

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

August 21, 1980

M I N U T E S

BOARD MEMBERS PRESENT:

Alice Harris, Chair - Mason County  
Robert M. Baker - Lewis County  
Shirleen Johnson - Member-at-Large  
Elmer F. Keiski - Thurston County  
Donald L. Law - Member-at-Large  
Paul Polillo - Pacific County  
Dorothy Voegel - Grays Harbor County

STAFF PRESENT:

Louise E. Morrison, Library Director  
Virginia Barton, Associate Director for Research & Planning  
Tom Mayer, Supervisor-Personnel Administration  
Michael Crose, Business Manager  
Su Chapple, North Mason Librarian  
Roberta Holmes, Children's Librarian, Aberdeen  
Christine Peck, Hoquiam Librarian  
Therese Rice, Audio-Visual Technician, Service Center  
Linda Schade, Children's Librarian, Hoquiam

GUESTS PRESENT:

Charles Murray, Hoquiam Timberland Library Board  
Helen Nehl

Mrs. Harris called the meeting to order at 7:35 p.m.

AGENDA ITEM  
NO.

- 1 Approval of Minutes of the July 17, 1980 Meeting
- 80-54 DOROTHY VOEGE MOVED TO APPROVE THE MINUTES OF THE JULY 17, 1980 MEETING; PAUL POLILLO SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.
- 2 Approval of Vouchers
- Mrs. Harris stated that payroll vouchers for the month of July, 1980 amounted to \$219,176.91.
- 80-55 BOB BAKER MOVED TO APPROVE VOUCHERS #6973 THROUGH #7146 IN THE AMOUNT OF \$67,563.76; SHIRLEEN JOHNSON SECONDED THE MOTION.

Mrs. Johnson questioned voucher #6992 to Continental Telephone Company. Mrs. Morrison stated that this is one of Timberland's regular

- 2 monthly bills. Mrs. Voegel questioned voucher #6977 in the amount of \$154.80 for professional services and asked if this is a monthly charge. Mr. Crose replied that this is a monthly charge for janitorial services at North Mason. Mrs. Voegel further questioned vouchers #7002 in the amount of \$60.00, #7018 in the amount of \$300.00, #7019 in the amount of \$43.96, and #7050 in the amount of \$240.00, which are all for janitorial services. Mr. Crose stated that vouchers #7002, #7018, and #7019 are monthly charges for janitorial services at North Beach, Montesano, and Ocean Park Libraries, respectively. Voucher #7050 is for a special carpet cleaning at the South Mason Library. Don Law questioned voucher #7052 to Jane Smith in the amount of \$511.66. Mr. Crose stated that this is for three months.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Business Manager - Michael Crose

In addition to Mr. Crose's written report, Mr. Crose reported that Timberland is doing much better than anticipated in revenue account 364, sales of fixed assets. He further reported that in his report the personal services expenditure for July is high because it includes quarterly payments for Social Security for the second quarter.

B. Board Member - Elmer Keiski, P.N.L.A. Conference

Mr. Keiski reported that he attended the Pacific Northwest Library Association Conference in Calgary two weeks ago. The Conference was held at the University of Calgary which he said is a very expansive facility. Mr. Keiski stated that there is a lot of oil and gas money coming into the area which comes out in the form of universities, libraries, stadiums, etc. Twenty libraries are being opened this year in the Province. He said that he and Mrs. Morrison went a day early in order to attend a public library planning workshop, which he thought was quite helpful. Basically the workshop outlined methods of getting into the planning process of assessing, evaluating and investigating library services offered. Mr. Keiski stated that examples given were for specific libraries that were independent units, but they could apply to Timberland. He found that in reality TRL does a lot of planning and he found no areas in which TRL is behind compared with other libraries.

Mr. Keiski further reported that he heard an interesting session on paperless libraries of the future and they received an intensive overview of the electronics in development and including computers, dropping of costs of these electronic devices and their impact on information systems. He said it is going to be interesting to see who ends up in control of data and information.

Mr. Keiski said he attended a workshop on films for children and young adults. There was a section on the role of the library in presenting controversial films to patrons. He said that he felt this was handled quite well. They saw one film out of a distributor in New York who does presentations to local libraries and

3B presents programs to children and young adults at local libraries' requests. He said that this workshop gave him some ideas on the kinds of things that can be done in Timberland.

Mr. Keiski said that one of the values to him of going to meetings of this type is that he gets a chance to see a broader picture of library services. He said he saw other services and patterns and in most cases he thinks Timberland is way out in front in terms of library service. Mr. Keiski stated that he thinks Mrs. Morrison's role and position as director is recognized highly throughout the Pacific Northwest library service area. He said it seemed that people connected with TRL had important roles at the conference and he felt good about this.

Mr. Keiski further reported that the National Film Board of Canada presented some films on Western Canada. He said that Canadians are proud of their culture and they are trying to maintain their cultural identity despite infusion across the border of American cultural patterns. They seem to be rewarding and aiding their young poets and authors and he had an opportunity to hear some one evening. Mr. Keiski said that there were several instances during the conference where the question of the role of Canadian culture and American culture came to the forefront. He said there is a sensitivity on the Northern side of the border that Canada must maintain its cultural identity even though their neighbor to the south dominates its film, television and music world in many ways. He said he enjoyed those comments from Canadians. He said one advantage of going to conferences is just talking to people. He and Mrs. Morrison were given a nice tour of Calgary by an Alberta trustee and his wife. Mr. Keiski said the population of Calgary is 500,000 and still growing. He said he was generally impressed with the reception they received. Many Canadians shared with them their impressions of Canadian politics and culture. He said he was given a number of buttons and suggested that in the future they get some TRL buttons or Washington State buttons to exchange. He said they have a nice custom in Canada exchanging emblems.

Mr. Keiski said that he received many things useful to him, especially for the planning process. He said that there may be something of value for Olympia from that workshop. Apparently there is some interest in looking at Olympia's hours of service. They need to look at the total programs offered in the community and do an evaluation. This may be a way for one contracting entity to assess itself and make sure it is doing what the public wants of it and is meeting the public's needs.

Shirleen Johnson asked if he met the trustees who visited Timberland. Mr. Keiski replied that he did and he said that he hopes when they visit here again, that Timberland board members can show the same sort of hospitality. He said the Canadians are sincere in their relationship with people south of the border and they are very gracious.

Mrs. Harris said she is glad that Mr. Keiski was able to attend the conference. She said she wished all the Trustees could have attended. She stated that she is sure the workshop on library

3B planning which Mr. Keiski attended will be needed in Timberland. Timberland will have to be looking at library needs of communities and provide for those needs or give help and suggestions.

Mr. Polillo asked about financial projections. Mr. Keiski said that in Canada they have what they call Alberta Culture which is a division of the provincial government and it has traditionally dealt with the fine arts, music, dance, theater, and now libraries. Much of this oil revenue is being pumped into this. Libraries were always low on the totem pole and they have now moved higher up so funding is not the problem in Alberta that it is in other areas. Mr. Keiski said that Idaho has some very serious financial problems. He said libraries are apparently in better shape financially if they have been doing some ongoing evaluation in the communities because they gain community support that way. This would not apply to Timberland directly since Timberland is funded somewhat differently on a regional basis, but the concept would help strengthen TRL in various contracting areas.

C. Library Director - Louise E. Morrison

Mrs. Morrison introduced Roberta Holmes, Aberdeen Children's Librarian, and Linda Schade, Hoquiam Children's Librarian. Chris Peck, Hoquiam Librarian, introduced Charles Murray, who is a member of the Hoquiam Library Board.

Mrs. Morrison announced that Gary Strong, Deputy State Librarian, has resigned effective September 5, 1980. Mr. Strong will be the new California State Librarian.

Mrs. Morrison said that regarding the public library planning workshop which she and Mr. Keiski attended, it will be interesting for a district the size of Timberland to decide how to go about this. Timberland has local Boards of Trustees, city governments, and a number of other communities which do not have city governments. She said one thing Timberland will have to solve is whether it will be done full scale as a district, or one section at a time. Mrs. Morrison announced that there is a statewide public library planning process meeting scheduled October 3 and 4, 1980. She said Mrs. Harris has this on her calendar and that Mrs. Barton rather than herself also will attend. Staff and Board will then have a good background of expertise to come back and share in work sessions to determine which way to go in planning. Mrs. Morrison said Sally Loken attended a Career Development and Assessment Center workshop which Ms. Loken will report on. Mrs. Morrison stated that she attended a Friends of the Library meeting on lobbying, and also attended the President's Program of which she was a part of the program which had to do with the Batelle study on linking networks across the country. Mrs. Morrison reported that the workshop entitled "Office of the Future" about which Mr. Keiski had spoken was very interesting, and it was done by Jonathan Stanfield from Kirkland. She said the highlight of the conference for her was David Suzuki's speech. Mr. Suzuki is a Geneticist, University professor, and broadcaster. He talked about information processing and where it might go in the future. Mrs. Morrison said this was a marvelous conference and she appreciated the opportunity of being able to attend.

- 3C Mrs. Morrison announced that the Washington State Library Commission will be meeting for a special budget session at the Service Center on August 28.

Dorothy Voege asked where PNLA will be next year and Mrs. Morrison replied that it will be in Portland, Oregon. She also said that the ALA Conference will be in San Francisco next summer and she hopes that at least one Trustee will be able to attend.

D. Associate Director for Research & Planning - Virginia Barton

Mrs. Barton reviewed her visit to Elma. The Mayor of Elma is suggesting that sometime in the future the City Clerk's office may be moved into the area now used by the library. The Mayor would like to have a letter from Timberland asking that space be reserved for the library. Mrs. Barton said she looked at two spaces that may be available. One is a very old building which is not in very good shape and would be difficult to remodel. The other area is in the building where the library is now located. It is the portion in the back of the building which now houses two medic vans and a room behind that which is the firemen's recreation area. This area would be a little larger than where the library is now. Mrs. Voege asked if the space which the Elma Library now has is adequate and Mrs. Barton replied that it is barely adequate, but it could be larger. Mrs. Barton said that the City of Elma has asked if TRL could help, if necessary, to renovate space for the library. Mrs. Barton said she explained to them the relationship with contracting cities and that this should be included in the letter. The Board agreed that a letter should be written to the City of Elma asking that space be reserved for the library.

4 Correspondence

A. Letter dated 7/24/80 from Mason County Board of Commissioners

Mrs. Harris said this letter expressed appreciation for a copy of Resolution 80-5.

B. Letter dated 8/8/80 from Department of Energy

Mrs. Morrison said this letter advises Timberland that its grant request for funds under the 1980 Appropriate Technology Small Grants Program was not awarded.

C. Letter dated 8/20/80 from Ione Mason, Centralia Library

Mrs. Morrison read the letter as follows:

"While traveling our well beaten path between Centralia and eastern Lewis County, it occurred to Jack and me that a letter of thanks was in order for the reconditioning of the bookmobile.

"After a few minor bugs, the engine is purring beautifully and we no longer have a stream of traffic behind us while negotiating the hills of Lewis County. Visions of failed

4C                   brakes and landing 'bottoms up' in Riffe lake have vanished.

"After using the Lewis county outreach van as a substitute during the time the bookmobile was being repaired, our patrons have a renewed appreciation of the 'good old' bookmobile.

"We realize not everyone is in favor of bookmobile service and would like to see a change. Our feeling is that until an adequate alternative service can be provided, the bookmobile is serving a real need to a number of people who, I am sure, would otherwise do without library service. Reading to some of these people is a means of survival during long, snowy winters and hot, ashy summers.

"We appreciate the extra expense, time consuming work and negotiations involved with the reconditioning project. Would you please convey our thanks and appreciation to the Timberland Regional Library Board of Trustees."

5                   Unfinished Business

A.   North Mason Improvements

Mrs. Harris said that at last month's Board meeting, the Board discussed at length the possibility of putting protection around and over the heat pump. The Board had requested that Mrs. Harris investigate the possibility of using fencing for the roof also. Mrs. Harris reported that she called one of the contractors who had given her an estimate for fencing and roof and had asked him about this. He was adamantly opposed to this. Mrs. Harris said she then called Don Law. Mr. Law said he has given this more thought and is hesitant on whether or not it is even necessary to protect the heat pump for this amount of money. Mrs. Harris said the estimate she received for the fence and roof is \$1,500 plus tax. Mrs. Harris said that Su Chapple has on several occasions had to chase children out from behind the building where the heat pump is located. She said that Board members have to recognize the fact that there are many hours when there is no one at the library building. Mrs. Harris said that she thinks the potential for damage to the heat pump is there but how great it is she is not sure. Mrs. Johnson asked about Timberland's insurance coverage in the event damage is done to the heat pump. Mr. Crose said that he thinks Timberland would be fairly well covered. He has discussed heat pumps with the insurance company in the past. The only time Timberland would not be covered is if Timberland is negligent in maintaining the heat pump. Mr. Law requested that the Board not take any action on this at this time and that the Board pursue this matter further. Mrs. Harris said she has talked to people who install heat pumps and was advised that they have never heard of this type of problem. Mr. Law stated that this tells him it is not a recurring problem. Mrs. Harris said she would like to contact one more person regarding this and then report back to the Board and requested that if anyone else has a way to obtain more knowledge on this that they do so. She said she would rather the Board not spend this money if it is not necessary.

5A

Mrs. Harris asked Mr. Law to report on the meeting held last Monday at the North Mason Library regarding the electrical problems. Mr. Law reported that the architects and their electrical engineer were present, as well as the lighting consultant, the lighting fixture manufacturer's representative, the electrical subcontractor, the general contractor himself, and several other people. Various theories were given as far as the noise is concerned but no one could come up with a reason for it. Mr. Law stated that if the situation is not "fixable" then it is caused by either the materials themselves being defective or the installation is defective. If it is "fixable" then it is not a defect in the equipment or installation, but is a design defect by the architect. He said that frankly he would say that if it is pointing any direction, it is in the laps of the architects. Mr. Law said that the electrical subcontractor has in the past been rather unpopular. He said that he thinks this man has really put in time and Mr. Law said he came out of the meeting convinced that it is not the subcontractor's fault and he feels that the electrical subcontractor should be paid. The Trustees and staff present left the meeting early, leaving the rest of those present to come up with a solution to the problem. Mr. Law said he made it clear to them that Timberland expects the problem to be solved. Mrs. Harris stated that it is up to the contractor, Mr. Robinson, to pay the electrical subcontractor. She said it is his decision to hold back payment until he receives all the retainage. Timberland is still holding about \$8,000 in retainage. Mr. Law said that he is of the opinion that this is a design defect. Mr. Baker said he didn't agree with that since design is a simple matter which includes using certain types of equipment in certain areas. He said there was some indication from the man from Westinghouse that it is faulty equipment. Mr. Polillo said that he thinks it is the architects' next move. Mr. Law said that at this meeting he reminded everyone that during the course of the building an error was committed in that the sheetrock was applied before the state electrical inspector made his inspection and this is the contractor's responsibility.

Mr. Law further reported that the landscaping is incomplete between the sidewalk and the area where the courier van parks. Mrs. Harris said she thinks the bench should also be moved to this area. It was suggested that a limit of \$1,500 be set for landscaping and Mr. Law said he felt this is too much and suggested the possibility of volunteers transplanting plants from the woods at the site. Su Chapple stated that the Friends of the Library have already put so much work into the building. Mrs. Johnson said that she would rather see money spent on the landscaping than on the roof over the heat pump.

80-56

SHIRLEEN JOHNSON MOVED THAT THE LANDSCAPING BE COMPLETED AT A COST NOT TO EXCEED \$1,250; DON LAW SECONDED THE MOTION. DON LAW, PAUL POLILLO, DOROTHY VOEGE AND SHIRLEEN JOHNSON VOTED IN FAVOR OF THE MOTION. BOB BAKER AND ELMER KEISKI VOTED AGAINST THE MOTION. MOTION CARRIED.

Mr. Baker stated that he thinks the limit should have been no more than \$800 or \$900. Mr. Keiski said that the Board is not being logical in the way it is spending money this evening since Board members talked about the possibility of not putting any

5A protection around the heat pump and then turn around and talk about landscaping, which is pretty but provides no protection for the building. Mrs. Harris said unless someone wishes to make a motion to change the maximum amount of money to be spent on landscaping, the motion would stand as passed. With regard to the heat pump, Mrs. Harris said the Board still needs to address this, and that Mr. Keiski makes a valid point, and Board members need to look at their priorities. Mrs. Voege asked how much money is left in the North Mason fund. Mr. Crose said about \$600 is left. Mr. Keiski said they should call for bids on the landscaping. Mr. Crose said he did not think they needed to call for bids for this amount. Mrs. Harris said she will call several people and get prices on the landscaping. Mr. Law said he would appreciate it if Mrs. Harris would bring this up to the Friends also.

Mrs. Harris stated that something still needs to be done in the septic tank area. It had been left open to traffic and cars were parking in that area. Once it was realized what was located there, some Friends of the Library dragged some logs over to keep people from parking there. She said it seems to her that Ms. LaTourelle should have made some provision for protecting this area.

Mr. Law stated that in spite of the problems which the Board is having, it is his opinion that the North Mason Library, for its size, is one of the most beautiful of libraries. Mrs. Harris said it is a very pleasant building to be in and it seems to be working very well.

6 New Business

A. Policy Statement

Mrs. Morrison said the draft of the Policy Statement had not been sent out to Board members. A copy is included in the Board's folders. Mrs. Morrison recommended that this be postponed until Board members have a chance to review the Policy Statement. She said the goals section had been adopted by the Board but the remainder has not.

C. Declaration of Surplus Equipment

Mr. Crose said Timberland recently purchased a 1980 GMC cargo van to take over the function of No. 11 van, which is a 1973 Dodge cargo van. He would like the Board to declare the 1973 Dodge cargo van surplus and authorize him to advertise for bids.

80-57 DOROTHY VOEGE MOVED THAT THE 1973 DODGE CARGO VAN BE DECLARED SURPLUS EQUIPMENT; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

80-58 DOROTHY VOEGE MOVED THAT THE BUSINESS MANAGER BE AUTHORIZED TO ADVERTIZE FOR BIDS FOR THE SALE OF THE 1973 DODGE CARGO VAN; PAUL POLILLO SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.



6 D. Request for Fund Allocation

Mr. Crose said that at the last Board meeting, he requested that the Board agree to the purchase of 4 Xerox copiers. The Board did agree to this. However, he has since learned that part of the equipment needed is not produced by Xerox and Xerox cannot put this on the five-year contract. This equipment would need to be paid for immediately. Rather than costing \$2,140, each Xerox copier will cost \$3,459. Rather than a savings over a six month period, it will take 9½ months. Mr. Crose requested that of revenue received in unanticipated amounts, that \$5,000 be allocated to capital equipment.

80-59

PAUL POLILLO MOVED THAT \$5,000 FROM UNANTICIPATED FUNDS BE ALLOCATED TO CAPITAL EQUIPMENT; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

The meeting recessed at 9:10 p.m. and reconvened at 9:20 p.m.

6 New Business

B. White Pass Library

Mr. Baker gave the Board members some background information on a building which may be available for the library. He explained that Sherman Combs came to the Packwood area in 1906 as a boy. His father homesteaded what is now the townsite of Packwood. Mr. Baker said Mr. Combs was a very civic minded person and when he died he wanted to do something for the town and its people. He willed a museum building which was built about 18 years ago and the park site which surrounds it to the City of Packwood. However, the City of Packwood does not exist since it is not incorporated. The attorneys for the estate have tried to find someone to accept the building and grounds. The widow is very anxious to dispose of the property and carry out the intent of the deceased. Mr. Baker suggested to the widow that since the library is the same corporate entity as a city, it may be proper and legal to donate the building and grounds to the library and this would also serve the objective of the deceased of doing something for the people of the community. Mr. Combs' widow thought this idea would be acceptable and talked to her attorney and accountant about it. The attorney was reluctant to make a commitment.

Mr. Baker said if the building and grounds are offered, it would be free. There would have to be some improvements made to the building. Site wise and location wise, it is ideal. He said the building is unusual and is of log construction. The building originally housed the post office, the water department, a trinket shop, and a museum. It is 24' x 60' plus the back room which is about 24' x 30'. Mr. Baker demonstrated on the blackboard how the building is situated. There is also an area upstairs which has been used as a dormitory for skiers. He said a partition would have to come out as would several doors and windows. Mr. Baker said he thinks there is about 3 acres involved and there would be a lot of space for parking. Mr. Baker said the lighting would have to be improved and possibly the toilets would have to be improved. They would also probably have to carpet the building.

6B

Mr. Baker said the building is not now energy efficient. He said the Board will have to decide this evening if they are desirous of accepting this building as a gift if the building is offered to the library. Then the widow's attorney will determine if this is legally possible. Also, the widow would like to know if the library would be interested in any of the museum pieces. Mr. Law said the library could easily display some of these museum pieces. Mr. Baker said one requirement is that the park be maintained as such which would be Timberland's responsibility. This would be a matter of mowing the lawn, raking, and maintaining the fence. Mr. Baker said he didn't think that would cost more than \$25 a month. Mrs. Voegel said she and Mrs. Johnson had been discussing this earlier and they would certainly like to get away from Mr. Stoker.

Mrs. Barton stated that the space is not any larger than what they now have, but it is arranged differently. There would also be a meeting room available. Mr. Baker stated that the remodeling could easily amount to several thousand dollars. He estimates this building is worth \$40,000 to \$60,000 and the land is probably worth \$15,000 to \$20,000 an acre. He said it is not often that something is given to the library for nothing. The money they would spend for remodeling would be spent in lease payments at the present library building anyway. Mr. Keiski said there is the possibility that someday the library could receive a grant similar to the one for the Centralia Library to renovate the building and add a wing and that the Board might want to reserve the right to expand the building. Mr. Baker had asked the widow what restrictions there are and he was told there are none, except that the building and grounds are to be kept for community use.

80-60

BOB BAKER MOVED THAT TIMBERLAND REGIONAL LIBRARY ACCEPT THE TENTATIVE OFFER OF THE DONATION OF THE SHERMAN COMBS BUILDING AND PARK GROUNDS FOR LIBRARY PURPOSES, PROVIDED IT IS OFFERED TO TIMBERLAND REGIONAL LIBRARY, IT BEING UNDERSTOOD THAT THE BUILDING WILL BE USED AS A PUBLIC LIBRARY AS PART OF TIMBERLAND REGIONAL LIBRARY SYSTEM, AND THE GROUNDS WILL BE MAINTAINED IN A PARK-LIKE CONDITION, AND IT FURTHER BEING UNDERSTOOD THAT IF THERE ARE ANY RESTRICTIONS IMPOSED UPON THE DEEDING OF THE PROPERTY THAT WOULD MAKE IT PROHIBITIVE FOR THE LIBRARY TO CARRY OUT THESE OBJECTIVES, THAT TIMBERLAND REGIONAL LIBRARY WOULD HAVE THE RIGHT TO REFUSE. PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7

Other Agenda Items


A. Site of September 18, 1980 Meeting

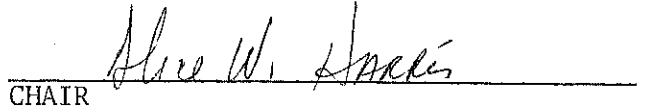
Mrs. Harris said it has been suggested that the September 18, 1980 meeting be held at the White Pass Library. She said there is also a special meeting scheduled for September 25 for 1981 budget adoption. Mr. Baker suggested that the Board meet at the Summit

- 7A Restaurant for dinner at 4:30 p.m. and that the menu be prearranged to save time. The Board can then see the Sherman Combs building. This was agreeable to the Board.

Mrs. Harris referred Board members to the 1979 Annual Report prepared by Virginia Barton.

There being no further business, the meeting adjourned at 9:50 p.m.

  
SECRETARY

  
CHAIR

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
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