

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

November 20, 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
Donald L. Law - Member-at-Large
Larry Parsons - Lewis County
Paul Polillo - Pacific County

BOARD MEMBER EXCUSED:

Alice Harris - Mason County

STAFF PRESENT:

Louise E. Morrison, Library Director
Mary Ann Shaffer, Assistant Director, Public Services
Sally Loken, Assistant Director, Central Services
Michael Crose, Assistant Director, Management Services
Becky Egen, Sr. Central Services Asst., Service Center
Tom Joselyn, Technical Services Librarian
Chapple Langemack, North Mason Librarian
Caitlin Robinson, Systems Librarian
Kitty Schiltz, South Mason Librarian

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

GUESTS PRESENT:

Marcheta Bean, Olympia Library Board
Ron Rowe, Architect

Mrs. Voege called the meeting to order at 7:40 p.m.

AGENDA ITEM

NO.

- 1 Approval of Minutes of the October 17, 1984 Meeting
- 84-69 PAUL POLILLO MOVED TO APPROVE THE MINUTES OF THE OCTOBER 17, 1984 MEETING; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 2 Approval of Vouchers
Mrs. Voege stated that payroll and payroll-related vouchers had amounted to \$264,048.57 for October 1984.
- 84-70 JEAN HAAKENS ON MOVED TO APPROVE EXPENSE VOUCHERS NO. 15432 THROUGH NO. 15636 IN THE AMOUNT OF \$190,134.03; LARRY PARSONS SECONDED THE MOTION.

- 2 Mrs. Voegel asked if TRL's utility bills are still going up and Mr. Crose replied that they seem to be leveling off. He said that the heating bill at the Montesano Library has gone down and he attributes this to the installation of the new roof. Mr. Crose referred Board members to voucher No. 15634 to Gene G. Neva & Associates, Ocean Park, which he said is for the survey of the property at Ocean Park. He said that the bill was actually \$450 and Mr. Neva reduced it to \$350 as a community service. Board members expressed their appreciation and requested that a letter be forwarded to Mr. Neva expressing the Board's appreciation.

MOTION CARRIED UNANIMOUSLY.

The Board agreed to suspend the order of business and moved to Agenda Item 5C.

5 Unfinished Business

C. Discussion of proposals for construction of Ocean Park Library

Mr. Rowe, architect for the Ocean Park Library, reported that TRL received three qualified bid proposals. He explained that the bidders did not bid on any specific documents but rather they were given the maximum possible amount of flexibility to interject their own ideas into the final product. Mr. Rowe said that the qualified bid proposals which he and Mr. Crose have reviewed are from Westwood Industries in Chehalis, Jones Design and Contracting, Inc. in Olympia, and R. P. Baker Co. in Long Beach. He said that a question came up that was not specifically identified in the RFP regarding requirements for labor, materials and performance bonding. He stated that all three meet these requirements and he feels that all three are qualified for this project. He explained that each of the bid proposals has a "number" attached to it and he said the Board should recognize that these numbers are based on somewhat limited information. He said the numbers are subject to negotiation. Mr. Rowe explained that language was put in the proposals that the TRL Board would select and prioritize the negotiation arrangement of the selected three bidders. He said that he, Mike Crose and whoever else is selected would meet with the first firm, hopefully negotiate a final arrangement and come back to the full Board for a decision. Mr. Rowe said there is potential for those numbers to change as the bidders are given more information. For instance, Mr. Rowe said that one electrician may understand better than another electrician what goes into a library and he said he thinks that everyone needs to be brought to a level of awareness that everyone is comfortable with. If an agreement can be reached within the parameters of the numbers given in the proposals, Mr. Rowe said he would recommend that a standard contract be signed with the firm chosen and that the project proceed.

Mrs. Voegel asked Mr. Rowe for his recommendation. Mr. Rowe said that without considering the numbers and going on qualifications only, he feels that Westwood Industries has the best track record in this type of construction. If Board members consider the numbers, Mr. Rowe said the Board then would have to look at expenditure of public funds. He reminded the Board that this was not a process where bidders were bidding on a specific item. He explained that TRL wants to build a building on a piece of property in Ocean Park of a particular size which will serve as a library. He said it is up to the bidders to explore ideas of how to do this in the most economical way. If the bidders were bidding on the exact same set of documents, Mr. Rowe said normally the Board would then need to accept the low bid. He stated that he personally would like to go back to

5C the low bidder and see if that bidder is comfortable with the numbers he provided, and if he is, then from that point forward this would be treated as any other construction project. Mr. Rowe said that bidders were told basically what TRL wants and asked how they would do this with the least amount of cost.

Mr. Polillo asked what the bids were on each proposal. Mr. Rowe said that R. P. Baker bid \$147,668; Jones Design bid \$190,267; and Westwood Industries bid \$220,713. Mr. Law said that since all three bidders are satisfactory, he questions why Board members are even discussing anyone other than the low bidder. Mr. Rowe said that it can be hypothesized why Baker is the lowest bidder but some of the reasons that come to his mind are that Baker is local, some of his subcontractors are local, this is a non-activity construction season in this area. Mr. Rowe said that he is not suggesting that Baker would not do a good job, but his perception is that Baker is willing to build this building at this price to keep busy during the winter months, which is a common construction practice. Mr. Law said that Mr. Rowe has explained why Baker's bid is lower, but his reaction is that this is a cinch as far as which one the Board should choose since Baker's bid is so far below the other two. Mr. Rowe said that he was asked to put together a set of documents which would look toward the creation of this community library by some form possibly other than on-site construction. He said that what he is reading in Mr. Baker's bid is that this would be on-site construction rather than several modular units built somewhere off the site, brought to the site and put on a foundation. Mr. Rowe said that the specifications allowed for modular unit construction, for a combination of modulars and on-site construction, or just on-site construction. He said he thinks that TRL has received in all three bid proposals all of those three forms of construction ideology. Mr. Polillo said he is from the Ocean Park area and he is aware that Mr. Baker handles Cascade Homes. Mr. Crose said that Mr. Baker indicated in his proposal that he is not proposing modular construction. Mrs. Fourre recalled that the Board had indicated they would prefer modular construction and asked if on-site construction means that the building could not be moved. Mr. Rowe said that either type of construction could be moved.

Mr. Law asked what the Board is expected to do at this point. Mr. Rowe stated that since the proposals have been read and analyzed and presented to the Board, that the Board should direct the staff and assistants to staff to meet with the selected bidder and finalize the contract. He said the bidder will be asked if the numbers he has presented are the real numbers and everything in the proposal will be reviewed. Mr. Rowe said that each of the bid proposals has some modifications that may or may not be acceptable and these need to be discussed with staff. Mrs. Voegel asked if the Board decides on Mr. Baker if that will be binding. Mr. Rowe responded that Mr. Baker would be told that he appears to be the one that the Board wishes to negotiate with and if negotiations are successful with Mr. Baker, then a contract will be drawn up. Mr. Polillo said that he feels that if TRL can get the Ocean Park Library built by someone in Pacific County, that is the way he would want to proceed. He asked Mr. Fuller if TRL is required to take the lowest bid. Mr. Fuller said that as he sees it, if TRL did not take the lowest bid, there would be a danger of being sued. He said that the statute which TRL is required to operate under talks in terms of bids. Even though this procedure is somewhat different from what is normally done, Mr. Fuller said that he thinks that the contract could include a deadline and liquidated damages if not

5C completed in time. He said that Mr. Baker can be told he has so many days to get a performance bond and if he doesn't, then TRL can look to another bidder. As long as Mr. Baker comes in on the money and gives TRL the product it requires, Mr. Fuller said he thinks TRL is bound to take the lowest bid. Mr. Law added that to him there would be a tremendous burden to overcome to do anything other than take the lowest bid. He said it would have to be a compelling reason not to take the lowest bid. Mr. Parsons asked what happens if Mr. Baker comes back and says he did not understand and his bid exceeds the bid of Jones Design; would TRL then go to Jones Design? Mr. Rowe suggested that he and Mr. Crose be authorized to meet with Mr. Baker and work out the best possible deal. If in negotiations with Mr. Baker, they reach a point where Mr. Baker's bid bumps into Jones Design's bid, then Mr. Rowe said there could be a problem. Board members agreed that they did not feel they have any option except to negotiate with Mr. Baker.

84-71 DON LAW MOVED THAT TRL INITIATE NEGOTIATIONS WITH R. P. BAKER COMPANY WITH THE GOAL OF HAVING THE PROPOSED CONTRACT IN ORDER FOR APPROVAL BY THE TRL BOARD AT THE DECEMBER 1984 MEETING; PAUL POLILLO SECONDED THE MOTION.

Mr. Fuller advised that negotiations not be carried too far but that they should try to keep it at the amount that Mr. Baker bid. Mr. Rowe agreed and said that what he is talking about negotiating are the modifications within the original proposal.

MOTION CARRIED UNANIMOUSLY.

Mr. Parsons asked Mr. Rowe when he thinks construction could begin. Mr. Rowe said he thinks that Mr. Baker would be able to start as soon as a contract is signed and even with the holidays coming up and if the weather is cooperative, construction could start shortly after the first of the year. Mr. Fuller said that he thinks the Director could go ahead and sign the contract as long as it is at the \$147,668 figure and it is reviewed by Mr. Rowe and himself.

84-72 DON LAW MOVED THAT THE DIRECTOR BE AUTHORIZED TO SIGN THE CONTRACT WITH R. P. BAKER COMPANY IN THE AMOUNT OF \$147,668 OR LESS IF SUCH A CONTRACT CAN BE NEGOTIATED BEFORE THE NEXT BOARD MEETING TO THE SATISFACTION OF THE DIRECTOR, RON ROWE, AND MIKE CROSE; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Board Committees

(1) Ocean Park - Paul Polillo

Mr. Polillo referred Board members to the minutes of the last meeting of the Ocean Park Building Committee. He said that about 20 people were present in addition to the committee members. Mr. Polillo reported that Mr. Crose explained the proposals for the building and the Friends of the Library asked several questions. He said that last Friday, Mary Ann Shaffer, Mike Crose and himself attended another meeting in Ocean Park and Mr. Crose again talked about the Ocean Park building. Mr. Polillo said that he thinks that people in the community will provide a lot of help and

3A(1) donations. He said there already has been an offer to help with the landscaping. Mary Ann Shaffer reported that as part of a Will, a former patron gave \$3,000 for the furnishings fund. Mr. Polillo further reported that the bookmobile which is serving as the temporary Ocean Park Library has been moved to the property where the new library will be built.

(2) South Mason - Alice Harris

Mrs. Harris was not present and there was no report.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller had no report.

C. Library Director - Louise E. Morrison

Mrs. Morrison reported that she has attended several meetings regarding WLN legislation. She said the WLN Users Group is recommending legislation which would change the management of WLN from the Washington State Library Commission to a non-profit public corporation. She stated that legislators must take action before June 30 or WLN will go out of existence because it is under Sunset Review. Mrs. Morrison said that this will not affect TRL, but it will secure the future of the Network. She said that WLN would be under the control of a board which would be composed of users of the Network similar to what WLN has now with the Computer Services Council.

Mrs. Morrison introduced Caitlin Robinson, the new Systems Librarian.

D. Assistant Director, Public Services - Mary Ann Shaffer

Ms. Shaffer reported that she has managed to visit all of the libraries except two since she has taken over the Assistant Director, Public Services position. She said that the South Mason Library staff and community celebrated the library's 10th anniversary on November 10. She said that the leak in the roof has been fixed. Ms. Shaffer said that the Winlock Friends of the Library sponsored a bake sale and the proceeds of over \$500 were given to a 12-year-old boy from Winlock who has leukemia. She further reported that the Oakville Library has been painted by the local 4-H group and the 4-H group plans to paint the interior next year. She said Lacey staff members have rearranged the library and are looking forward to hosting the TRL Board meeting in February. Ms. Shaffer said that the Hoquiam Library Board and building supervisor plan to meet with Herb Mutschler, Director of King County Library, regarding plans to refurbish the Hoquiam Library. Mrs. Voegel recalled that the TRL Board contributed money toward this planning. Mr. Crose said that the Board agreed to 10% of the cost of planning to a maximum of \$1,000 pursuant to its resolution, but this has not been accomplished as yet. Ms. Shaffer said that because of the severe unemployment situation in South Bend, the Chamber of Commerce has asked four agencies in the area to help with the situation. She said that Linda Portrey, South Bend librarian, will be attending a meeting in January to talk about the services available to the public through the library.

Ms. Shaffer said that she would like the Board to discuss this evening the possibility of closing the libraries on December 24. As it has been in the past, she said it is difficult to schedule staff on Christmas Eve day and particularly this year since it falls on a Monday and since all libraries

3D are to be closed at 1:00 p.m. that day and many of them don't open until 10:00 a.m. or later. Mr. Parsons commented that he thinks it is ridiculous to open the libraries for such a short time before Christmas.

84-73 LARRY PARSONS MOVED THAT ALL LIBRARIES BE CLOSED ON MONDAY, DECEMBER 24, 1984.

Mrs. Fourre asked if staff would be required to make up time. Ms. Shaffer said that typically the Board has granted at least 4 hours off for staff scheduled to work on that day. In some cases, she said libraries did not open at all on that day since they would have been open for only one hour. She stated that staff has to work a standard number of hours that week according to the union contract and Personnel Policy. Ms. Shaffer said she is bringing this up now because it takes time to explain the schedule to staff if the Board decides on the closure. Mrs. Morrison said she is neutral on this matter. She said it is a negotiable item and it has been requested before and turned down and it has also been requested and granted.

PAUL POLILLO SECONDED THE MOTION.

Mr. Crose said that Mr. Fuller has just brought something to his attention and he requested that the Board meet in Executive Session to discuss this matter further. The meeting recessed at 8:35 p.m. and the Board met in Executive Session to discuss Christmas Eve day closure of all libraries. The meeting reconvened at 8:55 p.m. Mrs. Voegel stated that there is a motion on the floor.

84-74 LARRY PARSONS AMENDED HIS MOTION TO STATE THAT THE LIBRARY WORK WEEK WOULD REMAIN AT 28 HOURS; PAUL POLILLO SECONDED THE AMENDMENT. MOTION TO AMEND CARRIED UNANIMOUSLY.

Mrs. Voegel then asked for a vote on the main motion, Motion No. 84-73.

MOTION CARRIED UNANIMOUSLY.

E. Assistant Director, Central Services - Sally Loken

Ms. Loken reported that she has been working with Caitlin Robinson in getting her oriented to TRL and she has also been working on collection development concerns. She said that the Planning Task Force's surveys are starting to come back in. She stated that there is good response from community leaders, moderate response from staff, and the public surveys are coming in slowly. Ms. Loken said that the deadline for these surveys is November 30.

F. Assistant Director, Management Services - Mike Crose

Mr. Crose referred Board members to his written report. He stated that the remaining software for the business office computer (in personnel and payroll) will be installed next Thursday. He said that he has been working hard on the 1985 budget which he plans to present to the Board at its December meeting and he will ask the Board to establish the levy rate for 1985 collection under New Business tonight.

4 Correspondence

There was no correspondence.

5 Unfinished Business

A. Consideration of Letter of Agreement to formalize a staff internship for 1985

Mrs. Morrison said that the Board discussed at its October meeting the terms it would like to see in this agreement. On November 14 a letter of agreement was sent to Chapple Langemack as outlined by Mr. Fuller which becomes effective when Ms. Langemack signs it. The Board was agreeable to the letter of agreement.

B. Decision regarding realtor's sign at Timberland South Mason Library

Mr. Law said he had an opportunity to observe this sign and he thinks the Board should make sure a precedent is not set.

84-75

DON LAW MOVED THAT MIKE CROSE BE AUTHORIZED TO NEGOTIATE A LEASE WITH PACIFIC CREST REALTY, OWNER OF THE SIGN, FOR A NOMINAL AMOUNT FOR A REASONABLE NUMBER OF YEARS; IF THE REALTOR SELLS THIS PROPERTY THE SIGN WOULD HAVE TO BE REMOVED FROM THE LIBRARY'S PROPERTY; JEAN HAAKENSEN SECONDED THE MOTION.

Mr. Parsons asked what a nominal fee would be. Mr. Law suggested \$10 a year since this has taken staff time. It is not Timberland's fault that the sign is there, and he further suggested that if the sign is still there after five years that the realtor should be required to remove the sign.

MOTION CARRIED UNANIMOUSLY.

6 New Business

A. Establishment of Levy Rate for 1985 collection

Mr. Crose reported that he had received all of the figures from the various County Assessors and double checked them today. He said he is confident that the figures are accurate and recommended that the Board establish the levy rate for 1985 collection at 40 cents per \$1,000 of assessed valuation which will generate \$3,383,422 in property taxes in 1985.

84-76

DON LAW MOVED TO APPROVE RESOLUTION NO. 84-7 SETTING THE 1984 LEVY RATE AND LEVY AMOUNT FOR COLLECTION IN 1985; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Declaration of equipment as surplus

Mr. Crose stated that Board members received a list of the equipment which needs to be declared surplus.

84-77

LARRY PARSONS MOVED TO DECLARE MISCELLANEOUS EQUIPMENT SURPLUS AND AUTHORIZED ITS SALE; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 C. Consideration of Resolution regarding negotiating policy

Mrs. Morrison said that in her work with the Board's Policy Manual, she reviewed Resolution No. 25 "establishing procedures for negotiation with employee organizations" and realized that it is out of date and did not reflect the Board's current activity. She said she worked with Mary Ann Shaffer, Mike Crose and Herb Fuller on a resolution which supersedes and replaces Resolution No. 25 and recommended that the Board adopt the new resolution.

84-78 JEAN HAAKENSON MOVED TO APPROVE RESOLUTION NO. 84-8 CONCERNING LABOR CONTRACT NEGOTIATIONS WHICH SUPERSEDES AND REPLACES RESOLUTION NO. 25; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

D. Revision of TRL Board of Trustees Bylaws

Mr. Parsons said that as a result of the WILL workshop he recently attended, he reviewed the TRL Board's Bylaws to see if any changes should be made. He discussed this with Mrs. Morrison and the only changes necessary were the meeting place and adding that the meetings are conducted under the general guidelines of Robert's Rules of Order.

84-79 JEAN HAAKENSON MOVED TO APPROVE THE REVISION OF THE TRL BOARD OF TRUSTEES BYLAWS; LARRY PARSONS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

E. Consideration of authorizing TRL to serve as custodian of CALS' Equipment Replacement Fund

Mrs. Morrison stated that it has been proposed by the CALS Governing Board that TRL act as the custodian of CALS' Equipment Replacement Fund because, of the three CALS members, Timberland would have the least difficulty handling this type of account. She explained that state institutions (WSL and TESC) must return to the state's general fund any left over funds at the end of each biennium. She recommended that the Board approve the establishment of this fund.

84-80 LARRY PARSONS MOVED TO AUTHORIZE TRL TO SERVE AS CUSTODIAN OF CALS' EQUIPMENT REPLACEMENT FUND; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Other Agenda Items

A. Certificate of Appreciation for Dorothy McCluskey, Chehalis Board

Mrs. Voegel stated that a Certificate of Appreciation had been prepared for Dorothy McCluskey, who has served on the Chehalis Library Board for some years and has recently left the board. She requested that either Larry Parsons or Jean Haakenson present this Certificate of Appreciation to Ms. McCluskey.

B. January 1985 Board Meeting - Olympia Library

Marcheta Bean extended an invitation to the TRL Library Board to meet for dinner with the Olympia Library Board at Carnegie's at 6:00 p.m. prior to

7B the January 1985 meeting which will be held at the Olympia Library. This was agreeable to the Board.

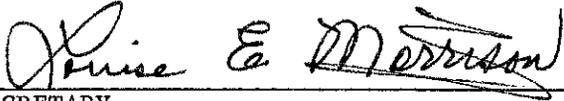
C. North Mason Library Anniversary

Chapple Langemack invited everyone to North Mason Library's fifth anniversary celebration on December 15. She said that a good program has been planned.

D. TRL Board Policy Manual

Mr. Law requested an update on the progress on the TRL Board Policy Manual at the December meeting. Mrs. Morrison stated that she intends to have the manual finished by the December meeting. She invited Mr. Law to meet with her after tonight's meeting and look at what has been accomplished so far.

There was no further business and the meeting adjourned at 9:15 p.m.



SECRETARY



CHAIR