

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Hoquiam Timberland Library, 621 K St., Hoquiam, WA 98550

October 15, 1981

I N D E X

<u>AGENDA ITEM NO.</u>		<u>Page No.</u>
1	Approval of Minutes	
	A. September 17, 1981 Regular Meeting	2
	B. September 30, 1981 Special Meeting	2
2	Approval of Vouchers	2
3	Reports	
	A. Business Manager - Michael Crose (Written Report)	3
	B. Timberland Attorney - Herbert H. Fuller	3
	C. Library Director - Louise E. Morrison	3
4	Correspondence	
	A. Letter dated 8/31/81 from Irma K. Brocha re evening schedule in the Olympia Timberland Library	6
	B. Letter dated 9/17/81 from Port of Olympia re Service Center Lease	6
	C. Letter dated 9/29/81 from Town of Tenino re extension of 90-day notice for terminating contract	6
	D. Letter dated 10/5/81 from Stan Finkelstein, Associa- tion of Washington Cities, re TRL Contract City Committee recommendations	7
	E. Letter dated 10/9/81 from Mayor Mark Brown, City of Lacey, re contract with TRL	7
	F. Letter dated 10/11/81 from Frank C. Moffett, Olympia Genealogical Society re Thursday evening schedule at Olympia Timberland Library	9
5	Unfinished Business	
	A. Set 1982 Levy Rate	9
6	New Business	
	A. Service Center Lease	9
	B. Request for extension of 90-day notice of termination of contract from Town of Tenino	7

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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 MEMBERS 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
Christine Peck, Hoquiam Librarian
Sue Plummer, Hoquiam Children's Librarian
Katherine Schiltz, Raymond Librarian
Rosalie Spellman, Aberdeen Librarian
Beverly Westfall, Westport Librarian

Herbert H. Fuller, Timberland Attorney
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Debra Mehring, Raymond Library Board
Charles Murray, Hoquiam Library Board
Wilma Murray
Perry Newell
Dorothea Parker, Hoquiam Library Board
Richard Patton, Aberdeen City Council
Richard Werttemberger, Hoquiam Library Board
Yvonne Werttemberger

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

Mrs. Harris stated that on September 30, 1981, the Board held a special meeting at the Service Center for the purpose of adopting a preliminary budget. However, assessed valuations from all five counties had not been received at that time so it was not possible to set the levy rate. Mrs. Harris said that the Director was instructed to send the "best case" figure to the County Commissioners of the five counties with an explanation of why the Board of Trustees could not set the levy rate. The special meeting was recessed to a time certain conference call on October 8, 1981, at 11:35 a.m. Mrs. Harris explained that the figures still were not available for the conference call and, therefore, the special meeting is still in recess. Mrs. Harris reconvened the special meeting and asked if assessed valuations were available from Thurston County. Mrs. Morrison explained that this afternoon she spoke with the chief deputy in the Thurston County Assessor's office and was advised that figures are still not available.

Mrs. Morrison was advised that Thurston County anticipates a computer run early on the morning of October 21. She suggested that the special meeting be further recessed to October 22 for a conference call. The special meeting was recessed to a time certain conference call on Thursday, October 22, 1981, at 11:35 a.m. for the purpose of adopting the 1982 levy rate.

Mrs. Harris called the regular October 15, 1981 meeting to order. She expressed the Board's pleasure to meet at the Hoquiam Library. Mrs. Harris introduced Board members and staff.

AGENDA ITEM
NO.

1 Approval of Minutes

A. September 17, 1981 Regular Meeting

81-75 SHIRLEEN JOHNSON MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 17, 1981 REGULAR MEETING; DOROTHY VOEGE SECONDED THE MOTION. MOTION CARRIED.

B. September 30, 1981 Special Meeting

81-76 PAUL POLILLO MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 30, 1981 SPECIAL MEETING; DON LAW SECONDED THE MOTION. MOTION CARRIED.

2 Approval of Vouchers

Mrs. Harris stated that payroll vouchers for the month of September 1981 had amounted to \$214,006.34.

81-77 LARRY PARSONS MOVED TO APPROVE EXPENSE VOUCHERS #9394 THROUGH #9563 IN THE AMOUNT OF \$77,638.49; DOROTHY VOEGE SECONDED THE MOTION.

Mrs. Voege questioned voucher #9435 to Isdell-Plemmons in the amount of \$16,100 and asked how often this insurance payment comes due. Mrs. Morrison stated that this is due annually. She said that the Board will note that there is a substantial reduction in insurance costs this year since another dependable insurance carrier came in with a lower bid for identical coverage. Mrs. Morrison brought the Board's attention to voucher #9468 to the Port of Olympia in the amount of \$1,133 for rental of the Service Center property. Mrs. Harris explained that Timberland is at the end of its five-year fee with the Port of Olympia for the property on which the Service Center is built and it is time to renew at an updated rate. She said that the rental has increased from \$295 a month to \$1,133 a month. Mrs. Morrison explained that the district owns and maintains the building itself and this is just for the property. She said that Timberland really has no choice except to accept this increase. Mr. Law said that he understands that it is the Port of Olympia's policy to base rental on the assessed valuation of the land and assessed values have gone up. Mr. Keiski asked if anyone has determined if this is a fair price and Mrs. Morrison replied that it is. Mr. Polillo asked if Timberland is legally bound to pay this increase. Mr. Fuller replied that when the

- 2 lease is due for renewal, the owner of the land can suggest a new rental figure and if the lessee does not wish to pay it, the lessee could lose the lease. He said the basic rule is that the building is part of the land. Mr. Fuller said that that is the problem with a short-term lease. Mr. Polillo asked if this will always be a five-year lease and Mrs. Morrison replied that it is in five-year increments. She explained that at the time Timberland was trying to find funding for the Service Center building, there was money available through the Economic Development Administration which exists to enhance the local economy.

Mrs. Johnson questioned voucher #9473 to Research Technology Int. in the amount of \$13.08 and Mrs. Morrison stated that this is for repairs and maintenance supplies for film inspection machines.

MOTION CARRIED.

Staff and guests were introduced. Mrs. Voegel stated that Mr. Patton has been involved on the contract city committee and she thanked him for his participation.

3 Reports

A. Business Manager - Michael Crose (Written Report)

Mrs. Harris stated that Mr. Crose, who is usually at the Board meetings, is in class this evening and unable to attend. Mrs. Johnson stated that there has been such discouraging news about the timber industry and asked about the state forest yield. Mrs. Morrison said that her memory was that state forest yield last year amounted to about \$40,000 for Timberland and she doesn't know what it will be next year as it will depend upon harvest.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller had no report.

C. Library Director - Louise E. Morrison

Mrs. Morrison brought the Board up to date on the people from Raymond who had \$470.12 worth of books checked out. They moved to Snohomish County and the Snohomish County Sheriff has recovered many of the books. There is still outstanding \$176.16 worth of books plus \$87.30 owing in books which are damaged beyond use. Mrs. Morrison said she understands there is a warrant out for the arrest of the man involved in this matter.

Mrs. Morrison referred Board members to an article in the October 1981 issue of American Libraries regarding Denver Public Library's charge for non-resident fees. She said the non-resident fee schedule has not been revised in Timberland for several years. Timberland staff is in the process of polling other libraries as to their non-resident fees and expects to have some information available for TRL Board in time for possible action at the November 1981 meeting.

With regard to the overdue books recovered by the Snohomish County Sheriff, Mr. Polillo asked if a letter of thanks has gone out to

3C

the Raymond Police Department for their assistance in this matter. Mrs. Morrison stated that she sent a letter out today. She said that the Deputy Prosecutor of Pacific County wants to use these books which have been returned as evidence. She said that many of them have been checked out of the library since July 1980 and she wants them back in circulation for the public to use. She stated that the prosecutor's office may have the damaged books as evidence since they are no longer of any use to Timberland. Mrs. Johnson stated that she read an interesting article in this week's Time regarding the theft of library books. Mrs. Morrison said that the automated circulation system will partially be a block to repeat performance of people who already have overdue materials checked out. She stated that perhaps at some time in the future, Timberland will have to put a limit on the number of materials a patron may check out at one time, but that would be recommended only as a last resort.

Mrs. Morrison reviewed the 10.1% cut in the State Library's budget. She said the reduction of positions for the Washington Library Network is going to hit public libraries "broadside" since it will raise the costs. Loans of many items to anyone except state agencies are being curtailed immediately. Mrs. Morrison said many schools have not been able to give adequate support to their learning resource centers and, therefore, people descend on the public libraries for service. She said the possible additional 9.9% reduction in the State Library's budget will transfer an additional 2.4 people out of the Washington Library Network support and put those right into the Network budget, and will curtail the purchase of audio-visual formats. Mrs. Morrison said the 9.9% reduction would result in the loss of more than \$1,000,000 in federal Library Services and Construction Act funds because the level will go too low for state matching funds.

Mrs. Morrison further reported that Union negotiations are still underway so no decision has yet been reached on Sunday hours at the Olympia Library. Staff has been discussing a number of alternatives.

Mrs. Morrison reported that Su Chapple Langemack, North Mason Librarian, sent her a copy of a letter from Guinness Book of Records regarding the marathon reading session at the North Mason Library several months ago. The letter states that "although this is not something which we can accommodate in the strict format of a record, we will keep a note of it in our files for future reference."

Mrs. Morrison stated that Timberland is still No. 7 in the number of holdings which are listed in the Washington Library Network database, following Washington State University, Seattle Public, King County Library System, Washington State Library, University of Alaska, and Boise Public.

Mrs. Morrison announced that the contract with DataPhase for the automated circulation system has been signed and project manager George Rickerson is in the process of working through the schedule. She said that equipment will be delivered in March 1982.

3C

Mrs. Morrison reported that staff has been investigating the possible use of collection agencies for severe cases of overdue materials which Timberland has pursued as far as it can. She said that several libraries in the state already are using this method. Mrs. Morrison said that staff will try to have a recommendation for the Board in time for action at next month's meeting. Mrs. Johnson asked if Timberland has ever sent out a letter over the Timberland attorney's signature, because sometimes a letter from an attorney has good results. Mrs. Morrison stated that this has never been done. Mr. Fuller said that he used to do this when he was a city attorney wherein there was a regular routine that was followed. For instance, a notice went out that assessments were due, then if no results within 10 days, it was turned over to the attorney. He said a form letter was used and it seems like a good technique to use. Mr. Fuller said he would be willing to work this out if the Board would like him to. He could just sign the letters and the library could do the paperwork. Mrs. Voegel asked how successful the library retriever has been. Mrs. Morrison stated that he has retrieved twice as much as he was paid in salary in the past year. She said that no library wishes to frighten people away from the library and that is why staff is doing some in-depth research into use of collection agencies.

Mrs. Morrison announced the resignation today of Michael Hedges, Non-Print Coordinator. She read his resignation memo as follows:

"As you know, I have accepted the position of Coordinator, Audio-Visual Services with the Pierce County Library. The added scope of audio-visual services at that library has me anticipating further development of my skills. At the same time I am very aware of the experiences my years with Timberland have provided. Throughout that time there have been successes, difficult times and routine times in my work. Thank you for having faith in me through them all.

"Please accept my resignation effective November 16, 1981, which will be my first day as a Timberland alumnus applying the skills you have taught and helped me develop."

Mr. Law said that he had raised the question sometime ago regarding the Board members' obligation to file under the public disclosure law and the answer was that they are not required to. He said that he has changed his employment as of last week and it is conceivable that he would have to withdraw from consideration of some issues. He said he was employed by the office of the Attorney General as an Assistant Attorney General and as of September 28 he joined in the practice of law with Robert Seeber as a partner. He is not aware of any area wherein his practice of law conflicts with any library issue. However, if he has such a suspicion in the future, Mr. Law said he would publicly state it. Mr. Law said he thinks there should be some rudimentary reporting of managing directors of governmental agencies as large as Timberland and the Board might consider developing a standard form or have some place in the records wherein general information about each Trustee would be available for examination by a member of the public who might make an inquiry. Mrs. Johnson said she would like to take exception to this. She said she is "on the other side of the table" and has filled out public disclosure financial reports. She said she has been in the position of seeing people who would voluntarily serve the public on many levels without pay who were unwilling to serve in an elective office because of what they

consider a lack of privacy and interference in their private affairs, which they are willing to state are not in conflict. Mrs. Johnson said she feels very strongly about the fact that the TRL Board members are indeed fortunate that they have not dropped to this level yet. Mr. Law said he is not suggesting the format the Public Disclosure Commission puts down but is suggesting that there should be some place where questions about Trustees can be answered, but perhaps the Trustee Newsletter does this.

4 Correspondence

- A. Letter dated 8/31/81 from Irma K. Brocha re evening schedule in the Olympia Timberland Library

Mrs. Harris read the letter as follows:

"I have just learned that a decision is to be made about keeping the Olympia downtown library open on Sundays. I am sure there are some people who would benefit by a Sunday opening of the library.

"However, having the library open in the evenings is of particular help to people who work and I am concerned that being open Sunday would result in closing the library one or more of the evenings it is currently open. I personally like to use the library on Thursday evening prior to attending my Genealogical Society meeting which is also held at the library that evening.

"I suggest that, even if the library is open on Sunday, that it also be open on the evenings that it has previously been open.

"Thank you for your consideration."

Mrs. Harris said she received this letter in September and apologized for not getting it to the Board sooner. She said that the Sunday/evening hours issue at the Olympia Library is pending Union negotiations.

- B. Letter dated 9/17/81 from Port of Olympia re Service Center Lease

Mrs. Harris acknowledged receipt of this letter and stated that this will be discussed further under Agenda Item 6A.

- C. Letter dated 9/29/81 from Town of Tenino re extension of 90-day notice for terminating contract

Mrs. Harris read the letter as follows:

"We had hoped that by this time of the year that a fair and equitable contract between the cities and Timberland Regional Library district would have been completed by way of the Ad Hoc Library Committee.

"Since this is not the case, we are taking this opportunity to request an extension to our '90-day notice of termination clause' which is in our present contract until matters can be resolved.

- 4C "Because of the importance of this matter, we would appreciate knowing if our request has been approved, at your earliest convenience.

"Thank you for your assistance in this matter."

Mrs. Harris said this letter was received in time to meet the deadline.

6 New Business

- B. Request for extension of 90-day notice of termination of contract from Town of Tenino

81-78

DON LAW MOVED THAT THE TOWN OF TENINO BE GRANTED A ONE-MONTH EXTENSION FOR NOTICE OF TERMINATION OF CONTRACT; PAUL POLILLO SECONDED THE MOTION.

Mr. Parsons commented that in the first paragraph there is an inference that the agreement is not fair and equitable. Mrs. Morrison stated that the Town of Tenino had not yet heard from the ad hoc contract city committee at the time this letter was written.

MOTION CARRIED.

4 Correspondence

- D. Letter dated 10/5/81 from Stan Finkelstein, Association of Washington Cities, re TRL Contract City Committee recommendations

Mrs. Harris acknowledged receipt of this letter and stated that it is available for anyone to read.

- E. Letter dated 10/9/81 from Mayor Mark Brown, City of Lacey, re contract with TRL

Mrs. Harris read the letter as follows:

"The City of Lacey has been represented at recent meetings of the Timberland Regional Library District Contract Cities Ad Hoc Committee. We appreciate the efforts of the committee and recognize the compromises necessary to reach a consensus to support a new funding formula based on assessed valuation.

"Upon review by the Lacey City Council, however, the concern was raised that assessed valuation actually has very little direct impact on the provision of library services, and that the formula for charges to the participating jurisdictions should be based on a combination of population and units of service. We realize that libraries serve populations outside their corporate limits. In fact, the Lacey Library would be a classic example of this. We recognize that statistical data would have to be collected by the libraries to assure the appropriate jurisdiction would be charged, but this information is partially available through data already required by the library. Also, the 'units of service' definition is not always immediately obvious and subject to agreement.

4E

"Several of the intergovernmental agencies currently use or are considering basing their charges on a combination of population and units of service and the City Council feels this is a more equitable basis. It is for this reason that the City Council has agreed that on a preliminary basis we would not support a formula based on assessed valuation as recommended by the ad hoc committee.

"The City Council will be considering an ordinance stating the intent of the city to join the Timberland Regional Library District through annexation and we appreciate your statement of support as expressed in Resolution 81-5."

Mrs. Harris stated that this letter, following the letter from Stan Finkelstein, is disheartening. She said she understands that the cities are having another meeting. Mrs. Voegel asked what Mayor Brown means by "units of service." Mrs. Morrison said that means how many books checked out, how many story hours, how many people read newspapers, how many people see a film, and various units of service may have different costs depending on the number of staff involved, and a proration of service from Service Center staff which is ancillary to a particular unit of service. Mr. Patton of the Aberdeen City Council said that the City of Lacey's concern is that they want to try annexation. He said he is surprised to hear this letter because at the meeting, Mayor Brown agreed to go along with the percentage formula and take it before the Lacey Council. Mr. Parsons stated that this percentage proposal was given to Timberland by the cities. Timberland examined it and agreed to it as an interim measure. Mr. Law asked how many cities have made a commitment to annexation. Mrs. Morrison said that the City of Lacey has sent an ordinance to its library board for comment and recommendation and as soon as it comes back with a recommendation, she assumes that it will be sent to Timberland. She said it would have to be on the February 2 ballot in order to be effective in 1983.

Mr. Keiski stated that he would like to share information with the group that when the Lacey Library was formed, there was no City of Lacey. The North Thurston Friends of the Library got hold of an old bookmobile to use for a library, moved the library into small rental quarters paid for by the North Thurston Friends, and later moved to larger quarters. In the midst of this Lacey incorporated. He said that at the inception of the library, the Friends group always thought of itself as a larger entity. Mr. Keiski said that at no time in the history of that library did they think in terms of anything but serving all the people of the area. He said that he is surprised by the concern expressed in the letter of "who is using" the library. Mr. Keiski suggested that someone discuss this with Mayor Brown. Mrs. Morrison said that she expected Mr. Stoner, the new Lacey City Manager, and several City Council members to meet with her yesterday morning, but they had to cancel because of a schedule conflict.

Mrs. Harris said that she understands that the cities have met with Mr. Finkelstein since this letter from the City of Lacey was written and the Board will just have to wait and see what happens. Mrs. Johnson said that as far as Timberland is concerned, the

4E suggestion set out in the letter from Mayor Brown is not a viable one, and she believes that at some point it will be this kind of thinking which will help the Board. She said she is glad that the cities are trying to come up with new concepts and somehow there is a way to solve this matter. Mrs. Harris said one positive thing from all these committee meetings is that more people have become more knowledgeable about what it takes to provide library service. Mrs. Johnson said that for the first time she feels a fair amount of people understand how Timberland is funded. Mrs. Morrison said she has to agree with Mayor Brown's statement that assessed valuations have very little direct impact on library service. She said that library service is to people and not to property and why should it be funded through property taxes, but that is the way the law is.

F. Letter dated 10/11/81 from Frank C. Moffett, Olympia Genealogical Society re Thursday evening schedule at Olympia Timberland Library

Mrs. Harris acknowledged receipt of this letter and said that it was a request that Olympia Library not be closed on Thursday evenings.

The meeting recessed at 8:45 p.m. and reconvened at 9:05 p.m. Mrs. Harris expressed the Board's appreciation for the refreshments served during the recess.

5 Unfinished Business

A. Set 1982 Levy Rate

Mrs. Harris said the Board is still unable to set the 1982 levy rate.

6 New Business

A. Service Center Lease

Mrs. Johnson asked if it would be possible to renegotiate this lease rather than having it come due every five years. Mrs. Morrison explained that in order to qualify for the EDA funding, Timberland needed a 20-year lease but that it had been divided into 5-year increments. She said that the Port of Olympia's reasoning seems solid and she does not think it would do any good to quarrel with them. Mrs. Harris said that as the letter indicates, the adjoining tenants are being treated in the same manner.

81-79

DON LAW MOVED THAT THE BOARD ACCEPT THE LEASE RENTAL FOR THE NEXT FIVE-YEAR PERIOD AT THE RATE OF \$1,133 PER MONTH FOR THE SERVICE CENTER LAND AS OFFERED BY THE PORT OF OLYMPIA COMMISSION; SHIRLEEN JOHNSON SECONDED THE MOTION. MOTION CARRIED.

Mrs. Morrison cited some projected population figures for the five counties served by Timberland from 1975 to 2000. She said that Grays Harbor County is expected to increase by 27.65%; Lewis County by 62.42%; Mason County by 97.91%; Pacific County by 13.04%; and Thurston County 136.82%.

Mr. Parsons reported that he attended the Washington Library Media Association Conference in Spokane recently as a school librarian. He said that school libraries and school budgets are being slashed drastically. Now with the State Library budget cut, he said that schools will be relying more on public libraries.

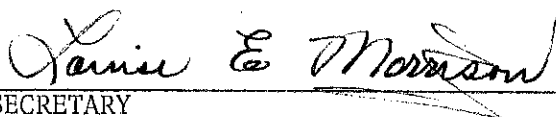
Mr. Parsons said that he imagines that TRL is already feeling the increase. He said that he went to the conference expecting it to be negative, but it was a positive conference in that they were trying to think of ways to do things without any money.

Mr. Keiski commented that at one time he was a resident of Hoquiam and was a patron of the Hoquiam Library. As a Trustee, this has been about the fourth meeting he has attended which has been held at the Hoquiam Library and he said he will miss coming to the Harbor area as a Trustee when his term expires this year, but he will continue to come to the library as a patron. Mr. Law stated that Mr. Keiski is a great source of local folk lore and that Friends groups should be advised of this.

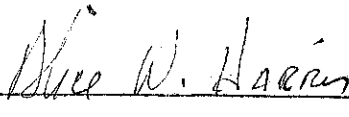
Mrs. Voegel asked if the Board will act on non-resident fees next month. Mrs. Morrison said that she hopes to have information to the Board in time for action at next month's meeting. Mrs. Voegel said it would be helpful if the Board could have some comparisons of fees between various library districts as well as the rationale behind them. She said that she personally has very strong feelings about non-resident fees. Mr. Law said he is interested in the enforcement aspect of non-resident fees and how it will tie into the automated circulation system.

Mrs. Harris reminded the Board of the conference call on October 21 at 11:35 a.m. and announced that the next regular meeting of the Board will be November 19, 1981, at the Service Center.

There was no further business and the meeting was adjourned at 9:15 p.m.



SECRETARY



CHAIR