

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

October 16, 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
Mary Stough, Assistant Director for Public Services
Tom Mayer, Supervisor-Personnel Administration
Michael Crose, Business Manager
Joyce Nichols, Tumwater Librarian
Mary Russell, Lacey Librarian

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

GUESTS PRESENT:

Robert M. Barger, Architect
Elaine Day LaTourelle, Architect

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

AGENDA ITEM
NO.

1 Open Bids for 1973 Dodge Van

Mrs. Harris said two bids for the 1973 Dodge Van have been received. She read the bids as follows: Jeffrey Berschauer, Lacey, Washington, \$300.00, with cashier's check in the amount of \$15.00 enclosed; Peter Chakones, Olympia, Washington, \$1,000.00, with cashier's check in the amount of \$50.00 enclosed. Mr. Crose recommended that the Board accept the bid from Peter Chakones in the amount \$1,000.00, and said that he will take care of the necessary paperwork.

80-68

PAUL POLILLO MOVED TO ACCEPT THE BID FOR THE 1973 DODGE VAN FROM PAUL CHAKONES IN THE AMOUNT OF \$1,000.00; SHIRLEEN JOHNSON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

2 Approval of Minutes

A. September 18, 1980 Regular Meeting

80-69 DOROTHY VOEGE MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 18, 1980 REGULAR MEETING; DON LAW SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. October 2, 1980 Special Meeting

80-70 SHIRLEEN JOHNSON MOVED TO APPROVE THE MINUTES OF THE OCTOBER 2, 1980 SPECIAL MEETING; DOROTHY VOEGE SECONDED THE MOTION.

Mr. Law questioned Motion #80-66 in which it is stated "Motion was defeated." Mr. Law was advised that the motion was defeated unanimously and Mr. Law requested that the word "unanimously" be added.

MOTION CARRIED UNANIMOUSLY.

3 Approval of Vouchers

Mrs. Harris stated that payroll vouchers for the month of September, 1980 had amounted to \$187,186.57.

80-71 DOROTHY VOEGE MOVED TO APPROVE VOUCHERS #7298 THROUGH #7463 IN THE AMOUNT OF \$92,629.19; PAUL POLILLO SECONDED THE MOTION.

Mrs. Voegel questioned vouchers #7317, #7318 and #7319 for advertising. Mr. Crose stated that these were for advertising for sale the 1973 Dodge van. Mrs. Harris asked about voucher #7340 to Isdell-Plemmons & Assoc. in the amount of \$28,843.00. Mr. Crose stated that this is for liability insurance and covers the period September 1, 1980 through August 31, 1981. Mrs. Harris noted voucher #7353 to Mason County Engineer in the amount of \$193.54 for vehicle repairs and maintenance. She asked how this new arrangement with Mason County is working out and what this particular voucher covers. Mr. Crose said this arrangement is working out very well. He stated that voucher #7353 covers gasoline and minor repairs. Mrs. Johnson questioned voucher #7386 to Union Oil in the amount of \$398.21 and asked if Timberland ever "shops around" for gasoline. Mrs. Morrison stated that Timberland has credit cards for most of the major oil companies, dating back to the 1973-74 gas shortage. Staff does not actually shop around, but charges gas at whatever station is handiest. They try to use the Thurston County pump as often as possible, which is about 15¢ a gallon cheaper than the open market. Mrs. Johnson suggested that it may be worthwhile for Timberland to check again into putting a tank at the Service Center since the price of gas is expected to be going up again. Mrs. Voegel questioned voucher #7452 to Betty Sholund in the amount of \$15.62 for books and materials and asked if this happens often where a staff member pays for books. Mrs. Morrison said that this was for a book that Timberland needed and it was not available from a jobber. Mrs. Sholund spotted it and picked it up and paid for it with her own money. Mr. Crose stated that this does not happen often.

3 MOTION CARRIED UNANIMOUSLY.

4 Reports

A. Business Manager - Michael Crose

Mr. Crose explained the additional voucher form for voucher #7297 to Ebsco Subscription in the amount of \$6,838.98 for books and materials. Voucher #6776 was lost somewhere between Olympia and Burlingame, California. Mr. Crose said he ran a tracer through the post office and he checked with the Thurston County Treasurer's office and voucher #6776 has not cleared. He put a stop payment on voucher #6776 and issued voucher #7297. Mr. Crose said he had nothing further to add to his written report.

Mr. Keiski asked about voucher #7426 to the Friends of the Aberdeen Library in the amount of \$90.64. Mrs. Morrison stated that this was for copies of Ed Van Syckle's book.

E. North Mason Architect - Elaine Day LaTourelle

Ms. LaTourelle distributed copies of her October 16, 1980 letter regarding the lighting problems at North Mason. The letter outlines the problems and what actions have been taken to try to correct them. Ms. LaTourelle reported that the contractor has been most cooperative in trying to correct the problems. Some cushioning material has been put between the light fixtures and the metal shelves. Existing library sound levels have been measured and acoustical materials have been installed. The results of these tests are attached to the letter. Ms. LaTourelle reported that she and Mr. Barger have discussed the flickering of lights with Mr. Travis, the electrical engineer. Mr. Travis advised them that it is due to heat buildup and the thermal switch goes off as a protective device. The ballast box was redesigned by the engineer and they do not yet know if this will take care of the problem. Ms. LaTourelle said that it could be the voltage surcharges coming into the building because of the amount of development going on in the area. Ms. LaTourelle requested a copy of the report from Mason PUD regarding the voltage check. She said another possibility is that voltage is coming into the building but not the required voltage into the lights themselves. Ms. LaTourelle said she has requested a representative from Sylvania, Mr. Larry McMillian, to come to North Mason and check this out. Mr. McMillian is familiar with some of these problems. If he isn't able to solve them, then Mr. Barger and Ms. LaTourelle will have an electrician and electrical engineer who have had nothing to do with the project check out the problems. Ms. LaTourelle recommended that the Board consider releasing Jim Robinson's retainage with the provision that the retainer to Lent's Electric be withheld. She said they do not perceive that these problems are Mr. Robinson's responsibility.

Ms. LaTourelle reviewed the exhibits attached to her letter. Sound level readings were taken with everything off in the building and then they systematically turned lights on and took readings. Ms. LaTourelle said they reduced the noise level some by using

4E

padding. She said there is a possibility that there could be some vibration through metal connections. She said it is up to the Board members to go to the library and see how they feel about the noise level. Mrs. Harris said she did stop by briefly and it seemed to her that the main overhead lights in the main room seemed less noisy. However she didn't notice any difference in the stacks. Mrs. Harris requested that other Board members visit the library and see what they think. Mrs. Harris stated that she appreciates how hard Ms. LaTourelle and Mr. Barger are working to try to solve these problems since it is a very great concern to the Board. Ms. LaTourelle said they would like to record the voltage over a 30-day period.

Mr. Baker stated that this problem seems highly unusual to him and the problems seem to indicate faulty equipment. He said he is amazed that no one has been able to put a finger on the problems. Ms. LaTourelle said they have made some progress but the lights over the stacks are still a mystery. Mr. Law said that in the light of events coming up, he would recommend that the Board not release the retainage yet. Mr. Polillo agreed. Mr. Keiski said that if the lighting contractor could still be held responsible, he sees no reason why they could not release Mr. Robinson's retainage. Mrs. Harris said that she became rather perturbed several months ago with Mr. Robinson when he told her that Timberland hired the architect but he in effect works for Ms. LaTourelle and Ms. LaTourelle has okayed the building. Mrs. Harris said it has been somewhat difficult for her to talk with him since that time. She said he wanted his retainage, understandably, but the Board still had a lot of questions and problems at that time. She said she does not think 3½% of the total price of the building is too much to be holding in retainage. Mr. Law recommended that in any future building projects, that the Board also hold out part of the architect's fee until the building has been in operation for awhile. He said it would appear that these electrical problems are either faulty design or faulty equipment.

B. Board Reports

(1) Alice Harris - Planning Process for Public Libraries

Mrs. Harris reported that this meeting was very interesting. She said Mrs. Barton has reported on it in her written report. Mrs. Harris stated that Timberland is already doing many of the things recommended at this meeting and that Timberland seems to approach library needs from a user's standpoint. She said that if Timberland does decide to go into this planning process, it will take a lot of thinking. There would be different needs in each community. Mrs. Harris encouraged other Board members to review the planning process manual. Mr. Keiski said that this meeting was similar to the one he and Mrs. Morrison attended in Calgary. He said he feels the same way in that Timberland is not "out of focus" in terms of service. Mr. Keiski stated that Timberland staff members are very sensitive to patron needs. He said the method suggested for surveying community needs would be helpful. Mr. Law asked if there has been any decision made on the part of staff to undertake some sort of survey. Mrs. Barton said they would like to take more

4B(1) time evaluating this before making any recommendations.

(2) Dorothy Voege - Elma Council Meeting

Mrs. Voege reported that she and Mrs. Morrison and Mr. Crose attended an Elma City Council meeting. She said the meeting was very well attended. Mr. Crose made a professional and very low key presentation. She said Mr. Crose had a handout and explained the 106% limitation. Mrs. Voege said she thinks the library's position was very well presented and she thinks the Council understood. Personally, she does not think the City of Elma will terminate its contract. She herself told the Council that Elma is getting a good bargain from Timberland. Mrs. Voege commended Timberland staff for the fine job they did.

(3) Shirleen Johnson - Winlock Board

Mrs. Johnson reported that on Tuesday Mr. Crose called the Winlock City Clerk to advise the City of the levy rate. During the conversation the City Clerk advised Mr. Crose that Winlock would not pay more than 31¢ per \$1,000. The Winlock Board met last evening and Mrs. Johnson and Mrs. Morrison attended that meeting. Mrs. Johnson reported that a Timberland representative is on the Winlock City Council meeting agenda on October 27. She said there is a lot of support for the library, but for Winlock's budget, the contract fee for 1981 will be a very steep increase because the City has just been reassessed. Mr. Baker asked if Winlock has sent a letter of cancelation. Mrs. Johnson said that no legal steps have been taken.

C. Board Attorney - Jane Dowdle Smith

Mrs. Smith reported that she is still trying to track down the man who damaged a Timberland projector. She has the Sheriff's office working on the matter now. She said interest is piling up on the judgment and the judgment is good for six years.

D. Library Director - Louise E. Morrison

Mrs. Morrison reported that there have been increasing problems with books not being returned. She cited one instance where a gentleman and his housemate checked out about \$470 worth of books in one day. They have not been returned and the people have moved to Sultan. Mrs. Morrison said she thinks the time has come when Timberland will be forced to take some legal action. She said that TRL libraries have signs posted which state that identification may be required. New signs are being printed which will say that identification is required. Mrs. Morrison said this will slow down the check-out process in the busy libraries. In the sparsely populated areas, there does not seem to be as much of a problem as in the large libraries. Mrs. Smith advised Board members that they will have to find a prosecutor who will be willing to file and that it would have to be filed in the county in which the patron lives. Mr. Keiski asked if Timberland has ever discussed limiting materials. Mrs. Morrison said this has been discussed but that it is difficult to come up with a number. Mr. Keiski said he

4D. thinks Timberland should limit materials until they get a computer. Mr. Law recommended that Timberland approach the Snohomish County Prosecutor and recommended that Sno-Isle Regional Library be notified that this patron is living in that area. Mrs. Morrison said she has already notified Sno-Isle Regional Library herself. Mrs. Smith advised the Board that a complaint can be filed with the Sheriff's office and that this office would handle the investigation. Or Timberland could start with the prosecutor. However, she said the Sheriff's office will not do anything if they know that the prosecutor will not prosecute. Mr. Law recommended that if the Sheriff is notified, that he should have a search warrant in hand. Mrs. Smith said that is hard to get. She will contact the Snohomish County Sheriff's office about this matter.

5 Correspondence

There was no correspondence.

6 Unfinished Business

A. Packwood

Mrs. Morrison reported that she and Mr. Crose have spoken with Mr. Armstrong, the attorney for the Combs Estate. Lewis County Parks and Recreation has indicated an interest in taking the property which is the park-like setting. The property at the far end of the building from U.S. 12 would be reserved for street right of way at some time in the future. Lewis County Parks and Recreation has indicated a willingness to hold the land and if Packwood is ever incorporated, the land would be given to the City. Mrs. Morrison said that she had expressed her concern to Mr. Armstrong that if the library had only the building and the property it sets on, in the event the building burns down, Timberland might not be able to meet the building code. Also, she advised Mr. Armstrong that the Board would have to consider some extensive remodeling to the building for library purposes. If Packwood should ever become a city, one could assume that Packwood would contract with the library district for service, but that is not known for sure.

Mrs. Smith explained the "cy pres" doctrine wherein property cannot be disposed of as the deceased wishes, but can be disposed of in a way which is comparable to the deceased's wishes and meets the legal requirements.

Mr. Baker said that the Lewis County Commissioners on behalf of Lewis County turned down the building and property originally. He then suggested that the library take the property since it was the deceased's desire to give this property for the use of the people of Packwood. The attorney for the estate agreed to present this to the court. The Lewis County Commissioners then decided they would like to have the park property. Mrs. Combs is very anxious to resolve this matter and she is happy that the library would be willing to take the property. Mr. Baker said that, personally, he thinks the Board must stand by its first offer to take the building and the park property. Mrs. Johnson said she has seen the building and property and she also visited with Mrs.

6A Combs. Mrs. Combs indicated to Mrs. Johnson how thrilled and pleased she is that Timberland would be willing to take the property and Mrs. Combs feels that this meets the intent of her late husband. Mr. Law agreed with Mr. Baker that the Board should either accept all of the property or none of it. It was agreed that Mrs. Morrison would advise Mr. Armstrong of the Board's wishes that the Board accept the building and the park property.

B. Ratify action in poll by telephone setting levy amount and levy rate for 1981

Mrs. Morrison referred Board members to a copy of Resolution #80-6. She said she polled the Board by telephone and this resolution will ratify the action taken in the poll by telephone setting the levy amount at \$1,642,102 and setting the uniform levy rate for 1981 at 41.12¢ per \$1,000 of assessed valuation.

80-72

BOB BAKER MOVED TO ADOPT RESOLUTION #80-6 RATIFYING ACTION IN POLL BY TELEPHONE SETTING THE LEVY AMOUNT AND LEVY RATE FOR 1981; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Alternative Agreement for Calculating Contract Fees

Mrs. Morrison said this agreement needs to be approved so that it can be offered to Ilwaco and Montesano to begin with the 1981 contract year. Both Ilwaco and Montesano were reassessed in 1979 and have paid the higher contract fee in 1980. Mr. Doupe' of the Ilwaco Library Board has requested that Timberland present this to the Ilwaco City Council. Mr. Baker asked if Mrs. Smith has approved this and Mrs. Morrison replied that Mrs. Smith wrote the document.

80-73

SHIRLEEN JOHNSON MOVED TO APPROVE THE ALTERNATIVE AGREEMENT FOR CALCULATING CONTRACT FEES; BOB BAKER SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

7 New Business

There was no new business.

8 Other Agenda Items

A. Certificate of Appreciation for Veronica Van Hess

Veronica Van Hess has resigned from the Aberdeen library staff after 17 years of service. Mrs. Harris requested that Dorothy Voege present this Certificate of Appreciation to Mrs. Van Hess.

Mrs. Harris announced that the next regular Board meeting will be on November 20 at the Service Center. Mrs. Harris called for an Executive Session following tonight's meeting for a report on labor negotiations.

There was no further business to come before the meeting and the meeting adjourned at 9:30 p.m.

Laurie E. Morrison
SECRETARY

Alice W. Harris
CHAIR

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