

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Chehalis Timberland Library, 76 N.E. Park Street, Chehalis, WA 98532

July 16, 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
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
Tom Mayer, Supervisor-Personnel Administration
Michael Crose, Business Manager
Tom Joselyn, Chehalis Librarian
Kit Machin, Oakville Librarian
Marian Osterby, Centralia Librarian
Chris Peck, Hoquiam Librarian
Sue Plummer, Hoquiam Children's Librarian
Edie Shea, Sr. Community Library Asst., Centralia
Herbert H. Fuller, Timberland Attorney
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Anna Bower, Oakville Board
Pat Denny, Chair, Centralia Board
Dorothy Johnston, Winlock Board
Audrey Lee, Daily Chronicle
Nancy Leventon, Chehalis Board
Jim Loaris, Chehalis City Council
Dorothy McCluskey, Chehalis Board
Lola Rudrud, Chair, Oakville Board
Ed Stanton, Chair, Chehalis Board
Barbara Wood, Chehalis Board

Mrs. Harris called the meeting to order at 7:35 p.m. She thanked the Chehalis Library Board for the invitation to meet at the Chehalis Library. Mrs. Harris introduced the TRL Board members and staff and guests were introduced.

AGENDA ITEM
NO.

1 Approval of Minutes of the June 18, 1981 Meeting

1
81-43

DOROTHY VOEGE MOVED THAT THE MINUTES OF THE JUNE 18, 1981 MEETING BE APPROVED; SHIRLEEN JOHNSON SECONDED THE MOTION. MOTION CARRIED.

Mr. Law stated that at the last meeting he had asked a question regarding public disclosure and in a subsequent memo, Mrs. Morrison had advised that trustees were not required to file public disclosure reports as to lobbying activities. However, he said his question was not directed to lobbying activities, but rather financial disclosure reports as trustees. As he understands it, trustees are not required to file these reports. Mrs. Morrison said that this was correct.

2 Approval of Vouchers

Mrs. Harris stated that payroll vouchers paid in June 1981 had amounted to \$212,952.78

81-44

PAUL POLILLO MOVED TO APPROVE VOUCHERS #8874 THROUGH #9039 IN THE AMOUNT OF \$76,804.45; LARRY PARSONS SECONDED THE MOTION.

Mr. Parsons questioned voucher #8900 to ERR Fund #504 in the amount of \$729.16. Mrs. Morrison explained that this is the county equipment revolving fund and is used principally for gas and also for auto parts and repairs. Mrs. Voege questioned voucher #8955 to Sno-Isle Regional Library in the amount of \$216 and asked if this is for cataloging. Mr. Crose replied that this is the first billing from Sno-Isle for cataloging. Mrs. Voege asked how often these billings will come in and Mr. Crose stated that it will vary and the amounts will vary. Mrs. Morrison referred to voucher #8976 to the Washington State Library in the amount of \$996 which she reported is the final payment to WSL for cataloging, which Sno-Isle Regional Library has taken over.

MOTION CARRIED.

Mrs. Harris asked if Ms. Loken has been able to determine if Timberland pays duty on books from foreign publishers. Mr. Crose stated that he does not think that she has found the answer to that as yet.

3 Reports

A. Business Manager - Michael Crose

Mr. Crose requested that the amount of \$2,249.41 in Account #369 received from the state as a result of books destroyed in the fire at the Correction Center be reappropriated to the adult hardbound books and materials budget rather than going into the general fund.

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81-45

PAUL POLILLO MOVED THAT THE AMOUNT OF \$2,249.41 IN ACCOUNT #369 BE TRANSFERRED TO THE ADULT HARDBOUND BOOKS AND MATERIALS BUDGET; LARRY PARSONS SECONDED THE MOTION. MOTION CARRIED.

Mr. Parsons asked about the revenue reported in Mr. Crose's June report which was received from the wildlife refuge. Mr. Crose stated that this was a trade-off of some property to one of the timber companies in Pacific County and the revenue Timberland received was Timberland's share of that payment by the timber company.

B. Packwood Building - Shirleen Johnson

Mrs. Harris explained that Shirleen Johnson served as Chair of the Packwood Building Committee. Mrs. Johnson reported that at the last meeting she had requested that the lights in the building be changed and the new lights have been installed. She stated that as is usual in construction projects, workmen did not show up when they were expected, but the building is completed and the library is open for business. She thanked all the staff and volunteers for the help in getting the building ready for opening. She stated that the dedication will be August 9 and invited everyone to attend. Mrs. Johnson referred to Mary Stough's report which is a history of the White Pass (Packwood) Library.

Mrs. Harris asked Mrs. Barton and Mrs. Stough if they had anything further to report. Mrs. Barton said she still has more information to report to the Board on the ALA Conference which she will send out later. Mrs. Harris said she appreciated the recent issue of the Trustee Newsletter. Mrs. Voege asked Mrs. Barton about the resolution at the ALA Conference which Mrs. Barton reported on regarding the Ku Klux Klan. Mrs. Barton explained that there was discussion at the conference on cataloging done at the Library of Congress which is the basis for all cataloging that the term "Mafia" not be tied with Italian Americans. Various people at the conference then thought of other connections such as the Ku Klux Klan because of activities going on in the country in recruiting children in the schools. Mrs. Barton said that fortunately after some discussion, everyone realized that when they get to the point of discriminating or non-discriminating, it is difficult to change the cataloging. It was decided that rather than focus on specific organizations, that libraries must make available to the public both sides of issues indiscriminately and provide information which deals with all aspects of all subjects.

3 C. American Library Association Conference - Elmer Keiski

Mrs. Harris stated that several TRL staff attended the ALA Conference in San Francisco and Board member Elmer Keiski also attended. Mr. Keiski reported that he attended most of the meetings for Trustees. He said he noted a lack of minorities and young people who serve as library Trustees. He attended a workshop on censorship and reported that Trustees did not appear alarmed about this issue. Mr. Keiski said he attended a conference on automation and was reminded that once a library goes on-line, everything does not run smoothly and there are

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occasional problems. He talked with someone from New York State whose system is now useless in terms of outdated hardware. Mr. Keiski said he does not think that TRL has to worry about this. He said one thing to remember in automation is that there will be problems and breakdowns. He said he is sure that Sally Loken, who is an expert in this area, has looked into all these things.

Mr. Keiski reported that one theme which came up on budget planning was that new stringencies are placed on libraries which will require new strategies. He said he was reassured that librarians are very dedicated people and he was struck with the seriousness of the library professionals at the conference and the dedication of the trustees to their support of public libraries. He said he was reassured about TRL's staff and performance and thinks that TRL is well planned in terms of management.

Mr. Keiski said that at these conferences there are many book dealers and information people present and he was impressed by the fact that information is really controlled in the United States. He said there were hundreds of exhibits. He said that libraries have a very serious charge to make sure that information continues to be made available to the public. Mr. Keiski said that Timberland should plan to send a Trustee to the ALA Conference in Philadelphia next year and try to plan for that Trustee to attend librarians' technical meetings also rather than just Trustees' meetings. Mr. Keiski requested that a handout he received on some commonly used automation terms be distributed as Mrs. Morrison sees fit.

D. Contracts with Cities - Larry Parsons

Mrs. Harris stated that Larry Parsons is chairing a committee which is studying some possible ways of recognizing the cities' fiscal problems with regard to library contract fees. Mr. Parsons stated that Mr. Polillo and Mrs. Voegel are also serving on this committee. The three Trustees and Mr. Crose met a week ago. The first thing they recognized is that all cities and any taxing districts, regardless of size, are having financial problems. Mr. Parsons said that there are various ways to finance libraries and he knows that Mr. Crose, Mrs. Morrison and other TRL staff have talked to various city groups about this. He said from what the Board has garnered from hearsay and other people that cities are very concerned about how to provide library service. Mr. Parsons said that the committee's position is that annexation may be one positive step that some cities may wish to pursue to pay for library service with TRL. He said he would like to make a motion and then hear input from others.

81-46

LARRY PARSONS MOVED THAT A WORK SESSION BE SET WITH TRL TRUSTEES, MANAGEMENT TEAM, REPRESENTATIVES OF CITY COUNCILS, CITY LIBRARY BOARDS AND ANY INTERESTED MEMBERS OF THE PUBLIC TO MEET AT THE SERVICE CENTER TO GENERATE IDEAS FOR AN ANNEXATION POLICY AND THAT THE FEBRUARY 1982 BOARD MEETING BE SET AS A TARGET DATE FOR FORMALIZING THIS POLICY. DON LAW SECONDED THE MOTION.

3D

Mr. Parsons stated that TRL does not want to lose any of its contract cities and wants to continue providing library service to the cities. He said he would like a letter to go out to each contracting city advising them of this work session. Mr. Keiski said that while focusing on the question of annexation and other alternatives, this work session would also give the Board an opportunity to meet with other people and get feedback on library service in general and help TRL strengthen the system and make it more meaningful and productive. Mrs. Johnson said that the main problem would be getting council members from cities in all five counties together to attend more meetings. Mr. Parsons suggested that perhaps cities could have a person from the city library board or Friends group attend the meeting and report back to the city. Mrs. Voege said it was the thinking of this committee that February is a realistic deadline and they would like to hear from the cities. She said if the cities choose not to meet with Timberland, that is their privilege. Mr. Law suggested that the Board should consider having a meeting at the Service Center and another meeting at the other end of the district.

Lola Rudrud, Oakville Board member, said she commends the Board for taking this action. However, she asked what cities such as Oakville should do next year. She said that she is sure that Oakville would be glad to participate in this discussion, but it may be too late for them. Mr. Law stated that perhaps by the end of summer, contract cities will have a good idea of what annexation will offer them and perhaps this will answer questions that will get the cities over this temporary period. Mr. Law explained that a city would have to vote for annexation and the Timberland Board would have to accept it. He said there is no guarantee that annexation will be available but certainly it is something they should consider.

MOTION CARRIED.

Mr. Loaris of the Chehalis City Council said he cannot speak for the Council, but he said that it would be necessary to set up some direct dialogue between cities and Timberland. He said he thinks the February deadline date is optimistic. Mrs. Harris asked Mr. Fuller if he had any comments to make. Mr. Fuller stated that he had no comments at this time as he is still very much in the learning stages regarding this matter.

Mrs. Morrison stated that she thinks it would be too late for cities to get the annexation issue on this year's ballot. She said that the deadline for boundary setting for library districts under the annexation law for 1981 only is October 1 and next year it reverts back to March 1. She said the cities would have to have time to get an ordinance passed, and she believes that the auditor needs 45 days notice for an election. She said that an election would have to be held before March 1 of 1982 in order to be able to levy taxes even in the fall of 1982 for collection in 1983.

3D

Mr. Parsons said that, personally, he believes that the Timberland Board needs to prepare an annexation policy. He said that it is not the best way to fund libraries, but thinks it should be available. Mr. Polillo stated that annexation would be easier to pass than an excess levy. Mrs. Morrison explained that an excess levy can be voted for only one year and annexation is continuous once voted.

Mrs. Harris said that there is no way to have library service without money. Nothing will truly erase the expense of library service from the public. Mr. Parsons said that annexation is indeed an extra tax.

Mr. Law thanked the committee, and particularly Mr. Parsons, for the work they have done so far. Mrs. Harris asked that the committee talk with TRL staff and see how quickly a meeting can be set up.

Ed Stanton, Chehalis Library Board Chair, said he appreciates the Board meeting at the Chehalis Library. The invitation to meet at Chehalis was based on the fact that representatives from cities that contract with Timberland have been meeting together. The thought occurred to the Chehalis Library Board that the TRL Board should be working to alleviate this funding problem. He asked if the Board would have a contingency plan in the event annexation did not pass. Mr. Stanton said he is distressed that relief would not come until possibly in 1984 if cities decide to annex, as the cities do not have the funds now. He said that the Chehalis Library Board discussed possible cutbacks in service.

Mr. Parsons stated that the 106% lid is hurting Timberland just as it is hurting cities. He said that right now Timberland is allowed to assess 50¢ per \$1,000 of assessed valuation but because of the 106% limitation, Timberland is only collecting 41.12¢ per \$1,000 in 1981. Mr. Parsons said that Timberland does not have a contingency plan, and he said that is why the cities and the TRL Board need to meet and look at what TRL is mandated to do, what TRL should do, what is morally correct, and a wealth of questions that need to be answered. Mr. Law said that he is intrigued by what Mr. Stanton said with regard to reduction of services and perhaps this is one alternative to keep a library open over a crisis period. However, he said related to this is another side of the issue where Olympia has requested Sunday opening during the winter months. Mr. Parsons said one problem with this is that TRL is a regional library district and the people in Chehalis have access to materials in all five counties. By cutting back service in one area, TRL would be limiting service to patrons in other areas.

The meeting recessed at 8:40 p.m. and reconvened at 9:00 p.m.

3D

Mrs. Harris stated that the previous discussion has pointed out to her that a lot of discussion is needed, a more detailed study is needed, and information needs to get out to all concerned people. She said that all concerned care about libraries and

3D everyone has to work together to fund the libraries. She referred the matter back to the committee and asked the committee to put together some dates to meet with city representatives.

E. Timberland Attorney - Herbert H. Fuller

Mr. Fuller had no report at this time.

F. Library Director - Louise E. Morrison

Mrs. Morrison reported on a problem which occurred at the Lacey Library involving the library's cat, Kapuki. The cat scratched a child and the mother contacted Mrs. Morrison. The problem has been solved and the mother has agreed that the cat can stay at the library if she is declawed, and the Friends of the Lacey Library are going to pay for the declawing.

Mrs. Harris thanked Mrs. Morrison for her recent report on library district/city relations.

Mrs. Harris said that Mr. Fuller is Timberland's new attorney. She said he has offices in Thurston and Mason Counties. Mr. Fuller, at one time, served on the Olympia Library Board. Mrs. Harris said she is pleased to have him as Timberland's attorney and said that he has several matters which he is working on for the library at this time. Mr. Fuller said he is delighted to be Timberland's attorney and is looking forward to working with the library district.

3F Mrs. Morrison further reported that the CALS evaluation team has chosen a tentative vendor and the Consortium is working on a contract to present to the vendor. There is a second vendor which is being held in reserve. She said that Mr. Fuller has reviewed the contract and that it is also being reviewed by attorneys for the Washington State Library and The Evergreen State College.

Mr. Fuller stated that he has looked at many computer contracts over the years and thinks this is an excellent contract. He said the Consortium has called on other people who have had experience with computer contracts and although they think they have anticipated everything, problems could arise. Mr. Fuller said TRL staff has been very helpful and he has a very high regard of Timberland and thinks it is one of the more efficient agencies. He said there is a lot of talent in Timberland and if this contract is an example, he is not disappointed.

4 Correspondence

There was no correspondence.

5 Unfinished Business

A. Concerns of the Chehalis Timberland Board

See Agenda Item No. 3D.

- 5 B. Ratify action of telephone poll of Board re Packwood lighting

81-47

SHIRLEEN JOHNSON MOVED TO RATIFY ACTION OF TELEPHONE POLL OF BOARD RE PACKWOOD LIGHTING; LARRY PARSONS SECONDED THE MOTION. DON LAW ABSTAINED FROM VOTING SINCE HE WAS NOT AVAILABLE FOR THE TELEPHONE POLL. MOTION CARRIED.

- C. Authorization for Library Director to sign renewal of contract with the Washington Library Network

Mrs. Morrison explained that because Timberland has a Principal Member Contract with the Washington Library Network, Timberland is required to sign a new addendum to the contract every year which details the new charges set by the Washington State Library Commission. This year there is one change in language regarding the terminal loaned by the Washington State Library Commission to the Principal Member that it is the property of the Washington State Library Commission. This merely formalizes what has always existed. Mrs. Morrison said she has a copy of the charges available for anyone who wishes to review them. She stated that since this renewal comes up annually after the State Library Commission meets for its June meeting, and the renewal starts in July of each year, she would like permission from the Board to renew this annually unless there is a change other than the new charges.

81-48

LARRY PARSONS MOVED THAT THE DIRECTOR BE AUTHORIZED TO SIGN THE RENEWAL CONTRACT WITH THE WASHINGTON LIBRARY NETWORK EACH YEAR.

Mr. Law suggested that the Board receive a preview of the changes and if Mrs. Morrison does not receive any word from Board members within so many days, that she automatically sign the addendum.

MR. PARSONS WITHDREW HIS MOTION.

81-49

DON LAW MOVED THAT THE CONTRACT WITH THE WASHINGTON LIBRARY NETWORK BE RENEWED THIS YEAR AS WELL AS IN SUCCEEDING YEARS AUTOMATICALLY WITHOUT BOARD'S APPROVAL WITH THE STIPULATION THAT WITHIN A REASONABLE TIME PRIOR TO THE BOARD MEETING, OBJECTIONS MAY BE RAISED AFTER A MEMO FROM THE DIRECTOR SUMMARIZING THE CHANGES. LARRY PARSONS SECONDED THE MOTION.

Mr. Keiski said that although this contract is very routine and is annual, he thinks that the Board has the responsibility to look through it. He said if the Board gets into "automatic" business, they are not doing their job as Trustees as he sees it.

MR. PARSONS WITHDREW HIS SECOND TO THE MOTION AND THE MOTION DIED FOR LACK OF A SECOND.

Mrs. Voege stated that she feels that they as Board members hire Mrs. Morrison and pay her for good judgment in this sort of thing. She said she feels comfortable in allowing Mrs. Morrison to sign the renewal contract automatically. If there are changes, Mrs.

5C Voege said she is confident that Mrs. Morrison would inform the Board.

81-50 DOROTHY VOEGE MOVED THAT THE DIRECTOR BE ALLOWED TO AUTOMATICALLY SIGN THE RENEWAL CONTRACT WITH THE WASHINGTON LIBRARY NETWORK.

Mr. Keiski said he does not oppose Mrs. Morrison doing this, but does not think it is legal for the Trustees to allow this.

THE MOTION DIED FOR LACK OF A SECOND.

81-51 LARRY PARSONS MOVED THAT MRS. MORRISON BE INSTRUCTED TO SIGN THE WASHINGTON LIBRARY NETWORK RENEWAL CONTRACT FOR THIS YEAR; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.

81-52 LARRY PARSONS MOVED THAT WHEN TRL RECEIVES THE WLN CONTRACT RENEWAL EACH YEAR THAT THE DIRECTOR PREPARE A SUMMARY TO THE BOARD AND IF SHE DOES NOT HEAR FROM THE BOARD WITHIN ONE WEEK, SHE BE AUTHORIZED TO AUTOMATICALLY SIGN THE RENEWAL CONTRACT. MOTION DIED FOR LACK OF A SECOND.

6 New Business

A. Set firm date for Open House at Packwood.

The Board agreed to set the date for the Open House at Packwood on August 9, 1981, from 2:00 to 4:00 p.m. Mr. Parsons stated that he will probably not be able to attend as he plans to be on vacation during that time.

B. Authorization for labor relations consultant

Mr. Parsons inquired as to what a labor relations consultant's duties are. Mr. Mayer explained that a labor relations consultant is the chief negotiator at the bargaining table. The consultant would work with the staff in putting together a package, and would serve as liaison to the Board of Trustees. Mr. Parsons asked if Timberland would work with the consultant on a contractual basis and how the fees are determined. Mr. Mayer said he does not recall what Gary Hulbert charged last year, but he recalls that the Board did not negotiate the fee with Mr. Hulbert as his fee was acceptable to the Board. Mr. Mayer said that last year, in addition to the collective bargaining process, there was also a PERC hearing that added to the charges. Mrs. Harris asked Mr. Mayer to explain the time frame and why he is requesting that the Board authorize a labor relations consultant this month. Mr. Mayer explained that the contract with the TRL Staff Association requires reopening negotiations no later than September 10. The August Board meeting would be rather late to authorize a labor relations consultant. He said if the Board does not choose to rehire Mr. Hulbert, the Board would have to find someone else.

Mr. Law asked what Mr. Hulbert's fee would be as he feels uncomfortable in approving this without knowing what Mr. Hulbert would

6B charge. Mr. Mayer said he thinks Mr. Hulbert charged about \$55 per hour last year. Mr. Keiski stated that the Board interviewed several consultants last year. He said that the Board has used Mr. Hulbert in another matter and Board members are generally familiar with his work. Mr. Keiski said Mr. Hulbert was the only one of those interviewed who had experience in bargaining with library districts similar to Timberland. He said that as far as he knows, the Board was satisfied with Mr. Hulbert's performance. Mr. Keiski recommended that the Board rehire Mr. Hulbert subject to an agreement on fees.

81-53 DON LAW MOVED THAT GARY HULBERT BE RETAINED BY THE BOARD AS LABOR RELATIONS CONSULTANT AT A RATE NOT TO EXCEED 15% MORE PER HOUR THAN THE BOARD PAID HIM IN 1980; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.

7 Reminders and Other Agenda Items

A. Key Center Branch dedication (Pierce County Library) Sunday, July 26, 1981

Mrs. Harris stated that a map was printed previously in the Timberland Bulletin.

B. Timberland Packwood Library dedication Sunday, August 9, 1981

C. Pacific Northwest Library Association Conference, Portland, August 26 through August 28, 1981

Mrs. Morrison, Mrs. Barton and Mrs. Stough indicated that they plan to attend the conference.

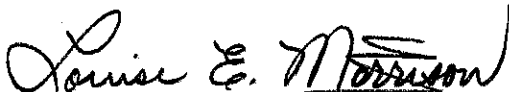
D. August Board Meeting

Mrs. Harris announced that the next Board meeting will be August 20 at the Service Center.

E. WPPSS Negotiations

Mr. Law said he would like to have the ability to call TRL staff on the telephone to discuss the recent report on WPPSS negotiations.

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



SECRETARY



CHAIR