

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
1006 S. Sound Blvd.
Lacey, Washington

February 18, 1971

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1006 South Sound Boulevard
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February 18, 1971

Board of Trustees 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:

Louise E. Morrison, Director
Virginia Barton, Assistant Director
James Essick, Western Area Supervisor
Joy W. Ayres, Business Manager
Gloria Hunter, Public Information Assistant
Rosalie Spellman, Aberdeen Librarian
Judith Turner, Aberdeen Children's Librarian
Linda Oscarson, Montesano Librarian
Ruth Greer, Montesano Librarian
Hope Duncan, Lacey Administration
Barbara Pickell, Lacey Administration
Judy Wilson, Centralia Children's Librarian
Taimi Stanley, Secretary

Visitors Present:

Dorothy Healey, Lacey
Mrs. Lowell, Lacey

The meeting was called to order by Rita McArthur, Chairman, at 7:37 p.m. Mrs. Morley Kramer, Shelton librarian, and Dr Frank Maranville and Mr. Tom Weston, Shelton Library board members, were introduced by Mrs. McArthur.

MOTION BY MR. BAKER: I MOVE WE SUSPEND THE ORDER OF BUSINESS TO ACCOMMODATE OUR SHELTON GUESTS. SECONDED BY MRS. KING AND CARRIED UNANIMOUSLY.

Mrs. Kramer, speaking for the Shelton Library group, said that people who come to their library for the large print materials have expressed the desire to return them to the Shelton Library rather than mailing them to the Timberland Regional Library. If this is permitted, the Shelton Library would assume the responsibility for their return to Timberland. Mrs. Kramer requested a list of titles of available materials and felt that a much greater usage would result if this information were available. To Mr. Krueger's inquiry as to how many they feel would avail themselves of the service, she said that at least six have indicated they would like to use these materials. Mrs. McArthur felt that an apparent communication breakdown had caused a misunderstanding. The TRL board had thought Shelton was requesting other than interlibrary loans. The Shelton group was furnished a list of titles and given the go ahead to handle these large print materials on routine interlibrary loans.

1 Minutes of the January 21, 1971 meeting

Mrs. McArthur explained that it had been decided that after the secretary had typed up the minutes, they would be edited and sent to the board members for recommendations, who in turn would return them to the TRL office for corrections or changes. Then the second edited edition was mailed. She asked for any corrections, and none being forthcoming, the same were approved as mailed in the final edition.

2 Approval of Vouchers

The vouchers for February were examined and discussed by the board, Mr. Ayres was instructed to pay Mrs. Schmidt's and Mr. Krueger's mileage quarterly instead of monthly because of the small amounts involved and the cost of issuing vouchers.

MOTION BY MR. BAKER: I MOVE WE PAY THE VOUCHERS FOR FEBRUARY, 1971, AS PRESENTED. MR. PONSTEEN SECONDED AND SAME CARRIED UNANIMOUSLY.

3 Reports

A. Committee

1) Equipment: Bob Baker

Mr. Baker stated that Mr. Essick had purchased the Gestetner machine which was previously approved by Bill Lawrence for the special committee. The other request was for a show-card machine. He referred the board members to the brochure. Mr. Baker displayed samples of finished work and explained the versatility of the machine. He pointed out that it is costly to make signs by hand or to have them printed commercially. He said that the volume of showcard work warranted the buying of this equipment and that it was felt that the Showcard Machine Company's model MA-52 Deluxe at \$2,731 basic price would be inexpensive on the basis of 10-year depreciation. In addition to the basic machine would be auxiliary equipment including stand, type rack, extra rollers and drying racks, etc., which would bring the cost to a total of \$3,187.60. He added that about \$100 of posterboard and ink would be required at the outset. Mr. Essick then explained that the machine can print on any kind of stock -- pressboard, aluminum, etc., as well as posterboard. He said that there are 30 or 40 type faces available for use with the machine. Six sizes of fonts in "Futura Semi Bold" come with the machine and two other fonts in the "Mayfair" type face are to be purchased within the auxiliary equipment to enlarge the machine capability. Mr. Baker, speaking for the Committee on Equipment Purchases, stated that there was need of the machine, the machine was proper for the job, and that, while the initial cost seemed high, it was proper for the intended use. Mr. Baker recommended to the board that the machine be purchased for a total expenditure of \$3,404.49. In answer to a question by Mr. Ponsteen, he said that the machine would be housed on the second floor in the Olympia Library.

Mr. Ponsteen added that the purchase of the equipment has been looked into carefully by both Mr. Baker and Mr. Essick and that the only real concern was the cost.

MOTION BY MR. PONSTEEN: I MOVE THAT WE ACCEPT THE RECOMMENDATION TO BUY THE SHOWCARD MACHINE. MRS. KING SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

B. Staff

1) Director's Report

The Director suggested that the board members take a good look at the September-December 1970 Supplement to "The Public Library Trustee," published by the American Library Trustees Association, having to do with physical facilities, services, staff, etc.

Discussing the ALA Midwinter Conference, she said that the committees which have been studying reorganization and "New Directions" for the American Library Association have come up with concrete recommendations which will be up to the membership to approve at the Dallas conference in June.

Mrs. Morrison reported that of the 37 titles on the recently published list of "Notable Books of 1970," all are available in Timberland. Additionally, the list of leading nominees for the National Book Awards is out this week. Of the 32 adult titles on the list, 26 are in the Timberland collection or are already on order; of the five juvenile titles, 4 are in the collection or have been ordered.

In regard to the replacement for Ruth Greer at Montesano, Miss Selma Nielsen has been interviewed by the Director, Mrs. Barton, Mr. Essick and Mrs. Stough, all of whom were impressed with her qualifications. Her background should be particularly valuable because of her experience in school libraries. Mrs. Morrison stated that Miss Nielsen is mature and poised. Unless there is disapproval of the trustees, Mrs. Morrison plans to hire her. She would like Miss Nielsen to start at Montesano the first of March. The trustees were in approval.

In regard to other professional personnel, Mrs. Morrison reported that Mrs. Helen Steincipher's last day on the payroll will be February 26, at which time she will go on retirement. Mrs. Anne Ratliffe, whom the board met last fall, has agreed to replace Mrs. Steincipher after the legislative session. Part of her time will be in Olympia and part in Lacey.

On February 8, Mr. Essick and the Director were in South Bend to meet with the board of trustees. At the invitation of the South Bend Council they attended the meeting of that body, which seemed well satisfied with their explanation of the 1970 and 1971 TRL budgets. On February 9, the Director met with the Chehalis board and went over the statistics for 1970 service which had been prepared at the request of the Chehalis trustees. Included was the explanatory material on the 1971 library millage levy and

the statutory authorization for it. Also on the 9th, many WLA Legislative Committee members, including Mrs. Morrison, were present for the hearing on HB 297.

The Director reported that studies are being made of various loss-of-time insurance plans for later presentation to employees to choose between since they will be entirely employee financed in the event that enough employees are interested. District responsibility would be limited to making payroll deductions and forwarding reports to whatever insurance carrier is chosen.

Mrs. Morrison reported that she has a folder of copies of letters which were written by Timberland supporters in support of HB 297.

2) Assistant Director's Report

Mrs. Barton brought up the need for more electric typewriters at headquarters. She stated that 900 more requests were processed through central requests last month than the previous month, with each new month showing increases. There is need for four standard electric machines, and Mrs. Barton said they favor the Adler because it is efficient and considerably cheaper. She said that the three manual typewriters presently being used would be moved to lesser use outlets. The Adler typewriters would cost about \$450 each. The board, while realizing the acuteness of the situation, nonetheless felt this to be in need of further study because of the sizeable expenditure of money. Mrs. Barton was authorized to lease three or four typewriters on a month-to-month basis, preferably testing out different brands, either by leasing or on a demonstrator basis. Mrs. McArthur appointed Mr. Baker, Mrs. Schmidt, and Mr. Krueger as a standing committee to whom matters of equipment purchases could be presented for study and referral.

Mrs. Barton reported that the juvenile inventory was progressing nicely and should be finished by the middle of March, with the adult inventory to be underway in April.

3) Western Area Supervisor

Mr. Essick stated that bad weather and staff illness had slowed down the inventory in the Aberdeen Library, but that it is now almost finished. South Bend, Ocean Shores, Copalis Beach, and Naselle are nearly completed with their juvenile inventories.

Mrs. King reported that there is no Imprest Fund money at Ocean Park, and the librarian uses out-of-pocket money which runs about \$2 a month. She also reported that they have available a Chinook Indian girl who is a college graduate and is willing to speak any place on Indian culture and lore so long as her transportation costs are paid. Mrs. King stated that she had been asked by some Long Beach people who own property in the county outside of Long Beach as to why they cannot use bookmobile service. Mrs. Morrison assured her that if these people would furnish proof of county property ownership, they would be issued a nonresident card at no cost.

Mr. Essick has been informed of the possibility of the availability of federal money for furnishing the library at Taholah up to \$10,000, same to be used for equipment, shelving, furniture, carpeting, etc.

4) Eastern Area Supervisor

In Mary Stough's absence, Judy Wilson read her report. To bring the Lacey Library services up to standard, Mrs. Stough recommends: That the opening hours be increased from 39 to 48 or 49 hours per week; that definite opening hours be set from 12 to 8 p.m. Monday through Friday and from 10 a.m. to 6 p.m. Saturdays; that for the benefit of residents of Panorama City, the library be open an extra hour, from 11 to 12, each Wednesday, possibly making arrangements for bus scheduling to conform with this schedule. Mrs. Morrison interjected that while she is in agreement, the matter of extra library staffing here will need to be studied to determine where an adjustment can be made in the budget.

An evaluation of innovative experimental service to two junior high schools is being made. An arrangement for a collection of 200 pocket books that can be rotated among the classes has been used, with complete sets of TRL catalogs available in the school library. Mrs. Morrison said that it has been recommended that different ways be found to take the library to schools rather than take the bookmobiles; she said that currently it is physically impossible to extend the staff except when there is a special request.

5) Business Manager

Mr. Ayres reported talking with Bob Long in Aberdeen about the heating system in Montesano. Mr. Long said the warranty was for one year, and the installation was made in August, 1968. They replaced the sealed unit, which was not under warranty.

Regarding the subject of advancing travel moneys for staff members, Mr. Ayres reported that the State Auditor informed him that the board would have to set aside amounts to take care of this type of expense. Mr. Ayres also reported that the State Auditor's Office is in the process of auditing the books for 1969-70, but that they have spent only one hour here so far.

Mr. Ayres spoke about the Imprest Fund; he said an additional \$200 was needed. This would bring the fund up to \$620. There is at present \$200 out at the various libraries, and it is needed to raise the amount in the Imprest Fund to "make it legal."

Mr. Ayres said that a few weeks ago it was discovered that one of the new Plymouths was having trouble with the paint blistering. It apparently was caused by a defect at the factory, and the car was repainted at no cost to TRL. TRL paid 79¢ to replace a reflector light. The 1966 red panel is badly in need of a paint job, and bids for repainting vary from \$185 to \$200.

Mr. Ayres further reported that Gary Fair, the new Xerox company representative in this area, has come up with a plan which comes

in two phases. Under this plan Mr. Fair, in addition to the machines already in Olympia and Aberdeen, wants to put Xerox machines in Centralia, Chehalis and Hoquiam. It will cost TRL 4½¢ per copy used by TRL staff, plus the cost of power and the space. Mr. Ayres said that the Gestetner is going to eliminate much of the internal use of the copying machines in our own libraries.

Communications

A. WLTA Trustee Rally - March 1st

The Board of Trustees received a letter from the Washington Library Trustees Association regarding the rally of trustees and friends of libraries on March 1, 1971 for HB 297. They request that we furnish a station wagon for transporting people to the capital grounds. Mrs. Rosalie Spellman spoke on the need for encouraging large numbers of boosters to be present and to meet with legislators. She said there were many important measures coming up.

B. Letter to Raymond City Commission

Mrs. Morrison read the letter to be sent to the Raymond City Commission expressing thanks for their remodeling the carport at the Raymond library.

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Unfinished Business

A. Equipment Needs

Mr. Essick exhibited the new 8-bin collator machine for use in conjunction with the printing being done on the Gestetner machine.

B. Interlibrary Loans: Timberland/North Central Regional

Mrs. Morrison reported on the question of integrating interlibrary loans without going through the Pacific Northwest Bibliographic Center. She and Mike Lynch, director of North Central Regional Library, ran experimental statistics from September to February on the number and types of books borrowed. They learned that North Central borrowed 45 from Timberland while Timberland in turn borrowed 44 from North Central. She requested that the board set a policy about continuing the direct interlibrary loans without the necessity of going through the reference center, thus saving record keeping time. To Mr. Baker's question as to what the advantages are, she stated the saving of service time to the user and record keeping time.

Mrs. McArthur: Mr. Ayres asked for approval for the painting job, the Imprest Fund, and lease installation of Xerox machines.

MRS. KING: I MAKE A MOTION TO BRING THE IMPREST FUND TO \$620 BY ADDING \$200 TO IT. SECONDED BY MR. PONSTEEN. ALL IN FAVOR.

MR. BAKER: I MOVE THAT MR. AYRES BE AUTHORIZED TO ARRANGE TO

ARRANGE TO HAVE THE 1966 CHEVROLET VAN PAINTED, WITH ARRANGEMENTS THAT HE CAN MAKE TO THE BEST ADVANTAGE, NOT TO EXCEED \$200. MR. KRUEGER SECONDED AND MOTION CARRIED UNANIMOUSLY.

Mrs. McArthur asked for approval on the Xerox installations. All in favor.

Mrs. McArthur suggested that the approval for the collator be handled through the committee for equipment purchases. The committee met after the regular meeting and approved purchase of the 8-sheet collator for \$359.00.

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New Business

- A. Mrs. Morrison presented the request that the Resolution on Obscenity and Pornography drawn up by the Intellectual Freedom Committee of the American Library Association, which was unanimously adopted by the ALA Council on January 20, 1971, affirming the report of the President's Committee, be approved. The various board members expressed uncertainty regarding this, and Mrs. Morrison was asked to procure copies of the report for the board members to study. Mrs. McArthur stated that her feeling was that in the past the board has gone along with the American Libraru Association and that serious consideration should be given to the subject of library censorship. It was decided to bring this subject up at the next meeting.

B. Board Study Session Date (Physical Facilities)

Mrs. Morrison reported that Dr. Lawrence said that the 11th of March would be the only day that he could be there, and that both Mrs. Currier and Mr. Mutschler can be here then. The 11th of March was confirmed as the date.

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Additional Agenda Items

Mr. Essick reported that Mrs. Barton, Mary Stough and he have discussed the rearranging of the charging desk at the Lacey Library to determine if it can be improved upon.

Mrs. McArthur requested that the Equipment Committee look into the request by Winlock Library for shelving.

Mrs. King informed the board that County Assessor Arthur Wood is responsible for the release of a newspaper story to the effect that the library district will receive nearly \$100,000 in funds, nearly \$1,000 more than the four port districts will collect in taxes. She says that he is quiet about other income the ports have, such as dockage fees.

Mrs. Morrison brought up the request by board members to visit branch library facilities. The first tour was arranged for Sunday, March 21, and it was decided that the first trip would go the following route: Administration Building/Raymond/South Bend/Ilwaco/Ocean Park/Chinook, Naselle/ back to Administration. Mrs. Morrison agreed that a guide will be furnished with all necessary background data.

There being no further business to come before the board, the meeting adjourned at 10:59 p.m.

Louise E. Morrison
Secretary

Rita McArthur
Chairman