

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

March 21, 1984

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March 21, 1984

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  
Michael Crose, Business Manager  
Mary Ann Shaffer, Supervisor-Personnel Administration  
Vicky Campbell, Youth Services Coordinator  
Barbara Durney, Community Library Associate, Hoquiam  
Steve Metcalf, Systems Librarian  
Joyce Nichols, Tumwater Librarian  
Christine Peck, Aberdeen Librarian  
Kitty Schiltz, South Mason Librarian  
Donna Stahl, Reference Assistant, Aberdeen  
  
Herbert H. Fuller, Timberland Attorney  
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Marcheta Bean, Olympia Library Board  
Janet Fiske  
Wayne Shave, Tumwater Library Board

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

AGENDA ITEM  
NO.

- 1 Approval of Minutes of the February 15, 1984 Meeting
- 84-16 LARRY PARSONS MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 15, 1984 MEETING; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.
- 2 Approval of Vouchers
- Mrs. Voege stated that payroll and payroll-related vouchers had amounted to \$267,301.28 for February 1984.
- 84-17 ALICE HARRIS MOVED TO APPROVE VOUCHERS NO. 14091 THROUGH NO. 14253 IN THE AMOUNT OF \$114,945.95; PAUL POLILLO SECONDED THE MOTION.

- 2 Doris Fourre questioned voucher No. 14103 to the California Library Association in the amount of \$35.00. Mr. Crose stated that TRL belongs to the California Library Association so that professional position openings can be advertised in the California Library Association Jobline. Mrs. Harris questioned voucher No. 14106 to Capitol Floor Covering in the amount of \$80.85. Mr. Crose stated that several areas in the Service Center where the carpeting was separating at the seams were repaired. Mrs. Fourre asked where the bookmobile for Lewis County is being stored (voucher No. 14175 in the amount of \$40.00) and Mr. Crose stated it is being stored in a warehouse behind a hardware store in Chehalis. Mrs. Harris asked if the several vouchers to Public Utility Districts are for one month. Mr. Crose said that these are for two months with the exception of the one for the Service Center (voucher No. 14173 in the amount of \$2,385.80) which is for one month.

MOTION CARRIED.

3 Reports

A. Board Committees

(1) Evaluation of Library Director - Larry Parsons/Alice Harris

Mr. Parsons stated that at last month's meeting, the Board received the proposed changes to the Evaluation of Library Director document. Mrs. Harris noted that one of the revisions to this document provides that in April the Board and Director jointly develop a checklist of objectives to serve as the basis for the following twelve months.

5 Unfinished Business

A. Revision of Procedures for Evaluation of Library Director

84-18

LARRY PARSONS MOVED TO ADOPT THE EVALUATION OF LIBRARY DIRECTOR DOCUMENT REVISED 2/15/84; DORIS FOURRE SECONDED THE MOTION.  
MOTION CARRIED.

There was discussion of when the Board should meet with the Director to develop a checklist of objectives for the year since Mrs. Morrison is expected to be going into the hospital for surgery soon and will be recuperating for 8 to 12 weeks. Mr. Law stated that although the Board has established a schedule, it should be flexible in situations like this. It was suggested that a subcommittee of the Board meet with Mrs. Morrison in the next two weeks, since several Board members would not be available. It was agreed that Larry Parsons and Jean Haakenson will meet with Mrs. Morrison within the next two weeks in the Chehalis area to develop the checklist of objectives for the year. Mrs. Harris suggested that other Board members make suggestions and express their concerns to Mr. Parsons prior to this meeting. Mrs. Morrison stated that she has several things that she will draft for this meeting. She said that if this is done before she has surgery, then she may have some leisure time while recuperating to think about the objectives. Mrs. Haakenson said that this will also give Mrs. Morrison a chance to give directives to other staff. Mrs. Voege stated that she will try to join Mr. Parsons, Mrs. Haakenson and Mrs. Morrison at this meeting.

3 Reports

A. Board Committees

(2) Ocean Park Library - Paul Polillo

Mr. Polillo reported that Mr. Crose is going to be meeting with an individual next week regarding some property in the Ocean Park area. He said the biggest problem the committee has had is finding property which is large enough for a library site. He said he will be able to report more fully at the next meeting. Mrs. Morrison commented that Mr. Polillo's work on this committee should not go unrecognized. She said he has made many trips to Ocean Park and to the courthouse in South Bend.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller had no report.

C. Library Director - Louise E. Morrison

Mrs. Morrison stated that Mr. Crose will report on the recent timber tax legislation and how it will affect Timberland. She said that the Director of the Whitman County Library spent an afternoon at TRL. She said that Whitman County Library is thinking about a levy lid lift and the Director needed more information. Mrs. Morrison said that Mr. Crose will be going to Whitman County Library on April 10 to meet with that library's Board. She said that TRL "picks other people's brains" and she thinks TRL owes the same sort of networking. Mrs. Morrison said she is looking forward to Mr. Crose's impressions of how Whitman County Library's Board reacts to this presentation.

D. Assistant Director for Public Services - Mary Stough

Mrs. Stough referred Board members to her written report regarding the Trustee Workshop on April 14. She said she hopes that she can count on 100% attendance from the TRL Board. She said that there should be about 70 local trustees in attendance. Mrs. Stough requested that the Board members review her report and get back to her if they have any questions or suggestions. She said her report is based on the input she received from local boards. Mrs. Stough said she will be sending out a tentative list of subjects to be discussed that day and she will also be sending out food assignments to each TRL Board member.

E. Assistant Director for Central Services - Sally Loken

Ms. Loken referred Board members to her written report regarding the TRL Planning Task Force. She said that the Task Force is very concerned about communicating with the TRL Board, staff, local boards and Friends and they are exploring as many avenues to do this as possible. Ms. Loken said that it is her hope that each building supervisor will be discussing what the Task Force is doing with the local board and Friends group of that particular library and encourage them to offer their thoughts and comments and to comply with the Task Force's request to fill out survey forms. She said that there will be an issue of the Timberland Trustee coming out

3E which will stress this also. She said that the Task Force will be using both oral and written communication. Ms. Loken said that her hope is that the Task Force will receive some very sound information that can be used as a basis for immediate planning as well as future planning. Mrs. Voegel commented that the Task Force has set an ambitious time line for itself.

Ms. Loken further reported that letters have gone out to adult institutions advising them that 16mm film service is available to them and TRL has already heard from a number of them. Mrs. Haakenson asked if 16mm films and videotapes are treated the same. Ms. Loken said they are not and she will discuss this further after the Board hears correspondence from A. F. Kreager in Agenda Item 4A.

F. Business Manager - Michael Crose

Mr. Crose referred Board members to his written report.

With regard to recent legislation affecting timber taxes beginning in 1985, Mr. Crose said that essentially TRL will not lose any revenue and, in fact, may gain some revenue from this source. He explained that the method of distribution will be changed. He said that the counties will be allowed to levy timber taxes of 4% which will come back to the counties 100% with the exception of administrative charges levied by the state. He said the state's timber taxes will decrease over the next three years to 5% and if the counties do not choose to levy the 4%, then the state may levy forest excise taxes and all of the taxes will go into the state's general fund subject to appropriation by the legislature. Mr. Crose said that he thinks there will be more legislation that will indicate what the state will do with the forest excise taxes that it collects.

Mr. Crose further reported that tax on reforestation lands is currently at 12.5% and over the next ten years that will be lowered to 5%. He said that what will happen is that the state will distribute a percentage of this tax based on what individual counties are doing up to the point that both the forest excise tax and the reforestation tax are the same. He said another feature is that the land itself will increase in value per acre which will be to TRL's benefit because TRL will be able to consider that increase the same as TRL considers increases in new construction in the district in determining its levy rate.

Mrs. Haakenson asked if Lewis County, for instance, would choose to levy the 4% where those funds would go. Mr. Crose explained that if a county levies the 4%, the taxes still would be paid to the state which would maintain the timber tax fund for the county and the state will transfer the tax to the county. He said that individual taxing districts in counties will not lose but the state will lose because the state will lose revenue to its general fund which means that it is possible that some areas of government will not be funded, or this lost revenue will have to be replaced from some other source.

Mr. Crose said that another feature of this bill is that the state is closing out both Fund A and the Reserve Fund and any dollars remaining after final distribution of current taxes will be distributed to

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taxing districts. He said that this could mean a few dollars or it could mean thousands of dollars to Timberland.

Mr. Crose said that he presented a proposal last month for acquisition of the telephone equipment at the Service Center. He said the Board asked for alternatives to purchasing the system. Mr. Crose said that in two years, TRL will be required to purchase all of its telephones. He said he has been looking at other systems for the Service Center but he recommends that TRL purchase the present system which is installed in the Service Center. Mr. Crose stated that a new electronic system for the Service Center which would accomplish basically the same functions that the existing system does would cost \$20,000, plus taxes. He said that he does not feel that TRL has the funds for this even on a lease agreement. He said that TRL could continue to lease the Service Center equipment for \$315 a month or TRL can purchase this equipment in its entirety for \$3,000. If TRL purchases this equipment now, Mr. Crose said that TRL will save about \$1,000 of what is budgeted for 1984. He said this would be a one-time charge and the system will belong to TRL. He said that TRL can opt for a monthly maintenance contract at \$95 a month, which he does not recommend because the maintenance is also available on a "time and mileage" basis. Mr. Crose said that since this system was installed at the Service Center, there has been very little down time. He said that he thinks that TRL can get its maintenance through a state contract. Mr. Crose said that the purchase of the system would include all the telephones and wiring. He said he is also checking into the possibility of purchasing equipment in the branches. Mr. Law said he doesn't understand the cost difference between purchasing the present system at \$3,000 and a new system at \$20,000 and said that the \$20,000 system must be better than the present one. Mr. Crose said the \$20,000 system is a brand new system and the \$3,000 is for a used system; otherwise, the systems are essentially the same. He explained that purchasing 28 new phones, an intercom system and two com key sets would cost significantly more than \$3,000. It was agreed that it would not be necessary for the Board to make a motion to purchase the telephone system which the Service Center presently has since this money is already budgeted.

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Correspondence

A. 3/16/84 letter to Dorothy Voegel from A. F. Kreager, Rochester

Mrs. Voegel read the letter as follows:

"This is in regards to the recent change of procedure for checking out video tapes from the library.

"I understand the change was made because of budgetary and staffing problems. The new system, however, it so ineffective that I wonder if some consideration might be given to some alternatives.

"First, I question if handling a portion of the tapes in each library is a full time job. Frequently when I checked out the tapes prior to the change I would be the only person there. Therefore it might be possible to integrate the video tape check-out with the other work being done. Actually this is

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exactly what is being done now. The only difference is that instead of leaving with a tape you must wait for one to be mailed.

"The point I'm trying to make is that the new system requires one of the attendants to make out a reservation slip, check your card and enter the name and request in the computer. Timewise nothing has been saved since everything necessary has been done up to this point except handing the tape to the person requesting it.

"Consider this also: (1) Ten days is far too much time for anyone to keep a tape even including mailing time. Thus it is very ineffective use of the tapes. (2) It must cost something to mail the tapes. (3) The Post Office is not known for their careful handling of packages and I do not think the tapes can stand too many trips through the mail.

"I can imagine that my case is quite typical and I have been on the reservation list for about a month and still no tapes. The tapes are either laying unused (how many times can one watch the same movie) in someone's home or being tossed around in the Post Office.

"So in conclusion I would like to suggest that the films once again be divided between the libraries as before and rotated among them much as they were. The only problem that I can see is having a place nearer the normal work center to safely store the tapes. And I do not believe this is insurmountable. Thank you."

Ms. Loken said that initially when TRL bought videotapes, they were all housed at the Olympia Library and film clerks in the five major film outlets and two sub-outlets booked the tapes for patrons the same way they booked 16mm films. She said the tapes went on the courier to the library where requested. She said that when film service and staff were cut back, films were pulled into the Service Center. At the same time, Ms. Loken said that videotapes were cataloged and converted so that they could be circulated on the automated system the same as books, magazines, records, etc. and would not need special staff to handle them. Ms. Loken said the problem which Mr. Kreager has written about came about because TRL did not buy duplicate titles of the tapes like it does with books. She said that videotapes are extremely popular with patrons and have several patrons waiting to check them out just as they have to wait with best sellers. Ms. Loken said that Mr. Kreager probably has requested one of these popular tapes and he does not realize that a lot of patrons are waiting ahead of him. She said when staff set the 10-day check-out time for tapes that are mailed, they felt that 10 days was a minimum time to get the tapes from the library to the patron and back to the library again. She said that for those patrons who come into the library and get a tape off the shelf, the checkout time is three days. Ms. Loken said that patrons are very good about getting tapes back by the due date and at this time only four tapes are overdue. Also, Ms. Loken said that the tapes are starting to wear out. She said that usually TRL replaces items as needed, but this does not apply to videotapes this year. Ms. Loken said she is happy to have Mr. Kreager's

- 4A input and she will be happy to respond to his letter. Mrs. Haakenson said that Mr. Kreager's letter is well thought out and she would appreciate a positive letter from TRL to Mr. Kreager rather than telling him of TRL's problems. Mr. Parsons asked how these tapes could be wearing out because this seems unusual. Ms. Loken said the color is fading or they are having tracking problems. Kitty Schiltz said there is a possibility that it is because of poor machines rather than the tapes. Ms. Loken said that when CALS receives the booking function on the automated system, then staff will have the option of going back to booking videotapes as before as well as films. She said this will give the patron a chance to reserve a tape for a certain date.

The meeting recessed at 8:40 p.m. and reconvened at 8:55 p.m.

5 Unfinished Business

B. Patron's Right to Privacy Policy

Mrs. Voege stated that Board members received Mr. Fuller's draft opinion on right to privacy several months ago. She asked Mr. Fuller to speak to this.

Mr. Fuller stated that the problem arises from use of the computer since it is now possible to give information about what a patron has checked out. However, in Washington State, Mr. Fuller said that a patron is protected from someone just wanting to find out what he/she is reading. He said that there is one troublesome area which is what rights parents have to learn what their children have checked out from the library. Mr. Fuller said he has included in his opinion many different cases and he can break it down into three areas-- constitutional rights of minors, constitutional rights of parents, and the rights of government to make policies in the state's interest, which balances off against the rights of minors and parents. He said that courts may treat the immature minor in a different way from the mature minor. He stated that many of the cases which deal with minors have to do with whether a minor can have an abortion even though parents do not want the minor to have an abortion. He said that cases go both ways in that the parent may not have the right to prevent an abortion but at least has a right to know about it. Mr. Fuller said that most of the cases dealing with right to privacy have arisen in this abortion context and that is what he has had to examine. He said that the Washington State Supreme Court has even said that the rights of minors are co-extensive with the rights of adults. He said that Washington courts are stronger than the U.S. Supreme Court as far as enunciating the rights of minors. Mr. Fuller said that the reason the Board asked him to take a look at this is so that the Board could adopt a policy and not get caught in a situation without a policy. He said this is not something that an attorney can determine but the Board itself needs to come up with the policy. He said that if materials become overdue, he understands that it is the present policy of TRL to send out a notice of what materials are overdue and he also understands that once the materials are returned, the record is erased permanently.

Mrs. Voege referred Board members to their copies of a memo to Mrs. Morrison from Vicky Campbell, Youth Services Coordinator, relative



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to privacy rights of minors and asked the Director to speak to this. Mrs. Morrison said that originally this discussion came up in a Reference Committee meeting and Vicky Campbell asked her if TRL has a policy. She said that Ms. Campbell asked if it would be suitable for TRL's attorney to research this. Mrs. Morrison stated that she checked with Mrs. Voege and Mrs. Voege agreed that Mr. Fuller should research this and submit an opinion. Mrs. Morrison said that she asked Ms. Campbell for her viewpoint on this as Youth Services Coordinator. She stated that Ms. Campbell is a strong advocate of children's rights and Mrs. Morrison said she is too. She said that historically TRL has maintained that what a child reads is the province of parents and that TRL staff members have no wish to usurp that parental prerogative. She said that whatever a child brings to the desk to check out will be checked out to that child. Mrs. Morrison said there should be no need to alter this policy to accommodate a patron privacy policy. She said that those parents who wish to know what their children currently have checked out could refuse to sign the responsibility form so that the child would have to check items out on the parent's card. Mrs. Morrison said that she had reviewed Resolution No. 12 regarding confidentiality of library records which was adopted by the TRL Board on March 18, 1971. She said that with some reworking this resolution possibly could serve TRL's needs because it says that "the library circulation records and other records identifying the names of library users with specific materials are confidential in nature." Mrs. Morrison said that Ms. Campbell's points are well made that if adults want children to learn behaviors and attitudes which adults think they should have then children's rights have to be respected too. Mrs. Morrison urged the Board to adopt something and once a policy is adopted, then staff can work out the administrative procedures to carry this out. Mrs. Voege read from Ms. Campbell's memo as follows: "In conclusion, I would like to recommend that a policy be written that protects fully the rights of minors to privacy at all ages and that the Board accept such a policy. If such a policy is adopted, I would also recommend that staff not only be told that this policy is now in existence but also that it is explained to them why the policy has been adopted and how to answer patrons' questions or complaints."

Mrs. Harris asked what age a child needs to be before a child does not need a parent's signature to get a library card and Mrs. Morrison said it is age 18. Mr. Law asked if there is some number that comes to Mr. Fuller's mind for what might be a definition of a "mature" minor. Mr. Fuller said he does not think there is and he thinks it is impossible to set any kind of age. Mrs. Fourre said she would like to give the parents the feeling that TRL is sensitive to parents' concern for their children. She wondered if it would be possible to put something on the library card application form stating that children have a right to privacy and if parents wish to control what their children read, then they should not sign the form. Mrs. Haakenson asked if a parent has a right to pull a child's library card and Ms. Loken said this has never happened. Mrs. Haakenson said that parents deserve some kind of notice and agreed that perhaps this could be printed in bold print on the application form. Ms. Campbell said that Mrs. Morrison made a good point that TRL not distinguish between the minor's and the adult's right to privacy and she said she thinks that TRL should avoid separating adults and

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children. She said she would suggest something on the application such as "the library recognizes the rights of patrons in confidentiality of library records." Mr. Law said that one of his concerns in this matter is that TRL be very sure that it does not deter children from checking out books. He said he cannot accept the idea that with regard to an immature minor that parents would not have the ability to monitor what their children are checking out if they so choose, so obviously the parents would not allow their children to have their own cards. Ms. Loken said that everyone should remember that they are not talking about taking anything away from the parents and over the years when problems have arisen with parents wanting to know what their children are reading, library staff have always taken the approach of encouraging the the parents to come to the library with their children. She said that this will not change either.

Mr. Parsons stated that as a Board member, he will never vote to use computers to invade anyone's privacy, regardless of age. Mrs. Morrison said that the parents' ability to communicate with their children on reading tastes, reading needs, reading habits, etc. is not impaired in any way. She said it is just whether or not library staff will be "cast willy-nilly in the role of tattletale." Mr. Law said he thinks there is a simple solution which would solve everyone's right which is to have a policy that states that the library will not provide information as to what book is currently checked out on any card to any person other than the person whose name is on the card. He said that if the parents choose to know what books their children have checked out, they simply do not give their children their own individual cards, but rather have the children check out materials on the parents' cards. Mrs. Voege said that Mr. Law's plan would not exclude children then from the right to privacy.

There was discussion on the parent's right to pull the child's library card and requiring the child to use the parent's card, which would give the parent the right to know what books the child has checked out. Several people in the audience stated that they want their children to have their own cards; however, if there is a problem, they want to be able to have the option to take the cards away from their children. Mr. Fuller commented that this concerns non-overdue materials and once overdue, the child would waive his/her privacy rights. Ms. Loken stated that if books are seriously in arrears, they may be pursued by a letter to the parents. She said that is why the library needs to know who the parents are. She said she knows of a couple of libraries in the country which have not excluded overdue materials in their privacy policies. Mr. Fuller wrote a statement on the blackboard which could possibly be printed on the library card application form as follows: "It is Timberland Regional Library's policy that information as to non-overdue materials checked out shall be provided only to the card holder or in response to judicial or legislative subpoenas." Mr. Law suggested that the Board consider this again next month. Mrs. Voege stated that in the meantime, the TRL Board will be meeting with local library boards and they will have a chance to get input from them, too. Mr. Fuller stated that the reason he added "judicial or legislative subpoenas" is because any attorney can make out a subpoena to anyone. He

5B recalled the recent case in Westport where an attorney wanted to find out everything about everyone who checked out anything. He said that he thinks that there should be a policy that perhaps the Director of Timberland is the official custodian of any TRL records and should be the one subpoenaed. Mrs. Voegel requested that Mr. Fuller address this issue before the next Board meeting. Ms. Loken suggested that perhaps a brief message on the library card application form could refer to a full policy statement which would have more specifics and qualifiers and which could also possibly summarize TRL's whole overdue routine.

C. Automation of Business Office

Mr. Crose said that he has asked Steve Metcalf to attend tonight's meeting to help him answer any questions which Board members might have. He said Mr. Metcalf has been involved, along with himself and Mary Ann Shaffer, over the last several months examining different computer systems which might be suitable for the business office. Mr. Crose said that staff had initially intended to recommend purchase of a rather sophisticated micro-computer system. He referred to his memo to Mrs. Morrison in which he refers to the IBM 36 system as a mini-computer but it is actually a micro-computer system. Mr. Crose said that he still recommends the IBM 36 system. He said that this system would meet the accounting needs of the district and should continue to meet those needs for the foreseeable future. Mr. Crose said the IBM 36 system would have the ability to interface with the new WLN PC's and would also interface with Thurston County's system. By interfacing with Thurston County's system, Mr. Crose said he would be able to more closely follow TRL's cash flow and this would help him to better invest TRL's funds which currently are not in use. He said that there are also unlimited future possibilities as far as a direct interface with Thurston County. He said that software for accounting systems prescribed by the state is currently available off the shelf for this system. Mr. Crose said that if the Board does not wish to go with the IBM 36 system, then TRL would have to have its software developed by a private firm. Mr. Crose said that this system has expansion capabilities that would accommodate any uses that he can see and it is also expandable to a large number of work stations.

Mr. Crose said that this system is more expensive than what has been budgeted for this year and he recommends that if the Board approves purchase of the IBM 36, that it be brought up in stages. He said he would prefer having all six work stations immediately but software applications could be brought up individually. He said that this will be totally new to staff and would be too much for staff to assimilate all at once. Mr. Crose said that this could be lease-purchased over a five-year period. He said that \$30,000 has been budgeted for this year and he thinks that this system could be worked in to fall within what is budgeted. He said this system could not be up and operational before August. Mrs. Fourre asked Mr. Crose if he had originally thought that TRL could purchase a system for \$30,000. Mr. Crose said that he thinks that was just a figure that staff pulled out of the air in early discussions.

Mr. Law said that when TRL went to the ALIS system, one of the things requested of Sally Loken was a cost-benefit analysis. He said

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that anyone can always rationalize equipment and his question is that TRL can benefit from this system but is it worth spending \$80,000 for it? Mr. Law asked how TRL will save money as a result of having this system. Mr. Crose said that he does not think that TRL will save any money from this system. Mr. Law said he is talking about savings in the future and the question is whether there will be a savings by not having to add staff in the future. Mr. Crose said it is difficult to put this in a cost-benefit situation but he could possibly commit it all to paper in a long-term cost analysis. He said that the basis for his recommendation to automate the business office is because it is getting physically impossible to accomplish all the tasks and reporting requirements imposed on TRL by other governmental agencies. Mr. Crose said that he had originally thought that by automating the business office, that it would eliminate one position, but instead that person will be responsible for records management. Without the automated system, Mr. Crose said that another position would probably have to be added to the business office. He said that even the information that Board members require of the business office is not being provided properly from the manual system, and continuing with the manual system, with as many employees as TRL has and with the size budget TRL has and the information requirements imposed by other governmental agencies, would not be wise. Mr. Law said that one of the problems with many entities is getting more than they really need and that is what is troubling him with the IBM 36 system. He asked if it has to be an all or nothing thing. Mr. Crose said that he thinks it does. He said that TRL can continue to throw away \$5,000 to \$10,000 a year over the course of five to ten years and waste a great deal of resources, not to mention the fact that a small computer is not going to solve all of TRL's needs. When talking about a small automated system, Mr. Crose said they are already looking at a minimum of three work stations and \$15,000 with no interfacing capabilities. He said he is not anxious to spend the district's money but he is also not anxious to continue with the current system. Mr. Law said that he thinks everyone agrees that the current system is inadequate.

Mrs. Voege referred to Mr. Crose's memo of February 27, 1984 in which he mentions that the IBM 36 system would include payroll, purchases and accounts payable, budget and accounts receivable, fixed asset inventory, and general ledger with periodic reporting and also personnel record keeping and word processing. She asked how staff becomes proficient in this. Mr. Crose said that another advantage of this system is that once purchased, staff can begin training immediately at IBM training centers in either Tacoma or Seattle.

Mr. Polillo said he doesn't understand how Mr. Crose is keeping everything together in the business office under the present system and he thinks the Board must approve upgrading this. Mr. Crose said the Park District in Tacoma is an excellent example of an agency similar in size to TRL that went through a long process of deciding which system to purchase and they decided that the IBM 36 system would be the only way to go. He said that King County Library has a system similar to this but smaller and is already at capacity and the district has about \$20,000 invested in the system. Mr. Law stated that King County Library is larger and Mr. Crose said

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that they are talking about accounting functions and not dollars only. Mr. Law asked if Mr. Crose could suggest districts or entities that are using a cheaper system. Mr. Crose stated that staff has asked for examples of installations of networked micro-computer systems and they haven't found any yet. Mr. Metcalf stated that as far as getting more than TRL needs is concerned, he said that everyone knows what getting less than needed is like. He said that a good benefit of becoming an IBM customer is the training which is included in the total cost of the package. Mr. Crose said it is his understanding that training would always be available.

Mr. Crose said that he would envision going straight into a lease with no downpayment and use the \$30,000 budgeted for software. He said TRL would be able to cash out the lease contract annually or could continue with the contract. Mrs. Voegel asked if the Board approves this system when it would be installed. Mr. Crose said it would probably be installed by September. Mrs. Voegel asked if staff would be proficient on the system to help with the 1985 budget and Mr. Crose said he would hope to be able to put the 1985 budget on the system. He said he is most interested in having a system in place before TRL enters into the next fiscal year.

Mrs. Fourre said that TRL has been apologizing for the ALIS system and she thinks that TRL will take heat for putting in an automated system in the business office that is this expensive. Mr. Crose stated that in reading the audits of the district for the past several years, one of the qualifying factors for automating the business office is that TRL is not in compliance with all of the requirements. Also, he said that TRL is running a single-entry system and the state auditor would prefer that TRL get into a double-entry accounting system. Mr. Parsons said that he thinks the higher price is the result of the research that staff has done and when the \$30,000 was budgeted, staff was not fully aware of the costs involved. He said that the Board has to realize that research has been done which Board members requested and whether they like it or not, this is the computer age. He said he thinks that Mr. Crose has shown the needs and stated the benefits and that this has been thoroughly researched by staff. Mr. Polillo agreed and said that he thinks that TRL should buy good equipment rather than trying to go the cheap way.

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LARRY PARSONS MOVED TO APPROVE THE LEASE-PURCHASE OF THE  
COMPUTER SYSTEM AS OUTLINED AND RECOMMENDED BY MIKE CROSE;  
PAUL POLILLO SECONDED THE MOTION.

Mrs. Harris asked how Mr. Crose feels is the best way to finance the system. Mr. Crose said he recommends nothing down and whatever hardware can be purchased through IBM on a lease-purchase and the software needed should be acquired with the funds budgeted for 1984. He said that staff members are looking at a five-year lease purchase. Mr. Law commented that as he understands it with the ALIS system, the mistake was not that CALS did not order enough but the mistake was that the vendor breached the specifications in the contract and then in the process of sorting out what should be done in terms of remedies during the course of the vendor's breach, CALS determined, because of a good offer that the vendor made, that the system would be expanded. He said that part of what Mrs. Fourre is talking about

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is also what concerns him. In earlier discussions of what to do with this extra money, he said he desired to "squirrel" away more of the money. Mr. Law said he does not think the timing of this is good because they have just gone through a bad period and he thinks it is a time when the Board has to look at these things conservatively. Mr. Law said he is also bothered by this kind of expenditure which is what he would consider "straight overhead." He said he is bothered by the extent of the dollars involved and he said the better alternative would be to go after what is really needed and perhaps sometime in the future go on to something else. Also, he said that in looking at trends in terms of what is produced, TRL is not a growing industry and is basically a stable function. Mr. Law said that while TRL's budget is apt to go up there is no reason to believe that TRL will have a 30% larger staff in seven years because of a massive growth in population. He said when there is not that cushion of expected growth, he thinks it is even more imperative that they watch those dollars.

Mrs. Haakenson asked if in the software purchase if Mr. Crose is looking at software for all the functions that he wants the system to do or is he considering the possibility of doing each function one at a time. Mr. Crose said he is looking immediately at general ledger accounting as far as BARS accounting, automated payroll, automated accounts payable, and installing word processing now. Mrs. Haakenson asked at what cost this would be and Mr. Crose said it would total about \$25,000. Mrs. Haakenson asked how much the hardware will cost and Mr. Crose replied it would cost \$57,000. Mr. Parsons stated that libraries are compared a lot with school districts. He said that school districts in the State of Washington are hooked up to on-line computer bases for the same kind of information at a far greater expense than what this system would cost. He said that the need for information of this sort is going to continue and will probably increase. He said it seems to him that it would be a cost-effective measure to purchase this system now.

Mr. Crose said that he feels that if this system had been in place last fall, that part of the budget problems TRL experienced would not have materialized. He said that with historical revenue data in place, he can do forecasting modules that would be rather sophisticated. Mrs. Fourre said that she would like to leave the thought that if TRL does get surplus funds from timber taxes that the Board consider using it for this system. She said she hates the thought of another yearly payment. Mr. Law said that rare indeed is the time when thinking about buying something that a person can look to the future and say that if a person waits a year the price of it will go down precipitiously and that is a fact in the area of computers and is particularly true in the area of software. He said he does not think that waiting will hurt and he thinks that they are rushing into this.

Mrs. Haakenson asked if TRL will outgrow the hardware and Mr. Crose said he does not think that TRL would ever outgrow this system. He said that staff's first consideration was the software applications. He said he doubts that they will see many vendors who will develop BARS software and that the price will continue

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

6 New Business

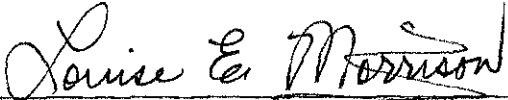
There was no new business.

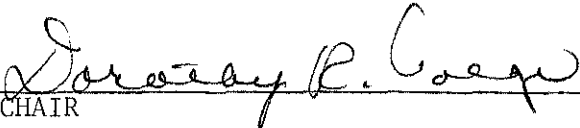
7 Other Agenda Items

A. Reminder to Register: WLA Conference, Pasco, Red Lion, April 26, 27, 28, 1984

Several Board members indicated that they would like to attend the WLA Conference.

There was no further business and the meeting adjourned at 10:25 p.m.

  
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SECRETARY

  
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CHAIR