

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

August 23, 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
Dorothy Voege - Grays Harbor County

BOARD MEMBERS EXCUSED:

Robert M. Baker - Lewis County
Shirleen Johnson - Member-at-Large
Donald L. Law - Member-at-Large

STAFF PRESENT:

Louise E. Morrison, Library Director
Mary Stough, Assistant Director for Public Services
Joy W. Ayres, Business Manager
Michael Hedges, Supv.-Public Info. & Program./Non-Book Materials Coord.
Tom Mayer, Supervisor-Personnel Administration
Joyce Nichols, Tumwater Librarian
Bill Ott, Book Selection Coordinator
Therese Rice, Audio-Visual Technician

GUESTS PRESENT:

Mike Oakland, Daily Olympian
Helen Nehl

Chairman Keiski called the meeting to order at 7:55 p.m.

AGENDA ITEM
NO.

- 1 Approval of Minutes of the July 19, 1979 Meeting
- 79-83 DOROTHY VOEGE MOVED TO APPROVE THE MINUTES OF THE JULY 19, 1979 MEETING; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.
- 2 Approval of Vouchers
- Chairman Keiski stated that payroll vouchers for the month of July, 1979 total \$185,881.43. Vouchers No. 4836 through No. 4993 total \$73,538.58.
- 79-84 ALICE HARRIS MOVED TO APPROVE VOUCHERS NO. 4836 THROUGH NO. 4993 IN THE AMOUNT OF \$73,538.58; DOROTHY VOEGE SECONDED THE MOTION.

2

Mr. Ayres referred the Board to voucher #4912 to James L. Stoker in the amount of \$650. This includes the difference in rent from April 1, 1979 as well as the September rent for the White Pass library.

Mrs. Morrison reminded the Board that somehow the cover sheet for the vouchers did not get signed by Board members last month and that this would have to be done tonight. Mrs. Morrison referred Board members to voucher #4943 to Lee Wittenbrink in the amount of \$61.46 which is reimbursement for materials used for the frame in the conference room on which the library portraits will be mounted. Mr. Wittenbrink is a former TRL employee and he donated his time to this project. The frame did not get completed in time for TRL's graphic artist to mount the portraits before she went on vacation, but they will be up by next Board meeting. Mrs. Morrison felt that it would be appropriate if the Board would instruct her to write a letter of thanks to Mr. Wittenbrink on behalf of the Board and staff. Board members agreed.

MOTION CARRIED UNANIMOUSLY.

3

Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith was not present.

B. Board Committee Reports

(1) North Mason - Alice Harris

Mrs. Harris reported that she did not stop by the site this afternoon, but they were putting the drywall up this week and she expects they will be putting on the finish coat soon. Mrs. Harris was contacted by a woman from a studio in Belfair and does glass etching. She would like to donate some of her work to the library. Mrs. Harris has made tentative arrangements for the artist and the architect to meet so that whatever is donated will be with the architect's approval. Mrs. Harris has seen some of her work and said that it is lovely.

(2) White Pass - Bob Baker

Mr. Baker was not present. Mrs. Morrison reported that Timberland now has a signed lease in hand for the White Pass library. Mrs. Harris said that the Board owes Mr. Baker a vote of thanks for the extra effort he made to wind this matter up.

C. Staff

(1) Library Director - Louise E. Morrison

Mrs. Morrison reported that there are several workshops coming up in the next few months which several staff will be attending.

Mrs. Morrison stated that Mrs. Voege and Mrs. Harris both attended the 50th anniversary of the Raymond library. Mrs. Morrison said she was pleased with the response.

3C(1) On September 7 the Property Tax Division of the Department of Revenue is holding a seminar on the 106% limitation. Invitations were sent to taxing district administrators and one of the seminars will be held in Olympia. Both Mrs. Morrison and Mr. Ayres will be attending.

Mrs. Morrison further reported that on September 19 public library directors will be meeting with the State Librarian in Wenatchee for their quarterly meeting.

On September 20 the Timberland Board will be meeting again at the Service Center to consider the preliminary 1980 budget.

Mrs. Morrison said she has agreed to take part in a management workshop of the Children's and Young Adult Services (CAYAS) group of the Washington Library Association at Fort Warden on September 21. This is for mid-management people and particularly for children's librarians and other people who work with children.

On September 26 there will be a workshop at the Service Center entitled "Burnt Out" which is a new management phrase. On September 28 the West Library Service Area is sponsoring the Stress Management workshop also at the Service Center.

Mrs. Morrison said that Mr. Robinson expects to be finished with the North Mason library on September 21 and furnishings are to be delivered on September 24. Mr. Whitman, owner of the building presently occupied by the North Mason library, has been informed that the library will be vacating the premises on September 30, 1979. Mrs. Morrison requested that an item be added to the agenda for the Board to set a date for the grand opening. She recommends October 28 which is on a Sunday.

Mrs. Morrison and Mr. Ayres are working on the 1980 budget and have a maximum figure for the Board tonight.

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

Mrs. Barton's written report was in the Board's folders.

(3) Assistant Director for Public Services - Mary Stough

Mrs. Stough referred the Board members to her report and said that she hopes they will O.K. the meetings with legislators, local library boards and Friends groups, and staff appreciation day. Mrs. Voegel expressed her support. Mrs. Stough said that she hopes Board members will be able to attend these meetings. These are all tentative dates and can be changed.

(4) Assistant Director for Central Services - Sally Loken

Ms. Loken's written report was in the Board's folders. Chairman Keiski stated that the figure of \$400,000 for an automated circulation system needs to be given some very serious thought. He asked if staff has any estimate of staff time which will be saved on the automated

3C(4) circulation system. Mrs. Morrison said that until they have figures from Ray DeBuse and Bob Payne, she cannot give this information to the Board. More staff, rather than less, will be required during the conversion period. Ms. Loken and Mrs. Barton are putting together some figures for comparison on the amount of time that is used in some of the manual functions being done now.

(5) Business Manager - Joy W. Ayres

Mr. Ayres referred Board members to his written report. Revenue through July 1979 is \$1,777,921.99 and expenditures through July are \$1,886,464.10. There are enough investments to pay August expenses and by September, forest excise taxes will start coming in so actually Timberland is in good shape. Mr. Ayres said that in the miscellaneous account 369, 91% is a bit inflated because of the refund coming back from the State Library, but Timberland is still over \$16,000 in its investments.

Mrs. Morrison introduced Tom Mayer, the new Supervisor-Personnel Administration.

4 Correspondence

A. Letter from Department of Transportation dated 8/20/79 re road past North Mason library

Mr. Keiski received a response from the Department of Transportation to his letter requesting consideration of extending the left-turn lane past the new library. The Department of Transportation has advised that this cannot be done at this time but they did appreciate Timberland's concerns for highway safety. Mrs. Harris expressed her appreciation to Mr. Keiski and Mrs. Morrison for the letter sent and still feels strongly that this has to be done sometime because of the heavy traffic along this road. She requested that Timberland continue to remind the Highway Department of these problems.

5 Unfinished Business

A. Resolution #79-12 authorizing Library Director and Business Manager to approve vouchers for payment of library materials purchases

Chairman Keiski read the resolution as follows:

"WHEREAS, The existing schedule for approval of expense vouchers provides for only one issue monthly; and

"WHEREAS, Low-capital vendors often have been forced to wait up to seven or eight weeks for payment following receipt of materials; and

"WHEREAS, Increasing numbers of items are purchased from these low-capital vendors; and

"WHEREAS, the Thurston County Auditor and Treasurer are amenable to a twice-monthly warrant issue for library materials; and

"WHEREAS, It would be a hardship for board members to meet twice a month; and

5A

WHEREAS, The Board is empowered to delegate such fiscal duties as it sees fit, within budgeted amounts, to the Library Director and Business Manager and to specify an adequate reporting procedure; now, therefore, be it

"RESOLVED by the Timberland Regional Library Board of Trustees that the Library Director and the Business Manager be and are hereby authorized to approve mid-monthly library materials vouchers for immediate payment; and be it

"FURTHER RESOLVED That monthly reports will be prepared and presented to the Board at its regular monthly meetings."

79-85

DOROTHY VOEGE MOVED TO APPROVE RESOLUTION NO. 79-12 AUTHORIZING THE LIBRARY DIRECTOR AND BUSINESS MANAGER TO APPROVE VOUCHERS FOR PAYMENT OF LIBRARY MATERIALS PURCHASES; DON COX SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

6

New Business

A. Resolution #79-13 revising 1979 Operating Budget

Chairman Keiski read the resolution as follows:

"WHEREAS, On April 19, 1979, the Timberland Regional Library Board of Trustees adopted Resolution No. 79-7 setting the 1979 Operating Budget at \$2,889,608; and

"WHEREAS, Revenues beyond the district's anticipation must be budgeted in order to expend these funds in 1979; now, therefore, be it

"RESOLVED That the August 23, 1979 revision set the 1979 Operating Budget at \$3,083,966, which reflects the following changes in anticipated revenue:

| | |
|--------------------------------------|-------------|
| 333.70 Federal Grants - Indirect | + \$ 23,950 |
| 361.10 Investment Interest | + 12,000 |
| 364.00 Sales of Fixed Assets | + 1,455 |
| 383.00 Refunds | + 157,390 |
| 338.00 Interlocal Government Payment | - 437 |
| NET INCREASE | \$194,358" |

79-86

DON COX MOVED TO APPROVE RESOLUTION NO. 79-13 ALLOCATING UNANTICIPATED REVENUES FOR EXPENDITURE IN 1979 TO THE OPERATING BUDGET; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Resolution #79-14 allocating additional funds to the Building and Site Acquisition Fund for expenditure in 1979

Chairman Keiski read the resolution as follows:

6B

"WHEREAS, The Timberland Regional Library Board of Trustees adopted Resolution #79-6 on April 19, 1979 allocating \$67,870 from the 1978 cash balance to the Building and Site Acquisition Fund; and

WHEREAS, The Timberland Regional Library Board of Trustees adopted Resolution #79-4 on April 19, 1979 authorizing the sale of \$100,000 in Coupon Warrants; and

"WHEREAS, Change Orders approved by the Timberland Regional Library Board of Trustees have increased the cost of the Timberland North Mason Library; and

"WHEREAS, Revenue sufficient to fund the added cost of these changes has accrued to the Building and Site Acquisition Fund; now, therefore, be it

"RESOLVED, That the Capital Improvement Budget for 1979 be revised to reflect increased revenue for expenditure in 1979 as follows:

| | |
|----------------------------------|------------------|
| 361.10 Investment Interest | \$ 10,929 |
| 367.00 Contributions & Donations | 2,046 |
| 382.70 Sale of Coupon Warrants | 100,017 |
| 301.00 Transfer | <u>67,870</u> |
| NET INCREASE | \$180,862 |
| Previously Allocated | <u>\$125,000</u> |
| TOTAL ALLOCATION | \$305,862" |

79-87

ALICE HARRIS MOVED TO APPROVE RESOLUTION NO. 79-14 ALLOCATING ADDITIONAL FUNDS TO THE BUILDING AND SITE ACQUISITION FUND FOR EXPENDITURE IN 1979; DON COX SECONDED THE MOTION.

Mrs. Voege inquired as to what 301.00 Transfer is and Mrs. Morrison stated that officially this money was transferred from the 1978 cash balance on April 19, 1979 and has been collecting interest, but that it wasn't on paper.

MOTION CARRIED UNANIMOUSLY.

C. Resolution #79-15 adopting a preliminary maximum expenditure for the 1980 budget

Chairman Keiski read the resolution as follows:

"WHEREAS, The Timberland Regional Library Board of Trustees wishes to set a maximum preliminary operating budget for 1980; and

"WHEREAS, Assessed valuations are not available at this time and, therefore, a uniform levy for the library district cannot be set by the Board; now, therefore, be it

6C RESOLVED That the Timberland Regional Library Board of Trustees set the maximum preliminary operating budget for 1980 at \$3,897,643; be it further

"RESOLVED That the Timberland Regional Library Board of Trustees will adopt a budget to forward to the Commissioners, Assessors, Auditors, and Treasurers of Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties as soon as final assessed valuation figures are available and a uniform levy for the district can be set by the Board."

79-88

ALICE HARRIS MOVED TO APPROVE RESOLUTION NO. 79-15 ADOPTING A PRELIMINARY MAXIMUM EXPENDITURE FOR THE 1980 BUDGET; DOROTHY VOEGE SECONDED THE MOTION.

Mrs. Morrison pointed out that this does include funding for the automated circulation system and the amount of \$3,897,643 reflects the district's real and present need. Mrs. Harris stated that this looks like the only way to approach this at this point.

MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison commented that the revision of the 1979 budget which the Board members received last week does reflect the changes from the resolutions previously adopted and puts the money in its proper place in the Building and Site Acquisition Fund. The Vehicle Reserve Fund and Unemployment Compensation Fund have increased but that is due to interest earned. The Unemployment Compensation Fund has earned \$5,376 in interest and is accruing enough interest plus the \$40,000 which will have to be added at the end of this year that this fund should be self-supporting eventually.

Chairman Keiski asked about vehicle maintenance and if this comes from the Vehicle Reserve Fund. Mrs. Morrison said vehicle maintenance is part of the operating budget, but if Timberland is ever short of funds for vehicle maintenance, the Board may have to transfer from the Vehicle Reserve Fund. There is some major overhauling which will need to be done on the Centralia bookmobile. Staff members have heard rumors that there is a 4 cylinder diesel engine coming out next year. Mrs. Barton has been exploring all the possibilities and when the Board is ready to make a decision they will have lots of facts to support it. Also, they should be budgeting some money next year to buy replacement vehicles. The same is true for audio-visual equipment as several 16mm projectors will have to be replaced eventually. Therese Rice and Michael Hedges have made recommendations along those lines.

7 Other Agenda Items

A. North Mason Grand Opening

It was suggested that Alice Harris head up the committee to plan for the North Mason Grand Opening on October 28. Mrs. Harris said she would be glad to work with Mrs. Morrison on this.

Mrs. Morrison brought the Board's attention to the population figures for the district cited in Mrs. Barton's report and that they have increased from 247,000 to 256,000 in one year.

Chairman Keisai inquired about the Taholah library repairs, and Mrs. Stough said that she is still waiting to hear as to when they will be completed.

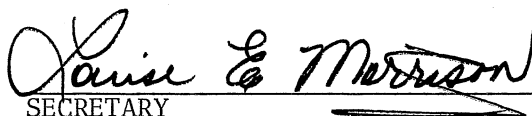
There was discussion on the film packets from the Washington Library Film Circuit. Chairman Keiski stated that overall the film packets have improved, but that he would like to see more improvement. Mrs. Morrison said that at least the depth of the Washington Library Film Circuit collection is better than Timberland's and Timberland is in no position to purchase more films than it is currently buying. Chairman Keiski said that he felt that Timberland needs to buy more of its own films.

Mrs. Voege inquired as to whether or not the automated circulation system will keep track of what a patron reads and Mrs. Morrison said that once a book is returned, the patron's name is eradicated. She said that the Social Responsibilities Roundtable group of the Washington Library Association and many other people are very concerned with libraries invading the patron's privacy and that safeguards are being built into these automated systems.

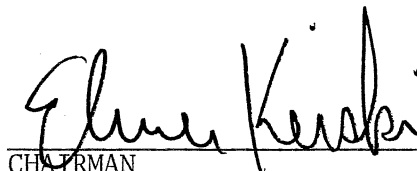
Mr. Cox reminded Board members that his term will be expiring in December, 1979. He has discussed this with Bonnie Sayce at the Ocean Park library. He would like to see someone from the Naselle area get involved on the Board. Mrs. Morrison said they have been soliciting opinions from several people in Pacific County. Mr. Cox suggested that a Board meeting be held in Ilwaco or Ocean Park before the end of the year.

Mrs. Harris reported on the Raymond 50th anniversary celebration. She attended the afternoon function and enjoyed it very much. Mrs. Stough said that the Raymond staff worked very hard preparing for this.

There being no further business, it was moved and seconded that the meeting adjourn at 8:45 p.m.



SECRETARY



CHAIRMAN