

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Timberland North Mason Library, Belfair, WA 98528

July 17, 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
Dorothy Voegel - Grays Harbor County
Shirleen Johnson - Member-at-Large

BOARD MEMBERS EXCUSED:

Elmer F. Keiski - Thurston County
Paul Polillo - Pacific 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
Elizabeth Gatlin, Community Library Assistant II, North Mason
Dory Whitmarsh, South Mason Librarian

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

GUESTS PRESENT:

Margaret Livingston, North Mason Friends
Maxine Morse, North Mason Friends

Mrs. Harris called the meeting to order at 7:40 p.m.

AGENDA ITEM
NO.

- 1 Approval of Minutes of the June 19, 1980 Meeting
- 80-48 DOROTHY VOEGE MOVED TO APPROVE THE MINUTES OF THE JUNE 19, 1980 MEETING; BOB BAKER SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.
- 2 Approval of Vouchers

Mrs. Harris stated the payroll vouchers for the month of June, 1980 had been \$175,101.66.

2

80-49

SHIRLEEN JOHNSON MOVED TO APPROVE VOUCHERS #6810 THROUGH #6972 IN THE AMOUNT OF \$55,179.50; DOROTHY VOEGE SECONDED THE MOTION.

Voucher #6853 to Thomas R. Kennemer in the amount of \$300 was questioned. This is for janitorial services at Montesano. Mr. Baker asked why this was not listed as janitorial services rather than professional services. Mrs. Morrison stated that it is listed under professional services to match the BARS Manual designation. Mrs. Voege questioned voucher #6909 to the Washington State Library in the amount of \$10,000. Mr. Crose stated that this is for the Washington Library Film Circuit membership for one year. Mrs. Morrison said that staff is considering phasing out the Film Circuit membership and putting this money toward Timberland's own film collection. Staff feels that Timberland would have more up-to-date films and a better collection in general.

MOTION CARRIED UNANIMOUSLY.

3

Reports

A. Business Manager - Michael Crose

Mr. Crose referred to his written report in the Board's folders.

B. North Mason Building Committee - Don Law

Mr. Law said that the Board has several items to consider. One is completion of the landscaping in the front of the library to the left of the front door. Another item is the fence around the heat pump in the back of the building. Mr. Law said that he hoped all the Trustees had a chance to see how isolated the heat pump is and how easy it would be for someone to cause damage. He referred Trustees to copies of the two bids received for the fencing. Mrs. Harris stated that E & H Construction Co., Inc. only does cyclone fencing. E & H Construction put together a proposal with several types of fences with the cost of each and the 8 foot high wire fence would be the most comparable to the bid submitted by Vern's fencing. Mrs. Harris said that E & H Construction does not construct roofs but Vern's Fencing does. The reason for the roof is to keep rocks out that may be thrown over and it must be at least 8 feet high to allow for ventilation. Since it is not necessary to keep water out, the Board decided that a wire fence could be used for the roof also. Mr. Law suggested that the roof be slanted from the building so that if anything is tossed up, it will not roll down between the roof and the building. Mrs. Harris agreed to contact the two fencing companies again to discuss this type of roof.

Mr. Law said there is still a buzzing noise in the light fixtures. He looked closely at these before the meeting. Also, he and Mrs. Harris walked through the parking lot to look at the culvert drain which belongs to the Department of Highways and which is depositing water in the library parking lot. As he understands it, the

3B Department of Highways has indicated that it is TRL's problem, but Mr. Law said he is inclined to think that the Department of Highways will have to drain their water elsewhere. He suggested the possibility of running a culvert underneath the parking lot and draining the water into the back 6 acres, and that this should be resolved before winter.

Mrs. Morrison referred to her July 9, 1980 letter to the architect which contained the suggestion that the lighting problem might best be solved by getting the contractor, electrical contractor, electrical engineer, and the man from Westinghouse together at the library. Mrs. Morrison said she talked with Charlyn Ashmore at the architect's office today and Ms. Ashmore stated that Mr. Travis, the electrical engineer, has talked with Lent's, Inc., the electrical contractor, and they hope to set this meeting up soon. The architect's office recognizes that the electrical problems are not Timberland's fault.

Mr. Law said the Board should consider putting some barrier in front of the septic area to keep people from parking there and he suggested that something from the property itself, such as stumps and ferns, be used, which would be more attractive than posts.

C. Library Director - Louise E. Morrison

Mrs. Morrison advised Board members of the possibility of a College of Marine Sciences being formed at the University of Washington, which she said is interesting, particularly in view of what is happening at the School of Librarianship.

Mrs. Morrison reported that Irene Heninger, who is President of the Pacific Northwest Library Association, has asked her to serve on a reactor panel for the President's Program at the conference, which will be a report on the recent Batelle Study of major bibliographic utilities and how they might be linked to form a national and international network in the future.

Mrs. Morrison further reported that there is a meeting scheduled next Friday to discuss the Pacific Northwest Bibliographic Center charges and the manner they were arrived at and what can be done in the future.

4 Correspondence

A. Letter from GMC Truck & Coach Division, Pontiac, Michigan

A copy of this letter was in the Board's folders. Mr. Law asked if there is any alternative available the next time the vehicles need major service. Mrs. Morrison stated that International Harvester in Tacoma will do any work needed.

5 Unfinished Business

A. North Mason Library Improvements

Refer to Agenda Item No. 3B. Mrs. Harris asked Board members to

5A notice the new window shades which have been installed in the meeting room. She said that no shades have been put on the high windows and, hopefully, this will not be necessary. Mrs. Harris further reported that the light poles have been installed in the parking lot by PUD, and the Board will have to wait until this winter when it gets dark earlier to know whether or not they are adequate or if a third one is needed.

B. Purchase of Cargo Van

Mr. Crose reported that Timberland advertised for bids for a cargo van in the newspapers. No bids were received at the previous Board meeting. Mr. Crose and his purchasing assistant, Dixie Lynn, then visited several dealers and asked for offers. GMC and Ford are the only two which responded. The cost will be about \$8,200 and Mr. Crose doesn't think they would be able to find anything cheaper. He said that they would not be able to go through the state bid until about December and then there would be a waiting period of approximately 180 days. Mr. Crose said he has recommended to Mrs. Morrison that Timberland purchase the GMC van which would be immediately available. Mrs. Harris asked Jane Smith if she sees any legal problem with this and Mrs. Smith replied that she does not. GMC will paint the van they have available and that is included in the \$8,200 price.

80-50

BOB BAKER MOVED THAT A GMC CARGO VAN BE PURCHASED FROM SINCLAIR-ANDERSON IN OLYMPIA FOR THE AMOUNT OF \$8,200; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Voege asked what kind of mileage can be expected from this van and Mr. Baker replied about 10 to 12 miles per gallon.

6 New Business

A. Resolution Amending Resolution No. 79-21

Mrs. Smith stated that the resolution should state in the title what it is relating to. Mr. Baker asked how this resolution protects Timberland. Mrs. Morrison said that it names the dollar amount which was Timberland's intent to collect at the time the Board requested the levy at 42.35¢ per \$1,000 of assessed valuation. This figure becomes Timberland's base for calculating next year's maximum dollars. Mr. Baker asked if there would be any challenge to this. Mrs. Morrison said this resolution was prepared on the advice of the Department of Revenue. Mr. Baker asked what guarantee does the Board have that the Department of Revenue will follow through on this. Mrs. Morrison said that a copy of the resolution would be sent to Trevor Thompson of the Department of Revenue with a request that Mr. Thompson reply in writing that this resolution will be sufficient.

80-51

DON LAW MOVED TO APPROVE RESOLUTION #80-5 AMENDING RESOLUTION #79-21 WITH THE CORRECTED TITLE AS ADVISED BY THE ATTORNEY; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

6A Mr. Baker extended a vote of thanks to Mrs. Morrison for following through on this matter.

B. Approval to purchase Xerox machines and re-budget necessary moneys

Mrs. Morrison stated that she sent Board members a copy of Mr. Crose's July 11, 1980 memo regarding Xerox copiers. She asked Mr. Crose to speak to this. Mr. Crose said that when he was checking with Xerox, he found out that the model 2600 is available with a coin-op and would be a good model for the smaller libraries. He said that the 914 model costs \$83.00 a month and each copy costs 4.9¢. If Timberland purchases the 2600 model, it would cost \$75.00 a month and each copy would cost .78¢. Mr. Crose said that in his opinion it would be financially sound to purchase four 2600 models to replace the four 914 models. Mrs. Morrison concurred.

80-52

BOB BAKER MOVED TO APPROVE THE PURCHASE OF FOUR 2600 MODEL XEROX COPIERS WITH COIN-OPS; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison referred Board members to an article which appeared in the July issue of Wooden Boat Magazine. A gentleman, who is a friend of Ardith Gordon of the Chehalis staff, built a boat which he refers to as the "library boat" because he read about how to build it in books he requested through the library.

7 Other Agenda Items

A. Consider meeting change from August 28 to August 21

Mrs. Harris said the August meeting is usually set for the fourth Thursday rather than the third Thursday because of the PNLA Conference and for the preliminary budget. However, they do not have figures available for a preliminary budget and PNLA Conference was moved up. She said she would like to see the meeting changed to the third Thursday. Mrs. Voege agreed. Mr. Law stated that he may not be able to attend the August meeting if it is on the third Thursday because he is scheduled for trial.

80-53

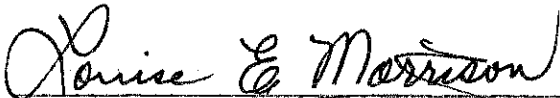
DOROTHY VOEGE MOVED TO CHANGE THE AUGUST BOARD MEETING FROM AUGUST 28 TO AUGUST 21 AT THE SERVICE CENTER; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison referred Board members to the first issue of The Trustee Newsletter.


Mrs. Harris distributed to Board members a copy of a list of items which the Friends of the North Mason Library have contributed to the North Mason Library since the building was started. She said that the Friends also purchased the property where the library is located. Mrs. Harris said that they were startled when they totaled this list up and found that it amounted to \$3,490.88. Mrs. Harris noted the wooden box in the meeting room which was built by a gentleman in the area. She said they hope to cover a section of wall in the meeting room to display art prints which are circulated. Mr. Law said he notices several references to the Chamber of Commerce in the list of contributions. Mrs. Harris said the Friends felt that the Chamber of Commerce would be a good place to acquaint the community with the library. Su Chapple said she would be willing to

be a member, so the Friends pay her dues. Mrs. Johnson asked how the Friends managed to raise all the money. Margaret Livingston said they sell memberships, they have used book sales, calendar sales, bake sales, rummage sales, etc. She said that the 1981 Booker's Art Calendars are available for sale. Mrs. Johnson said that she wished all the libraries had the support that North Mason has. Mrs. Harris said the North Mason Friends has a large membership. They send out a letter every year promoting memberships and anyone interested can become a member and can donate any amount they wish. Mrs. Harris stated that the bulk of the work falls on the officers of the Friends. Mrs. Livingston said that what the Friends have accomplished is very rewarding. Mr. Law stated that every time he comes to the North Mason Library it gives him a good feeling. He asked if the meeting room was being used. Ms. Chapple stated that the meeting room is quite popular. Mrs. Voege asked if meetings are held only when the library is open. Ms. Chapple said that meetings are held when the library is closed also. She has a form for people to sign and someone is responsible to pick up the key in advance, make sure everything is in order when they leave and that the room is locked up. Mrs. Harris said they made sure that the meeting room could be locked separately from the rest of the library. Mrs. Morse thanked Timberland for building the library. She said the land was easy to get, but the building wasn't and she appreciated all the work done by the Timberland Board and staff.

There being no further business, the meeting adjourned at 8:35 p.m.



SECRETARY



CHAIR

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I N D E X

<u>AGENDA ITEM NO.</u>		<u>Page No.</u>
1	Approval of Minutes of the June 19, 1980 Meeting	1
2	Approval of Vouchers	1
3	Reports	
	A. Business Manager - Michael Crose	2
	B. North Mason Building Committee - Don Law	2
	C. Library Director - Louise E. Morrison	3
4	Correspondence	
	A. Letter from GMC Truck & Coach Division, Pontiac, Michigan	3
5	Unfinished Business	
	A. North Mason Library Improvements	3
	B. Purchase of Cargo Van	4
6	New Business	
	A. Resolution Amending Resolution No. 79-21	4
	B. Approval to purchase Xerox machines and re-budget necessary moneys	5
7	Other Agenda Items	
	A. Consider meeting change from August 28 to August 21	5