

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

December 19, 1984

I N D E X

<u>AGENDA ITEM</u> <u>NO.</u>		<u>Page No.</u>
1	Approval of Minutes of the November 20, 1984 Meeting	1
2	Approval of Vouchers	1
3	Reports	
	A. Board Committees	
	(1) Ocean Park - Paul Polillo	2
	(2) South Mason - Alice Harris	2
	B. Timberland Attorney - Herbert H. Fuller	3
	C. Library Director - Louise E. Morrison	3
	D. Assistant Director, Public Services - Mary Ann Shaffer	4
	E. Assistant Director, Central Services - Sally Loken	4
	F. Assistant Director, Management Services - Michael A. Crose	4
4	Correspondence	
	A. 11/19/84 letter to Dorothy Voegel from A. L. Olson, Olympia	7
	B. 12/11/84 letter to Mrs. Morrison from David L. Lazar	8
5	Unfinished Business	
	A. Award Construction Contract for Timberland Ocean Park Library	9
	B. Final Revision of 1984 Budget	10
6	New Business	
	A. Revision of the Preliminary 1985 Budget	11
	B. Renewal of Contract with Timberland Legal Counsel for 1985	12
	C. Adoption of Meeting Schedule for 1985	12
	D. Election of Officers for 1985	12
	E. Budget Committee	14
	F. Search Committee for Library Director	14

7 Other Agenda Items

A. Certificate of Appreciation for Barbara Wood, Chehalis
Library Board

15

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

December 19, 1984

M I N U T E S

BOARD MEMBERS PRESENT:

Dorothy Voegel, 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
Paul Polillo - Pacific County

STAFF PRESENT:

Louise E. Morrison, Library Director
Sally Loken, Assistant Director, Central Services
Mary Ann Shaffer, Assistant Director, Public Services
Michael A. Crose, Assistant Director, Management Services
Becky Egen, Sr. Central Services Assistant
Marty Robbins, Sr. Central Services Assistant
Caitlin Robinson, Systems Librarian

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

GUESTS PRESENT

Marcheta Bean, Olympia Library Board
Coke Funkhouser, Olympia Library Board
Gary Hulbert, Labor Relations Consultant
Rollo Walters, Tumwater Library Board

Chair Dorothy Voegel called the meeting to order at 7:35 p.m. A four-county quorum was present for the annual meeting as required by the Board's Bylaws.

AGENDA ITEM

NO.

1 Approval of Minutes of the November 20, 1984 Meeting

84-81 JEAN HAAKENS ON MOVED TO APPROVE THE MINUTES OF THE NOVEMBER 20, 1984 MEETING; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

2 Approval of Vouchers

Mrs. Voegel stated that payroll and payroll-related vouchers for November 1984 had amounted to \$267,407.03.

84-82 PAUL POLILLO MOVED TO APPROVE VOUCHERS NO. 15637 THROUGH NO. 15830 IN THE AMOUNT OF \$221,242.67; LARRY PARSONS SECONDED THE MOTION.

Mrs. Harris questioned voucher No. 15643 to Aronson Electric Co. in

- 2 the amount of \$990.53 and Mr. Crose stated that all of the ballasts in the lights at the Montesano Library were replaced. Mrs. Voegel asked if vehicle repairs are made in the city where the car is assigned. Mr. Crose stated that this is done whenever possible. He said that major repairs on the vehicles generally are done at the county shop in Olympia. Mrs. Voegel asked if care and maintenance bills for the vehicles are reasonable and Mr. Crose stated that they are and that care and maintenance of vehicles is a rather insignificant amount compared to the overall budget. Mrs. Foure questioned voucher No. 15826 to Scholten Roofing Inc. in the amount of \$1,874.50. Mr. Crose stated that this is the retainage on the Montesano Library roof which has been released by the architect for payment.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Board Committees

(1) Ocean Park - Paul Polillo

Mr. Polillo reported that the Friends of the Libraries of Southern Pacific County are a very active group and are eager to proceed with the new Ocean Park Library. He said he talked with Bonnie Sayce, Ocean Park Librarian, yesterday and she told him that the Friends have paid for the landscaping already and that several members of the group will be donating their time to put in the landscaping. Mr. Polillo said that the group currently has about \$5,500 in its Ocean Park Building Fund and he thinks that further donations will be coming in which will bring the total to close to \$10,000.

(2) South Mason - Alice Harris

Mrs. Harris asked Mr. Fuller to report on the financing arrangements. Mr. Fuller stated that financing has run into a snag. He said that he is rather irritated about this because he and Mr. Crose complied with the bank's request for information several weeks ago and now all of a sudden the bank is requesting additional information. Apparently this additional information is being requested by the credit department at the Seattle office of Rainier National Bank rather than the Olympia branch. Mr. Fuller said that it strikes him that the bank staff is not coordinated very well in this matter and right now it appears that he will have to prepare a more elaborate opinion. He said he will get this done as soon as he can bearing in mind that this transaction is to be finalized by the end of this year. Mr. Fuller said that as attorney for Timberland, he is personally unhappy with how the bank has handled this matter. He said he does not fault the bank for having an objection or question since the bank has a right to lend or not lend money, but he objects to the bank waiting until the last minute to request this additional information.

Mr. Crose stated that Title Guaranty of Lewis County, the owners of the South Mason Library, had requested that this matter be closed by the end of the year, he assumes for tax purposes. He said that he, too, is dissatisfied with the treatment TRL is getting from Rainier National Bank, but it seems rather pointless to back out of this now and try to

3A(2) get financing from another bank. Mr. Crose said that Rainier National Bank handles all of TRL's accounts and when he discussed the South Mason Library financing with the local branch, they seemed to be easy to work with. Mr. Law commented that loan officers at banks seem to be a little leery to lend money at this time, but it is unfortunate that Rainier National Bank waited so long to request more information. Mr. Crose agreed and said that he thinks that most banks are cautious when it comes to governmental agencies. Mr. Law asked if the bank is aware of the deadline that TRL is operating under. Mr. Fuller said that he has told the bank that TRL had intended to close this by the end of the year and the bank did accommodate him by eliminating some of the extra things that they wanted. Mr. Law said that he banks with Rainier National Bank and knows some of the staff there and said he would be happy to talk to them in the hope that it would speed the matter along. Mr. Crose said that he will call Title Guaranty tomorrow and find out if it would pose any particular problems for Title Guaranty if this did not close by the end of the year.

84-83

JEAN HAAKENSEN MOVED TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN THE LOAN PAPERS WITH RAINIER NATIONAL BANK; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller said that there are a few items that need to be explained on the Ocean Park Library building which will be discussed under Agenda Item 5A.

C. Library Director - Louise E. Morrison

Mrs. Morrison announced that she has completed the Board's handbook and policy manual. She said that there are a few "holes which need to be filled in" and she requested the Board's assistance with this. For instance, she said that Timberland needs a written policy on solicitation in the libraries other than by Friends groups. Mrs. Morrison said that it is her feeling that the Board would want to protect the patrons from being interrupted while in the library. She said that Timberland also needs a written policy regarding the procedure for obtaining public records from Timberland under R.C.W. 42.17. She said she would like Herb Fuller to assist her with drafting this policy for the Board's review. Mrs. Morrison said that several years ago Mr. Law asked if the Board was subject to a section of the Public Disclosure Law. She said that at that time she understood him to mean as far as being Trustees are concerned and running for a political office or being appointed to a political office and having to make a financial statement. Mrs. Morrison said that the Board is not subject to that part of it. However, there are other sections in the Public Disclosure Law which would apply to the Board. For instance, if the Board ever went for a bond issue or excess levy, Board members would be subject to the regulations of the Public Disclosure Law. Mrs. Morrison said that the Public Disclosure Law, the Public Meetings Act and the Public Library Law are all included in the handbook. Mrs. Haakenson asked if any other library districts have already researched this. Mrs. Morrison said that other library districts have asked to see TRL's policy. She said she will ask other library districts if they have any opinions from their attorneys since some library districts have lifted their levy lids. Mrs. Morrison said there are also several other sections of the R.C.W. which may or may not apply to libraries and she would like Mr. Fuller to review these also.

3C Mrs. Morrison said that as of February 1985 she will have worked in libraries in Washington State for 35 years. She said she has decided that on May 31, 1985, she will retire. She stated that she felt that the Board would need time to locate a replacement and she does not think that five months is an undue amount of time. Mrs. Morrison said that she will leave with regrets but also with a great deal of pleasure. Mrs. Harris said that she is delighted that Mrs. Morrison has given the Board this amount of lead time. Mr. Law commented that he is delighted that Mrs. Morrison's health is good so that she will be able to enjoy retirement. Mrs. Morrison stated that whoever her successor turns out to be, she wants it to be someone who cares about all of the patrons who use the library and she wants that person to have the same commitment to giving good library service as she has had. Mrs. Voegel stated that she thinks Mrs. Morrison has a number of legacies that she can take credit for.

D. Assistant Director, Public Services - Mary Ann Shaffer

Ms. Shaffer referred to her written report. She noted that the circulation statistics for November 1984 reflect a downward trend, but this is because ALIS was down during the latter part of the month. Mrs. Voegel commented that she likes Ms. Shaffer's idea of a professional staff retreat. Ms. Shaffer said that the district needs to pull together during difficult economic times and she thinks this would be a good place to start.

E. Assistant Director, Central Services - Sally Loken

Ms. Loken referred Board members to her written report. Regarding her report on 16mm film service, she said that TRL has not restored this service to the public as the Board had agreed to do several months ago once the software became available. She stated that the software is still not available.

Ms. Loken reviewed the community leader survey results attached to her report. She reminded Board members that this is just one group of respondents and she will have more information for the Board in January and February once all of the surveys have been analyzed.

Mrs. Voegel introduced the local library board members in attendance. She said that Rollo Walters of the Tumwater Library Board was originally involved in the Timberland Library Demonstration. She expressed appreciation that local library board members take the time to attend TRL Board meetings and particularly thanked Marcheta Bean for coming regularly.

AGENDA ITEM
NO.

3 Reports

F. Assistant Director, Management Services - Michael Crose

Mr. Crose referred to his written report. He said that the Board will be considering final revision of the 1984 budget and revision of the preliminary 1985 budget on tonight's agenda. He said that it was not a simple task to put together a balanced budget for 1985 and it made him

3F think about what the entire budget process for 1985 should be. Since TRL is in a new phase of development in restructuring downward to find a place where TRL's tax base can support the district, he would like to see a committee appointed which would consist of the Senior Administrative Team, representatives from the Large Libraries Group, Small Libraries Group and the TRL Board to assist in developing the 1986 budget. Mr. Crose said that by December 1985, the Board should be aware of everything in the budget, of the revenue situation, and projections for the future. He said he thinks this should begin immediately after the first of the year. Mr. Crose stated that the 1985 budget is similar to the 1984 budget and he anticipates that it will be necessary to cut more in several areas to come up with the 1986 budget.

Mr. Crose said that he sent a letter to all contracting cities advising them of the levy rate for 1985 collection. He said he received a response from the City of South Bend which he read as follows:

"As per your letter dated 12/04/84 requesting \$11,846.00 for assessed valuation of \$29,615,708.00, I have enclosed a copy of the Pacific County Assessors Book of 1984 assessed valuation of which the city has assessed valuation of \$26,191,117.00. I have calculated at .40 per 1,000.00 assessed valuation the amount would be 10,476.45.

"Due to the economic condition of the City we feel the present amount of \$9,870.00 is what the City can afford. The city has had to economize and we feel it is time others did as well."

/s/ Ray D. Spurrell
Mayor
City of South Bend

Mr. Crose said that following receipt of this letter, he had a telephone conversation with the Mayor and City Clerk/Treasurer of South Bend, followed by a personal visit with them. He said he related to them the Board's position in the past and indicated to them that he has not discussed this with the Board and did not know what the Board's reaction would be. Mr. Crose said he did establish that the City of South Bend does have some financial limitations in 1985 and he discussed those with the Mayor. He said that the city is satisfied with the library service and recognizes what it gets for its money. Mr. Crose stated that he reviewed the budget with the Mayor and asked the Mayor what he thought TRL could do. After an hour and a half, Mr. Crose said he agreed to present to the Timberland Board that the Mayor agreed that if there are revenues in excess of the city's budget at this point, that those excess revenues would be applied to the library budget. He said the city has budgeted \$9,870 for its 1985 contract fee but has agreed to pay quarterly installments of the contract fee of \$11,846 (the \$9,870 will be sufficient to make the first three quarterly payments). Mr. Crose said that the city will pay the full \$11,846 if the dollars are forthcoming, and if not, he said he told the mayor that he would ask the TRL Board to allow the city to pay the first three quarters and that there would be sufficient time to discuss this with the Board further. Mr. Crose said he made it clear that he could not speak for the Board but could only present it to the Board. He stated that he understands there is an article in this evening's Harbor Herald to the effect that the Mayor urges Timberland's manager to request that the Board not close the

3F library. Mr. Crose said that he is confident that the dollars will be available in South Bend's budget by year's end and he urged the TRL Board to allow the city to proceed as he has outlined. Mr. Crose stated that he would not want to see a library close in any of the cities.

Mr. Polillo asked if any other contracting cities have indicated that they are having problems with the contract fee. Mr. Crose said he has only heard from South Bend. He said he was concerned with the City of Raymond, but Raymond has budgeted sufficient funds for its 1985 library contract fee. Mr. Crose stated that if the Board does not agree to South Bend's request, then South Bend will have to cut other services or close the library. Mr. Polillo said he is sure that the city would not want to close that library since the library is such a big part of that small community. Mr. Crose said that if the Board will allow South Bend to proceed as outlined, there will be sufficient time to think of some possible alternatives. Mrs. Harris said that if the City of South Bend is willing to pay quarterly installments based on the true contract fee, then the TRL Board should allow that, but she said it needs to be understood that if the city cannot make its fourth quarterly payment, then a decision will have to be made at that time. Mr. Crose said that apparently the lines of communication between the TRL Board and the cities are not as open as they could be. For instance, TRL's budget problems are not apparent to others simply by reading the Board's meeting minutes.

Mr. Polillo said that he thinks the TRL Board should allow South Bend to pay its contract fee as outlined by Mr. Crose. Mrs. Harris said that the South Bend Mayor has indicated that if extra dollars become available, it would go toward the library's contract fee and she would like to see this in writing. Mr. Crose said that if the Board agrees to this arrangement, he will write to the South Bend Mayor, review the conversation he has had with the city officials, indicate the Board's decision and ask that the Mayor verify it.

84-84

DORIS FOURRE MOVED TO FOLLOW MIKE CROSE'S RECOMMENDATION THAT THE CITY OF SOUTH BEND PAY ITS FIRST THREE QUARTERLY PAYMENTS BASED ON A CONTRACT FEE OF \$11,846, PENDING A WRITTEN AGREEMENT WITH THE CITY COUNCIL AND MAYOR OF SOUTH BEND; PAUL POLILLO SECONDED THE MOTION.

Mr. Parsons asked for clarification. He asked if TRL will be negotiating with the City of South Bend during the first three-quarters of 1985. Mr. Crose said that the City of South Bend is dealing with as much uncertainty as TRL is in its budget process and the city cannot commit all of the \$11,846 to its library budget. He said that he believes that as TRL bills South Bend quarterly for a contract fee of \$11,846, that by the time the fourth quarter is here, that there will be sufficient dollars in South Bend's budget to cover it. Mr. Crose stated that he does not believe that the Board should, at this point, agree to negotiate a lower contract fee. He said that the South Bend Mayor and Council members were under a misconception on how the TRL Board establishes the district's levy rate. Mr. Crose said the City of South Bend is doing the best it can, but the city is facing some serious budget problems. He is not asking the TRL Board to lower South Bend's contract fee and the basis for establishing the contract fee is the same as always. Mr. Parsons asked what will happen if the money is not

3F available in South Bend's budget by the fourth quarter. Mr. Crose said the TRL Board has 9 months to figure out what to do in that situation. He said he is not advocating lowering the contract fee nor is he advocating closing the South Bend library. Mrs. Haakenson asked what kind of a precedent is being set and Mr. Crose replied no precedent is being set. He said that he does not think it is TRL's business how the cities budget, as long as TRL bills the cities quarterly and the bills are paid. Mr. Law suggested that the Board consider taking no action at all. He said if there are any problems with the contract fee, that they will not arise until the fourth quarter. If the Board is concerned with setting a precedent, Mr. Law said it would be best if the Board took no action at this time and then nothing could be implied. He said that instead Mr. Crose should just write a letter to the city confirming his conversation with city officials. Mr. Parsons agreed with Mr. Law.

DORIS FOURRE WITHDREW HER MOTION PENDING WITHDRAWAL OF THE SECOND;
PAUL POLILLO WITHDREW HIS SECOND TO THE MOTION.

4 Correspondence

A. 11/19/84 letter to Dorothy Voege from A. L. Olson, Olympia

Mrs. Voege read the letter as follows:

"Having just returned from spending 45 minutes to find a parking space @ Timberland Library, I am annoyed enough to draw this problem to your attention. Hopefully, you will bring it to the Board. It is like this everyday and I suspect perhaps the staff are using up most of the parking spaces. However, there are no parking spaces on the street so maybe that's where your staff parks. I find the majority of the staff very courteous and helpful so I am really not picking on them.

"I am very frustrated with this parking problem which is a daily occurrence. Whoever planned the library was remiss in allocating parking space. I spend a lot of gas money to go there and then find 9 times out of 10, I can't go in because of no parking space available. The only alternative that I see is for the library system to lease one or the other parking lots (one across Franklin) the other directly across from the main entrance. It is a real problem & the board should be doing something about it. I hope my complaint will be of interest to you & the board."

/s/ A. L. Olson

"P.S. I am sure you think you have adequate parking but for the number of people who are using the library it can't be or we would be able to get in whenever we come there."

Mrs. Voege also read Mrs. Morrison's response to A. L. Olson's letter as follows:

"Your letter of November 19, 1984 to Timberland Regional Library Board Chair, Dorothy Voege, has been referred to me for reply. Mrs. Voege was away at Thanksgiving and that caused a delay in responding

4A

to your concern, at least to the degree that we are able to respond. Perhaps the best approach is for me to tell you that we are sympathetic and that we understand your frustrations, then let you know what we can do to help.

"Timberland Regional Library does not own the Olympia Timberland Library building. It belongs to the City of Olympia and was constructed by the people of Olympia through the passage of a bond issue for \$1.5 million which was passed in April 1976. Timberland serves 19 incorporated cities and towns in Grays Harbor, Lewis, Mason, Pacific and Thurston counties in addition to the unincorporated areas of those five counties. The cities and towns continue to own and operate the buildings themselves.

"Mrs. Voege has asked me to forward a copy of your letter to the Olympia Timberland Library Board since the responsibility for the building and grounds maintenance is within that board's purview. In fact, that board has been working with Olympia officials in an attempt to solve the very problem about which you wrote. Staff members tell me that at the time the early shift arrives for work they often find six or seven cars, which remain all day, already parked in the library parking lot. The Olympia Police Department is aware of the problem and is doing everything possible to correct it. I'm sure that your letter expresses the frustrations of many library users and will assist the Olympia board in documenting the reaction of the public.

"We hope that the above will explain why we are unable to do more. I'm sure that the Olympia board will do everything it can. Thank you for sharing your thoughts with us. Often people suffer in silence and, in some cases, officials may not know that a problem exists. This way there is at least a fighting chance that something will be done."

Marcheta Bean stated that there is a lot across from the library that she would like to see the city purchase for parking. She said that she and Claire Christiansen, the Olympia librarian, have been discussing this problem and that Ms. Christiansen has the authority to have cars towed away. Ms. Bean said that she is aware that people park in the library parking lot who go across the street to Carnegie's Restaurant.

B. 12/11/84 letter to Mrs. Morrison from David L. Lazar

Mrs. Voege read the letter as follows:

"When the history of Humankind is overviewed, when only the summary 'highlights' are skimmed, a few major experiences will be remembered. There were the developments of tribes, clans, societies, etc. There was the development of mechanical knowledge storage - the movable printing press. And there was Andrew Carnegie's farsighted distribution of that stored knowledge to the mass.

"My generation has lost track of the yesterdays when not every fact was readily available to us all, when only 'they' read, wrote . . . 'had knowledge,' and designed our children's world. Andrew Carnegie made it possible for my immigrant father, and millions others - for

4B 'EVERYONE' - to 'go down to the library' to LEARN about whatever we were needing information about. Like all prophets Andrew's contribution will not be fully appreciated by the generations nearest him . . . but his name will -(G L O W)- in future histories.

"In either case, each year at Christmas I send a small contribution to a few causes who do the work I myself can't do, yet wish done. You may be one of those government organizations that can't take public donations, and this is certainly not enough to end any budget strains, but I'd like to thank the library for it's existence by making a contribution . . . if I may.

"Lastly, as a citizen/user of the library system, I want you to know that I especially appreciate the Telephone-Reference system. Andrew would have loved such responsive services. . . .

"Merry Christmas . . . and Happy '85,"

/s/ David L. Lazar

"Thanks to all the staffs; that make books come from 'their' library and send them some of 'ours' . . . ; that give the service friendly and knowledgeably; thanks neighbors."

The meeting recessed at 8:45 p.m. Mrs. Voegel announced that Don Law has just completed a seven-year term this month. She said that Mr. Law has given a lot of time and energy to TRL at a time when his own law practice was blooming. She stated that Mr. Law has made a great contribution and there are some lasting things in TRL because of him. Mrs. Voegel said that this is also TRL's 16th birthday and she invited everyone to have birthday cake during the break. The meeting reconvened at 9:05 p.m.

AGENDA ITEM
NO.

5 Unfinished Business

A. Award Construction Contract for Timberland Ocean Park Library

Mr. Crose reported that at last month's Board meeting, he was instructed to begin discussions with the low bidder, R. P. Baker Co. He said that several items came up which were out of Mr. Baker's control and others that TRL is requiring. Mr. Crose said that Pacific County is now requiring a different drainage system, sidewalks and that the access points to the property be improved all the way out to the roadway which will result in an additional cost of \$7,321. Also, he said that TRL did not require a labor, material and performance bond in the RFP and that will cost \$3,200. After discussing with the Ocean Park Library staff the interior design of the building, Mr. Crose said that TRL has requested that the contractor put in scissor trusses over the stacks and in the meeting room which will cost an additional \$4,163. In addition, and at no cost, the contractor has modified the window plans based on input from the staff which involves long narrow windows between the stacks and adding several skylights which will provide bright, natural light. Therefore, the modified contract price is \$152,306 plus \$11,879.87 sales tax for a total of \$164,185.87, which is still considerably lower than the other two bids of \$190,267 or \$220,713. Mr. Polillo asked if anything is going to be done about the front door to keep the rain out. Mr. Crose said that to glass it in would cost several thousand dollars

5A and there would not be sufficient funds in the building fund to accomplish this at this time. He said that the front entry way would not be affected much by the weather because it faces the north, but the other entrance on the west side of the building will have an enclosure.

Mrs. Fourre questioned TRL absorbing the performance bond amount of \$3,200 and Mr. Crose said that since this was not mentioned in the RFP and TRL is requiring it, that TRL will have to absorb the cost. Mrs. Haakenson asked what would happen if Mr. Baker goes over his budget. Mr. Fuller said that TRL would notify the bonding company that Mr. Baker has defaulted. Also, he said that there are liquidated damages in the contract as well. Mr. Crose said that he and Mr. Rowe have had several meetings with Mr. Baker and have had discussions with some of his subcontractors and Mr. Rowe is convinced that this contract can be accomplished at this price. Mrs. Haakenson said that the bid seems low and she is concerned that Mr. Baker makes some profit. Mr. Law said that this is a situation where the economy is bad in Pacific County and this building will put several people to work. Mr. Polillo asked if the clearing of the land is included in this contract and Mr. Crose said that it is included. Mr. Polillo expressed his concern with the drainage of this property going into the slough adjacent to the property and Mr. Crose said that the county engineer has assured him that this will be allowed.

Mr. Crose said that he needs the Board to approve this contract at \$164,185.87.

84--85 PAUL POLILLO MOVED TO APPROVE THE CONTRACT WITH R. P. BAKER CO. IN THE AMOUNT OF \$164,185.87; LARRY PARSONS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Final Revision of 1984 Budget

Mr. Crose said that the revision of the 1984 Operating Budget incorporates anticipated revenues through December 31, 1984. He said that there has been some shifting around of expenditures to accommodate some unusual expenditures throughout the year, particularly in repairs and maintenance and supplies, but the total, however, does not exceed what the original 1984 budget was. Mr. Crose said that there is a carry forward from 1984 to 1985 of \$379,320 which represents revenues which have exceeded expectations. Also, he said that TRL did not expend from the building fund the \$160,000, plus accrued interest, for the Ocean Park building and this is also being carried forward into 1985. Mrs. Haakenson asked about the building fund and Mr. Crose said that right now there is about \$170,000 in the building fund, which includes accrued interest, so there are sufficient dollars in that fund to build the Ocean Park building. Also, with the donations coming in and the additional interest which will accrue on this fund before anything is released to the contractor, there should be enough to substantially furnish the building as well. Mr. Crose said that it would not be possible to transfer anymore from the general fund into the building fund at this point. Mrs. Harris asked how Mr. Baker will be paid for the Ocean Park building. Mr. Crose said there is a time line which has been established and when Mr. Baker completes each phase, he will receive 90% of the amount for that particular job and TRL will hold 10% retainage. Mrs. Harris asked if this building will be inspected by the county

5B throughout construction and Mr. Crose said that TRL is insisting on this. He said that Mr. Baker is aware that there are certain aspects of this building which will require special attention. Mrs. Voegel noted that the last payment for the North Mason Library will be in July 1985.

84-86 LARRY PARSONS MOVED TO ADOPT RESOLUTION NO. 84-9 REVISING THE 1984 OPERATING BUDGET; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 New Business

A. Revision of the Preliminary 1985 Budget

Mr. Crose said that the Board has received a breakdown of the 1985 budget comparing it with the 1984 budget. He said that there has been one substantial change in account 21.46.03 in which the CALS equipment repairs and maintenance has been reduced from \$124,707 to \$65,000. He said he is comfortable with the \$65,000 and has confirmed it with Steve Metcalf at the CALS office. Mrs. Fourre pointed out that Mr. Crose has budgeted substantially more for association dues in 1985. Mr. Crose said that the actual amount for dues in 1984 will be more than \$1,879 and closer to the \$5,000 that he has budgeted for 1985. He said that the dues structures in all organizations change and it is not possible in a tight budget situation to leave the district in a situation where it could not maintain memberships in such organizations as WLA and ALA. Mrs. Harris asked if the repairs and maintenance for equipment are on an automatic program. Mr. Crose said that some items are, such as Xerox machines which is based on usage. He pointed out that the decrease in Xerox repairs and maintenance is based on purchasing a new machine. Mr. Crose said that in a tight budget year that may not seem practical but TRL pays a premium on repairs and maintenance and it is cheaper to make payments on new equipment. Mrs. Harris asked about the increase for repairs and maintenance for the IBM typewriters. Mr. Crose said he keeps new typewriters on maintenance for the first year and the only ones he keeps on permanently as a matter of course are the two which the secretaries use and the electronic one at the Service Center since they are the most heavily used. Mrs. Fourre asked about the increase in repairs and maintenance for the IBM computer. Mr. Crose pointed out that that equipment was on TRL's premises for less than half a year and in 1985 it will be a full year. Mrs. Harris noted the increase in communication. Mr. Crose said that when A T & T was deregulated it was done so that rates to users would be gradually increased over a three-year period but he really has no idea where this is going. Mrs. Harris noted also the increase in the budget for outreach. Mr. Crose said that this area has been neglected and staff sees more needed in this area. Mrs. Harris noted the increase in repairs and maintenance for the Montesano Library, and Mr. Crose said that the flooding problem will need to be taken care of. He said that 1985 will be a difficult year because there undoubtedly will have to be another round of cuts made.

84-87 LARRY PARSONS MOVED TO ADOPT RESOLUTION NO. 84-10 ADOPTING THE REVISED 1985 OPERATING BUDGET; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 B. Renewal of Contract with Timberland Legal Counsel for 1985

Mrs. Voegel stated that Mr. Fuller has agreed to serve as legal counsel for TRL on the same terms and conditions as in 1984.

84-88

ALICE HARRIS MOVED TO RENEW THE CONTRACT WITH TIMBERLAND'S LEGAL COUNSEL, HERBERT H. FULLER, ON THE SAME TERMS AND CONDITIONS AS IN 1984; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Adoption of Meeting Schedule for 1985

Mr. Crose stated that having the Board meeting on the third Wednesday of each month makes it difficult to accomplish everything in time for the meeting. It had been proposed to change the meetings back to Thursdays, but Mrs. Haakenson indicated that she would not be able to meet on Thursdays. An alternate proposal has been made to change the meetings to the fourth Wednesdays. Mrs. Morrison said that the Board is already committed to meet at the Olympia Library in January and at the Lacey Library in February on the third Wednesdays. Also, the fourth Wednesdays in November and December would conflict with the holidays so those meetings would have to be held on the third Wednesdays. Mrs. Fourre said that she has a previous commitment on the fourth Wednesdays but if that is the only night the Board could meet, she would cancel out of that commitment. Other Board members indicated that they could meet either night.

84-89

ALICE HARRIS MOVED TO ADOPT THE FOLLOWING MEETING SCHEDULE FOR 1985: THE THIRD WEDNESDAYS IN JANUARY, FEBRUARY, NOVEMBER AND DECEMBER AND THE FOURTH WEDNESDAYS MARCH THROUGH OCTOBER; JEAN HAAKENSON SECONDED THE MOTION. ALICE HARRIS, JEAN HAAKENSON, DON LAW, PAUL POLILLO, LARRY PARSONS, AND DOROTHY VOEGE VOTED IN FAVOR OF THE MOTION. DORIS FOURRE ABSTAINED. MOTION CARRIED.

D. Election of officers for 1985

Mrs. Fourre said that in order that one person does not have the bulk of the work of chairing the Board, she suggested that the Board consider having the person who is serving his/her seventh year of a term to serve as chair and the person serving his/her sixth year of a term to serve as vice-chair. She said that way everyone would have their turn and a proportionate amount of responsibility. Mrs. Fourre said that if a person accepts a position to serve on the Board, then that person should be willing and able to serve as chair and vice-chair. Mrs. Haakenson said that she thinks this would be a good solution. She said that she thinks the Board has taken Mrs. Voegel for granted the past three years and she agrees that if a person assumes responsibility to serve on the Board, that person can expect to work up to vice-chair and then chair. Mrs. Haakenson said she thinks it is good to have a change, but if one person is willing to assume this responsibility then it is easier for the other Board members to let one person assume this responsibility. Mr. Parsons said he has some concerns with this. He said that some Board members may not complete a seven-year term; sometimes one person is better qualified to be a leader than another and he thinks it is important to have someone as chair who can represent Timberland as well as Mrs. Voegel has done; because TRL is such a large system, it might be difficult for a Board member who lives a long way from the Service Center

6D

to meet with management as often as is required; also, several Board members have jobs and it is difficult at times to get time off to take care of TRL business. Mr. Parsons said that he may feel duty-bound to serve as chair or vice-chair, but sometimes the sixth and seventh year cycle may not be the best time. Mrs. Harris said she thinks the philosophy of this idea is good; however, she has been chair and she would not want to assume that responsibility again and she thinks that could happen to others. Also, she said that if the Board should adopt this system, then a Board member would serve as chair only one year and she sees problems with that. Mrs. Harris said she thinks she was a more knowledgeable chair in her second year than she was in her first and she thinks most anyone would be, so she hates to limit it. Mrs. Harris agreed with Mr. Parsons that the year a Board member is scheduled to serve may not be a good year for that Board member's schedule. Mrs. Fourre said she anticipated these arguments but she thinks that Board members should be willing to accept this responsibility and that having revolving chairs and vice-chairs would stimulate the Board. Mr. Polillo said that he feels that if the chair is doing a good job, and if the chair wants to serve another year, that is fine. He said that some are not qualified for that position. In his own particular case, Mr. Polillo said he does not have the time to devote to serving as chair.

84-90

DORIS FOURRE MOVED THAT THE BOARD MEMBER SERVING THE SEVENTH YEAR OF A TERM SERVE AS CHAIR AND THE BOARD MEMBER SERVING THE SIXTH YEAR OF A TERM SERVE AS VICE-CHAIR; JEAN HAAKENSON SECONDED THE MOTION.

Mr. Parsons said that there are times when there needs to be some continuity. For instance, Mrs. Morrison has announced her retirement in May 1985, but if she had decided to retire the end of 1984, then the new director would be dealing with a new chair. Mrs. Haakenson pointed out that there could be a problem if a Board member did not complete his/her term. Mrs. Fourre said this could be solved by the vice-chair moving into the chair position. Mr. Law said that he thinks there may be a chance that terms on library boards could be shortened by the legislature which is something he feels very strongly about. In terms of his relationship with the Board and the Library Director the past couple of years, he said he thinks everyone would have been uncomfortable if he had been chair. Mrs. Fourre said that Board members don't serve as chair for people's comfort and Mr. Law said that they have to consider the working relationship between the chair and the director and he thinks it has to be a harmonious relationship. He said he thinks Mrs. Fourre's idea is food for thought and he agrees, too, that there is a certain amount of "cop-outs" to serve as chair. Mr. Law said that he thinks that the chair, having gone through the experience, benefits, the Board benefits, and the system benefits from that experience. He said there are so many variables that all pile on top of one another, but he does feel that the concept is something that should be strongly considered by the Board in terms of Mrs. Fourre's motivation for suggesting it and why she thinks it would be a good idea which is valid regardless of the logistical problems of the concept.

DORIS FOURRE AND JEAN HAAKENSON VOTED IN FAVOR OF THE MOTION; DOROTHY VOEGE, DON LAW, PAUL POLILLO, LARRY PARSONS AND ALICE HARRIS VOTED AGAINST THE MOTION. THE MOTION FAILED.

Mrs. Fourre said that she is serving notice that she will be available to serve as vice-chair and chair in the sixth and seventh years of her term.

6D Mrs. Voegel opened the floor for nominations for chair. Mr. Law nominated Jean Haakenson. Mrs. Haakenson said that she has given this matter some thought since she has served as vice-chair the past year. If she were to serve as chair, she said she would not and could not take the time and commitment to be able to spend as much time at it as Mrs. Voegel has donated. Mrs. Haakenson said she has a full-time job and a family at home. She said she is not adverse to serving as chair, but at the same time she thinks that one of the commitments as vice-chair is to be ready to take the place of the chair. Therefore, she said whoever is vice-chair should be willing to be chair the following year. Mrs. Haakenson said she does not think that the chair should continue unless for some reason that person wants to be chair and it is in the best interests of all involved. Mr. Law said that 1985 will be a somewhat unusual year. He said Mrs. Morrison is retiring and the selection of a new director will be a major item with the Board. He said he thinks it would be a good year to have a new chair and he thinks Mrs. Haakenson fits into that very well. Mrs. Haakenson said that if she is elected, there would have to be a great deal of commitment from everyone else because they would be called on. She said she would be unable to attend all of the functions that Mrs. Voegel has in the past several years. Mrs. Fourre nominated Mrs. Voegel to serve the seventh year of her term as chair, hopefully to set a precedent. Mrs. Voegel declined. She said she would be willing to serve if no one else will. There were no further nominations and Jean Haakenson was elected as chair of the Board for 1985.

Mrs. Fourre nominated Paul Polillo as vice-chair. Mr. Polillo declined the nomination because he said he would not have the time. Paul Polillo nominated Larry Parsons as vice-chair. Mr. Parsons accepted the nomination, but he said he is in the same situation as Mrs. Haakenson. He said that he thinks some people are more articulate and handle leadership better than others, and he said he has some doubts about his own capabilities as a leader, but to share the burden would be no problem. Mrs. Haakenson asked Mrs. Fourre if she would be interested in serving as vice-chair and Mrs. Fourre said she would be willing to serve as vice-chair in her sixth year and as chair in her seventh year and she hopes that the rest of the Board will eventually agree with her thinking. She said she hates to see nominations handled the way they are presently handled. There were no further nominations and Larry Parsons was elected as vice-chair of the Board for 1985.

E. Budget Committee

It was agreed that this would be discussed further at the January Board meeting.

F. Search Committee for Library Director

Mrs. Voegel said that the Board will be faced with one of its greatest responsibilities which is to hire a new Library Director. She said that the Board can request help for this such as from the School of Librarianship at the University of Washington and from other search officers from the state. Mrs. Voegel said she has requested that Mr. Crose budget this so there will be money available for the search. She said that the Board needs to begin on this immediately. Mrs. Fourre said that she thinks notices should go out to everyone because it takes

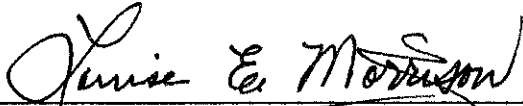
6F several months, and she thinks that the search committee should be made up of members of the communities in the library district, as well as staff. She said the Board has to make the final decision but before the Board makes that decision, input should come from all over the district. Mr. Law said that he thinks this is the major task of the new chair and vice-chair and he thinks they should have a recommendation of a plan for how this should be accomplished by the next Board meeting. He said it seems to him that how this committee is put together is very important and everyone should have a month to think about it. However, he said he does think that the notice of the opening needs to go out immediately. Mrs. Voege said she would like to appoint a committee tonight. Mary Ann Shaffer said that it is up to the Board to write a position description and set a salary and then they need to advertise the position for at least a month, take another month to screen the applicants and set up interviews, and she does not think that the Board will be able to fill the position by June 1, 1985. Mr. Polillo said that there are others who can carry on in the event the Board is not able to fill this position by June 1. Mr. Law said this is a long-term position and he thinks the Board needs to take time to figure out how members want to proceed and that the Board should adopt a plan at the next meeting. Mrs. Fourre again said that she thinks it is very important that the communities and staff have input in this, including the local library boards. Mrs. Voege said that involves are a lot of local library boards and Mrs. Fourre said she realizes that they all won't be interested, but she is sure that the larger library boards, such as Aberdeen, Centralia and Olympia would be interested. Mr. Law said that the differences of opinion being expressed indicate that the Board should take time to figure out how they want to handle this. Mr. Polillo agreed because this is a big decision and the Board should not rush into it. Mr. Parsons also agreed, but said that the Board should not let a month pass without something being done on this. Mrs. Voege said she would like a committee to begin formulating a plan which would consist of herself, Mrs. Harris and Mrs. Fourre, and that the committee would report back to the Board next month.

7 Other Agenda Items

A. Certificate of Appreciation for Barbara Wood, Chehalis Library Board

Mrs. Voege said that a Certificate of Appreciation from the TRL Board has been prepared for Barbara Wood who has finished her second term on the Chehalis Library Board. She said that Ms. Wood is herself a former librarian.

Mrs. Voege said that the Board will meet in Executive Session for the purpose of discussing negotiation with the employee union. There was no further business and the meeting adjourned at 10:40 p.m.



SECRETARY



CHAIR