

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

July 18, 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  
Donald L. Law - Member-at-Large  
Larry Parsons - Lewis County  
Paul Polillo - Pacific County

BOARD MEMBER EXCUSED:

Dorothy Voegel, Chair - Grays Harbor County

STAFF PRESENT:

Louise E. Morrison, Library Director  
Mary Stough, Assistant Director for Public Services  
Sally Loken, Assistant Director for Central Services  
Mary Ann Shaffer, Supervisor-Personnel Administration  
Michael Crose, Business Manager  
Vicky Campbell, Lacey Librarian  
Claire Christiansen, Olympia Librarian  
Kitty Schiltz, South Mason Librarian  
  
Herbert H. Fuller, Timberland Attorney  
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Marcheta Bean, Chair, Olympia Library Board  
Les Eldridge, Thurston County Commissioner  
Karen Fraser, Thurston County Commissioner  
Coke Funkhouser, Olympia 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 June 20, 1984 Meeting

84-43        DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE JUNE 20, 1984  
MEETING; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED  
UNANIMOUSLY.

- 2        Approval of Vouchers

84-44        LARRY PARSONS MOVED TO APPROVE VOUCHERS NO. 14771 THROUGH NO.  
14900 IN THE AMOUNT OF \$73,374.66; DORIS FOURRE SECONDED THE  
MOTION.

Mrs. Harris questioned voucher NO. 14780 to Bayview in Aberdeen in  
the amount of \$769.17 and Mr. Crose stated that this is for materials

- 2 for a storage shed at the Amanda Park facility. Mrs. Fourre questioned voucher No. 14825 to Microm Systems in the amount of \$325.00 and Mr. Crose said that this is for multiplexors for the ALIS computer system. Mr. Polillo referred to voucher No. 14829 to Ocean Park Mini-Storage in the amount of \$160.00 and asked if the condition of the materials stored there is checked periodically. Mr. Crose said that Bonnie Sayce has been handling this and that these materials are used as backup at Ocean Park.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Board Committees

(1) South Mason - Alice Harris

Mrs. Harris said that in reading last month's Board meeting minutes, those Board members absent from the meeting may have a question with regard to the "three designs" submitted by the architect. She said the South Mason Library has been leased by Timberland for 10 years and this lease is up before the end of this year. Mrs. Harris said that the Board has been pursuing what would be the best thing to do with regard to this facility. She stated that the property is available for lease again or Timberland has the option to purchase the property. Mrs. Harris said that the South Mason Building Committee recommended that TRL make sure that there is room on this property for library expansion and adequate parking before a decision is made. She said that Mr. Crose was directed to proceed with this and at last month's meeting, Mrs. Harris reported to the Board that an architect has prepared three site drawings which indicate that there is enough room to double the size of the existing building and increase the parking facilities. Mrs. Harris said the minutes may have seemed misleading because they appeared to raise the question of which site plan would be best. She explained that the architect simply sketched out three possible plans to show that there is adequate room for expansion. She said the future design of the building is not being decided on at this point. Mrs. Harris said that she would like to make a motion which will enable the Director to proceed with the necessary steps in order that the purchase of the building and the three lots at South Mason can be accomplished. The Board agreed to accept a motion at this time.

5 Unfinished Business

A. Acquisition of Property in Mason County

84-45

ALICE HARRIS MOVED THAT THE LIBRARY DIRECTOR PROCEED WITH THE NECESSARY STEPS IN ORDER TO PURCHASE THE EXISTING BUILDING AND THREE LOTS AT SOUTH MASON; LARRY PARSONS SECONDED THE MOTION.

Mr. Polillo asked Mr. Crose to review again the costs involved at South Mason. Mr. Crose said that TRL is currently leasing the South Mason facility at \$800 a month. He said the owner has indicated that he would anticipate the lease payment to go up no less than 50% which means that TRL would have to pay about \$1,200 a month. Mr. Crose said that the owner also indicated that although Title Guaranty of

- 5A Lewis County would be willing to extend the lease for another five years, the lease payments would be negotiated annually. He said that the building and the three lots in question are for sale for \$125,000 which TRL could carry on a 30-year real estate contract at an annual interest rate of 10% with a 10-year balloon payment so TRL could cash it out at the end of 10 years. Mr. Crose said that if TRL purchases this property, the monthly payments would be less than the lease payments will be. Mrs. Fourre said that if TRL enlarges the facility, then that will increase the costs.

Mr. Law asked if anyone is aware of any plans to change the roadway running past the South Mason Library. He said that the library is in a heavily congested area. Mrs. Harris said that there was discussion at one time about a central turning lane but she has not heard anything further on this and cannot make any predictions of what may happen. Mr. Law pointed out that if TRL did purchase this property and then found another site for the South Mason Library which would be better, he would assume that this property would be relatively easy to sell if necessary.

Mr. Polillo asked if TRL can financially handle the purchase of the South Mason facility. Mr. Crose said that considering the fact that the monthly lease payments will likely increase over the next several years, he feels that purchase of the property is the only way for TRL to go at this point. He said that Mr. Law's point about the saleability of this property is excellent. Mr. Parsons said that when the Board discussed this last year, TRL was having some financial problems, but he would like to see the Board move forward on the purchase of this property. Mrs. Morrison said that her recommendation is that the Board accept the recommendation of the South Mason Building Committee to proceed with purchase of the property. She pointed out that this location is ideal for the South Mason facility from the point of view of being visible. She said that she thinks it is a reasonable price.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Board Committees

(2) Ocean Park - Paul Polillo

Mr. Polillo referred to the minutes of the June 1 meeting of the Ocean Park Building Committee. He said that TRL is in the process of trying to purchase a piece of land in Ocean Park for a new Ocean Park library. Mr. Polillo reported that Mike Crose has been dealing with the attorney for the owner of the property and asked Mr. Crose to address this. Mr. Crose said that he and Mary Stough attended the July 5 meeting of the Pacific County Planning Commission at which TRL's Shorelines Development Permit was reviewed and approved. He said this has been forwarded to the Pacific County Commissioners and he has not heard if they have taken action on this. Mr. Crose said he plans to contact the Commissioners the end of this week. He explained that there is a 30-day waiting period as far as public review is concerned, which ends July 21. He said this still has to be forwarded to the Department of Ecology for its review which involves another waiting period. Mr. Crose said that he hopes that by August 20, TRL will have an answer from the Department of Ecology.

- 3A(2) Mr. Crose further reported that Mrs. King has signed the Earnest Money Agreement with one change. He said she has requested 10% interest rather than 9%. Mr. Crose said that he thinks that 10% is reasonable, and requested the Board's formal action to accept the 10% interest rate. Mr. Polillo said that this property is being sold at a very reasonable price. He explained that this is the only piece of property in the central part of Ocean Park that is large enough for a library facility which will meet Pacific County's requirements. Mr. Polillo said that personally he does not think that an increase of 1% in the interest rate should keep TRL from purchasing the property.

Mary Stough gave a brief history of why TRL is considering building a new library in Ocean Park. She said that for over 40 years the Ocean Park Library was in the elementary school and at one time was shared with the school library. She said it is a very busy library. Mrs. Stough stated that the school district did not pass certain bond issues several times and so removed most of the students out of the school and allowed the building to be used by the library and the community. As the school district population grew, Mrs. Stough said that it started putting students back in the building. She said that two years ago the school needed the room for more classrooms and the school library, and TRL received word that the Ocean Park Library had to move out. Mrs. Stough said that the Pacific County bookmobile schedule was adjusted so that the bookmobile could be stationed at Ocean Park three days a week and then go back to the Raymond and Naselle/Bay Center area the rest of the week. She said that the Mason County bookmobile was intended to be terminated in June 1984, but TRL instead terminated it in January 1984 and took that bookmobile and made it a "permanent" facility at Ocean Park which is open 20 hours a week. Mrs. Stough said that this is a very limited service for a community which has been used to a good-sized library. She said that Mr. Polillo has chaired the committee to look around in the area and find suitable property.

84-46

LARRY PARSONS MOVED TO ADJUST THE INTEREST RATE FROM 9% TO 10% FOR THE PROPERTY AT OCEAN PARK; DORIS FOURRE SECONDED THE MOTION.

Mr. Law asked how long the earnest money offer which Mrs. King has made is in effect. Mr. Crose said that she just signed it last Friday and it has not arrived as yet. Mr. Law asked what happens if TRL does not get all the permits necessary to build a library on this property. Mr. Crose explained that the conditions in the earnest money agreement are that the library district be able to secure all the necessary permits to build a library on the site. Mr. Polillo said that there are no sewers in Ocean Park and perk tests have been done and this property has already been approved for a septic tank. Mrs. Fourre asked how long it will take to get a building built on the property and expressed her concern with weather conditions in the area. Mr. Crose said that he and Mrs. Stough talked with a firm which supplies modular buildings and this firm says it can complete the building in 90 days. He stressed that staff is only looking for specifications at this time and no decisions have been made on what type of building will be built. He said that if TRL does decide to go with a modular building, he thinks it would be possible to begin site preparation while the building is being assembled once a decision has been made.

MOTION CARRIED UNANIMOUSLY.

3 B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller had no report.

C. Library Director - Louise E. Morrison

Mrs. Morrison said that she has been gone for two and a half months and is trying to catch up. She commended staff in general, the Management Team in particular, and especially Sally Loken for the job they did in her absence.

Mrs. Morrison reported on the legal document which TRL received last week regarding the Tumwater Library. She said she immediately contacted the Assistant Attorney General at the Department of Transportation and told him that TRL is not really the tenant at Southgate but that the City of Tumwater leases the building for the library. She said she also discussed this with the Tumwater City Clerk, Mary Benson, and with the owner of the property. Mrs. Morrison said that this has to do with the widening of Interstate 5 and involves the property at the back of several businesses at the Southgate Shopping Center. She said a hearing was scheduled for July 16 and she attended the hearing. She said she also obtained a site plan. Mrs. Morrison said the document was dated June 29, the letter from the Department of Transportation was dated July 9, and the tenants received everything on July 11. She said that the court was petitioned for an extension which was granted. Mrs. Morrison assured everyone that this involves only a small part of the property and does not involve vacating any of the buildings.

D. Assistant Director for Public Services - Mary Stough

Mrs. Haakenson referred to Mrs. Stough's written report which details the five libraries in Thurston County. She said this was prepared for the Thurston County Commissioners' information since they were planning to attend this meeting. Mrs. Fourre commented that it is a comprehensive report.

E. Assistant Director for Central Services - Sally Loken

Mrs. Haakenson also commended Ms. Loken on the job she did in Mrs. Morrison's absence.

Ms. Loken reported that the TRL Planning Task Force is proceeding on target and still expects to have the surveys ready for distribution to the public in September. She said she was able to contact Dr. Dolbeare at The Evergreen State College who is head of the Masters in Public Administration program to find out what is happening on TRL's internship request. She said that he told her that TESC ended up with so many requests this summer that they do not have anyone interested in this project at this time. Ms. Loken said that she was hoping that TRL could choose someone as an intern and become acquainted during the summer, but it appears now that TRL will not be able to get someone until this fall.

Ms. Loken said that she will have the Washington Library Network use and cost summary prepared in time for the next Board memo from the Director.

3 F. Business Manager - Michael Crose

Mr. Crose reported that the Board has received his written report with last week's Board memo. He said that TRL is in good shape for this time of year and has received 65% of budgeted revenue and is less than 50% through budgeted expenditures. Mr. Crose said he is pleased that property tax collections through June are just under 60% and is reasonably sure that TRL will receive 100% budgeted for collection. He said he still sees problems in two areas of the budget--supplies and repairs and maintenance expenditures.

Mr. Crose said that there are additional problems with the Montesano building (which was reported on at a previous meeting). He said an architect has reviewed the situation and has recommended that TRL try to experience one winter in the building as it now stands to determine the extent of the problem. However, Mr. Crose said that he thinks funds should be budgeted in 1985 for repair of that facility. Mr. Crose further reported that he has been in touch with a firm which supplies the type of coating needed on the Service Center roof. He said he thinks TRL should begin planning for replacement of the coating and that he has been quoted a price of about \$30,000. Mr. Crose said that this firm advised that TRL could let parts of the roof go for up to three years, but he said he thinks TRL should start a gradual repair process. He said that he understands that this type of coating has improved considerably since this building was built and that it should now last longer than it has. Mr. Law asked if the roof leaks at this time and Mr. Crose said it does not but he has been on the roof himself and he can see where the foam and elastomeric coating are wearing off. Mr. Law asked why this is being considered since the roof is not leaking and Mr. Crose replied that at the Board's request, he has been working on a plan for regular repair and maintenance of all TRL-owned buildings and the examination of the Service Center roof is a part of that. Mr. Law commented that 7 years for the lifetime of a roof is not very long. Mr. Crose said that as he recalls it, the warranty on the Service Center roof was five years. Mrs. Morrison said that there was also a problem several years ago when it was found that insects had gotten imbedded in the foam when it was being applied and that crows were pecking holes in it to get the insects. Mr. Law said that he agrees with a repair and maintenance schedule, but cautioned the staff to be very careful to only do what is absolutely needed. He said there may be certain areas of the Service Center roof that need repairs and it can be done for a minimal amount. Mr. Crose said that there is also some minor repair work which needs to be done to the Packwood Library roof this summer now that the accumulation of evergreen needles has been removed.

Mr. Crose further reported that he is working on a preliminary 1985 operating budget which should be available for the next Board meeting. He said the business office computer arrived last week.

Mrs. Harris said that she had visited the Montesano Library and urged other Board members to do the same. She said that it has to be seen before one can actually picture the flooding problem in the basement.

Mary Stough said that Board members have received a draft of a questionnaire for advisory boards to use in evaluating library services in their buildings. She requested that TRL Board members let her know if they have any comments or suggestions.

4 Correspondence

A. Invitation from Hoquiam Library Board

Mrs. Haakenson read the letter from Chris Livingston as follows:

"At their last meeting, the Board of the Hoquiam Timberland Library requested that I invite the TRL Board to hold one of their monthly meetings at the Hoquiam Library sometime during the coming year. This can, of course, be scheduled at your convenience.

"If time allows, we hoped we could have dinner together at the Levee Street restaurant before the meeting.

"Thank you very much for your consideration. We look forward to hearing from you."

84-47

PAUL POLILLO MOVED THAT THE BOARD ACCEPT THE HOQUIAM LIBRARY BOARD'S INVITATION AND MEET AT THE HOQUIAM LIBRARY IN OCTOBER; LARRY PARSONS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Letter to Alice Harris from Elaine Cook dated 7/12/84

Mrs. Harris said that she received this letter as the board representative of Mason County which she would like to share with everyone. She read the letter as follows:

"This letter is to tell you again, for I am sure that you already know, of the wonderful job being done by the people at Timberland Reference Division at the Olympia Library.

"In March I broke my kneecap and the first thing I did, after seeing the doctor, was to call the library and tell them I'd be reading more than usual. From then on I got books in the mail almost daily. The staff did a remarkable job of locating and sending me practically everything I asked for. They made my spell in a wheelchair much more bearable.

"It is my hope that, as Mason County representative of the library board, you will commend these people, and honor them for the service they perform."

5 Unfinished Business

A. Acquisition of Property in Mason County

Mr. Fuller said that as he understands the motion previously made to purchase the South Mason Library building and three lots is to accept the offer of May 4, 1984 by Title Guaranty Company of Lewis County. He recommended an amendment to the motion that this be done on approval of TRL's attorney to be sure that there is clear title to the property. He said that typically when something like this is done, it is through an earnest money agreement where agreements are made to provide clear title, warranty deeds, etc. Mr. Fuller said this is being done informally which is all right, but it is not clear whether TRL is accepting the property as is or demanding clear title. Mrs. Harris said she will amend her motion to be sure that full direction is given. Mr. Fuller



- 5A said the Board could authorize the Director to prepare the appropriate earnest money agreement for the purchase of the property in accordance with the letter of May 4, 1984. He said he will work with the Director to prepare the earnest money agreement.

84-48 ALICE HARRIS MOVED TO AMEND MOTION NO. 84-45 TO INCLUDE AUTHORIZING THE DIRECTOR TO PREPARE AN APPROPRIATE EARNEST MONEY AGREEMENT FOR THE PURCHASE OF THE SOUTH MASON LIBRARY PROPERTY IN ACCORDANCE WITH THE LETTER FROM TITLE GUARANTY COMPANY OF LEWIS COUNTY DATED MAY 4, 1984; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 New Business

A. Declare two vehicles surplus

Mr. Crose said that this is a housekeeping item. He said the Olympia Library's temporary staff car, which is a 1973 AMC Hornet, has been replaced with a new vehicle this year; and also Raymond Library's 1977 Hornet stationwagon has been replaced with the Malibu stationwagon which had been assigned to the Service Center. Mr. Crose said both of these older vehicles have outlived their usefulness and he would like the Board to declare them surplus so that they can be put up for sale.

84-49 DON LAW MOVED TO DECLARE THE 1973 AMC HORNET AND THE 1977 HORNET STATIONWAGON SURPLUS; DORIS FOURRE SECONDED THE MOTION.

Mrs. Fourre asked how many miles are on these vehicles and Mr. Crose said that the 1973 vehicle has about 126,000 miles on it and the 1977 vehicle is approaching 100,000 miles. Karen Fraser commented that Thurston County has a policy to notify smaller jurisdictions when they have surplus property for sale because smaller jurisdictions like to take advantage of opportunities like this. Mr. Crose said that TRL normally advertises in the newspapers in the district and has also taken action similar to Thurston County's on supplies that are no longer of use to the library district. Les Eldridge commented that smaller jurisdictions appreciate opportunities to get first chance at surplus property since much of their equipment and materials is in bad shape.

MOTION CARRIED UNANIMOUSLY.

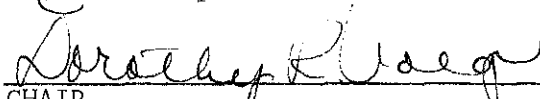
7 Other Agenda Items

A. Visit of Thurston County Commissioners

Mrs. Haakenson asked the Commissioners for any comments or questions they may have. Mr. Polillo said he appreciates the Commissioners attending tonight's meeting and said that he would like Commissioners in other TRL counties to find time to attend Board meetings, too.

Mrs. Morrison introduced Marcheta Bean and Coke Funkhouser of the Olympia Library Board and also Vicky Campbell in her new capacity as Lacey Librarian. There was no further business and the meeting adjourned at 8:30 p.m.

  
SECRETARY

  
CHAIR