

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

June 15, 1983

I N D E X

<u>AGENDA ITEM NO.</u>		<u>Page No.</u>
1	Approval of Minutes of the May 18, 1983 Meeting	1
2	Approval of Vouchers	1
3	Reports	
	A. Board Committees	
	(1) City Contract Committee (now referred to as Municipal Library Building Support Committee) - Don Law	2
	(2) Ocean Park Committee - Paul Polillo	5
	(3) South Mason Committee - Alice Harris	7
	B. Timberland Attorney - Herbert H. Fuller	7
	C. Library Director - Louise E. Morrison	7
	D. Assistant Director for Public Services - Mary Stough	7
	E. Assistant Director for Central Services - Sally Loken	8
	F. Business Manager - Michael Crose	8
4	Correspondence	8
5	Unfinished Business	
	A. Amendment to CALS Interlocal Cooperation Agreement	8
	B. Preliminary Report of Municipal Library Building Support Committee	8
	C. Ocean Park Library	8
6	New Business	
	A. Open Bids for 1973 Hornet Sedan and 1973 Dodge Van	9
	B. WLN Contract Extension	10
7	Other Agenda Items	
	A. Sequim Library Dedication	10

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415 Airdustrial Way S.W., Olympia, WA 98501

June 15, 1983

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  
Mary Stough, Assistant Director for Public Services  
Sally Loken, Assistant Director for Central Services  
Mary Ann Shaffer, Supervisor-Personnel Administration  
Michael A. Crose, Business Manager  
Vicky Campbell, Youth Services Coordinator  
Christine Peck, Hoquiam Librarian  
Rivkah Sass, Chehalis Librarian  
Betty Sholund, Olympia Reference Librarian  
Herbert H. Fuller, Timberland Attorney  
Liane Bascou, Board Recording Secretary

Chair Dorothy Voege called the meeting to order at 7:35 p.m.

AGENDA ITEM  
NO.

1 Approval of Minutes of the May 18, 1983 Meeting

83-20 ALICE HARRIS MOVED TO APPROVE THE MINUTES OF THE MAY 18, 1983 MEETING; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.

2 Approval of Vouchers

Mrs. Voege stated that payroll and payroll-related vouchers had amounted to \$254,334.58 for May 1983.

83-21 DORIS FOURRE MOVED TO APPROVE EXPENSE VOUCHERS NO. 12727 THROUGH NO. 12896 IN THE AMOUNT OF \$108,401.27; LARRY PARSONS SECONDED THE MOTION.

Mr. Parsons asked what the time line is between receipt of bills and payment. Mr. Crose stated that it depends on whether the bill comes before or after a Board meeting and the time between receipt of bills and payment can range from 2½ weeks to a month and a half. Mrs. Haakenson asked if Timberland loses any discounts by not paying right away. Mr. Crose stated that generally discounts are 2% if paid in 10 days and it would be almost impossible for Timberland to take advantage of that. Mrs. Haakenson asked why warrants can't be

2 issued until the last day of the month. Mr. Crose said that it is because of the way Timberland's voucher approval and warrant preparation process is structured. Mrs. Morrison said that only warrants for materials can be issued before the end of the month. Mr. Parsons asked if Timberland ever pays late penalty fees and if so how much annually. Mr. Crose stated that this doesn't happen since he explains to vendors what Timberland's process is and vendors accommodate Timberland in this regard. He said that he tells vendors that payment will not go beyond two months.

Mrs. Harris asked for a rundown on the vouchers for repairs and maintenance. She asked about voucher No. 12731 to B & B Backhoe Service, Packwood, in the amount of \$52.43. Mr. Crose said that it was discovered that there were some old wooden septic tanks on the Packwood Library property which represented some danger to patrons so the holes were filled in. Mrs. Harris asked about voucher No. 12739 to Capital Electric in the amount of \$302.23 and Mr. Crose stated that this is for repair and replacement of a mercury vapor light at the back of the Service Center building. He said it involved bringing in a "cherry picker." Mrs. Harris asked about voucher No. 12760 to Hanson Plumbing Co. in the amount of \$73.45 and Mr. Crose stated that there were some plumbing problems at the South Mason Library relating to the septic system and the toilets had to be readjusted. Mrs. Harris asked about voucher No. 12773 to Joe's Septic Tank Service in the amount of \$80.25 and Mr. Crose said that this is related to voucher No. 12760.

Mrs. Harris questioned voucher No. 12828 to The Evergreen State College for professional services (\$1,599.76), repairs and maintenance (\$4,153.29) and miscellaneous (\$306.09). Mr. Crose explained that Timberland receives one billing from TESC each month and the professional services are for CALS' services, including Timberland's share of George Rickerson's salary; repairs and maintenance relate to CALS' ongoing maintenance agreements; and miscellaneous is for travel expenses and administrative charges assessed by TESC.

MOTION CARRIED.

3 Reports

A. Board Committees

(1) City Contract Committee (now referred to as Municipal Library Building Support Committee) - Don Law

Mr. Law referred to a copy of the committee's report in memo form dated June 15, 1983. He said that the committee certainly covered some new ground and he hopes that the report is clear. He stated that the committee tried to balance clarity with the idea that people who read this report are people who would understand the problems. Mr. Law said that there is a recommendation at the end of the report which would require Board action. He stated that the committee decided that it would be a good idea to recommend a "shirtsleeve" session between committee representatives and city representatives and the reason for this is to avoid any misunderstandings with regard to the report. He said the committee is recommending that the August Board meeting have time on the agenda for city representatives and

3A(1) other interested people to give their input. Mr. Law said that the Board had already decided several months ago that the August meeting would include an agenda item for that purpose. He stated that this will give people an opportunity to express their criticisms (or whatever) of the committee's calculations. In September, Mr. Law said the committee can then come back to the Board with recommendations after which the Board can reach its conclusions and perhaps adopt a resolution which would be the final work product of this process. Mr. Law stated that no one should be able to complain that they are not getting an opportunity to give input. Even if the Board does not reach a solution, Mr. Law said that he thinks the mere process of establishing some of these facts is valuable. He explained that this is why the committee has tried to separate this first process as a fact-finding process.

Mrs. Voege asked if the recommendations set out in the committee's report are something that the Board should act on tonight and Mr. Law replied in the affirmative. Mr. Polillo commented that he certainly hopes that members of the city councils and mayors will come to this "shirtsleeve" session because he thinks this is very important. Mr. Polillo stated that he thinks this is a good report. Mrs. Fourre said that the committee felt that if city representatives are given enough time to read this report, they should be able to send a representative to the "shirtsleeve" session. Mr. Law said that it is important that cities understand that if this schedule is adopted by the Board, that the Board expects to hear from them. If city representatives read this report and do not send a representative to the "shirtsleeve" session and to the August Board meeting and a year from now complain about this same subject, Mr. Law said that he thinks there might be some impatience shown on his part as well as on the part of other committee members. He stated that if cities do not wish to participate in this process, then perhaps they do so at their own peril.

Mr. Parsons asked how secure the committee is on the data included in the report. Mr. Law referred to paragraph No. 3 in the report. He said that Mr. Crose had done a considerable amount of research on this particular point. He stated that it is not easy to identify what portion of the city's budget is provided by residential property taxes. Mr. Law explained that Mr. Crose chose four cities in Thurston County because this data was in fact available in Thurston County whereas it was not available in the other counties. As he recalls, Mr. Law said that the 10% average used was actually 8.8%, and the committee tried to round off all the figures. Mr. Law stated that the committee certainly would invite any cities to come forward with data which might provide more accurate information.

Mr. Law said that the recommended July 13, 1983 "shirtsleeve" session is basically for committee members, and any other Board members who wish to attend, and for city representatives. He said he thinks it would be best that Board members ask any questions about the report tonight so that the answers would be available by the July 13 meeting. Mr. Parsons said he has not had a chance to digest this document. He said he can speak from experience that he feels that a majority of city councils do not even wish to discuss taxes that non-city residents pay into the city budget. Mr. Parsons asked what the committee's

3A(1) response would be to this. Mr. Law stated that the committee members asked themselves what they are going to use to evaluate this and decided that what they are basically looking at is fairness. He said that the critical thing that comes out is that while city contract fees are determined by the amount of assessed valuation in the city, the fact is that they are not all paid for by residents within the city. He said that city contract fees come from the city's general fund. Mr. Law said that the committee found that if they look at the city's budget in terms of a "pie," then B & O taxes, sales taxes, etc. are not paid exclusively by residents of the city, but by county and city residents alike. Also, he said that commercial property taxes are realistically paid for by consumers (county and city residents) so that only leaves residential property taxes, and the committee found that in Thurston County this averaged less than 10% of the cities' revenue. Mr. Law said that the figures the committee found were frankly a bit startling. Mr. Parsons stated that he really believes this is the most important data the Board is concerned with and that this will impact Timberland for perhaps as long as Timberland exists. Mr. Parsons said that he will plan to attend the meeting on July 13.

Mr. Parsons asked if the committee took into consideration how much cities are paying for bonds. Mr. Law said that the committee decided that that is a decision which might have to be made down the line. He stated that there was some discussion by the committee to include bond payments but the decision was made that the committee should not get into this question right now. He said that if the Board concludes that there should be some consideration of this, then the question is what should be considered "verified support costs"? Should rental payments be included? Should bond payments be included? These are issues which the committee felt could be better handled at some future date. Mrs. Fourre said that the committee also talked about the fact that when a city has bonds, it is paying for property which it will own. She said that the cities are only complaining about their maintenance costs.

Mr. Parsons said that when cities annex to Timberland that, in effect, gets the cities "out of the library business" as far as the cities are concerned. He asked what the committee's answer is to that. Mr. Law said that annexation is not part of the committee's report and he said his answer to that is that the cities ought to have read the resolutions which they themselves adopted.

Mrs. Haakenson said that she thinks there will be a lot of questions raised by the cities that are not necessarily related to this particular report and obviously there will be a lot of good discussion, that is if anyone attends this July 13 meeting. She said that the committee will have to try to make sure that the discussion centers on this report and she does not feel that she is in a position to give city representatives answers to questions not related to this report. Mrs. Fourre said that answers will have to be arrived at by both TRL and the cities. She said that the cities will all have to be pleased or displeased the same way. For instance, she said it cannot be something that one city wants and no one else wants. Mr. Parsons said that it has already been proven that the cities will not be in agreement regardless of any document the Board comes up with. He said the Board will not be able to please every city.

3A(1) Mrs. Harris asked for clarification of Mr. Parsons' statement that once cities annex to Timberland they get "out of the library business." Mr. Parsons said that the cities want to get out of the library business and they consider annexation as one step in that direction. Mrs. Harris stated that along with annexation, the cities were required to sign building maintenance agreements. Mr. Parsons stated that Mr. Law's answer to that is absolutely correct--that the cities have signed papers that they will support building maintenance costs.

Mr. Parsons asked how the committee has established the mechanics of the "shirtsleeve" work session on July 13. Mr. Law said that he would chair the meeting and the purpose of the meeting is not to have a general "gripe" session, but rather to clarify the committee's preliminary report dated June 15, 1983 and to make sure the cities understand it. He said that there may only be a couple of city representatives present. Mr. Law stated that the August Board meeting is when the cities will have an opportunity to respond to this report. He said that he does not know how this should be done administratively, but the product of the "shirtsleeve" session and the August Board meeting will be used by the Board when it actually makes its decision. Mr. Parsons suggested that library boards and friends groups might also be invited to this meeting. Mrs. Harris asked if he means the July 13 meeting or the August Board meeting and Mr. Parsons said he is not sure when they should become involved. Mr. Law emphasized the significance of the July 13 meeting. He said the committee wants to be sure that there are no misunderstandings of the committee's preliminary report. Mrs. Voegel suggested that perhaps the July 13 meeting should only include city representatives. Mrs. Fourre commented that she would hope that if a city sends a representative to the July 13 meeting, that it will spur the city to determine just exactly what they are paying for library service because the cities will have to answer some questions, too, and this will put the cities on alert. Mrs. Haakenson stated that she thinks the July 13 meeting should be an open meeting and whoever wishes to come may come. She said she thinks the initial question is how this meeting is going to be conducted and she said she thinks that will be determined on July 13, depending on how many people attend the meeting. Mrs. Haakenson stated that if there are just a few people, they can informally talk with each other; if a lot of people come, then they might sign them up as they arrive and have them state their opinions and get their ideas down. She said the committee will not let anyone get away without having their questions answered. Mr. Law said the committee wants to stay away from the political arguments but rather focus on how much the cities are really paying and look at the cold, hard facts. He said that if they find that there are inequities, then the committee should rationally sit back and determine how to resolve any injustices that exist. He said that the data is in the report and that is why the committee wants to send this out to the cities to comment on specifically.

(2) Ocean Park Committee - Paul Polillo

Mr. Polillo referred to the memos in the Board's folders. He thanked Mrs. Voegel and Mrs. Morrison for going to the Ocean Beach School Board meeting Monday morning. He said it was a difficult meeting to attend and he appreciated the good job they did. Mr. Polillo said

3A(2) that Timberland has been informed that it must vacate the Ocean Park Library site by August 15, 1983. He said that the School Board needs time before school starts to get the classrooms prepared. Mr. Polillo referred to Mrs. Morrison's memo regarding the plan which has been worked out. Mrs. Morrison stated that Timberland wants to assure continuation of library service at Ocean Park and that this service not be interrupted by the necessity to vacate the building. Mrs. Morrison said that one of staff's recommendations is that the Ocean Park Library be closed on August 1, 1983, which will give Timberland staff two weeks to get books packed and everything moved into storage. She stated that staff does not think there is any possibility of relocating the Ocean Park Library in 60 days and that the Board would want to take more time to be sure that it is going in the right direction. She said that staff has recommended that the Pacific County bookmobile be used at least two days a week at Ocean Park in the interim. Mrs. Morrison stated that staff also recommends that a memo be prepared for the Ocean Park Committee and letters written to the Ilwaco Library Board of Trustees and to the President of the Friends of the Libraries of Southern Pacific County, and that a Press Release be sent to the Chinook Observer explaining the library district's plans and the reasons for them, as well as outline Timberland's needs in terms of property. Mrs. Morrison stated that Mr. Crose will be discussing with a number of people Timberland's options for financing.

Mrs. Harris asked where the bookmobile will stop and Mrs. Morrison said that this has not been worked out as yet. Mrs. Stough stated that staff is recommending that the bookmobile be parked in one place and she thinks the school grounds would be the best place although this has not been discussed with the School Board. She said there is parking available there as well as electricity and restrooms.

Mr. Polillo urged the Board not to rush into buying property but rather take its time and look around. He said there are a lot of library supporters in the Ocean Park area and he is sure that Timberland will get some help in finding property. Mrs. Harris asked Mr. Polillo if he sees any problem using the school grounds for parking the bookmobile. Mr. Polillo stated that he sees no problems but he feels that Timberland should clear out for a number of reasons. Mrs. Morrison stated that the Value Engineering Study has recommended that the school district divest itself of the Ocean Park Elementary School and the Hilltop School, that the administrative headquarters be moved into rental space, that classroom space be increased at the Long Beach School, and that needed repairs be made at the Ilwaco High School.

Mr. Parsons asked which days the bookmobile would be used at Ocean Park and Mrs. Stough said she is not sure yet, but she would prefer consecutive days and at the moment she is thinking of Wednesdays, Thursdays and Fridays. She stated that Ocean Park patrons are used to having evening hours and having the library closed on Fridays so she is not sure how that schedule will work. Mrs. Stough said that staff is also thinking about putting an additional terminal at the Ilwaco Library and possibly using staff from Ocean Park at Ilwaco because staff feels sure that the Ilwaco Library will be busier because of the Ocean Park Library closure.

3A(2) Mr. Parsons asked if staff has had an opportunity to look at costs. Mr. Crose said that he has not looked at the cost of extending the bookmobile service to Ocean Park but he thinks those costs would be fairly insignificant. Mrs. Voegel asked how this closure will affect staff. Mrs. Stough said that this has not been analyzed as yet and she is not sure what impact this will have on the Ilwaco Library.

Mr. Law asked if consideration is being given to a long-term lease of land. Since they are talking about mobile units, he said that kind of lease might be feasible. He said that there might be a considerable amount of land in that area that is being held for speculative purposes and perhaps the owner has no plans to develop it in the near future. Mr. Law suggested that perhaps Timberland could consider this option rather than making a decision to purchase land. Mr. Crose said that he agrees with the idea of examining all possibilities and does not wish to see the library district locked into something that is not to its advantage. Mr. Law suggested also that someone who is very creative with tax shelters might come up with a good deal for the library. Mr. Polillo said that now that everything is out in the open, the library district can start looking at all of its options.

Mrs. Harris asked if the book collection and equipment will be stored at the Service Center. Mrs. Morrison stated that there is no room at the Service Center and that the district will have to find a warm, dry storage area at the beach.

(3) South Mason Committee - Alice Harris

Mrs. Harris reported that a meeting has been scheduled with Mr. Fuller, the owners of the property adjacent to the South Mason Library, and herself and she will report further at the next Board meeting.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller reported that he has been working with the Director on the amendment to the CALS Interlocal Cooperation Agreement and is presently working on an opinion regarding children's rights to privacy.

C. Library Director - Louise E. Morrison

Mrs. Morrison introduced Rivkah Sass, the new Chehalis Librarian. She said that Claire Christiansen will be the new Materials Selection Coordinator and Marilyn Crouch will be the new Olympia Librarian.

Mrs. Morrison reported that she attended the Volunteer Recognition Day, which is part of Mary Stough's written report, Governor's Writer's Day, a WLN Users Group meeting, the Ocean Beach School Board meeting, and met with Hoquiam staff. She said that the Management Planning Group met without her on Monday because she was ill. She further reported that tomorrow she and Mr. Crose will be attending the Thurston County Economic Development meeting. She reminded Board members that she will not be at the July Board meeting because she will be on vacation.

D. Assistant Director for Public Services - Mary Stough

Mrs. Stough referred to her written report on the Volunteer Recognition



3D Day and All-Staff Day. Mrs. Voege said that a lot of people attended the Volunteer Recognition Day and she found that volunteers do a variety of things for the district and are all ages. She said that she is glad that volunteer recognition has become a tradition in Timberland.

E. Assistant Director for Central Services - Sally Loken

Ms. Loken referred to her written report.

F. Business Manager - Michael Crose

Mr. Crose referred to his written report. He reported that it appears that Timberland is out of danger of going on interest-bearing warrants at least through August. He further reported that he, Mrs. Voege and Mrs. Morrison will be in Aberdeen next Thursday to open the bids for the Montesano roof repair and he hopes that the project will be completed by the end of July.

4 Correspondence

There was no correspondence.

5 Unfinished Business

A. Amendment to CALS Interlocal Cooperation Agreement

Mr. Fuller stated that he and Mrs. Morrison went through the amendment thoroughly. He said that there was one problem area which Mrs. Morrison immediately cleared up with other CALS members and that the amendment is now in good form. Mrs. Voege said that she requested at the last Board meeting that a copy of the amendment be sent to all Board members. It was sent immediately.

83-22 DORIS FOURRE MOVED TO APPROVE THE AMENDMENT TO THE CALS INTERLOCAL COOPERATION AGREEMENT AND THAT MRS. MORRISON BE AUTHORIZED TO SIGN THE AMENDMENT FOR TIMBERLAND REGIONAL LIBRARY; JEAN HAAKENSEN SECONDED THE MOTION. MOTION CARRIED.

B. Preliminary Report of Municipal Library Building Support Committee

83-23 DON LAW MOVED THAT THE RECOMMENDATIONS OF THE COMMITTEE IN ITS JUNE 15, 1983 PRELIMINARY REPORT BE ADOPTED AS FOLLOWS: THAT COPIES OF THE PRELIMINARY REPORT BE DISTRIBUTED TO ALL DISTRICT CITIES; THAT A "SHIRTSLEEVE" SESSION BETWEEN THE COMMITTEE AND REPRESENTATIVES FROM THE CITIES BE SCHEDULED FOR 7:30 P.M. ON JULY 13, 1983, AT THE TRL SERVICE CENTER; THAT THE AGENDA FOR THE AUGUST BOARD MEETING INCLUDE TIME FOR COMMENT FROM CITIES AND INTERESTED PARTIES; AND THAT THE COMMITTEE BE SCHEDULED TO MAKE A FINAL REPORT TO THE BOARD WITH RECOMMENDATIONS AT THE SEPTEMBER BOARD MEETING. PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.

C. Ocean Park Library

Mr. Parsons commented that it is sad after all these years that Timberland and the Ocean Beach School District have to go their separate ways.

5C

83-24

LARRY PARSONS MOVED THAT TIMBERLAND BE MOVED OUT OF THE OCEAN PARK LIBRARY SITE BY AUGUST 15, 1983.

After discussion regarding clarification of the motion, Mr. Parsons withdrew his motion.

83-25

DORIS FOURRE MOVED THAT THE BOARD CONCUR WITH THE PLANS PRESENTED BY THE SENIOR ADMINISTRATIVE TEAM IN MRS. MORRISON'S JUNE 15, 1983 MEMO TO PAUL POLILLO, CHAIR, OCEAN PARK COMMITTEE, REGARDING DEVELOPMENTS AT OCEAN PARK, AND THAT THESE PLANS BE IMPLEMENTED AS FOLLOWS: THAT THE OCEAN PARK LIBRARY BE CLOSED DOWN ON AUGUST 1, 1983; THAT THE PACIFIC COUNTY BOOKMOBILE BE BROUGHT IN IMMEDIATELY ON AUGUST 1, 1983, FOR AT LEAST TWO DAYS OF SERVICE A WEEK; THAT THE OCEAN PARK MATERIALS COLLECTION, EQUIPMENT AND FURNISHINGS BE STORED IN A WARM, DRY PLACE; THAT MARY STOUGH TALK WITH BONNIE SAYCE AND ROBERTA HOLMES-DEVINE REGARDING SCHEDULING OF THE BOOKMOBILE AND STAFFING; THAT STAFF PREPARE A MEMO TO THE OCEAN PARK COMMITTEE AND LETTERS TO THE ILWACO LIBRARY BOARD OF TRUSTEES AND THE PRESIDENT OF THE FRIENDS OF THE LIBRARIES OF SOUTHERN PACIFIC COUNTY, AND THAT A PRESS RELEASE BE SENT TO THE CHINOOK OBSERVER; AND THAT STAFF BEGIN IMMEDIATELY TO EXPLORE ALL POSSIBILITIES FOR PORTABLES WHICH WOULD SUPPLY A MINIMUM OF 1,400 SQUARE FEET. LARRY PARSONS SECONDED THE MOTION.

Mr. Law said he would like to see some emphasis placed on combining a relocatable building with a long-term lease.

MOTION CARRIED.

6

New Business

A. Open Bids for 1973 Hornet Sedan and 1973 Dodge Van

Mrs. Voege requested that Mr. Law open the bids.

Mr. Law opened the bids as follows:

- (1) From Michael Darling in the amount of \$227 for the Dodge Van accompanied by a postal money order.
- (2) From Michael Darling in the amount of \$827.99 for the Hornet Sedan, accompanied by a postal money order.

Mr. Parsons asked if it is legal for an employee of Timberland to place bids. Mr. Crose said that as long as an employee is not involved in declaring the property surplus, an employee may place a bid. Mr. Fuller stated that he has never had occasion to check into this and he is not sure of the legality. Mrs. Morrison stated that Jane Dowdle Smith, who had been Timberland's attorney earlier, had advised that it is legal for an employee of Timberland to submit a bid as long as that employee is not involved with the decision of declaring the property surplus.

- (3) From Therese A. Rice in the amount of \$1,001.01 for the Dodge Van, accompanied by a money order.

- 6A (4) From Edward Mitchell in the amount of \$101.01 for the Hornet Sedan. This bid was not accompanied by a bid bond.
- (5) From Edward Mitchell in the amount of \$301.01 for the Dodge Van. This bid was not accompanied by a bid bond.

Mrs. Morrison stated that the last two bids (from Edward Mitchell) will have to be disqualified because they are not accompanied by bid bonds.

83-26 PAUL POLILLO MOVED TO ACCEPT THE BID FROM THERESE A. RICE IN THE AMOUNT OF \$1,001.01 FOR THE 1973 DODGE VAN; JEAN HAAKENSEN SECONDED THE MOTION. MOTION CARRIED.

83-27 LARRY PARSONS MOVED TO ACCEPT THE BID FROM MICHAEL DARLING IN THE AMOUNT OF \$827.99 FOR THE 1973 HORNET SEDAN; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED.

B. WLN Contract Extension

83-28 DON LAW MOVED TO APPROVE THE WLN CONTRACT EXTENSION; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.

7 Other Agenda Items

A. Sequim Library Dedication

Mrs. Harris reported that she attended the Sequim Library dedication and encouraged everyone to see that new library if they are ever in the Sequim area. She said that one acre was donated for the library site by an elderly woman in the community, who took part in the dedication. Mrs. Harris said that she is always interested in library design and is impressed with the design of the Sequim Library. She stated that she had an opportunity to talk with the chairman of the library board and the architect who designed the building.

There was no further business and the meeting adjourned at 8:55 p.m.

Sarah F. Loken  
SECRETARY

Dorothy L. Lange  
CHAIR