

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

November 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
Larry Parsons - Lewis County
Paul Polillo - Pacific County

BOARD MEMBER EXCUSED:

Donald L. Law - Member-at-Large

STAFF PRESENT:

Louise E. Morrison, Library Director
Mary Stough, Assistant Director for Public Services
Sally Loken, Assistant Director for Central Services
Tom Mayer, Supervisor-Personnel Administration
Mike Crose, Business Manager
Vicky Campbell, Youth Services Coordinator
Chapple Langemack, North Mason Librarian
Joyce Nichols, Tumwater Librarian
Kitty Schiltz, Non-Book Materials Coordinator
Mary Ann Shaffer, Montesano Librarian
Betty Sholund, Olympia Reference Librarian
Harlan Zinck, Community Library Assistant II, Olympia
Herbert H. Fuller, Timberland Attorney
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Bill Moeller, Centralia Mayor
Betty Whitman, Olympia Library Board

Mrs. Voege called the meeting to order at 7:40 p.m.

AGENDA ITEM
NO.

- 1 Approval of Minutes of the October 20, 1982 Meeting
- 82-80 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE OCTOBER 20, 1982 MEETING; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.
- 2 Approval of Vouchers
Mrs. Voege noted that the payroll and payroll-related vouchers for October 1982 had amounted to \$244,872.75.

2
82-81

ALICE HARRIS MOVED TO APPROVE VOUCHERS NO. 11524 THROUGH NO. 11708 IN THE AMOUNT OF \$139,558.22; LARRY PARSONS SECONDED THE MOTION.

Mr. Parsons questioned voucher No. 11542 to Cen-Che Vacuum in the amount of \$158.85 and Mr. Crose stated that Timberland purchased a vacuum cleaner. Mrs. Harris questioned voucher No. 11617 to Reliable Roofing Co. in the amount of \$56.76 and Mr. Crose stated that this is for another patch job on the Montesano Library roof. Mrs. Haakenson questioned voucher No. 11630 to Tom & Jerry's Home Repair in the amount of \$190.98 and Mr. Crose stated that this is for re-hanging a door at the Montesano Library. He explained that the door had to be switched around so that it opened out instead of in as a safety factor.

MOTION CARRIED.

Mrs. Voegel requested that the agenda be suspended and that Mr. Moeller be allowed to speak at this time.

5 Unfinished Business

A. Discussion with Bill Moeller, Centralia Mayor, re Building Support

Mrs. Voegel stated that Mr. Moeller had requested that he be put on tonight's agenda. Mr. Moeller expressed his appreciation for being moved up on the agenda. He said he would be to some degree repeating what was said at the March 17, 1982 TRL Board meeting which was held at the Centralia Library.

Mr. Moeller said that the Centralia City Commission is requesting that the City of Centralia be compensated by Timberland for use of Centralia's library building since the building is used for more than just city activities. He said that the library is used as headquarters for the unincorporated area of the county. He stated that there are two factors which are different than when the Board met in Centralia in March. Mr. Moeller said that since that time he thinks it has been more clearly stated and brought out that there are two distinct functions in the building, one serving the City of Centralia and one serving people residing outside the city limits. He said that prior to the election in September, it was made clear that if the special levy and annexation failed, there would be no library service in the City of Centralia, but that library activities would continue outside of the city limits. Mr. Moeller said that another factor is that Centralia has no contract with Timberland for 1983 and no maintenance agreement signed. He said it would be mutually beneficial for the activities to continue as they are now and that there is a need for library service and the city very much wants to have the service continued. Mr. Moeller stated that Timberland needs a building from which to conduct those services. He said that the Centralia Library was specifically designed to be used as a multi-purpose facility. He said that the library houses the bookmobile and the city does not need a bookmobile for inside the city limits. Mr. Moeller said that the City Commissioners have asked him to propose that Timberland compensate the City of Centralia for the amount of janitor services, operating supplies, communications and day-to-day activities to conduct the

5A library, which is projected to cost the city about \$25,000 in 1982. He said that the City of Centralia would pay for the insurance on the building, repairs and maintenance of the building and upkeep of the grounds surrounding the building.

Mr. Polillo asked if it would "open a can of worms" to do this for one library. He said that Timberland has several libraries and they are talking about a large sum of money. Mr. Moeller stated that Centralia is unique among other libraries.

Mr. Parsons pointed out that the City of Centralia also reaps tremendous benefits since the Centralia Library has more personnel, more books, and the reference center which is located there. Mr. Moeller agreed that it is mutually beneficial and that TRL reaps benefits, too. He said that staff works the desk one day and the bookmobile the next. Also, Mr. Moeller said that there is extra storage space available. Mrs. Harris said that her main concern is the welfare of the library and she said she cannot see that Centralia would be well served if the bookmobile operation were removed from that building. She said she thinks that Centralia residents receive better service because the bookmobile is there. Mrs. Harris stated that the bookmobile is at the Centralia Library because it makes for better library service and that is what it is all about. She said if TRL begins to take away service from a building, all it will do is decrease the quality of the city's library service. Mrs. Harris said that it is a matter of priorities and what everyone needs to be looking at is how TRL can best serve Centralia and she thinks it is best the way it is. She said that she feels that removing the bookmobile from Centralia would diminish Centralia's quality of service. She stated that it also would diminish the worth of service for the whole district and the expense would have to be absorbed which would take away from other library services. Mrs. Harris said that TRL tries to do the best it can with the amount of money it has. If TRL has to do extra things, she said it would increase costs and would diminish service in a place where there is already good service. Mr. Moeller said that he means no disrespect but he thinks the city looks at it as TRL having use of the building and getting a free ride all this time. He said the city is asking to be compensated for what it feels is just and they should not be looking at the past but should be taking a look at what is just and fair today.

Mrs. Voegel said that she thinks the statement Mr. Moeller made about it being mutually beneficial is very accurate. She pointed out that bookmobile staff members are residents of Centralia, the bookmobile is serviced and gassed in Centralia, most of the payroll to Centralia staff, including bookmobile, remains in the city and is processed through the local banks. Also, Mrs. Voegel said that partly because of the bookmobile, there is a fulltime librarian, reference librarian and children's librarian in that building. She said that all the telephone services are provided by TRL, there is a Xerox copier made available for patrons, without profit to TRL, and TRL maintains the Centralia-owned typewriters, microfiche readers and printers. In addition, Mrs. Voegel said that the postage which is paid for by TRL and used in that building is run through the Centralia post office. She said that people from outside the city limits come to Centralia to use the library and they spend money in the city.

5A Mr. Parsons asked if there is a financial hardship for Centralia to have the bookmobile located in that building. He said they need to put some things in perspective. Mr. Parsons said that the building was paid for by a federal grant and he does not think the building is as much of an obligation to Centralia as buildings are in other cities. He said he realizes that the cities are in a terrible hardship. With passage of the annexation in Centralia, Mr. Parsons said that in effect that money for the contract fee will go in the general fund of the city and he thinks that says something. He said that he thinks that nucleus of what makes a city a city has a lot to do with the library that is in Centralia, and it is one of the amenities of the city that he would believe would be well worth the tax dollars that Centralia provides for maintaining the building. Mr. Moeller said that it is true that the annexation and special levy have both passed and relieved the city of some of the burden, but he said that money has all been taken up immediately in essential services. He said that utilities alone so far this year have amounted to \$12,200 and he asked if the citizens of Centralia should pay utilities for activities which have nothing to do with the city.

Mrs. Voege said she makes the rounds of Grays Harbor County libraries and she attends city council meetings and hears things about "what we furnish Timberland." She said that the cities are furnishing a place for the city residents to have a library and are not "doing it for Timberland." She said it is just like having parks and park upkeep; it is one of the city's services. Mrs. Voege said that with just the maintenance and building costs, the City of Centralia is probably getting fantastic library service and they could not touch it any other way. She asked what the local Centralia Library Board has to say about this matter. Mr. Moeller said that he has not discussed this with the Centralia board and that it is strictly a City Commission matter. Mrs. Voege asked if the City Commission should talk with the local library board. Mr. Moeller said the Commissioners look on the local library board as pretty much an advisory board. Mrs. Fourre asked what Centralia citizens' input has been on this matter and Mr. Moeller replied that there has been no citizen input outside of those who were present at the March meeting. He said that other citizens assume that since the annexation and special levy passed that all the library's expenses are taken care of.

Mrs. Haakenson asked if Timberland has other bookmobiles in the system housed at a city library and if so, how this is handled. Mrs. Morrison said that the City of Raymond houses a bookmobile. She stated that many years ago the Pacific County Library District rented the basement of the Raymond Library and used it as its headquarters. Some years after that, she said Raymond contracted with Pacific County and she thinks that at that point Raymond was still being paid some amount by Pacific County for the use of that space. When working through the new contract some years ago between the City of Raymond and TRL, Mrs. Morrison said that the Board at that time felt just as strongly as this Board seems to feel--that the benefit of having the bookmobile at Raymond far outweighed any cost that the bookmobile would have been to the city and at that point refused to negotiate a contract based upon payments to the city for space. Mrs. Morrison said that TRL did pay the city for

5A having a roof put up to cover the bookmobile and that was allowed on the first year's contract. Since that time, Mrs. Morrison said the bookmobile has been parked there and it is the same situation as at Centralia.

Mrs. Haakenson asked Mr. Moeller what costs he feels are directly related to the bookmobile. Mr. Moeller said he cannot answer that without a complete rundown of the library as to how much office space, storage space, etc. are devoted to service to the unincorporated area. Mrs. Haakenson asked how the Commissioners came up with the figure of \$25,000 as the figure they feel they need. Mr. Moeller said that it was a figure the Commissioners felt was related to the operation of the library and, therefore, is the amount the Commissioners are requesting.

Mrs. Voege asked Mr. Moeller what savings there would be to the city if the bookmobile and its attendant services were removed. Mr. Moeller replied that there would be no savings. Mrs. Voege asked if having the bookmobile service and books there would cost the same for the City of Centralia, and Mr. Moeller said he would assume so but that there might be less space to heat. Mrs. Voege asked if removing this service would more than counterbalance the benefits the city receives, which is an increased collection, larger staff, and other benefits which she pointed out earlier. Mr. Moeller said that the city might experience a minor savings but it is the feeling of the Commissioners that there should be compensation to the city for the use of that building. He said that Timberland was apparently willing to pay money to move the library if the special levy failed and he does not see why Timberland is not willing to spend the same amount of money inside the city. Mrs. Voege stated that if the levy had failed and the library had to be moved, Timberland would be serving far fewer people.

Mr. Parsons stated that many times they have talked about the city service cost vs. county service cost. Since the City of Centralia has annexed, by law the city residents will be treated the same as county residents and will be taxed in the same way. Mr. Parsons said that everyone has to realize that this is a Timberland Regional Library, not just a city library. He said the services to county and city are exactly the same, except the people who live in cities may get better service because of accessibility. Mr. Moeller said the city has higher costs since they have to maintain the building. Mr. Polillo stated that the building still belongs to the city and they should not forget that. Mr. Polillo asked how the library service is in Centralia and Mr. Moeller replied that it is excellent. Mr. Polillo stated that it looks to him like "the dollar" is what is causing all the problems, and Mr. Moeller agreed.

Mrs. Voege thanked Mr. Moeller for coming to tonight's meeting and said she understands the city's problems. However, Mrs. Voege said that the city has signed the building maintenance agreement when the city submitted the annexation procedure to the voters. She said she thinks that perhaps there was an unfortunate statement made at the meeting in Centralia by one of the Board members to the effect that this is an area that the Board would look at. However, Mrs. Voege said this is not the case. She said that Timberland cannot begin to pick up the expenses of all the city library buildings because it would cut into the library services too much. Mr.

5A Moeller requested that the Board take an official vote on his request. Mrs. Voege said that the Board has not had an opportunity to discuss this.

82-82

PAUL POLILLO MOVED THAT TIMBERLAND NOT GIVE THE CITY OF CENTRALIA \$25,000 IN SUPPORT; ALICE HARRIS SECONDED THE MOTION.

Mr. Parsons said he would like to see a more detailed analysis of the city's budget. There was some question on why the city is paying expenses for communication since Timberland pays for all communications in the building, including telephone and postage, and it was suggested that Mr. Moeller check into this.

MOTION CARRIED.

The meeting recessed briefly at 8:15 p.m. and reconvened at 8:25 p.m.

3 Reports

A. Business Manager - Michael Crose

Mr. Crose reported that he just received the figures in very abbreviated form from Thurston County this afternoon and he did manage to prepare a monthly report which is in the Board's folders. He said he will prepare a written report later this month and stated that Timberland is in good financial condition.

B. Timberland Attorney - Herbert H. Fuller

Mrs. Voege complimented Mr. Fuller on his recent opinion. Mr. Fuller reported that he has started work on putting together a syllabus of library laws and opinions, which he is doing without charge to Timberland. He said he has examined the resolutions which will come up later on the agenda and he said they appear to be proper.

C. Library Director - Louise E. Morrison

Mrs. Morrison said that she requested that Agenda Item 6D, Discussion of TRL Building Concerns, be added to the agenda. She said she has written of these concerns in her weekly memos. She had nothing further at this time to add to her weekly memos.

D. Assistant Director for Central Services - Sally Loken

Ms. Loken reported on some of the recent problems with the automated circulation system. She said that the Project Director, George Rickerson, has been working with DataPhase for the past week trying to identify what is causing the problems so that he can suggest things for CALS to do to remedy the problems. Ms. Loken stated that one of the most important things CALS has learned is that the piece of software which was installed about a month ago did not "fix" the circulation response time independent of everything else that is going on in the system. She explained that circulation has no affect on other functions, but item conversion and patron registrations, which are very heavy activities right now, are affecting both circulation and each other. Therefore, Ms. Loken said that the conversion schedule will have to be altered and Timberland has had to cut back

3D to using 42 terminals. She said that those libraries which now are circulating on the system and registering patrons will continue to do this but they will not be using the terminals for conversion during the afternoon hours since that is the peak time. Ms. Loken stated that DataPhase has been taking a look at how CALS has been using ALIS over the past week and has discovered that staff has been doing some inefficient searches. She said that she is going to re-emphasize to building supervisors that they must make sure that volunteers and staff understand exactly what they are doing. Ms. Loken said that staff will be experimenting with the system to find the most efficient ways of doing things.

Mrs. Stough introduced Betty Whitman, who is on the Olympia Library Board and will be the liaison between the Olympia Board and the TRL Board.

4 Correspondence

A. 11/10/82 letter from Martha Gibbs, Director, Lifelong Education, St. Martin's College, re Northwest Poetry Conference

Mrs. Voege stated that the Board has received copies of this letter in the weekly mailings. She explained that St. Martin's College is seeking support for use of Timberland's stationery to seek some reader grants for the Poetry Conference. Mrs. Voege reminded Board members that Timberland already had authorized in-kind contributions of \$1,000 and this remained unchanged.

5 Unfinished Business

B. Permission to use Timberland letterhead for grant seeking letters

82-83

DORIS FOURRE MOVED THAT TIMBERLAND PROVIDE STATIONERY TO SEEK READER GRANTS FOR THE NORTHWEST POETRY CONFERENCE; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED.

4 Correspondence

B. 11/10/82 letter from Board of Mason County Commissioners re TRL Board terms of office

Mrs. Voege read the letter as follows:

"The Board of Mason County Commissioners is in receipt of your letter notifying of Alice Harris' term, which will expire in December, 1982.

"We are concerned with the length of the term of office. Can the length of the term of office be shortened? Who sets the length of the term?"

"Thank you for your attention in this matter."

Mrs. Voege said that she responded to this letter today and she cited RCW 27.12.190 which specifies that "The first appointments for boards comprised of seven trustees shall be for terms of one, two, three, four, five, six and seven years respectively, and thereafter a trustee shall be appointed annually to serve for seven years. No person shall be appointed to any board of trustees

4B for more than two consecutive terms." Mrs. Voege said she went on to explain in her letter that Mrs. Harris is eligible for a second term and that the "trustees are appointed by a joint action of the legislative bodies concerned."

6 New Business

A. Establish Property Tax Levy Rate and Dollar Amount for 1983 Collection

Mr. Crose said that Mrs. Morrison had included in her memo last week a copy of the 106% calculation sheet and at that time he had requested that the Board adopt the levy rate and amount set out in that calculation sheet. However, Mr. Crose said that last Friday he received final certified values and they are different from the ones he had in hand so the figures have changed. Mr. Crose recommended that the Board adopt 36.22¢ as the levy rate which will generate a tax levy amount of \$2,675,212. Mr. Polillo asked how the forest excise tax of \$252,635 stacks up against last year. Mr. Crose stated that it is lower and this amount is determined by applying TRL's levy rate to the timber roll which generally does not change. He said he anticipated that this would be lower and he also anticipated a reduction in the reserve distribution. Mrs. Voege said she is increasingly impressed with Mr. Crose's prudence and management of money and his accurate forecasting.

82-84

PAUL POLILLO MOVED TO ADOPT RESOLUTION NO. 82-9 SETTING THE 1982 UNIFORM PROPERTY TAX LEVY RATE AND LEVY AMOUNT FOR COLLECTION IN 1983; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED.

B. Consider Adoption of Resolution Approving the Annexation of the City of Elma to Timberland Regional Library

Mrs. Morrison stated that Mr. Fuller has inspected all of the documents, including the resolution and building support agreement, and Mr. Fuller has indicated that they are all proper.

82-85

LARRY PARSONS MOVED TO APPROVE RESOLUTION NO. 82-10 APPROVING AN ANNEXATION ELECTION OF THE CITY OF ELMA TO THE TIMBERLAND REGIONAL LIBRARY; JEAN HAAKENSEN SECONDED THE MOTION. MOTION CARRIED.

C. Consider Approval of Building Support Agreement Between the City of Elma and Timberland Regional Library

82-86

DORIS FOURRE MOVED TO APPROVE THE BUILDING SUPPORT AGREEMENT BETWEEN THE CITY OF ELMA AND TIMBERLAND REGIONAL LIBRARY; ALICE HARRIS SECONDED THE MOTION.

Mrs. Morrison stated that Elma's annexation election will be held in February 1983 and if successful, will take effect in 1984.

MOTION CARRIED.

D. Discussion of TRL Building Concerns

Mrs. Voege stated that for several months there has been concern

6D expressed about some of the buildings in the library system. She asked Mrs. Morrison to speak to this.

Mrs. Morrison said one concern is that TRL not get caught in a trap at Ocean Park. She said that Timberland has been assured of library quarters only through the current school year. She said she does not know at what point the school's study will be completed. Mrs. Morrison said that Bonnie Sayce has expressed her concern because there seems to be some very delicate balance of feelings with people who support the library and also have children in school, which also needs its space. Mrs. Morrison said it seemed to her that the Board might want to think about what action should be taken to prepare TRL for decisions which eventually will have to be made rather than having to make them in haste later.

Mrs. Stough said that patron usage has probably tripled because of the increase in students. She said a study is being done by the school district to determine whether the facilities which have been closed will remain closed. Mrs. Stough said it is a difficult situation and Timberland can hang on this year but she hopes there will be some relief. She said one disappointment she has is that she got the idea from a conversation with the superintendent that a facility study would be done by a consultant. However, Bonnie Sayce has said that the study will be done by a committee made up of people from the community.

Mrs. Morrison said another concern is the South Mason facility. She said that the 10-year lease will expire in the fall of 1983 and the Board must start thinking about what should be done at South Mason. Mrs. Morrison said that both South Mason and Ocean Park are very real needs and both are in unincorporated areas and are busy libraries.

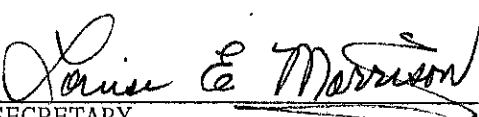
Mrs. Voege said that the Board has had advance notice of these concerns the past several months. She said she discussed this with Mrs. Morrison this afternoon and they considered some various alternatives that might be available. She said that Ms. Loken had suggested that committees composed of people who are knowledgeable and live in the particular areas be organized. She said that Mr. Polillo has agreed to chair the committee for the Ocean Park Library and she is going to ask Don Cox and Marcel King, both former board members, Mary Stough, and a representative of the Friends of the Library to be on the committee. She said the charge to the committee is to explore whatever options are available and she requested that the committee be prepared to report back to the Board at the February meeting. She said that Mr. Polillo should feel free to include anyone else on the committee. Mrs. Harris asked what the square footage of the Ocean Park Library is and Mrs. Morrison stated that it is about 2,000 square feet. Mrs. Harris asked if this space is adequate and Mrs. Morrison stated that it appears to be. Ms. Loken suggested that the committee will probably want to consider the fact that Ocean Park is a growing area and this should be considered in space plans. Mrs. Voege stated that if any other Board members or staff wish to serve on this committee to let her know and also to share any ideas with the committee.

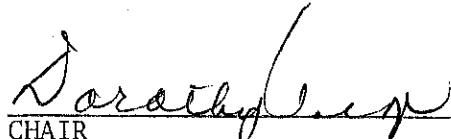
Mrs. Voege said that Mrs. Harris has agreed to chair the committee

6D that will explore various options that might be available for Timberland with regard to the South Mason building. She will request that Dory Whitmarsh and Sally Loken also serve on the committee and asked Mrs. Harris to find others in Mason County to serve on this committee. Also, if any other Board members or staff wish to serve on the committee, Mrs. Voegel asked that they let her know.

Mr. Parsons asked what has happened with regard to the theft at the Olympia Library. Harlan Zinck was present and he stated that the equipment has been replaced by Timberland's insurance company. He said the tapes will be replaced but have made no decision as to whether they will be replaced with the same titles or different titles. He said that the last he heard is that the police found the stolen tapes and a box of keys, which were also stolen, in the back of a van and apparently the library will not get them back for a long period of time.

There was no further business and the meeting adjourned at 9:15 p.m. Mrs. Voegel requested that the Board remain for a short Executive Session.


SECRETARY


CHAIR