

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

June 20, 1984

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M I N U T E S

BOARD MEMBERS PRESENT:

Jean Haakenson, Vice-Chair - Member-at-Large
Doris Fourre - Thurston County
Alice Harris - Mason County
Larry Parsons - Lewis County

BOARD MEMBERS EXCUSED:

Donald L. Law - Member-at-Large
Paul Polillo - Pacific County
Dorothy Voege, Chair - Grays Harbor County

STAFF PRESENT:

Sally Loken, Acting Director
Mary Stough, Assistant Director for Public Services
Mary Ann Shaffer, Supervisor-Personnel Administration
Michael Crose, Business Manager
Christine Livingston, Hoquiam Librarian
Joyce Nichols, Tumwater Librarian

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

GUEST PRESENT:

Marcheta Bean, Chair, Olympia Timberland Library Board

Vice-Chair Jean Haakenson called the meeting to order at 7:30 p.m.

AGENDA ITEM
NO.

- 1 Approval of Minutes of the May 16, 1984 Meeting
- 84-38 ALICE HARRIS MOVED TO APPROVE THE MINUTES OF THE MAY 16, 1984 MEETING; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED.
- 2 Approval of Vouchers
- 84-39 LARRY PARSONS MOVED TO APPROVE VOUCHERS NO. 14568 THROUGH NO. 14770 IN THE AMOUNT OF \$148,100.49; ALICE HARRIS SECONDED THE MOTION.

Mrs. Fourre questioned voucher No. 14587 to Cen-Che Vacuum & Sewing in the amount of \$89.27. Mr. Crose stated that this is for repairs to the Service Center vacuum cleaner. Mrs. Harris questioned voucher No. 14594 to CLENE Round Table in the amount of \$100.00. Ms. Loken stated that CLENE stands for Continuing Library Education Network and Exchange, which is a subdivision of ALA, and that CLENE provides information about continuing education providers and opportunities. Mr. Crose noted that voucher No. 14682 to The Evergreen State College

- 2 is a combination of two months billing. Mrs. Fourre questioned voucher No. 14709 to Xerox corporation in the amount of \$1,140.95. Mr. Crose explained that this covers the monthly maintenance agreements on all Xerox machines in the district and covers any repairs which may have to be made. He said that TRL is never out of pocket any repair expenses and the monthly rate is based on the number of copies made which fluctuates. He pointed out that monthly revenue from coin-operated Xerox machines runs approximately \$3,200 which offsets the maintenance agreement cost. Mrs. Haakenson questioned voucher No. 14769 to World Book Encyclopedia in the amount of \$4,633.10. Ms. Loken said that as she recalls, this is for sets of encyclopedias for 1/3 to 1/2 of the TRL libraries. She explained that these books are on a replacement schedule with new ones coming in every year.

MOTION CARRIED.

3 Reports

A. Board Committees

(1) South Mason - Alice Harris

Mrs. Harris said that Ms. Loken had noted in a memo to the Board that TRL had received a site feasibility study. She said that architect Ron Rowe designed three possible ways that TRL could expand on the property available. She said that the Board now has the assurance from a professional person that there is adequate room for building expansion and additional parking. Mrs. Harris recommended that, since there is no pressure to make a decision right away, this wait until there is a full Board present, perhaps July. She said she also has written details from the architect on the three plans designed and said that if anyone is interested in looking at them, she will make them available. Mrs. Fourre said that she as a Board member would not be able to make a decision on which design would be best and felt that this should be a decision of the staff. Mr. Parsons said that the Board also has to consider cost factors.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller reported that he has prepared the final draft of his opinion regarding rights of minors in which he made only a few changes from his first draft. He gave the opinion to the recording secretary and requested that she make copies for the Board.

C. Acting Director - Sally Loken

Ms. Loken said that she would like to apologize for not giving credit in the Bulletin last week to all of the staff members involved in preparing the grant application "Involving Parents in Their Children's Reading." She said she was not aware that Romaine Culpepper of Raymond and Sue Plummer of Hoquiam were also involved in developing this proposal in addition to Mike Wessells and Vicky Campbell.

Ms. Loken reported that the State Library Commission also funded a grant submitted by Eastern Washington University on behalf of Spokane area libraries to do an investigation of the problems involved in indexing local newspapers. She said this was funded with the intent that the work that Eastern Washington University does will be a model

3C

on which all libraries in the state can build when doing local indexing in the future using computers. Ms. Loken said this is a project that a number of TRL staff are very eager to get started. She explained that how this is done is extremely complex and TRL will be watching progress on this throughout the year and awaiting the results. She said that she has made copies of this grant proposal for several TRL staff members who recently attended workshops in newspaper indexing.

Ms. Loken further reported that the State Library Commission discussed the progress following the Peat-Marwick-Mitchell study of the Washington Library Network, both its long-range service plan and recommended governance changes. She said the Commission agreed that WLN should proceed in developing a five-year service plan which is based on Peat-Marwick-Mitchell's recommendations as well as input from WLN users and WLN staff's own research. With regard to WLN's future governance, Ms. Loken said there has been a great deal of debate, and over the summer WLN will be investigating more thoroughly the non-profit corporation options which Peat-Marwick-Mitchell recommended. She said that the status quo with WLN as part of the State Library also appears to be a possibility, particularly if there could be some legislative changes which would make marketing easier for the Network and would solve some of the personnel hurdles which seem to be so difficult for them to negotiate. Ms. Loken said there will be a full discussion of this at the Commission's September meeting.

Ms. Loken said that she attended the hearing last Friday on the State Supplemental Funding of Public Libraries Bill. She said that Mrs. Morrison also was there. She stated that the major points the legislators raised were questions on why the state should suddenly begin funding local library service when it has not done so in the past. Legislators stated there are so many other things that the state has always funded which are competing for additional funds. Legislators also asked why it wouldn't be better to find a local remedy to increase the local tax base. Ms. Loken said the legislators want more information about library funding needs and more information about what other states are doing. She said that there was only a half hour available for this topic so it was a bit frustrating. There were people available who had answers to a lot of the legislators' questions, but they simply did not have time to say anything. Ms. Loken said that the legislators did raise enough questions in that amount of time for the WLA Legislative Committee to know where to do its homework. Marcheta Bean commented that she thinks this is a tiny step and a situation which supporters can keep picking away at and eventually the legislators will realize the need for funding.

Ms. Loken said that she will be leaving for Dallas on Friday to attend the ALA annual conference. She said that Mary Stough will be in charge in her absence and she will be keeping in touch with administrative staff by phone.

Ms. Loken further reported that TRL has received official notice that LSCA funds have been authorized for replacement of the Hazeltine terminals used by WLN with IBM PC's modified by WLN. She said that TRL's first terminal will be installed tomorrow and that TRL is one of the test sites. If the terminal proves satisfactory, the new terminals will be distributed throughout the state. She explained that TRL will be required to log transactions done in a typical work day.

3C Ms. Loken said that next week the TRL Planning Task Force will be receiving the next round of survey drafts to study before its July 10 meeting. After that meeting, the Task Force expects to be able to send the survey drafts to staff for their comments and then to the faculty member at TESC who will be working with the Task Force.

D. Assistant Director for Public Services - Mary Stough

Mrs. Stough referred to her written report which is a summation of the All-Staff Day evaluations. Mrs. Fourre commented that she attended All-Staff Day and felt the speakers were outstanding. She said the puppet show "Go Axe ALIS" was very good, and she enjoyed hearing Dr. Pelligrini again, particularly about his early days in McCleary and what education and libraries meant to him. Mrs. Fourre said Dr. Quattrociocchi was one of the best women speakers she has heard, and she would like a copy of the tape made of her speech. She said that Walter Dill was enjoyable even though this was the first time he has spoken to a large group. Mrs. Stough said that she has continued a marvelous correspondence with Mr. Dill and also has heard again from Dr. Quattrociocchi who sent a copy of her speech at Highline Community College. She said Dr. Quattrociocchi said in her letter, "I don't think the audience realizes the extent to which their response determines the quality of the speaker." She felt the Timberland group was the best she has ever spoken to. Ms. Loken said that she has recommended Dr. Quattrociocchi for a WLA program.

E. Business Manager - Michael Crose

Mr. Crose said that Board members have received a copy of his written report. He said that TRL has received almost 52% of its budgeted revenue and is 42% of the way through the year which indicates that projections are fairly close to being accurate. He said that expenditures are also on target.

Mr. Crose reported that he has been able to transfer \$160,000 into the Building and Site Acquisition and Improvement Fund. At this time, most of the district's current dollars are invested until the 31st of July. He said that interest rates are going up so he thinks that TRL will come out better than anticipated on interest revenue.

Mr. Crose further reported that he had attended a meeting of the Washington Counties Assessors two weeks ago, at which they discussed the impact of the changes in the timber tax legislation. At this point, Mr. Crose said it is still unclear what the overall impact will be on various taxing districts, but almost every "timber" county in the state will be levying the new 4% county timber tax. He said that he thinks the new formula will result in some cash flow discomfort for TRL, but dollar wise, he thinks TRL will remain at current levels in 1985. Mr. Crose said there will be a distribution of the balances remaining in the state funds--Fund A, Reserve Fund, and Guaranteed Fund--some time after the first of the year, but at this point it is difficult to determine how many extra dollars that will mean for TRL. He said he is estimating it at about \$200,000.

Mr. Crose said TRL anticipates delivery of the IBM system for the business office within two weeks. He said the electrician is coming in to redo some wiring to accommodate the system and staff has accomplished moving panels and rearranging the business office to accommodate

3E the system. Mr. Crose said that he and Ms. Shaffer will be attending IBM classes next week which will be followed by specific course work over the next several months which deal with different software applications of the IBM system. Mrs. Haakenson asked if other staff members will receive courses also, and Mr. Crose said that the two secretaries will receive training in word processing and his staff in the business office will receive a minimal amount of training at IBM and extensive training at the Service Center. Mr. Crose said that he hopes the transition will be smooth and noted that the Service Center will be running a dual system for about six months.

F. Olympia Library Board Meeting - Doris Fourre

Mrs. Fourre reported that she and Mr. Law attended a meeting of the Olympia Library Board at their invitation. She said that Mayor Scramstad and two of the City Council members were also present. Mrs. Fourre stated that Claire Christiansen took them on a tour of the library. She said that the Mayor and Council members asked good questions and they did get the vandalism problem settled. She said that the Mayor said he would see that the Olympia staff car can be parked at the police compound at night rather than in the library parking lot.

Mrs. Bean said that the Olympia Library Board contacted Jennifer Belcher and asked her to testify on the board's behalf at the hearing on the Supplemental Funding for Public Libraries Bill. She said that Ms. Belcher was at the hearing, but there was not enough time for her to testify.

4 Correspondence

There was no correspondence.

5 Unfinished Business

A. Analysis of staff use of per diem reimbursement for travel expenses - Mary Ann Shaffer

Mrs. Haakenson stated that Board members have received Mary Ann Shaffer's memo regarding the analysis of staff use of per diem. Mrs. Harris said that she appreciates Ms. Shaffer putting these facts and observations together. She said that she thinks that as things come up, the Board will have to look at what the set expenses will be and the Board will have to approach it at that time. Ms. Shaffer agreed and she reminded Board that per diem is used by staff and the Trustees for workshops or conferences that they personally want to attend. She recommended that the Trustees use the same steps as staff, which is when TRL sends someone to a workshop or conference, TRL does pay the full expenses.

Mrs. Harris asked if any of the Trustees have received reservation literature on the Trustee ALTA WILL workshop coming up in September. Mrs. Fourre said that she thinks this will be coming out later. She said that she thinks the PNLA flyer for this year's conference program is one of the best that has ever been done. Ms. Loken said that she, Mr. Crose and Mrs. Morrison have all been asked to give a presentation at the ALTA WILL workshop.

6 New Business

A. Resolution raising the ceiling on the Imprest Fund

84-40

ALICE HARRIS MOVED TO APPROVE RESOLUTION NO. 84-5 RAISING THE CEILING ON THE IMPREST FUND; LARRY PARSONS SECONDED THE MOTION.

Mrs. Harris commented that the imprest fund has not been raised since 1981. Mr. Crose stated this change is not a budget revision, merely a housekeeping item.

MOTION CARRIED.

B. WLN Contract extension

Ms. Loken said that WLN is working on a revision of the Principal Member Contract, but this is simply an extension of what TRL is doing now on WLN with a couple of changes--there is now a six-month notice for either party to cancel and it also includes the new price schedule. Ms. Loken said that the costs will increase about 5% which is what staff anticipated. She explained that TRL uses WLN to order books, catalog books, and derive TRL's catalogs and data base, and for that reason, she strongly recommended that the Board approve extending the contract.

84-41

DORIS FOURRE MOVED TO APPROVE THE WLN CONTRACT EXTENSION; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED.

Mrs. Fourre asked who will decide the non-profit option for WLN and Ms. Loken stated that the State Library Commission would decide whether to propose such legislation. She supposes that it will be the legislature who will make the final decision. She said that the Commission has assured the library community that they will seek their input. Ms. Loken said that a lot of investigation into this needs to be done and there may not be an exact model under either of the non-profit corporation approaches that can be used without additional legislation. She said that there may be other alternatives that need to be looked into also.

C. Date of Board work session

Mrs. Haakenson said that the Board has discussed setting a work session. Two dates have been suggested, July 3 or July 9, at 6:00 p.m. It appears that those dates are not agreeable with a majority of the Board members. Mrs. Haakenson suggested that the work session be set prior to the Board meeting on July 18. She said that there has been some discussion of changing the meeting from July 18 to July 17; however, the July 18 meeting is the one that the Thurston County Commissioners have been invited to attend and at this point, the July meeting is still scheduled for July 18. Mr. Parsons said that he may not be able to make the July meeting. Mrs. Fourre said that she will not be at the August meeting. Mrs. Harris reminded everyone that Mrs. Voegel will also not be present for the July meeting if it remains on the 18th. She suggested that the Board tentatively set the work session on July 18 prior to the Board meeting and Board members should plan to bring dinner with them. Ms. Shaffer said that she anticipates her portion of the work session to be about an hour and a half and Mr. Crose said he will need about half an hour. The Board agreed that

6C the work session would be scheduled at 5:00 p.m. on July 18. Ms. Loken said that the work session needs to be advertised no later than the 10th or 11th of July. There was some question as to whether or not the Commissioners plan to attend the July 18 meeting and recording secretary Liane Bascou said that she had noticed a note from Mrs. Morrison that all three Commissioners plan to attend the July 18 meeting.

D. Appointment of Board labor relations liaison

Mrs. Haakenson said that she has served as the Board labor relations liaison in the past. She said she has discussed this with Mrs. Fourre and Mrs. Fourre is willing to serve in this capacity for the upcoming labor negotiations and thus appointed her.

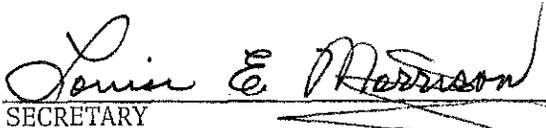
E. Retention of Labor Relations Consultant

Mrs. Haakenson said that the Board will go into Executive Session to discuss retention of a Labor Relations Consultant and will then reconvene the meeting.

The meeting recessed at 8:25 p.m. and the Board went into Executive Session. The meeting reconvened at 8:45 p.m.

84-42 DORIS FOURRE MOVED THAT TIMBERLAND REGIONAL LIBRARY RETAIN GARY HULBERT AS LABOR RELATIONS CONSULTANT; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED.

There was no further business and the meeting adjourned.


SECRETARY


CHAIR