

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

February 17, 1982

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M I N U T E S

BOARD MEMBERS PRESENT:

Dorothy Voege, Chair - Grays Harbor County
Doris Fourre - Thurston County
Jean Haakenson - Member-at-Large
Alice Harris - Mason County
Donald L. Law - Member-at-Large
Larry Parsons - Lewis County
Paul Polillo - Pacific 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
Peg Coppinger, Olympia Librarian
Liane Bascou, Board Recording Secretary

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

AGENDA ITEM
NO.

- 1 Approval of Minutes
- A. January 20, 1982 Regular Meeting
- 82-14 ALICE HARRIS MOVED TO APPROVE THE MINUTES OF THE JANUARY 20, 1982 REGULAR MEETING; PAUL POLILLO SECONDED THE MOTION.
- Mr. Law requested that two corrections be made in the minutes on page 3. Where it states, "Mr. Law said that he is presently in the process of registering a client as a lobbyist . . ." it should instead state, "Mr. Law said that he is presently in the process of registering for a client as a lobbyist" Where it states, "He said the moral conscience concept in this bill . . ." it should instead state, "He said the moral nuisance concept in this bill"
- 82-15 ALICE HARRIS AMENDED HER MOTION AND MOVED TO APPROVE THE MINUTES OF THE JANUARY 20, 1982 REGULAR MEETING AS CORRECTED; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.
- B. January 30, 1982 Special Meeting
- 82-16 DON LAW MOVED TO APPROVE THE MINUTES OF THE JANUARY 30, 1982 SPECIAL MEETING; LARRY PARSONS SECONDED THE MOTION. MOTION CARRIED.

Mrs. Voege introduced new Board member Doris Fourre, representative from Thurston County. She welcomed her to the Board and said the Board is particularly glad that someone of Mrs. Fourre's caliber has been appointed. Mrs. Fourre said she is delighted to have been appointed.

2 Approval of Vouchers

Mr. Parsons questioned voucher No. 10070 to AM Multigraphics in the amount of \$1,156.54. Mr. Crose stated that this is for the maintenance agreement on the offset press at the Service Center. Mrs. Harris asked how many problems there are with the machine throughout the year. Mr. Crose stated that someone comes in every two months to maintain the machine because the volume of printing which is done requires that it be checked that often. He said that it is an excellent maintenance agreement. Mrs. Harris questioned voucher No. 10106 to IBM in the amount of \$466.91 and noted the San Mateo, California address. Mr. Crose stated that this is the western regional office for IBM and this is for typewriter supplies. Mr. Law said there are a number of references to vehicles in the vouchers and he asked if Timberland has been satisfied with the new vehicles purchased last year. Mr. Crose said there have been two new vehicles purchased since he has been with Timberland and he is pleased with their performance. One was a Datsun sedan and the other a GMC courier van. Mr. Law asked if any other vehicles will have to be replaced soon. Mr. Crose said he has recommended that three vehicles be replaced this year. One is the 1973 Hornet stationed at the Service Center, a 1973 Hornet stationed at the Centralia Library, and the oldest courier van at the Service Center. He said that Timberland is encouraged to go on state contract to purchase its vehicles, but he does not feel that the state contract always meets Timberland's requirements. Mr. Parsons asked if there is a time line on state bids, and Mr. Crose replied that it has to be in by mid April. He said that last year he shopped around from dealer to dealer and feels that Timberland can do just as good that way. Mrs. Voege questioned voucher No. 10167 to Beverly Westfall for operating supplies in the amount of \$56.79 and voucher No. 10183 to Nancy Doty, McCleary, for books and materials in the amount of \$168.00. She asked how often it happens that a staff member buys operating supplies and is reimbursed. Mr. Crose stated that voucher No. 10183 is for subscription to The Oregonian. He said that it is unusual that a staff member purchase operating supplies, but in this case, Beverly Westfall chose and bought some materials for puppets for children's services. Mr. Law questioned voucher No. 10191 to National Inst. Reboundology and wondered what "Reboundology" means. Sally Loken said that she thinks this is probably on basketball rather than on book binding; however, she did not have this information readily available.

82-17

LARRY PARSONS MOVED TO APPROVE VOUCHERS NO. 10066 THROUGH NO. 10207 IN THE AMOUNT OF \$69,748.76; JEAN HAAKENSEN SECONDED THE MOTION. MOTION CARRIED.

3 Reports

A. Business Manager - Michael Crose

Mr. Crose referred to his January report in the Board's folders. He stated that the Board received his December finals report in the mailing last week. He noted that the revenue categories format is different from last year's because the BARS Manual has changed. The system does not have to be changed until the 1983 budget year, but he decided to start it now to get used to it. Mr. Crose said he is currently working on the breakdowns for these categories and will forward this information to the Board. The State Auditor's office is changing the format and advised Timberland of this with no further explanation. Mr. Crose said he thinks it will make it more difficult to compare the financial position of any taxing district prior to 1983 once this new system has been adopted.

B. Library Director - Louise E. Morrison

Mr. Morrison reported on current legislation and its present status. She said there are two bills which libraries are supporting. One is House Bill 476 which concerns privacy of library records. She said it is expected to reach the House floor tomorrow. Substitute Senate Bill 4683, which is a companion bill, passed the Senate last Thursday and is very similar to HB 476. She said that Representative Addison held a hearing on SB 4683 this week and the State Government Committee deleted, as she reported to the Board earlier, one sentence, which states, "This subsection shall apply only to exemptions (a) through (k) of subsection (1) of this section." She said the real "meat" of it states, "Any library records which disclose or can be used to disclose the identity of library users involved in the circulation of books, documents or other items of personal property." Mrs. Morrison said those are exempt from the provisions of public inspection and copying. She said it looks as if this bill should go through.

Mrs. Morrison stated that House Bill 999, which is the island library district bill, passed the House as of today and is now in the Senate Local Government Committee which is chaired by Hal Zimmerman. She said she believes that this bill will go through and, hopefully, will go through unamended. In its present state, it protects other library districts from any sort of intrusion or misinterpretation of what an island library district might be.

Mrs. Morrison reported that libraries are opposed to Substitute House Bill 626, which was introduced March 25, 1981, died in the last session, and was revived again this year. She said it is now in the Senate Judiciary Committee as a substitute bill. Mrs. Morrison said this has to do with the pornography and moral nuisance act and this is the civil action bill as opposed to House Bill 927, which deals with obscenity and is a criminal penalty bill. She said HB 927 is still in the House Ethics, Law and Justice Committee. She said there is also House Bill 1081,

3B which is very similar to House Bill 927, but apparently avoids some of the problems of possible unconstitutional characteristics which HB 927 seems to have.

Mrs. Morrison further reported that House Bill 1156 is a bill permitting the establishment of cultural arts stadium and convention districts. She said she is assuming this was passed to accommodate the new convention center in Seattle. It has passed the House and is now in the Senate Local Government Committee. Mrs. Fourre asked what this would do to the taxing structure. Mrs. Morrison said a district would have to be established by the voters. She quoted from it as follows: "The governing body of a cultural arts stadium and convention district may levy or cause to be levied the following ad valorem taxes . . . for general district purposes of up to 50¢ per \$1,000 of assessed valuation." She said the problem is that there is only \$1.50, but the 106% limitation has dropped tax levies to a lower amount. For instance, Timberland this year is at 37.68¢ out of a possible 50¢. The fire protection districts are down, as well as counties, cities, etc., unless the 106% limitation has been lifted. Mrs. Morrison said when someone lifts the 106%, then fire districts will be the first to lose money because generally they are levying beyond the basic 50¢ to begin with and a great many of the fire protection districts have lifted their 106% limitation. She said if there still is not enough to make up the cultural arts stadium and convention district levy, then that probably would come out of the proration of whatever is left. Mrs. Voegel recalled a bill that was for 75¢ per \$1,000 of assessed valuation. Mrs. Morrison stated that this is Senate Bill 4912 and the companion bill is House Bill 1155 which is now in the House Education Committee. She said she is not sure of the Senate's action on this. This bill provides for the establishment of school recreation districts and again there is the ability by the Board of Commissioners of the school community recreation district to levy a general tax on all the property located in said district each year.

Mrs. Morrison further reported on Senate Bill 4606 which is the library trustee bill wherein it would not be necessary for cities which contract with library districts to appoint a local library board. She said this is still in the Senate Local Government Committee. Mrs. Morrison said that SB 4487 as of this morning was in Senate Ways and Means which has to do with taxation of forest land. She said that she and Mr. Crose accompanied several commissioners, people from the assessor's office of Mason County, and people from Grays Harbor County, who met with Senator Scott, who Chairs the Ways and Means Committee. Mrs. Morrison said that in addition to the forests which are owned by the state, there are privately owned forest lands which were put under the Reforestation Act of 1931. For 50 years these trees have been growing on property which was virtually tax free under the Reforestation Act. These trees are now at the place where it is time to harvest them. Mrs. Morrison said it is now

3B thought to be preferable to large companies to have them on the regular timber roll and pay a 6½% tax when they are harvested, instead of leaving them where they are and pay a 12½% tax. She said that the proponents of the bill say that it really is not going to make much difference to the taxing entities and they will not lose any money. Mrs. Morrison said her major question was, then why are they so eager to push this bill through? She said that according to Mike Crose's figures, Timberland would have lost about \$100,000 last year if this change had been made. She said that she was fortunate enough to obtain from the Department of Revenue from the Forest Tax Division an analysis of the bill and it points out that when looking at a six-year impact, this may appear to be inconsistent with the reduction and the yield tax rate brought about by this bill. He says, however, that it should be noted that the 12.48 million dollar increase in Timber Excise Tax Account A if they moved it over on the timber roll, to the 6.5% tax, the increase represents both state and local revenue which is distributed by formula at a later date. He further states that the 9.12 million dollar reduction shown for reforestation timber taxes (6.5% vs. 12.5% rate) is only the state's share of the loss. Local government would lose an additional 14.88 million dollars. Mrs. Morrison said that three of Timberland's counties are in the heaviest part of reforestation land: Mason, Grays Harbor and Lewis Counties.

Mr. Parsons asked who the library lobbyist is. Mrs. Morrison said it is Melanie Stewart-Gerla who is the same person who talked to the Board last year on legislation.

Mrs. Morrison said that the staff would like to set the annual all-staff training day wherein all the libraries in the district close and all staff meet at the Service Center. She requested authorization from the Board to close all the libraries on Wednesday, April 28, 1982.

82-18

PAUL POLILLO MOVED THAT ALL THE LIBRARIES IN THE DISTRICT BE CLOSED ON WEDNESDAY, APRIL 28, 1982, FOR AN ALL-STAFF IN-SERVICE TRAINING DAY; ALICE HARRIS SECONDED THE MOTION.

Mr. Parsons asked what goes on in these training sessions. Mrs. Stough said it is very difficult to find things that interest all staff and that all staff consider worthwhile as training, but that is what they try to do. She said they try to get a keynote speaker to start the day off and have a variety of sessions for staff to attend and show films which are both instructional and entertaining. Sally Loken said that one thing staff has asked for is an opportunity for people who work in different libraries but do the same tasks, to get a chance to meet with each other and share ideas and learn from each other. She said they will also have workshops on automated circulation since this is a big training item this year. She said that it also gives staff a chance to get acquainted with each other.

MOTION CARRIED.

3 C. Supervisor-Personnel Administration - Tom Mayer

Mr. Mayer said that an ad hoc task force has been formed to write procedures for a Reduction in Force Policy in the district. He said there are eight members selected and Mrs. Morrison has yet to write a formal appointment memo. The members will represent both labor and management at various staff levels and from different buildings throughout the district. Mr. Mayer said he is pleased with the representation and it includes a representative from the Centralia Library. He said this task force is set up to be advisory to the director and will go out of existence once the task has been completed. Mr. Mayer said he was careful to make it clear that this is a TRL task force and not a collective bargaining situation. He said the first meeting of the task force is scheduled March 8. Mr. Mayer referred the Board members to their folders in which they had copies of the contract language and the Personnel Policy language regarding RIF, layoff and recall. He said the language is "skimpy" and his concern is to get some specific procedures for implementing a RIF policy. He said that the Personnel Policy language pertains only to those employees who are excluded from the union contract and which does not apply to the majority of Timberland employees. Mr. Parsons asked why the Personnel Policy language does not apply to most of Timberland's employees. Mr. Mayer said that prior to the Staff Association being formed, the Personnel Policy was the primary document which really spelled out the administrative details of running personnel business in the district and staff members were not as concerned with the union contract. However, since the Staff Association has been formed, the union contract has become the primary document for those employees. He said that one issue which came up, but he does not recall if it came up at the bargaining table, is the union's "skittishness" about the Board being able to amend the Personnel Policy away from the bargaining table. He said staff had to be very careful that the Personnel Policy did not contradict the union contract. Mr. Mayer said sections were needed to spell out policies for non-union personnel. Therefore, the Personnel Policy was split into two sections. Mrs. Haakenson asked why staff is so sure that the task force will not become a tool for negotiation. Mr. Mayer said it may. He said the task force is representative of union and non-union members.

Mr. Law said that he recollects the two alternatives of "bumping" and "non-bumping" were discussed at the Board's shirt-sleeve work session. He asked if the Board should not determine which would be the better policy for management in advance of the task force. Mrs. Voegel stressed that Mr. Mayer pointed out that this ad hoc task force is advisory to the Director and in the meantime, she sees no point in the Board getting involved in it at this time. She said she thinks the best way to go is to get the thinking of all levels of staff. Mrs. Voegel said she hopes to hear a report from the task force at the next Board meeting. Mr. Law stated that the decision in terms of whether the RIF policy is bump or non-bump is a policy that should be made by the Board. He said how the Board resolves that issue, he has a feeling, is not going to depend necessarily on the results of the task force study, but

3C is something that each Board member will have to resolve for himself/herself. He said he thinks this is an issue that should start with the Board and go down. Mr. Law said that personally he does not like the policy of bumping. Mrs. Voegel said she disagrees and feels that it is wise to receive strong input from the staff and staff should have a chance to have their say. She said they are talking about careers and jobs. Mrs. Voegel said she is pleased with the ad hoc committee and feels confident in it and that the Board should keep in mind that this committee is advisory to the Director. Mr. Parsons asked Mr. Mayer to summarize what this ad hoc committee will do. Mr. Mayer said they will need to start with everyone at the same point which is recognizing the problems inherent in trying to implement a RIF policy. Right now the RIF policy says almost nothing. There is nothing in the policy about geography, education, need. Mr. Mayer said he has seen some RIF policies that go on in great length and are very detailed. He said he does not know if that is necessary. Mr. Parsons stated that there are staff who are very concerned about RIF, particularly at the Centralia Library. Mrs. Voegel said that she thinks it will give the staff a calm feeling to know that there is an ad hoc committee working on this.

4 Correspondence

A. 1/26/82 Letter from Thurston County Commissioners

Mrs. Voegel read the letter as follows:

"At their meeting of January 20, 1982, the Thurston County Board of Commissioners confirmed the appointment of Jean Haakenson to the Timberland Regional Library Board of Trustees.

"Mrs. Haakenson sounds extremely qualified and we hope she will serve the Board well."

B. 2/17/82 Letter from Agnes Salewsky, Chair, Centralia Library Board

Mrs. Voegel read the letter as follows:

"The Board of Trustees of Centralia Timberland Library would like to invite the Timberland Board of Trustees to hold their March 17th meeting in the Centralia Library."

Mrs. Morrison stated that Centralia Mayor, Bill Moeller, called her today and said he would ask to be on the agenda at the Board's March meeting and that he is drafting a letter which would notify the Board of Trustees of Centralia's intent to cancel its contract with the library district at the end of the year. Mrs. Morrison said that having the meeting in Centralia would give people there an opportunity to give input. Mr. Parsons said that there will probably be contingents from various groups present at the meeting. Mrs. Haakenson asked if the Board would be accepting Centralia's termination of the contract or would they be hearing input from people in Centralia who want the library open or do

4B not want the library open or may want the library funded by some other means. She asked if the Board would be called upon to make a judgment at the end of the meeting. She said she thinks the Board will be hearing a lot of input at this meeting. Mrs. Morrison said that the contract would not terminate until the end of December, 1982. Mr. Parsons said he heard on the radio today that Mayor Moeller wants to re-negotiate the contract with Timberland.

82-19

LARRY PARSONS MOVED THAT THE MARCH 17, 1982 BOARD MEETING BE HELD AT THE CENTRALIA TIMBERLAND LIBRARY; JEAN HAAKENSEN SECONDED THE MOTION. MOTION CARRIED.

Mrs. Voegel asked Mrs. Morrison to make transportation arrangements. Mr. Parsons said he would make dinner arrangements. Mrs. Morrison said that the press release will have to state where the Board is going to have dinner. It was suggested that the Centralia Library Board and Mr. Moeller also be invited to join the Board for dinner. Mr. Parsons agreed to contact the Centralia Board and Mayor Moeller.

Mr. Polillo stated that with regard to the recent annexation elections, it proves to him that the people in the libraries are doing a good job, otherwise the voters would not have voted for the annexation.

6 New Business

A. Open Public Meetings Act

Mr. Law referred to Section 42.30.120 of the Open Public Meetings Act wherein it states that the Board members can be subject to a \$100 penalty for willfully violating the act. He said he thinks that the Board has to be very conscious of the line between open meetings and executive sessions. He said he knows that the Board can go into executive session if they are discussing employees or union negotiations. For instance, he said he is concerned with the discussion on the ad hoc task force for the RIF policy. He said another of his concerns is the access to public documents which is part of Initiative 176. He stated that he has raised this issue with Mr. Fuller, Timberland's attorney. Mr. Law said he thinks some of the communications that the Board receives are confidential. He suggested that anything confidential to the Board should be in a separate document and not included with other information to the Board that is not confidential. Mr. Law said he is of the opinion that someone can come off the street demanding to see what information goes to the Board and the Board could be put in an embarrassing situation. Mr. Parsons said that he agrees and he would like to know in his own mind what can and cannot be discussed with other people. Mrs. Morrison said that she thinks the problem is one of the staff wanting to be completely frank, open and honest with the Board. Mrs. Stough said that this poses a bit of a problem with her. She said she does not want to put the Board in jeopardy. However, her job deals with staff and she would like to know if she can have an executive session when she needs to mention staff names. She said she does not feel free in doing this. Mrs. Stough said that sometimes she can write

6A about different libraries in glowing terms and that can create a problem because staff in other libraries who are also doing an outstanding job think she does not notice if she doesn't mention it in her reports. Mr. Law suggested that Timberland's attorney, Herb Fuller, be directed to research this and advise the Board. Mrs. Harris agreed that this problem should be presented to the attorney. Mr. Parsons stated that he wants as much open communication as possible between management and Board and the Board members need to be sagacious in who they talk to and what they talk about. Mrs. Voegel directed Mrs. Morrison to contact Herb Fuller for an opinion on this matter.


5 Unfinished Business


A. Budget Cuts

Mr. Law said he has expressed the fear that the library district will get into a financial bind it may not be prepared for such as what the state is experiencing right now. He said it is his feeling that the Board should make efforts to protect the library district. He requested information prior to the next Board meeting, if possible, outlining a detailed analysis of where staff would recommend a 5% budget cut in the second half of 1982, which would provide a basis for discussion by the Board. Mr. Polillo agreed that this would be a good idea. Mrs. Voegel asked if it is realistic to expect the staff to have this information by the next Board meeting. Mr. Crose stated that when he put together the 1982 budget, he was much more conservative than the state had been. He said he shares Mr. Law's concern and he has already been pulling the budget apart. Mr. Crose said when talking about cuts, they are talking about cutting staff and he has been reviewing possible staff cuts with Tom Mayer. He has been looking into possible service cuts. Mr. Crose said it is difficult to single out one service. Management has to look at position descriptions, and what removing something or someone will do to other services. Mr. Crose said he may be able to have an outline for the Board by the next meeting, but to have a comprehensive report would take four to five months. He said that if staff attempts to cut a little here and a little there, they would not be gaining much. Mr. Crose said that outside of personal services, there is only about 10% of the budget that they can actually attack. The rest are fixed costs that cannot be cut such as rent, utility costs, and other month to month costs that are fixed. Mr. Law suggested that staff request budgets of other library districts in the state for comparison.

Mr. Parsons said he is highly impressed with the way Mr. Crose is handling the budget.

There was no further business and the meeting adjourned at 9:05 p.m.


SECRETARY


CHAIR