

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

November 20, 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  
Mike Crose, Business Manager  
Barbara Durney, Library Associate, Hoquiam  
Michael Hedges, Non-Print Materials Coordinator  
Chris Peck, Hoquiam Librarian  
Mary Russell, Lacey Librarian  
Linda Schade, Hoquiam Children's Librarian  
  
Jane Dowdle Smith, Timberland Attorney  
Liane Bascou, Board Recording Secretary

GUEST PRESENT:

Charles Murray, Hoquiam Library Board

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

AGENDA ITEM  
NO.

- 1 Approval of Minutes of the October 16, 1980 Meeting
- 80-74 PAUL POLILLO MOVED TO APPROVE THE MINUTES OF THE OCTOBER 16, 1980 MEETING; DOROTHY VOEGE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 2 Approval of Vouchers
- Mrs. Harris stated that payroll vouchers for the month of October had amounted to \$189,451.55.
- 80-75 BOB BAKER MOVED TO APPROVE VOUCHERS #7466 THROUGH #7643 IN THE AMOUNT OF \$49,556.91; PAUL POLILLO SECONDED THE MOTION.

- 2 Mr. Baker questioned voucher #7466 to Aero Pacific Services in the amount of \$511.53. Mr. Crose stated that this is for service and minor repair on the Service Center heat pumps and for filters for the North Mason heat pump. Mr. Polillo questioned voucher #7545 to Port of Olympia in the amount of \$295. Mr. Crose said that this is for rental of the land on which the Service Center is built. Mrs. Harris asked about voucher #7510 to IBM in the amount of \$1,004.87 and Mr. Crose replied that this is for maintenance contracts on IBM typewriters in the libraries and does not include the Service Center typewriters. Mrs. Harris also asked about voucher #7559 to the State Auditor in the amount of \$1,360.64. Mr. Crose stated that this is for audit of Timberland's 1978 and 1979 records. He said that the audit is now complete. Mrs. Voegel asked how long the auditor was at the Service Center and Mr. Crose stated 12 working days. Mrs. Harris said she would like to discuss the audit later in the meeting.

MOTION CARRIED.

3 Reports

A. Business Manager - Michael Crose

Mr. Crose said he had nothing further to add to his written report. Mrs. Harris asked Mr. Crose to report on the audit. Mr. Crose stated that the examiner, Marvin Thrall, said that Timberland is one of the best organized organizations he has ever audited. Mr. Thrall had no questions as to how things are handled, but he did make one suggestion, which Mr. Crose had been considering anyway, that voucher approvals in January be split into two sections. These will be vouchers for January expenditures and also vouchers for December expenditures issued in January. Mr. Crose said this will present no problem with cash flow, but it will make 1980 look like a 13-month year. This will give Timberland a clearer picture of expenditures. Mr. Baker stated that he doesn't think this should be referred to as a "13-month year" since some organizations do use a 13-month fiscal year and this terminology is confusing for Timberland. Mr. Crose clarified that this is a one-year time only and that Timberland has no intention of adopting a 13-month fiscal year. Mr. Law asked if Mt. St. Helens volcanic eruptions had affected forest receipts. Mr. Crose stated that there has been no impact in Lewis County, which is the largest timber county in Timberland. He said that he has talked to the Department of Natural Resources and has been advised that any impact on Timberland will be nominal. Mrs. Harris stated that it was good to get such a healthy report from the State Auditor.

At Mrs. Harris' invitation, Chris Peck, Hoquiam Librarian, introduced Hoquiam Board member, Charles Murray, and Hoquiam staff members, Barbara Durney and Linda Schade.

3 Reports

C. Library Director - Louise E. Morrison

Mrs. Morrison reported that she has been working on the consortium agreement between the State Library, The Evergreen State College, and Timberland and also reviewing specifications for consultant

3C services for an automated circulation system. The Attorney General from the State Library and the Attorney General from TESC have been working on this agreement also. The agreement will have to be approved by those two institutions as to form. Mrs. Morrison said that Jane Smith will then be requested to review the agreement for TRL. The agreement will then have to be adopted by the governing bodies of the three institutions to form the consortium.

Mrs. Morrison further reported that there has been some ambiguity about the relationship between the State Library and public libraries in the state. The academic librarians have the Interinstitutional Committee of Chief Librarians. The community college librarians have CCLAMS (Community College Librarians and Media Specialists. Other types of libraries have someone to speak for them. The Washington Library Association is an over-arching umbrella which is responsible and responsive to the needs of all kinds of libraries. Public librarians in the state have become more acutely aware of the fact that there really is no voice which speaks for all public libraries. Mrs. Morrison announced that on December 12 there will be a meeting for public library directors from all over the state to discuss these problems as well as the proposed legislation which, again, is the state funding for public libraries. She said there is probably no chance of any bill being passed next year, but there needs to be some organization to speak for public libraries and this is what will come out of the December 12 meeting. Mrs. Morrison said this subject will probably come up at the Political Effectiveness Workshops on December 10 at the Centralia Library and on December 4 at the Tenzler Branch Library in Lakewood. These sessions will be afternoon and evening sessions that will run through the dinner hour.

D. Board Report - Dorothy Voege

Mrs. Voege announced that the Washington Library Trustees Association West Side Steering Committee, of which she is a member, will be meeting at the Service Center in January. One of the matters discussed by this committee was the meeting with legislators earlier this year at the capitol which was not successful because of poor attendance. The committee feels that this is not a good way to go because of the cost involved in trying to get everyone in one place. Instead, they hope to encourage trustees to contact their legislators themselves about library issues. Mrs. Voege urged trustees to attend the Political Effectiveness Workshop on December 10. She said that she knows it is difficult for some to attend because this falls in the middle of the week but she hopes that Timberland will be well represented.

B. Board Attorney - Jane Dowdle Smith

Mrs. Smith had nothing to report, but did request to see again the order which Grant Armstrong, attorney for the Combs Estate, has presented to the court requesting that the property in Packwood be given to the library.

Mrs. Morrison said she has discussed the complaint with Mrs. Smith which Timberland is trying to get filed against some people who have

3B

\$470 worth of Timberland's books. Mrs. Morrison said she has been informed that these people have moved from Startup to Forks. She said that the Pacific County Sheriff has been very cooperative and has been in touch with the Snohomish and Clallam County Sheriffs. Mr. Keiski suggested that perhaps these people left these books at their former residence in Raymond. Mrs. Morrison said that to the best of her knowledge they have not, and she thinks these people would have these books with them because of the subject matter.

Mrs. Smith said that she has reviewed the court order regarding the Combs Estate again and she said it is fine as far as the library is concerned. Mr. Baker reported that the attorney for the estate has agreed to give respondents 60 days to respond to the order. Mrs. Smith advised that this is the statute since some of the heirs live out of the State of Washington. Mr. Baker stated that the widow is concerned because one of the named persons in the order is the Secretary of State because he represents all people of the state. The attorney is concerned that the State Attorney General may interfere in this on behalf of all people. Mr. Baker asked Mr. Law if he could speak with the Attorney General's office. Mr. Law said he would if the Attorney General's office does enter into this, although he said he doubted that there would be any problem.

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Correspondence

There was no correspondence.

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Unfinished Business

A. North Mason Library

Mrs. Harris said she has nothing more to report. Mrs. Morrison stated she has talked with Elaine Day LaTourelle and was informed that Jim Robinson has been in touch with the State Electrical Inspector. The State Inspector felt there would be no problem with knocking the plugs out of the ballast cover as long as there is a screen inside to keep people from contact with the ballast. Mrs. Morrison said that both Elaine Day LaTourelle and the Sylvania representative are saying that the bulbs which keep burning out do have a life span of 750 hours. Mr. Law said he thinks then that that is a design problem. Since these lights have to burn constantly, he thinks the architect should be asked why only 750 hour lights were put out in front. Mr. Keiski asked if Mr. Robinson was going to be given his retainage. Mrs. Morrison stated that Mr. Robinson has done his job and gone beyond the call of duty. If it is a design problem, then it is out of his hands. Mrs. Harris said that when the man came to work on the heat pumps, he told Su Chapple that there should be a threshold under the door and that he had spoken specifically with the contractor about this. The contractor had told him that it would be taken care of, but it has not been taken care of. Also, the front doors have not been fixed and they continue to bang ever since the weather stripping was put on. Mr. Law said that the Board should be sure to keep a retainage of the architect's fee in any future building projects. Mrs. Harris asked if the bulbs have been ordered which were suggested by the Sylvania representative. Mr. Crose said he has asked Su Chapple to send him a list of how many bulbs are needed. Mr. Keiski suggested that it is possible that what Mr. Law says is true that this is a design oversight, or it could be a builder's oversight, or it could be a Trustees lack of knoweldge oversight. He suggested that

5A the Business Manager, who has been observing comments on this matter the past several months, with Mrs. Morrison, direct a letter to the contractor. The letter should state that the Board would be favorably disposed to releasing the retainage immediately upon completion of the things that are causing problems. Mr. Keiski suggested trying to wrap this matter up by the next Board meeting. Mrs. Voegel agreed that this would be a good idea. Mr. Keiski said he wants to give the retainage to the contractor because he knows that it is rough for contractors right now. Mr. Law said that the contractor will say that some things are not his fault and it would not necessarily solve the problem. Mrs. Voegel said that \$8,000 should provide enough clout for the contractor to go to whoever is at fault and tell them to take care of the problems. Mr. Keiski asked what the warranty covers. Mrs. Morrison said the warranty is automatically part of the specifications. Mr. Keiski said he would like to see that the Board makes a major step to getting the retainage to the contractor before the end of this year for his bookkeeping and tax purposes. Mr. Law requested that the letter to be written be cleared through him and Mrs. Harris as members of the building committee.

B. Winlock Council Meeting

Shirleen Johnson reported that she, Mrs. Morrison and Mr. Crose attended the Winlock Council meeting on October 27. There was a large crowd present including the Winlock Library Board. Mrs. Johnson said it was a long and frustrating evening and they came away sad, but since then the Council is making every effort to continue the TRL contract. She said it is obvious that the library has wide support of Winlock residents. Mr. Crose made a presentation to the Council on the 106% method of calculating the city's contract fee. Mrs. Harris commented that she knows it is difficult for small cities financially.

6 New Business

A. West Library Service Area Grant Application

Mrs. Morrison said that this would be a continuation of what Timberland has already been doing for the West Library Service Area. This is a grant application for Library Services and Construction Act funds. The funds must be administered by a public library and Mr. Crose has advised Mrs. Morrison that it has involved only about 8 to 10 vouchers a year.

80-76

SHIRLEEN JOHNSON MOVED TO APPROVE THE WEST LIBRARY SERVICE AREA GRANT APPLICATION FOR \$500 AND AGREE TO HAVE TIMBERLAND REGIONAL LIBRARY ADMINISTER THE FUNDS; BOB BAKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Resolution Amending 1980 Levy Rate for Collection in 1981

80-77

PAUL POLILLO MOVED TO APPROVE RESOLUTION NO. 80-7 AMENDING THE 1980 LEVY RATE FOR COLLECTION IN 1981; DON LAW SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6B Mrs. Morrison suggested that the contract cities be reassured that there will be no change in their contract fees or on the basis of calculating their fees. The amount of money is miniscule for the contract cities but in the unincorporated areas, it means a substantial amount of money. The Board agreed that the contract cities' fees will not change from what they were previously advised.

C. Authorization of up to \$250 consultant time for WPPSS claim

Mr. Crose said he has been doing some preliminary work dealing with the WPPSS impact on Timberland. The whole impact area covers the Timberland area and it appears that Timberland could receive a substantial amount of money from WPPSS. Mr. Crose said he has no expertise in demographics and he would welcome help from someone who does know something about this. Mrs. Barton said that Dr. Ralph Murphy has experience in this and has worked for the Thurston Regional Planning Council. Mrs. Harris asked how much time would be involved for the consultant and Mr. Crose replied that it would be about 4 days.

80-78

DON LAW MOVED THAT THE BOARD AUTHORIZE UP TO \$250 CONSULTANT TIME FOR THE WPPSS CLAIM; SHIRLEEN JOHNSON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

D. Authorization for up to \$1,000 consultant fee for automated circulation system

Mrs. Morrison said that TRL, WSL and TESC will have to be able to justify every requirement contained in the specifications for an automated circulation system. If one vendor is turned down and justification for requirements cannot be given, then they could end up in court. She said it would be best to spend a small amount of money to get an experienced consultant who has worked with automation proposals. The cost would be shared with the Washington State Library. The Evergreen State College has been picking up the cost of the Project Director. Mrs. Morrison said this would probably be a 1981 expenditure and it would come from the automated circulation fund. The consultant would review the specifications and request for proposal before it goes out to vendors.

80-79

PAUL POLILLO MOVED TO AUTHORIZE UP TO \$1,000 CONSULTANT FEE FOR AUTOMATED CIRCULATION SYSTEM; SHIRLEEN JOHNSON SECONDED THE MOTION.

Mr. Keiski asked if once they retain the consultant and the other two institutions decide not to go along with the automated circulation system, would this still apply to what Timberland needs. Mrs. Morrison said that many of the requirements for the system are geared to Timberland's needs, and she feels that Timberland would really have no choice but to continue with this. Mr. Law asked if it is really necessary to have a consultant. Mrs. Barton replied that it is necessary in order to protect Timberland from litigation. Mr. Law asked who the consultant will be. Mrs. Morrison stated that probably about 4 consultants will respond to the request for quotation and there will be specific time schedules the consultant will have to meet. The \$1,000 will be for the first half of the work because once the vendors respond, these will have to be analyzed.

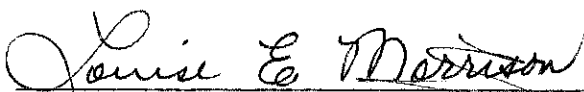
6D A point system will be set up to evaluate the vendors' proposals. Mrs. Harris asked who will select the consultant. Mrs. Morrison said that the three institutions involved in the consortium will make the selection. Mr. Keiski asked how many vendors are expected to respond and Mrs. Morrison said they will probably receive about 3 bids. Mrs. Barton said the vendors would be mostly library-oriented. There was more discussion on the need for a consultant. Mr. Crose explained that the consultant will not draw up the specifications but will review the rationale of the requirements. He said there is a capability within circulation systems existing now for putting a "hold" on a book. One system they looked at has 17 steps to put a hold on a book. This would not work for Timberland. The consultant would let the consortium know that this rationale makes sense. Mr. Crose said they are too close and too involved in this project and they need someone to come in with a fresh viewpoint. Mrs. Harris stated that this is a very large system and involves a lot of money. She said the Board should give some thought to the advice of the people who are working on this for the safeguards they feel they need. Mrs. Harris asked for a vote on the motion.


SHIRLEEN JOHNSON, PAUL POLILLO, BOB BAKER AND DOROTHY VOEGE  
VOTED IN FAVOR OF THE MOTION. DON LAW AND ELMER KEISKI  
ABSTAINED. MOTION CARRIED.

Mrs. Stough distributed copies to Board members to look at of a children's staff training booklet that Vivian Fetty has put together. Mrs. Stough said her written report has to do with staff training that has been going on this past year.

Mrs. Harris announced that the next meeting of the Board will be December 18 at the Service Center.

There was no further business to come before the meeting and the meeting adjourned at 8:50 p.m.

  
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SECRETARY

  
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CHAIR

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