

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Winlock Public Library, Winlock, WA 98596

September 15, 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
Larry Parsons - Lewis County

BOARD MEMBERS EXCUSED:

Donald L. Law - Member-at-Large
Paul Polillo - Pacific County

STAFF PRESENT:

Louise E. Morrison, Library Director
Sally Loken, Assistant Director for Central Services
Tom Mayer, Supervisor-Personnel Administration
Mike Crose, Business Manager
Alice Blenn, Community Library Assistant II, Winlock
Jeanette Davis, Sr. Community Library Assistant, Winlock
Tom Joselyn, Chehalis Librarian
Andrea Matchette, Sr. Community Library Assistant, Olympia
Betty Sholund, Reference Librarian, Olympia
Dorothy Snook, Community Library Assistant II, Winlock
Edmunda Waller, Community Library Assistant II, Winlock
Harlan Zinck, Community Library Assistant II, Olympia
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Virginia Barton
Bill Caldwell, Winlock Library Board
Pat Caldwell
Fred Hornquist, The Daily Chronicle
Shirleen Johnson, Winlock City Council

Dorothy Voege called the meeting to order at 7:30 p.m. She thanked the Winlock Library Board and Winlock Friends of the Library for the dinner served prior to the meeting. Introductions of Board members, staff and guests were made.

AGENDA ITEM
NO.

- 1 Approval of Minutes
 - A. August 18, 1982 Regular meeting

82-65 ALICE HARRIS MOVED TO APPROVE THE MINUTES OF THE AUGUST 18, 1982 REGULAR MEETING; JEAN HAAKENSEN SECONDED THE MOTION. MOTION CARRIED.

1 B. September 9, 1982 Special Meeting

82-66

LARRY PARSONS MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 9, 1982 SPECIAL MEETING; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED.

2 Approval of Vouchers

Mrs. Voege stated that payroll and payroll-related vouchers for the month of August 1982 had amounted to \$243,351.94.

Mr. Parsons questioned voucher No. 11206 to Bebach Plumbing in Aberdeen in the amount of \$38.20 and Mr. Crose stated that this is for plumbing repairs at the Montesano library. Mrs. Morrison referred Board members to voucher No. 11352 to Black Box Catalog in the amount of \$276.64 which she said is for equipment for the automated circulation system. She explained that a black box is the piece of equipment that goes between the computer and the communication lines of the terminal and "translates" what comes in and out.

82-67

JEAN HAAKENSEN MOVED TO APPROVE VOUCHERS NO. 11199 THROUGH NO. 11355 IN THE AMOUNT OF \$93,848.14; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED.

3 Reports

A. Business Manager - Michael Crose

Mr. Crose reminded Board members that he has no written report for the month of September but will have a consolidated report (or two reports) in October.

Mr. Crose said that he needs some clarification from the Board on one matter. He said that there had been a burglary at the Olympia Library several months ago and at that time there was a question of ownership of the equipment in that building which was stolen. He said this brings up the question of ownership of any equipment purchased by and donated by Friends of Libraries or any other group to a specific library. Mr. Crose said he reviewed the Policy Statement adopted by the Board of Trustees in 1980 to see what is said in the policy about gifts and he found that it is very vague. He said it was his understanding that gifts of equipment will become the property of Timberland but will remain housed at the facility where donated. Mr. Crose said he needs clarification because of implications with the insurance company. He said he also needs to know if the Timberland Board should be involved in the decision-making process as to what equipment should be purchased. As an example, Mr. Crose said a Friends group might wish to purchase microfiche readers which are not required at the particular library which the Friends represent. Mrs. Voege said that she would hope that this would not be necessary. Mrs. Haakenson stated that if a Friends group is wondering the best way to use their money, that the Board could give them some general guidelines, but she said if the Friends come up with some money, it would be well within the Friends' boundaries to do whatever they wish. Mr. Crose asked Betty Sholund of the Olympia Library if there is a reluctance on the part of the Olympia Friends to purchase

3A equipment for the Olympia Library at this time. Mrs. Sholund stated that she is sure the Friends would like to know if the city owns the equipment, if Timberland owns it, who insures it and who is responsible for the upkeep. Mr. Crose said this brings up the question of when equipment is purchased by the Friends and the Friends own it, who is responsible for insuring it and maintaining it? Mrs. Harris said she can only relate to the North Mason Friends, of which she is a member, which group buys a lot of things for the library. She said the North Mason Friends would never buy anything for the North Mason Library without discussing it first with the local librarian. She said the Friends would assume that the equipment would stay in that particular library and thinks this is a fair assumption for any Friends group to make. Mrs. Harris gave as an example the stove which the Friends purchased for the North Mason Library and which does now belong to the library and in essence belongs to Timberland. She said it never occurred to the Friends to insure the stove. Mrs. Sholund said that furniture and some equipment in the library belongs to the city. Mrs. Haakenson stated that the matter of insurance becomes technical. Mrs. Sholund said that when the Friends of the Olympia Library give microfiche readers to the Olympia Library they are actually giving them to Timberland. She said that they will probably stay housed at the Olympia Library but she said she would think that Timberland would want to accept ownership. Mrs. Sholund said that if at some time the Olympia Library does not need as many microfiche readers and they would be needed in some other library, she would think that Timberland would want to be able to move them to another location. She said that it might depend on the type of gift given. Mr. Parsons said that it seems to him that a rough rule of thumb would be whether the equipment donated has to do with Timberland providing service. For instance, he said microfiche readers are part of Timberland's service and, therefore, Timberland probably should have the responsibility for the insurance. He said that in most cases, the equipment probably would belong to a particular building.

Mr. Crose said that after the burglary at the Olympia building, insurance was the initial issue because it appeared at first that the stolen equipment was not insured. Mrs. Voegel said that perhaps this is something that Board members should mull over and she requested that Mrs. Morrison and Mr. Crose work with Timberland's attorney, Herb Fuller, on this matter. She said she would hate to see an ironclad policy since the Friends of the libraries are so marvelous. Mrs. Harris said that other Friends groups should feel welcome to make suggestions on this as they may already have some thoughts about this that the Board members are not thinking about at the moment. Shirleen Johnson suggested that the Board is dealing with a contract with each city and she thinks there are inferences made in a signed contract which might cover this and even though it is a service contract, it implies other things.

Mrs. Sholund asked if the Olympia Friends have to wait another month to purchase microfiche readers for the Olympia Library which are needed so desperately. She said the Olympia Friends have been holding off on this until a decision is made. Tom Joselyn said another issue is that, should a city decide not to contract with the library district any longer and withdrew, the Friends would be concerned as to what would happen to the equipment they had donated.

3A Mrs. Morrison said the State Auditor just spoke to the matter of city-owned property in buildings. She said she thinks on Timberland's property books, the equipment could probably be put down as being housed in a particular building and is actually being given to a particular building by this group and go ahead and give it a property number. The property book would state that it was a gift and that way it would keep the lines clear so that if at some point in the future a city withdraws from the library district, the equipment would revert back to the city.

82-68

LARRY PARSONS MOVED THAT IF THE OLYMPIA FRIENDS OF THE LIBRARY WISH TO DONATE MICROFICHE READERS TO THE OLYMPIA LIBRARY THAT TIMBERLAND REGIONAL LIBRARY TAKE THE RESPONSIBILITY FOR THE MICROFICHE READERS AND FURTHER THAT THE MICROFICHE READERS BE THE PROPERTY OF THE OLYMPIA LIBRARY SHOULD THE OLYMPIA LIBRARY CHOOSE NOT TO CONTRACT FOR LIBRARY SERVICE; ALICE HARRIS SECONDED THE MOTION.

Mr. Parsons said he would still like to see what Mr. Fuller has to say about this matter.

MOTION CARRIED.

B. Board Committee - Evaluation of Library Director - Alice Harris/
Larry Parsons

Mrs. Harris said that the committee has worked some more on the third draft and thinks that when this is retyped, it will be ready for the Board members to review. She said that everyone has been so busy this past month that the committee was unable to have the draft ready for Board members tonight. Mrs. Harris said that she thinks that Board members will be pleased with the draft which will be forthcoming. Mrs. Voegel suggested that the draft be mailed to Board members before next month's meeting and perhaps the Board can take action on this at the October meeting. Mr. Parsons said that if anyone has any questions to contact either him, Mrs. Harris or Mrs. Morrison.

C. PNLA Conference - Doris Fourre and Larry Parsons

Mr. Parsons reported that it was a treat and a good experience to be able to attend the Pacific Northwest Library Association Conference at Vancouver, B.C. He said it is interesting to see how other trustees and librarians deal with problems. Mr. Parsons said that the Board gets wrapped up in Timberland's problems and thinks they are just Timberland's problems, but this is not true. He said the problems faced by Timberland are faced by other libraries, and he said that Timberland's problems are probably miniscule compared to any other library system he came in contact with at the conference. Mr. Parsons said there was a special program for trustees which he thought was excellent. One program he attended was on situational ethics of librarians and board members. Mr. Parsons said it was very interesting and they found out that no one can agree since there are different situations at different times. He said one subject was whether or not library boards should have codes of ethics. One of the things Mr. Parsons said he really enjoyed was Don Sager and he asked Mrs. Morrison to talk about this.

3C

Mrs. Morrison said that Mr. Sager was library commissioner in Chicago and was in charge of all of Chicago Public Libraries. She said he got tangled up in a political situation which was untenable for him. Mr. Parsons said Mr. Sager's talk raised a lot of conflicts about the role of politicians in the political process and library boards-- who is a trustee responsible to and what is the trustee's role? He said he was amazed to find out that in Canada, some of the trustees appoint their own trustees. Mr. Parsons said that employment contracts with library directors was also discussed and he said that after he heard the presentation of this he finds he is unalterably opposed to this. Mr. Parsons said that one thing which kept coming up, because Canada has real financial problems, is that everyone is concerned that libraries in this economic crisis worldwide may be legislated into mediocrity. He said that he thinks as trustees their role is to insure the best library service money can buy.

Mrs. Fourre further reported that on the opening night there was a trustees reception. She said the Burnaby Trustees were responsible for taking care of the Washington Trustees who were present. Mrs. Fourre said she had the opportunity to meet many trustees from all over and she was particularly enamored with several trustees from small libraries on the Alcan Highway and she enjoyed meeting new trustees from various parts of Washington, Oregon, Idaho, Montana and other parts of Canada. She said they all have the same problems and questions although they may take care of them differently than Timberland trustees do. Mrs. Fourre said that Timberland trustees think they have a large district; she said there is one district in Canada which covers 63,000 square miles. She said this library has been automated for some time and the librarian there is Harry Newsome who was at one time director of the South Puget Sound Library which consisted of Thurston and Mason Counties. Mrs. Fourre said that Mr. Newsome told her that the experience he obtained as director of South Puget Sound Library was advantageous in helping him set up a large library district. Mrs. Fourre said that Mr. Sager made several comments which she thought were worth remembering and one of them was "A board is the policy arm of a library system and the administrative arm converts that policy into procedure." She said that is all the Board's responsibility is--to set policy. Mrs. Fourre said that Mr. Sager defined policy as "prudence or wisdom in the management of affairs and the art of compromise" and he also defined politics as "the process of getting things done" and since trustees are a governmental arm, trustees are in politics whether they like it or not. Mrs. Fourre said that she and Mr. Parsons had lunch with several trustees from a conservative eastern Washington area that did not see things the same way she and Mr. Parsons do. She said that they felt that politics were "verboden" and yet they were devoting \$60,000 to the campaign for levy lifting, and Mrs. Fourre said she doesn't understand how they can do this.

Mrs. Fourre said she enjoyed the afternoon session where a Tacoma Public Library staff person gave a talk on contracts with library directors. One thing mentioned in this talk was that there should never be a committee or surrogate board that picks a new director, but the whole board should be involved in the interview process and conversely the director should be able to interview the board. Mrs. Fourre said that she thinks a lot of laws in various parts

3C of the country are different, but a man from New York warned them that they should never abstain from a vote or they could be sued. Mrs. Fourre said that she thinks that librarians have a lot to do with setting up programs for the trustees and she would like to see the trustees relied on to do some of the programs on their own. She said she would like to see trustees participate more. Mrs. Fourre said that she was sorry that the meeting scheduled for the Library Association of Washington was hastily adjourned because the power was to be turned off so a new generator could be installed. She said she especially enjoyed the City of Vancouver; it was a lovely setting, lovely weather, enjoyable company and she saw lots of old friends. She said she would hope that all the trustees could attend the next PNLA conference. Mr. Parsons agreed that he would like to see all the trustees attend the next PNLA conference since they learn so much about how to handle problems, channels to go through, etc. Mrs. Fourre stated that the next conference is to be at Sun Valley next August.

D. Timberland Attorney - Herbert H. Fuller

Mr. Fuller was unable to be present at the meeting and had no report.

F. Assistant Director for Central Services - Sally Loken

Ms. Loken gave a brief update on the circulation system. As of last night at 11:00 p.m., she said that 15,393 patrons had been registered. She said there is a crew coming in at 5:00 a.m. which is registering patrons and she is sure that a goodly number have been added since last night. She said this includes about 4,500 patrons who are suspended. Ms. Loken said staff is concentrating on getting the suspended patrons registered and blocked so that staff in the buildings with terminals hooked up can get rid of the manual suspension files. Ms. Loken said that as of 2:50 p.m. today, 41,586 have been entered into the computer. She further reported that the Lacey opening has been postponed until September 27 since they have been unable to keep all the terminals staffed during the hours they had hoped to. Ms. Loken said that as of today, 8,164 books had been converted at Lacey, and 10,537 books had been converted at Aberdeen, where conversion started Thursday. She said that Aberdeen has a larger staff to draw on and has more volunteers. Ms. Loken referred to her memo of last Friday in which she indicated that Timberland would be able to circulate materials on the system right away; however, the DataPhase consultant who has been here this week for training says this is not really true. CALS is still waiting for software that was supposed to come August 30 that will speed up the response time and now it may take two more weeks. She said DataPhase does not want CALS to start circulation until this software arrives. Ms. Loken said she hopes it will not be delayed so long that when Lacey and Aberdeen reopen, they will still have to use the Gaylord system. She said that all staff is working very hard and she is most pleased. Mrs. Voegel said that it is good to hear these reports that things are really happening now after all the months of talking about it.

3 E. Library Director - Louise E. Morrison

Mrs. Morrison reported that Centralia's annexation measure passed yesterday by about 66% and the excess levy for 1983 library and building support also passed by a sufficient majority. She reported that the Cities of Bridgeport, Chelan, Leavenworth, Moses Lake, Quincy, Soap Lake and Wenatchee all annexed yesterday to North Central Regional Library. Also, she said that yesterday Forks annexed to North Olympic Library System. Mrs. Morrison said that Forks is probably one of the most depressed areas in the state. Also, Mrs. Morrison reported that Lopez Island and San Juan Island Library Districts were formed and the City of Bellingham passed a 3.3 million dollar bond issue for renovation, remodeling and enlargement of its library. She said that in November, Chehalis, Ilwaco, McCleary and Tenino will hold annexation elections, and in the North Central Regional Library District, East Wenatchee and Oroville will hold annexation elections. She said she thinks that Bremerton is trying to get on the November ballot to annex to the Kitsap Regional Library District and in Whatcom County, Nooksack wants to annex, and in Yakima Valley Regional, Harrah wants to annex.

4 Correspondence

- A. 9/7/82 letter to Timberland Regional Library Board from James Loaris, Chehalis Mayor Pro-tem

Mrs. Voege read the letter as follows:

"The purpose of this letter is to convey to you the objections of the City of Chehalis to the recently signed agreement concerning the requirements imposed upon the City for the maintenance and operation of the building from which Timberland will be operating its Chehalis branch. As I have stated often, Timberland is getting a bargain under this agreement as they are paying nothing for the use of an extremely valuable public building. I would urge the Board members to consider the ramifications of this policy to the cities in light of the revenue shortages which we are all facing.

"Another matter I am concerned about is the nebulous language which requires us to provide at no cost something called 'modifications necessitated by technological changes in library services'. I am really not certain what this means, although it appears to be nebulous enough to be expensive if and when we are ever required to pay for whatever the modifications are. I would like a clarification of exactly what this means.

"Thank you for allowing me the opportunity to express my concerns. I realize that we have already signed the agreement and did so in order to continue the library services should the annexation vote in November be in the affirmative. I look forward to meeting with you at a future date to discuss these concerns."

- 4A Mr. Parsons said that this letter was given to him and he thought that Mr. Loaris might be present at tonight's meeting to discuss this further. With regard to "modifications necessitated by technological changes in library services" Mr. Parsons said that he thinks Steve Metcalf of the TRL staff already has replied to that and that some electrical outlet changes were needed in Chehalis which have already been done. Mr. Parsons suggested that a letter be sent to Mr. Loaris explaining exactly what this means. Mrs. Fourre said that there could be other modifications needed in the future. Mrs. Voege directed Mrs. Morrison to respond to Mr. Loaris' letter and to tell Mr. Loaris that the Board would welcome him at a meeting or to discuss this at any time.

5 Unfinished Business

A. Montesano Roof

Mrs. Voege explained that Timberland owns the Montesano building which was inherited by Timberland. Therefore, she said that the building is Timberland's responsibility. Mrs. Voege stated that there have been roof problems for quite some time and she asked Mr. Crose to address this.

Mr. Crose stated that in August, Board members received copies of his memo suggesting modifications to the 1982 budget, one of which was the increase in the book budget and the other repair of the Montesano roof. In preparation for the 1983 budget year, Mr. Crose said that Timberland had retained an architect to examine the Montesano roof and he had talked with contractors to determine approximately what it would cost to replace the roof. The architect and contractors have suggested that Timberland not delay any longer but take immediate action. Mr. Crose said that as of now it appears that there has been either no damage or minimal damage to the sheeting, but he would like to see the tar paper removed, tar removed, and a foam slope installed and replace the drains. He said this would require about \$20,000 from the facilities budget. Review of the financial situation indicates to Mr. Crose that there are sufficient funds available for this appropriation and Mr. Crose recommended that this appropriation be made.

Mrs. Voege asked if more than one contractor looked at the roof, and Mr. Crose replied that three contractors had looked at it and two have informally bid on it. Mrs. Voege asked if \$20,000 is the top amount needed and Mr. Crose replied that should be sufficient if there is not more damage than there appears at this time. Mr. Crose stated that if there is more damage, it would either involve taking more from this year's budget or re-examining this and doing another patch job to make it through the winter. Mrs. Voege asked when the last patch job was done and Mr. Crose stated it was done before he started with Timberland which is nearly three years ago. He said that every year this has been in the preliminary budget and then taken out later, but he is now recommending that this be done right away. Mrs. Harris said she recalls the last major patch job and the fact that there were not enough funds to do a good job on the roof so it was decided to do the best thing that could be done at that point and two years down the road have the roof repaired properly. Mr. Crose said he is concerned to

5A prevent damage to the inside of the building. Mrs. Voegel asked what kind of time frame is involved and Mr. Crose said he recommends that this be done immediately before the bad weather sets in since there is still a serious problem with the roof.

Mrs. Haakenson said she had a telephone call from Don Law and he had asked her to relay his concerns to the Board. She said that Mr. Law is concerned that this was not presented to the Board as a regular agenda item prior to the meeting and the first he heard about this was this afternoon. Mr. Law told Mrs. Haakenson that he feels that a major expense of this kind without prior notice to the Board is just an example of not having good lines of communication, which has been one area the Board has been trying to work on. Mrs. Haakenson said that Mr. Law feels that the cost of the repair would be something like 12% a year which would make it about \$5,000 that it would cost Timberland a year. Mrs. Voegel said this is not borrowed money but is money that is available in the budget. Mrs. Haakenson said that Mr. Law feels this money could be spent in other areas rather than a lump sum and still work within, what Mrs. Haakenson surmised, is a patch job. Mrs. Haakenson said that Mr. Law apologized for not being able to come to tonight's meeting but he expressed his concern and asked that Mrs. Haakenson make this a record in the minutes. Mrs. Fourre said she does not understand what Mr. Law means by the cost of 12% and \$5,000, unless Mr. Law thinks that Timberland has the \$20,000 and could bank it and it would draw that much interest. Mrs. Harris asked if Mr. Law means that Timberland would borrow the money and Mrs. Haakenson stated that Mr. Law thinks if Timberland has this money it should be used for something else. In other words, if Timberland does not use the \$20,000 now, Timberland would gain on that money.

Mr. Parsons stated that Timberland possesses a building and the roof is bad. If the roof is bad, Mr. Parsons said there will be leaks and damage to the building. He said he remembers Mr. Keiski expressing his concern with the valuable Bennett prints that are in the Montesano building and other valuable items that could be damaged. In reality, Mr. Parsons said this would be money very well spent. Mrs. Haakenson asked if this is going out for bids or rather would someone do the job thinking that Timberland has money. Mr. Crose stated that he received some informal bids, but by law Timberland will formally have to go out for bids. Mr. Crose said he is confused by Mr. Law's concern because this is something that has been discussed by the Board. He said he agrees with what Mr. Parsons says that if you have a bad roof, it has to be fixed. A professional person says that the roof should not be patched again because it is a waste of money. Mr. Crose said that Timberland could end up spending twice as much on the roof if it is patched again rather than replaced. Mr. Parsons said he agrees with this totally. He said he is concerned that this was just put on the agenda; however, he said they are talking about the reality of the situation. He said it is the middle of September and the Board has discussed this before so it is not a real surprise. Mr. Parsons said he, too, is confused by Mr. Law's concerns. Mrs. Fourre said she wonders how often the Board gets involved in maintenance and said that the Board just has to O.K. spending this amount of money. She said if the roof needs to be replaced, then it has to be done.

5A
82-69

LARRY PARSONS MOVED TO BUDGET \$20,000 FOR REPAIR OF THE MONTESANO ROOF; ALICE HARRIS SECONDED THE MOTION.

Mrs. Fourre said that there is a possibility that more damage might be uncovered and it could cost more than \$20,000. She asked if it would hamper the repair if the Board sets an amount. Mr. Crose said he would have to come back to the Board if more would be needed.

82-70

LARRY PARSONS AMENDED HIS MOTION AND MOVED TO REPAIR THE MONTESANO ROOF IN A MAJOR SATISFACTORY WAY AS DESCRIBED BY MR. CROSE; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED.

6 New Business

There was no No Business.

7 Other Agenda Items


A. Certificate of Appreciation for Arleen Bay, Winlock Board

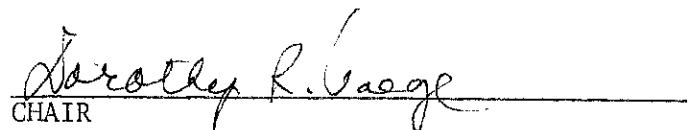
This Certificate of Appreciation was presented to Arleen Bay prior to the meeting since she was unable to stay for the business meeting.

B. Announcement

Mr. Parsons announced that there is tentatively scheduled on October 26 at the Westwater Inn in Olympia an author dinner for Jean M. Auel, author of "The Clan of the Cave Bear."

There was no further business and the meeting adjourned at 8:30 p.m.


SECRETARY


CHAIR