for rental-machinery. Mrs. Morrison said that this is for book charging machines for the entire district.

- 2 Mrs. Morrison referred the Board to voucher #4497 to Management and Planning Services in the amount of \$12,248.46 for which Timberland will be reimbursed from Library Services and Construction Act funds since this is for the City Contract Fee Study. Mr. Ayres stated that voucher #4504 to Olympia Auto Center in the amount of \$11,182.18 is for the two new vehicles (courier van for the Service Center and Dodge Aspen for Hoquiam). The Matador which had been assigned to Hoquiam is now assigned to the Service Center. Mr. Ayres also referred Board members to voucher #4560 to Doris Whitmarsh in the amount of \$51.00. This is for reimbursement for repairs made to the South Mason library for which Timberland has been reimbursed from Title Guarantee of Lewis County, owner of the building. Mrs. Morrison reminded Board members that now that Timberland is processing its own materials, these vouchers will be in a separate alphabetical sequence rather than one voucher to the Washington State Library.

79-67

DON COX MOVED TO APPROVE VOUCHERS #4428 THROUGH #4613 IN THE AMOUNT OF \$164,809.04; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith had no report at this time.

B. Board Committee Reports

(1) North Mason - Alice Harris

Mrs. Harris reported that construction of the new North Mason library is proceeding and they are now putting the roof on the building. She expressed her appreciation to Mrs. Morrison and Mrs. Barton for accomplishing a reduction in the cost of the underground wiring. They contacted an electrician in Shelton and made a much better arrangement than what had been on the work order discussed at last month's meeting. Mrs. Harris said that she feels that the design done by Timberland's graphic artist for the North Mason sign is far superior to the other two designs submitted by the architect. She showed the design to the North Mason Friends and they also agree that it is better. Mrs. Harris further reported that the North Mason Friends have agreed to assume the cost for the cook tops and refrigerator.

Mr. Law also expressed his appreciation for the reduction in cost of the underground wiring and stated that this proves that if something doesn't seem right, the Board can do something about it.

(2) White Pass - Bob Baker

Mr. Baker reported that he has talked to Mr. Stoker twice on the telephone. Mr. Stoker still insists that he wants the library to remain in his building, but Mr. Baker said he has been unable to negotiate a price. Mr. Baker said he has not called Mr. Stoker

3B(2) back since he doesn't want to pressure him and Mr. Stoker also had said that he would get back to Mr. Baker. However, he has not as yet. The last time they discussed this, Mr. Baker offered \$275 a month. Mr. Stoker said that would not be enough and Mr. Baker's last offer was \$300 a month and he told Mr. Stoker that if they have to go over \$300, the library will have to look for other facilities.

C. Staff

(1) Library Director - Louise E. Morrison

Mrs. Morrison read a letter she received from Ira F. Hurlburt & Company dated June 8, 1979 regarding last month's adjustment of voucher #4322 as follows:

"Thanks for catching the error on our part. I checked this with Larry and learned what happened: he checked with the bookkeeper who said he had 16 hours to go to reach the maximum. It should have been 6 hours. Your figures are correct."

In last week's memo to the Board, Mrs. Morrison commented on the approval of the grant to Seattle Public Library on which she had worked earlier this spring. She received a letter from the Chief of Technical Services at Seattle Public expressing appreciation for seeing this project through.

Mrs. Morrison stated that the pictures of the North Mason construction are available for Board and staff to look at. Also Mrs. Harris furnished her with a page from the "Visitors Guide to Mason County" which has a picture of the North Mason model.

Mrs. Morrison said she would be interested to know if any Board members would like a copy of the Library Services and Construction Act long-range program for the State of Washington. Comments on this first draft need to be in by July 20.

Mrs. Morrison further reported that she and Mr. Ayres decided that they would be unable to do the specifications for the Montesano library roof and this will be discussed later under agenda item #5C.

Mrs. Morrison said they are still interviewing for the Supervisor-Personnel Administration position and she will be interviewing for the Children's Coordinator position next week. They will be interviewing for the North Mason position soon.

Mr. Keiski expressed his appreciation to Mrs. Morrison for her weekly memos and keeping the Board up to date.

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

Mrs. Barton's written report was forwarded to Board members on June 15. Mrs. Johnson stated that this is a fascinating report and hopes everyone will read it.

(3) Assistant Director for Public Services - Mary Stough

Mrs. Stough said that the graphs included with her written report

3C(3) are circulation statistics. She made a correction on page 1 of her written report, last paragraph--Aberdeen Library is 5 miles away from Cosmopolis, not 15 miles.

(4) Assistant Director for Central Services - Sally Loken

Ms. Loken's written report was in the Board's folders. Mrs. Harris reported that she took part in the staff training session on the terminal yesterday at the Service Center, which she found informative and very interesting. She encouraged other Board members to do this also if at all possible. She said it is amazing what these terminals can do and she can understand why staff is excited about the Network. She said she appreciated all the help she was given. Ms. Loken said staff was delighted that Mrs. Harris came. Don Law said that he is also very interested in the Network and its potential.

(5) Business Manager - Joy W. Ayres

Mr. Ayres' written report was forwarded to the Board on June 15, 1979, and a supplemental report was included in the Board's folders.

4 Correspondence

There was no official correspondence on the agenda.

5 Unfinished Business

A. Resolution relating to Overdue Materials

Mrs. Harris read the resolution as follows:

"WHEREAS, In 1969, the Timberland Regional Library Board of Trustees discontinued the collection of overdue fines for late return of materials; and

"WHEREAS, The Board is concerned with the increasing number of items which patrons fail to return after two overdue notifications; and

"WHEREAS, Failure of one patron to return long overdue items results in reduction of services to other patrons; and

"WHEREAS, Immediate action is necessary to solve this problem; now therefore be it

"RESOLVED, That the Timberland Regional Library Board of Trustees adopts the following policy regarding overdue materials/equipment:

"1. At the Library Director's discretion, messenger pick-up service may be initiated and a reasonable fee for such service will be charged.

"2. At the Library Director's discretion, services may be suspended to patrons who fail to return materials/equipment as scheduled."

Mrs. Morrison said the Board will recall the resolution regarding this matter postponed last month. She said that Mrs. Stough pointed out that the first draft of this resolution would cause difficulties since they would have to come back to the Board to make any changes

5A in the procedure and fee. Staff has tried to simplify it so that it leaves some discretionary leeway and gives staff broader parameters within which to operate. Mrs. Morrison said she has been working with Michael Hedges and Mary Stough on the press releases which will go out to local newspapers in the five-county area to help people understand why this is being done, if the Board adopts the resolution.

79-68

SHIRLEEN JOHNSON MOVED TO ADOPT RESOLUTION #79-9 RELATING TO LONG OVERDUE MATERIALS; DON COX SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Johnson requested that this also be posted at the libraries. Mrs. Morrison said that the initial fee will probably be \$10.00, although it may be that Timberland will have to charge more depending on how far the messenger will have to travel. Also, staff will be concentrating fairly heavily on getting back overdue materials that have been borrowed from other libraries. Other libraries are becoming unwilling to lend to Timberland because of the overdues. Mr. Keiski stated that these are publicly owned materials and the Board has the responsibility to see that they are put back into circulation as soon as possible. Although patrons are taxpayers, they don't personally own the materials. Mrs. Harris commented that she will be interested in hearing a report on this new procedure. If this does not work, then the Board will have to try something else.

B. Vacation for staff exempt from Union

Mr. Law suggested that the Board discuss this in Executive Session. It was agreed that the Board would continue with the agenda and come back to this item at the end of the meeting.

C. Montesano (W. H. Abel Memorial Library) roof

Mrs. Morrison said that she and Mr. Ayres tried to put specifications together and found that there were too many technicalities involved. She said they called the City of Olympia for some help and they suggested that Timberland would probably need an architect to write the specifications. They called Thurston County Building Department and they have books on roofs, but also advised that an architect should write the specifications. They contacted Dick Nichols at Tumwater High School and he advised that an architect be contacted. Grays Harbor County Building Department gave the same advice. Mrs. Morrison said that she then called Jane Dowdle Smith to ask what the legal requirements are.

Mrs. Smith suggested that Mrs. Morrison call Harold Sargent who is an engineer. Mr. Sargent does not do this sort of work but he referred Mrs. Morrison to a freelance architect who specializes in roofs. Since this work has to be done in dry weather, Mrs. Morrison asked that the Board authorize her to proceed. The specifications will have to be approved by the Board before it can be put out to bid and since the time is short, Mrs. Smith advised that a poll of the Board could be taken by telephone for later ratification.

5C

79-69

ELMER KEISKI MOVED THAT THE DIRECTOR BE AUTHORIZED TO SEEK REPAIRS OF THE MONTESANO LIBRARY ROOF AND TO ACQUIRE THE NECESSARY EXPERTISE TO DO THIS AND CONSULT WITH THE BOARD BY TELEPHONE AS SOON AS RESULTS CAN BE ASCERTAINED. BOB BAKER SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison said that she did not feel that this would have to be advertised throughout the five counties, but just in Grays Harbor County. Mrs. Smith said she sees no problem with this.

6 New Business

A. Resolution relating to mileage and per diem

Mrs. Harris read the resolution as follows:

"WHEREAS, The Board authorized specific amounts for per diem and subsistence in Resolution #27 (July 21, 1977); and

"WHEREAS, The Board authorized a specific amount for reimbursement for use of private vehicles for library purposes (Motion #78-22, April 27, 1978); and

"WHEREAS, These amounts have been rendered inadequate because of inflated costs for lodging, meals, and vehicle operation; now, therefore, be it

"RESOLVED That the following policy shall govern reimbursement of authorized travel expenditures effective July 1, 1979.

"(1) Mileage reimbursement shall be calculated at twenty cents (20¢) per mile for travel.

"(2) In-state per diem for staff members shall be paid at thirty five dollars (\$35.00) per day. Per diem for staff members shall be authorized only when it is necessary for the staff member to remain overnight at a distance of 40 or more miles from the staff member's official duty post, EXCEPT for emergencies due to inclement weather. The maximum allowable for meals in connection with in-state travel shall be: Breakfast - \$4.00; Lunch - \$5.00; and Dinner - \$12.00, contingent upon the staff member being in a per diem status. EXCEPTION shall be made if a staff member is instructed by the Library Director to attend a non-Timberland meeting away from the official duty post; he/she shall be reimbursed for mileage and subsistence.

"(3) Out-of-state per diem for staff members shall be paid at fifty dollars (\$50.00) per day without limitation upon meals.

"(4) In order for (2) and (3) above to apply, staff members must furnish the Business Office with receipted hotel bills for the number of days claimed at the time request for reimbursement is made OR Advance of Travel Fund monies are accounted

6A

for upon the staff member's return.

"(5) In the absence of receipted hotel bills, the amounts in (2) and (3) above in regard to per diem payment will be reduced by fifty percent (50%).

"(6) Per diem, Mileage and Subsistence may be claimed only by individual staff members for individual expenditures."

Mr. Keiski questioned No. 5 in the resolution and asked if this is legal. Mrs. Morrison explained that if a person goes to a conference out of state and is able to stay with friends by choice, that person would have no hotel expenses. If they don't provide for 50% per diem payment, then that person would receive no subsistence when he/she is in fact saving the library district money. Mr. Baker suggested separate meal checks. Mr. Law felt that this should be worded differently. He suggested that they follow the state guidelines since there is a separate agency in the state which sets mileage and per diem allowances and they are better informed about costs involved. Mr. Keiski suggested that in lieu of this state agency, that the Board adopt this resolution excluding No. 5 and amend it later in the summer. They need to adopt something immediately for relief of high costs. Mr. Baker said that they are talking about three different ways of paying, and there is a misunderstanding of the meaning of the term "per diem."

79-70

ELMER KEISKI MOVED TO ADOPT RESOLUTION #79-10 RELATING TO PER DIEM, MILEAGE AND SUBSISTENCE PAYMENT FOR STAFF MEMBERS, EXCLUDING NO. 5; DON COX SECONDED THE MOTION. BOARD MEMBERS WERE IN FAVOR OF THE MOTION EXCEPT DON LAW WHO OPPOSED THE MOTION. MOTION CARRIED.

Mrs. Harris appointed Bob Baker and Don Cox to meet with Mrs. Morrison following the meeting in regard to the proper language for the resolution. Mr. Law requested that Board receive copies of the reworded resolution before next month's meeting so that they will have time to review it.

Mrs. Harris asked for comments from staff in the audience.

Mr. Keiski said he had an idea for the growing West side of Olympia which would possibly relieve the pressure of the Olympia, Tumwater and Lacey libraries. He suggested that the Board look into providing a service drop for West side residents. The service drop could be a trailer or a mobile unit. He requested that Mrs. Barton look into this and that this be on next month's agenda. Board was advised that Mrs. Barton has already been working with Mary Russell, Lacey, Joyce Nichols, Tumwater, and Peg Coppinger, Olympia, in regard to this. Joyce Nichols reported that Mrs. Coppinger has done some preliminary talking with residents on the West side.

The meeting recessed at 8:40 p.m. while the Board went into Executive Session to discuss vacation leave for staff exempt from the Union. The meeting reconvened at 9:15 p.m.

5 Unfinished Business

B. Vacation for staff exempt from Union

5B Mr. Law reviewed what had been discussed in Executive Session. As it stands now, librarians presently with the system are "grand-fathered" and awarded 20 days vacation. New librarians hired will have the same vacation schedule as non-librarian staff, starting with 12 days a year and working up to 20 days a year. It was decided that the supervising librarians be given a flat 20 days vacation a year and the same will be true for the management team consisting of the Library Director, Associate Director for Research and Planning, two Assistant Directors, Business Manager, and Supervisor-Personnel Administration. It was further decided that the two secretaries will accrue vacation at the same rate as those employees who are eligible for the Union.

79-71

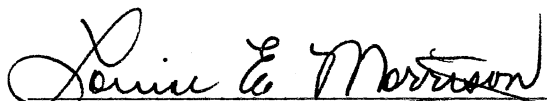
DON LAW MOVED THAT THE MANAGEMENT TEAM CONSISTING OF THE LIBRARY DIRECTOR, ASSOCIATE DIRECTOR FOR RESEARCH & PLANNING, ASSISTANT DIRECTOR FOR PUBLIC SERVICES, ASSISTANT DIRECTOR FOR CENTRAL SERVICES, BUSINESS MANAGER, AND SUPERVISOR-PERSONNEL ADMINISTRATION WILL ACCRUE VACATION AT 20 DAYS PER YEAR; THAT THE SUPERVISING LIBRARIANS WILL ALSO RECEIVE A FLAT VACATION ACCRUAL OF 20 DAYS PER YEAR; THE TWO SECRETARIES WILL ACCRUE THE SAME VACATION AS THOSE EMPLOYEES ELIGIBLE FOR THE UNION AS PROVIDED IN THE UNION CONTRACT. DON COX SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

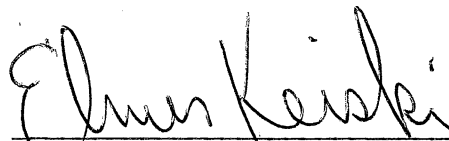
There being no further business,

79-72

DON COX MOVED THAT THE MEETING ADJOURN; ELMER KEISKI SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 9:20 p.m.


SECRETARY


CHAIRMAN