

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Lacey Timberland Library, 4516 Lacey Blvd., Lacey, WA 98503

February 20, 1985

I N D E X

<u>AGENDA</u>	<u>ITEM</u>		<u>Page</u>	<u>No.</u>
<u>NO.</u>				
1	Approval of Minutes of the January 16, 1985 Meeting		1	
2	Approval of Vouchers		3	
3	Reports			
	A. Board Committees			
	(1) Ocean Park - Paul Polillo		3	
	(2) South Mason - Alice Harris (by Mike Crose)		4	
	(3) Library Director Search Committee - Dorothy Voegel		4	
	B. Timberland Attorney - Herbert H. Fuller		4	
	C. Library Director - Louise E. Morrison		4	
	D. Assistant Director, Public Services - Mary Ann Shaffer		5	
	E. Assistant Director, Central Services - Sally Loken		5	
	F. Assistant Director, Management Services - Michael Crose		6	
4	Correspondence			
	A. 1/11/85 Letter to Carolyn Dobbs from Thurston County Commissioners re appointment		6	
	B. Invitation to meet at North Mason Library in July		6	
5	Unfinished Business			
	A. Discussion of 16mm film service		7	
6	New Business			
	A. Consideration of Contract with employee union		7	
	B. July Board meeting		7	
	C. Salaries and benefits for exempt staff		8	
7	Other Agenda Items			
	A. Presentation by Dorothy O'Loughlin of check from J. C. Penney Co.		2	
	B. Certificate of Appreciation - J. Vincent McClure, Lacey Library Board		2	

<u>AGENDA ITEM</u> <u>NO.</u>		<u>Page No.</u>
6	D. Consider approval of application for LSCA grant for literacy materials	9
	E. Consider approval of application for LSCA grant for Thurston County Jail library collection	9
	F. Resolution authorizing the purchase of land and building for library purposes in Mason County	10
7	Other Agenda Items	
	A. TRL Stationery	10
	B. Board Chair - Voting Member	11
	C. Library Legislation Day	11

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Lacey Timberland Library, 4516 Lacey Blvd., Lacey, WA 98503

February 20, 1985

M I N U T E S

BOARD MEMBERS PRESENT:

Jean Haakenson, Chair - Member-at-Large
Carolyn Dobbs - Member-at-Large
Doris Fourre - Thurston County
Larry Parsons - Lewis County
Paul Polillo - Pacific County
Dorothy Voege - Grays Harbor County

BOARD MEMBER EXCUSED:

Alice Harris - Mason County

STAFF PRESENT:

Louise E. Morrison, Library Director
Sally Loken, Assistant Director, Central Services
Mary Ann Shaffer, Assistant Director, Public Services
Michael Crose, Assistant Director, Management Services
Vicky Campbell, Lacey Librarian
Claire Christiansen, Olympia Librarian
Rose Jetter, Youth Services Coordinator
Joyce Nichols, Tumwater Librarian
Caitlin Robinson, Systems Librarian
Virginia Robinson, Thurston County Outreach
Betty Sholund, Olympia Reference Librarian

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

GUESTS PRESENT:

Marcheta Bean, Olympia Library Board
Tom Heald, Lacey City Council
Dorothy O'Loughlin, Volunteer, Thurston County Outreach
Orlena Pearce, Lacey Library Board
Zora Pratt, Lacey Library Board
Sue Schaufler, Lacey Library Board
John Wood, Lacey Library Board

Chair Jean Haakenson called the meeting to order at 7:40 p.m. She thanked the Lacey Library Board for the invitation to meet at the Lacey Library. Introductions were made.

AGENDA ITEM
NO.

1 Approval of Minutes

85-12 DOROTHY VOEGE MOVED TO APPROVE THE MINUTES OF THE JANUARY 16, 1985
MEETING AS CORRECTED IN MEMO OF FEBRUARY 1, 1985 (page 3, Agenda

- 1 Item 3A(2), second line - changed "an snag" to "a snag"; page 6, Motion No. 85-4 - changed "LIBRARY DISTRICT" to "LIBRARY DIRECTOR"; page 9, Agenda Item 6E, seventh line - corrected "maintian" to "maintain"); DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mrs. Haakenson suspended the order of business and moved to Agenda Item 7.

7 Other Agenda Items

A. Presentation by Dorothy O'Loughlin of check from J. C. Penney Co.

Virginia Robinson said that it is not very often that a person finds someone with Dorothy O'Loughlin's dedication. She said that Ms. O'Loughlin began her volunteer work with Timberland about four years ago and in that time has given over 1,000 hours to Timberland. Ms. Robinson stated that Ms. O'Loughlin was chosen as one of the recipients to receive a \$250 award from J. C. Penney Co. Ms. O'Loughlin presented the check to Jean Haakenson as Chair of the TRL Board. On behalf of the Board, Mrs. Haakenson thanked Ms. O'Loughlin for all her efforts and hours she has donated to Timberland. She said that a gift like this from an outside source shows that other people recognize the good work that Ms. O'Loughlin has done. Ms. O'Loughlin said that she is pleased even to have been nominated. Mary Ann Shaffer recommended that this check be placed into the training fund for training in outreach services. This was agreeable to the Board.

B. Certificate of Appreciation - J. Vincent McClure, Lacey Library Board

Mrs. Haakenson read the Certificate of Appreciation as follows:

"This Certificate is presented in appreciation of unusual devotion to the cause of better library service for the Timberland Library program and for bringing about greater community awareness of library potential."

The Certificate for J. Vincent McClure was given to Zora Pratt of the Lacey Library Board to present to Mr. McClure.

C. Certificate of Appreciation - Alice Bardsley, Montesano Library Board

Mrs. Haakenson requested that Dorothy Voegel present this certificate to Alice Bardsley.

D. Certificate of Appreciation - Deane McCoy, Raymond Library Board

Mrs. Haakenson requested that Paul Polillo present this certificate to Deane McCoy.

Mrs. Haakenson said this is just a small token of the TRL Board's appreciation for all the time and effort donated by the local library boards through the years.

Mrs. Haakenson stated that at its April 21, 1982 meeting, the TRL Board moved

that a new trustee take an oath of office. She read the oath of office to Ms. Dobbs as follows:

"I will faithfully and impartially discharge the duties of Trustee of the Timberland Regional Library to the best of my ability."

Ms. Dobbs so agreed.

2 Approval of Vouchers

Mrs. Haakenson stated that vouchers No. 22749 through No. 23000 in the amount of \$267,660.99 are payroll and payroll-related vouchers and do not have to be approved by the Board.

85-13 LARRY PARSONS MOVED TO APPROVE EXPENSE VOUCHERS NO. 16011 THROUGH NO. 16195 IN THE AMOUNT OF \$155,628.63; DOROTHY VOEGE SECONDED THE MOTION.

Mrs. Fourre questioned voucher No. 16033 to Continental Telephone Co. in the amount of \$102.58 and asked why TRL is paying for telephone service to Bakersfield, California. Mr. Crose stated that this is where the billing center is for this particular company. Mrs. Voegel questioned vouchers No. 16027 and 16028 to Central Stores in the amount of \$1,550.54 for operating supplies and \$3,867.00 for telephone communications. Mr. Crose said that TRL purchases a great deal of materials through the state which is called Central Stores. He said the telecommunications part is for the SCAN system which is operated by General Administration. Mrs. Fourre questioned voucher No. 16077 to the office of State Auditor in the amount of \$2,008.01 and expressed surprise that TRL has to pay for the state's audit of TRL. Mr. Crose said that this is required and that the examiner spent about eight days auditing TRL. Mrs. Voegel questioned voucher No. 16054 to Hulbert Associates in the amount of \$959.10 and asked what this covers. Mr. Crose stated that this is the January billing. He said there will be one more bill which will include mediation. Mrs. Fourre questioned voucher No. 16097 to Dencil Robertson in the amount of \$40.00 and Mr. Crose said this is for rental of space for the Lewis County bookmobile. He said that TRL still does not park the bookmobile at the Centralia Library. Mr. Parsons questioned voucher No. 16100 to the Seattle Times in the amount of \$182.16 and Ms. Shaffer said that this is for advertising the Personnel Manager position. Mrs. Voegel questioned voucher No. 16168 to Barbara Krohn & Associates in the amount of \$27.15 and Mr. Crose stated that this is for a copy of the Washington Educational Directory.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Board Committees

(1) Ocean Park - Paul Polillo

Mr. Polillo reported that he visited the Ocean Park Library building site yesterday. He said the foundation and the subfloor have been completed and they have started putting up the walls today. He said

3A(1) that the building appears much larger than he had thought it would be. Mr. Polillo said that there will be plenty of parking space. He also said that the contractor is doing an excellent job. Mr. Crose added that he is pleased with the relationship that has been developed with the contractor, Mr. Baker. He said Mr. Baker is very attentive to TRL's needs and discusses what he is doing with the architect and the Ocean Park supervisor, Bonnie Sayce. Mr. Crose said that the construction appears to be ahead of schedule at this time.

(2) South Mason - Alice Harris

Mrs. Haakenson said that Mrs. Harris, who is Chair of the South Mason Building Committee, is ill and expressed her regret that she was unable to attend tonight's meeting, especially since the Board was invited to meet at one of the libraries. She said that Mrs. Harris also asked that Mrs. Haakenson convey to Carolyn Dobbs that she is looking forward to working with Ms. Dobbs. Mr. Crose reported that Mrs. Morrison will sign the loan papers for the South Mason property on Friday at 1:00 p.m. as authorized by the Board. He said that the interest rate on the loan will be 70% of the prime rate.

(3) Library Director Search Committee - Dorothy Voegel

Mrs. Voegel reported that the committee has received over 20 applications for the Library Director position from all over the U.S. She said the applications represent a vast range of both male and female applicants, ages, abilities and experience.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller reported that at a previous Board meeting, the Board requested that he prepare a letter to Pacific Crest Realty regarding their sign which is on Timberland's South Mason property. He said this has been done, Mrs. Morrison has signed it and he will mail it tomorrow. Mr. Fuller further reported that he has been working with Mr. Crose and Mrs. Morrison on the South Mason financing. He said he has also been working on policies for the Board which were requested at the Board's December meeting and which he expects to have ready for the Board's March meeting.

Mr. Fuller said that he and his wife, Carol, would like to invite the TRL Board and SAT members to dinner preceding the March Board meeting, about 5:30 p.m. He said that individual invitations will be sent out including directions. The Board and SAT members accepted Mr. Fuller's invitation.

C. Library Director - Louise E. Morrison

Mrs. Morrison reported that legislation has been occupying a lot of her time recently. She said that it is important to make sure that "someone is not sneaking up on our flank to put a sword in our side." Mrs. Morrison stated that there have been numerous bills dropped which affect libraries. She reported that the Public Library Funding Bill is still in committee which is not unexpected since it has dollars attached to it and is part of budget consideration. Mrs. Morrison said that she talked with State Librarian Rod Swartz this

3C afternoon and he told her that he thinks that questions which have been raised regarding the WLN bill have been ironed out.

Mrs. Morrison further reported that four TRL Board members were in attendance at Library Legislation Day, including Doris Fourre, Jean Haakenson, Dorothy Voege and Larry Parsons. She said she feels this was an extremely effective and exciting day. Mrs. Morrison stated that she will be depending on the regional board to help as much as possible in encouraging the local board members to contact their legislators. She said that the hot-line number is 1-800-562-5634; in the Olympia dialing area it is 786-0610.

D. Assistant Director, Public Services - Mary Ann Shaffer

Ms. Shaffer referred to her written report. She commended Vicky Campbell, Lacey Librarian, and her staff for the reorganization and revitalization of the Lacey Library. Mrs. Haakenson commented that she recalls the last time the TRL Board met at the Lacey Library and that the meeting room quarters were very cramped. Mrs. Fourre asked if the meeting room gets a lot of use and Ms. Campbell said that it does and the Lacey staff appreciate the city adding this meeting room space to the library. Ms. Campbell said that the City of Lacey is very supportive of the library.

Mrs. Voege said that she is looking forward to the presentations by public services staff which Ms. Shaffer wrote about in her report. Ms. Shaffer stated that she thinks it is important that the Board have a better understanding of the various types of services which TRL offers, particularly in view of the budget problems the district faces. Mr. Parsons pointed out the large number of patrons the Lacey Library has registered. Ms. Shaffer stated that Lacey Library's circulation is the second highest in Timberland. Ms. Campbell commented that the Lacey Library has registered one-third of the patrons in the Lacey, Olympia and Tumwater area.

E. Assistant Director, Central Services - Sally Loken

Ms. Loken referred to her written report. She pointed out the 1984 new patron registrations and said she does not know exactly why the numbers are so high. She said that staff must decide at what point they want the computer to "kick out" patrons who have not used the library since they were registered. She said that these figures do not include "expired" patrons. Ms. Loken explained that "expired" is a term the automated system uses for patrons whose registrations have expired after one year and they must reregister. Mrs. Fourre commented that the circulation statistics don't reflect a large increase. Ms. Loken said that staff tells her that a lot of new people are moving into the area. Ms. Shaffer said that unemployed people tend to use the library more. Ms. Loken said that people are getting library cards for some reason and if all registered patrons are using the library, the circulation should go up. In order to make the 1984 circulation figures more comparable with the 1983 circulation figures, she deleted the 16mm film circulation. Ms. Loken distributed copies of the responses to the Staff Survey Needs Index. She explained that one sheet ranks each need in order of importance and the other sheet has scores for each of the needs.

3 F. Assistant Director, Management Services - Michael Crose

Mr. Crose said that Board members received his written report with final December expenditures last week. He said he has not yet been able to complete his January report. Mr. Crose stated he has been busy working on "bugs" in the business office computer software. He said that the accounts payable system is now functioning and he expects to have the payroll system operational by the end of next week. Mr. Crose said he continues to believe this is a good system and should meet all of TRL's needs indefinitely.

Mr. Crose further reported that TRL will be on interest bearing warrants with the issuance of the February payroll. He said he thinks that the interest will be about 8 1/2% to 9%. Mr. Crose said that TRL has been on interest bearing warrants only twice in the past five years but, unfortunately, the change in timber tax distribution will have an impact on TRL's cash flow. He said he expects that TRL will be on interest bearing warrants until the end of April. Mr. Crose stated that he is working with the Thurston County Treasurer and the State Auditor on developing a different mechanism for issuing interest bearing warrants which would give TRL more control over redemption of interest bearing warrants. Mr. Crose said he is also checking into the possibility of issuing tax anticipation notes where TRL could borrow against what it projects to receive in revenue the rest of the year. He said that he does not want to appear to be panicking, but he said that he must analyze the revenue and expenditure situation in 1985 and make careful decisions. Although this is an early point in the fiscal year, Mr. Crose said that he thinks TRL must approach the entire year carefully.

4 Correspondence

A. 1/11/85 letter to Carolyn Dobbs from Thurston County Commissioners re appointment

Mrs. Haakenson read the letter as follows:

"At their meeting of December 27, 1985, the Board of Thurston County Commissioners appointed you to serve a seven-year term to the Timberland Regional Library Board of Trustees.

"The Commissioners appreciate your willingness to put your excellent background in this community to work for the benefits of the citizens of Thurston County. A representative from the Board of Trustees will be contacting you regarding future meeting dates."

B. Invitation to meet at North Mason Library in July

Mrs. Haakenson read the letter from the North Mason Friends of the Library as follows:

"Since July marks the final mortgage payment on our library building, the Friends of the North Mason Library would like to

- 4B invite the Timberland library Board to hold their meeting at the Belfair Library.

"Arrangements can be made at a later date to properly commemorate the event."

6 New Business

B. July Board meeting

The Board agreed to meet at the North Mason Library in July. Mrs. Morrison will write to the Friends accepting the invitation.

5 Unfinished Business

A. Discussion of 16mm film service

Mrs. Haakenson said that as she recalls, the Board discussed 16mm film service at last month's meeting and determined that they need a more complete view of TRL's financial condition before they make a decision. Mr. Polillo suggested that this discussion be postponed until after the Budget Committee meets. Mrs. Haakenson asked if the Board will receive a cost breakdown of each type of service that TRL offers. Ms. Shaffer said that the reports which staff will be giving over the next several months will include cost breakdowns, staffing levels, and forecasts of future trends. She said that staff understands that it is the Board's final decision regarding limitations of service. Mr. Crose said that he expects that he will be presenting cost breakdowns for each service one at a time rather than all at once. It was agreed that discussion of 16mm film service would be postponed until the Board has more complete information.

6 New Business

A. Consideration of Contract with employee union

Mrs. Haakenson stated that the Board received copies of the union contract in the mail. She said that if the Board desires to discuss this, it can meet in Executive Session. Mrs. Voege said that this contract appears to be a good contract and she is pleased that negotiations did not drag on for a long time. Mr. Polillo agreed. Ms. Shaffer said that normal procedure is for the Board to endorse the contents of the contract and wait for ratification from the Staff Association before accepting the contract. She said that Mr. Hulbert recommended that the Board authorize the Board Chair to sign the contract once the union ratifies it so that it can be implemented for the March payroll. Otherwise, she said that it will be delayed another month.

85-14

DOROTHY VOEGE MOVED TO AUTHORIZE THE BOARD CHAIR TO SIGN THE 1985-1986 CONTRACT BETWEEN TIMBERLAND REGIONAL LIBRARY AND TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION ONCE THE CONTRACT HAS BEEN RATIFIED BY THE STAFF ASSOCIATION; DORIS FOURRE SECONDED THE MOTION.

- 6A Mr. Parsons asked for an explanation of why it is preferable to authorize the Board Chair to sign the contract rather than have a Board conference call once the union ratifies the contract. Ms. Shaffer said that a conference call would be expensive and also it would save time so that TRL could implement the payroll. She said that no changes can be made in the contract because the Staff Association will either accept it or not accept it. She said wording in the contract cannot be changed except through the negotiation process. Mr. Polillo said that as long as no changes are made, he agrees with the motion. Mrs. Fourre questioned the medical dependent coverage and asked if TRL had paid anything in the past toward dependent coverage. Ms. Shaffer said that TRL has been paying \$25 toward dependent coverage per employee and this would continue under the new contract.

MOTION CARRIED UNANIMOUSLY.

7 Other Agenda Items

E. Censorship

Mr. Parsons said that he thinks many people in the library field are concerned about some of the censorship problems that have been happening in Seattle recently. He said that he believes that when one library is being attacked that all libraries are being attacked. He asked if there is anything that TRL can do to give Seattle Public Library support. Mrs. Morrison commented that anything that TRL can do to support Seattle Public would support TRL also. Mrs. Fourre said that as long as libraries are legal in the materials they have in the libraries, then libraries should be able to make the materials available. Mrs. Morrison said that she thinks the Seattle City Attorney has finally accepted this matter as his responsibility to defend the library. Mr. Parsons said that he thinks that he would feel very alone if organized groups attacked Timberland. He said that there have been several unorganized censorship problems in Timberland since he has been on the Board. He stated that it would be nice if TRL could respond to Seattle Public's problems somehow. He suggested that TRL send a letter expressing TRL's support. This was agreeable to the Board. Mrs. Morrison will prepare a letter to Seattle Public expressing TRL's concern and support.

6 New Business

C. Salaries and benefits for exempt staff

Mrs. Haakenson said that this matter has been delayed until agreement is reached with the Staff Association. She said that the Board can go into Executive Session to discuss this further.

85-15

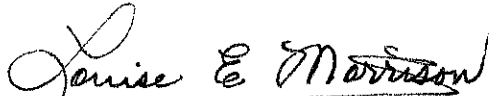
DOROTHY VOEGE MOVED TO EXTEND THE SAME SALARIES AND BENEFITS TO EXEMPT STAFF AS TO THE STAFF ASSOCIATION; DORIS FOURRE SECONDED THE MOTION.

Ms. Shaffer asked if the Board wants this to take effect also at the time when the Staff Association ratifies its contract. This is the Board's intent.

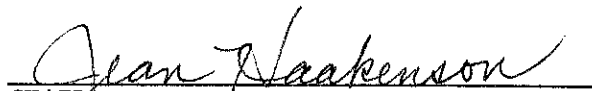
6C DOROTHY VOEGE, DORIS FOURRE, JEAN HAAKENSEN, PAUL POLILLO AND LARRY PARSONS VOTED IN FAVOR OF THE MOTION; CAROLYN DOBBS ABSTAINED SINCE SHE IS NOT FAMILIAR WITH THIS MATTER. MOTION PASSED.

Mr. Polillo expressed his appreciation for the good work which Mr. Crose has done with TRL's finances. He said he personally feels confident having someone like Mr. Crose handling TRL's books.

There was no further business and the meeting adjourned at 8:45 p.m.



SECRETARY



CHAIR