

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

June 18, 1981

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M I N U T E S

BOARD MEMBERS PRESENT:

Alice Harris, Chair - Mason County
Shirleen Johnson - Member-at-Large
Elmer F. Keiski - Thurston County
Donald L. Law - Member-at-Large
Larry Parsons - Lewis County
Paul Polillo - Pacific County

BOARD MEMBER EXCUSED:

Dorothy Voege - Grays Harbor 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
Su Chapple, North Mason Librarian
Tom Joselyn, Chehalis Librarian
Joyce Nichols, Tumwater Librarian
Therese Rice, Audio-Visual Technician
Betty Sholund, Reference Librarian, Olympia
Darlene McLernan, Board Recording Secretary pro tem

Mrs. Harris called the meeting to order at 7:30 p.m.

AGENDA ITEM
NO.

- 1 Approval of Minutes of the May 21, 1981 Meeting
- 81-35 LARRY PARSONS MOVED THAT THE MINUTES OF THE MAY 21, 1981 MEETING BE APPROVED; ELMER KEISKI SECONDED THE MOTION. MOTION CARRIED.
- 2 Approval of Vouchers
- Mrs. Harris stated that payroll vouchers for the month of May 1981 amounted to \$213,462.42.
- 81-36 SHIRLEEN JOHNSON MOVED TO APPROVE VOUCHERS #8691 THROUGH #8873 IN THE AMOUNT OF \$134,840.49; DON LAW SECONDED THE MOTION.

Mrs. Johnson questioned voucher #8756 to Miklethun Electric, Shelton, in the amount of \$78.93. Mr. Crose stated that this is for replacement of a breaker box and flourescent tubes at the South

- 2 Mason Library. Mr. Law questioned voucher #8731 to Gaylord Bros. in the amount of \$5,991.57 and Mr. Crose replied that this is for the book charging machines in the libraries. Mrs. Harris questioned voucher #8782 to Schwiesow Construction in the amount of \$33,417.20. Mr. Crose stated that this covers everything that has been approved by the Board up to this point. Mr. Keiski questioned voucher #8831 to Europa Publications in the amount of \$360.00 and asked if Timberland has to pay any kind of duty when buying books from European publishing houses. Ms. Loken said she would have to check on this.

MOTION CARRIED.

3 Reports

A. Business Manager - Michael Crose

Mr. Crose said he had nothing to add to his written report at this time. Mr. Keiski asked if Timberland has any money invested at this time. Mr. Crose replied that \$300,000 in the general fund is invested and any remaining cash balance is in the "repo" account and will be required to cover June vouchers.

Mr. Keiski questioned the revenue received from the Wildlife Refuge. Mr. Crose stated that he is checking on this with Pacific County.

B. Packwood Building Committee - Shirleen Johnson, Chair

Mrs. Johnson reported that she visited the Packwood building last Tuesday. She said she is pleased with the building and that the architect's plans were in keeping the "flavor" of the building. She said she does not like the use of the old light fixtures which are long fluorescent tubes wired into the ceiling, close together with black cable, each one to be worked with a pull chain. Mrs. Johnson said she feels these lights detract from the building. She has discussed this with Mr. Rowe and he is going to put some cost estimates together.

C. Library Director - Louise E. Morrison

Mrs. Morrison stated she would like to answer a question raised by Mr. Keiski several meetings ago. He had asked about checking on the need for a fire escape at Packwood. Mrs. Morrison checked with Mr. Rowe and Mr. Rowe said a fire escape would not be necessary since there are not more than 10 people upstairs regularly.

Mrs. Morrison reported she had received a note from Tom Joselyn asking her to convey to the Board his staff's and patron's appreciation at Chehalis for the Xerox machine.

Mrs. Morrison further reported that the WLA Legislative Planning Committee met on June 2. The committee is going to be asking for input on possible legislative issues this year having to do with State Library funding, and intellectual freedom in three areas (freedom to read, preservation of librarian's exemption from

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prosecution when providing and checking out materials, and confidentiality of library records). With regard to the public library funding bill, SB3852, they are going to try to work with the title only so it will lift the 106% lid for libraries. Mrs. Morrison said there may be some other entities which may try to do this, either the Association of Washington Cities or the Washington Association of Counties. There is concern with the higher education library funding formula. Mrs. Morrison stated this may not be a legislative issue, but may be a local issue in terms of the various institutions of higher education. She said the level of funding of the library's parent institution will be the problem and where support will be needed. Mrs. Morrison said there is concern for funding for schools and the learning resource centers in schools. The committee will be working with the Washington Library Media Association on this. The committee also is looking toward continuing defensive action on the timber tax. She said that they are trying to convince the legislature that it would not be a good idea for the State Library to take over direct service of the Library for the Blind and Physically Handicapped. Other issues involve certification, resource sharing and the Washington Library Network, organization of local governments, reorganization of state government such as being alert to any change putting the State Library back under the jurisdiction of the Superintendent of Public Instruction.

Mrs. Morrison stated that she met with Timberland's attorney, Herb Fuller, yesterday and explained that his first priority is research into annexation of cities into the library district. She gave Mr. Fuller a copy of Timberland's standard contract with cities, a copy of SB3150 as passed by the legislature, and a copy of the addendum to the contract which is offered to cities. Mr. Fuller will absorb all this information and then will meet with the Board. Mr. Law said he has been concerned if there is any obligation on the part of the trustees to file public disclosure forms. Mrs. Morrison said it is her understanding that unless a trustee spends a certain portion of every week in lobbying activities, then there is no necessity for a trustee to file public disclosure forms.

Mr. Keiski said he received from ALA information on an errors and omissions insurance plan. He said he did not know if this applies to the trustees. Mrs. Morrison said this would not apply to the trustees since they have insurance from a different company. Mr. Keiski asked about insurance for staff that would protect them in those areas. Mrs. Morrison stated she and Mr. Crose are covered under the same policy that the trustees are.

D. Summer Programs - Su Chapple, North Mason

Ms. Chapple reported on the Summer Reading Program entitled "The Great Summer Mystery." She showed the materials being used in the program. Ms. Chapple stated that there will be crafts, films and puppet shows throughout the district and the children will be given clues to solve a mystery each time they read a book. At the end of the summer each child who completes the program will become a Super Sleuth.

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Ms. Chapple said that North Mason Library will start its Summer Reading Program with a read-a-thon for the Guinness Book of World Records. Volunteers will read out loud in half hour shifts. The reading will begin at 10:00 a.m. on Friday, June 19, and continue through Sunday, June 21, until 4:00 p.m. Mrs. Harris commented that more volunteers would be appreciated.

E. Automated Circulation System - Sally Loken

Ms. Loken reported that the evaluation team managed to settle on 2 of the 3 vendors which submitted proposals, Ulysis and DataPhase. Neither of these two could deliver immediately all of the features requested but both would try to by the time the Consortium is ready. The Consortium's consultant is in the process of reviewing the 2 proposals. The Consortium will be negotiating with the 2 vendors. Mr. Law asked if Ms. Loken could put together a cost analysis once a vendor is decided upon. Ms. Loken stated that this would be simple as it would just be a matter of updating costs. She said it is her understanding that the evaluation team will make a decision and recommendation to the CALS governing board. Mr. Law asked what the process will be when the Timberland Board will consider the recommendation. Mrs. Morrison said as soon as the CALS governing board decides on a vendor, then it is a matter of costs and the request for funding will go to the Board of Timberland, as well as to the State Library and The Evergreen State College. Mr. Law asked what the time schedule is and Mrs. Morrison said hopefully a decision will be made in July. Mrs. Harris commented that CALS seems to be very close to the time schedule previously set. Mr. Parsons commended Ms. Loken for her recent report on the circulation system which he said she simplified and made easy to understand, but yet the complexity came through. Mr. Law seconded the commendation and said he feels much more informed.

Ms. Loken announced that Judy Metcalf's replacement is Shirley Hake and she will start on July 17.

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Correspondence

A. Invitation from Chehalis Timberland Board members Ed Stanton and Nancy Leventon

Mrs. Harris read the letter as follows:

"As you know Chehalis is one of the contracting cities currently faced with difficult decisions regarding library service. As the local board for the Chehalis Library, we are very concerned about the contract fee situation. We want to see library service continued here in Chehalis. The city begins preparing its preliminary budget soon and no doubt the library contract fee will be examined. It is our concern then, that the Timberland Board explore various options addressing the contracting cities' concerns.

"As liaisons between the library and the community, we would very much like to know the Timberland Board's thinking on

4A

this situation. We would like to extend an invitation to the Board to meet in Chehalis for their monthly meeting in July, where we could discuss this matter further."

Mrs. Harris stated that she would like to delay a decision on the July meeting until later on the agenda. She said that as far as the concerns expressed in the letter, all of them tie in with the matters which the attorney will be looking into. Mr. Law suggested that this evening a committee be appointed consisting of Larry Parsons as Chairman and Shirleen Johnson as a member and some other Board member other than himself to start the process in such a way that by next month, the Board will at least have begun to make some concrete movement. Mr. Law suggested that some kind of communication should go out to the contracting cities that these concerns are being considered by the Board. Mrs. Harris stated she would like to wait until Mr. Fuller meets with them.

B. Letter of acceptance from Mr. Herbert H. Fuller

Mrs. Harris read the June 10, 1981 Letter Agreement addressed to Mr. Fuller as follows:

"We appreciate your willingness to serve as Timberland Regional Library's legal counsel. We are looking forward to working with you.

"Per our earlier conversation on May 21, 1981, we have sketched in the terms of an interim agreement with Timberland. You indicated that the following terms would be acceptable during the six month familiarization period beginning June 1, 1981 and ending December 1, 1981:

- "(1) Compensation to be computed at fifty (\$50.00) per hour.
- "(2) Travel, telephone, postal costs and other necessary out-of-pocket expenses to be reimbursed at cost per itemized billing.
- "(3) A record will be kept of all time used for Timberland work and billed monthly.
- "(4) No more than five (5) hours per month shall be used for Timberland work without authorization.
- "(5) Agreement not to represent any city in the five-county area for two years from the date of execution of this agreement.
- "(6) During the first six months, any Board meetings attended will be without charge as part of your familiarization with Timberland.

"If you are in agreement with the conditions contained in this letter, please sign in the space provided and return to Mrs. Morrison at the Service Center. Again, we welcome the opportunity to work with you."

4B Mrs. Harris stated that Mr. Fuller has signed and returned the Letter Agreement. She said Timberland will work on the basis set out in the letter the first six months and after that time, Mr. Fuller and the Board will know if anything needs to be changed. Mr. Polillo commented that \$50.00 per hour is a very reasonable rate.

5 Unfinished Business

A. Resolution Relating to Per Diem, Mileage and Subsistence Payment to Staff Members

81-37

ELMER KEISKI MOVED TO APPROVE RESOLUTION NO. 81-2 RELATING TO PER DIEM, MILEAGE AND SUBSISTENCE PAYMENT TO STAFF MEMBERS AND SUPERSEDING AND REPLACING RESOLUTION #79-11; PAUL POLILLO SECONDED THE MOTION.

Mr. Keiski said he wished the amounts could be more, particularly in view of the costs in San Francisco at the ALA Conference. He said he hopes that Timberland can send staff to as many conferences as it can afford and that it should not be a financial burden to staff. Mr. Keiski said he hopes when staff return from the ALA Conference that they will report to Mrs. Morrison directly as to whether these figures are realistic, not to reduce it, but to see if these allowances are close to inflated prices. Mrs. Morrison said it has helped somewhat to change the out-of-state meal allowance for people who are not in a per diem status. Mr. Keiski asked if taxi fees are reimbursed. Mr. Crose stated that if staff is in a per diem status, taxi fees have to come out of that. Ms. Loken said that generally at conferences free bus transportation is provided. Mrs. Harris agreed with Mr. Keiski that when staff return from the ALA Conference, they should let the Board know if these per diem, mileage and subsistence payments are sufficient. Mr. Parsons also agreed. He cited an example of a recent WLMA Conference he attended in Seattle and it cost \$49 for one night for a room within a 10 mile radius of the meeting place. He said it should not be a hardship on staff. Mr. Keiski said that there is at least some flexibility in that Timberland will pay for the full cost of a banquet. Mr. Parsons said this resolution should be passed at this time, but it should be reviewed again next year.

MOTION CARRIED.

B. Resolution Relating to Per Diem, Mileage and Subsistence Payment for Board Members

81-38

SHIRLEEN JOHNSON MOVED TO APPROVE RESOLUTION NO. 81-3 RELATING TO PER DIEM, MILEAGE AND SUBSISTENCE PAYMENT FOR BOARD MEMBERS; DON LAW SECONDED THE MOTION. MOTION CARRIED.

C. North Mason Parking Lot

Mrs. Harris said she has a letter from James Bennett of Service Fuel and Asphalt Paving dated June 17, 1981 regarding the driveway and parking areas of the North Mason Library. She read the letter as follows:

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"As per our phone conversation yesterday I would like to express in writing the thoughts we shared regarding the driveway and parking areas of your Belfair branch.

"First of all I want to thank everyone concerned for the opportunity to improve the potentially dangerous drive and parking areas with culvert, grading, crushed rock, and compaction. The job area now not only looks great but also offers a safer driving and walking environment.

"As much as we would love to have the opportunity to return every two or three years to regrade, rerock, and recompact, I would strongly urge you and your board to give serious consideration to paving some more of the area. My proposal, as enclosed, would result in long range dollar savings for the Library. The cost of paving will never be lower. Secondly, paving will permanently control the chuckhole-erosion problem. Thirdly, paving would give that 'final touch' to a beautiful facility.

"Please let me know if I may be of any assistance."

Mrs. Harris said that Mr. Bennett has submitted to the library an estimate of what it would cost to pave from the highway entrance the 25 foot width down as far as the staff parking pad, and from there around the loop a 12 foot wide paved area and not go into all the parking areas. Mr. Bennett feels that regardless of how much money the library wished to spend on this, this is how he thinks it should be paved. An additional culvert would be put in the lower curve of the driveway. This cost would be \$6,145, plus tax. Mr. Bennett has told Mrs. Harris that the crushed rock is down now. If this is paved 3 years down the line Timberland would have the crushed rock expense all over again. Mr. Keiski asked what staff's recommendation is. Mrs. Morrison said the work could be approved tonight and budget revision could be done at the next meeting. She said she recommends that this be done. The additional culvert will mean that the drainage will go through and will not erode the areas where it has in the past. Mr. Polillo asked for clarification on the \$5,000 which was already budgeted for this. Mr. Crose stated that last year staff and Board recognized that there were drainage problems at the North Mason Library and realized that Timberland would have to rerock the parking lot and add a culvert to alleviate the problems. Therefore, Mr. Crose budgeted \$5,000 for this work to be done in the summer of 1981. Mr. Bennett recommends that some of the area be paved at an additional cost of \$6,145. Mrs. Harris had asked Mr. Bennett to put this recommendation in writing so that she could bring it before the Board.

81-39

PAUL POLILLO MOVED THAT THE BOARD APPROVE THE PAVING OF THE DRIVEWAY AT THE NORTH MASON LIBRARY AND AN ADDITIONAL CULVERT AT A COST OF \$6,145, PLUS TAX, TO BE DONE BY SERVICE FUEL CO., INC.; ELMER KEISKI SECONDED THE MOTION.

Mrs. Johnson said that about 2 years ago some blacktopping was done in an area similar to the North Mason parking lot, and advice given

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at that time was to put in the crushed rock and to wait. She noted that on the estimate from Service Fuel Co. it states as follows: "Service Fuel Co., Inc., shall not be responsible for subgrade failures." Mrs. Johnson said the bottom of a roadbed can sometimes collapse because of a spring but if the surface is driven on for awhile and more rock is put in, then a better job of paving could be done. She said she is not opposed to paving the North Mason parking lot, but feels it would be worth rethinking this. Mr. Polillo asked what types of vehicles would be driving on this. Mrs. Morrison stated that the heaviest would be a garbage truck weekly. Mr. Keiski said there has been gravel on the parking area for over a year and that has been packed down. He asked if there are any sink holes in the area now or soft or mushy spots. Ms. Chapple stated the only problems were where there was runoff between the asphalt, driveway and the gravel at the entrance. Mr. Keiski asked if additional rock will now be put down and rolled. Mrs. Harris said this was done yesterday. She said an additional culvert would also be put in before it is paved. Mr. Law asked if there has been any further word from the Department of Transportation. Mrs. Morrison said the Department of Transportation reported that it cannot touch it if it is not on their right of way. Mrs. Harris stated that it is unfortunate that no one realized that there was a culvert under the road which would run onto the North Mason property after it was cleared of trees. Mr. Keiski suggested that if the motion passes, that Service Fuel could give a more detailed explanation in writing of Mrs. Johnson's concern over subgrade failures.

MR. KEISKI, MR. LAW, MR. PARSONS AND MR. POLILLO VOTED IN FAVOR OF THE MOTION; MRS. JOHNSON OPPOSED THE MOTION. MOTION CARRIED.

Mrs. Harris instructed Mr. Crose to contact Service Fuel Co., Inc. and request more detailed information on possible subgrade failures.

Mr. Parsons distributed a memo regarding public relations and requested comments. He asked that this be an agenda item in the future. Mrs. Harris said she received a memo from Mr. Parsons about two months ago regarding public relations and asked if she could bring it before the Board. Mr. Parsons told her he had additional ideas on this and wrote the June 18, 1981 memo. He stated that these are some ideas that perhaps they as Board members can do in public relations in view of the matters coming up dealing with contract cities and possible annexation. Mr. Law said he does not think Timberland has bad PR, but at the library level a lot of appreciation for the good libraries in Timberland. He said that as an entity, Timberland does not have PR, and the average person on the street does not understand the multi-county district. He said that he thinks what needs to be done is tie in the good PR in the libraries and get people in their minds to connect that with the regional system. Mr. Parsons asked that Timberland staff give the Board some ideas of what the Board can do to help public relations.

6

New Business

A. Resolution Amending the 1981 Operating Budget and Appropriating Additional Funds

Mrs. Morrison said that the \$45,000 figure in this resolution does

6A not include changing the lights at the Packwood building.

81-40

ELMER KEISKI MOVED TO APPROVE RESOLUTION NO. 81-4 AMENDING THE 1981 OPERATING BUDGET AND APPROPRIATING ADDITIONAL FUNDS TO COMPLETE THE WORK ON THE TIMBERLAND PACKWOOD LIBRARY; SHIRLEEN JOHNSON SECONDED THE MOTION.

Mr. Keiski said the building at Packwood received from the Combs Estate, even with the renovations, which are minimal, is going to give Timberland a facility to escape from a rental contract which in the past has presented problems. He said it will be a cheaper facility than if Timberland started from scratch. Mr. Keiski stated the building is sound and will last a long time. He said that while these investments may appear considerable to other libraries, it will get the building in shape and pay off in the long run. Mrs. Johnson referred to the memo from Mr. Crose setting out the Packwood building costs. She said the first page, without the architect's fees, included costs totaling \$35,875. The second page included proposed additional items, which brings the grand total to \$68,353. Mr. Polillo said he thinks this is a very good investment. Mr. Crose explained that there was budgeted a carryover from 1980 to 1981 of \$157,760. He said this was a conservative estimate and the actual carryover is \$239,270, so funding is available for the project.

MOTION CARRIED.

7

Other Business

A. Change of August Board Meeting Date

Mrs. Harris said that the August Board meeting date has always been set on the fourth Thursday. She said this is a holdover from when Timberland used to wait for assessed value figures from counties. This year the fourth Thursday comes in the middle of the PNLA Conference. Mrs. Harris suggested that the August meeting date be permanently set on the regular third Thursday.

81-41

DON LAW MOVED THAT THE THIRD THURSDAY IN AUGUST BE ESTABLISHED AS THE REGULAR MEETING DATE OF THE BOARD OF TRUSTEES; LARRY PARSONS SECONDED THE MOTION.

Ms. Loken asked if the Board would consider changing the meeting dates to Wednesdays instead of Thursdays since she will be involved in going to school on Thursday evenings for the next two years for her Masters in Public Administration. Mr. Crose will also be attending school. Mrs. Johnson asked if this would affect Timberland's attorney's schedule. No answer was available.

MOTION CARRIED.

Mrs. Harris requested that Board members look at their calendars and schedules to see if the Board meetings could permanently be changed from Thursdays to Wednesdays. Mrs. Johnson said that Timberland has quite a bit of printed materials out which state that the Board meets the third Thursday of each month and suggested that this change be made at the first of the year rather than in mid-year.

7

B. Appointment of Committee to Evaluate Contract Cities' Concerns

Mrs. Harris appointed Larry Parsons as Chair and Paul Polillo to serve on a committee to work with Attorney Fuller on contract cities' concerns.

C. July Board Meeting Date

81-42


DON LAW MOVED THAT THE JULY 16, 1981 BOARD MEETING BE HELD AT THE CHEHALIS LIBRARY; LARRY PARSONS SECONDED THE MOTION. MOTION CARRIED.

Mr. Keiski suggested that a dinner be arranged prior to the meeting for anyone interested in coming. Mrs. Morrison stated that she would reply to the Chehalis' Board invitation and arrange for dinner.

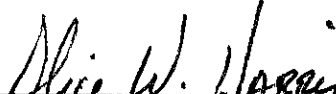
D. Board Appointment of Liaison Between Supply System Negotiating Team and Board

Mrs. Harris stated that at last month's meeting, Mr. Law had requested that he be appointed to act as liaison between the Supply System negotiating team and the Board of Trustees. She thanked him for his recent report. She said she would like to discontinue this appointment at this time until the Board can discuss this matter further in Executive Session.

There was no further business and the meeting adjourned at 9:10 p.m. Mrs. Harris requested that the Board meet in Executive Session to discuss Supply System negotiations.



SECRETARY



CHAIR