

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Timberland White Pass Library, Packwood, WA 98361

September 18, 1980

M I N U T E S

BOARD MEMBERS PRESENT:

Alice Harris, Chair - Mason County
Robert M. Baker - Lewis County
Donald L. Law - Member-at-Large
Dorothy Voegel - Grays Harbor County

BOARD MEMBERS EXCUSED:

Shirleen Johnson - Member-at-Large
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
Marilyn Smith, White Pass Librarian
Virginia Squires, Community Library Assistant II, White Pass
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Martha Hardy
Jack Harris
Violet Smith

Mrs. Harris called the meeting to order at 7:35 p.m. She said she was pleased that the Board was able to meet at the White Pass Library, and unfortunately not all the Board members were able to be present. Marilyn Smith stated that Board members will certainly be able to appreciate all the miles that Bob Baker has driven to attend Board meetings.

AGENDA ITEM
NO.

1 Approval of Minutes of the August 21, 1980 Meeting

80-61 BOB BAKER MOVED TO APPROVE THE MINUTES OF THE AUGUST 21, 1980 MEETING; DOROTHY VOEGE SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

Marilyn Smith introduced Martha Hardy, author of "Tatoosh."

2 Approval of Vouchers

Mrs. Harris said payroll vouchers for the month of August 1980 amounted to \$193,358.53.

80-62

DOROTHY VOEGE MOVED TO APPROVE VOUCHERS #7148 THROUGH #7291 IN THE AMOUNT OF \$60,496.20. DON LAW SECONDED THE MOTION.

Mr. Law asked about payroll voucher #8685 to Group Health in the amount of \$1,823.21 and what other health insurance employees have to choose from. Mr. Crose replied that employees have the choice of Group Health or Washington Physicians Service. Mr. Mayer stated that about 30% of the eligible employees have Group Health and the rest have Washington Physicians Service; however, more and more employees are starting to choose Group Health. Mrs. Morrison said that the Board may wish to review this since Washington Physicians Service costs less.

Mrs. Harris questioned voucher #7178 to Grays Harbor County in the amount of \$4,241.73. Mr. Crose stated that this was payment of a judgment against taxing districts which had to do with a refund of taxes in a class action suit. Mrs. Voege questioned voucher #7242 in the amount of \$1,007.70 to West Coast Industrial Relations Association. Mr. Mayer stated that a full report of this would come up in Executive Session on labor relations following tonight's meeting. Mr. Law questioned voucher #7291 in the amount of \$39.78 to Elaine Day LaTourelle & Associates. Mrs. Morrison stated that this is for travel expenses and telephone costs which is in addition to the contract fee. Mrs. Harris asked if this is for her recent trip to North Mason and Mr. Crose replied that the submittal date is August 4 and does not cover her recent trips to North Mason.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Business Manager - Michael Crose

Mr. Crose said he had nothing additional to add to his written report.

B. Board Members

(1) Alice Harris - North Mason

Mrs. Harris said she did contact a man she has personally dealt with in regard to the heat pump. His company has a different type of heat pump than the one at North Mason in that it vents from the side rather than the top. He was reluctant to offer any advice about whether or not Timberland should cover the heat pump. He did suggest that the Board look into this further since he knows of one which he thinks is manufactured by General Electric and is constructed so that it will be open to the rain and the rain washes it out and keeps it clean. Mrs. Harris said if that is the case with the one at North Mason, then they would not want to cover it. Mrs. Harris said she has been trying to contact a gentleman at the

- 3B(1) company where Timberland purchased the North Mason heat pump but has been unable to talk to him yet.

Mrs. Harris further reported that she has talked with Danny Robinson regarding the landscaping. Mr. Robinson gave her an estimate of \$1,200 and this would include moving the bench to the front of the building. Mrs. Harris said she asked Mr. Robinson if he would be willing to negotiate on this estimate and he told her that he is already giving Timberland a good deal. The Board had previously authorized \$1,250 for this landscaping.

Mrs. Morrison reported that she talked with Elaine Day LaTourelle today and Ms. LaTourelle is going to be sending a memo to Mrs. Morrison. Ms. LaTourelle told Mrs. Morrison that some acoustical packing was put in around the ballast boxes. Also, the sound was checked with audio meters and Ms. LaTourelle told Mrs. Morrison that she felt they had cleared up the worst of it. The ballast is being replaced in the janitor's closet. Mrs. Morrison said the architects ran some noise tests at Burien Public and several Seattle Public branches. Mrs. Harris said the man from Lentz Electric told her that when the lights overheat the ballast will throw them off and he suggested that perhaps it got too warm in the janitor's closet and that the door should be left open. Mrs. Morrison said Ms. LaTourelle told her that there is some question of the suitability of the lights which fit into the beam as there is no place to vent the heat. Mrs. Harris reported that six of the eight 40 watt bulbs in the entry have burned out since being replaced a short time ago.

(2) Don Law - Tenino City Council Meeting

Mr. Law reported that Tuesday evening, he and Mrs. Morrison and Mrs. Stough attended the Tenino City Council meeting. Timberland had recently received a letter from the Mayor of Tenino that Tenino may not be able to renew its contract with Timberland because of budget problems. Mr. Law said there were quite a few people present at the meeting who are supportive of the library. One of the Councilmen had, on his own initiative, gone to an undisclosed financial institution and he indicated that he had gotten a fairly secure commitment from that institution to provide \$2,500 toward the 1981 contract fee on a one-year basis with the idea that that money would be matched by the local residents. Mr. Law said that much of the discussion focused around whether or not it would be feasible to collect another \$2,500 from local residents. This discussion ended up with the idea that people thought that the extra money needed could be obtained through private sources for the one year and hopefully at the end of the one year, the economy and financial situation in Tenino would improve to the point where they would not have to seek private donations to keep the library open. Mr. Law expressed his opinion that Tenino will continue with its contract with Timberland next year, but if the economy doesn't change, it is entirely possible that in another year, Timberland will be faced with the same situation again.

3B(2) Mr. Law said he was pleased to see some support also from the teaching community. Teachers referred to the importance of having access to library service in Tenino. Mr. Law said that questions throughout the evening did not indicate a high understanding of Timberland but by the conclusion of the evening, the Mayor and Council were much more attuned to what Timberland is and what it would involve for the City of Tenino if the city were to pull out of Timberland. Mr. Law said he was asked as a Board member if the Tenino Library could remain open but with limited services to save money and what were the prospects if Tenino pulled out this year and decided to contract with Timberland later. Mr. Law said he disclaimed the ability to speak on behalf of the Board but he gave the prediction that the Board would not look favorably on this idea. He gave an example of a student who has a research project wherein Timberland provides some materials for a Tenino student but more materials for an Olympia student. He told the Council that it is not possible to provide library services that way. With regard to the idea of Tenino pulling out and contracting with Timberland again at a later time, he pointed out the cost of pulling out and starting up again. Mr. Law said he gave the prediction that the Board would not greet that kind of action with a great deal of favor. Mr. Law said he did emphasize that if the city has budgetary problems it seemed to him that it would be improper to terminate a long-term institution because of a short-term problem. He suggested that the Council try to look at things in their budget that could be more flexible and might be an answer to their short-term problems. Mr. Law said Tenino obviously has financial problems, as do many other cities, and the Board recognizes this. He said he was intrigued with the solution in the sense that it provides an interesting test for the support of the people in Tenino for the library because it puts the problem in their hands. Mr. Law said it is a matter of where the people put their priorities as well as a decision on the part of the community as to the services they are willing to provide.

Mrs. Harris said she was glad that Mr. Law had an opportunity to attend the meeting. Mr. Baker stated that Mr. Law handled this very well. Mr. Law said this meeting was good for him as a Board member and he views Board members' roles as important when it gets down to that kind of relationship. He said that one of the disadvantages of a five-county system is that Board members become too isolated and that perhaps Board members need to attend meetings like this more often. Mr. Law said this is difficult because it means another evening away. He stated that he hoped he at least gave the people of Tenino the idea that the Board knows what is going on and appreciates the difficulties facing the city and that the Board is concerned.

Mrs. Morrison said she was pleased with Mr. Law's rapport with the Council on the same sort of policy making level since he was able to give them a different point of view than staff.

C. Library Director - Louise E. Morrison

Mrs. Morrison said that Oakville is also having budget problems and that Mrs. Stough may wish to speak to this.

Mrs. Morrison said she has also received a note from Mary Russell, Lacey Librarian, which had enclosed with it a memo to the Lacey

- 3C Library Board from Dick Bever, Chairman of the General Government Committee of the Lacey City Council, regarding extension of Lacey Library operating hours. They have asked that the hours be extended at least one hour each week day and that the library be open on Sundays from 1:00 to 5:00 p.m. The Lacey City Council has not yet discussed this matter. Mary Russell indicated in her note that the Lacey Board will discuss this at its October 2 meeting. Mrs. Stough said that she hopes the Board will direct Mrs. Morrison to respond to the Lacey City Council in writing, or at least to the Lacey Library Board, what the implications are while acknowledging that Lacey now has the 2nd highest circulation. She said that to add hours, Timberland would have to add staff. Timberland has already had to respond to Olympia with regard to Sunday hours. Mrs. Stough said at this point it is out of the question to consider Sunday hours, but the Board should be prepared to compromise on the other hours. In answer to Mr. Baker, Mrs. Stough said that Olympia Library is open at least 4 more hours a week than Lacey Library. Mrs. Stough said that in comparing, for instance, Aberdeen's full-time equivalents with Lacey's full-time equivalents and the circulation between the two libraries, the Lacey City Council could draw some conclusions that would not be very favorable. She said that Aberdeen functions differently from Lacey in that Aberdeen is a reference center and Lacey is not. Mrs. Harris said her personal opinion is that the Board is going to be hearing more and more of these requests because Sunday hours in libraries are becoming more and more prevalent around the country. Mrs. Stough said one thing to consider is that most services offer time and a half or double time for Sunday work and it is difficult enough to find staff for Saturday and evening work. She stated that Lacey City Council will only be impressed with what Timberland can do to help. She said what Timberland does for one library it would be hard pressed not to do it for others. Mrs. Stough said that the memo from Mr. Bever also asks that response should address financial implications for the city. She said that there would be no financial implications for the city but there would be for Timberland to hire more staff.

Martha Hardy asked several questions of the Board as to how the Board operates. Board members and staff explained that Timberland is a political subdivision of the state and is a governmental unit that extends over a five-county area, totally independent from the state, counties and cities. The 7-member Board is the governing body and Board members are appointed by joint action of the County Commissioners of the five counties. It was explained how the library is funded through property taxes and other specially designated funds distributed by the state, mainly state forest yield. It was further explained that the Library Director is appointed by the Library Board and is the administrative head of the library district and answers directly to the Board. Other staff members present answer directly to the Library Director and to the Board, if the Board requests it.

- 3C Mrs. Morrison further reported that Verda Hansberry, President of Washington Library Association, left the country on vacation and has asked Mrs. Morrison to undertake whatever action needed regarding the University of Washington School of Librarianship in Ms. Hansberry's absence.

Mrs. Morrison advised Board members that there was a visitor at the Service Center last Friday. Professor Bendik Rugaas, Director

- 3C of the Norwegian School of Library and Information Science, is visiting the United States as a guest of the U.S. Government under the International Visitor Program. He will be a guest professor this quarter at the University of California at Los Angeles. Prof. Rugaas was escorted by Dr. Mary Ellen Soper from the University of Washington School of Librarianship, and Lura Currier. Prof. Rugaas was interested in seeing a public library's use of an automated system.

4 Correspondence

- A. Letter dated 9/10/80 from Mason County Board of Commissioners re use of County Shop

This letter notifies Timberland that the Interdepartmental Request and Agreement for Reimbursable Work by County Road Department was approved by the Mason County Commissioners.

- B. Letter dated 9/17/80 from Washington State Department of Revenue re levy problem of Timberland Regional Library

Mrs. Harris quoted from the letter as follows:

"For the reasons outlined above, it is our opinion that the Timberland Regional Library actually levied \$1,463,809 in 1979, and therefore that is the base from which the 106% calculation should be made for the 1980 levy."

5 Unfinished Business

- A. North Mason Improvements

See Agenda Item 3B(1).

- B. Adoption of Policy Statement

Mrs. Harris stated that the Board has already adopted I. A. through F., General Goals, but the Board has not adopted the rest of the Policy Statement. She said the Policy Statement seems to cover everything.

80-63

BOB BAKER MOVED TO ADOPT THE POLICY STATEMENT; DOROTHY VOEGE SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

Mr. Law suggested that the Board not forget about this Policy Statement and always be thinking about areas where something needs to be changed or where something needs to be added. Mrs. Harris said she appreciates the work that has gone into this and she finds it a really useful document.

- C. White Pass Library

Mr. Baker said there is a proposal that the Sherman Combs' building in Packwood be donated to Timberland to be used as the White Pass Library. The attorney for the estate has agreed to present the proposal to the court as he is satisfied with the information he has received with regard to the library district that the district

5C can receive this property as a gift. The county previously turned down this gift because it cannot maintain the building. However, the county is now suggesting that the surrounding land itself be given to the Parks Department.

6 New Business

A. Adoption of Preliminary Budget Figure for 1981

80-64

DON LAW MOVED TO ADOPT A PRELIMINARY BUDGET FIGURE FOR 1981 IN THE AMOUNT OF \$4,234,651; BOB BAKER SECONDED THE MOTION.

Mr. Law questioned debt service in the amount of \$20,100 and said that this did not seem like very much with a four million plus dollar budget. Mr. Crose stated that this is for coupon warrants for the North Mason building. Mrs. Morrison said that this is the district's only indebtedness.

MOTION CARRIED UNANIMOUSLY.

Mr. Baker asked if any revenue figures have been received from any of the counties. Mrs. Morrison stated that she has received completed figures from Mason County. According to information she received yesterday, she expects to receive figures from Lewis County by September 26. She doesn't expect figures from Thurston County until about the 1st of October, and she should be receiving figures from Pacific and Grays Harbor Counties soon.

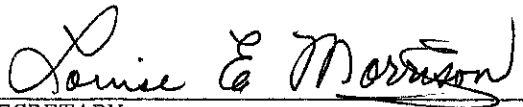
7 Other Agenda Items

A. Reschedule 9/25/80 budget adoption meeting - 10/2/80 suggested

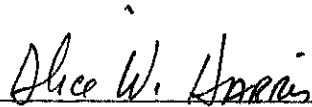
Mrs. Morrison said that since they will not have figures from all the counties, the special Board meeting will have to be rescheduled. October 2, 1980, is suggested. Mrs. Morrison stated that if the figures still are not available by October 2, the meeting can be canceled. Mr. Law said he would be unable to attend that night. Mrs. Morrison stated that October 2 would be the last date the Board could meet to comply with the law. Mrs. Harris suggested that October 2, 1980 be set as a tentative date for a special meeting and she asked Mrs. Morrison to poll the Board as to whether or not they can attend. Mr. Law suggested that if the Board is in a bind and needs a vote, he could probably stop by the Service Center later if he returns from his business trip in time. Mrs. Harris directed Mrs. Morrison to go ahead and advertise the October date to the media. Mr. Baker explained that traditionally the Board does not confirm the budget until it has received firm figures from all five counties. The law states that the budget must be into the counties by the first Monday in October. However last year, because one of the counties was having problems, the Board did not receive figures from them until December and the Board was assured that the figures were correct. It turned out that the figures were not correct and Timberland lost about \$200,000 in revenue. Mr. Baker

- 7A said that never again will the Board determine its final budget until the Board receives certified assessment figures from all five counties.

There was no further business and the meeting adjourned at 8:55 p.m. Mrs. Harris called for an Executive Session to discuss labor relations.



SECRETARY



CHAIR

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
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