

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

July 20, 1983

I N D E X

<u>AGENDA ITEM NO.</u>		<u>Page No.</u>
1	Approval of Minutes of the June 15, 1983 Meeting	1
2	Approval of Vouchers	1
3	Reports	
	A. Board Committees	
	(1) Municipal Library Building Support - Don Law	2
	(2) South Mason - Alice Harris	3
	B. Timberland Attorney - Herbert H. Fuller	3
	C. Assistant Director for Central Services - Sally Loken	4
	D. Assistant Director for Public Services - Mary Stough	4
	E. Business Manager - Michael Crose	5
	F. ALA Conference - Larry Parsons	5
	G. Summer Reading Club Balloon Launch - Mary Russell	6
4	Correspondence	
	A. Copy of Ordinance No. 799, City of Cosmopolis	6
5	Unfinished Business	
	A. Contract with Scholten Roofing, Inc. re Montesano roof	7
6	New Business	
	A. Staff request to modify the holiday schedule	7

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

July 20, 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:

Sally Loken, Assistant Director for Central Services, Acting Director
Mary Stough, Assistant Director for Public Services
Michael Crose, Business Manager
Mary Ann Shaffer, Supervisor-Personnel Administration
Claire Christiansen, Materials Selection Coordinator
Mary Russell, Lacey Librarian

Herbert H. Fuller, Timberland Attorney
Liane Bascou, Board Recording Secretary

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

AGENDA ITEM
NO.

- 1 Approval of Minutes of the June 15, 1983 Meeting
- 83-29 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE JUNE 15, 1983 MEETING; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED.
- 2 Approval of Vouchers
- Mrs. Voege stated that payroll and payroll-related vouchers had amounted to \$257,582.06 for June 1983.
- 83-30 LARRY PARSONS MOVED TO APPROVE VOUCHERS NO. 12897 THROUGH NO. 13072 IN THE AMOUNT OF \$130,041.12; PAUL POLILLO SECONDED THE MOTION.

Mrs. Voege asked if Voucher No. 12899 in the amount of \$1,024.72 is the final payment to Andring & Gozart. Mr. Crose said that this is the bulk of the bill and he thinks that there will be an additional charge of \$500 to \$600. Mrs. Voege asked what the Black Box Corporation is (Voucher No. 12905 in the amount of \$26.57). Mr. Crose stated that this is a supplier of equipment that TRL is using for the automated circulation system. Mr. Parsons questioned vouchers No. 12919 (Daily Chronicle in the amount of \$55.20) and No. 12920 (Daily World in the amount of \$65.60). Mr. Crose stated that this is for the advertising for bids for the Montesano roof. Mrs. Harris

- 2 questioned voucher No. 12932 to Grays Harbor Firesafe in the amount of \$160.80. Mr. Crose stated that this is for a new fire extinguisher for the Montesano Library and for recharging all the extinguishers in the building. Mr. Crose stated that all fire extinguishers in the district are maintained annually. Mrs. Fourre asked for clarification of Voucher No. 13007 to The Evergreen State College (\$3,200.10 professional services; \$12,440.08 repairs & maintenance; \$615.78 miscellaneous) and Voucher No. 13072 to TESC in the amount of \$17,462.10 for the automated circulation system. Mr. Crose explained that Voucher No. 13007 is run through the general fund and covers supplies, maintenance agreements, and TRL's share of George Rickerson's and Richard Hunter's salaries. He said that Voucher No. 13072 is for TRL's share of the new disk drive and this is budgeted in the circ fund. Mrs. Harris asked if the amount of \$120 (Voucher No. 12963 to Ocean Park Mini-Storage) will be the monthly charge for storing the Ocean Park materials and Mr. Crose replied in the affirmative. He said that the mini-storage is heated and humidity controlled. Also, Mr. Crose pointed out that although this is not budgeted, the monthly rental for the Ocean Park Library was \$100 so it is almost a tradeoff. Mrs. Fourre asked what sort of training Marian Osterby (Voucher No. 12966 in the amount of \$514.00) and Yvonne Seidler (Voucher No. 12994 in the amount of \$539.20) had. Mr. Crose stated that most of the vouchers in large amounts for training were for the ALA Conference.

MOTION CARRIED.

3 Reports

A. Board Committees

(1) Municipal Library Building Support - Don Law

Mr. Law reported that the "shirtsleeve" session was held on July 13 at the Service Center and a substantial number of cities served within the library district were represented. He said the meeting began with the premise on the part of the committee that there was general dissatisfaction among the cities regarding the current arrangement of building support, somewhat parallel to Centralia's expressed dissatisfaction. Mr. Law said that was the premise under which the committee was operating and he assumes that that was the premise under which the committee was appointed--that there was a problem that needed to be evaluated. He stated that he thinks it is accurate to say that that premise is wrong and in fact, there was certainly no ground swell of support for Centralia, with the possible exception of a sort of middle ground, non-committal support of Chehalis. Mr. Law stated that the other cities are satisfied with the status quo.

Mr. Law further reported that after this meeting, the committee met again and agreed to the following recommendations: That the status quo with regard to the current situation for building support be maintained as is; that since the August meeting already has time reserved for public comment that the Board reserve action on this matter until the August meeting. Mr. Law said that he does not anticipate that there will be any public comment at the August meeting.

3A(1) Mr. Law surmised that perhaps the City of Centralia has been so vocal during the past year regarding this issue that the Board was led to assume that this was the general feeling of all the cities. He said that this clearly is not the case. Mrs. Voegel said that it was worth the time spent on this matter to find this out. She said the committee has done a fine job and she thanked them for their work. Mrs. Fourre commented that there was good attendance at the July 13 meeting and she thinks that the cities were under the impression that Timberland was asking them for more money and were relieved when they found out that this was not the case. Mrs. Haakenson stated that the people who voiced opinions at this meeting felt that the status quo is all right for now especially since annexation and since the big financial crunch is over with. She said she felt that the city representatives feel that nothing should be instigated right now and that they should just let it lie.

(2) South Mason - Alice Harris

Mrs. Harris stated that she thinks that Mrs. Morrison's July 8, 1983 memo to the Board accurately sums up the meeting with the property owners held recently. Before making a recommendation to the Board, she said she would like to meet with the South Mason Committee again and will try to schedule this meeting next week.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller reported that he did meet with Mrs. Harris regarding the South Mason land expansion matter. Also, he said he has spent quite a bit of time with Rich Montecucco, Assistant Attorney General for CALS, on a letter to DataPhase. He said that this, of course, will have to be approved by the respective clients. Once this letter is sent out and if DataPhase does not agree to do what is being requested in the letter, Mr. Fuller said that there is a possibility of a lawsuit being filed by CALS. Mr. Fuller stated that Mr. Montecucco does not seem too optimistic but Mr. Montecucco feels that CALS should outline what it feels are DataPhase's shortcomings and give DataPhase two weeks to respond to the letter and give some sort of concrete plan on how it intends to rectify the problems. Mr. Fuller said that he understands that dealing with DataPhase is "like putting a message in a bottle and sending it out on the ocean." He said that what CALS is telling DataPhase is that it wants action now and no more promises.

There was discussion on the possibility of DataPhase going bankrupt and how this would affect CALS. Mr. Fuller stated that it depends on what kind of bankruptcy, whether a Chapter 7 or Chapter 11.

Mr. Law expressed his concern with this discussion continuing since it is leading into a litigation discussion. He said he would be more comfortable if this is handled in Executive Session and requested that Board members be careful and plan ahead so that they know the proper moment to discuss this.

Mr. Fuller said that what is being discussed at this point is what is being said in the letter to DataPhase. He said that perhaps DataPhase will come through or perhaps the Board may be discussing this matter in Executive Session.

3

C. Assistant Director for Central Services - Sally Loken

Ms. Loken introduced Claire Christiansen, Materials Selection Coordinator.

Ms. Loken reported that she attended the ALA Conference in Los Angeles. She said she fulfilled her Council obligations and her term is up July 31, 1983. She said that she attended several programs, one of which was on output measures for public libraries which has been a project of the Public Library Association and represents a new trend in library statistical gathering and evaluation. Ms. Loken said that this was a valuable program with information from other public library systems similar to TRL. She said another program she attended was on functional analysis of employee work load. Ms. Loken said the opening celebration featured a Marine band and a program called "TR Tonight" with David McCullough, who has written several books.

Ms. Loken said she hopes that everyone has received the mailing from PNLA for the conference coming up in August. She said she is pleased to see the Trustee program being planned and she said she happens to know everyone on this program. Ms. Loken encouraged all of the Trustees to try to go to the conference. Ms. Russell commented that there may be room in a staff car.

Ms. Loken said that Mr. Fuller is more up to date on the letter being prepared by CALS to DataPhase than she is. She said she has tried to get hold of George Rickerson today to see where they are at this point, but he was not available.

D. Assistant Director for Public Services - Mary Stough

Mrs. Stough referred Board members to her written report regarding Ocean Park. Mr. Polillo asked what will happen to the areas that are going to be cut out of the bookmobile schedule in Pacific County. Mrs. Stough stated that outreach service will be available for those people who do not have a telephone, or are unable to get to the bookmobile or library. Mrs. Voegel asked if the changes in the bookmobile schedule will cause "static" for Timberland. Mrs. Stough stated that she does not think there will be much static. She said that phasing out bookmobile service has been part of TRL's planning. She said it has been done in Grays Harbor County, Thurston County and parts of Mason County and each time that bookmobile service has been reduced, patrons have been notified. Mrs. Stough explained that the rationale for cutting back on bookmobile service is because there are not that many people who use the bookmobile anymore and it is a very expensive service. She said that one place that TRL may hear unhappiness from is at the Lebam elementary school which has been served by the Pacific County bookmobile. Mrs. Stough said that TRL has always cooperated with and offered its services to schools and this will continue except not by bookmobile.

Mr. Polillo said that no more offers of property have been received and what offers have been received are too high. He suggested that the Board just wait until better offers come along that are not so out of line.

3 E. Business Manager - Michael Crose

Mr. Crose stated that Board members received his written report last week. He said that he has nothing further to add to his report and that he expects to have a more expanded report next month.

F. ALA Conference - Larry Parsons

Mr. Parsons reported that this is the first ALA Conference he has ever attended. He said he had an opportunity to talk with several people from other rural library districts during the President's Reception and learn how cities pay for library service from rural library districts. Mr. Parsons said that citizens of Louisville, Kentucky passed an ordinance a few years ago to fund a library at "X" amount of millage. He said that money was earmarked totally for the library. The City of Louisville has had hard times and the city library board has been in litigation with the city for over two years to get the money that the voters said they should have to run the library system. He said that library branches have had to be closed and employees laid off.

Mr. Parsons further reported that he attended a workshop "Moveable Solutions for Unmoveable Space" which he thinks should have been directed at library directors rather than library trustees. He said it was an outstanding in-depth presentation on how to get more people into libraries using space available. Mr. Parsons said he also attended the ALTA Gala on the Queen Mary. He said he sat with trustees from Big Falls, Minnesota from a rural library district. Mr. Parsons said that he also attended the President's Breakfast with Rod Swartz, Washington State Librarian, and heard Gary Strong, California State Librarian. He said that Mr. Strong said he thinks that the U. S. is a nation at risk in education and as far as libraries are concerned, Mr. Strong said that he is concerned about three kinds of censorship--books; economic censorship as funds dwindle and whether or not libraries can afford to have all sides of all issues represented in the library; and technological censorship. Mr. Parsons said that something to think about as far as libraries are concerned and which would have a large impact is that telephone costs are going up so dramatically. He asked how the nation's libraries are going to react, especially those that give a large volume of their service over the phone. He said that Mr. Strong gave two examples--in San Francisco next year a one-line private telephone will cost \$50 a month; in Yreka, California, one phone in one home will cost \$105 per month. Mr. Law pointed out that long-distance calls subsidized local calls but now there is competition, and as a consequence the telephone companies are dropping the subsidies and that is what is causing the local rates to go way up, but at the same time long-distance rates are going down.

Mr. Parsons said that he is sure the trustees have received things for ALTA WILL workshop on library leadership. He said he has always had some questions about exactly what it is. He said it is a modular program of public awareness, planning, policy making and finance and in taking just one aspect of it, finance, they gave the trustees a flavor of how it would work. Mr. Parsons said it is something that he thinks would be very beneficial for WLA trustees.

3F

Mr. Parsons said that there were also meetings for trustees within their own regions. He said Jim Edgar, who is Secretary of State as well as State Librarian of Illinois, was a speaker at a luncheon he attended. Mr. Parsons said that a State Librarian in Illinois has no library expertise whatsoever. He said Mr. Edgar's discussion was "Trustees as Library Advocates." Mr. Parsons said Mr. Edgar was very instrumental in some library bills, he worked on library boards prior to becoming Secretary of State, and he has been very supportive of libraries in the legislature in Illinois.

Mr. Parsons said he also attended the business meeting of ALTA. He said that the dues for ALTA have been increased by \$5.00 per year. Also, Mr. Parsons said that since ALTA was running low on funds, they had a raffle, and he said he was a winner and is expecting to receive The Biography of Dance.

Mr. Parsons said he was impressed by the exhibits. Also, he said that it was nice that almost all of the trustee functions were in the same hotel, and he hopes this will be done again next year.

G. Summer Reading Club Balloon Launch - Mary Russell

Ms. Russell said that during the first two days of the Summer Reading Club program at Lacey, on June 20 and 21, 100 children each launched a balloon which had inside a card with the child's name and address and a request that if someone finds it to write to the child. She said that one child did receive a response from a family in Gridley, California. Ms. Russell said that a workman on the 8,000 acre rice ranch found the card on June 21 and the family mentioned in the letter that this is the third balloon that has been found on their ranch. She said that Barb Foster, Lacey staff, has done some very creative things for the Summer Reading Club program and next week will be the last week of the program. Ms. Russell said that McDonald's will contribute orange drink for the party, which is the type of thing that McDonald's has done in the past, either through a donation or through the Friends helping with the cost.

4

Correspondence

A. Copy of Ordinance No. 799, City of Cosmopolis

Mrs. Voege read the ordinance as follows:

"AN ORDINANCE PROHIBITING SMOKING IN ALL PUBLIC AREAS OF THE COSMOPOLIS CITY HALL AND PROVIDING FOR PENALTIES.

"The City Council of the City of Cosmopolis does ordain as follows:

"Section 1. It shall be unlawful for any person to smoke cigarettes, cigars or pipes in any area open to the general public within the confines of the Cosmopolis City Hall.

"Section 2. A violation of this ordinance shall be a civil infraction under Cosmopolis Municipal Code with a penalty not to exceed \$100.

4A "Section 3. This ordinance shall take effect 5 days after posting.

"PASSED and APPROVED this July 6, 1983."

5 Unfinished Business

A. Contract with Scholten Roofing, Inc. re Montesano roof

Mr. Crose reported that he received this contract from Andring & Gozart, architects. He said the contract is similar to the one Timberland had with the roofing company that worked on the Packwood library and he sees no problems with the contract. Mr. Crose stated that he thinks the Board Chair should sign the contract and once this is done it can be sent back to the architect. He said that the contractor will have 120 days to complete the project. Mrs. Voegel commented that Mr. Andring has confidence in Scholten Roofing.

83-31

DORIS FOURRE MOVED TO APPROVE THE CONTRACT WITH SCHOLTEN ROOFING, INC. RE THE MONTESANO ROOF; JEAN HAAKENSEN SECONDED THE MOTION.

Mr. Parsons asked how many bids were received and Mr. Crose responded that only one bid was received. Mrs. Voegel stated that there were other roofing companies interested, but one was unable to bid because it was over its bond limit and another could not meet the specifications. Mrs. Voegel asked how much was budgeted for the Montesano roof and Mr. Crose stated that \$30,000 was budgeted. The bid from Scholten Roofing is for \$18,745.

MOTION CARRIED.

6 New Business

A. Staff request to modify the holiday schedule

Mrs. Voegel stated that a request was made by staff to modify the holiday schedule. Ms. Loken said that this was brought up at a district meeting and Mrs. Morrison referred to the Board the question of whether the libraries could close on Saturday, December 24. She said that the contract with the Staff Association provides that all libraries will close at 1:00 p.m. on December 24 so that staff may be home with their families on Christmas Eve. Mrs. Voegel said that she will entertain a motion with regard to this matter. There was no immediate response and Mrs. Voegel asked if it would be accurate to say that the Board does not approve of this request. Ms. Russell asked if she could interject a comment at this point. She said that Board members may not be aware that almost all of the libraries that are open on Saturdays do not open until 10:00 a.m. so it would mean that the libraries would only be open 3 hours on December 24 and she thinks that was the reason behind a staff member bringing this up. She said that she thinks the reasoning is that it would save on energy costs. Mrs. Fourre asked if it was the same situation last year and Mr. Russell replied that it was although last year it was on Friday and more libraries are open on Fridays.

6A

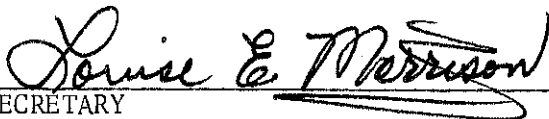
83-32

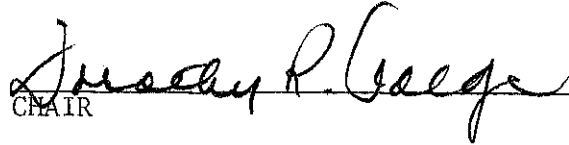
LARRY PARSONS MOVED TO MODIFY THE HOLIDAY SCHEDULE.

The motion died for lack of a second.

Mrs. Harris reminded everyone that the August 17, 1983 meeting has scheduled on the agenda the 1984 Preliminary Budget.

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


SECRETARY


CHAIR