

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

October 25, 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 Voegel - Grays Harbor County
Shirleen Johnson - Member-at-Large
Donald L. Law - Member-at-Large

BOARD MEMBER EXCUSED:

Robert M. Baker - Lewis County

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
Joy W. Ayres, Business Manager
Susan Chapple, North Mason Librarian
Vivian Fetty, Coordinator of Children's Services
Doug Gelis, Library Assistant/Driver, Service Center
Alma Greenwood, Sr. Reference Librarian, Service Center
John Keplinger, Central Services Assistant II, Service Center
Tom Mayer, Supervisor-Personnel Administration
Therese Rice, Audio-Visual Technician
Mary Russell, Lacey Librarian
Katherine Schiltz, Raymond Librarian
Jane Dowdle Smith, Timberland Attorney
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Mike Oakland, The Daily Olympian
Nancy Philipsen

Chairman Keiski called the meeting to order at 7:45 p.m. He stated that the Board is unable to set the uniform levy for 1980 because final assessed valuations still are incomplete.

AGENDA ITEM
NO.

1 Approval of Minutes of the September 20, 1979 Meeting

79-93 ALICE HARRIS MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 20, 1979 MEETING; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

2 Approval of Vouchers

Chairman Keiski said that the payroll vouchers for September total \$159,746.12.

79-94

DOROTHY VOEGE MOVED TO APPROVE VOUCHERS #5207 THROUGH #5387 IN THE AMOUNT OF \$74,783.72; ALICE HARRIS SECONDED THE MOTION.

Shirleen Johnson questioned voucher #5212 to Apollo Lasers Javelin Division in the amount of \$390. Mr. Ayres said that this is for replacement of a zoom lense which was stolen from the Hoquiam library microfiche reader. Timberland has been reimbursed for this expenditure from the insurance company, less \$100 deductible. Mrs. Voege questioned voucher #5317 to the Washington Library Network in the amount of \$3,337.43 and asked how often this is paid. Mr. Ayres stated that this is paid monthly and voucher #5317 covers the period 9/1/79 to 9/30/79. Mrs. Voege also questioned voucher #5318 to Washington State Department of Revenue in the amount of \$3,421.66. Mrs. Morrison said that this is the quarterly use tax. Mrs. Johnson questioned voucher #5322 to Xerox Corporation in the amount of \$417.61 for repairs and maintenance agreement, \$500.49 for machinery and equipment, and \$415.59 for rental of machinery. Mrs. Morrison stated that this is for the machines which Timberland is purchasing for the Service Center, Centralia, Olympia, Aberdeen and Hoquiam libraries. Timberland also rents some machines but has a repair and maintenance agreement on the machines which are being purchased. Mrs. Morrison referred Board members to voucher #5321 to Doris Whitmarsh. Part of that amount (\$33.21) is for some minor repair that had to be done to the South Mason building. Timberland has been reimbursed by the owner and arrangements have been made to have any repairs made to the building and billings sent to Title Guaranty directly. Mrs. Voege questioned voucher #5258 to Thomas Kennemer in the amount of \$300 and Mr. Ayres said that this is for the monthly janitorial services at the Montesano library. Mrs. Voege reported that a Montesano City Council member had expressed concern with the increase in the contract fee. Mrs. Morrison said that the Montesano City Clerk had called her this week and asked if the levy had been set for 1980 and Mrs. Morrison advised the City Clerk that final assessed values are not completed as yet. Chairman Keiski suggested that Mrs. Morrison and Mrs. Voege talk to the Montesano City Council. Mr. Ayres advised Board members that the month of October is the first month that he and Mrs. Morrison have approved any materials vouchers in the amount of \$8,330.80, which the Board had previously authorized them to do.

MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison introduced Katherine Schiltz, Raymond librarian, and Su Chapple, North Mason librarian.

3 Reports

A. Board Committee Reports

(1) North Mason - Alice Harris

Mrs. Harris reported that on October 17, she and Mrs. Morrison, Mrs.

3A(1) Barton, Ms. LaTourelle, architect, Charlyn Ashmore, Mr. Robinson, contractor, and Su Chapple met at the library. They made some decisions on a few minor changes which needed to be made. Shelving will be put in to replace the cabinets which were deleted in the original bid. They repositioned the checkout counters and made a decision to use a deadlock on the door which leads to the area where a deck will be built in the future. They realized that the stove top was positioned wrong in the meeting room and the contractor is taking care of that. Mrs. Harris requested that the Board authorize the North Mason Building Committee to go ahead and make additional expenditures within the building budget since time is short. Mr. Cox asked how much is left of the building budget and Mrs. Morrison said that there is about \$3,500 left. Mrs. Harris said there is some additional work which will need to be done next to the building for handicapped parking. The change orders will be discussed further in Agenda item 5B.

Chairman Keiski expressed concern that a staff member be working alone at night in the building and someone comes in who would cause problems. He wondered if it would be possible for the staff person to get to the staff room and call out for assistance. Ms. Chapple advised the Board that there is no door to the room where the phone is but there is a door to the staff room. She said that a deputy sheriff came by to check out the security of the building and he seemed satisfied. Mrs. Harris said that this situation may be true in any of the libraries in the district and perhaps this is something that should be checked into further. Mrs. Harris announced that the Jøtul stove is in Portland and should be arriving at the library soon. The shelving is supposed to be delivered next Wednesday.

(2) Legislative Workshop, September 24, 1979

Chairman Keiski reported that there were five legislators present. They were presented with a packet of materials on Timberland and Board members and staff gave some information on the proposed legislation for direct state appropriations to public libraries. He said that they should continue setting meetings of this type with legislators.

(3) Trustee/Friends Workshop, October 1, 1979

Mrs. Johnson reported that there was a good turnout and that almost all of the libraries were represented. Certificates of Appreciation were presented to the Trustees and Friends groups.

(4) Whitman Show Opening October 2, 1979 - Dorothy Voege

Mrs. Voege recommended that everyone try to see this show when it is in their area. Mary Russell said there is a schedule which has been worked out for the time that this show will be in the Timberland area. There will be publicity in the local papers. Mrs. Voege reported that Raeburn Hagen, librarian at the Grays Harbor College John Spellman Library put together a good opening night. Chairman Keiski asked how many hours the artist put in on this project and Mrs. Morrison said that she recalled that Mr. Waller spent about 10 hours on each of the 22 sketches. Mrs. Barton stated that Mr. Waller was

3A(4) on sabbatical leave and went to New York to Whitman's home to do these sketches.

(5) Employee Relations Committee

Mrs. Voege reported that the Board Employee Relations Committee discussed the two secretaries' positions. They also discussed the need to reassure non-union employees that their percentage increase will be equivalent to the Staff Association increase for 1980.

B. Staff

(1) Library Director - Louise E. Morrison

Mrs. Morrison announced that the new Chief of Consultant Services Division at the Washington State Library is Jan Blumberg, former TRL employee.

Mrs. Morrison reported that there have been several visitors to the Service Center this week--Carolyn Else and Betty Spence, Pierce County Library, and Mary Jo White, Sno-Isle Regional Library on Monday; Sharon Bodkin, Jefferson County Library, on Wednesday; and tomorrow Pat Lauderback, Ft. Lewis Library, and retired Army librarian Dorothy Diller will be visiting.

Mrs. Morrison further reported that she attended a meeting of the Joint Subcommittee on Forest Taxation early this month and that it was primarily an informational meeting.

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

Mrs. Barton reported that the West Library Service Area sponsored a Stress Management Workshop on September 28 and will be sponsoring a workshop on Time Management on November 16 at the Service Center.

Mrs. Barton further reported that Oakville, through its engineering consultant in Bremerton, is looking for a HUD grant for a city complex. It is doubtful that they will get it because of the requirements, but they are looking for other possible funds for which they can apply.

(3) Assistant Director for Public Services - Mary Stough

Mrs. Stough said she would like to give the Board reports on services and types of programs in the district. Tonight's report is on outreach and Mrs. Stough referred the Board members to her written report. She asked Doug Gelis to talk to the Board this evening about what he does in outreach and also to talk about the recent workshop he and several other staff attended at Highline Community College on services to the handicapped.

Mr. Gelis said that he is one of the couriers for TRL. The past two years he has been involved in providing library service to the Thurston County Jail. There are two other people in the Service Center who help him, Lynn Gible, another courier, and Siggy Johnson, a clerk. Ms. Johnson takes care of the women inmates and Mr. Gible and Mr. Gelis alternate every two weeks to provide service to the men inmates.

3B(3) They visit each cell with a jailer where they take requests for paperbacks and magazines. These requests are filled and the materials are brought to the inmates on the next visit. Outside of TV and the gym facilities, there is not much for the inmates to do, so the reading materials are appreciated. There is a reading room for the inmates in which there are about 600 paperbacks. Mr. Gelis said he is very interested in this type of work and because of his interest, he has had the opportunity to attend several workshops on outreach. Recently he attended a class at Highline Community College on services to the handicapped. This was a very informal class and was attended by outreach people from all over the state. There were lectures every day and they also toured the Burien Developmental Center. This developmental center has people of all ages; some are retarded, some have cerebral palsy, and others need nursing care. What he learned the most at this class is that handicapped people should be treated as people first and afforded the same courtesy as anyone else, and that they should be treated as disabled second. He said he learned as much from the other people attending the class as from the instructor. Mr. Gelis said that it seems that TRL is doing far less in outreach than any other library system. For instance, some library districts have an outreach department and fulltime people working in outreach. Timberland does not, and staff only work in outreach parttime.

Mrs. Johnson asked how long Mr. Gelis visits the Thurston County Jail and what the average population is. Mr. Gelis replied that this varies but he spends on the average 1½ hours there each time and that there are usually about 50 males and 8 females there. Mr. Keiski asked if he ever comes across an inmate expressing an interest in learning to read. Mr. Gelis said he receives quite a few requests for GED books (books on finishing high school). He has come across some who cannot read. The requests really don't differ from other library requests. At times there are certain factions within the jail; for instance, when the jail was housed in the old courthouse, requests were divided between devil worship and Jesus freaks. Mr. Gelis said he receives complete cooperation from jail personnel. Mr. Keiski asked if the inmates are denied reading privileges as punishment. Mr. Gelis said he also visits isolation cells. There was discussion on library services to correctional institutions. Mrs. Stough advised the Board that at one time correctional centers were served by public libraries, but they have reverted back to the state for service. Mr. Law asked if the state is providing adequately for them. Mr. Mayer stated that he feels the state does an excellent job in the professional staff materials, but they admit themselves that they do not do as good a job in public library materials. They have a long way to go to match the previous record of public libraries. The state is very weak in the film area and has spent a great deal of money in this area in the past two years. Su Chapple advised Board members that an interest group of WLA is doing a study on service to correctional centers now.

Mrs. Harris thanked Mr. Gelis for his report and appreciated his concern for outreach service. The film "The Wild Goose" was shown. Mrs. Stough said that she had made some recommendations in her report.

(4) Assistant Director for Central Services - Sally Loken

Ms. Loken said her report brings the Board up to date on where Timberland is with the retrospective conversion plans for next year. She will have

- 3B(4) more detailed plans available shortly. The Service Center has been giving a lot of demonstrations on the terminal. A task force has been established among the three libraries who would probably share in the automated circulation system in this area, TRL, Washington State Library and The Evergreen State College. The task force will determine the full cost of installing such a system and how these costs might be shared among these three libraries. Mrs. Barton and Ms. Loken will be TRL's representatives on this task force which will have its first meeting next Wednesday.

(5) Business Manager - Joy W. Ayres

Mr. Ayres referred Board members to his written report. He said that although Timberland is averaging more than \$50,000 in expenditures each month, the district has not been on interest bearing warrants this year. Timberland has received over \$32,000 in interest on various short-term investments.

4 Correspondence

- A. Letter dated 10/3/79 from Ward Rathbone, Chairman, Olympia Library Board re Appreciation Night

Chairman Keiski read the letter as follows:

"On behalf of the Olympia Library Board of Trustees, I would like to take this opportunity to express our gratitude for the "evening of appreciation" at the Timberland Regional Library Service Center, on October 1, 1979. In addition, we are appreciative of the "Certificate of Appreciation" which was presented to us by Chairman Elmer Keiski.

"Please be assured that we will proudly display this document as representatives of the citizens of Olympia. In return, we would like to extend our appreciation for your continuous efforts in providing the City of Olympia with modern library services.

"It is our trust that our joint endeavors will provide even greater library benefits to the citizens of Olympia and the patrons of the Olympia Library."

- B. Notice of Public Hearing

Mrs. Morrison said that Timberland had received a notice of a hearing by the Thurston County Boundary Review Board for the purpose of establishment of the Tumwater Water Service Area Boundary. She said that Timberland would have no objection to it, and at any rate, the Port of Olympia would have to make the objection if it were appropriate.

5 Unfinished Business

- A. Decision regarding the date for the Grand Opening of the North Mason Library

Mrs. Harris said that the Grand Opening hinges on the shelving. It looks like November 18 would be the best date. Mrs. Morrison said that

- 5A the invitation envelopes are almost all addressed and once they know for sure when the Grand Opening will be, it is just a matter of getting the invitations printed and mailed out. They should have about three weeks lead time. Chairman Keiski said he did not wish to see the staff pressured into bringing refreshments for this, and Mrs. Harris said that she thought that the North Mason Friends of the Library are planning for this.

Mrs. Morrison reminded the Board that the next Board meeting is November 15 at the Ilwaco library. Chairman Keiski said they will have to discuss this informally as to whether or not they will spend the night and visit other libraries the next day and also to organize the transportation.

5 Unfinished Business

- B. Decision regarding proposed change orders for the North Mason Library

79-95

ALICE HARRIS MOVED THAT MRS. MORRISON BE AUTHORIZED TO SIGN THE CHANGE ORDERS NECESSARY TO COMPLETE THE MINOR CHANGES BECAUSE OF THE TIME LAG BETWEEN BOARD MEETINGS; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Harris requested that the North Mason Building Committee be allowed the freedom to make whatever expenditures are necessary to finish up the building within the building budget. Mr. Keiski said that he thought the Board would have to approve this formally. Jane Smith said that the Board members could be polled by phone and formalize it at the next meeting. She said the Board can authorize the committee to make the expenditures and then the Board can approve it formally at the next meeting, given the nature of time pressures.

79-96

ALICE HARRIS MOVED THAT THE NORTH MASON COMMITTEE BE AUTHORIZED TO MAKE MISCELLANEOUS EXPENDITURES, INCLUDING RECOMMENDING CHANGE OF WORK ORDERS AS NECESSARY, IN THE AMOUNT OF \$2,500; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

6 New Business

- A. Decision regarding 1980 salaries for those employees excluded from the Timberland Regional Library Staff Association

79-97

DOROTHY VOEGE MOVED THAT THE TWO SECRETARIES BE GRANTED AN INCREASE IN PAY EQUIVALENT TO ONE PROFICIENCY STEP IN EACH CLASSIFICATION AND EFFECTIVE ON THE EFFECTIVE DATE OF THE STAFF ASSOCIATION CONTRACT OR DATE OF EMPLOYMENT WHICHEVER COMES LATER. DON COX SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

79-98

DON COX MOVED THAT THE NON-UNION SUPERVISORY AND MANAGEMENT STAFF AND THOSE EXCLUDED FROM THE STAFF ASSOCIATION, WITH THE EXCEPTION OF THE LIBRARY PAGES, RECEIVE THE SAME PERCENTAGE INCREASE IN PAY AS THE STAFF ASSOCIATION MEMBERS; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Chairman Keiski recommended also that Timberland keep their same counsel

- 6A next year with the same increase in pay. He asked if the Employee Relations Committee has a recommendation on the Director's salary. Mrs. Voege said they do not and it has not been discussed as yet. Mr. Keiski requested that they bring a recommendation to the Board.

Mike Oakland of the Daily Olympian requested a report on what was discussed at the Executive Session earlier this evening. Chairman Keiski reported that the Board met in Executive Session at 6:30 p.m. and discussed the two previous motions regarding the two secretaries and staff excluded from the Staff Association. He explained that he had appointed a subcommittee of the Board earlier to discuss employee concerns. The secretaries received the above compensation because they are excluded from union membership and they are not entitled to the same benefits as the management team and supervisors. They also were concerned with staff morale and wished to resolve the question of what staff members not covered by the union contract would receive. They will receive the same percentage increase in salary as union members based on the Consumer Price Index in Seattle. The union contract is a two-year contract.

Mr. Oakland said he had received several phone calls from anonymous employees that some had walked off the job. Chairman Keiski said he had contacted Mrs. Morrison about tonight's meeting and she had mentioned to him that some employees, who he believed were the three couriers, were absent. She was going to check into this further and Mrs. Morrison said that the absenteeism was because of illness. Chairman Keiski said part of the reason for the Board subcommittee composed of Dorothy Voege and Don Cox is to do a better job with employee relations. Mr. Law said as he understands it, this will be an ongoing committee and staff members may go directly to them with concerns. Mr. Oakland asked if there is a salary review committee that checks employee salaries. Chairman Keiski said there is a Job Study Group. Mrs. Morrison said requests for reclassifications come to that Job Study Group. Mr. Oakland asked who the current members are. Mrs. Morrison replied that the Job Study Group is made up of Rosalie Spellman, Aberdeen, Joyce Nichols, Tumwater, Nancy Snyder, Yelm, Jerri Ferrier, Montesano, and Mary Stough and Virginia Barton, Service Center, Mrs. Morrison herself who chairs the group, and Tom Mayer, who serves as staff. This Job Study Group was established when the classification plan was done several years ago. Mr. Oakland said he received a complaint that the membership on this Job Study Group changed frequently. He also asked if there have been rumblings of a strike. Chairman Keiski said that Ward Rathbone, who bargains for the Staff Association, did not indicate anything when he was here for the Trustee/Friends workshop on October 1. Mr. Keiski said that he thinks the staff is pleased with the two-year agreement. Mr. Oakland said he appreciated the Board's responses to his questions.

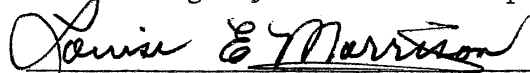
Mary Russell advised the Board that the Lacey bond issue will be on the November ballot. The flyer has been revised and these flyers will be distributed door to door this week end. The changes in this flyer are a direct result of the concerns of the people of Panorama City.

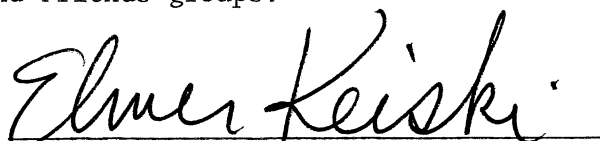
There being no further business

IT WAS MOVED AND SECONDED THAT THE MEETING ADJOURN.

Chairman Keiski requested that Board members remain after the meeting to sign the Certificates of Appreciation for Trustees and Friends groups.

The meeting adjourned at 9:45 p.m.


SECRETARY


CHAIRMAN