

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

January 17, 1980

M I N U T E S

BOARD MEMBERS PRESENT:

Alice Harris, Chairperson - Mason County
Elmer F. Keiski - Thurston County
Paul Polillo - Pacific County
Dorothy Voege - Grays Harbor County
Shirleen Johnson - Member-at-Large

BOARD MEMBERS EXCUSED:

Robert M. Baker - Lewis County
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 Joselyn, Chehalis Librarian
Tom Mayer, Supervisor-Personnel Administration
Bill Ott, Book Selection Coordinator
Therese Rice, Audio-Visual Technician
Mary Ann Shaffer, Montesano Librarian
Jay Windisch, Reference Librarian, Aberdeen

GUESTS PRESENT:

Mrs. Joy W. Ayres
Michael Crose

Mrs. Harris called the meeting to order at 7:30 p.m. She introduced Mr. Polillo, new Board member from Pacific County, and requested that he read the Timberland Library Trustee's Code of Ethics, as adopted by the Board. Mr. Polillo read the Code of Ethics as follows:

"I will be a loyal supporter and promoter of the public library system.

"I will obey all national, state and local laws, rules and regulations regarding public libraries.

"I will follow only legal, professional and ethical procedures to bring about desired changes.

"I will make decisions and reach conclusions only after careful deliberations, and only after full public debate with my fellow board members in a public meeting.

"I will recognize that my responsibilities are limited to policy making decisions, planning, budgeting, and evaluations.

"I will work with the public whenever possible to promote, support and further develop the public library system.

"I will participate in official board decisions and work with the official decisions once they have been made.

"I will treat as confidential all information communicated from staff to board members for possible board action.

"I will not endorse a censor, or represent the interests of special individual, organized or political views which are in conflict with the role of the library to serve the entire public.

"I will accept the responsibility to work with the proper elected officials to insure adequate funding for growing public libraries and to maintain optimum library standards."

Mrs. Harris congratulated Bill Ott on his new position as Acquisitions Librarian at King County Library System. She said that Timberland will miss him but she is pleased that he has this new job to go to and thanked him for his work in Timberland. Mr. Ott stated that it was not without a lot of agony that he decided to take this position. He said that whoever takes over his job at Timberland is going to inherit a marvelous group of people.

AGENDA ITEM
NO.

1 Approval of Minutes of the December 20, 1979 Meeting

80-1 DOROTHY VOEGE MOVED TO APPROVE THE MINUTES OF THE DECEMBER 20 1979 MEETING; ELMER KEISKI SECONDED THE MOTION. MOTION CARRIED.

2 Approval of Vouchers

80-2 ELMER KEISKI MOVED TO APPROVE VOUCHERS #5758 THROUGH #5897 IN THE AMOUNT OF \$50,435.24; SHIRLEEN JOHNSON SECONDED THE MOTION.

Mrs. Morrison referred the Trustees to voucher #5758 to Allcare Janitorial Service, Belfair, in the amount of \$154.80. This is a new item and will be included in the vouchers every month. Mrs. Harris stated that Su Chapple has reported to her that this janitorial service is doing a good job. Mrs. Voege asked if this is a monthly charge and Mrs. Morrison replied that it is and the building is cleaned three times a week.

Mr. Ayres referred Board members to voucher #5798 to Kildow Brothers in the amount of \$73.57 which is for snow removal in the Service Center parking lot.

Mrs. Morrison told Mr. Polillo that as a member of the Board of Trustees, he is automatically a member of the Washington Library Association, the American Library Association, and the Pacific Northwest Library Association. He will be receiving publications in the mail from these associations which is an important part in keeping trustees aware of what is happening in the library world. Mrs. Harris also stated that

- 2 if Mr. Polillo receives any bills from these associations, they should be turned over to Timberland for payment.

Mrs. Johnson questioned voucher #5819 to Puget Sound Tent & Awning in the amount of \$135.84. Mr. Ayres stated that this is for the stands for the two flags in the meeting room.

MOTION CARRIED.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith was excused because of illness. Mrs. Harris had discussed earlier with Mrs. Morrison what became of the lawsuit regarding the damaged Tumwater 16mm projector. Mrs. Morrison reported that a judgment was entered against the person who damaged the projector and the man had moved and left no forwarding address. Mrs. Morrison said she will check into this further with Mrs. Smith.

B. Board Committee Reports

There were no Board committee reports.

C. Staff

(1) Library Director - Louise E. Morrison

Mrs. Morrison introduced Michael Crose who will be taking over Mr. Ayres' position as Business Manager starting January 21. She also introduced Tom Joselyn, who is back from educational leave and is now in charge of the Chehalis library. Mrs. Morrison also introduced Mary Ann Shaffer, who is now in charge of the Montesano library.

Mrs. Morrison reported that the North Mason library is substantially completed. She has received forms from the architect: Consent of Surety Company to Final Payment, Contractor's Affidavit of Release of Liens, Contractor's Affidavit of Payment of Debts and Claims, and Certificate of Substantial Completion. In discussing the building with Mrs. Harris, they felt that the building is not really ready for final acceptance. The lighting is not satisfactory. There were some changes made from the time the lighting consultant designed the lighting system to the time the specifications were done by the electrical engineer. Apparently the electrical engineer made some changes and said nothing to anyone. As far as Timberland is concerned, one of the first things the architect was told is that sufficient lighting is crucial. Mrs. Johnson asked if it is a matter of the number of fixtures or the placement of lights. Mrs. Morrison replied that the fixtures at the back of the building were not installed with a baffle plate which will reflect more light down from it. She thinks the quality of the lighting is good and sufficient across the back of the room, but at the right side of the room where the stacks go down the outside of the meeting room wall the lighting is not sufficient. There is an extremely noisy ballast in the office behind the circulation desk which needs to be corrected. There are also a few other

3C(1) minor items which need to be taken care of. Mrs. Morrison has advised the architect that she cannot recommend that the Board accept the building at this time. Mrs. Harris said that her feeling is that Timberland had, in effect, a conditional acceptance when we moved in and began to use the library and had the Grand Opening. She agrees that these things do need to be taken care of and these items should be completed before final acceptance. She does not want it to sound as if Timberland has not had a good building contractor because she feels that James Robinson, Inc. has done a marvelous job.

Mrs. Morrison referred the Board to the December, 1979 circulation report. The yearly report is not yet completed but the total is about 2,007,484.

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

Mrs. Barton's written report was in the Board's folders, which report summarizes some of the highlights of TRL since 1969. Mrs. Barton advised Board members that Timberland circulated 642,901 more items in 1979 than in 1969.

(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. Ms. Loken thanked the Board for their comments to Bill Ott.

(5) Business Manager - Joy W. Ayres

Mr. Ayres advised the Board of some necessary corrections in the December vouchers on the last page at the bottom of the page. Account 657.00 should be changed from \$40,123.65 to \$73,123.65. On the next line account 657.03 should be changed to 657.00 for books and materials. The 4th and 5th lines (account 657.04 for \$3,000 and account 657.09 for \$30,000) should be lined through because these amounts have been included in the first line, account 657.00.

Mr. Ayres referred Board members to the memo in their folders regarding the new Pacific Northwest Bell Telephone credit cards. Board members should destroy their old cards and replace them with the new cards included with the memo.

Mr. Ayres also referred Board members to the 1979 vehicle report. He said that vehicle #10 will be discussed later on the agenda in Agenda Item No. 6A.

Mr. Ayres reported that total interest earned in 1979 through investments is \$45,927.76. Timberland entered 1979 with a cash balance of \$278,838.10 and is entering 1980 with a cash balance of \$344,387.69. Mr. Ayres briefly reviewed the 1979 revenue tracking charts and referred Board members to his written report. He said the Board will note that most of the accounts are about 100% complete, some are slightly over and some are slightly under.

Mrs. Harris thanked the Board for their confidence in electing her as chairperson in 1980. She said she would like to see wherever possible an increasing awareness between staff and the Board of Trustees. She would like to become more knowledgeable about staff's problems and achievements and she would like the staff to feel free to acquaint Board members with what they do in Timberland. She said that, for instance, she appreciated the report from Doug Gelis several months ago on what he does in outreach to the jails. Mrs. Harris said she is sure there is a great deal that goes on in Timberland that she is not aware of.

Mrs. Harris congratulated Mrs. Morrison on her recent appointment to the Technical Advisory Committee regarding Local Government Fiscal Capacity Study and said she will be interested in the results of this study. Mrs. Harris requested that Mrs. Morrison complete this year, if she has time, the TRL study which Mrs. Morrison outlined for the Board and which Mrs. Morrison referred to as "an enabling document."

4 Correspondence

D. Letter from Pacific County Board of Commissioners

Mrs. Harris read the letter as follows:

"At a regular session of the Board of Pacific County Commissioners held on January 8, 1980, Mr. Paul Polillo was appointed to serve as a member of the Board of Trustees of the Timberland Regional Library representing Pacific County.

"It would be very helpful if your office would do the necessary paperwork regarding confirmation of our appointee from the Board of Commissioners of Grays Harbor, Lewis, Mason and Thurston Counties."

A. Lewis County Board of Commissioners confirming appointment of Paul Polillo

Mrs. Harris acknowledged receipt of this letter. This is the only confirmation letter received so far.

B. Appointment of Library Director to Technical Advisory Committee

Mrs. Morrison said she had wanted Board members to be aware of this appointment and copies of this letter are in the Board's folders.

C. Letter from Tom Joselyn

Mrs. Harris read the letter as follows:

"I want to take this opportunity to formally thank you for granting my educational leave of absence during calendar year 1979. Going to graduate school to complete my master's in library science was for me particularly enriching in light of my past work experience with Timberland. Being able to take a leave from work made it possible to achieve such a goal. Not having that security of having a job to come back would have meant that I would not have been able to attend school. I hope in future Timberland can continue to grant such educational leaves. It seems an asset to attend library school with that practical work experience behind one's self. I am now looking forward to putting that practical work experience and schooling to work in my new position at Chehalis. Again, thank you for granting my leave."

5 Unfinished Business

A. Energy Conservation in Timberland

Mrs. Harris said that the Board discussed this fall the appointment of a committee or staff person to prepare a regionwide energy conservation list for the Board. She is still interested in this and would like to see a list of the buildings outlining the ownership and operating responsibilities. Mrs. Morrison said she would like vehicles to be included in this report. Mrs. Voegel requested a comparison of 1978 with 1979. Mrs. Morrison suggested that Michael Crose be assigned this task as soon as he starts his new duties as Business Manager.

B. Bookmobiles

Mrs. Harris said she still feels a need for a comprehensive bookmobile report and would like to know the area covered and costs involved. Mrs. Stough said they are planning a bookmobile meeting in February and could have this report for the Board in March.

C. Service Center Roof

Mrs. Harris requested to know the status of the Service Center roof. Mrs. Morrison reported that she has received a letter from the architect that he is satisfied with the roof. The architect has received a letter regarding the written guarantee but is not satisfied with it because the guarantee should start two years from the date of completion of the repair. Mrs. Morrison said that Board members could, if they wish, approve final acceptance of the Service Center building pending written guarantee from Arctic Foam and that she could be authorized to sign for final acceptance. She said that the Economic Development Administration is anxious to close its file on this matter and also that Timberland has to file quarterly reports until the files are closed out. Arctic Foam is under new ownership, but there is no question that they will not honor the guarantee. Mrs. Harris asked Mr. Keiski to work with Mrs. Morrison on this.

80-3

SHIRLEEN JOHNSON MOVED THAT THE BOARD GRANT FINAL ACCEPTANCE OF THE SERVICE CENTER BUILDING CONTINGENT ON ACCEPTANCE OF A TWO-YEAR WRITTEN WARRANTY ON THE ROOF FROM ARCTIC FOAM, STARTING JULY 1, 1979; DOROTHY VOEGE SECONDED THE MOTION. MOTION CARRIED.

Mr. Keiski asked about the cracks on the wall in the storage area. Mrs. Morrison said it has been determined that this is caused by settling. Mr. Keiski said they still have to solve the problem of keeping the cold air out at the entry way. Mrs. Morrison said that eventually Timberland will probably have to build a glass enclosure on the inside which will funnel the air over rather than a direct draft.

6 New Business

A. Declare 1971 A.M.C. Matador Surplus and Advertise

Mrs. Morrison said that the Matador which is assigned to the Service Center is not being used much and has only had about 4,000 miles put on it in 1979. She would like the Board to declare this vehicle surplus. Mr. Ayres said this is the 1971 Matador, license #C24683, and has

6A 112,272.9 miles on it. It cost 14¢ a mile to operate this vehicle in 1979 and other vehicles of this type cost about 10¢ a mile.

80-4

ELMER KEISKI MOVED TO DECLARE VEHICLE #10, 1971 A.M.C. MATADOR, LICENSE #C24683, AS SURPLUS AND THAT THE DIRECTOR BE AUTHORIZED TO ADVERTISE THIS VEHICLE FOR SALE; SHIRLEEN JOHNSON SECONDED THE MOTION. MOTION CARRIED.

B. Property of North Mason Friends Adjacent to the Library

Mrs. Harris said that she would just like to advise the Board of this matter and not require any action on this since Mr. Law, who is on the North Mason Building Committee, is not present. Mrs. Harris said that the Friends of the North Mason Library purchased 8 acres of land and paid for it in full. The Friends deeded the 2 acres fronting on State Road 3 to Timberland Regional Library. It had been the Friends' intent to deed the remaining 6 acres to the Port Commission and the Friends would like the land left in its natural state. The Port Commissions had thought that they could accept the land, but they have been reminded recently that the original reason for forming Port Commissions was to encourage commerce and economic development which does not suit what everyone wishes to happen to this land. At this point, before the Friends take any other steps, they have requested that Mrs. Harris ask the Timberland Board if they would like to have this additional 6 acres. The Friends do not wish to sell the property to Timberland but they would like to deed it to Timberland. The Friends are paying taxes on this property and they would rather put their money into things for the library. Mrs. Harris requested that Board members think about this and they can discuss it further when they have a full Board present.

Mrs. Morrison said that there is an easement down the south side of the property which runs the full length of the 2 acres on which the North Mason library is built to allow access to that rear 6 acres. That easement goes through some of the choice parking area. Timberland was aware of this but in looking at the property, the library, and the development of it, she thinks that some of the Board's and staff's earlier fears about owning the additional 6 acres may have been exaggerated. Mrs. Voege asked what some of those fears were. Mrs. Morrison replied that she believed that former Board member, Bill Lawrence, feared liability for some kind of attractive nuisance, but Mrs. Morrison said she does not think it is that kind of property. Mrs. Voege asked if there is water on the property. Mrs. Harris said that there is not, but that it can get damp as it slopes. Mrs. Morrison said that she thinks it would be a good idea for the Board to accept the deed to this land from the Friends.

C. Approval of 1980 Budget for Books and Other Library Materials at \$444,910

Mrs. Morrison stated that in working out the 1980 budget, one of the things they need is the ability to feed into the automated acquisitions system the budget amounts in each of the categories so that staff members are not operating in a vacuum by ordering against a "blank" and coming up with minus figures. For that reason, she is asking the Board to approve the Books and Other Library Materials budget and also approve a continuing resolution which would allow staff to pay other bills pending budget revision, which they expect will be ready in

6C February. She noted that salaries, wages and benefits had already been approved by the Board.

80-5 DOROTHY VOEGE MOVED TO APPROVE THE 1980 BUDGET FOR BOOKS AND OTHER LIBRARY MATERIALS AT \$444,910; ELMER KEISKI SECONDED THE MOTION.

Mr. Keiski asked if this includes films for 1980 and Mrs. Morrison replied that it does. Mrs. Johnson asked what last year's books and other library materials budget was. Mrs. Morrison said they started out with \$402,000 to which was added the transfer of funds from the State Library when Timberland's account was closed there. This brought it to about \$533,000, but part of the funds transferred from the State Library were already committed, so they actually had about \$426,000 in April of 1979.

MOTION CARRIED.

D. "Continuing Resolution" for Other Budget Items Pending Budget Revision

80-6 ELMER KEISKI MOVED FOR A CONTINUING RESOLUTION FOR OTHER BUDGET ITEMS TO ALLOW TIMBERLAND TO PAY BILLS PENDING BUDGET REVISION; DOROTHY VOEGE SECONDED THE MOTION. MOTION CARRIED.

E. Resolution Transferring Building and Site Acquisition Fund Monies to Operating Budget for 1980

Alice Harris read the resolution as follows:

"WHEREAS, The Timberland Regional Library Building and Site Acquisition Cumulative Reserve Fund (Account #657.03) balance was \$1,865.46 on December 31, 1979; and

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

"WHEREAS, \$304,875 was transferred from reserve to active status for 1979 construction costs; and

"WHEREAS, Several items will be completed early in 1980; now therefore, be it

"RESOLVED That the balance of \$1,865.46 be transferred to the 1980 Operating Budget."

80-7 DOROTHY VOEGE MOVED TO ADOPT RESOLUTION #80-1 TRANSFERRING FUNDS FROM THE BUILDING AND SITE ACQUISITION ACCOUNT #657.03 TO THE 572.50 BUDGET CATEGORY FOR EXPENDITURE IN 1980; SHIRLEEN JOHNSON SECONDED THE MOTION. MOTION CARRIED.

7 Other Agenda Items

A. Trustees' Liability Insurance

Mr. Keiski requested a review memo on the Trustees' insurance coverage.

8 Announcements

B. WLTA Trustee Workshops

Mrs. Harris said that she hopes Trustees in Timberland will be able to attend this workshop. She said she intends to attend the one at Centralia library on March 1st and Dorothy Voegel indicated that she may be able to attend also.

A. Trustees' Day at the Legislature - February 13

Mrs. Harris asked Trustees to watch for the flyer in the mail on the Trustees' Day at the Legislature on February 13. She said she hopes that Trustees will be able to attend. Mrs. Harris said that she thinks it is important for the Trustees to talk to the legislators.

D. Board Committees

Mrs. Harris asked that Dorothy Voegel continue acting on the Employee Relations Committee and said that she will appoint someone to replace Don Cox on that committee. She requested that Mr. Baker continue on the White Pass Committee and that Don Law continue to work with her on the North Mason and South Mason Committees. She would also like Don Law to work on the problems in West Olympia.

E. All Staff In-Service Day April 9, 1980

Mrs. Morrison announced that April 9, 1980 has been chosen for the all staff in-service day at the Service Center. All libraries will be closed this day. She said that she hopes that some of the Board members will be able to come for lunch, which will be potluck, as this will give them a chance to see the size and diversity of the staff and would give staff a chance to meet the Board members.

F. Montesano Library

Mrs. Voegel reported that the Montesano City Council had expressed concern with the increase in the city's contract fee. Mrs. Morrison, Selma Nielsen and she went to a City Council Committee meeting in December. The Montesano library board felt that they didn't adequately understand the library funding and requested an in-depth explanation. Mrs. Morrison, Mrs. Stough and Mrs. Voegel attended the Montesano board meeting in January. Mrs. Voegel stated that Mrs. Morrison is very knowledgeable about these financial facts and she made it understandable to the board. Mrs. Voegel commended Mrs. Morrison on the good job she did in explaining library funding.

Mrs. Harris asked Mary Ann Shaffer about her new position as Montesano librarian. Mrs. Shaffer replied that it is entirely different than she had expected and she is looking forward to doing a lot of things, especially community wise with the beautiful facilities in Montesano.

Mr. Keiski said that when the Board toured the Montesano library, he observed some building maintenance that needs to be taken care of. In the men's restroom the rubber base is pulling away from the wall and the front door should be refinished. He suggested also that if

- 8F the front door is refinished that they consider putting stained glass in. He noticed also some Elton Bennett prints hung in the library, which are worth a lot, and Mr. Keiski suggested that these be covered in glass.

Mrs. Harris presented Mr. Ayres with a card and gift certificate from the Board and administrative staff, expressing their appreciation and extending good wishes in his retirement. Mr. Ayres said that after 10 years with Timberland he has learned a great deal and met a lot of nice people. He said he hopes his public life is not over. Mr. Ayres stated that they have a group of Trustees now with Timberland that they would have to look for a long time to beat and that a lot has been accomplished in Timberland in the past 10 years.

AGENDA ITEM
NO.

- 8 Announcements

C. February Board Meeting at the Winlock Timberland Library

Mrs. Harris reminded the Board that the February 21 Board meeting will be at the Winlock library. Mrs. Stough said she talked with Jeanette Davis, Winlock librarian, today and she reported that the Winlock board has invited the Timberland Board for dinner at the library. They need to know how many will be able to attend and what time. It was agreed that Mrs. Stough and Mrs. Morrison would decide on the time. Board members can get in touch with Mrs. Morrison regarding travel arrangements.

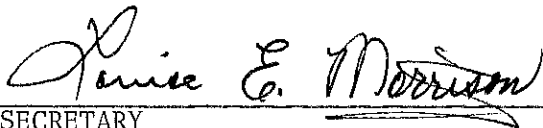
G. Board Meeting at Aberdeen Library

Mrs. Harris reminded Board members that they have been invited to meet at the Aberdeen library in 1980. Mrs. Voegel will contact Rosalie Spellman and make the arrangements to meet there in April or May.

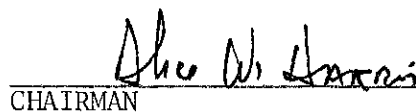
H. Study Session

Mrs. Morrison said she would like a three to four hour work session with the Board on the budget sometime between now and the next Board meeting. This will be an advertised study session but will not be open to the public. Mrs. Harris suggested a dinner meeting and it was agreed that the Board would meet at the Tyee at 5:30 p.m., probably the first Thursday in February.

There being no further business, it was moved that the meeting adjourn at 9:00 p.m.



SECRETARY



CHAIRMAN

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

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I N D E X

<u>AGENDA ITEM NO.</u>		<u>Page No.</u>
1	Approval of Minutes of the December 20, 1979 Meeting	2
2	Approval of Vouchers	2
3	Reports	
	A. Report of Attorney - Jane Dowdle Smith (excused because of illness)	3
	B. Board Committee Reports	3
	C. Staff	
	(1) Library Director - Louise E. Morrison	3
	(2) Associate Director for Research & Planning - Virginia Barton	4
	(3) Assistant Director for Public Services - Mary Stough	4
	(4) Assistant Director for Central Services - Sally Loken	4
	(5) Business Manager - Joy W. Ayres	4
4	Correspondence	
	A. Lewis County Board of Commissioners confirming appointment of Paul Polillo	5
	B. Appointment of Library Director to Technical Advisory Committee	5
	C. Letter from Tom Joselyn	5
	D. Letter from Pacific County Board of Commissioners	5
5	Unfinished Business	
	A. Energy Conservation in Timberland	6
	B. Bookmobiles	6
	C. Service Center Roof	6
6	New Business	
	A. Declare 1971 A.M.C. Matador Surplus and Advertise	6
	B. Property of North Mason Friends Adjacent to the Library	7
	C. Approval of 1980 Budget for Books and Other Library Materials at \$444,910	7

CONT.

TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES MEETING
January 17, 1980
INDEX, Cont.

<u>AGENDA ITEM NO.</u>		<u>Page No.</u>
6	New Business, Cont.	
	D. "Continuing Resolution" for Other Budget Items Pending Budget Revision	8
	E. Resolution Transferring Building and Site Acquisition Fund Monies to Operating Budget for 1980	8
7	Other Agenda Items	
	A. Trustees' Liability Insurance	8
8	Announcements	
	A. Trustees' Day at the Legislature - February 13	9
	B. WLTA Trustee Workshops	9
	C. February Board Meeting is at the Winlock Timberland Library	10
	D. Board Committees	9
	E. All Staff In-Service Day April 9, 1980	9
	F. Montesano Library	9
	G. Board Meeting at Aberdeen Library	10
	H. Study Session	10