

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

March 19, 1981

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M I N U T E S

BOARD MEMBERS PRESENT:

Donald L. Law, Vice-Chair - Member-at-Large
Shirleen Johnson - Member-at-Large
Elmer F. Keiski - Thurston County
Larry Parsons - Lewis County
Paul Polillo - Pacific County
Dorothy Voege - Grays Harbor County

BOARD MEMBER EXCUSED:

Alice Harris, Chair - Mason 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
Joyce Nichols, Tumwater Librarian
Therese Rice, Audio-Visual Technician
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Helen Nehl
Melanie Stewart, Washington Library Association Executive Secretary

Vice-Chair Don Law called the meeting to order at 7:35 p.m.

AGENDA ITEM
NO.

- 1 Approval of Minutes of the February 19, 1981 Meeting
- 81-17 SHIRLEEN JOHNSON MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 19, 1981 MEETING; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.
- 2 Approval of Vouchers
Mr. Law stated that payroll vouchers for the month of February had amounted to \$211,768.57.
- 81-18 DOROTHY VOEGE MOVED TO APPROVE VOUCHERS #8119 THROUGH #8291 IN THE AMOUNT OF \$78,170.75; LARRY PARSONS SECONDED THE MOTION.

Mr. Law questioned voucher #8143 to Educational Systems in the amount of

- 2 \$6,165.90. Mr. Crose stated that this is for a new electronic film inspection machine for the Aberdeen Library. He further explained that when films are returned to the library by patrons, they are always run through the film inspection machine and checked for any damage which may have occurred while the patron had the film checked out. Mr. Parsons asked if voucher #8183 to Photo and Sound is for audio-visual equipment and if Timberland goes through state bid. Mr. Crose replied that Timberland does purchase some A-V equipment on state bid, but some items are not available through state bid. Mr. Parsons asked if Photo and Sound does repairs on A-V equipment for Timberland. Mr. Crose stated that Timberland has a person, Emil Spahr, in Centralia do a lot of its A-V equipment repairs. Mr. Law questioned voucher #8150 to Gaylord Brothers in the amount of \$2,009.91 and Mr. Crose replied that this is for plastic jackets for book cards. Mrs. Voegel questioned voucher #8288 to Washington State Funeral Directors in Seattle for \$5.66. Mr. Crose stated that he is not sure exactly what this is for and would have to check with the acquisitions librarian, but he would assume that it is for some material which has to do with funerals.

MOTION CARRIED.

3 Reports

A. Business Manager - Michael Crose

Mr. Crose reported that Timberland was on interest bearing warrants for about five days the first part of this month until the first part of distribution of forest excise taxes came in. He said that this is the first time that Timberland has been on interest bearing warrants since he started working for Timberland, and stated that Timberland is in fairly good financial shape now.

B. Library Director - Louise E. Morrison

Mrs. Morrison reported that during the week end of March 7 and 8, the courier vans had been vandalized. Mrs. Morrison contacted the Sheriff's office Monday morning. She also contacted Timberland's insurance broker, Dave Isdell, and mentioned to him that Mr. Keiski had suggested at one time that Timberland consider building a chain link fence around the vehicles to protect them. Mr. Isdell advised against this because either vandals will go over the fence or cut the fence and then the fence also would have to be replaced. In the past the vans have always been parked at the rear of the Service Center, which is protected from view from the street. The vans are now being parked in the front parking lot with the rear of each van facing the street. This makes them much more visible for the police patrol.

Mrs. Morrison further reported that the State Librarian, Rod Swartz, has written to Timberland expressing his appreciation for the support of the Board of Trustees of the confidentiality of library records issue involving the Moral Majority.

C. Supervisor-Personnel Administration - Tom Mayer

Mr. Mayer reported that the review of the Classification Plan begins

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Wednesday, March 25, when three representatives from Donworth Taylor will talk to about 40 of the staff at a meeting. This will include all of the professionals plus all of the building supervisors. Mr. Mayer said that this seems the best way to get information to all staff of the purpose of the review. Questionnaires will be distributed at the March 25 meeting for all staff to complete. The questionnaires will then be returned to the building supervisors who will then review them and then the questionnaires will be returned to Mr. Mayer. Donworth Taylor will then review the questionnaires and select staff to interview, after which Donworth Taylor will submit a report to Timberland. Mr. Mayer said that he expects to have Donworth Taylor's report by the middle of May.

D. Assistant Director for Public Services - Mary Stough

Mrs. Johnson stated that in reading Mrs. Stough's report, she is comforted to see that people in the remote areas of Timberland will continue to be served by a vehicle of some kind in the future. Mrs. Stough said she was careful not to say "bookmobile" since sometime in the future, Timberland will have to retire the bookmobiles. Service will then probably take on the aspect of outreach. Mrs. Stough said there is always a need for service in the remote areas. Patrons are fond of the bookmobile service and it is difficult for them to understand what is involved in providing this service.

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New Business

B. Legislation - Melanie Stewart, WLA Legislative Representative

Mr. Law suspended the order of business and requested that Ms. Stewart review several pieces of legislation which affect libraries. Ms. Stewart stated that SSB 3150, which has to do with annexation, passed the Senate and is in the House Government Committee. She said that this bill is being pushed hard by the Association of Washington Cities and the City of Vancouver. The Washington Library Association wanted to be sure that library boards were informed of this bill. Ms. Stewart said if it passes in the House, it will probably be signed by the governor. She said another amendment to SSB 3150 is regarding library trustee removal and would add the words "for just cause." This passed the Senate with a floor amendment and is also in the House. Mr. Law asked if there has been any discussion about the problem of what to do about a library building if a city annexes to a library district. Ms. Stewart replied that she thinks this was mentioned, but it was agreed that this should be a local government problem. Mr. Law asked if there was any consideration on the part of WLA of suggesting some statutory resolution of this. Ms. Stewart asked Mrs. Morrison to speak to this. Mrs. Morrison stated that actually a lot of people wanted to kill the bill because it would amend a bad piece of legislation already on the books. Ms. Stewart said that the Washington Library Association took a low profile on this because of pressure from the Association of Washington Cities. Mr. Law asked when the library trustee removal amendment originated. Ms. Stewart replied about five weeks ago and said that she is sure it had something to do with the situation in Pierce County Library. Mr. Law asked when there was a hearing on SB 3150. Ms. Stewart stated that she thinks

6B

it was just before Valentine's Day in February. Mr. Law asked her if she lobbied on behalf of WLA in favor of this amendment. Ms. Stewart replied that there was very little that needed to be done as far as supporting this amendment because it had the support of the entire Senate. Mr. Law stated that he does not believe that multi-county library districts should have trustees who may only be removed for just cause. He does not support that as it might apply to Timberland. He said that what is more important is that he was never asked as a trustee by anyone as to what his opinion as a trustee might be as to the very legislation that establishes him as a trustee. Mr. Law said that Pierce County Library is a single-county district and there are only three county commissioners. He stated that there is an argument that if two commissioners get together to remove trustees, that it is an undesirable situation. He said that Timberland is a five-county library district and there are other multi-county library districts in the state. Mr. Law said that he thinks trustees should have been asked about this at least to the point of sounding out how they might feel about this piece of legislation. Mr. Law asked if statewide various boards of trustees were asked what their position might be. He said one underlying issue is that perhaps trustees should have more input in legislation which is so critical to trustees. Mrs. Johnson stated that she thinks the trustees can only work through the Washington Library Association to which the Board members all belong. She said it is up to the trustees to inform themselves and take any action. Mr. Parsons asked who decides the political direction of WLA. Mrs. Morrison replied that the Executive Board and the legislative co-chairs do, based upon input from the Association. Ms. Loken stated that the President of the Washington Library Trustee Association is an automatic member of the Executive Board. Mr. Law asked if the Executive Board voted on this issue. Ms. Loken, who is a member of the WLA Executive Board, stated that she was out of town when this amendment came up. She said that she thinks there was a general assumption that there would be a favorable response to this. Ms. Loken said that what has always happened in the past when anything came up that WLA had to take a position on, the President of WLA would poll the Executive Board members by telephone. She said she assumes this was done and assumes that a majority of the members was reached. She is sure that the WLTA President was contacted.

Mr. Law stated that he thinks that if the commissioners of the five counties in Timberland felt that he was not doing a good job as a trustee, they should have the right to remove him, and that they should not have to prove that he was doing something that qualifies as just cause. Ms. Stewart stated that it is a fact that this amendment is on the bill and unfortunately it is a little late to do anything about it. She said that perhaps in the future, trustees could be asked about their feelings. She stated that the trustees in Vancouver were asked about this. Mrs. Voege said that the very thing that Mr. Law is concerned about she is completely on the other side. She said she feels deep concern about the possibility of commissioners getting rid of a trustee such as in the case in Pierce County. She is much more concerned about arbitrary and capricious push-outs than about "just cause." Mr. Law said he is frankly concerned not so much with this particular issue but that trustees were not contacted.

6B

He said that he thinks that when something close to trustees comes through in legislation, there should be more input from trustees. Mrs. Voegel said she agrees with this. She herself is a member of the Washington Library Trustee Association West Side Steering Committee and no one contacted her regarding this issue. Ms. Stewart reminded everyone that there is a hotline that people can call every day regarding legislation. Mr. Law said he would like to suggest to Dorothy Cutler that there should be some discussion as to how there could be better communication among various Boards of Trustees. Mr. Keiski stated his concern for the annexation bill since it looks to him like a potential bailout for cities to get annexed to a library district. He said cities may be willing to be annexed, but not willing to provide the present facility after annexation. Mr. Keiski said library districts have no way to deal with this and doesn't feel that it can be resolved at the local level. Ms. Stewart said that WLA was not happy with the annexation bill but they had other priorities. Mr. Parsons asked why WLA was against the annexation bill. Ms. Loken replied that the bill does not address problems that would arise.

Mr. Keiski said that he was talking to one of the Pierce County Library Trustees and was told that the library's liability insurance policy probably will provide for legal representation. Mr. Keiski said this Trustee admonished him to check that Timberland's liability policy would do the same. Mr. Keiski stated that he thinks that if one Board of County Commissioners can appoint a trustee, there is no reason why under a given situation, that Board of Commissioners could not ask or demand the resignation of that trustee. He said the other four counties might be apt to go along just as they do with a routine appointment. Mr. Keiski said he is a volunteer and if County Commissioners wish for his resignation, he at least wants the protection that they request it under a just cause situation. Mr. Keiski stated that perhaps a seven-year term is too long. Mr. Law asked how the seven-year term developed. Mrs. Morrison stated that when legislation passed in 1941 for establishment of library districts, there were single county rural library districts only. They followed existing city library law which had five member boards. At the point when larger library districts were formed, it was felt that there was need for broader representation. In order to have a steady rotation of board members, it was established that board members would serve a seven-year term and one term would expire each year. Mrs. Morrison said that if she had seven brand new trustees here this evening, it would make it very difficult indeed.

5

Unfinished Business

A. Selection of Architect and Discussion of Contract Terms for
White Pass Library

Mrs. Morrison reported that the White Pass Committee has interviewed several architects who are close in the area to discover if they are available and interested in considering the White Pass Library remodeling job. She said that only two members of the committee, Mrs. Harris and herself, were present during the interviews since Mr. Parsons was in school, Mrs. Johnson was unable to be present, Mr. Baker and Mrs. Combs from Packwood were unable to be present, and Mrs. Barton was ill. Mrs. Johnson stated that she has looked

5A

at the two proposals submitted and she personally would like to recommend Ron Rowe as architect. Mrs. Voege asked Mrs. Johnson to state her reasons. Mrs. Johnson said that first of all, Mr. Rowe is a library person, and secondly, he immediately went to White Pass to look at the building, and she is convinced that Mr. Rowe wants to maintain the character of the building and keep the costs within the \$25,000 budgeted. Mrs. Johnson stated that Mr. Rowe has given some practical and expert opinions on how to do this. Mrs. Johnson said that in looking at the other architect's proposal, he does not seem to be familiar with today's library. The architect, Mr. Hubenthal, was told that use of the space in the library would be left up to Timberland staff, and yet he drew up several plans in great detail. Mrs. Johnson said that in a sense, he was wasting his time. Mr. Polillo said that as he understands it there are not many architects in Lewis County. Mrs. Barton stated that there is only one, Mr. Hubenthal. Mrs. Morrison said that Mr. Rowe said he would try to outline several options for the Board and he realizes the urgency of the matter. He has suggested that the remodeling could be done in phases, starting with the roof. Mrs. Voege asked if anyone else has met Mr. Rowe. Mr. Law stated that he knows Mr. Rowe somewhat and has no reason to feel anything but admiration for him. He said he knows that Mr. Rowe and his partner have contributed a great amount in community involvement and specifically in libraries. Mrs. Voege said that she does not doubt anyone's judgment on this matter, but since she has been on the Board, every third Thursday she is presented with information and does not get through reading it all before she finds herself making a decision. She said she has not had an opportunity to read both of the architects' proposals. Mrs. Morrison stated that it was only a week ago that the architects were interviewed and she received the proposals only Tuesday and yesterday. She knew that everyone is in a hurry to get started on this so she pushed to get these proposals in time for the Board meeting. Mrs. Voege stated that she just wanted to make the statement and this is just another case where she is making too fast a judgment with not enough background information.

81-19

ELMER KEISKI MOVED TO DEFER SELECTION OF AN ARCHITECT FOR THE WHITE PASS LIBRARY UNTIL SUCH TIME AS A SPECIAL BOARD MEETING IS CALLED BY THE CHAIR; PAUL POLILLO SECONDED THE MOTION.

Mr. Keiski stated that he does not feel the Board is ready to move on this matter. He thinks the Board will need a special meeting between now and the next regular meeting to discuss this and possibly the board attorney selection process which is under unfinished business. Mrs. Voege said she really hates to see this matter deferred, but if the Board would act fairly soon, she would be willing to attend a special meeting. Mr. Law stated that another reason for a special meeting would be the Supply System impact claim. Mr. Law said with regard to board attorney selection, he was looked upon as a source in this area. He is not willing to make a recommendation to the Board. He would instead like to contact the Bar Association and let them know that this position is available for anyone who might be interested. Mr. Law said that if several people are interested in this, then they could have a process whereby the attorneys would be interviewed by the Board. Mr. Law also said that he thinks Alice Harris needs to be available for a special meeting. He asked Mr.

5A Crose if he would be in the area since he knows Mr. Crose will be on vacation. Mr. Crose stated that it would be inconvenient, but he could come to a special meeting if he has to.

Mr. Polillo mentioned that the price of shakes is going up and if the Board puts off the selection of an architect for White Pass very long, it will end up costing more to repair the roof. Mr. Parsons said as he recollects, at the last Board meeting the Board decided the selection of an architect was a high priority and that the committee was appointed to look into this. He asked if the Board should not at this time accept the committee's recommendation.

ELMER KEISKI AND PAUL POLILLO VOTED IN FAVOR OF THE MOTION;
LARRY PARSONS, DOROTHY VOEGE, AND SHIRLEEN JOHNSON OPPOSED
THE MOTION. MOTION FAILED.

81-20

LARRY PARSONS MOVED TO HIRE RON ROWE AS ARCHITECT FOR REMODELING
THE WHITE PASS LIBRARY; SHIRLEEN JOHNSON SECONDED THE MOTION.

Mr. Keiski stated that Mr. Rowe's wife is an employee of Timberland and asked if this would present a conflict of interest. Mr. Parsons asked in what capacity Mr. Rowe's wife is employed. Mrs. Stough stated that Mrs. Rowe works at the Lacey Library and is in a Range 10 position. Mr. Mayer stated that Mrs. Rowe is not in an administrative or managerial position with Timberland. Mr. Keiski asked if Timberland has a policy which deals with hiring a relative. Ms. Loken stated that the policy states that a person cannot supervise someone who is related. Mr. Polillo suggested that the Board hold off on this until Mrs. Morrison can check into this further.

It was agreed to recess at 8:45 p.m. and the meeting reconvened at 9:05 p.m.

5A Mr. Law asked for a vote of the motion on the floor.

SHIRLEEN JOHNSON, DOROTHY VOEGE, LARRY PARSONS AND PAUL
POLILLO VOTED IN FAVOR OF THE MOTION; ELMER KEISKI ABSTAINED.
MOTION CARRIED.

It was agreed that if there is a legal problem with this, the Board would hold off on this matter.

B. Board Attorney Selection Process.

See discussion in agenda item 5A. Mr. Law suggested that by the next time the Board meets, they would have a list of people who would be interested in this position and perhaps the Board could schedule two meetings for interviews.

81-21

ELMER KEISKI MOVED THAT THE DIRECTOR BE AUTHORIZED TO ADVISE
THE BAR ASSOCIATIONS IN THE FIVE COUNTIES THAT TIMBERLAND
SERVES THAT TIMBERLAND REGIONAL LIBRARY IS DESIROUS OF LEGAL
COUNSEL AND INTERESTED MEMBERS MAY APPLY IN CARE OF THE
BOARD CHAIR OR IN CARE OF MRS. MORRISON BY THE NEXT MEETING
OF THE BOARD; SHIRLEEN JOHNSON SECONDED THE MOTION. MOTION
CARRIED.

6

New Business

A. Contract Cities' Building Costs

Mr. Law stated that he asked Mrs. Morrison to prepare a memo to the Board for tonight's meeting addressing several points with regard to contract cities' building costs. He asked her to indicate in the memo how other comparable library districts handle this, and what Timberland's arguments are for maintaining its current position. Mr. Law said he asked Mrs. Morrison to do this with the desire that the Board could adopt an official position with regard to this. Mr. Parsons asked Mrs. Johnson if people have come to her asking about Chehalis' problems. Mrs. Johnson replied that people have discussed this with her. Mr. Parsons said he would like to affirm that the Board does need to take a position in this matter. Mr. Keiski said that there is another position that he could articulate prior to the Board adopting some sort of position and that is the total increase in city costs that cannot be met under the 106% limitation. He said that many cities' problems will not be resolved in their relationship with Timberland until they come to grips with the cities' 106% limitations. Mr. Keiski said he would suggest to cities that they look at this because that is going to give them the remedy for their budget problems down the line in the next few years. He said that he thinks the Board has the responsibility to point this out to cities. There was some discussion on how some library districts give credit to cities per square foot based on hours open. Mr. Law requested that Board members be supplied with the total amount of square footage of contract city buildings in Timberland. Mr. Parsons asked Mrs. Morrison about her recent meeting with the Chehalis Library Board and if the Chehalis City Council gave a mandate to the local library board. Mrs. Morrison said that apparently the City Council told the library board to tell the Council where the city would come up with the money for the library contract fee. The board was trying to find some way of making a recommendation to the City Council without knowing anything about the city budget. Mrs. Morrison said that she had advised the board members that it is not their responsibility to decide where the money comes from. Their responsibility is only to recommend to the City Council that the library costs be paid. Mr. Keiski suggested that the Chehalis Board be advised to point out to the City Council that they may wish to try to lift the 106% limitation. Mr. Law asked if any questions have been coming in from cities about annexation. Mrs. Morrison said only one inquiry has come in, from a Hoquiam council member who wanted to know what Timberland was going to do about it. Mrs. Morrison told Chris Peck, Hoquiam librarian, that Timberland has not taken any position on this matter. Mr. Law asked if Timberland would have the legal right to put contingencies on annexation. Mr. Keiski stated they could if not prohibited by law. Mr. Law said if the Board has the right in the acceptance process to put contingencies on annexation, that would remove a lot of undesirability of annexation. Mr. Keiski said that he thinks the inherency is on the side of the governmental agency to set up whatever conditions it wishes to protect its financial status and ability to serve its patrons as defined by a certain charter. Mrs. Morrison said that there have been two Attorney General opinions issued on the subject of whether or not once a city is annexed if

6A its ability to levy might affect the library's ability to levy and might cause proration, and she feels this is something Timberland needs to look into also. Mr. Keiski stated that Attorney General opinions are opinions and if the Board feels well versed on something, they will move on it. He said what needs to be done is the concept of annexation be researched for the Trustees since he does not think the Trustees really know what it means.

4 Correspondence

- A. Letter dated 2/18/81 from Grays Harbor County Board of Commissioners confirming appointment of Larry Parsons
- B. Letter dated 2/25/81 from Mason County Board of Commissioners confirming appointment of Larry Parsons
- C. Letter dated 2/26/81 from Thurston County Board of Commissioners confirming appointment of Larry Parsons

Mr. Law acknowledged receipt of these letters.

6 New Business

- C. Possible Special Board Meeting

81-22

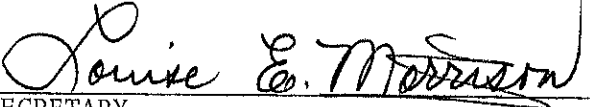
ELMER KEISKI MOVED THAT A SPECIAL BOARD MEETING BE CALLED AT THE PLEASURE OF THE CHAIR BASED ON AVAILABILITY OF TRUSTEES AND STAFF AT SUCH TIME AND PLACE PRIOR TO THE NEXT REGULAR MEETING OF THE BOARD; DOROTHY VOEGE SECONDED THE MOTION. MOTION CARRIED.

7 Other Agenda Items

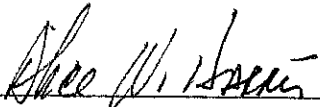
- A. Director's Attendance at Meetings

Mr. Keiski said that in regard to Mrs. Morrison's comments in a recent memo to the Board regarding her attendance at the formal hearing in Pierce County on April 6, he thinks the Board should authorize her to attend any meetings which would concern the Trustees. Mrs. Morrison said this hearing now has been changed to April 20. Mr. Keiski said he thinks she should also attend the budgetary meeting which is going to be held soon in light of federal budget cuts being made.

Mr. Law requested that Board members remain for an Executive Session for the purpose of discussing the Supply System impact claim negotiations. There being no further business, the meeting adjourned at 9:35 p.m.



SECRETARY



CHAIR