

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

October 11, 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

BOARD MEMBER EXCUSED:

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  
Mike Crose, Business Manager  
Mary Ann Shaffer, Supervisor-Personnel Administration  
  
Liane Bascou, Board Recording Secretary  
Herbert H. Fuller, Timberland Attorney

OTHER STAFF AND GUESTS PRESENT:

Guests included several members of local library boards and members of the public as well as many Timberland staff members.

Chair Voege called the special Board meeting to order at 6:55 p.m. She read the following statement into the record: "For the information of those interested, the only matter considered during the Executive Session which started at 5:30 p.m. today was the discharge of certain persons through the elimination of their positions in a reduction in force (RIF). No decision was made."

Mrs. Voege said that the Board is meeting for the purpose of considering the 1984 budget and requested that Business Manager Mike Crose begin the discussion. Mr. Crose distributed copies of the revenue budget and stated that this is a "working document" and not a final budget. He stated that staff is still working on their best estimate of what revenue will be for 1984 and trying to piece together an expenditure package which will result in a balanced budget. Mr. Crose said that since it has become apparent that TRL will have a shortfall of revenue in 1984, he has been working at fine tuning what revenue TRL might expect and he has included as line items revenues that previously have not been included in TRL's original revenue budget. Mr. Crose reviewed the 16 line items which represent every revenue source from which TRL might expect to receive revenue in 1984. He said a number of these line items have not changed from earlier projections and others have changed based on the most current information available from the county assessors and the Department of Revenue.

Mr. Crose said that the first item, Carry Forward, represents revenues in unanticipated amounts received during 1983 and represents the assumption that TRL will

expend 97% of the budgeted line items in the 1983 operating budget. This totals \$358,606. He said that the General Property Taxes are based on what he thinks the levy rate will be for 1984 with certain qualifications. Mr. Crose said he is assuming that TRL will only have a 95% collection rate. He said this is lower than the average for 1978 through 1982. Mr. Crose stated that he is trying to be conservative to give TRL some room because of the tight expenditure budget for 1984. He said it appears that TRL will receive no additional revenues from increase in utility values and only minimal increases because of new construction throughout the district. Mr. Crose said he has received new construction figures from three of the five counties at this point, which are late for a number of reasons. He said that two of the counties, and possibly a third, are suffering from budget shortfalls in 1983 and are also anticipating significant shortfalls in 1984 so they are in a crisis situation themselves. Mr. Crose stated that the third item, Sale of Tax Title Property, is property which is sold because people have not paid their taxes. He said this has never been included in the revenue budget before but has been generally considered as part of general property taxes. He said that the \$100,000 budgeted in Private Forest Yield is anticipated to be at least that amount. He stated there will be more than \$100,000 received in 1983 but he understands that there will be a softening in harvest in that area. Mr. Crose said the Leasehold Excise Tax is another minor revenue source. He explained that the state and counties hold properties in trust for all taxing districts and lease them out for various purposes.

Mr. Crose said that the Forest Excise Tax revenue is the biggest revenue problem in 1984. He said that TRL is pretty much assured of Fund A distribution but this figure will change because it is based directly on TRL's levy rate. He said he is estimating that TRL will be able to levy 37.44¢ per thousand. He said the Forest Tax Reserve Fund figure is higher than he originally estimated because TRL has received an indirect report from the Department of Revenue that cutbacks in this area will only be 59% rather than 71%. One other consideration which Mr. Crose said the Board should be aware of is that the legislature is considering determinative distribution of the reserve fund in 1984. As the statute now reads, the state is required to keep 2 million dollars in the reserve fund for guarantee of Fund A distributions in a fiscal year. Right now this fund is already in excess of 6 million dollars and because of the formula for how this money is distributed, Mr. Crose said it is not possible as the law now stands for the state to distribute all of this to the various taxing districts. He said the state now recognizes the severe hardships being placed on taxing districts because of the sudden drop in revenues from this source. He said he has done some checking and based on what TRL's ratio is on the reserve fund for 1983, if the state does distribute this money, TRL should receive somewhere between \$125,000 and \$175,000. Mr. Crose said this will require legislative action and he is not sure that the legislature will be able to move to restructure that section of the RCW in this session. He said he has been told that if this is changed, that distribution could come in one of two ways--the entire lump sum or in installments over a four-year period, depending on which proposed bill passes. Mr. Crose said this distribution would be for one time of the total balance in the reserve fund to all taxing districts in the state. He said this distribution would probably mean a total restructuring of the forest excise tax collection method. He said the legislature is considering a county timber tax, which could be up to 60% of the total now levied and the state would get the other 40%. Mr. Crose said it is his feeling at this point that if this legislation should go through that TRL would be impacted favorably because of the way this money would be distributed. He said that TRL is in a major timber area.

In the next item of revenue, State Forest Yield, Mr. Crose said this is also not a significant budget item. He said he is basing most of the smaller budget items on a five-year average, 1978-1982. Also included in small budget items is State

Forest Land. Mr. Crose said that the City Contract Fee total is based on the seven remaining contracting cities in Timberland using the "Crose" formula which reduces the value of some of the cities because they are going to lose inventory values on their tax rolls this year and in addition, some cities will be reassessed. Using the 37.44¢ levy rate, Mr. Crose said this comes to \$331,393. In other revenue items, Mr. Crose stated that Photocopy Service is fairly standard at \$30,000. He said that Library Use Fees are payments for Non-Resident Cards. Mr. Crose said he has budgeted only \$30,000 in Investment Interest which is 3/4 of what TRL should receive in 1983. He said the figure of \$2,200 in State Forest Board Interest may be a fairly conservative figure. He said this is an average figure, but the revenue in this account comes from interest on state timber sales which have not been harvested. Mr. Crose said that 56 million dollars in state timber sales are currently in default and when in default a penalty has to be paid. He said that this penalty money is distributed to all taxing districts. Mr. Crose said that Sale of Fixed Assets-State Timber Sales is the area that generates state forest board interest, and he thinks \$50,000 is a good figure but he would be very surprised if TRL receives more than that. He stated that Payment for Lost/Damaged Library Materials has been running at about \$5,000 for the past several years which is what he has budgeted for 1984. Mr. Crose said that this all totals \$4,127,662. When he gets final values from the county assessors, Mr. Crose said the Board will be able to set the levy rate. He said he will soon have all the utility values so he will know if his projection of no increase in state utilities is correct. He said he thinks he is fairly close in new construction based on information received from three counties.

Mr. Crose said he did the revenue part of the budget without really considering the expenditure portion because he wanted to be able to take a non-biased view of the expenditure portion. He said he went through the expenditure budget line by line assuming that all services which are currently provided by TRL in 1983 would need to be provided in 1984. Mr. Crose said that that seemed the only reasonable approach because the Board has not decided on any specific cuts in services at this point. He said he was as conservative as possible and came up with a total operating budget, exclusive of personal services, of \$1,271,383. Mr. Crose said he has included personal services as a single item based on staff levels budgeted in 1983 and including increases in insurance costs at \$3,255,127. This makes a total preliminary operating budget of \$4,526,510 which exceeds revenue projections by about \$400,000. Mr. Crose said that staff has considered many different packages to reduce the personal services area which he said he feels at this point is the only area to reduce to provide a balanced budget for 1984.

Mrs. Harris asked about Mr. Crose's statement that TRL has received indirect word that cutbacks in the Forest Excise Tax Reserve Fund will be at 59% rather than 71%. She said the Board has received a copy of the memo from the Department of Revenue and asked if this is not concrete enough notification. Mr. Crose said that this was not received directly from the Department of Revenue or the County Assessor and he would rather receive something "official." He said he has based his revenue projection on that document and does feel confident but he is still waiting for official word.

Mr. Law asked what, if any, changes have been made in the materials budget. Mr. Crose said that he has budgeted the same in 1984 as in 1983, which is \$400,000. He said that members of the Management Team felt that \$400,000 is a minimum for a district the size of TRL. Mr. Law asked if any decision has been made in terms of changing the types of services that will be offered through materials. Ms. Loken stated that Claire Christiansen has been heading a committee to work on a proposal to spend this \$400,000 almost entirely on books and periodicals. She said that staff has at this point earmarked \$1,000 in the non-print area to cover

outstanding encumbrances that come in during the year and for replacement of materials. Mr. Crose said that a larger percentage will be spent on books in 1984 than in 1983.

Mary Ann Shaffer, Supervisor-Personnel Administration, said that a reduction of approximately \$400,000 in personal services remains as the only alternative to accomplish a balanced budget. She said the Senior Administrative Team has solicited input from staff and has come up with the following proposal which they consider to have the least detrimental effect on public service in Timberland: A reduction-in-force which includes two professional positions and 11 full-time equivalents in non-professional positions. She said this package includes elimination of 16mm film service for 1984 and it is recommended that this service be suspended for one year and restored in 1985 if the budget allows. An alternative to not eliminating 16mm film service, Ms. Shaffer said, is to further reduce public service positions by 9 FTE's, which she said would have a dire effect on public services. Board members questioned this and asked for further clarification.

Ms. Shaffer said that suspension of 16mm film service would include reduction of 6.5 FTE A-V positions. However, she said there already have been voluntary terminations in A-V of 1.5 so TRL is really looking at 4 FTE's in A-V. Ms. Shaffer said that if TRL does not suspend 16mm film service, then those 4 positions would be a trade-off for 9 FTE's in public service. Mrs. Fourre asked if hours will have to be cut and Ms. Shaffer responded that that will be up to the individual building supervisors, but if film service was retained and there would instead be a reduction of 9 FTE's, she would say that hours would have to be cut. Ms. Shaffer said that the elimination of 6.5 FTE's in A-V would result in a savings of approximately \$64,000 plus a further savings of approximately \$60,000 in the A-V budget, for replacement footage, supplies, etc. Mrs. Haakenson expressed her dismay that TRL spends \$60,000 a year for maintenance of the 16mm film service. Mr. Crose said there is a lot of expense associated with 16mm film service. He said that TRL has not replaced projectors in several years and it is getting to the point that some of the projectors will have to be replaced, which would be an additional expense. Ms. Shaffer said that there would actually be a savings of 24.375 FTE's, including elimination of the A-V positions and including transfers or people who have voluntarily terminated or gone back to school. She said that in 1983 alone there has been a savings of \$84,000 because of transfers and voluntary terminations.

Mr. Law asked where the two professional positions would be RIFed. Ms. Shaffer stated that this has not been discussed with staff and she feels it would be inappropriate to discuss it at this time. Mr. Law asked if it is staff's intent to fill the Olympia librarian's position with someone from outside the system, and Ms. Shaffer stated that is not staff's intent at this time. Mr. Law asked if it is staff's intent to fill the Olympia librarian's position with someone already on TRL's staff and Ms. Shaffer responded that that is a possibility.

Mrs. Voegel asked Mr. Fuller if the Board is on firm ground not to discuss these positions at this time. Mr. Fuller stated that this is a decision of the Board but it does not have to discuss these positions in open session. Mr. Law said it is his strong opinion that TRL should not hire someone from outside the system for the Olympia librarian's position at the same time it is talking about RIFing staff. He said at the last Board meeting, the Board put a hiring freeze on the Olympia librarian position. He said he is not asking who will be hired because he agrees that this should not be public, but he is asking if it is the intention of staff to hire someone from outside the system. Mrs. Voegel said that these specific positions were discussed during the Executive Session. Mrs. Harris stated that until the Board gives administration some direction, it is not possible for administrative staff to state where these cuts will be made or what will be done about hiring. Mr. Law asked if there would be any objection to continuing a

hiring freeze on the Olympia librarian's position again and several Board members expressed their objection to this. Mr. Law said the present status is that it is not staff's intention to hire someone from outside the system and yet sometime in the mail in the next several weeks he will probably get a memo saying that staff has changed their minds and hired someone from outside the system. Several Board members expressed their doubt that this would happen. Ms. Shaffer said again that she is hesitant to mention specific positions involved because staff has not yet been notified. Mr. Law said that presumably the idea is that recommendations are made in terms of how this budget problem can be solved by RIFing particular positions. He asked how public as a whole could have input whether these recommendations are good ones and whether staff affected by the RIF would have the opportunity to give input regarding these recommendations. Mr. Law said this is what baffles him about this whole procedure. He said apparently the recommendations are made in private and everyone wonders what they are, and he asked how the Board expects to get public input unless people know what the recommendations are. Mrs. Voegel stated that the Board already has received quite a bit of public input. She said there were several meetings held throughout the district and the Board meetings in August and September were well attended, management staff has met and building supervisors have met with their staffs. She said people have had a good chance for input. In addition, she said she does not know how staff feels, but she would not want her position being bandied about in public until she knew about it. Mr. Law said that apparently the answer is that this is the way it is going to be. He said secret recommendations are being made by the management staff which will then be apparently decided on by the Board after some consideration in various Executive Sessions, and during that time period when the recommendations are pending the public and staff involved will be kept in ignorance of what those recommendations are. He said that this does not make any sense to him. Mrs. Voegel asked if Board members have the October 6, 1983 memo from Mary Ann Shaffer. Mr. Law asked if this memo has been released to the staff and public and Mrs. Voegel responded that it has not. Mr. Law said he could have attended the Executive Session but he chose not to. He said his concern is that the public and staff have not seen this memo and that they have input. He said it might be a good start to make copies of this memo now and distribute it to everyone. Mrs. Voegel stated that this is the Board's business tonight. Mr. Law asked how people can be expected to make an informed, intelligent response to something they cannot see. Mrs. Voegel responded it is because they are not the ones making the decisions, but that the decision is made by the Board. She said she is not degrading or putting anybody down, but there has been a great deal of input. Mr. Law said the question is the input from the public. Mrs. Voegel repeated again that there has been a great deal of input and that is why this meeting tonight is important so that the Board can consider these matters.

Mr. Parsons said that he is a school employee and he personally has been in schools where RIF has taken place. Prior to this meeting tonight, he said he also had a lengthy meeting with his Superintendent of Schools. He said that any RIF situation that he has been involved with has had input from the unions he has belonged to, to the decision-making process. He said that all of these things have been talked about in Executive Session. Mr. Parsons said he sees harm if he were an employee sitting in the audience to have his position bandied about. He said he thinks it is "tacky" and improper behavior. Mr. Parsons said that in his thinking on certain subjects he makes mistakes and he would like those mistakes pointed out to him. He said he might make a mistake and hurt someone's feelings and create hostilities toward him on his off-the-wall thinking at that time. Mr. Parsons said that he and Jean Haakenson talked with the Lewis County Commissioners this afternoon and they, as well as his school superintendent, suggested that because of these reasons, these matters be discussed in Executive Session. He said that he thinks as a public trustee of a public library, his job is to see that the best service possible be

maintained with the dollars available. He stated that if staff will have to be reduced, there is no question that there will have to be a reduction in service. Mr. Parsons said he thinks that the Board will have to look at management's recommendations to see if their proposed reduction in staff and reduction in budget will indeed give good public library service within the confines of the restrictions of the budget. He said he thinks his responsibility then to the taxpayers, and in his case to Lewis County residents, is to make sure that they are getting the best service for their dollar. He stated that from his perception by holding an Executive Session there is a freedom to discuss this sort of thing. After talking with knowledgeable officials about this today, he endorses their recommendation that these types of things be discussed in an Executive Session. Mr. Parsons said this is his rationale for it and he is comfortable with that.

Mr. Fuller said that the Board can, if it wishes to, discuss all of these things in public session. He said the question is if this is the type of thing that the Board can discuss in Executive Session. Mr. Fuller said that it is his opinion that with regard to specific RIF's, the Board can elect to discuss this in Executive Session. He said he stands by that and feels confident of that opinion. Mr. Fuller stated that he bases his opinion on the case of Port Townsend Publishing Company, Inc. vs. Basil G. Brown, which is in Vol. 18 Wn. App., page 80. He said in that particular case, which was decided by the Court of Appeals in this district, the court was considering the City of Port Townsend, which held an Executive Session to consider certain CETA positions, discussions about CETA eligibility, possible promotions, dismissal of current employees, allocation of CETA funds. He said that the court said that these are properly deemed matters affecting appointment, employment or dismissal of a public employee and, therefore, could be discussed in private. Mr. Fuller said that the reason most things have to be public is because Washington State has a "Sunshine Law," which means that everything must be done in open public meeting, with a few exceptions--purchase of real estate and when it pertains to personnel matters. He said when it pertains to personnel matters, it does not have to be discussed in private, but it can be. Mr. Fuller referred to Mr. Law's comments that there may be some benefit in having input from the public. On the other hand, Mr. Fuller said there is some benefit when dealing with personnel matters to having that done in private. He said it is a trade-off and it is the Board's decision as to which way it wishes to go. Mr. Fuller said one member of the Board may feel one way, another member of the Board may feel another way. He said that is how Boards operate: they disagree on things. Mr. Fuller said he would like to cite the writer of the article who wrote about all of these "Sunshine Laws," not just in the State of Washington, but in several other states, too. He said that the writer mentioned that it is a common exception when dealing with personnel matters that this not be done in public session. Mr. Fuller said this writer is quoted by Justice Pearson who wrote this decision for the Court of Appeals. Mr. Fuller read this as follows:

*"Perhaps the most common exception pattern is the exclusion of proceedings related to personnel management. Actual exceptions here may range from specific hiring and firing decisions to a blanket exemption for all house-keeping matters. Where an individual's case is concerned, of course, respect for personal privacy is an important factor. But the main motivation behind these exclusions appears to be a feeling that government will operate far more efficiently if it is permitted to organize and staff itself in private. It is unrealistic to expect officials to be candid about prospective personnel in public because any criticism can take on an unintended personal tone. The interested citizen's 'need to know' here is not so critical. He will have ample opportunity to judge the performance of his public officials, as long as he has adequate access to their official proceedings and actions."*

Mr. Fuller said this is broader than what the Board is dealing with here now, but the case of Port Townsend vs. Brown is astonishingly close to what the Board is dealing with now, since that case involved the discussion of CETA positions, whether to continue them, whether to discharge people, and the availability of funds.

Don Law said that 6.5 positions have been identified which will be affected in the audio-visual area. He said his recollection is that those are the same positions the Board has been discussing for the past several months since the first wave of the budget crisis hit TRL. Since those positions have been identified for some period of time, Mr. Law said he assumes that Mary Ann Shaffer has interviewed these people and that is how she has been able to determine that 1.5 of them have voluntarily terminated. Ms. Shaffer said she has talked with some of these people personally. Mr. Law asked if, in looking at the two professional positions and the non-audio-visual non-professionals, Ms. Shaffer has any idea as to which of those individuals would exercise their bumping rights. Ms. Shaffer responded "not specifically." Mr. Law asked Ms. Shaffer who specifically those people would be if this recommendation would be passed by the Board and Ms. Shaffer responded she did not know specifically. Mr. Law asked Ms. Shaffer why she does not know who these staff would be specifically. He said he understands it is because of the problem of the bumping procedure and the vast geography of the district which makes it very difficult to know which individuals actually would be RIFed as opposed to designated positions on the organizational chart. Ms. Shaffer stated that this is correct. Mr. Fuller asked Ms. Shaffer if it is a fact that no one knows for sure if anyone is going to exercise those bumping rights, but that there are certain specific positions and Ms. Shaffer does know who occupies those specific positions which have been recommended for RIF. Ms. Shaffer responded "that is correct."

Mrs. Haakenson said she is not clear on Ms. Shaffer's answer to Mr. Law regarding the Olympia librarian's position. She said she wants to go on record as strongly supporting that the Olympia librarian position be filled from within the district and not hired from outside the district. She said she guesses this is the gist of Ms. Shaffer's response, but she doesn't understand why this is not a definite statement. Mrs. Fourre said that as she understands it, the Board will have to O.K. the reduction in the budget for personal services and it would be up to the staff to identify those positions which are to be RIFed. Mrs. Voegel asked for clarification of how many positions the Board is considering. Ms. Shaffer said she is talking about two professional positions and 11 FTE clerical positions. She said she is not talking about people, but FTE's. Mrs. Voegel asked what this translates into money. Ms. Shaffer said she cannot be specific but with a combination of a reduction in force of 13 FTE's coupled with transfers, voluntary terminations in 1983, plus what staff feels will be cost-saving salaries because the Olympia and Aberdeen librarian positions can be filled with lower entry level replacement librarians (she has estimated that this will be a cost saving of \$20,000), it will come close to \$400,000.

Mr. Law asked if any consideration was given to reducing or taking back salary increases granted to non-union staff last year. Mr. Crose said that if TRL rolled back special adjustments given to all of the exempt staff last year, it would save approximately \$20,000 in one year. He said some consideration was given to this, but it was a passing consideration because it did not seem to address the problem in a significant way. Further, Mr. Crose said it would compound a problem which staff tried to eliminate last year. Mr. Crose said that Mr. Law should recall that this was a final three-year adjustment. He said in 1981, a special settlement was given to Range 3, the lowest clerical level. In 1982, he said special adjustments were made for Ranges 3 through 7, and finally, the end of the three-year plan was a special adjustment to the upper ranges. Mr. Crose said that it was recognized that there was a problem with TRL's salaries compared to other library districts

in the state. He said these discrepancies were removed in the lower levels in the first two years and in the upper level in the third year. Mr. Crose said that TRL is kind of on par with other library districts, but is more in the middle of the road as far as TRL's salaries compare with other library districts. Mr. Law asked Ms. Shaffer how many non-professional FTE positions could be saved with this \$20,000, and Ms. Shaffer said it would be about 1.25 FTE's.

Mr. Parsons commented that he has thought about carte blanche through negotiations, Executive Sessions, and by himself a reduction in pay for everyone from top to bottom. He said he hates to get in a position where the budget is balanced on the employees' backs. In one school district where he worked, Mr. Parsons said that employees did not take step increases, did not take other things, and in effect did not have anything for awhile. He said this certainly raises havoc with morale. He said that where he works now, he has personally had just a little over 6% raise total in the past four years and in fact last year made less than in previous years. Mr. Parsons said in his own personal viewpoint he does not want to balance Timberland's budget on the employees' paychecks. He said he wants to make it clear that he is not speaking for the entire Board, but only for himself. If they look at how many positions can be saved, it is probably miniscule, and yet everyone would be sharing the burden.

Mrs. Voege asked Mr. Crose what staff needs the Board to do at this meeting. Mr. Crose said that staff needs some direction from the Board to plan for library service in 1984. He said staff needs a ceiling for the personal services budget and needs to know whether the Board endorses the concept of withdrawing audio-visual services in 1984 and if the Board will stand behind staff in a RIF situation. Mrs. Harris asked if the Board did adjust the budget in the amount of \$400,000 by eliminating the film service and the number of FTE's Ms. Shaffer spoke of, if this would keep the salaries and benefits within 70% of the total budget. Mr. Crose said that it would be slightly less than 70%. Mrs. Fourre said that she wants to be assured that aside from the elimination of film service that the public would not notice a difference in service. Mr. Crose said the same services would be offered, but staff would not be able to offer these services at current levels. Mrs. Fourre asked about the book budget and Mr. Crose said it would be at the same level as in 1983, but would actually represent a higher percentage of the overall budget because they are looking at a lower budget.

Mrs. Voege asked what would happen to the 16mm films if the Board decides to eliminate this service. Ms. Shaffer said that the films would be pulled into the Service Center. She said some staff took on the initiative to build shelves in the storage area of the Service Center in anticipation of this reduction in service. She said the films would be sent out from the Service Center to public service outlets for programming in the libraries by staff and public can come into the libraries to see film programs. Mrs. Fourre said that in effect then this is not cutting out 16mm films entirely.

83-44 DORIS FOURRE MOVED TO SUSPEND 16mm FILM SERVICE FOR ONE YEAR [beginning January 1, 1984]; ALICE HARRIS SECONDED THE MOTION.

Mr. Parsons commented that one thing Ms. Shaffer said disturbs him. Since the Board has never voted on this, he asked if staff time and TRL money was used for materials to build the shelves in storage. Ms. Shaffer asked Kitty Schiltz to speak to this. Mrs. Schiltz said that right after the first announcement that 16mm film service would be cut, and it was for sure at that time, Therese Rice, who Mrs. Schiltz said is a real individual in TRL, is the A-V technician and does things on her own, decided that if the 16mm films have to be brought into the Service Center, that she would install shelves for storing them. Mrs. Schiltz said the shelves are being used for supplies right now. Mr. Law asked if this was



done on staff time and Ms. Shaffer said it was.

Mr. Law said that he is going to vote no on this motion because he is not convinced that the alternatives to this have been adequately reviewed and considered by the Board. He said that he has never seen in his six years on the Board an outcry of opinion about this service as much as he has. Mr. Law said he has made some negative comments in the past and those have been directed because of the availability of the same service in the private sector. He said what he is seeing, particularly from people in nursing homes and these types of places, is that these people don't have alternatives, and so it is the nature of the service which causes him to say that if this has to be done, it should be done as a last resort when all other things have been considered. Mr. Law said that as of right now, given the amount of input the Board has had and the recommendations and in terms of the way they have been considered, he is not ready to withdraw this service from the people.

Mrs. Harris said that Mr. Law said that he has never heard such an outcry. She said that the Board has never been in the position of cutting a service, and she wishes the Board was not in that position now. She said there is no good way to cut a service. Mrs. Harris said there is a film center in Mason County and she has received many letters from people who will miss this service very much and it is only with a great amount of regret that she would consider cutting films. She said she has not heard anything else, except to cut bodies, that would equate the amount of money the Board needs to cut. She said she doesn't think the Board should wait on this because the longer the Board waits, the less time people will have to make their personal adjustments. Mrs. Harris stated that she thinks it would be unfair to employees to keep putting this off. If the Board is going to have an impact on the 1984 budget, Mrs. Harris said that the Board needs to allow the administration team to set something in motion. Mr. Parsons said that if he were to vote for this motion, he would not vote for it were that "one year" not in there. He said he thinks this is a very important service that TRL needs and he does not care for the way this situation was handled. He said the Board has heard from a lot of people who want to keep the service, and he has also heard that if something is going to be cut, it had better be films. Mrs. Voegel recalled Kitty Schiltz's report several months ago on audio-visual, and she noticed in rereading the responses that many other libraries have dropped 16mm films and were not adding to their collection because it is such a large expense. Mr. Law said that he agrees with Mr. Parsons that the one-year suspension makes this much more palatable than it otherwise would be. On the other hand, he said the Board is talking about saving money as a result of this, primarily by RIFing people. He said they are talking about RIFing staff in a service that might be put back a year later and to him this suggests that even though there will be that savings for one year, they are going to suffer some grievous losses in terms of quality of staff to be able to come back a year later to fulfill the service if the Board is able to do this. On one hand, he said the one-year suspension sounds better, but on the other hand, the staff problems of taking it away and giving it back make it worse.

ALICE HARRIS, DORIS FOURRE, DOROTHY VOEGE AND LARRY PARSONS VOTED IN FAVOR OF THE MOTION; JEAN HAAKENSEN AND DON LAW VOTED AGAINST THE MOTION. MOTION CARRIED.

Mrs. Voegel said she would entertain a motion with regard to RIF.

83-45 LARRY PARSONS MOVED THAT THE REDUCTION IN FORCE AS OUTLINED BY THE PERSONNEL SUPERVISOR BE INSTITUTED IN SUCH A WAY THAT THE PERSONAL SERVICES BUDGET DOES NOT EXCEED 70% OF THE OPERATING BUDGET; DORIS FOURRE SECONDED THE MOTION.

Mr. Law said he did not learn about the specifics of what this involved until Saturday when he received the memo from the Director. He said an Executive Session has occurred. He said the level of knowledge in terms of what this involves and in terms of the people affected is about zero. He stated that there has been no public hearing as to whether the Board ought to or not and once again he thinks public input is almost zero. Mr. Law said that RIFing positions other than the A-V positions would affect public service in some way and he asked Ms. Shaffer to identify what public service would be affected. Ms. Shaffer responded that other services, besides A-V, are circulation, reference, and children's services. Mr. Law said the problem is he is being asked to vote on this and he doesn't know what effect this will have on the public. Ms. Shaffer said that this was discussed in Executive Session and she refuses to discuss it in front of staff who have not yet been notified. Mrs. Voege asked Mr. Hulbert if the Board is on thin ice in regard to negotiations. Mr. Hulbert said that he is becoming more and more concerned in the depth they pursue this. Mrs. Voege said that the Board could be taken to task on this. Mr. Law said that if this motion is approved, it has been established that public service will be affected. He said the answer to that question cannot be given to the public and staff. Mrs. Voege said this was discussed during Executive Session and Mr. Law chose to exempt himself from the Executive Session. She said it is similar to her getting mailings and she chooses not to read them and then turns around and says, "Why don't you tell me these things?" Mr. Law said he is trying to point out one of the reasons why he thinks it would be inappropriate for the Board to pass this motion because the public is unaware as to what the consequences are. Mrs. Voege said the public will be aware if this motion passes. She said the public is not involved in this decision but they are aware that some employees will feel this. Mr. Law said it will be just like the employees when they receive their "pink slips" and pat the Board on the back and say "thank you." Mrs. Voege told Mr. Law not to be sarcastic because this is not so and she thinks it is unfair to posture himself as the champion of the employees because she thinks enough of the employees have attended Board meetings to know that this Board is a thoughtful, considerate one which has worked hard to bring salaries up and other things.

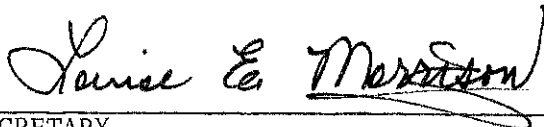
Mrs. Harris said that public library service is a public service and it is ridiculous to think that if there will not be as many people working service will not be reduced. She said this is self-evident and she does not see how Mr. Law can sit here and say he doesn't understand where services will be cut. If there will not be as many people, Mrs. Harris said there will not be the same level of service. She said she doesn't understand Mr. Law's question. Mr. Law said he is illustrating the nature of a secret session in terms of a lack of public input to make a decision. Mrs. Haakenson said that she thinks the reason for the Executive Session was on the procedure and positions that could be affected by RIF. Taking that further, she thinks it is the Board's decision to decide whether or not to go into a RIF situation and how to balance the budget. She said it is the Board's function to have a balanced budget. Therefore, she said the RIF situation was handled in Executive Session because of personnel. She said that implementing the RIF and who is affected by it is management's decision. She said she has to make a very hard decision to say that she is or is not in support of RIF, but is able to put the hard part of saying who is going to be affected back to management. Mrs. Haakenson said the idea of who is going to be affected by RIF she doesn't think is a part of public session, bandying back and forth one job at the expense of another. She said the philosophy of whether this be instituted is a Board decision and one she has to vote on.

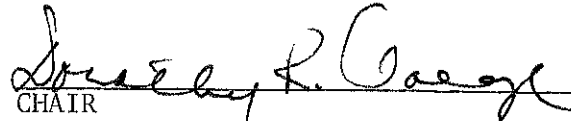
Andrea Matchette asked if she may make a comment. She said she would like to know what "non-human" cuts were offered and why they were rejected, since the only alternative being considered is personnel. Mr. Crose said that the budget

was reviewed line by line. For instance, he said the supply budget has been cut from \$90,000 in 1983 to \$37,000 in 1984, which he thinks is a significant non-human cut. Also, he said all travel expenses have been held at 1983 levels with no allowance for inflation. Mr. Crose said the training budget has been reduced from \$12,000 to \$6,000, and repairs and maintenance have been reduced to the bare minimum. He said there is only one capital expenditure item in the budget in 1984 which means no replacement of any equipment. Mr. Crose said that to cut anymore would involve closing a facility. Becky Dasen asked about the training budget, as she understood only \$6,000 has been spent in the training budget. Mr. Crose said the training budget in 1983 is \$12,000 and he thinks about \$10,000 has been spent so far.

ALICE HARRIS, DORIS FOURRE, DOROTHY VOEGE, LARRY PARSONS AND JEAN HAACKENSON VOTED IN FAVOR OF THE MOTION; DON LAW VOTED AGAINST THE MOTION. MOTION CARRIED.

There was no further business to come before the meeting and the meeting adjourned at 8:15 p.m. Mrs. Voegel requested that the Board remain for an Executive Session for the purpose of discussing negotiations.

  
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SECRETARY

  
\_\_\_\_\_  
CHAIR