

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

August 15, 1984

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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
Mary Ann Shaffer, Supervisor-Personnel Administration
Michael Crose, Business Manager
Rose Jetter, Youth Services Coordinator
Chapple Langemack, North Mason Librarian
Chris Livingston, Hoquiam Librarian
Liane Bascou, Board Recording Secretary

Chair Dorothy Voege called the meeting to order at 7:35 p.m.

AGENDA ITEM
NO.

1 Approval of Minutes of the July 18, 1984 Meeting

84-50 ALICE HARRIS MOVED TO APPROVE THE MINUTES OF THE JULY 18, 1984 MEETING AS CORRECTED BY REPLACEMENT OF PAGE 4; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

2 Approval of Vouchers

Mrs. Voege stated that payroll and payroll-related vouchers for July 1984 amounted to \$266,139.49.

84-51 LARRY PARSONS MOVED TO APPROVE VOUCHERS NO. 14901 THROUGH NO. 15069 IN THE AMOUNT OF \$99,180.70; ALICE HARRIS SECONDED THE MOTION.

Mrs. Harris questioned voucher No. 14908 to the Button Lady in the amount of \$161.70 and Mr. Crose said that this is for buttons for the children's Summer Reading Club. Mrs. Voege asked what TRL purchased from Bigelow Office Supply (voucher No. 14907 in the amount of \$1,372.29 for machinery and equipment and \$184.71 for operating supplies). Mr. Crose said that this is for computer terminal tables for the Service Center. He said that TRL also buys a few small items from Bigelow for operating supplies.

- 2 Mrs. Fourre questioned voucher No. 14968 to the Port of Olympia in the amount of \$1,133.00 and Mr. Crose said that this is for the rent for the Service Center. He said that TRL owns the building and rents the land from the Port of Olympia. Mr. Parsons questioned voucher No. 14955 to Olson/Rowe, Architects, in the amount of \$550.00 and Mr. Crose said that this is for the site plans for the South Mason Library. Mrs. Fourre questioned voucher No. 15048 to Quinault Rainbarrel in the amount of \$11.00 and Mr. Crose stated that this is the local newspaper at Quinault.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Board Committees

(1) South Mason - Alice Harris

Mrs. Harris reported on the recent development with regard to purchase of the South Mason Library. She said that TRL has accepted an offer to purchase the South Mason Library property. In recent communication from Title Guaranty Co. of Lewis County, owner of the property, Mr. Thompson stated that he had been under the impression that the interest paid on the real estate contract would be tax exempt. Mrs. Harris said that this is not the case and Title Guaranty has said that the interest rate will have to be raised. Mr. Thompson suggested in his letter that the Board issue a coupon bond. Mr. Crose said he also had thought of this and said that the Board has the power to do this. He said that he is also exploring the possibility of a municipal lease through a local financial institution. He said that the interest rate on a municipal lease is not a fixed rate and at the present time the interest rate on the first seven years would be about 9%. Mr. Crose stated that he has just touched the surface of the possibility of a municipal lease and he would like to explore this more fully. He said that it is not necessary for the Board to take action on this matter tonight and he would like time to explore all options. Mrs. Harris agreed that Mr. Crose should explore this further and put together options and recommendations for the Board. Mr. Crose said that TRL has never established a relationship with local financial institutions and said that perhaps this is the time to do it. He said he has discussed this with representatives of Thurston County who have dealt with municipal leases quite extensively and they are willing to help him. Mrs. Morrison commented that Mr. Fuller sent the Earnest Money Agreement to Mr. Thompson about the same time that Mr. Thompson realized the tax exemption problem. She said she thought it would be helpful for the Board to have something in writing from Mr. Thompson and he responded right away. Mrs. Voegel requested that Mr. Crose investigate further options in time for the September meeting.

(2) Ocean Park - Paul Polillo

Mrs. Voegel said that Mr. Polillo asked to be excused from tonight's meeting. Mr. Crose reported that he has contacted some vendors of modular buildings to get an idea of the price range for approximately 3,000 square feet. He said it appears that the \$160,000 set aside last year will be more than adequate for the modular building and furnishings. Mr. Crose said the modular building would meet all codes and is

3A(2) attractive. He asked the Board to authorize him to contact an architect to develop some specifications so that TRL can go out for bids. Mr. Crose suggested Ron Rowe as the architect. As far as permission to proceed with construction, Mr. Crose said that TRL has received a letter from the Department of Ecology. He said there is a 30-day review period and he expects to hear from the Department of Ecology in a couple of weeks regarding its decision. He said there will be another 30-day waiting period if the Department of Ecology approves this. Mr. Crose said he expects that construction can begin October 1, 1984.

Mrs. Fourre asked if there is an architect in Pacific County who could be contacted. Mr. Crose said that there is an architect in the Long Beach area and since he will be in that area on Friday this week, he will contact this architect. Mrs. Harris said that she agrees that perhaps an architect in that area should be used, but suggested that it might be wise to contact the Ocean Park Building Committee first for their input.

84-52

LARRY PARSONS MOVED TO AUTHORIZE MICHAEL CROSE TO TALK TO AN ARCHITECT TO DEVELOP SPECIFICATIONS FOR THE OCEAN PARK LIBRARY; DORIS FOURRE SECONDED THE MOTION.

Mr. Law said that he thinks Mr. Polillo has expressed his feelings in favor of the modular building concept. Mr. Law said that he feels strongly about this and suggested that when putting together a plan for the building and site it would be a good idea to make sure that if the library has to be moved again that the building can be dismantled and moved to another site. Mr. Crose said that he and Mary Stough visited a firm in Oregon that provides modular buildings and this firm has advised them that it is possible to dismantle and move these buildings.

MOTION CARRIED UNANIMOUSLY.

B. Timberland Attorney - Herbert H. Fuller

Mrs. Voegel said that Mr. Fuller asked to be excused from this meeting.

C. Library Director - Louise E. Morrison

Mrs. Morrison introduced Rose Jetter, the new Youth Services Coordinator. For the record, Mrs. Morrison announced that Dr. Donald Bushew has been appointed Director of the Holland Library at Washington State University and the new Director at Western Washington University is Diane Parker. Mrs. Fourre asked what Dr. Allene Schnaitter, former Director of the Holland Library at Washington State University, is planning to do. Ms. Loken said that she is taking a sabbatical and will be studying fund raising sources for academic libraries. She said she will come back to Washington State University as its Fund Raising Officer and will focus mainly on the library.

D. Assistant Director for Public Services - Mary Stough

Mrs. Morrison commented that Mrs. Stough's written report is specifically for the Board.

Mrs. Stough requested that Chris Livingston and Chapple Langemack talk

3D about the Hoquiam Library and book covers. Chapple Langemack reminded the Board about the Public Information/Relations Committee's request of the Board to seek outside funding for book covers for high school students. She said that The Olympian has agreed to print 30,000 textbook covers free of charge in time for this school year. The Board responded with a round of applause and Mrs. Voege requested that a letter go to The Olympian expressing the Board's thanks. She said this is a generous act.

Chris Livingston thanked the Board for accepting the Hoquiam Board's invitation to meet at the Hoquiam Library in October and have dinner at the Levee Restaurant. She said that the Hoquiam Board has been discussing the possibility of remodeling the Hoquiam Library. She said that this Carnegie building is in dire need of repair. Ms. Livingston said that the library board has about \$82,000 invested and another \$3,000 available that can be used only for renovation of the Hoquiam Library. She said that Chris Peck worked a lot with the Hoquiam Board on this when she was librarian at Hoquiam. She said that Ms. Peck and the board visited other libraries and Jan Blumberg from the State Library spoke to them about how one goes about a building project. Ms. Livingston said that last week the Hoquiam Mayor was invited to meet with the Hoquiam Board and he was very supportive. She said that she plans to write to Herb Mutschler, Director of King County Library System, and consult with him since he has a lot of experience with buildings. She said that Mr. Mutschler can help the Hoquiam Board solidify its ideas and get them down on paper and help board members formulate their ideas as far as their special needs. Ms. Livingston said that the next step will then be to contact an architect. Mr. Parsons said that two years ago he attended an ALA trustee session and there were speakers who talked about planning and renovating libraries and he suggested that the Hoquiam Board contact ALA since some of this work has already been done. He noted also that at the WLTA-WILL seminar in September this year there will be a workshop on planning which includes planning physical facilities--renovation/new buildings. Mrs. Morrison said that in working on the Board's policy manual, she came across a policy stating that the TRL Board will assist with building planning up to a maximum of 10% or \$1,000 and she said she will provide copies of that resolution for the Board and Ms. Livingston.

E. Assistant Director for Central Services - Sally Loken

Ms. Loken said that she had no report.

F. Business Manager - Michael Crose

Mr. Crose referred to his written report. He said that TRL is still in good shape as far as revenue and expenditures are concerned. He said that TRL has approximately \$650,000 invested which will carry TRL through to the end of October when the district will receive the second half of the property tax distribution. He said that TRL is slightly exceeding revenue expectations and expenditures are slightly under what he anticipated for this time of the year. Mr. Crose said that he thinks there will be a carry forward at the end of the year. He said that the TRL Board has traditionally adopted a preliminary operating budget in August but he has decided to postpone this until September or October. Mr. Crose said he has not yet had an opportunity to explore assessed values but that there is probably very little information available at this time. Also, he said that the whole

3F timber tax issue has not been decided to his satisfaction. He said that he will be attending a meeting of the county assessors on August 22 and timber taxes will be discussed. Since there has been a change in the state timber tax, Fund A and the Reserve Fund will be distributed to the various taxing districts in the state. Mr. Crose said he estimates that TRL will receive between \$200,000 and \$300,000 from these funds. He said he hopes to have more specific information in September. As far as expenditures are concerned, Mr. Crose said that there appear to be four areas of concern--materials budget, ergonomics (how the staff relates to a facility and features in a building), building maintenance programs, and fixed asset control so that TRL will have a replacement and depreciation schedule on all equipment in the district.

Mr. Parsons noted that Mr. Crose's report indicates that only 36% of the materials budget has been spent. He said that this low expenditure concerns him since the year is over half way through. Ms. Loken explained that there are encumbered funds in the materials budget. She said that a large order came in last week which is not included in Mr. Crose's July report. Mr. Crose said that if the Board desires, he could include the encumbrances in his report. Ms. Loken also pointed out that there was a low point in ordering this spring because of the change in personnel.

4 Correspondence

A. 7/26/84 letter from Lois Montgomery re Olympia Library

Mrs. Voege read the letter as follows;

"I just wanted to thank you for all the help you've given me with special requests. You've not only helped me, but you've been very pleasant and timely, too.

"The '800' phone system for the library is a great program."

B. 8/13/84 letter from Title Guaranty Co. of Lewis County

All Board members received a copy of this letter which was discussed in Agenda Item 3A(1).

Mr. Law referred to the memo to Mrs. Morrison from Ms. Loken regarding the 1985 materials budget which Mrs. Morrison sent to the Board with one of her memos. He asked when the materials budget will be considered by the Board. Mrs. Morrison said that this was a report from Sally Loken about budget planning for 1985 and she had shared it with the Board. Ms. Loken said that the purpose of her memo was to indicate TRL's financial framework and also to show where she and the staff responsible for selection of materials have come to philosophically. Mr. Law said that distribution of the budget has been one of his concerns over the past several years and he had hoped that this would automatically be put before the Board for its consideration. He said that there are a number of remarks in Ms. Loken's memo which he is pleased with, particularly where she recommends "not duplicating the video collection with what is available at the corner video store." When talking about the general budget in terms of where the money goes, Mr. Law said that he hopes the Board will take an aggressive stance that if TRL can save money on buildings that these savings would be moved over to the materials budget rather than taking away from the materials budget.

Mrs. Haakenson arrived at 8:15 p.m. after delay due to a flat tire.

Ms. Loken said that all should remember the bitter experience TRL had when the materials budget had to be cut back. She explained that the library gets its ordering at a certain level and in a continuation pattern and then because of budget cutbacks cannot continue with it which causes a gap in the collection. Ms. Loken said that she would like TRL to try to pick a realistic level that TRL can maintain.

Mr. Law said that he likes the philosophical thoughts in Ms. Loken's memo. He said that he feels very strongly that this type of philosophy decision should be a Board policy. He said he is not talking about which books to buy, but rather the types of materials that are purchased. Ms. Loken said that the TRL Planning Task Force's work will reflect the district's best thinking on the kind of role that TRL should establish for itself. She said it is absolutely the Board's role to say what its goals are and the rest of this follows.

Mr. Parsons commented that the Task Force has done a tremendous amount of work. Mr. Law said that the timing to put together the policy manual for the Board and having the Task Force's work completed at the same time will be very helpful. Mrs. Morrison said that she is still hoping to have the Board's policy manual completed by October 1. She said she will have this in draft form prior to that time for the Board to discuss, probably in a work session, so that the Board can have input on this.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Consideration of Earnest Money Agreement for purchase of South Mason property

Mrs. Voegel said that the Board cannot act on this until this is worked out with Title Guaranty. See Agenda Item 3A(1).

B. Open bids for two surplus vehicles

Mr. Law opened the bids as follows:

From Stephen Metcalf in the amount of \$453.00 for the 1977 AMC Hornet stationwagon. A cashier's check in the amount of \$22.65 was enclosed with the bid.

From Harry Lynn in the amount of \$425.58 for the 1977 AMC Hornet stationwagon. A money order in the amount of \$21.28 was enclosed with the bid.

From Dixie Lynn in the amount of \$50.00 for the AMC Hornet sedan. Cash in the amount of \$2.50 was enclosed with the bid.

Mr. Crose said the Board has the right to accept or reject these bids.

84-53

DORIS FOURRE MOVED TO ACCEPT THE HIGHEST BID FOR THE 1977 AMC HORNET STATIONWAGON (\$453.00 FROM STEVEN METCALF) AND THE ONLY BID FOR THE 1973 AMC HORNET SEDAN (\$50.00 FROM DIXIE LYNN); ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Correspondence

C. Letter from Aberdeen Library Board

Mrs. Voegel read the letter as follows:

"The Aberdeen Library Board would like to thank you for the informative workshop you sponsored for local boards. We enjoyed meeting other library volunteers and felt the program you had planned was very good.

"Thanks also for the super lunch!"

/s/ Weedy McCauley
Karen Swingle
Richard Merrick

7 Other Agenda Items

A. 8/14/84 letter from Louise E. Morrison to Peter McLachlan

Mrs. Voegel referred Board members to Mrs. Morrison's letter in response to the censorship article in The Olympian written by Peter McLachlan.

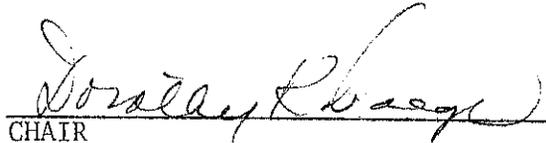
B. WLTA - WILL seminar

Mrs. Voegel announced the WLTA - WILL seminar on September 20-22, 1984 at the Holiday Inn in Yakima. She said that she and Doris Fourre are planning to attend, Alice Harris is tentatively planning to attend, and she hopes that other Board members will be able to attend also. She said the only cost is the \$35.00 registration fee if the participants agree to double occupancy for rooms. Mrs. Voegel said the registration cost will be paid by Timberland for the Board members. Mr. Parsons commented that he has attended a WLTA - WILL seminar in the past and that this would be well worth the time.

Mrs. Voegel announced that the Board will meet in Executive Session for the purpose of discussing negotiation parameters. There was no further business and the meeting adjourned at 8:35 p.m.



SECRETARY



CHAIR