

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
1006 South Sound Boulevard
Lacey, Washington

January 21, 1971

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BOARD OF TRUSTEES MEETING
1006 South Sound Boulevard
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Board of Trustee Members Present:

Rita McArthur, Chairman - Shelton
Andrew Ponsteen, Vice Chairman - Elma
Robert Baker, Trustee - Packwood
Marcel King, Trustee - Ocean Park
Philip Krueger, Trustee - Olympia
Ruth K. Schmidt, Trustee - Olympia

Board of Trustee Member Absent:

Dr. Wm. Lawrence, Trustee - Centralia

Staff Present:

Virginia Barton, Assistant Director
Mary Stough, Eastern Area Supervisor
James Essick, Western Area Supervisor
Joy W. Ayres, Business Manager
Linda Oscarson, Montesano Librarian
Peggy Coppinger, Olympia Librarian
Taimi Stanley, Board Secretary

The meeting was called to order by Mr. Ponsteen, Vice Chairman at 7:30 p.m.
Mr. Ponsteen introduced to the members of the Board the new trustee, Mrs. Schmidt.

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1 Election of New Chairman

Andrew Ponsteen, Vice Chairman, called for nominations for
Chairman.

MOTION BY MR. BAKER: I NOMINATE RITA McARTHUR FOR CHAIRMAN OF
TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES. SECONDED BY
MRS. KING AND CARRIED UNANIMOUSLY.

2 Minutes of the Board Meeting held December 17, 1970

Mr. Baker requested that on page 6, paragraph 4, first line,
"After lengthy discussion, the board decided to reduce
the . . ." should be added the words "of the revised 1970
Budget." It should read: "After lengthy discussion of the
1970 Budget, the board decided to reduce the proposed
\$28,500 in III Capital Outlay, Item 6 Vehicle Purchase, . . ."

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Mr. Baker requested that on page 7, paragraph G, the motion by Dr. Lawrence: "I move that we approve travel to the ALA Mid-Winter Conference in Los Angeles for the Director." add the following: "and this be the only major convention of the year to be participated in by the Director."

The motion now to read:

I MOVE THAT WE APPROVE TRAVEL TO THE ALA MID-WINTER CONFERENCE IN LOS ANGELES FOR THE DIRECTOR AND THIS BE THE ONLY MAJOR CONVENTION OF THE YEAR TO BE PARTICIPATED IN BY THE DIRECTOR. SECONDED BY MR. KRUEGER AND CARRIED UNANIMOUSLY.

Mr. Baker requested that on page 6, paragraph 2, the motion by Dr. Lawrence contain the following after "1971": "to be used in the Aberdeen area." It should read as follows:

I MOVE THAT WE AUTHORIZE THE PURCHASE OF ONE SEDAN TO BE PURCHASED THROUGH THE STATE PURCHASING DEPARTMENT PRIOR TO JANUARY 1, 1971 TO BE USED IN THE ABERDEEN AREA.

MOTION BY MR. BAKER: I MOVE THAT THE MINUTES BE ACCEPTED AS CORRECTED. SECONDED BY MR. PONSTEEN AND CARRIED UNANIMOUSLY.

3 Approval of Vouchers for the Month of January, 1971

MOTION BY MR. BAKER: I MOVE THAT VIRGINIA BARTON, ASSISTANT DIRECTOR, BE AUTHORIZED TO SIGN THE VOUCHERS IN THE ABSENCE OF THE DIRECTOR, MRS. MORRISON, THIS TIME ONLY. SECONDED BY MR. KRUEGER AND CARRIED UNANIMOUSLY.

Vouchers for January were examined and discussed by the Board. Mr. Ponsteen questioned the bill presented to the Montesano Library for repairs to the heating system. He stated that he was under the impression that there was at least a 24-month warranty.

MOTION BY MR. PONSTEEN: I MOVE THAT WE ACCEPT THE VOUCHERS FOR JANUARY, 1971 WITH THE EXCEPTION OF VOUCHER 11808 OF L & B REFRIGERATION IN THE AMOUNT OF \$228.38, WHICH SHOULD BE CHECKED FOR POSSIBLE WARRANTY COVERAGE. MR. KRUEGER SECONDED AND SAME CARRIED UNANIMOUSLY.

4 Reports

A. Committees

1) Lacey Library Problem

Mr. Krueger reported that he had met with Mr. Tom Buckingham, Lacey councilman, who is questioning the costs of operating the Lacey Library. Mr. Buckingham says the council would like to be shown where they are receiving \$45,000 worth of library

service. They want to have a report on this in writing, such as an accounting for the amount they pay each year. They are not questioning the service but rather where their money is being spent. Mr. Krueger felt that here is a communication problem which could be corrected by having one of the members of the Library Board present at least once a month at the Lacey Council meetings to give a report. He suggested that a copy of the annual budget be sent to the various city councils and that Mrs. Finley attend the Lacey Council meeting occasionally. Mrs. Barton asked whether they should make more copies of "Selected Statistics" for distribution to libraries. The Board agreed that they should.

Mr. Krueger suggested more hours open, with the same schedule for each day open, was a need in Lacey Library. Mr. Baker asked that a re-evaluation be made of the opening hours at Lacey immediately and that the Board continue working with Mrs. Ford, Lacey Library Board member.

2) Reference Work Shop

Mrs. Barton reported that a meeting is scheduled on February 3 to hear more about the details concerning the grant for the reference workshop with a meeting to be held on the same day about possible questionnaires to be used for a survey.

3) Request from Alta Grim

Mrs. Barton reported receiving a telephone call from Alta Grim, president of Washington Library Association, requesting all Library Board members and mayors to write letters addressed to her in support of regional libraries as such and indicating that they are a savings in total cost and describing services that can be obtained as against the single city system. Mrs. Barton mentioned that some independent city libraries would be presenting the negative approach to the question.

B. Staff

1) Eastern Area Supervisor

Mrs. Stough stated that they are very much aware of the problems at the Lacey Library. They hope to solve part of this problem by splitting the hours of a librarian with the Olympia Library; that they should have one in April who will be available to help in this regard. She reported that more emphasis should be given to service to patrons; that presently because of the help shortage and the time required to check books, this patron service has had to be cut to a minimum. She brought up the subject of the projected growth of Panorama City and what Timberland can do for these people. She suggested that possible morning hours could service these people while the bulk of library clientele is working.

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Mrs. Stough brought up the need for carpeting the hall floor in the Olympia Library because it is a definite safety hazard. She obtained estimates for indoor-outdoor floor covering and stated that the best bid given her was that of Capitol Floor Covering - \$500 to prepare the wood floor and furnish and lay the carpeting.

MOTION BY MR. KRUEGER: I MOVE THAT WE ALLOW MARY STOUGH TO GO AHEAD AND PURCHASE THE CARPET USING HER OWN BEST JUDGMENT AND LIMITING THE COST TO \$500 OR LESS FOR CARPETING AT OLYMPIA LIBRARY. SECONDED BY MR. BAKER AND CARRIED UNANIMOUSLY.

Mrs. Stough made a request for in-service training for nonprofessional library workers. She stated that this training was particularly important in children's work. She proposed a 1½-day course of in-service training to be given at the Olympia Library with staff members to come from all parts of the area. She recommended that they be paid \$2 per hour and furnished two free meals, with housing to be supplied by other staff members. Her estimated cost for this was \$840, not including mileage, materials, postage, and the cost of a luncheon speaker. Her recommendation was that this be held some time in late March. It was pointed out that the money to pay for this is available.

MOTION BY MR. BAKER: I MOVE THAT WE AUTHORIZE MARY STOUGH THE EXPENDITURE OF NOT TO EXCEED \$1,000 FOR CONDUCTING THE IN-SERVICE WORKSHOP FOR NONPROFESSIONAL HELP. SECONDED BY MRS. KING AND CARRIED UNANIMOUSLY.

Mrs. Stough further reported that librarians and staff had decided to use the theme of Northwest Indian culture for summer reading clubs in 1971, to bring about a better understanding of this subject. She said there was excellent help available but that speakers would require remuneration. Mr. Baker suggested that more study be given to this since this is a new type of program. Mrs. King pointed out that the various Indian areas could be contacted to inquire if speakers might be available at no charge.

2) Western Area Supervisor

Mr. Essick reported that cost of the Aberdeen inventory went up because of lack of help during the heavy snows. The inventory at Aberdeen has been completed. He stated that there were more books at outlets having bookmobiles. He reported that service has improved in Chinook; that they have six new patrons and are using the bookmobile. He reported the inventory at Raymond is progressing; that they should finish by the end of this week or Monday. He said that the former Raymond situation was particularly pathetic; that no city money had been spent on children's books. He stated that the Raymond staff has been a big help with inventory. He reported that Taholah has asked for help in installing an interim library of pocket books.

3) Business Manager

Mr. Ayres requested two warrants each month, one to cover expenses and the other for payroll. He stated that in January the district will be on interest bearing notes for part of the expenditures. He reported a considerable savings to be effected by purchasing the 1971 Matador 4-door sedan rather than the Plymouth, a difference of \$299.35.

He suggested that people going to conferences be paid in advance. Mrs. McArthur said there had been some questions about this in the past and that the legality of so doing should be checked.

He stated that four investments in 1970 brought in unanticipated revenue of \$1,418.15; that cities are owing payments, with \$49,723.70 still to come in. Unanticipated revenue of \$30,307.60 has come in from other revenue, with \$22,000 of this figure coming from Lewis County. A comparison of unanticipated revenue revealed that in 1969 the figure was \$5,846.28; in 1970 - \$15,680; and so far in 1971 - \$30,307.60 for 1970.

Mr. Ayres reported pilfering of library funds in the Lacey Library in the amount of \$16 and that employees' purses have also been stolen. These losses are not covered by insurance.

The subject of the Board secretary's salary was brought up.

MOTION BY MR. BAKER: I MOVE THAT WE ARRANGE TO PAY THE BOARD SECRETARY \$25 PER MEETING FOR SECRETARIAL SERVICES IN TAKING AND TRANSCRIBING THE MINUTES OF MEETINGS. SECONDED BY MR. KRUEGER AND CARRIED UNANIMOUSLY.

Mr. Krueger requested that the TRL Trustees propose a plan for a Timberland building fund at the February meeting.

5

Communications

A letter was received from the Shelton Library Board indicating that they will be attending the February 18, 1971 meeting of Timberland Regional Library to discuss the use of large print material by Shelton library patrons. Mrs. Coppinger urged that consideration be given to reciprocity of services to make it attractive to the Shelton group. Mrs. McArthur pointed out that we could offer the use of the large prints in exchange for return of books. She said that a nonresident fee had been discussed for Mason County use of the Shelton Library. It was urged that plans be made for an informal discussion with these people.

Mrs. Barton requested closing libraries for brief times when adult materials' inventory is being taken. Pro and con discussion followed on the merits of closing as opposed to remaining

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open during inventory. The Board approved closing, with Mr. Krueger abstaining, provided that adequate advance notice and publicity be given.

6 Other Business

Mrs. Barton suggested that a Board member will have to write the trustee's citation for Jane Dowdle Smith. Mrs. McArthur agreed to take care of this.

Discussion was held on the date to be selected for the meeting with Mrs. Currier of the Pacific Northwest Bibliographic Center and Mr. Mutschler, Director, King County Library. February 4 and February 11 were the two dates suggested.


Mr. Essick reported that work on alteration of the carport to house the bookmobile has been commenced at Raymond.

Mrs. Barton asked that consideration be given for a third incoming telephone line, the cost of which would be \$14 a month plus \$25 for installation.

MOTION BY MRS. KING: I MOVE THAT THEY HAVE ANOTHER PHONE LINE FOR THE ADMINISTRATIVE OFFICES. SECONDED BY MR. BAKER AND CARRIED UNANIMOUSLY.

There being no further business to come before the Board, the meeting adjourned at 10:55 p.m.

MOTION BY MR. PONSTEEN: I MOVE WE ADJOURN. SECONDED BY MR. BAKER AND CARRIED.


Secretary


Chairman