

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Tenino Timberland Library, Tenino, WA 98589

September 19, 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  
Sally Loken, Assistant Director, Central Services  
Michael Crose, Assistant Director, Management Services  
Mary Ann Shaffer, Supervisor-Personnel Administration  
Louise Brant, Tenino Librarian  
Diane Huff, Tenino Substitute  
Kitty Schiltz, South Mason Librarian  
  
Herbert H. Fuller, Timberland Attorney  
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Lena Bell, Tenino Friends  
Nina Fuller  
Ruby Gerard, Tenino Friends

Chair Dorothy Voege called the meeting to order at 7:30 p.m. She thanked the Tenino Board, Friends and staff for the dessert before the meeting and said that the Board appreciated the opportunity to meet at the Tenino Library, since several of the Board members have never been to the Tenino Library. Introductions were made.

AGENDA ITEM

NO.

- 1 Approval of Minutes of the August 15, 1984 Meeting

Mrs. Voege noted that a correction had been requested on page 4 of the minutes, next to the last line of Agenda Item 3D (the correction now reads "10% or \$1,000" rather than "10% of \$1,000" in the draft minutes).

84-54 ALICE HARRIS MOVED TO APPROVE THE MINUTES OF THE AUGUST 15, 1984 MEETING AS CORRECTED; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 2 Approval of Vouchers

Mrs. Voege said that payroll and payroll-related vouchers had amounted to \$272,511.49 for August 1984.

2  
84-55

JEAN HAAKENSEN MOVED TO APPROVE VOUCHERS NO. 15070 THROUGH NO. 15238 IN THE AMOUNT OF \$148,397.92; DORIS FOURRE SECONDED THE MOTION.

Mr. Crose directed the Board's attention to voucher No. 15078 to Bell-Anderson Agency in the amount of \$18,157.00 which is for insurance coverage for the coming year. He said that this is an increase of less than \$800.00 over last year's premium and TRL is still running far below what the premiums were in 1980. Mrs. Voegel asked how TRL happens to be insured through an agency in Kent. Mr. Crose said that at some time in the past the Board solicited information from a number of insurance brokers throughout the state. He said that Isdell-Clemmons Agency was retained as TRL's brokers, which has since been subsumed by Bell-Anderson Agency. Mr. Crose said that Bell-Anderson puts TRL's account out to bid to different insurance companies so that TRL receives the best deal in insurance rates. Mr. Law asked what TRL's claims history has been in the past several years. Mr. Crose said it has been fairly minimal, mostly automobile damage. Also, he said there was the theft of materials and equipment at the Olympia Library. Mrs. Morrison noted that there was also water damage in the Montesano Library several years ago. Mr. Law asked if TRL has more vehicles now than before and Mr. Crose said that is true. Mr. Law said that it should be noted since usually that would increase the insurance premium. Mr. Crose said that TRL is required to carry 95% co-insurance which means that the facilities which TRL owns must be insured up to 95% of their value and that is adjusted annually.

Mrs. Voegel said that she has heard that PUD bills will be going up again. Mr. Crose said that his information is that there will be a moderation in utility increases. He said that in the past several years he has budgeted up to 45% in increases for utilities, but thinks that now a 15% to 18% increase in the budget will be sufficient.

Mrs. Voegel questioned voucher No. 15236 to the Washington Library Network in the amount of \$16,789.32. She said that she recalls a voucher last month for about \$11,000.00. Sally Loken said this includes the first of the new WLN terminals. She reminded Board members that an L.S.C.A. grant was awarded to replace all of the previous terminals for all public libraries in Washington that currently are on WLN. Ms. Loken said that TRL has to pay the bill before it can submit a voucher to the State Library for reimbursement. She said that last month's WLN voucher included microfiche catalogs.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Board Committees

(1) South Mason - Alice Harris, Chair

Mrs. Harris gave brief informational background on the purchase of the South Mason property. She said that TRL's lease on this facility will expire this fall and the Board has determined that it would be better to purchase this property rather than renew the lease on the building. She said that various alternatives were reviewed and once the Board decided that TRL would purchase this property, the Director

3A(1) and Mike Crose were authorized to arrange for the purchase. Mrs. Harris said that at last month's Board meeting, Mr. Crose was directed to investigate various options for funding and after discussing this with Mr. Crose today, she said that it seems apparent that it would be best if TRL accepts Mr. Thompson's offer of 13% interest with a 10-year balloon payment. She said the coupon bond which the Board had thought might be an advantageous way to go means legal fees and a 7-year buy back which would very likely end up costing TRL more.

Mr. Crose said that the terms offered by Mr. Thompson are that he will carry this on a 30-year amortization schedule with a balloon payment at 10 years. He said that the cash outlay would not be a heavy impact on the budget for the first 10 years but at the end of the 10 years, the balloon payment would be just about the whole amount. Mrs. Fourre said that TRL would have to be sure to set funds aside each year in that case. Mr. Crose said that he is going to insist that there is an accelerator clause included in the Promissory Note in the event that TRL receives a windfall, such as the timber taxes which will be distributed in 1985. He said that perhaps then the Board could consider liquidating the entire debt. Mrs. Haakenson asked if this is a proposal from Mr. Thompson to TRL. Mr. Crose said that TRL proposed 10% and Mr. Thompson has come back with a proposal of 13%. Mrs. Haakenson asked if TRL is still in a position to counter this. Mr. Crose said that if the Board would like him to counter the 13%, he would certainly approach Mr. Thompson from that standpoint. He said that he had a conversation with Mr. Thompson this morning and told him that he would be presenting a recommendation to the Board and wanted to be sure that Mr. Thompson would still hold to this agreement. Mrs. Haakenson said that she thinks Mr. Thompson has a building which is not very saleable. She said that TRL has the use of the building and it suits TRL's purposes, but she does not feel that TRL needs arbitrarily to accept the 13% offer and should try to negotiate for less. Mr. Parsons said that as he recalls, Mr. Thompson was agreeable to the 10% interest, but then countered with 13% when he realized there was no tax exempt status of TRL payments. Mr. Crose said that if TRL continues to lease this facility it would mean a fairly substantial increase in the lease payments which would actually be more than payments on a contract to purchase the property.

Mrs. Fourre asked why coupon warrants would not be a good way to go. Mr. Crose said that if the Board were to issue a coupon bond at this point, by the time it went through bonding counsel, discount points, etc., that TRL may be looking at a real rate of 13% anyway. He said that he has discussed this with several financial institutions and was told that 13% seems reasonable and with this small an issue for a coupon bond, it would probably mean a rate of 14%. He said that the length of the terms of the contract would be prohibitive also. Mr. Crose stated that one of the benefits of this process has been that he has developed contacts with some of the financial institutions, not at the local level, but they gave him names of representatives in their Seattle offices. He said one recommendation was that it might be worthwhile for the district at some point to discuss and establish some guidelines with bonding counsel which would establish for lenders what TRL's tax status is if it decides to go out with an issue later. Mr. Law asked for clarification on what the interest rate might be on a coupon warrant. Mr. Crose said that it might be 13% or higher. Mr. Law asked if TRL could find out what the interest rate would be without making a commitment to go that route. Mr. Crose said that TRL would have to

3A(1) establish through bonding counsel TRL's tax status, which he said would cost several thousand dollars, before anyone would be willing to quote a rate on coupon bonds. He said that essentially TRL would be committing itself to that way of financing if TRL went to the expense of bonding counsel. Mr. Crose said that it is his feeling that TRL would be throwing money away to go that route and would end up with the bonding counsel expenditure, and this would not be comparable because TRL would be looking at a 7-year term rather than a 30-year term. He said that there are cash flow implications with that. Mr. Law asked if once TRL establishes its tax status through bonding counsel, if that status only relates to that one issue or if it can be carried forward. Mr. Crose said it only relates to that one issue because bonding counsel has to reexamine the entire financial condition of the library district, there has to be communication with all of the county treasurers, and they have to establish TRL's outstanding debt. Mr. Crose said that it seems that he is asking the Board to make a decision without full information, but from what he has been able to glean from all of the banks, the amount of the issue is too small to consider going through coupon bonds.

Mr. Law said that he is troubled by this discussion. He said he is used to the idea that this is an "arm's length" negotiation process. He said he thinks it is impossible for the Board to negotiate an arm's length negotiation by having its decision-making process in a public session. Mr. Law said that his understanding is that there is an explicit provision in the Public Disclosure Act regarding the purchase of property and that this is exactly where the Board is right now since they are considering a counter offer in this sale. He said that it seems best for the Board to formulate a negotiating position in an Executive Session and make this a practice in future purchases to do it that way. He said TRL should play "hard ball" because the Board is talking about other people's money. Mr. Law said that it may be that 13% is a fair price, but if Trustees can get it lowered, they should try. Mr. Crose said that he is not arguing that point and he has no problem with that. He said that if this is going to be discussed in Executive Session, it should be done this evening because time is running short. Mr. Fuller advised that the Board can merely announce the purpose of the Executive Session. The Board agreed to meet in Executive Session at the end of tonight's meeting for the purpose of discussing purchase of the South Mason property.

(2) Ocean Park - Paul Polillo, Chair

Mrs. Voege said that Mr. Polillo has been excused from tonight's meeting because he is on his annual hunting trip. She said that Mr. Crose will be reporting in Mr. Polillo's place. Mr. Crose said that TRL has essentially completed the paperwork in the acquisition of the Ocean Park property. He said TRL now has to wait for the final 30-day review period by the Department of Ecology and the public response period which will end October 1, 1984. He said he expects to close the transaction by October 2, 1984. After an unsuccessful meeting with an architect in Pacific County, Mr. Crose said he has met with Ron Rowe, an architect in Lacey. He said that Mr. Rowe is preparing some concept drawings and some basic floor plans for a facility in Ocean Park, and he will also do a broad request for proposals that will not exclude what is known as "stick built" construction, but it will specify that the building must be portable in a practical way. Mr. Crose said he hopes to have something for the Board to review by the October meeting.

3A(2) Mrs. Harris said that she and her husband were on the Peninsula for a few days and they visited the Ocean Park Library. She said that Bonnie Sayce took them to the Ocean Park property and she said it is a beautiful piece of property. Mrs. Harris said it is very handy to the school and to a senior citizens center. Also, she said that Bonnie Sayce had been to the Service Center the day before and had met with Mike Crose and Ron Rowe and she was elated with Mr. Rowe's understanding of their needs and his cooperation and interest in doing the best he could for TRL. Mrs. Harris said this emphasizes what Mr. Crose had said about working with Mr. Rowe.

Mr. Crose said that he should also mention the cooperation of officials in Pacific County. He said they have gone out of their way to be helpful in the process and provided TRL with all kinds of information about their requirements and their cooperation has been appreciated.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller said he had no report, but he had worked with Mr. Crose and reviewed several documents.

C. Library Director - Louise E. Morrison

Mrs. Morrison reported that she has been getting out in the district and meeting with librarians in various outlets, which she has enjoyed. She said that staff has been willing to share problems, joys, successes and failures with her and plans for the future. Mrs. Morrison said that the number of people who have registered for cards for the first time in Timberland during the first six months of this year totals over 15,000.

D. Assistant Director, Central Services - Sally Loken

Ms. Loken reported that TRL has hired a new Systems Librarian, Caitlin Robinson, who will begin on November 1, 1984. She said that Ms. Robinson will have a rather lengthy orientation because it is important for her to become very familiar with ALIS. Ms. Loken further reported that TRL has successfully automated the Central Requests process and the result is that people all over the district are delighted with the speed they are receiving their requested materials. She said she spent a morning at the circulation desk at the Hoquiam Library and had an opportunity to use this program which Steve Metcalf developed. Louise Brant commented that she loves it and her patrons are thrilled with getting materials so quickly. Ms. Loken suggested that the next time the Board members are in one of the libraries, that they ask staff to show them how this program works.

Ms. Loken also reported that the TRL Planning Task Force has completed the final drafts of the four surveys. She said that hopefully these drafts will be printed by the end of September. She reported that an intern has been hired at half time who began this week, and met with the Task Force at its last meeting. His name is Michael Gudyka, who is a senior at The Evergreen State College and who has completed the Management in the Public Interest program at TESC. Ms. Loken said that Mr. Gudyka is doing an in-depth study of libraries, policies and statistics. She said that the intern will be earning his fall quarter credits by doing this project and his adviser for his individual contract happens to be the statistics expert on this project. Mr. Parsons commented that he is impressed by Mr. Gudyka.

3D Ms. Loken further reported that she has been working with Service Center staff in planning for building changes and rearranging offices as staff looks forward to no longer having the manual locater file. She said that Steve Metcalf told her this afternoon that the data base should be current by the second week in October. She said that staff has also been taking a close look at ergonomics, which Mr. Crose has defined as the worker in the work place and involves the physical and psychological environment. Ms. Loken said that several staff have been sharing duties in the absence of an Assistant Director, Public Services. She said she has had an opportunity to work with the Youth Services staff and specifically with the new Youth Services Coordinator, Rose Jetter. Ms. Loken stated that the Youth Services staff is beginning to work with the schools in Rainier since Rainier will become part of Timberland through annexation in January 1985.

E. Assistant Director, Management Services - Michael Crose

Mr. Crose apologized for getting his financial report to the Board so late, but he had a difficult time getting all the information since the treasurers' offices in the five counties are busy this time of year. He said he has been working on the 1985 Preliminary Operating Budget and trying to understand the new timber tax system in Washington State. He said he feels that he now understands it but it is going to be difficult because he will have to deal with the five counties individually. Mr. Crose stated that he thinks the new timber tax system will present some interesting challenges in the coming years. He reported that Whitman County Library passed its levy lid lift and a bond issue for the library. He reminded Board members that he had been asked to talk to the Whitman County Library Board several months ago about directions they might want to take and he is pleased that their levy lid lift and bond issue were successful.

4 Correspondence

A. Invitation from Olympia Timberland Library Board to meet at Olympia Timberland Library

Mrs. Voege stated that the Board has received an invitation to meet at the Olympia Timberland Library in January 1985. She said that the Board will act on this in Agenda Item 6E.

B. Note from Walker Care Center, Centralia

Mrs. Voege said that Mrs. Morrison received the following note:

"Shame on us--we were so eager to complain when the films were stopped and have not yet thanked you for the courtesy you extended us in providing this service again.

"The residents are very happy again and love movie day!"

/s/ Patti Dickerson

Mrs. Voege said that it was thoughtful of her to take the time to say "thanks." Mrs. Morrison commented that this is the only one who has thanked Timberland in writing for restoring this service to adult institutions, especially after receiving so many letters of complaint. Mr. Parsons asked when CALS expects to receive the software so that

4B this service can be restored to everyone. Ms. Loken said that they are still waiting and that October 1, 1984 is the date that Data Phase has promised to deliver it. After a hiatus of several weeks of no software coming in, Ms. Loken said that software is starting to come in again. She said that Steve Metcalf will be going to Kansas City on October 1 for a workshop which Data Phase is presenting that will give CALS valuable information, and he will be able to check at that time on the status of this software.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Preliminary 1985 Budget

Mr. Crose said that he has presented a Preliminary Operating Budget to the Library Director in expanded form. He said that prior to 1984 the Board only adopted a single figure. He said that he thinks it is important that some direction be given to the Preliminary Budget to indicate where TRL may be going in the fiscal year. He explained that the Preliminary Budget is a "pie in the sky" because it represents district needs and what the district could do if it were able to levy the full 50¢ per thousand dollars of assessed valuation. Mr. Crose said that in the absence of any firm financial information district wide, he starts with that figure and then trims it back as reality sets in. He said that there is no way for him to tell what the levy rate might be in 1985, but he is predicting that it will be similar to the current rate. Mr. Crose said that the property values in the five counties have pretty much stabilized and that there has not been much new construction. Also, he said that this 1985 Preliminary Budget contains emphasis in capital expenditures, because TRL is trying to address ergonomics in the district, and must also keep in mind that equipment owned by the district must be replaced eventually. He said that other services and charges and repairs and maintenance are a significant dollar amount since TRL is trying to address the whole idea of maintaining the equipment. Mr. Crose said that the next step in the process will be to do a comparative analysis with the 1984 budget to see which direction the Board chooses to go in trimming back the budget. He said he expects that over the next three months the Board will be asking questions about the objects in the element areas of the budget.

84-56

LARRY PARSONS MOVED TO APPROVE RESOLUTION NO. 84-6, A RESOLUTION ADOPTING A PRELIMINARY OPERATING BUDGET FOR 1985 AT \$5,996,097; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Consider Adoption of Position Description for Assistant Director, Management Services

Mrs. Morrison said that she sent a memo to all libraries and sent copies to the Board for their information which traced the history of the development over the past several years of the Business Manager's position which was causing an extraordinary increase in the amount of responsibilities in the position. She said the decision had been made not to fill the Associate Director for Research and Planning position which has been vacant since Virginia Barton retired. Mrs.



6B Morrison said that Mary Ann Shaffer did a careful parallel draft of the new position which encompasses the new duties and the duties which Mr. Crose already had. She said that most of these listed duties are recognition of what Mr. Crose has been doing for some while. Mrs. Morrison recommended adoption of this position description.

84-57 ALICE HARRIS MOVED TO ADOPT THE POSITION DESCRIPTION FOR ASSISTANT DIRECTOR, MANAGEMENT SERVICES; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Consider deletion of two positions from Classification Plan

Mrs. Morrison said that this is intended as reassurance to staff as well as Board that TRL has no intent to fill the positions of Associate Director for Research and Planning and Business Manager, both of which have been more or less amalgamated into the Assistant Director, Management Services position. Also, Mrs. Morrison said that she thinks the other two Assistant Director positions should have a comma substituted for the word "for." She said that someone asked her who the director of these services is and it had not occurred to her that the titles of the descriptions were misleading. They seem to be.

84-58 DORIS FOURRE MOVED TO DELETE THE POSITIONS OF ASSOCIATE DIRECTOR FOR RESEARCH AND PLANNING AND BUSINESS MANAGER FROM THE CLASSIFICATION AND SALARY PLAN; AND FURTHER MOVED TO SUBSTITUTE A COMMA FOR THE WORD "FOR" AND CHANGE TITLES OF THE ASSISTANT DIRECTORS POSITIONS TO ASSISTANT DIRECTOR, CENTRAL SERVICES, ASSISTANT DIRECTOR, PUBLIC SERVICES, AND ASSISTANT DIRECTOR, MANAGEMENT SERVICES; LARRY PARSONS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

D. Possible Complaint on several recordings

Mrs. Voege said that the complainant did not follow through and bring her complaint before the Board. Kitty Schiltz reported that this woman has never been in the library. She said she sent her two children in to get library cards. She said the children even had to cross over the highway to get their mother's signature on the application forms. Ms. Schiltz said the children checked out records that the person at the circulation desk felt were probably not appropriate for children but it was not the staff person's decision to make. She said that the next day she heard from the mother about the recordings. She said that this woman still has not been in the library. Mrs. Harris asked if the records have been returned and Ms. Schiltz said that they have not.

Mrs. Voege explained that when patrons are displeased about materials that the library has and would like to complain, there are procedures that they can follow. She said they have an opportunity, if they choose to do so, to come before the Board. She said that this woman has evidently chosen not to follow through on her complaint.

E. Decision re January 1985 meeting site

It was agreeable to the Board to meet at the Olympia Timberland Library for its January 1985 meeting. Mrs. Voege asked the Director to let the Olympia Library Board know that their invitation has been accepted.

7 Other Agenda Items

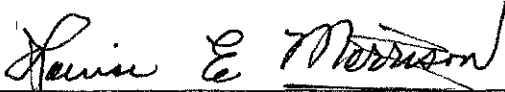
A. PNLA Conference - Doris Fourre

Mrs. Fourre reported that she attended the PNLA Conference in Billings, Montana in August. She said she was disappointed in the programs for the Trustees. She said that the morning breakfast session was on complaints. She stated that the King County Library System has been getting from 5 to 10 complaints a week and they seem to be directed at taking items off the shelves so it is more like censorship. Mrs. Fourre said that Sue Madden from King County Library System, who was the speaker at the breakfast, thought that everyone should be aware of this and fight censorship in an ongoing program. She said that there is a definite trend toward censorship throughout the country and currently it seems more prevalent in the Northwest. Mrs. Fourre said a program was presented by Ron Dubberly, Seattle Public Library, and she thinks only two Trustees were at that program. She said that it went too much into the professional area for Trustees. She said that the afternoon program got so far afield that everyone seemed bored. Mrs. Fourre said she was disappointed that there were not more Trustees at the conference.

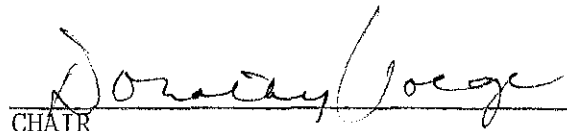
B. Reminder

Mrs. Voegel reminded everyone that Ye Olde Friends Faire is on October 6 at the Service Center.

Mrs. Voegel announced that after a short recess, the Board will go into Executive Session for the purpose of discussing the purchase of property. The meeting recessed at 8:30 p.m. The Board went into Executive Session and at 9:00 p.m. reconvened the meeting. The Board agreed that Mr. Crose would negotiate with Mr. Thompson for a lower interest rate for purchase of the South Mason property. The meeting adjourned at 9:05 p.m.



SECRETARY



CHAIR