

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

December 17, 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

BOARD MEMBERS EXCUSED:

Alice Harris, Chair - Mason County
Dorothy Voege - Grays Harbor County

STAFF PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Associate Director
Sally Loken, Assistant Director for Central Services
Tom Mayer, Supervisor-Personnel Administration
Michael Crose, Business Manager
Peg Coppinger, Olympia Librarian
Kit Machin, Oakville Librarian
Joyce Nichols, Tumwater Librarian
Mary Russell, Lacey Librarian
Betty Sholund, Olympia Reference Librarian

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

GUESTS PRESENT:

Marcheta Bean, Olympia Board
Dave Bussard, Oakville City Council
Mrs. Dave Bussard
William E. Cullen, Jr., Olympia Board
Stephen Hyde, Cosmopolis City Attorney
Audrey Lee, The Daily Chronicle
Bill Moeller, Centralia Mayor
David Nicandri, Tumwater City Council

Vice-Chair Don Law called the meeting to order at 7:40 p.m. He stated that this meeting is the Board's scheduled annual meeting. The bylaws call for a quorum consisting of one member from four of the five counties for the annual meeting and this has not been met. He stated that Mason County and Grays Harbor County are not represented. Mrs. Harris, representative from Mason County, is out of town, and Dorothy Voege, representative from Grays Harbor County, is in the hospital. Mr. Law suggested that the annual meeting be postponed until Tuesday, December 29, 1981, at 7:30 p.m. at the Service Center.

8 Other Agenda Items

A. Set Special Board Meeting Date and Agenda

81-91

LARRY PARSONS MOVED THAT THE ANNUAL BOARD MEETING BE POSTPONED, DUE TO A LACK OF QUORUM FROM FOUR COUNTIES, TO TUESDAY, DECEMBER 29, 1981, AT 7:30 P.M. AT THE SERVICE CENTER; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.

Mr. Law stated that there are two items which the Board is precluded from considering at anything but the annual meeting, which are election of Board officers and a resolution adopting the 1982 operating budget. He said that these two items will be covered at the meeting on December 29, 1981. Mr. Law stated that there are several items which he requested be put on the agenda tonight and which he will later suggest be tabled until the December 29th meeting.

Introductions of all present were made.

1 Election of Board Officers for 1982

This matter has been postponed until the December 29, 1981 meeting.

2 Approval of Minutes of the November 19, 1981 Meeting

81-92

SHIRLEEN JOHNSON MOVED TO APPROVE THE MINUTES OF THE NOVEMBER 19, 1981 MEETING; LARRY PARSONS SECONDED THE MOTION. MOTION CARRIED.

3 Approval of Vouchers

Mr. Law stated that payroll vouchers for the month of November 1981 had amounted to \$217,933.91.

81-93

ELMER KEISKI MOVED TO APPROVE EXPENSE VOUCHERS #9744 THROUGH #9904 IN THE AMOUNT OF \$78,090.17; PAUL POLILLO SECONDED THE MOTION.

Mr. Parsons questioned voucher #9803 to the Ocean Beach School District in the amount of \$300. Mr. Crose stated that this is for rental of the Ocean Park Library. Mr. Law questioned voucher #9843 to Walt Disney Educational Media in the amount of \$250.75 and Mr. Crose stated that this is replacement footage for a damaged film. Mr. Law questioned voucher #9903 to the Washington Real Estate Foundation in the amount of \$65.88 and Mr. Crose stated that this is for copies of a real estate license manual.

MOTION CARRIED.

4 Reports

A. Business Manager - Michael Crose

Mr. Crose said he had nothing further to add to his written report. Mr. Law stated that he has been taking an interest in the cuts at

4A the federal and state levels in terms of what effect they will have on Timberland. Mr. Crose said that the library district will feel the cuts indirectly such as through the support services of the Washington State Library and as other municipalities face cutbacks. Mr. Polillo asked how Timberland will do in forest taxes and Mr. Crose replied that he thinks Timberland will probably receive somewhere between 65% and 75% of this year's level.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller had no report.

C. Library Director - Louise E. Morrison

Mrs. Morrison had no report.

D. Ad Hoc Committee Report for Cities - Larry Parsons

Mr. Parsons reported that at the last Board meeting the "14.8% solution" was extended. He talked with Jim Loaris of Chehalis several times and also talked with Board member Dorothy Voegel, who is also on the ad hoc committee. Mr. Parsons stated that the committee did not meet formally. On December 7, Mr. Parsons attended a meeting of the Centralia Library Board at which two Centralia Commission members were present. Apparently there were some problems for the City of Centralia with the "14.8% solution" and Centralia instead voted to put an annexation measure on the ballot. Mr. Parsons stated that since there was nothing concrete to contribute to a meeting, he had not called a meeting of the committee.

5 Correspondence

A. Letter dated 11/23/81 from Richard Werttemberger, Hoquiam Library Board

Mr. Law read the letter as follows:

"On behalf of the Board of Trustees of the Hoquiam Timberland Library and myself, I would like to thank you for holding your Oct. 15 meeting in Hoquiam.

"We felt it was a good opportunity for this area's residents to see library policy-making in action and an equally good chance for you to renew acquaintance with our library.

"Judging from audience response the entire evening was a success and we thank you for your very important contribution. We hope you will hold another meeting in Grays Harbor in the near future."

Mr. Law stated that he agrees that the October 15 meeting was a very productive and enlightening meeting. He said that he thinks that all the Board members enjoy traveling to other libraries in the district and that it is well worth it. It gives them a chance to get a feeling for the local communities and the libraries.

- 5 B. Letter to Lewis County Board of Commissioners from Shirleen Johnson

Mrs. Johnson stated that she notified the Lewis County Commissioners the first part of December that she would be resigning from the Timberland Regional Library Board of Trustees effective December 31, 1981. Mr. Law said that he understands that Mrs. Johnson has been elected to the Winlock City Council. He stated that Mr. Keiski will also be leaving the Board effective December 31, 1981. Mr. Law thanked Mrs. Johnson and Mr. Keiski and stated that those in attendance at tonight's meeting may not be aware of the full extent of their participation and support of libraries over the years.

81-94

LARRY PARSONS MOVED THAT MRS. MORRISON DRAFT A LETTER OF THANKS TO THE LEWIS AND THURSTON COUNTY BOARDS OF COMMISSIONERS IN APPRECIATION OF THE HARD WORKING BOARD MEMBERS THEY HAVE APPOINTED; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.

Mr. Law stated that it has been a tradition to present Board members who are leaving with a scroll which gives a history of their service and these scrolls were presented to Mr. Keiski and Mrs. Johnson earlier this evening when the Board and staff met for dinner.

- C. Letter dated 12/14/81 to Mrs. Morrison from Lewis County Board of Commissioners

Mr. Law stated that the Lewis County Commissioners have appointed Mrs. Jean Haakenson of Onalaska to fill out the unexpired term of Shirleen Johnson. He said that this appointment now has to be approved by the other four Boards of County Commissioners. Mrs. Morrison advised the Board that letters have gone to the other four counties requesting confirmation of the appointment of Mrs. Haakenson.

- D. Letter dated 12/17/81 from Lyle T. Watson, Olympia Mayor

Mr. Law read the letter as follows:

"The City of Olympia is interested in modifying a number of the provisions in the City's Contract for Library Services with the Timberland Regional Library District. The City is willing to establish negotiations with your Board to effect such modifications.

"In the meantime, however, pending such negotiations, the City of Olympia hereby gives notice to the Timberland Regional Library Board that the City of Olympia intends to terminate the Contract for Library Service dated December 28, 1976 effective December 31, 1982. It is hoped that between now and the end of 1982 sufficient modifications can be agreed to in the Agreement so that this notice of termination can be rescinded."

Mrs. Morrison stated that Olympia City Manager, Mr. Marshall, hand carried this letter to the Service Center today. She said it is

5D the city's intent to annex to the district, but because of the time schedule, the City of Olympia needed to give a one-year notice to terminate in the event the annexation does not go through. Mr. Keiski stated that he thinks the City Manager also indicated that this might be an option the City of Olympia would look at when he was at the last Board meeting. Mr. Keiski said there is no particular animosity or serious concern about the relationship between the City of Olympia and Timberland but the City of Olympia wants to have done its homework prior to the next go-around and this has been done formally.

6 Unfinished Business

There was no unfinished business on the agenda. Mr. Law asked for comments or questions from anyone at this time.

Mr. Keiski commented that he thinks all of the Board members feel honored that cities are willing to take the annexation approach and trusts that library service will continue in this vein if the voters are willing. He said this is a major change in direction in terms of relationships and he hopes that it is one that both parties will benefit by and that it will improve library service to the public. He said that it seems that those cities willing to annex speak well for their commitment to library service. Mr. Keiski stated that some of the libraries which contract with Timberland go back a long ways historically when the cities previously provided their own library service. He said he personally feels a great deal of respect for the cities to come to the Board and suggest annexation procedures. Mr. Keiski said he knows some other cities are looking at this also in terms of budget needs and their long historic role in library service but have not reached a decision as yet. He said that the Board welcomes this and appreciates it for the significant event that it is, and hopes that it turns out well, especially for the patrons.

Mr. Bussard, speaking for the City of Oakville, said that Oakville has a similar situation as Olympia. He said the reason the City of Oakville is trying for annexation is not because of any animosity but because the city's budget is such that the city cannot afford library service anymore. Mr. Bussard said the city does not wish to give up its library and people have a lot of hopes that this annexation will go through. He said he personally is sorry that the "14.8% solution" did not work out as this would have been one route that Oakville could have taken, but since that door is no longer open, the City of Oakville has no choice but to try for annexation.

Mr. Law said one advantage of the process the cities have gone through in the past several weeks in pushing this annexation matter along is that there are a number of cities in Timberland all doing the same thing at the same time.

Mr. Nicandri asked what percentage of libraries in the district are trying to annex. Mrs. Morrison stated that 7 out of 19 contracting cities are trying for annexation in February 1982.

7 New Business

- A. Resolution No. 81-10 Amending Resolution No. 80-4 Raising the Ceiling and Allocating \$200,000 to Fund 657.08

81-95

SHIRLEEN JOHNSON MOVED TO ADOPT RESOLUTION NO. 81-10 AMENDING RESOLUTION NO. 80-4 RAISING THE CEILING AND ALLOCATING \$200,000 TO FUND 657.08; ELMER KEISKI SECONDED THE MOTION.

Mrs. Morrison stated that in Resolution No. 80-4 the Board established the Automated Circulation System Reserve Fund and set a ceiling of \$200,000 on the fund. Since Timberland had received unanticipated revenue during 1980, it was possible to bring the fund to that amount. She said there are funds available in 1981 to deposit to this fund and for that reason it is necessary to raise the ceiling another \$200,000 to a total of \$400,000. Mrs. Morrison said that there will be some major expenditures early in 1982 for the automated circulation system and a ceiling of \$400,000 should be sufficient.

Mr. Crose stated that he would like to explain revenue received in unanticipated amounts. Because staff was aware that there would be a downturn in the economy when the 1981 budget was put together, staff took this into consideration. He said there often is a lag in forest tax collections so this area is budgeted conservatively. Mr. Crose said Timberland was fortunate to have received the previous year's level in various forest taxes in the first 3/4 of this year and that is why Timberland has revenue in unanticipated amounts.

MOTION CARRIED.

- B. Resolution No. 81-11 Revising the 1981 Operating Budget

Mr. Crose stated that the 1981 Revised Budget does not represent any significant changes.

81-96

PAUL POLILLO MOVED TO ADOPT RESOLUTION NO. 81-11 REVISING THE 1981 OPERATING BUDGET; SHIRLEEN JOHNSON SECONDED THE MOTION. MOTION CARRIED.

- C. Resolution Adopting the 1982 Operating Budget

This agenda item was postponed to the December 29, 1981 meeting because there was not a four-county quorum present.

- D. Resolution No. 81-12 Approving the Annexation of the City of Centralia to the Timberland Regional Library

81-97

LARRY PARSONS MOVED TO ADOPT RESOLUTION NO. 81-12 APPROVING THE ANNEXATION OF THE CITY OF CENTRALIA TO THE TIMBERLAND REGIONAL LIBRARY; PAUL POLILLO SECONDED THE MOTION.

Mr. Keiski stated that he thinks that the Centralia library is one of the most interesting historical buildings in the area. He said he understands that the City of Centralia donated the grounds and Carnegie the building in its early days and since the building was remodeled, it is one of the most unique buildings in the state.

7D Mr. Keiski said that he feels very "warm" about the request for annexation and hopes that the patrons and citizens of this city can get the best possible library service through this process. Mr. Parsons thanked the Centralia mayor and the library board for their concerns for the library. Mrs. Johnson commented that she thinks that the Centralia Library Board has been an outstanding library board throughout the years.

MOTION CARRIED.

Mrs. Morrison suggested that the building support agreements be approved along with each resolution. Mr. Law stated that this agreement is a modified version of the language which the Board adopted by resolution at the November meeting. He said that Timberland has provisions in its contracts with the cities regarding the provision and maintenance of buildings and these provisions would be continued after annexation. Each city which is going to try to annex to the library district has already signed these agreements and the Board simply has to respond by signing off on the agreements.

81-98 LARRY PARSONS MOVED TO APPROVE THE BUILDING SUPPORT AGREEMENT WITH THE CITY OF CENTRALIA; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.

E. Resolution No. 81-13 Approving the Annexation of the City of Cosmopolis to the Timberland Regional Library

81-99 LARRY PARSONS MOVED TO ADOPT RESOLUTION NO. 81-13 APPROVING THE ANNEXATION OF THE CITY OF COSMOPOLIS TO THE TIMBERLAND REGIONAL LIBRARY; ELMER KEISKI SECONDED THE MOTION.

Mr. Hyde, Cosmopolis City Attorney, said that if for some reason the annexation fails, it is the intent of the City of Cosmopolis to withdraw from its contract in 1983. Mr. Law stated that he thinks everyone recognizes the predicament the cities and library district will be faced with if these annexations fail. Mr. Keiski commented that he worked in Cosmopolis when he resided in Aberdeen. He said he personally knows that Cosmopolis has made a great effort to be a fine town and provide good service to its citizens and he is pleased that the city is also trying to annex to the library district.

MOTION CARRIED.

81-100 PAUL POLILLO MOVED TO APPROVE THE BUILDING SUPPORT AGREEMENT WITH THE CITY OF COSMOPOLIS; SHIRLEEN JOHNSON SECONDED THE MOTION. MOTION CARRIED.

F. Resolution No. 81-14 Approving the Annexation of the City of Oakville to the Timberland Regional Library

81-101 ELMER KEISKI MOVED TO ADOPT RESOLUTION NO. 81-14 APPROVING THE ANNEXATION OF THE CITY OF OAKVILLE TO THE TIMBERLAND REGIONAL LIBRARY; PAUL POLILLO SECONDED THE MOTION.

7F Mr. Keiski commented that Oakville is one of the most patriotic communities around, with its Fourth of July celebration. He recalled that a tavern in Oakville had a book rack for its patrons. He said the Friends of the Library have made a really significant effort to keep the library going in its small quarters. Mr. Law said he has not forgotten the delightful dinner and meeting the Board had at Oakville last summer. He said it is obvious that space is at a premium in the Oakville library.

MOTION CARRIED.

81-102 LARRY PARSONS MOVED TO APPROVE THE BUILDING SUPPORT AGREEMENT WITH THE CITY OF OAKVILLE; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.

G. Resolution No. 81-15 Approving the Annexation of the City of Olympia to the Timberland Regional Library

81-103 ELMER KEISKI MOVED TO ADOPT RESOLUTION NO. 81-15 APPROVING THE ANNEXATION OF THE CITY OF OLYMPIA TO THE TIMBERLAND REGIONAL LIBRARY; SHIRLEEN JOHNSON SECONDED THE MOTION.

Mr. Law commented that the fact that meetings are carried on at that library on a continuous basis is a reflection of one of the many uses that library serves. Mr. Keiski stated that he has been a user of the Olympia library since 1959. He said he first met Mrs. Morrison at the old Olympia library during the TRL Demonstration. Mr. Keiski said he has warm feelings about the Olympia library and its commitment to library service.

MOTION CARRIED.

81-104 PAUL POLILLO MOVED TO APPROVE THE BUILDING SUPPORT AGREEMENT WITH THE CITY OF OLYMPIA; ELMER KEISKI SECONDED THE MOTION. MOTION CARRIED.

H. Resolution No. 81-16 Approving the Annexation of the City of Tumwater to the Timberland Regional Library

81-105 LARRY PARSONS MOVED TO ADOPT RESOLUTION NO. 81-16 APPROVING THE ANNEXATION OF THE CITY OF TUMWATER TO THE TIMBERLAND REGIONAL LIBRARY; SHIRLEEN JOHNSON SECONDED THE MOTION.

Mr. Law commented that both the Tumwater and Lacey libraries' locations are a key factor and both are pleasant libraries.

MOTION CARRIED.

81-106 LARRY PARSONS MOVED TO APPROVE THE BUILDING SUPPORT AGREEMENT WITH THE CITY OF TUMWATER; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.

I. Resolution No. 81-17 Approving the Annexation of the City of Westport to the Timberland Regional Library

81-107 SHIRLEEN JOHNSON MOVED TO ADOPT RESOLUTION NO. 81-17 APPROVING THE ANNEXATION OF THE CITY OF WESTPORT TO THE TIMBERLAND REGIONAL LIBRARY; LARRY PARSONS SECONDED THE MOTION.

- 7I Mr. Keiski recalled the time when they were looking at the Coast Guard building as a possible site for the library. Mrs. Morrison said that staff did look at the building but felt that it was in too remote a location. Mr. Keiski said that this is another example of a small community willing to provide a library facility for its people.

MOTION CARRIED.

- 81-108 LARRY PARSONS MOVED TO APPROVE THE BUILDING SUPPORT AGREEMENT WITH THE CITY OF WESTPORT; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.

M. City of Lacey Building Support Agreement

Mr. Law stated that the resolution approving the annexation of the City of Lacey to the Timberland Regional Library was adopted at the November Board meeting. The Board needs to approve the building support agreement.

- 81-109 PAUL POLILLO MOVED TO APPROVE THE BUILDING SUPPORT AGREEMENT WITH THE CITY OF LACEY; ELMER KEISKI SECONDED THE MOTION. MOTION CARRIED.

J. Extension of Timberland Attorney Herb Fuller's Contract with Timberland

- 81-110 ELMER KEISKI MOVED TO EXTEND THE CONTRACT WITH HERBERT FULLER PURSUANT TO THE PROVISIONS OF MR. FULLER'S LETTER OF DECEMBER 14, 1981; PAUL POLILLO SECONDED THE MOTION.

Mr. Law said he has been delighted with Mr. Fuller as Timberland's attorney. He said he has reviewed the agreement and feels it is an appropriate agreement.

MOTION CARRIED.

Mr. Fuller thanked the Board for its confidence.

K. Review of Trustee Code of Ethics

Mr. Law stated that several things have happened since he asked that this be put on the agenda. One is the new appointment from Lewis County which came up very quickly. He felt that this was something that should be discussed prior to the time when two new members come on the Board. However, Mr. Law said that since two current Board members are not present tonight, he thinks it would appropriate to table this matter until the December 29, 1981 meeting.

- 81-111 LARRY PARSONS MOVED TO TABLE AGENDA ITEM 7K, REVIEW OF TRUSTEE CODE OF ETHICS, UNTIL THE DECEMBER 29, 1981 MEETING; ELMER KEISKI SECONDED THE MOTION. MOTION CARRIED.

Mr. Law suggested that several copies of the Trustee Code of Ethics be made available at the next meeting.

7 L. Discussion of Manner of Appointing At-Large Members to the
Timberland Regional Library Board

Mr. Law said that he was anxious to discuss this prior to any appointment by Lewis County simply to avoid any uncomfortable situation regarding whoever is appointed. He said that currently there are seven trustees from five counties. Mr. Law explained that two of the counties, Lewis and Thurston, have two trustees. He said that he himself is a member-at-large from Thurston County and Shirleen Johnson is member-at-large from Lewis County. Mr. Law stated that as he understands it, the reason it is done this way is because Lewis and Thurston Counties have the largest unincorporated population. He said that Grays Harbor County has a larger population than Lewis County, but the unincorporated population is smaller. Mr. Law suggested that perhaps this would be an appropriate time to discuss whether or not this is the way the allocation should be made. Mrs. Johnson commented that this is not the Board's decision, but rather the County Commissioners. She said it would have to be in the form of a recommendation from the Board. Mr. Law said he agrees and what he is thinking is not so much that the Board make a recommendation but that the counties should be made fully aware of what the population figures are and that then it is up to the counties to resolve.

81-112

ELMER KEISKI MOVED TO TABLE AGENDA ITEM 7L, DISCUSSION OF MANNER OF APPOINTING AT-LARGE MEMBERS TO THE TIMBERLAND REGIONAL LIBRARY BOARD, UNTIL THE DECEMBER 29, 1981 MEETING; PAUL POLILLO SECONDED THE MOTION. PAUL POLILLO, SHIRLEEN JOHNSON AND ELMER KEISKI VOTED IN FAVOR OF THE MOTION; LARRY PARSONS OPPOSED THE MOTION. MOTION CARRIED.

9 Announcements

A. Regular Board Meeting on Wednesday, January 20, 1982

Mr. Law announced that the next regular Board meeting will be on Wednesday, January 20, 1982, at 7:30 p.m. at the Service Center. He stated that the schedule has been changed and Board meetings will be held on the third Wednesday rather than on the third Thursday of each month beginning January 1982.

8 Other Agenda Items

B. City Annexation Campaigns

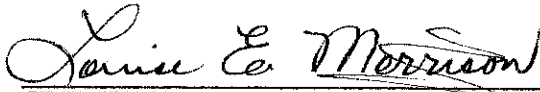
Mr. Parsons said there are several cities wishing to annex to the library district. He said that as a Board member, he would like to work with these cities, perhaps work with the Friends of these libraries, get some joint communication going and perhaps correlate information. Mr. Parsons asked Mr. Fuller if that would be possible as Board members. Mr. Fuller said he would like to check on this very carefully and have an answer for the Board at the December 29th meeting. Mr. Law said that this begins right now and the Board must be extremely careful that in no way are Board members operating in their official capacity if they participate in supporting any of these campaigns and do not expend any public funds in the process of doing this. Mr. Law said the Board is

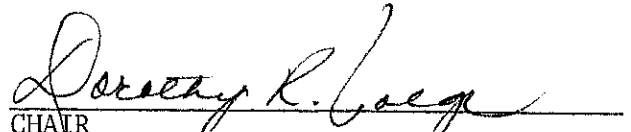
8B not on salary and this makes it easier. Mr. Nicandri asked if the ballot language is provided by law or by the County Commissioners. Mrs. Morrison stated that 27.12.370 RCW provides for the language on the ballot.

C. Thurston County Board Vacancy

Mr. Keiski said that he has spoken with the Chair of the Thurston County Commissioners regarding the vacancy he will leave at the end of the month. He was advised that a new appointment has not yet been made. Mr. Keiski said there are a number of people who have volunteered to be considered for this appointment and suggested that if there are any people in the audience who are interested or who know of anyone who is interested, they should contact the Thurston County Commissioners Chairperson, Karen Fraser.

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


SECRETARY


CHAIR