

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

April 19, 1989

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M I N U T E S

BOARD MEMBERS PRESENT:

Karen Herrell, Chair - Grays Harbor County  
Jean Davies - Pacific County  
Carolyn Dobbs - Member-at-Large  
Doris Fourre - Thurston County  
Jean Haakenson - Member-at-Large  
Helen Timm - Mason County

BOARD MEMBER EXCUSED:

William H. Lawrence - Lewis County

STAFF PRESENT:

Lon R. Dickerson, Director  
Mary Ann Shaffer, Assistant Director, Public Services  
Michael A. Crose, Assistant Director, Management Services  
Diane Johnson, Community Information Coordinator  
Valerie Jester, Community Librarian, Montesano  
Tom Joselyn, Community Library Coordinator, Lacey  
Dianne Loomis, Central Services Specialist  
Kitty Schiltz, Community Librarian, North Mason  
Nancey Scott, Community Library Coordinator, Shelton

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Kay Boyd, City of Lacey  
Greg J. Cuoio, City of Lacey  
Helen Hepp, Montesano Library Board  
Merri Lannoye, City of Lacey  
Lloyd Lougheed, Montesano Library Board  
Barbara Moore Lewis, Lacey Library Board  
Dan Shea, Lacey Library Board  
Lenoa Silver, Lacey Library Board  
John Wood, Lacey Library Board  
Joe Zinn, Security Pacific Security

Chair Karen Herrell called the meeting to order at 7:30 p.m.

AGENDA ITEM

NO.

1 Approval of Minutes

89-18 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF MARCH 22, 1989, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Ms. Herrell suspended the order of business and moved to Agenda Item 6.

6 New Business

A. Lacey Timberland Library facility

The City of Lacey is applying to the Washington State Library Commission for Library Services and Construction Act (LSCA) funds. The City of Lacey is also applying for a Partnership Program for Library Facilities grant from TRL. Both of these grant applications are for construction of a new Lacey library.

Mr. Dickerson said TRL has set aside unbudgeted forest tax revenues for TRL's Partnership Program for Library Facilities to help cities in the provision of new and enlarged facilities. The Board also needs to approve and endorse the City of Lacey's grant application for LSCA funds. Mr. Dickerson said he thinks the city has a good chance at receiving the LSCA funds since it has put together a good program.

89-19

DORIS FOURRE MOVED TO APPROVE THE CITY OF LACEY'S REQUEST FOR A LIBRARY CONSTRUCTION GRANT OF \$200,000 FROM TIMBERLAND REGIONAL LIBRARY IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF TIMBERLAND'S "PARTNERSHIP PROGRAM FOR LIBRARY FACILITIES"; JEAN HAAKENSON SECONDED THE MOTION.

Ms. Fourre asked when TRL's grant would kick in. Mr. Dickerson said the construction is still sometime off and TRL will be pledging the \$200,000 but will not give the funds to the City of Lacey until the city's funds have been expended for the project. The LSCA funds would kick in after TRL's grant.

Lacey City Manager Greg Cuoio said the total project is \$2,392,137. Of that amount the City of Lacey has acquired property for \$379,600. The City of Lacey has also pledged \$1,000,000 for the project out of its general operating fund. The city hopes to secure \$200,000 from TRL which is based on \$10 per square foot, plus \$300,000 in LSCA funds. The local fund raising goal is \$500,000 and so far the city has received \$225,000 in that effort, just since January 14, 1989. Lacey Mayor Kay Boyd commented that the city is also receiving memorial contributions, and Panorama City residents have raised \$25,000 themselves for the project. Mr. Cuoio said the city has put a lot of effort into the LSCA grant application. To his knowledge there are only three applicants. He feels the city has a good chance at receiving the funds because there is a great need for a new facility.

MOTION CARRIED UNANIMOUSLY.

89-20

DORIS FOURRE MOVED TO ENDORSE THE CITY OF LACEY'S APPLICATION TO THE WASHINGTON STATE LIBRARY COMMISSION FOR A LSCA, TITLE II, LIBRARY CONSTRUCTION GRANT OF \$300,000 AND TO AUTHORIZE THE BOARD CHAIRWOMAN AND TRL DIRECTOR TO REVIEW AND APPROVE SUCH AN APPLICATION FOR LSCA FUNDS; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

John Wood, Lacey Library Board Chair, said everyone is appreciative of the TRL Board's sensitivity to the need for a library in the City of Lacey. He said there are many people, especially the Lacey Friends of the Library, who have been involved for a long time in raising funds for this project. He said everyone feels confident they will get a new building and he expressed thanks to TRL for its support. Ms. Boyd said

6A she thinks there will be more public awareness of the library and its value in the community as a result of the fund raising activities. She thinks this project has really helped draw the community together.

B. Ludlow Foundation grant for summer reading program

The Lacey library needs a place to hold its summer reading programs. TRL would like to submit a grant application to the Ludlow Foundation in the amount of \$907 for Lacey library's 1989 summer reading program.

89-21 JEAN HAAKENSON MOVED TO AUTHORIZE THE SUBMISSION OF A GRANT PROPOSAL TO THE LUDLOW FOUNDATION TO PROVIDE SUPPLEMENTARY PROGRAMMING ASSISTANCE FOR TIMBERLAND'S 1989 SUMMER READING PROGRAM; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

E. Consortium for Automated Library Services (CALs) loan document for the Dynix system

The state agency partners in CALs (WSL and TESC) do not have sufficient funds available to pay their portions of the cost of the new automated library system. TRL has set aside unbudgeted forest tax revenues to pay for its portion of the costs. Last December the TRL Board agreed to negotiate a short-term note to help these two agencies. Security Pacific Securities has made arrangements to enable TRL to borrow money on the credit of the district and to issue negotiable limited tax general obligation bonds evidencing that indebtedness in the amount of \$320,000. An interlocal agreement among TRL, TESC, and WSL will set forth the conditions by which TESC and WSL will repay the funds to TRL.

89-22 HELEN TIMM MOVED TO ADOPT RESOLUTION NO. 89-01 ADOPTING A SYSTEM OF REGISTRATION OF BONDS AND OBLIGATIONS OF THE DISTRICT; DORIS FOURRE SECONDED THE MOTION.

Joe Zinn of Security Pacific Securities said he underwrites these types of bonds frequently, including other library districts. This resolution is to establish a system of registration which is a federal requirement with municipal bonds sold subsequent to 1983. The other resolution the Board needs to adopt sets out the terms of the indebtedness. Mr. Zinn said these resolutions were prepared by Brad Berg of Foster, Pepper & Shefelman in Seattle and are routine in these matters.

Ms. Davies expressed concern if either TESC or WSL cannot pay back the loan. Mr. Dickerson said legally TRL would be obligated to pay back the indebtedness. He does not anticipate any problems. He said the three institutions will enter into a contract setting forth the conditions of repayment. Ms. Davies asked if the contract will include a clause that TRL would become sole owner of the system if WSL and TESC do not repay the loan. Mr. Crose said the system itself is security on the contract. He will contact the attorney writing the contract and request wording in the contract regarding default in repayment by WSL or TESC. Mr. Dickerson said WSL and TESC have included CALs in their budgets. CALs is a high priority with both institutions. Ms. Davies asked how long the loan period runs. Mr. Crose responded the loan period is 6 years, but he anticipates calling these bonds within the next two years. Mr. Zinn commented that although this particular arrangement is not common, when there are intergovernmental agreements, it is fairly standard for the strongest member to borrow. Ms. Davies said she is very comfortable

6E with the cooperation among the three institutions. She wants to be sure TRL's interests are protected.

HELEN TIMM, DORIS FOURRE, JEAN HAAKENSON, AND JEAN DAVIES VOTED IN FAVOR OF THE MOTION; CAROLYN DOBBS ABSTAINED. MOTION CARRIED.

89-23 JEAN HAAKENSON MOVED TO AUTHORIZE AND DIRECT THE TRL BOARD CHAIRWOMAN AND TRL DIRECTOR TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN TIMBERLAND REGIONAL LIBRARY, THE EVERGREEN STATE COLLEGE, AND WASHINGTON STATE LIBRARY REGARDING REPAYMENT OF LIMITED TAX GENERAL OBLIGATION BONDS AND ASSOCIATED COSTS; JEAN DAVIES SECONDED THE MOTION. JEAN HAAKENSON, JEAN DAVIES, DORIS FOURRE, AND HELEN TIMM VOTED IN FAVOR OF THE MOTION; CAROLYN DOBBS ABSTAINED. MOTION CARRIED.

89-24 DORIS FOURRE MOVED TO ADOPT RESOLUTION 89-02 RELATING TO CONTRACTING INDEBTEDNESS; PROVIDING FOR THE ISSUANCE OF \$320,000 PAR VALUE OF LIMITED TAX GENERAL OBLIGATION BONDS, 1989, OF THE DISTRICT; FIXING THE DATE, FORM, MATURITIES, INTEREST RATES, TERMS AND COVENANTS OF THE BONDS; AND APPROVING THE SALE AND PROVIDING FOR DELIVERY OF THE BONDS TO SECURITY PACIFIC SECURITIES, INC., OF SEATTLE, WASHINGTON. HELEN TIMM SECONDED THE MOTION. DORIS FOURRE, HELEN TIMM, JEAN HAAKENSON, AND JEAN DAVIES VOTED IN FAVOR OF THE MOTION; CAROLYN DOBBS ABSTAINED. MOTION CARRIED.

2 Vouchers

89-25 JEAN HAAKENSON MOVED TO APPROVE VOUCHERS NO. 27844 THROUGH NO. 28032 FOR APRIL 1989 IN THE AMOUNT OF \$355,442.34; CAROLYN DOBBS SECONDED THE MOTION.

The following vouchers were reviewed:

Nos. 27883, 27884, and 27885 to the Cities of Ilwaco (\$1,627.84), Elma (\$4,079.00) and McCleary (\$2,505.00) are the full annual payments for TRL's portion of the automatic deduction to avoid proration. The law was revised last year which makes the buy downs automatic and non-negotiable. The hospital districts in those areas are also required to pay part of these automatic buy downs. This is the lowest TRL has had to pay since prorationing began.

No. 27897 to Desco Electronics in the amount of \$5,165.72 is for the purchase of 5 TVs, 4 VCRs, and telephone systems for the EJIC sites.

No. 27925 to Warshal's Sporting Goods in the amount of \$98.72 is for film in bulk for the graphics department.

No. 28028 to Computerland in the amount of \$47,735.38 is for staff and public printers for the new automated system.

No. 28030 (\$52,267.51) and No. 28031 (\$13,197.31) to Computerland is for completion of the local area network at the Service Center and bringing graphics into desktop publishing.

No. 27969 in the amount of \$675.00 is the final payment to Kenny Consulting for reviewing the placement of three positions in the classification plan as the result of grievances filed.

2 MOTION CARRIED UNANIMOUSLY.

The meeting recessed at 8:15 p.m. and reconvened at 8:40 p.m.

3 Reports

A. Library Director - Lon Dickerson

Introductions

Ms. Shaffer introduced two new staff members, Valerie Jester, Montesano Community Librarian, and Nancey Scott, Shelton's Community Library Coordinator.

Shelton library opening

Ms. Shaffer has been spending a great deal of time with the new Shelton library project. TRL staff met with the architects again today. The opening is scheduled for May 15. All-Staff day will be held at the new Shelton building on May 8. Several positions have been advertised at the Shelton library, including a Reference Librarian. Kitty Schiltz has been transferred to the Community Librarian position at North Mason. Ms. Schiltz, along with two substitutes, Elinor Robinson and Judy Metcalf, will be filling the Reference Librarian position until that position is filled.

Dynix installation

Mr. Dickerson reported Dynix installation is proceeding on schedule. Three people from Dynix are here this week hooking up the data communication lines in all of the buildings and testing the equipment. CALS is receiving excellent support from Dynix on this project. ALIS "dies" on May 1. CALS will be on a backup system for the first two weeks in May and will be fully on the Dynix system on May 15.

Ms. Johnson said a survey of about 80 people was done regarding their familiarity with computers, typewriters, keyboards, etc. and their use of the library. Librarians selected some users for three focus groups to brainstorm the challenges they will be facing with the new system. The graphics department will be creating materials and signage to help people use the new system. The CALS Board implemented a contest to name the new patron access catalog. Out of all the entries, the CALS Board selected six and the focus groups are also being asked for suggestions. TRL has retained the consultant services of Nick Farbacher for the focus groups. Mr. Farbacher is very skilled in marketing and consumer testing.

March 1989 circulation

Mr. Dickerson referred to the March 1989 circulation report. He noted circulation is up districtwide 7% over March 1988.

March 1989 revenues and expenditures

Mr. Crose said Thurston County is still in the throes of its new computer system. January 1989 is the most current report he has received from the Thurston County Treasurer's office. He has received

3A transmittals from the other counties so he has a piecemeal look at revenues. Mr. Crose said revenues and expenditures are on target.

Ms. Fourre asked how the audit by the State Auditor's office is going. Mr. Crose said he has not seen the auditor for three weeks and is not sure where he is at this point. He has never experienced an audit like the one currently taking place and he plans to contact the auditor's office and make an inquiry.

#### Legislation

Mr. Dickerson said SHB 1097, home for the aging, did pass the Senate and is back in the House for concurrence. SHB 2124, property tax reform, has solid support in the House but it is not certain how the Senate will vote. The legislature is supposed to adjourn on April 23. Mr. Dickerson said he thinks it is expected the legislature will go into special session to deal with tax reform. The State Library's budget looks good at this point. The WLN bill is on the Governor's desk for signature. Mr. Dickerson said he thinks WLA was extremely successful in its lobbying efforts this year.

#### All-Staff Day and WLA conference

All-Staff Day is scheduled on May 8 at the new Shelton library. Ms. Shaffer said the main speaker will be Liz Stroup, the Seattle Public Librarian. The rest of the day will be devoted to Dynix.

The WLA conference is scheduled next week at the Sea-Tac Red Lion Inn. Several TRL staff and TRL Board members plan to attend.

#### Bucoda & Rainier kiosks

Ms. Fourre reported she attended the ribbon cutting ceremonies at both Bucoda and Rainier to dedicate the new kiosks. She said she is impressed with the design. About 30 people attended the ceremony in Rainier, including student representatives from the school. The Rainier kiosk is located at the corner of the city hall. City residents seem to be very pleased with the kiosk and they think it will encourage use of TRL. The Bucoda kiosk is in a lovely setting in the park across from city hall. Ms. Fourre said Bucoda residents also seem pleased with the kiosk. She thinks the kiosks will be very popular and TRL may wish to place them in other areas. Mr. Dickerson said he has been hearing very positive comments. Mr. Crose added that what the kiosks represent to Rainier and Bucoda residents are recognition that they are part of the district.

Ms. Shaffer said the couriers will be keeping track of how many books they remove from the kiosks.

4 Correspondence and Public Comments

There were no correspondence or public comments.

5 Unfinished Business

There was no unfinished business.

6 New Business

C. Amanda Park property acquisition

Mr. Crose has met with the Quinault school superintendent regarding the possibility of leasing a corner of the school district's property for a new Amanda Park library. The school board meets this evening to discuss the matter. Mr. Dickerson said he thinks the school district will be actively assisting TRL in finding a place for the library. Mr. Crose expects to be meeting with the Quinault School Board on May 24 which is the same night as the next TRL Board meeting. He said the location under consideration is ideal because it would be further from the school than the bookmobile currently is but still in close enough proximity for the school to use the library.

D. Establishment of a library in Hoodspport

Mr. Dickerson said the search is still going on for property in Hoodspport. Helen Timm joined administrative staff this morning and looked at several possibilities. One woman would like to offer a short-term lease. Mr. Dickerson said he would be reluctant to a short term lease by taking a chance of being evicted after the library became established. Another possibility is quite expensive. Mr. Dickerson said he would like to find a 2,400 square foot building, but they are looking at buildings as small as 1,200 square feet, approximately the same size as Salkum. There is not even much land available. There are several people in the area who are trying to locate some property. Community support is very strong. Mr. Dickerson said he is even considering leasing property for one of the bookmobiles.

F. Declaration of surplus property

Mr. Dickerson said there will probably be another list of South Mason's property for the Board to declare surplus at its May or June meeting. Mr. Crose said after the South Mason property has been declared surplus, he would like to move everything to that building and hold the sale there.

89-26

CAROLYN DOBBS MOVED TO DECLARE SURPLUS ALL OF THE ITEMS INCLUDED ON THE APRIL 19, 1989, LISTING OF SURPLUS PROPERTY, AND THAT A COPY OF THE LISTING BE ATTACHED TO THE ORIGINAL COPY OF THE BOARD MINUTES; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

G. Ad hoc committee for 1990 budget

It is intended that work sessions of the full Board will be utilized this year, as in previous years, in developing TRL's operating budget for 1990. It is felt this process would be strengthened if two or three trustees were able to work more closely with Mike Crose as he prepares alternatives and recommendations.

89-27

JEAN DAVIES MOVED TO DESIGNATE A TASK FORCE OF THREE TRUSTEES PLUS THE ASSISTANT DIRECTOR, MANAGEMENT SERVICES, TO DEVELOP A PRELIMINARY 1990 BUDGET FOR THE BOARD'S REVIEW AND ACTION; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.


Doris Fourre, Karen Herrell and Helen Timm volunteered to serve on the task force.




Ms. Herrell announced that the March 1989 edition of ALKI contains an article by Lon Dickerson entitled "Arson in Yelm: A Test of Due Process" which she encouraged everyone to read.

Ms. Fourre said she was pleased to hear about the award former TRL Board member Larry Parsons received for innovative use of computers in the library media center. She made a motion, which was seconded by all the other Board members, to send him a congratulatory letter.

There was no further business and the meeting adjourned at 9:25 p.m.

  
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CHAIR

  
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SECRETARY

TIMBERLAND REGIONAL LIBRARY

LIST OF SURPLUS PROPERTY

April 19, 1989

1. 2 pamphlet stands - 4 shelves each
2. 2 tan metal magazine racks
3. 1 grey metal magazine rack
4. 4 beige metal magazine racks
5. 1 two-sided pegboard magazine rack on wheels
6. 1 maple hi-stool
7. 2 floor model cassette cases
8. 3 record bins
9. 1 large mailbox
10. 2 beige steno chairs
11. 2 wooden and blue vinyl armchairs
12. 1 wooden chair
13. 2 two-sided paperback racks on wheels
14. 28 various sizes of paperback wire spinners
15. 5 various sizes of paperback wire floor model racks
16. Various sizes of pegboard holders
17. 1 small white wooden shelf
18. 1 brown metal shelf
19. 1 Royal standard typewriter S#J3789182
20. 1 Royal typewriter MCE 117372908
21. Broken Casio calculator
22. Dismantled fiberboard shelving from Timberland Packwood Library (to discard).
23. Various outdated supplies, including: masking tape; used 3-ring binders; broken staplers; faded construction paper; unboxed labels; used stamp pads; used magazine protectors; magnetic name holders; index card guides; old Princeton files; used copy holders; hanging file folders; rolls of printer paper; pegboard hooks.