

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

June 19, 1980

M I N U T E S

BOARD MEMBERS PRESENT:

Alice Harris, Chair - Mason County
Donald L. Law, Vice-Chair - Member-at-Large
Robert M. Baker - Lewis County
Shirleen Johnson - Member-at-Large
Elmer F. Keiski - Thurston County
Paul Polillo - Pacific County
Dorothy Voege - Grays Harbor 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
Tom Mayer, Supervisor-Personnel Administration
Michael Crose, Business Manager
Su Chapple, North Mason Librarian
Vivian Fetty, Children's Services Coordinator
Judy Green, Book Selection Coordinator
Tom Joselyn, Chehalis Librarian
Steve Metcalf, Sr. Central Services Assistant
Joyce Nichols, Tumwater Librarian
Therese Rice, Audio-Visual Technician

Jane Dowdle Smith, Timberland Attorney
Liane Bascou, Board Recording Secretary

Mrs. Harris called the meeting to order at 7:50 p.m.

AGENDA ITEM
NO.

1 Open Bids for Cargo Van

Mrs. Harris stated that no bids for a cargo van were received.

2 Approval of Minutes of the May 15, 1980 Meeting

80-39 SHIRLEEN JOHNSON MOVED TO APPROVE THE MINUTES OF THE MAY
15, 1980 MEETING; PAUL POLILLO SECONDED THE MOTION.

Mrs. Harris requested that a correction be made to the last page of the minutes in Agenda Item 7D. She stated that Dorothy Voege should be listed as a member of the backup negotiating team.

MOTION CARRIED UNANIMOUSLY.

3 Approval of Vouchers

Mrs. Harris stated that payroll vouchers for the month of May had amounted to \$182,118.44.

80-40

PAUL POLILLO MOVED TO APPROVE JUNE VOUCHERS #6633 THROUGH #6819 IN THE AMOUNT OF \$105,848.08; BOB BAKER SECONDED THE MOTION.

Mrs. Johnson questioned voucher #6633 to Kent Gilchrist GMC, Tacoma, in the amount of \$3,388.69. She said that she knows this is the one which Mr. Crose called the Trustees about. Mr. Crose said he decided to wait until after the Board meeting to issue a warrant for this. This is for a new engine and transmission in the Lewis County bookmobile. Timberland previously paid \$3,000 for parts so that they could be on hand and this is the balance of the billing. Timberland was informed that the vehicle could not be picked up until the bill was paid. Mr. Law stated that he also had received a call on this matter. He said that he feels this is a deplorable act on the part of this particular dealership. As he understands it, the method which Timberland uses to pay bills was fully explained to this dealership--that the Timberland governing body meets once a month and has to approve vouchers, which is a standard practice for governing agencies. Mrs. Morrison said that after Mr. Crose reported to her his talk with this dealership, she then had called them herself and had gone through the whole process with them again very carefully and patiently. However, the man she spoke with is not amenable. She said he doesn't care about library service and all he wants is his money. Mr. Law said this should be called to the attention of GMC and he asked where the regional truck and coach division is. Mr. Crose replied that it is in Beaverton, Oregon. Mr. Law recommended that a letter be sent to GMC explaining what has happened and the Trustees' dissatisfaction with how this matter was handled.

80-41

DON LAW MOVED THAT THE DIRECTOR WRITE A LETTER TO THE GMC REGIONAL TRUCK AND COACH DIVISION IN BEAVERTON, OREGON, EXPRESSING THE TRUSTEES' DISSATISFACTION WITH THE TACOMA GMC DEALERSHIP; PAUL POLILLO SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Voege questioned vouchers #6662 and #6663 to The Daily Chronicle and The Daily World in the amounts of \$14.88 and \$25.02, respectively. Mr. Crose stated that these are for advertisements for bids for the cargo van.

80-40

MOTION TO APPROVE VOUCHERS CARRIED UNANIMOUSLY.

4 Reports

A. Business Manager - Michael Crose

Mr. Crose referred Board members to his written report.

Mrs. Johnson expressed appreciation for receiving the written reports in the last memo to the Board.

4 B. Board Attorney - Jane Dowdle Smith

Mrs. Smith reported that she is still trying to track down the man Timberland has a judgment against for the damaged Tumwater projector.

C. Library Director - Louise E. Morrison

Mrs. Morrison reported that she received a call today from Dr. Jovana Brown, Dean of Library Service at The Evergreen State College. The TESC Board of Regents approved the Expression of Intent to Cooperate with Timberland and the State Library for planning an automated circulation system. All three agencies now have approved this Expression of Intent to Cooperate.

Mrs. Morrison advised Board members of a billing from Pacific Northwest Bibliographic Center which was received too late to get into this month's bills. She said she has more or less expected that there would be problems with funding of PNBC which is now owned and operated as a non-profit corporation. Use of PNBC by libraries in Washington State has always been much higher than that of Idaho, Montana, Oregon, and Alaska. The State of Washington's support has been reduced. Timberland is one of the heaviest users of PNBC services. Years ago, Timberland used to pay a fee every year for use of PNBC which later was picked up by the State Library for all libraries in Washington. PNBC has come up with a method to make up the budget shortfall and Timberland's share for July 1, 1980 through June 30, 1981 is \$3,934.92 based upon 1,163 requests. Mrs. Morrison said that she suggests that Timberland pay this bill next month or at least by September. She said Mr. Crose's figures show that Timberland will have additional money from sale of fixed assets from state managed lands and will be able to budget additional revenue from that source.

Mrs. Morrison further reported that she and Mrs. Barton attended a meeting of Washington Public Power Supply System last week. Timberland still needs additional figures in order to submit a claim.

Mrs. Morrison announced that both the Aberdeen and Hoquiam Children's Librarian positions have been filled. Roberta Holmes will be the Aberdeen Children's Librarian and will start July 1. She was Children's Librarian in Illinois and served as Young People's Services Coordinator at Spokane County Library. Linda Schade is the new Children's Librarian at Hoquiam and she is presently working at the Tompkins County Library in Ithaca, New York. Ms. Schade will begin working for Timberland on July 14.

Mrs. Morrison reported that she and the other members of the Washington Library Association delegation met with President Gerberding of the University of Washington and at that meeting, he expressed support for the School of Librarianship.

Mrs. Morrison advised Board members that she and Mr. Crose have been talking with Xerox Corporation. She said that she understands that Timberland has the last four Xerox 914 models that are anywhere in government in Washington State. She said there have been many patron

4C and staff complaints regarding these ancient 914 models. Mr. Crose has figured the costs in staff time to help patrons with the machines; also it is necessary that Timberland order two kinds of toner. Mrs. Morrison and Mr. Crose recommend that the 914's be replaced with 3100's. Mrs. Morrison said that figures will be available for Board members in time for next month's Board meeting. The 914's are located at the Chehalis, Lacey, Montesano, and Raymond Libraries. She said that some other 914's in the district already were replaced with 3100's which Timberland is buying. The 914's are leased. Mr. Crose explained that Xerox does maintain the 914's and repair them whenever needed. However, the down-time and what it is costing in staff time to constantly monitor these machines doesn't warrant keeping them. He said the machines are outdated and will continue to be a problem. Mrs. Morrison said they are recommending the four 3100's because they can be equipped with coin-op and it is easier to keep tabs on the money that way.

Mr. Law asked if staff perceives any action on the part of WPPSS in the near future. Mrs. Barton stated they will be appearing again at the next EFSEC meeting. They will be communicating with the man who does the statistical work for WPPSS and will explain very specifically to him what Timberland needs.

5 Correspondence

A. Letter dated 5/27/80 from George M. Beckmann, Univeristy of Washington, re School of Librarianship

Mrs. Harris acknowledged receipt of this letter.

B. Letter dated 6/3/80 from Robert M. Barger, Architect, re North Mason Library

Mrs. Harris read the letter as follows:

"As you know, when we sited the North Mason Library, we made every effort to save as many of the existing trees as possible. Now that the project is completed and the landscaping is in place, we strongly urge you to retain an Arborist for a survey of existing trees and recommendation for modifications, for the sake of safety to the building and its occupants.

"We saved an absolute maximum of the trees that we could. Now is the time to insure that any trees that post a significant danger be modified or removed. We will, of course, be interested in the results of such an investigation.

"We rarely have the opportunity to design for such a pleasant, co-operative and understanding client. It takes three to produce a successful construction project, a competent architect, a contractor who really wants to do a good job and a client who understands and helps. I think we have a successful project. I thank you for including me."

Mrs. Harris stated that some trees have been removed from the site

5B since the building was built and there probably are some limbs which need to be removed. She said that brush again has grown so high that it is difficult to see the sign for the library from the highway.

C. Letter dated 6/11/80 from Roderick Swartz, State Librarian, re approval of Grant 80-02-09

Mrs. Morrison stated that the State Library Commission has awarded the grant for support of production cost of the WLN Resource Directory. Mrs. Harris said that this is a lengthy letter and available for anyone to read.

6 Unfinished Business

A. North Mason Library Final Acceptance

Mrs. Harris said that at last month's Board meeting, the Trustees agreed to wait on this until they receive the state electrical inspector's report. The electrical inspector has submitted his report. However, since then, one of the lights blew a circuit breaker. The contractor and one of the electricians replaced the circuit breaker. Mrs. Harris said her husband, Jack, replaced all of the light bulbs. When they turned on the switch for the lights in the back row (which lights have always been noisy) it seemed to short out and it smelled hot. Su Chapple said that a Westinghouse representative has recommended a man from Platt Electric who is very knowledgeable. Ms. Chapple has talked with him about what is going on and he has agreed to come out and look at the problems. Mrs. Harris said she cannot make a recommendation at this time to accept the building and recommended putting this off for another month. Mr. Keiski asked about protection for the heat pump. Mrs. Harris said that she has had one man out to give an estimate and will have another out for a second estimate. She said she would also like to get some blinds up in the meeting room for showing of films. She has two estimates for this and Mrs. Barton and Mrs. Morrison have both seen these estimates. The lowest estimate is \$216 which seems to be sufficient. Mr. Baker asked if funds are available for the blinds. Mr. Crose said there is still money left in the North Mason fund.

80-42

DON LAW MOVED THAT THE BOARD ACCEPT THE BID OF \$216 FOR BLINDS FOR THE NORTH MASON LIBRARY MEETING ROOM; BOB BAKER SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Su Chapple reported that they recently had the largest circulation-- 475 items in one day.

B. Trustee Newsletter and Proposed Letterhead

A sample of the first issue of the trustee newsletter and the proposed new letterhead were in the Trustees' folders. Mr. Barton stated that the date and issue number will be put on the front at the top of the trustee newsletter and also the diagram on page 2 will be made clearer. Mr. Law said he objects to the small print of the names on the letterhead because it is too hard to read. The Trustees agreed with the trustee newsletter format and the information contained in the newsletter. Mrs. Harris stated that at the last Washington Library

- 6B Trustee Association steering committee meeting there was a lot of discussion about what the association will do next year. Karen Goettling of the State Library has a lot of plans for trustee relationships and programs in the state. Mrs. Harris suggested that Mrs. Barton contact Ms. Goettling regarding this.

7 New Business

A. Renewal of WLN Contract

Mrs. Morrison explained that this contract has to be renewed annually because the schedule of charges changes each year. She said that the Resource Directory will cost less because of the grant approved by the State Library Commission. Mrs. Morrison recommended that the Board approve the contract.

80-43

PAUL POLILLO MOVED TO APPROVE RENEWAL OF THE WASHINGTON LIBRARY NETWORK CONTRACT; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Resolution Establishing an Automated Circulation System Reserve Fund

Mrs. Harris read the resolution as follows:

"WHEREAS, The Timberland Regional Library Board of Trustees recognizes that annual loans of materials to the library's users have increased by fifty-five percent (55%) during the past ten years; and

"WHEREAS, The present manual circulation system is proving increasingly less capable of responding to the growing demands placed upon it by the public; and

"WHEREAS, The Board deems it necessary and fiscally prudent to replace this manual system with a more efficient automated system as expeditiously as is possible; and

"WHEREAS, Sufficient revenue from unanticipated sources currently is available to establish a special fund; now, therefore, be it

"RESOLVED By the Timberland Regional Library Board of Trustees that special account #657.08 is hereby created to be known as the "Automated Circulation System Reserve Fund" with a ceiling of two hundred thousand dollars (\$200,000); and be it

"FURTHER RESOLVED That an initial deposit of one hundred thousand dollars (\$100,000) be transferred on July 1, 1980 from the district's general fund to account #657.08.

"Adopted by the Timberland Regional Library Board of Trustees meeting in regular session on June 19, 1980, at Olympia, Washington."

7B

80-44

BOB BAKER MOVED TO APPROVE RESOLUTION NO. 80-4 ESTABLISHING A SPECIAL RESERVE FUND FOR THE INSTALLATION OF AN AUTOMATED CIRCULATION SYSTEM; ELMER KEISKI SECONDED THE MOTION.

Mr. Law questioned the fourth paragraph in the resolution. He stated that it should read unanticipated "amounts" rather than "sources."

80-45

DON LAW MOVED TO AMEND THE FOURTH PARAGRAPH OF THE RESOLUTION TO READ "WHEREAS, SUFFICIENT REVENUE IN UNANTICIPATED AMOUNTS CURRENTLY IS AVAILABLE TO ESTABLISH A SPECIAL FUND;" SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

80-44

MOTION TO APPROVE RESOLUTION NO. 80-4 CARRIED UNANIMOUSLY.

C. Adoption of Minimum Standards for Children's Service

Mrs. Harris expressed appreciation to Vivian Fetty for the work which she has done on the Minimum Standards for Children's Services. Mr. Law requested that Ms. Fetty explain how she came up with these Minimum Standards. Ms. Fetty stated that she looked at what the staff who work with children are doing in TRL and compared this and came up with what she thinks is the minimum amount of children's service that patrons in Timberland can expect. She presented this in draft form at a meeting of children's staff and building supervisors of the large libraries. Changes were recommended at this meeting and this is the final document. Mr. Law said he is pleased to see the breakdown and to see how specific the document is. He said he also likes the idea that it does incorporate the difference between large and small libraries in Timberland. He said it certainly meets some of his concerns. Mr. Law said he would still like to address at some later time the possibility of coordinating with high schools that graduating seniors be able to use a library.

80-46

ELMER KEISKI MOVED TO ADOPT THE MINIMUM STANDARDS FOR CHILDREN'S SERVICE; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

8

Other Agenda Items

A. Site of July Board Meeting

Mrs. Harris suggested that the July Board meeting be held at the North Mason Library. She said she has not had an opportunity to discuss with the Friends the possibilities of dinner. Also, that evening the library is open until 8:00 p.m. so they will have to work out arrangements. It was suggested that the Trustees stop at the South Mason Library on the way to North Mason. Mrs. Harris suggested that the Trustees check their individual time schedules and then make arrangements with Mrs. Morrison.

B. Consultant Interviews

Mrs. Harris stated that the Trustees interviewed three labor consultants in Executive Session before the meeting. She asked Mr. Keiski to address this. Mr. Keiski said that in 1978 the Trustees hired a consultant for bargaining and the Trustees feel they have a good

8B labor agreement as a result of this. The consultant the Board hired last time is no longer available; therefore, the Board contacted some others who are in this type of business.

80-47 ELMER KEISKI MOVED THAT THE BOARD SEEK GARY R. HULBERT OF WEST COAST INDUSTRIAL RELATIONS ASSOCIATION, INC. AS THE BOARD'S LABOR CONSULTANT; PAUL POLILLO SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

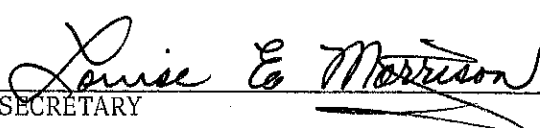
Mrs. Harris announced the open house on Sunday, June 29, at the South Mason Library in honor of Jim Bernethy, who is retiring after 20 years as bookmobile driver.

Mr. Keiski stated that he plans to attend the PNLA Conference in Calgary. Sally Loken and Michael Hedges will attend the ALA Conference in New York.

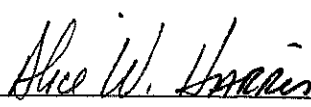
Mr. Baker had pictures available of the volcanic ash fall in the Packwood area.

Mrs. Harris referred to the article and picture in the Daily Olympian regarding the graduating class of OTCC and noted that Mrs. Stough, vice-chairman of the college board of trustees, presented the diplomas.

There being no further business, the meeting adjourned at 8:50 p.m.



SECRETARY



CHAIR

TIMBERLAND REGIONAL LIBRARY
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