

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Ilwaco Timberland Library, Ilwaco, WA 98624

November 15, 1979

I N D E X

<u>AGENDA ITEM NO.</u>		<u>Page No.</u>
1	Approval of Minutes of the October 25, 1979 Meeting	1
2	Approval of Vouchers	1
3	Reports	
	A. Board Committee Reports	
	(1) Employee Relations - Dorothy Voege	2
	(2) North Mason Building - Alice Harris	
	B. Staff	
	(1) Library Director - Louise E. Morrison	3
	(2) Associate Director for Research & Planning - Virginia Barton	3
	(3) Assistant Director for Public Services - Mary Stough	3
	(4) Assistant Director for Central Services - Sally Loken	3
	(5) Business Manager - Joy W. Ayres	3
4	Correspondence	
	A. Letter from Southside School, Mason County	4
	B. Letter from Jan Wanamaker, Thurston County	4
5	Unfinished Business	
	A. Set Library Director's salary for 1980	4
	B. Determination of levy for 1980	
	C. Set firm date for North Mason Grand Opening	4
6	New Business	
	A. Consideration of Resolution No. 79-17, Amending Resolution #79-9	4
	B. Consideration of Resolution No. 79-18, Amending Resolution #26	5
	C. Certificates of Appreciation: Don Cox, TRL Board, and Cleo Lockety, Hoquiam Board	5

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Ilwaco Timberland Library, Ilwaco, WA 98624

November 15, 1979

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  
Joy W. Ayres, Business Manager  
Tom Mayer, Supervisor-Personnel Administration  
Bonnie Sayce, Ocean Park Librarian  
Katherine Schiltz, Raymond Librarian  
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Charles Doupe', Chairman, Ilwaco Timberland Library Board  
Winnie Doupe'

Chairman Keiski called the meeting to order at 7:50 p.m.

AGENDA ITEM  
NO.

- |               |  |
|---------------|--|
| 1             | Approval of Minutes of the October 25, 1979 Meeting  |
| <u>79-99</u>  | ALICE HARRIS MOVED TO APPROVE THE MINUTES OF THE OCTOBER 25, 1979 MEETING; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY. |
| 2             | Approval of Vouchers   |
| <u>79-100</u> | DON LAW MOVED TO APPROVE VOUCHERS #5419 THROUGH #5556 IN THE AMOUNT OF \$49,784.36; DON COX SECONDED THE MOTION.                             |

Mr. Ayres referred Board members to voucher #5464 to McGraw-Hill Book Co. in the amount of \$528. In an accounting adjustment in the October vouchers, the total amount of \$74,783.72 should be reduced to \$74,255.72 and the difference of \$528 is included in the November vouchers. Mr. Ayres said he wanted to make this a matter of record for the auditor's report.

2

Mrs. Harris questioned voucher #5467 to Mason County Garbage Co. in the amount of \$23.25 and requested to know what period this covers. Mr. Ayres replied that this is for October, November, and December. Mr. Law questioned voucher #5475 to Packwood Improvement Club in the amount of \$20.00. Mrs. Morrison explained that this is an annual payment for street lights. There is no municipality to furnish lights and those who need the lights jointly pay a set amount. Mrs. Johnson questioned voucher #5495 to James L. Stoker in the amount of \$300 and asked how long this lease runs. Mrs. Morrison stated that rental of \$300 per month is effective April 1, 1979 through March 31, 1980, and then the rent goes up to \$340 per month, she believes.

MOTION CARRIED.

3

### Reports

#### A. Board Committee Reports

##### (1) Employee Relations - Dorothy Voegel

Mrs. Voegel said that the Employee Relations Committee has decided to defer the matter of the Library Director's salary for 1980 for one month. They have some additional data to review and will take action on this at the December meeting.

##### (2) North Mason Building - Alice Harris

Mrs. Harris reported that several of the items discussed last month on the change orders have been completed. The Boy Scouts were not able to do much raking because of the rain. They did clean the roof and did some pick up. A young man is doing some work release time under Su Chapple's direction and Ms. Chapple will probably have him do whatever clean up work is necessary before the building opens. Mrs. Harris reported that the large maple tree on the southeast corner of the building has been removed and the man who removed the tree has advised that the maple tree on the northeast corner should also be removed. Irene Davis' husband is splitting the downed tree free of charge and this wood will be used in the stove in the new library. Mrs. Harris further reported that she has received an estimate of \$1,500 from a landscaper to landscape the front of the building. It was agreed that Mrs. Harris and Don Law would meet to look into this further. Mrs. Harris said that it will be too expensive to dig out the stump and roots of the maple tree which was removed and the landscaper has suggested using this in the landscaping. She said that eventually, blackout drapes will have to be put in the meeting room so that films can be shown in the daytime. Mrs. Morrison stated that there will be some interest accrual to the North Mason account which could perhaps be used for this. Mrs. Harris said that the minister of the church next door to the library has agreed to the Boy Scouts building a path on the church property between the church and the library so that the school children would not have to walk on the road to get to the library. The Friends of the Library would provide the crushed rock for the path.

2

B. Staff

(1) Library Director - Louise E. Morrison

Mrs. Morrison reported she has received a memo from Tom Mayer, Supervisor-Personnel Administration, outlining health care costs for next year. She will forward a copy of this memo to Board members. Mr. Mayer will be sending a memo to all staff regarding these costs and advising them of the open enrollment period in December.

Mrs. Morrison stated that she has written a letter to County Officials advising them that the Board is still unable to set the uniform levy. She advised the County Officials that she would schedule a conference call with Board members as soon as she finds out what Lewis County's assessed valuation is. A letter has been drafted to the contracting cities also advising them of the same information. Lewis County now expects to have these figures available by the end of November.

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

Mrs. Barton's written report was in the Board's folders. She remarked about the growth in the circulation. There was discussion on Lacey's bond issue for a new library and Mrs. Barton stated that this probably failed because there were so many other money issues on the ballot. City of Lacey officials will meet and be planning for the future.

(3) Assistant Director for Public Services - Mary Stough

Mrs. Stough referred Board members to her written report on Ilwaco.

(4) Assistant Director for Central Services - Sally Loken

Ms. Loken's written report was in the Board's folders. Mrs. Morrison added that the circulation task force has met and they have made great progress in trying to identify the costs and how these costs would be divided among Washington State Library, The Evergreen State College and Timberland Regional Library if those institutions agree to a joint circulation system.

(5) Business Manager - Joy W. Ayres

Mr. Ayres' written report was in the Board's folders. Chairman Keiski asked if the tracking charts are not being used anymore. Mr. Ayres said he will be giving this type of report twice a year and the next one will be in January, 1980 covering the year 1979 and he will also have a vehicle report at that time.

Mr. Law asked about staff driving patterns. He said that as a state employee, he finds it difficult to get a state car. The allowance is not enough to cover the cost of driving a personal vehicle. Mr. Ayres said that Timberland staff members are still using their own vehicles. Mr. Law asked what would happen if there is another increase in gasoline. Mrs. Morrison stated that they would handle this "with great difficulty." Mrs. Barton commented that in future planning, Timberland may have to tailor the bookmobile routes. Mrs. Harris requested a report on bookmobile use, such as the area covered, the circulation, costs involved. etc.

2B(5) Mr. Law suggested that now might be the time to appoint a regionwide energy conservation person. For instance, they have put a wood burning stove in the new North Mason library and perhaps this can be done in other libraries. He suggested that Timberland check into loans for insulation. Mrs. Stough commented that Hoquiam is using the fireplace in the library because of the high heating costs. Mrs. Morrison stated that Timberland owns or operates few of the buildings in the district and staff has already done what it can in the buildings Timberland does own. Mr. Ayres said that Mrs. Morrison has already designated that himself and the building/grounds caretaker at the Service Center attend two conservation workshops sponsored by the state. Chairman Keiski instructed Mrs. Morrison to address this matter and appoint an appropriate staff member to take over this responsibility and perhaps discuss this further at the December Board meeting.

4 Correspondence

A. Letter from Southside School, Mason County

Mrs. Morrison said that this letter compliments Mary Stough on a program she presented and compliments the library district on the quality of the people associated with it.

B. Letter from Jan Wanamaker, Thurston County

A copy of this letter was in the Board's folders. Ms. Wanamaker expressed her thanks to the Tumwater staff and enclosed a check requesting that it be used in the Tumwater branch.

5 Unfinished Business

A. Set Library Director's salary for 1980

See Agenda Item 3A(1).

B. Determination of levy for 1980

See Mrs. Morrison's report, Agenda Item 3B(1).

C. Set firm date for North Mason Grand Opening

It was agreed that December 9, 1979 be set as a tentative date for the North Mason Grand Opening.

6 New Business

A. Consideration of Resolution No. 79-17, Amending Resolution #79-9

Mrs. Morrison briefly reviewed this Resolution relating to long overdue materials in which the statement "and a reasonable re-instatement fee may be charged" has been added. Mrs. Morrison recommended that the Board adopt this resolution.

6A

79-101

SHIRLEEN JOHNSON MOVED TO ADOPT RESOLUTION NO. 79-17, AMENDING RESOLUTION NO. 79-9 RELATING TO LONG OVERDUE MATERIALS; DOROTHY VOEGE SECONDED THE MOTION.

Mrs. Voege said that she thought they had already provided for this by charging the \$10 fee. Mrs. Morrison said that this resolution will provide for a re-instatement fee to those people who have books which are not expensive enough for the retriever to get back. Timberland wants to be able to let patrons know that it will cost them to keep inexpensive books long overdue.

MOTION CARRIED UNANIMOUSLY.

B. Consideration of Resolution No. 79-18, Amending Resolution #26

Mrs. Morrison reviewed this resolution relating to the use of the meeting rooms. The resolution now contains the regulation that smoking is prohibited in library meeting rooms as set forth in W.A.C. 248.152.030(3).

79-102

DON COX MOVED TO ADOPT RESOLUTION NO. 79-18 AMENDING RESOLUTION NO. 26 RELATING TO THE USE OF MEETING ROOMS; ALICE HARRIS SECONDED THE MOTION.

Mr. Law suggested that they not refer to the W.A.C. number but just say that smoking is prohibited as provided by state law since these numbers can change. Mrs. Morrison stated that sometimes people ask what the number of that law is and it will be available for easy reference by being included in the resolution.

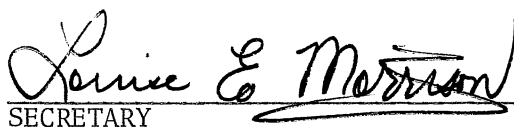
MOTION CARRIED UNANIMOUSLY.

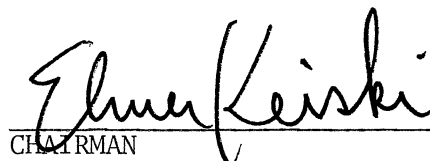
C. Certificates of Appreciation: Don Cox, TRL Board, and Cleo Lockey, Hoquiam Board

Mrs. Morrison presented Mr. Cox with a special certificate from the Director and TRL staff. Chairman Keiski presented Mr. Cox with a framed Certificate of Appreciation. He also signed a Certificate of Appreciation for Cleo Lockey, Hoquiam Board.

Chairman Keiski thanked the Ilwaco Board for inviting the TRL Board of Trustees for the dedication of the Keeler/Hoffman room. He requested the Ilwaco Board's assistance in recommending people from Pacific County to replace Don Cox on the Board. He stated that this is a 7-year term.

There being no further business, the meeting adjourned at 8:55 p.m.

  
SECRETARY

  
CHAIRMAN