

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

April 20, 1983

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M I N U T E S

BOARD MEMBERS PRESENT:

Dorothy Voege, Chair - Grays Harbor County
Jean Haakenson - Member-at-Large
Alice Harris - Mason County
Donald L. Law - Member-at-Large
Larry Parsons - Lewis County
Paul Polillo - Pacific County

BOARD MEMBER EXCUSED:

Doris Fourre - Thurston County

STAFF PRESENT:

Louise E. Morrison, Library Director
Mary Stough, Assistant Director for Public Services
Sally Loken, Assistant Director for Central Services
Mary Ann Shaffer, Supervisor-Personnel Administration
Michael Crose, Business Manager
Vicky Campbell, Youth Services Coordinator
Joyce Nichols, Tumwater Librarian
Betty Sholund, Olympia Reference Librarian
Herbert H. Fuller, Timberland Attorney
Liane Bascou, Board Recording Secretary

Mrs. Voege called the meeting to order at 7:30 p.m. She said she wanted to comment on the Timberland Regional Library 1982 Annual Report and commend those staff members who were involved with putting it together. Mrs. Voege said that she thinks the Annual Report is a very "classy" presentation, the format is attractive, clear, easy to read, and the information is easily found by anyone interested. As far as she is concerned, Mrs. Voege said she thinks this is the nicest Annual Report produced by Timberland. She said those concerned with producing it are Chapple Langemack, Chair, and the Public Information/Public Relations Committee; Darlene McLernan, who typed the report; Michael Darling, graphic artist; and Mike Brocha, who was responsible for printing it.

Mrs. Voege said that from now on she would like to change the order of the Agenda under Agenda Item 3, Reports, and have Mr. Crose give his Business Manager's report last rather than first to alleviate the problem of him trying to give his report at the same time as he is getting Board members' signatures on the voucher approval form.

AGENDA ITEM
NO.

1 Approval of Minutes of the March 16, 1983 Meeting

83-13

ALICE HARRIS MOVED TO APPROVE THE MINUTES OF THE MARCH 16, 1983 MEETING; JEAN HAAKENS ON SECONDED THE MOTION. MOTION CARRIED.

2 Approval of Vouchers

Mrs. Voege stated that payroll and payroll-related vouchers had amounted to \$284,058.28 for March 1983. Mr. Crose commented that the reason this was higher than usual was because it included the retroactive pay and reimbursement for health insurance coverage to those employees covered by the agreement between Timberland and the Staff Association.

83-14

JEAN HAAKENSON MOVED TO APPROVE VOUCHERS NO. 12382 THROUGH NO. 12549 IN THE AMOUNT OF \$126,124.23; PAUL POLILLO SECONDED THE MOTION.

Mrs. Haakenson questioned voucher No. 12413 to The Evergreen State College in the amount of \$8,612.56 for operating supplies. Mr. Crose stated that this is associated with the automated circulation system. He pointed out that up to this point he has split the payments to TESC as a separate item in account No. 657.08 which is the Automated Circulation System Fund. From now on, he said that this will come out of the General Fund. Mrs. Haakenson asked if this will be a monthly or quarterly billing, and Mr. Crose stated that it will probably be semi-annually. Mrs. Voege questioned voucher No. 12477 to Tom's Janitorial Service, Montesano, in the amount of \$320.00 and asked if this is a monthly billing. Mr. Crose stated that it is.

Mrs. Harris questioned vouchers No. 12444 and No. 12445 to Pacific Northwest Bell in the amounts of \$5,773.01 and \$5,154.59, respectively. She said she understands that one is for regular telephone service and the other is for the circulation system and noted that they are a bit higher than last month. She asked if Mr. Crose anticipates that these billings will continue to get higher since they are now looking at over \$10,000 a month. Mr. Crose replied that he is looking at the telephone bills very carefully and it appears that they will increase and then level off. He said that he has been discussing with the Washington State Department of General Administration the possibility of switching the data circulation lines to the SCAN system which would save a considerable amount of money. However, General Administration is not ready to proceed with this yet. Mr. Parsons said that he is aware that telephone charges are supposedly going to go up for businesses because of per call charges and he asked if this will affect Timberland. He said that where he works a survey is being done right now and every telephone call made has to be written down. Mr. Crose stated that with the deregulation of A T & T, he does not know what will happen locally, but it looks to him as if telephone charges will go up substantially. Mrs. Haakenson asked if the telephones could be better used for further cost savings. Mr. Parsons said that he doesn't think that is the answer so much as an alternate phone service would be. Mr. Crose stated that Timberland already tries to make the most efficient use of long distance calls in the district, but because of the size of the district, this is difficult. Mr. Law asked if Timberland has all Western Electric equipment and if it is all rented from Bell. Mr. Crose said that all Bell network equipment is Western Electric and the lease was paid off on installation for most of the telephone equipment at the Service Center, although this is not the case in other Timberland outlets. Mr. Law said he has had occasion in the past year to become involved in the rate case just referred to and he thinks two things should be noted with regard to telephone

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rates. First of all, he said that a significant chunk of the increase right now is tentative in the sense that there is a lawsuit pending in the federal courts in the east having to do with whether or not the Federal Communications Commission's method of depreciation must be adopted by the states. He said that the Washington Commission said "no" and Bell got an injunction in district court saying that Washington had to pay it. If the ratepayers win in federal court, Mr. Law said a rebate will be made. Secondly, he said that one of the things that should be considered in light of this increase is the possibility of bringing in a consultant to simply review Timberland's overall situation. Mr. Law said that a number of opportunities for reduced telephone costs have been opened up because of more competitors in the field and because of changes in the laws. Mr. Crose said that this ties in with what he mentioned earlier with regard to changing over to the SCAN system. He said that General Administration will work with Timberland free of charge but right now they are too busy with state government to help Timberland. Mr. Crose said they have indicated a desire to help with this. Mr. Law said that because of recent developments in the market place, there are a number of competent consultants who can often times provide a service by coming in with a totally open approach and reviewing a whole system and make suggestions. He said that he thinks Timberland should consider this within the next year.

MOTION CARRIED.

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Reports

B. Board Committees

(1) Ocean Park - Paul Polillo

Mr. Polillo reported that the nine-member community committee has made a recommendation to the school board. He said that the school levy vote is set for May 17 and about all that Timberland can do at this point is to wait until after the election. Mr. Polillo said he has not been in the Naselle area for the past several days and does not know what has been happening recently, but he is quite sure that the school district will not make any firm decisions until after the levy election. Mr. Polillo said that he believes that the Superintendent will be in touch with Mrs. Morrison after the election. He said that there have been a lot of meetings in the area having to do with the many problems, some of which are the unemployment situation, lack of funds, etc.

(2) City Contract Committee - Don Law

Mr. Law reported that he has had a number of meetings individually with Mr. Crose and the committee has met several times. He said the committee began its work with the idea of trying to make a list of those things, data wise, which the committee felt would be relevant to what it needs to do. Mr. Law said the committee members feel that it is important to have the data before they make recommendations. He said the committee has requested that Mr. Crose obtain data which is very extensive and extremely detailed. He said much of the data is not easily retrievable and Mr. Crose has written several letters and is dealing with various city and county officials in the pursuit of that

3B(2) data. Mr. Law said the committee recognizes that much of this data will not be exact but felt it is worthwhile to get some approximate figures in some cases. He said the process of compiling the data has not been completed as yet and without that data the committee didn't feel it could make a formal report as yet.

Mr. Law said the committee met last Monday at the Service Center and discussed a schedule for the committee. He said the committee has proposed that the time for the formal report of the committee be at the June meeting which would give them two more months to get their "conclusions" together. Mr. Law said he perhaps uses the word "conclusions" inappropriately but one of the things the committee agreed on as the best approach was to spend the time to get the data and spend the time to make sure as best they could that their conclusions as a committee were correct. He said that also the committee felt that before the Board considered what decisions it should make based on the committee's work that the committee's conclusions should be thoroughly studied by the affected cities. He said the cities should have an opportunity to give comments to the Board. For that reason, Mr. Law said the committee is proposing that the August meeting be reserved for comments by the cities on the report which would be issued by the committee in June. He said the committee also felt it would be appropriate for its members to meet informally with representatives from cities, probably shortly after the June meeting, for the purpose of clarifying the report. Mr. Law said the committee wants to dispel any confusion early. He said by the June meeting a written document will be prepared and Board members will receive it prior to the June meeting for review. Mrs. Haakenson stated that she thinks that Mr. Law has covered this well and that it should give Mr. Crose enough time to tabulate all of the data. She said if the committee is ready to report to the Board in May, it can do so, but the committee did not want to schedule the report for May and then have to say it is not ready.

C. Timberland Attorney - Herbert H. Fuller

Mr. Fuller said he had nothing to report at this time. He said the last month has involved contacts with Mrs. Morrison on an occasional basis when a problem has arisen. Mrs. Voege said that Mr. Fuller submitted a written opinion several weeks ago and he is available for questions from any Board members.

D. Library Director - Louise E. Morrison

Mrs. Morrison noted that Tom Joselyn, Chehalis Librarian, has accepted the position of Technical Services Librarian at the Service Center. She said that Virginia Barton, former TRL employee, will be temporarily in charge of the Chehalis Library until that position is filled. She stated that Mrs. Barton has been doing volunteer conversion at the Chehalis Library. Mrs. Morrison also noted for the record that Rosalie Spellman, Aberdeen Librarian, has been named Woman of the Year by the Phi Chapter of Delta Kappa Gamma for her contributions to the Grays Harbor Historical Society and her efforts to maintain the highest standards of library service. Also, the Grays Harbor Branch of the American Association of University Women has sent \$500 to the Association's Educational Foundation in Mrs. Spellman's name. Mrs. Morrison said that both of these are high honors.

3D Mrs. Morrison further reported that Peg Coppinger, Olympia Librarian, will be closing out her career on the 30th of April. She said that festivities are scheduled on Friday, April 22, and she hopes that Board members will be able to attend. Mrs. Harris asked if there is a program during the day and Betty Sholund stated that there will be one shortly after 5:00 p.m. Mrs. Morrison said that next week a District Meeting is scheduled. She said that she has passed around the chairing of these meetings from library to library which gives staff members an opportunity to conduct a meeting of a fairly good size and gives people a different voice to listen to. Mrs. Morrison said that the next meeting happens to be Mrs. Coppinger's turn.

Mrs. Morrison also reported that she will be leaving for Yakima for the WLA Conference next Tuesday afternoon. On Wednesday, she has several meetings scheduled throughout the day including a Public Library Directors meeting, WLN Users Group, and District Library Directors.

Mrs. Morrison further reported that a Gaylord vice-president was at the Service Center this week. She said that apparently the field representative is trying to get the vice-president out in the field to find out what people really want in terms of supplies and equipment.

Mr. Law referred to a recent controversy in the North Thurston School District having to do with a book which was on the required reading list. He said that in a split vote, the school board voted to remove the book from the reading list and that decision has now been subject to reconsideration. Mr. Law said he thinks it might be appropriate if the news articles covering this could be made available to the Board. Vicky Campbell said she doesn't recall the title of the book but it is a book of short stories which the school has been using in its English class since 1967.

Mr. Law also referred to the recent legislative proposal to close The Evergreen State College. He said that this is apparently a dead issue now but is certainly something to be watching. Mr. Law said that there are benefits which Timberland in a mutual way receives through the circulation system and other cooperative interchanges that go on and that these should be recognized, particularly the role that TESC plays in this section of the state. He said that if this issue comes up again, he suggests it might be appropriate for the Board of Trustees to put together a resolution which would commend TESC. In fact, Mr. Law said it might be appropriate to have a proposed draft of a resolution ready to go. Mrs. Harris said that she agrees with this very much. Because the Senator from her own county, Mason County, was instrumental in introducing this, she has already been in contact with his office. Mrs. Harris said she feels very strongly that it was not a fair statement to say "it is an experiment that failed" but instead she thinks it is an experiment which has proven itself and that this area would sorely miss TESC, that it is needed, and it should be strengthened rather than cut.

E. Assistant Director for Public Services - Mary Stough

Mrs. Stough referred Board members to the invitation to the Volunteer Reception on May 20 at Tokeland. She said that Mrs. Voege will be one of the speakers at the reception and she hopes that other Board members will be able to attend.

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F. Assistant Director for Central Services - Sally Loken

Ms. Loken said that she had mentioned in her last written report the new feature of the WLN acquisitions system to electronically transmit orders to book jobbers. She explained that previously the orders were printed by the WLN computer (in Pullman) and mailed to Timberland for verification and then the orders were mailed to the jobbers. She said that this took a considerable amount of time, whereas now with the new electronic feature, it takes only a few days. Ms. Loken said that it does not cost any more and staff is amazed at how rapidly the books are coming in.

Ms. Loken further reported that CALS has been informed that the disk drive has been shipped. She said once this arrives it will mean that CALS will be that much farther in getting completely into the system because it will allow CALS to continue the update tapes.

A. Business Manager - Michael Crose

Mr. Crose referred Board members to the blank travel and expense voucher forms which he requested that Board members sign and return to him. He said this will allow him to process the Board members' monthly expenses without the confusion of having to sign individual expense vouchers at Board meetings.

Mr. Crose said that in addition to his usual monthly report, he has also included a recap of TRL's revenue from January 1 through April 15, 1983. He requested that Board members read this and said that he would be interested in their comments. Mr. Crose stated that he is pleased that revenues from forest tax sources are more than he had hoped they would be at this time of year.

Mr. Crose further reported that the Montesano roof repair project has been reopened. He said he has been discussing this with Mr. Andring of Aberdeen and Mr. Andring has been preparing specifications for Timberland to review and then advertise for sealed bids. Mr. Crose said that there will have to be some mechanism in place to either open the bids at a regular Board meeting or have them opened by a committee of the Board. For instance, Mr. Crose said that he and Virginia Barton were designated as TRL representatives to be present at the bid opening for the Packwood project. Mrs. Voegel said it would be convenient for her to be present. It was agreed that Mrs. Voegel, Mr. Crose and Mrs. Morrison would represent the Board at Mr. Andring's office in Aberdeen during opening of bids.

Mr. Law requested that Mr. Crose include in his monthly reports perhaps a percentage figure that would indicate where Timberland is compared with where he anticipated Timberland would/should be. He said that he likes Mr. Crose's comments on his other report which really illustrate what he is talking about. Mr. Law suggested that if in the middle of the year the Board determines there is enough revenue, that the coupon warrants could be paid off at that time. Mr. Crose said that this can only be done at the end of the year. He suggested that the Board transfer monies into the Building and Site Acquisition and Improvement Fund so that it could draw interest and then 60 days prior to the end of the year, could withdraw this money and notify Seattle-First that Timberland would like to pay off the coupon warrants. Mr. Polillo

3A said that he thinks it would be good business for the Board to pay the coupon warrants off, if possible, particularly the ones which have an interest rate of 13.75%.

4 Correspondence

A. 4/8/83 letter from Winlock Library Board of Trustees

Mrs. Voegel read the letter as follows:

"The Winlock Library Board would like to extend an invitation to the Board of Trustees to hold their August, September or October board meeting at our library and to be our guests at a dessert and coffee buffet from 6:30 to 7:30 p.m. that evening."

It was agreed that the Board could not meet at Winlock in August since the Board must meet at the Service Center that month for the purpose of hearing comments from cities with regard to the city contract study. Also, the Board will be meeting at the Westport Library in October.

83-15

JEAN HAAKENSEN MOVED THAT THE BOARD MEET AT THE WINLOCK LIBRARY IN SEPTEMBER AND ACCEPT THE WINLOCK LIBRARY BOARD'S INVITATION FOR DESSERT AND COFFEE; LARRY PARSONS SECONDED THE MOTION. MOTION CARRIED.

Mrs. Voegel directed Mrs. Morrison to respond to the Winlock Library Board's invitation.

5 Unfinished Business

There was no unfinished business to come before the Board.

6 New Business

A. Open Bids on 1962 GMC Bookmobile

Mrs. Voegel opened the bids for the 1962 GMC bookmobile as follows:

A bid in the amount of \$500 from Bill Robinson.

A bid in the amount of \$1,288 from Robert Barrett.

Mrs. Voegel asked if it is necessary to take official action on this.

83-16

LARRY PARSONS MOVED TO ACCEPT THE BID OF \$1,288 FROM ROBERT BARRETT FOR THE 1962 GMC BOOKMOBILE; DON LAW SECONDED THE MOTION.

Mr. Polillo asked what the blue book value is. Mr. Crose stated that the blue book value is between \$650 and \$1,500 depending on the condition.

MOTION CARRIED.

Mr. Fuller explained that formal action always should be taken on

6A matters of this type because sometimes the Board may not wish to accept a bid, in case the person bidding is not reliable, or the check is not certified if that is a specification. Also, he said that although this may not happen on a small matter such as this, in cases of larger bids, sometimes unsuccessful bidders are "bad losers" and start lawsuits.

B. British Exchange Program

Mrs. Morrison said that there is a library assistant in Sussex, England who is interested in doing a job exchange with someone in the Puget Sound area. She said that the library in England would allow an American to take over the library assistant's job. Mrs. Morrison said that she knows there are some staff who might be interested in this, although she hasn't discussed this with the staff as yet. She said that the Board may wish to endorse the principle of an exchange program and leave it to the discretion of Timberland management to work out a foreign exchange, British or otherwise. Mrs. Morrison explained that this request was referred by the Washington State Library to several libraries in the Puget Sound area. Mr. Parsons said that he is in favor of this idea since it would be a tremendous opportunity for a staff member and would be a good opportunity for Timberland also. Mrs. Harris said that she doesn't see any reason why the Board should look at this with disfavor and if the Director and other staff in Timberland see it as a good thing, she is in favor of it. Mr. Law agreed, as did Mr. Polillo. Mrs. Haakenson commented that the person who is part of the exchange program should be able to speak fluently whatever language of the country exchanged with, and that the person who would come to Timberland to work should be able to speak English fluently. There was agreement with Mrs. Haakenson's statement.

C. Remove 1973 AMC Hornet (#14) from Surplus Property List

Mr. Crose said that he and Mrs. Morrison discussed the possibility of reassigning some of the vehicles in the district. He requested that the Board remove the 1973 AMC Hornet (#14) from the surplus property list so that it can be reassigned to the Olympia Library and the vehicle presently at the Olympia Library could be reassigned to Mason County. The reason for this, Mr. Crose explained, is because the Olympia vehicle is mainly used for local trips and if Olympia staff members need to travel a longer distance, they can use one of the Service Center vehicles. Mr. Crose said it is becoming more apparent that a vehicle is needed in Mason County. He said that he thinks the 1973 Hornet will last for another year if just used locally and he would anticipate replacing it next year.

83-17

DON LAW MOVED TO REMOVE THE 1973 AMC HORNET (#14) FROM THE SURPLUS PROPERTY LIST; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.

D. Certificate of Appreciation for Peg Coppinger, Olympia Librarian

Mrs. Voege said that Mrs. Coppinger is retiring from Timberland after 15 years as librarian at the Olympia Library. She said that there have been many laudatory newspaper articles about Mrs. Coppinger and the Olympia Library, the most recent of which has appeared in the "Dear Abby" column. Mrs. Voege said that Timberland will miss Mrs.

- 6D Coppinger. She requested that the Certificate of Appreciation be presented to Mrs. Coppinger on Friday during her retirement festivities.
- 7 Other Agenda Items

A. Board Meeting Schedule

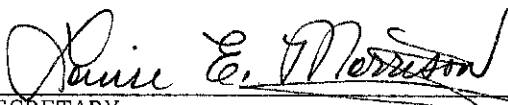
Mrs. Voege said that the Board changed its meeting date from the third Thursday to the third Wednesday of each month to accommodate several staff members' schedules. She wondered if the Board would like to change the meeting day back to Thursdays again. Mr. Law said it would be very difficult for him to meet on Thursdays, and Mrs. Haakenson said that Thursdays would not be convenient for her. The rest of the Board members were open to either night and it was agreed that meetings would continue to be held on the third Wednesday of each month.

B. Planning for Evaluation Progress Report

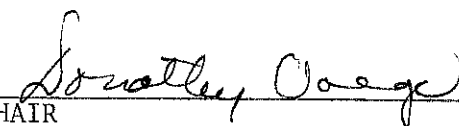
Mrs. Voege stated that with regard to evaluating the Library Director, part of the evaluation process involves the Director providing the Board with an informal update on progress in June of each year and the Board and Director review and make changes and/or additions in the checklist of objectives, if needed. Since this process started a month behind schedule, Mrs. Voege asked if Board members would like to change this to July and asked how they would like to proceed with this. She said this could be in an Executive Session before or after the Board meeting. Ms. Shaffer pointed out that the Director is scheduled for vacation in July. It was agreeable to the Board members to have an Executive Session before the June Board meeting for the purpose of reviewing the Director's progress toward 1983 objectives set jointly by the Board and the Director.

Mr. Crose said that in reviewing the bid from Mr. Barrett for the 1962 GMC Bookmobile, he has noted that the money order which represents 5% of the bid price which Mr. Barrett included with his bid is, in fact, the receipt for the money order and not the actual money order. Mr. Law suggested that this be referred to Mr. Fuller. Mr. Fuller agreed to check into this and contact Mrs. Morrison tomorrow morning.

There was no further business and the meeting adjourned at 8:40 p.m.



SECRETARY



CHAIR