

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Lacey Public Library
4516 Lacey Blvd., Lacey, WA 98503

January 20, 1981

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M I N U T E S

BOARD MEMBERS PRESENT:

Alice Harris, Chair - Mason County
Donald L. Law - Member-at-Large
Paul Polillo - Pacific County
Dorothy Voege - Grays Harbor County

BOARD MEMBERS EXCUSED:

Elmer F. Keiski - Thurston County
Shirleen Johnson - Member-at-Large

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
Peg Coppinger, Olympia Librarian
Joyce Nichols, Tumwater Librarian
Mary Russell, Lacey Librarian

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Eleanor Aspinwall, Olympia Friends
Marcheta Bean, Olympia Board
Kay Boyd, Lacey City Council
Mark Brown, Lacey Mayor
William Compton, Lacey Board
Francis Edlund, Olympia Friends
Winifred Keplinger, Lacey Friends
Zora Pratt, Lacey Board
Lillian Schiendelman, Lacey Board

Mrs. Harris called the meeting to order at 7:50 p.m. She thanked the Lacey staff, Lacey Board and Friends for inviting the TRL Board to meet at the Lacey Library. Mrs. Harris explained that normally there is a 7-member Board. However, the Board is short one member because at the end of 1980, Bob Baker, who represented Lewis County, completed his second term and no replacement has been named as yet. Mrs. Harris instructed the secretary to note in the record that Board members Elmer Keiski and Shirleen Johnson were unable to be present because of illness.

Mrs. Harris asked Mary Russell to introduce guests. Ms. Russell introduced Lacey staff members, April Seymour, Barb Foster, and Kathryn Wilson; Lacey Mayor, Mark Brown; Lacey City Council member, Kay Boyd; Lacey Board members, Lillian Schiendelman, William Compton and Zora Pratt; and Winifred Keplinger, Lacey Friends. Mrs. Harris introduced the TRL Board members. Mr. Law said the Board has met in

practically every corner of the district the past year. He said this gives Board members direct contact with local Boards and Friends and a chance to see the facilities. Peg Coppinger introduced Marcheta Bean of the Olympia Board, and Eleanor Aspinwall and Francis Edlund, Olympia Friends. Mrs. Morrison introduced other Timberland staff members.

AGENDA ITEM
NO.

- 1 Approval of Minutes of the December 18, 1980 Meeting

81-1 DOROTHY VOEGE MOVED TO APPROVE THE MINUTES OF THE DECEMBER 18, 1980 MEETING; DON LAW SECONDED THE MOTION. MOTION CARRIED.

- 2 Approval of Vouchers

Mrs. Harris stated that payroll vouchers reported for the month of December 1980 amounted to \$186,860.03.

A. December 1980 Finals

Mrs. Harris commented that this month the Board has two distinct sets of vouchers to approve.

81-2 PAUL POLILLO MOVED TO APPROVE VOUCHERS #7804 THROUGH #7867 IN THE AMOUNT OF \$47,793.89; DON LAW SECONDED THE MOTION. MOTION CARRIED.

B. January 1981 Expenditures

81-3 DON LAW MOVED TO APPROVE VOUCHERS #7868 THROUGH #7958 IN THE AMOUNT OF \$60,066.26; DOROTHY VOEGE SECONDED THE MOTION.

Mr. Law questioned voucher #7871 to American Library Association in the amount of \$1,095 and noted that it is for miscellaneous expenses. Mr. Crose stated that this is for annual institutional dues for Timberland and for Board members. He further explained that by nature of the BARS system, this has to be classified as a miscellaneous expense.

MOTION CARRIED.

- 3 Reports

A. Business Manager - Michael Crose

Mrs. Harris referred Board members to Mr. Crose's written report in their folders and asked Mr. Crose if he had anything further to add. Mr. Crose explained that the report is somewhat longer than usual. It includes a breakdown in detail of all revenue sources in 1980, as well as a recap of all accounts, detailing the revenue and expenditures for the year 1980 and the balance in each fund. Mr. Law questioned the Building and Site Acquisition Fund and noted that there were no expenditures from that fund in December although the landscaping was finished. He asked if in terms of capital outlay the building is now completed. Mr. Crose replied that this

3A is correct. He said that he had decided that it would be best to take the landscaping cost from Facilities rather than the Building and Site fund since there were not enough funds remaining in the Building and Site fund.

B. Board Attorney - Jane Dowdle Smith

Mrs. Smith was not present. See Agenda Item 4B.

C. Montesano City Council Meeting - Dorothy Voege

Mrs. Voege reported that Mrs. Morrison, Mr. Crose and she met with the Montesano City Council as the Council was expressing concern about the size of the increase every four years in the Montesano contract fee. Mrs. Voege said that Mr. Crose did a fine job of making a presentation of the alternate plan the city can use. She felt it was a good Council to work with as they were very thoughtful and attentive. Mrs. Voege said that she didn't think that the city's administrator, Mr. Fuller, fully understood the two options which the city has for paying its contract fee. She said this was evident in the handout he had presented. Mrs. Voege said the Council is taking this matter under advisement.

Mr. Crose said that after the meeting, he telephoned the Montesano City Clerk and cleared up one point in Mr. Fuller's document as Mr. Fuller was under the misconception that Timberland would change the base every time there is a reassessment. He followed this telephone call with a letter and asked the City Clerk to bring this before the City Council. Mrs. Voege stated that Mr. Crose has a firm grasp of his area of responsibility and is able to articulate it to the people who don't understand it.

D. Committee re Sunday Hours at Olympia Library - Elmer Keiski

Mr. Keiski was not present. This matter is discussed further in Agenda Items 4A and 5C.

E. Library Director - Louise E. Morrison

Mrs. Morrison reported that she and Mr. Crose have on numerous occasions tried to reach the maintenance engineer in the Department of Transportation to discuss the drainage problem at North Mason. Apparently this man is out of the office quite often. They will continue to try to reach him to set up an appointment to discuss this problem.

Mrs. Morrison stated that the Consortium for Automated Library Services governing board will be meeting to choose a consultant to review the Request for Quotation. This latter document will have to be reviewed thoroughly by the consultant to be sure that everything is legal.

Mrs. Morrison further reported that Public Library Directors will be meeting Friday, January 23, at Sea-Tac. There are generally 20 to 40 people present at these meetings. There is some legislation coming up which library directors will have to discuss and take

3E

a stand of some sort. One has to do with lifting the limit on population for cities to be able to annex to library districts under a law which was passed several years ago. She said that cities under 8,500 population cannot annex to library districts without the consent of the governing board of the district so the board does have some control. Mrs. Morrison cited an example in North Central Regional Library where the board turned down annexation of some cities because they felt it would be detrimental to the district since it could affect the levy.

Mrs. Morrison said that a study will be made of Timberland which will be done by the Masters in Public Administration class at The Evergreen State College. The purpose of the study will be to assess and make recommendations to improve the internal communications of a geographically dispersed organization experiencing rapid growth and technological change. Questionnaires will be filled out by Timberland staff, interviews will be done with selected staff, the students will synthesize their findings and make recommendations to Timberland. Mrs. Morrison said that this will be helpful to Timberland because of the rapid changes in the district and further technological changes coming along. Staff is concerned with continuing to be able to communicate with everyone at every level. Mrs. Morrison said she spent an hour the other day with two of the professors who are on the staff in the graduate school.

Mrs. Morrison further reported that she and Mr. Keiski met with Marcheta Bean and Peg Coppinger regarding Sunday hours at Olympia. They talked through some of the specifics and arranged to meet with the Olympia Friends of the Library. On Tuesday Mrs. Morrison and Mrs. Stough met with the Friends and worked out the "nitty-gritties."

Mrs. Morrison announced that two Service Center staff members, Judy Green and Steve Metcalf, are being married on January 31.

4

Correspondence

A. Letter from Olympia Friends of the Library re Sunday Hours at Olympia Library

Mrs. Harris read the letter as follows:

"To - The Board of Directors of Timberland Regional Library

"In Support of a decision by the Board of Timberland Regional Library to undertake a pilot project of Sunday opening of the Olympia Public Library the Friends of the Olympia Library will assume the following responsibilities:

"1 - Three volunteers will be on duty from 1 P.M. to 5 P.M. each Sunday from February 22nd to May 24th inclusive.

"2 - Arrangements will be made for security satisfactory to the Timberland Board. An off-duty police officer in uniform is available at \$15 per hour. We will explore alternatives in an effort to reduce this

4A

expense but only with Timberland acceptance.

"3 - A publicity program will be undertaken. Ann Albohn with experience in public relations will handle this and will clear material with Timberland. Please supply us with the name of your coordinator.

"It is our understanding two training sessions will be held, February 6th and February 10th at 10:30 A.M. at which all volunteers are requested to be present.

"The Friends of the Olympia Library are glad to be of assistance in this project and will cooperate in any way to assure its success."

Mrs. Harris stated that this letter certainly indicates the degree to which the Friends are being helpful and most anxious to see this project tried. Mrs. Morrison stated that because of staffing problems that no hours would be added. Instead the Olympia Library would close Thursday evenings at 5:00 p.m. instead of staying open until 9:00 p.m. and would be open on Sundays from 1:00 to 5:00 p.m. Mrs. Morrison said that if the Board does decide to continue with Sundays hours after the experiment, she recommends that this same schedule be used at least for a year.

Mr. Polillo commented that \$15 an hour for an off-duty police officer sounds rather high and wondered if there would be some alternative. Marcheta Bean stated that the Friends would be paying for this. Eleanor Aspinwall stated that it has been suggested that the Friends approach the Parks and Recreation Department regarding security. Mrs. Voegel commented that she didn't think that \$15 an hour seemed too out of line for a police officer working on Sundays. Mrs. Morrison said that they are not even positive they will need a security officer. Mrs. Morrison said that she recommended that the Board adopt this Sunday hours experiment. Mrs. Voegel said she is glad they are considering this and it would be interesting to see if it will work in Timberland.

5

Unfinished Business

C. Olympia Library Sunday Hours Experiment

81-4

PAUL POLILLO MOVED TO GO AHEAD WITH THE OLYMPIA LIBRARY SUNDAY HOURS EXPERIMENT; DON LAW SECONDED THE MOTION.

Regarding the decision to eliminate Thursday evening hours, Mr. Law asked on what basis this particular night was chosen. Mrs. Morrison replied that that seems to be the least busy night. Mrs. Coppinger stated that since Olympia is only open four evenings, Thursday night seemed the best night to close early. She said it did not seem sensible to only open half a day on Friday or Saturday. Mr. Law said that as he understands it, statistics will be kept as to age groups using the library. Mrs. Coppinger said that she thinks the district needs to look at a lot of things during this experiment--where the people come from, age brackets, what brings

- 5C them in on Sunday, etc. Staff is in the process of thinking through what data they would like to get out of this experiment. Mr. Law said that one statistic that should be kept is how many people are coming in on Sunday because they cannot easily come in any other time. Mrs. Coppinger said they don't want to ask too many questions. Olympia staff has suggested that one question which should be asked is if patrons would want this kind of access all year around. Mary Russell suggested that the Lacey and Tumwater Libraries also keep statistics on whether or not they have an increase of patrons coming in on Thursday nights because of Olympia's closure. Mr. Law said that he assumes that publicity will include information that Lacey and Tumwater Libraries are open on Thursday nights.

MOTION CARRIED.

4 Correspondence

- B. Letter of Resignation dated 1/14/81 from Board Attorney Smith

Mrs. Harris read the letter as follows:

"It is with considerable regret that I tender my resignation as attorney for Timberland Regional Library. As you know, my span of time with the library includes 15 years on the Board of Trustees before, during and after Timberland came into being and then my years of service as attorney for the Board. In my opinion, the present Board of Trustees is by far the best Board of Trustees in Timberland's history which undoubtedly accounts for the fantastic progress of the library and improvement of library service.

"I have enjoyed working with the staff at the service center as well as the various staff members in the outlying areas. I have been trying to retire for approximately a year and since I finally sold my home I intend to move to California to be near my brothers and sister and other members of my family as well as to go to Europe, Austria, New Zealand, etc.

"As far as I know, the only outstanding matter that I have left is the attempt to collect on the Judgment against Verl C. Ray we obtained for the film projector that was borrowed from the Tumwater library. I will give the papers to a new process service in Olympia and see if they can locate him.

"I will watch the future progress of the Timberland Regional Library District with interest."

Mrs. Harris instructed Mrs. Morrison to write a letter to Mrs. Smith on behalf of the Board wishing her well in her retirement.

Mrs. Morrison said that since the next item on the agenda is North Mason Retainage, she referred to a letter from Mr. Robinson, the contractor. She said that Mr. Robinson has been trying the past week to get a letter to Timberland in time for tonight's meeting but his secretary has been ill. Mrs. Morrison suggested to him that he dictate the letter to her secretary and she would share it with the Board.

5 Unfinished Business

A. North Mason Retainage

Mrs. Voegel commented that Timberland's letter to Mr. Robinson outlining the things which remained to be completed on the North Mason building was helpful. Mrs. Harris stated that the ballast has been replaced again and so far there have been no further problems with the lights. Mr. Law asked about the entry door adjustments. Mrs. Harris said the doors still slam. Mr. Law stated that as far as they know, the ballast has been replaced only a few days ago and they don't know yet whether it will solve the problem. Mrs. Morrison stated that Su Chapple reported that the state electrical inspector was at the library and approved the ballast, but Timberland has not received anything from the inspector confirming this. Mrs. Harris stated that the acoustical treatment around the fluorescent fixtures is not Mr. Robinson's problem but is something which the architects are going to do. Mr. Crose advised the Board that the retainage amounts to \$8,907.05. Mr. Polillo asked Mr. Law, since he is a member of the North Mason Committee, what he thinks about releasing the retainage.

Mr. Law noted that Mr. Robinson suggests a compromise on the electrical warranty period of one additional year (to December 31, 1981). Mr. Law said that in fact the electrical warranty of one year would not begin until the Board accepts the building according to the original contract. What Mr. Robinson is proposing is actually less than a year. Mr. Law suggested that if the Board does accept the building this evening that the warranty run one year from that date as the contract specifies. Mrs. Harris suggested that the state electrical inspector also look at the acoustical treatment which the architects are going to do and Mr. Law agreed that this would be a good idea. Mr. Law said that he is a little wary of the fact that the architects have not done what they have promised to do and the Board releases the retainage. He wonders what the Board's bargaining position would be.

81-5

PAUL POLILLO MOVED TO RELEASE THE REMAINING NORTH MASON RETAINAGE TO JAMES ROBINSON CONTINGENT UPON RECEIVING DIRECT WORD (TELEPHONIC COMMUNICATION ACCEPTABLE) FROM THE ELECTRICAL INSPECTOR THAT THE BALLAST IS ACCEPTABLE, AND THAT THE WARRANTY PROVISIONS ARE AS SET OUT IN THE ORIGINAL CONTRACT; DON LAW SECONDED THE MOTION. MOTION CARRIED.

B. Authorization of Additional Funds for WPPSS Project Consultant

Mrs. Morrison asked Mr. Crose to speak to this. Mr. Crose said that he has had several meetings regarding negotiations with WPPSS in reference to WPPSS' impact on Timberland. Each meeting makes it clearer to him that Timberland needs professional help in putting together negotiation strategy. Mr. Crose said that it looks like Timberland could receive a substantial amount from WPPSS. He requested that the Board authorize funding for a professional consultant up to \$3,000. Mr. Law asked how much the Board has already approved for a consultant. Mrs. Morrison replied that the Board has approved \$250 and they have spent \$150 of that amount. Mr. Crose

5B said he is not experienced enough in this and the person he has been dealing with has been able to point him in the right direction. Mr. Crose said he is very pleased with the sort of things the consultant has been having him do and he is feeling very positive about this.

81-6 DON LAW MOVED TO AUTHORIZE EXPENDITURE OF UP TO \$3,000 FOR A WPPSS PROJECT CONSULTANT; DOROTHY VOEGE SECONDED THE MOTION. MOTION CARRIED.

D. White Pass Library

Mrs. Harris reported that she made a telephone call the other evening to Mr. Repp, who is accountant for Mrs. Combs, to see if he has heard anything further on this matter. Apparently one of the interested parties in the matter signed on the wrong line and the papers had to be sent back. Mrs. Morrison reported that she and Mr. Crose talked with Mr. Armstrong, attorney for the estate. Mr. Armstrong advised them that things are moving along nicely and it appears that they will go to court for approval around the first week in February.

6 New Business

A. Classification Plan Review Authorization

Mr. Mayer referred to his memo to Mrs. Morrison which was sent to the Board regarding Classification Plan Review in which he outlined several reasons for conducting a review at this time. He advised Board members that the firm which originally did the Classification Plan, Donworth, Taylor & Co., is still very much in this business and, as he understands it, has excellent people on its staff to do this type of review. Mr. Mayer encouraged the Board to go ahead with this review and recommended that the review be done by Donworth, Taylor & Co. This would mean that Timberland would not have to go out and request a whole new study of the Classification Plan. Donworth, Taylor & Co. is familiar with Timberland's situation and the firm has just recently completed a review of a Classification Plan for another library system. Mr. Mayer advised Board members that \$4,000 has been budgeted for this review. He would like to see this review done early this year. Mrs. Harris asked Mr. Mayer if he feels that \$4,000 will be enough. Mr. Mayer replied that he thinks that should be enough since this involves a review and will not be as extensive as the original Plan. Mr. Law asked why it is necessary to go outside of Timberland for this review. Mr. Mayer said that he thinks in a study of this nature, anxiety among staff is usually generated and it is better from staff's perspective to bring in an outsider whom staff perceives as being unbiased in internal politics and procedures. Mr. Mayer said that he thinks this is the most important consideration. Mrs. Harris asked how long it has been since the Plan was completed. Mr. Mayer said the Plan was adopted in 1976. Mr. Law asked when staff expects the automated circulation system to be on-line. Mrs. Morrison said her guess is a little less than 2 years. Mr. Law asked if it is possible that two years from now the Board will be asked for another review

6A of the Classification Plan in view of the changes that the automated circulation system will bring. Mr. Mayer said he considered this and his first inclination was to postpone the review until Timberland has an automated circulation system. However, he now feels it would not be wise to postpone the review for that long. He thinks the consultants will be able to anticipate the clerical routines that will affect the largest number of staff. He said they will be able to anticipate those responsibilities at that level much more now than they could have several years ago before the technological impact of the Washington Library Network on Timberland. Mrs. Harris suggested that it may be several years after the automated circulation system has been installed before they have to make any changes and that it probably would be another four years from now before this Plan would need to be reviewed again. Mrs. Morrison stated that perhaps she had misled the Board members. She said that part of this review has to do with existing problems that have existed for several years and need to be cleared up now. The principal reason for this review is to take care of problems that have accumulated since 1975. Mr. Crose added that it is important at this point to know where Timberland stands on positions in the system. Timberland needs a good base for changes that might come about. Mrs. Voege said she is convinced that there is a real need for this review at this time and that it should be done by an outside agency.

81-7

DOROTHY VOEGE MOVED TO APPROVE CLASSIFICATION PLAN REVIEW BY AN OUTSIDE AGENCY NOT TO EXCEED \$4,000; DON LAW SECONDED THE MOTION. MOTION CARRIED.

B. Resolution re Increase in Imprest Fund

Mrs. Harris read the resolution as follows:

"WHEREAS, The Timberland Regional Library Board of Trustees has adopted various resolutions through the years which established and relate to the district's Imprest Fund; and

"WHEREAS, The last such resolution (No. 31) increased the authorized amount in the Imprest Fund to one thousand five hundred dollars (\$1,500.00) on June 15, 1978; and

"WHEREAS, Inflation again has affected the cost of such items as materials, supplies and postage; now, therefore, be it

"RESOLVED By the Timberland Regional Library Board of Trustees that the authorized amount in the Imprest Fund be increased from one thousand five hundred dollars (\$1,500.00) to two thousand dollars (\$2,000.00) effective immediately.

"Adopted by the Timberland Regional Library Board of Trustees meeting in regular session at Lacey, Washington, this 20th day of January, 1981."

81-8

PAUL POLILLO MOVED TO APPROVE RESOLUTION NO. 81-1 INCREASING THE AUTHORIZED DOLLAR AMOUNT IN THE IMPREST FUND; DOROTHY VOEGE SECONDED THE MOTION. MOTION CARRIED.

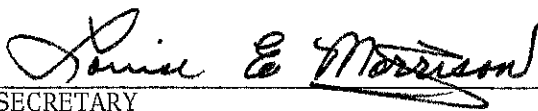
7 Other Agenda Items

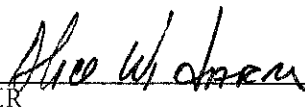
A. Certificates of Appreciation for John McGimpsey, Lacey Library Board, and Earle Stewart, Panorama City Resident

Mary Russell advised Board members that they had planned for Mr. McGimpsey to be present to accept a Certificate of Appreciation; however, he sent her a note that he was going to be out of town. Mr. Stewart, who has represented Panorama City, had an accident around Thanksgiving and could not be present to accept a Certificate of Appreciation. Ms. Russell said she would see that these gentlemen receive their Certificates. Mrs. Harris advised Board members that Mr. McGimpsey will be finishing his second term in February 1981. She said both he and Mr. Stewart are most deserving of the Board's appreciation.

Mrs. Harris called the Board members' attention to an article from the January 19, 1981 Time entitled "The Growing Battle of the Books." She announced that the next Board meeting will be held on February 19, 1981 at the Service Center. Mrs. Harris again thanked Lacey staff, Board and Friends for the invitation to meet at the Lacey Library and for the refreshments provided. Ms. Russell invited Board members to tour the library. Mrs. Morrison showed Board members the book which has been purchased in tribute to Bob Baker's service in Timberland entitled "Mount St. Helens; A Changing Landscape" by Chuck Williams.

There was no further business and the meeting adjourned at 9:00 p.m.


SECRETARY


CHAIR