

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

December 20, 1979

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BOARD OF TRUSTEES ANNUAL MEETING  
415 Airdustrial Way S.W., Olympia, WA 98501

December 20, 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  
Robert M. Baker - Lewis 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  
Mary Stough, Assistant Director for Public Services  
Sally Loken, Assistant Director for Central Services  
Joy W. Ayres, Business Manager  
Tom Mayer, Supervisor-Personnel Administration  
Therese Rice, Audio-Visual Technician, Service Center  
  
Liane Bascou, Board Recording Secretary  
Jane Dowdle Smith, Timberland Attorney

GUESTS PRESENT:

Mrs. Joy W. Ayres  
Al Monroe, Olympia American Legion Post  
Mrs. Al Monroe  
Mike Oakland, Daily Olympian

Chairman Keiski called the meeting to order at 7:45 p.m.

AGENDA ITEM  
NO.

- 2 Presentation of American Flag - Olympia American Legion Post

Chairman Keiski introduced Commander Al Monroe of the American Legion Post. Commander Monroe stated that on behalf of the American Legion and Auxiliary #3 of Olympia, they are pleased and proud to present the American flag to Timberland Regional Library and that it is their honor and privilege to be able to do this. He said that if Post #3 can do anything for the library in the future, to let them know. Commander Monroe led in the Pledge of Allegiance to the flag. Chairman Keiski stated that the library supplies not only books, but also films, and he has noticed that the TRL film collection does not have anything on the history of the flag or flag etiquette and if the American Legion can recommend anything, the library district would appreciate it. Commander Monroe said that he is in the process now of putting together a program on the American flag and he would be glad to notify the district when this program is scheduled. Mrs. Stough asked if this program could be taken to different areas and Commander

2 Monroe replied that this program is being sponsored by another organization for the American Legion. Chairman Keiski thanked Commander Monroe for the presentation of the flag and said that it has been the Trustees' concern for sometime that the Service Center meeting room have the American flag as well as the Washington State flag.

1 Approval of Minutes of the November 15, 1979 Meeting

79-103 DOROTHY VOEGE MOVED TO APPROVE THE MINUTES OF THE NOVEMBER 15, 1979 MEETING; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

3 Approval of Vouchers

Chairman Keiski said that the payroll vouchers total \$160,318.97 for the month of November, 1979. The books and materials vouchers total \$4,777.84. The Library Director and Business Manager are authorized to approve the payroll vouchers and the books and materials vouchers to those vendors who cannot wait for payment until the end of the month.

79-104 SHIRLEEN JOHNSON MOVED TO APPROVE VOUCHERS #5569 THROUGH #5757 IN THE AMOUNT OF \$121,043.00; BOB BAKER SECONDED THE MOTION.

Mr. Ayres referred the Trustees to voucher #5687 to the Washington Library Network in the amount of \$14,302.13 and stated that this is for October and November. Mrs. Morrison said that this also includes payment for the Resource Directory for all the libraries in the district. Mr. Ayres referred Board members to voucher #5756 in the amount of \$3,000 which is the first payment on the coupon warrants for the North Mason library, and voucher #5757 in the amount of \$30,000 which is for unemployment compensation. Mr. Ayres stated that there have been three draws on the unemployment compensation fund.

MOTION CARRIED UNANIMOUSLY.

4 Reports

A. Board Committees

(1) North Mason Building - Alice Harris; Don Law

Mr. Law reported that the library looked beautiful at the Grand Opening and had a warm feeling about it. He was delighted with the landscaped stump near the entry and that it fits in well with the surroundings. Mr. Law said that he understands that the meeting room in the library is very much needed in the community. He said that he had his daughter with him at the Grand Opening and that the puppet show was nice for the children present. Mrs. Harris reported that the library staff worked hard to get the building ready for the Grand Opening. She said that the puppet show presented by Sandy Carlson from Kitsap Regional Library was very nice. The Friends of the Library provided refreshments. Mrs. Harris reported that the large tree which was removed has been split by Mr. Davies and the Boy Scouts stacked the wood behind the library. The other large tree has been cut down and Mr. Davies will split this after the first of the year. Mrs. Harris said that the Boy Scouts put in the path between the library and the church property

4A(1) and that the crushed rock was donated to them. She said the Kiwanis helped with the parking during the Grand Opening. Some screening will be put over the gutters and she has received an estimate of \$200 for this. There are still a few small items that have to be taken care of. Chairman Keiski suggested that some fencing be put around the air conditioning/heat pump unit. Mr. Law said that he and Mr. Keiski discussed this and felt that it should be a solid fence. Chairman Keiski also said that he personally feels that a solid door should be put between the checkout area and the work room for security reasons. It was suggested that a phone jack be put in the staff room in the event a staff member needs to call out for help in case someone comes into the library and causes problems.

(2) Employee Relations - Dorothy Voege; Don Cox

Mrs. Voege said that they will have a recommendation for the Library Director's salary for 1980 under unfinished business.

B. Staff

(1) Library Director - Louise E. Morrison

Mrs. Morrison announced that she has named the new Montesano librarian, Mary Ann Shaffer, who will be starting January 14. She has been the children's librarian at the Olympia library. Mrs. Morrison also announced that Mr. Ayres will be retiring the end of January and that the new Business Manager, Mike Crose, will start January 21, 1980. Mr. Crose has a degree in Business Administration from Central Washington University.

Mrs. Morrison reported that she has been invited by the Montesano library board to come to their next meeting on January 15, at 4:00 p.m. and explain how Timberland's levy is determined. She invited any of the Trustees to attend this meeting also. She said that she and Mrs. Voege had met with the Montesano Finance Committee and that the Finance Committee was very supportive of the library at the time the Montesano City Council made its budget determination for 1980.

(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's written report was in the Board's folders.

(4) Assistant Director for Central Services - Sally Loken

Ms. Loken's written report was in the Board's folders.

(5) Business Manager - Joy W. Ayres

Mr. Ayres' written report was in the Board's folders.

5 Correspondence

- A. Letter of congratulations on North Mason opening from Mid-Columbia Regional Library dated 11/26/79
- B. Letter of congratulations on North Mason opening from Walla Walla Public Library dated 11/27/79
- C. Letter of congratulations on North Mason opening from Petter Hiatt, University of Washington, dated 11/30/79

Chairman Keiski acknowledged these congratulatory letters.

- D. Letter re North Mason security from Mason County Sheriff dated 12/13/79

Chairman Keiski read the letter as follows:

"I wish to extend my appreciation for the invitation to the Open House of the new North Mason Timberland Regional Library. It was indeed a pleasure to visit this beautiful new facility.

"Lieutenant Nathan Stairs, my Crime Prevention Assistant, has reported to me that he was requested to perform a security inspection of the new facility. As a result of this inspection it is recommended a security alarm system be installed.

"Again, thanking you for the opportunity of visiting the new library, I remain,

"Sincerely yours,

"FRED J. PHARRIS  
"Sheriff"

Mrs. Morrison stated that the sheriff has recommended an ADT system similar to the one that is in the Service Center. She said that the North Mason staff and she are more concerned about minor mischief rather than someone breaking into the building and that it would not be worth the investment to put in an ADT system. Mr. Baker suggested hooking up through a telephone line with the fire department and the sheriff's office. He has a system similar to this in his store in Packwood and it costs him only \$21.50 a month. He said that if they want this type of system they should contact the Special Equipment Department of the telephone company. Chairman Keiski said that the Sheriff felt that with an ADT system, someone could get to the building within 30 minutes; otherwise, someone could break into the building and be there for several hours causing considerable damage. Mr. Ayres said he has had one report from the sheriff's office that there are vehicles in the library parking lot after hours.

- E. Invitation dated 12/14/79 to hold Board meeting at Winlock library

Mrs. Johnson said that the Board had received an invitation to meet there shortly after moving into the new Service Center but that they decided to meet at the Service Center during 1978 and that the Board had

5E forgotten about the invitation. The Winlock Library Board has invited the TRL Board to hold their February or March meeting at the Winlock library.

79-105 DON COX MOVED THAT THE BOARD MEET AT THE WINLOCK LIBRARY ON FEBRUARY 21, 1980; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

F. Letter dated 12/19/79 from Department of Labor and Industries

Chairman Keiski read the letter as follows:

"Please be advised that the Department of Labor and Industries does hereby release Timberland Regional Library Board from any further liability pursuant to RCW 51.12.050 and RCW 51.12.070 as would otherwise incur in connection with a contract calling for construction of a library in Belfair.

"This certificate does not release James H. Robinson Company, Inc., from liability for additional contributions which later may be determined to be due with respect to the above mentioned contract or any other contracts said contractor may have performed.

"Very truly yours,

"Kay Kjorlaug  
"Administrative Assistant  
"Contract Release Section"

6 Unfinished Business

A. Final revision of 1979 budget/related Resolutions

Mrs. Morrison said that the 1979 budget has been corrected from the one which was sent to the Board last week. The final revised figure of \$3,529,624 includes the transfer of funds from the Building and Site Acquisition Fund. Mrs. Morrison read Resolution No. 79-19 as follows:

"WHEREAS, The Timberland Regional Library Building and Site Acquisition Cumulative Reserve Fund (Account #657.03) totaled \$305,862 in 1979; and

"WHEREAS, Construction of the Timberland North Mason Library was approved by the Board of Trustees for 1979; and

"WHEREAS, It is necessary to transfer \$304,875 from reserve to active status for 1979 construction costs; now, therefore, be it

"RESOLVED That \$304,875 be transferred from the Building and Site Acquisition Fund to the Capital Improvement budget for 1979 for construction of the Timberland North Mason Library."

6A

79-106 BOB BAKER MOVED TO ADOPT RESOLUTION NO. 79-19 TRANSFERRING FUNDS FROM THE BUILDING AND SITE ACQUISITION ACCOUNT #657.03 TO THE CAPITAL IMPROVEMENT BUDGET FOR EXPENDITURE IN 1979; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison stated that Resolution No. 79-20 updates the revenue and increases it by \$445,658 which includes the \$304,875 transfer from the Building and Site Acquisition Fund. This Resolution also shows changes in the budget elements from the 8/23/79 budget. Mrs. Morrison noted the estimated cash balance of \$302,097, of which the amount of \$106,110 is encumbered in books and materials.

79-107 DON COX MOVED TO ADOPT RESOLUTION NO. 79-20 AMENDING THE 1979 OPERATING BUDGET AND APPROPRIATING UNANTICIPATED REVENUE IN 1979; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

79-108 ALICE HARRIS MOVED TO ADOPT THE 1979 FINAL REVISED BUDGET IN THE AMOUNT OF \$3,529,624; DON LAW SECONDED THE MOTION.

Mrs. Morrison said that when the Board members compare this with the one sent out last week, they will note that in the reserve funds they still have \$2,140 in the Building and Site Acquisition Fund, which is drawing interest. The Vehicle Reserve Fund has been increased which has resulted from interest accrued. By next year they should reach the \$100,000 goal in the Unemployment Compensation Fund and this fund should become self-supporting.

MOTION CARRIED UNANIMOUSLY.

B. Ratification of poll of Board for 1980 levy/related Resolution

79-109 SHIRLEEN JOHNSON MOVED TO ADOPT RESOLUTION NO. 79-21 SETTING THE 1980 LEVY FOR TIMBERLAND REGIONAL LIBRARY AT \$.4235 PER \$1,000 OF ASSESSED VALUATION; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

C. Set Library Director's Salary for 1980

79-110 DOROTHY VOEGE MOVED THAT THE LIBRARY DIRECTOR'S SALARY FOR 1980 BE SET AT \$32,500; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

7 New Business

B. 1980 Board meeting schedule

A proposed Board meeting schedule for 1980 was in the Board's folders. Mr. Baker said that it is not necessary that they adopt this schedule since they have in the past determined that they will meet on the third Thursday of each month.

C. Request for approval to submit a grant proposal for a Mime Workshop



7C

79-111

SHIRLEEN JOHNSON MOVED TO APPROVE THE SUBMISSION OF A GRANT PROPOSAL TO THE WASHINGTON STATE ARTS COMMISSION FOR A MIME WORKSHOP; DON COX SECONDED THE MOTION.

Mrs. Morrison said that a few hours of staff time would be spent on this if this grant is approved but that Timberland libraries would get a great deal out of it.

MOTION CARRIED UNANIMOUSLY.

- D. Request for approval to continue acting as fiscal agent for L.S.C.A. funds for the West Library Service Area

Mrs. Morrison recommended that the Board approve this request.

79-112

DOROTHY VOEGE MOVED TO APPROVE A REQUEST TO CONTINUE ACTING AS FISCAL AGENT FOR L.S.C.A. FUNDS FOR THE WEST LIBRARY SERVICE AREA; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

- E. Memorandum of Understanding with the TRL Staff Association

Mr. Mayer said that the way the agreement with the Staff Association now reads, part-time staff cannot be paid if they work in excess of their regular work week but rather get compensatory time. He said that the Staff Association agrees with the Memorandum of Understanding.

79-113

ALICE HARRIS MOVED TO APPROVE THE MEMORANDUM OF UNDERSTANDING WITH THE TRL STAFF ASSOCIATION AMENDING ARTICLE XI B2 REGARDING PART-TIME EMPLOYEES; DOROTHY VOEGE SECONDED THE MOTION.

Mrs. Voege requested an explanation of (d). Mr. Mayer said that this is in accordance with the Fair Labor Standards Act and that part-time employees who are required to work in excess of forty hours per week shall receive cash compensation at the rate of one and one-half times the employees' basic rate of pay exclusive of special or premium pay.

MOTION CARRIED UNANIMOUSLY.

This Memorandum of Understanding will be attached to the Agreement with the TRL Staff Association.

- F. Certificate of Appreciation for Rosanne Bridgham, Centralia Board

79-114

SHIRLEEN JOHNSON MOVED TO APPROVE A CERTIFICATE OF APPRECIATION FOR ROSANNE BRIDGHAM OF THE CENTRALIA LIBRARY BOARD; DON COX SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Johnson said that Rosanne Bridgham has been on the Centralia Board for 10 years serving two terms. She said Mrs. Bridgham is dedicated and hardworking for libraries.

7 G. Approval of Pre-Finding Settlement Agreement with Eloise Spears

Mr. Mayer said that Mrs. Spears filed a complaint with the Human Rights Commission in November, 1978 on the basis that she was discriminated against because of a mental handicap. This is a pre-finding settlement which means that the Human Rights Commission is willing to settle before producing its findings. Mr. Mayer recommended that the Board accept this Pre-Finding Settlement Agreement. Jane Smith also recommended that the Board accept this as did the Library Director. Mr. Law said he has discussed this with Mr. Mayer and Mrs. Morrison and also recommends accepting it. Mr. Mayer said that Timberland did not follow its own Personnel Policy by giving Mrs. Spears a written warning prior to her dismissal and that is the reason for a general award to Mrs. Spears. Mr. Law said that as he understands it, efforts are being made to avoid this type of thing in the future. Mr. Mayer said this is true. Mrs. Voegel asked what the settlement is and Mr. Keiski replied it is for \$750. Mr. Mayer said Mrs. Spears was given two weeks pay in lieu of two weeks notice which is a standard procedure.

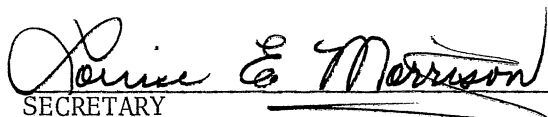
79-115 DOROTHY VOEGE MOVED TO APPROVE THE PRE-FINDING SETTLEMENT AGREEMENT WITH ELOISE SPEARS; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

A. Election of Officers

79-116 DOROTHY VOEGE NOMINATED ALICE HARRIS AS CHAIRPERSON OF THE BOARD FOR 1980 AND MOVED THAT NOMINATIONS BE CLOSED AND THE SECRETARY BE DIRECTED TO PASS A UNANIMOUS BALLOT FOR MRS. HARRIS. MOTION CARRIED.

79-117 ALICE HARRIS NOMINATED DON LAW AS VICE-CHAIRMAN AND MOVED THAT THE SECRETARY BE DIRECTED TO PASS A UNANIMOUS BALLOT FOR MR. LAW. MOTION CARRIED.

There being no further business, the meeting adjourned at 9:00 p.m.

  
SECRETARY

  
CHAIRMAN