

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

March 18, 1971

I N D E X

<u>Agenda Item No.</u>		<u>Page No.</u>
1	Approval of minutes	2
2	Approval of Vouchers for the Month of March 1971	2
3	Reports:	
	A. Board Committees	
	1) Equipment Purchase Committee - Bob Baker	3
	B. Staff	
	1) Director	5
	2) Assistant Director	6
	3) Eastern Area Supervisor	7
	4) Western Area Supervisor	8
	5) Business Manager	9
	6) Addendum to Director's Report	10
4	Communications:	
	A. Letter from Mrs. Skaar, Chairman, Oakville Library Board	11
	B. Letter of Resignation from Mrs. Ruth Greer	11
	C. Letter from WLA Legislative Committee	11
5	Unfinished Business	
	A. Policy on the Confidentiality of Library Records	11
	B. Resolution on the Report of the President's Commission on Obscenity and Pornography	12
	C. Committee to work on Condensation of "A Physical Facilities Study for the Timberland Regional Library"	12
6	New Business	
	A. Request for approval for Mrs. McArthur to attend the annual conference of ALA in Dallas, June 20-26, 1971	13
	B. Approval to Retain Legal Counsel	13

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

March 18, 1971

Board of Trustee Members Present:

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

Board of Trustee Members Absent:

Philip Krueger, Trustee, Olympia
Dr. Wm. Lawrence, Trustee, Centralia

Staff Present:

Louise E. Morrison, Director
Virginia Barton, Assistant Director
Mary Stough, Eastern Area Supervisor
James Essick, Western Area Supervisor
Joy W. Ayres, Business Manager
Gloria Hunter, Public Information Assistant
Linda Oscarson, Montesano Librarian
Selma Nielsen, Montesano Librarian
Taimi Stanley, Secretary

Guests Present:

Anne Ratliff
Theodore Schmidt

The meeting was called to order by Mrs. McArthur, Chairman at 7:33 p.m. Chairman McArthur introduced the two guests and stated that Mrs. Ratliff will be assuming her duties with the Olympia and Lacey Libraries about April 1. Mrs. McArthur called upon Mr. Baker to explain what the Board wanted from the secretary in the way of rough draft minutes of meetings, which had been discussed briefly at the Physical Facilities Study meeting.

Mr. Baker said that the board feels that access is needed to the exact statement of what is said at meetings as a source of information for composing the formal minutes; that in the future the secretary shall prepare a transcription of the minutes which will be presented to the Director, who will prepare the summary therefrom.

Mrs. Schmidt raised a question on an apparent discrepancy on a motion by Mr. Baker in the January minutes authorizing the expenditure of \$840 for conducting the in-service workshop for work with children and said that when she received the final copy of the minutes the amount had

been raised to \$1,000. She asked for clarification of the change. Mr. Baker replied that the motion was approved for the \$1,000 figure which included the basic \$840 request plus the gratuity for a luncheon speaker and incidental mileage, materials, postage, etc.

1 Minutes of the Board Meeting held February 18, 1971

The chairman asked if there were any corrections to the minutes. At the board's request, the Director read the minutes of the February 18, 1971 meeting. Corrections are as follows:

On page 1, paragraph 3, line 5, "Mrs. Kramer requested a list of titles of available materials . . ." should be changed to read "Mrs. Kramer requested a list of titles of available oversized print materials . . ."

On page 2, agenda item 3, A, 1, line 4, change Mr. Baker to Mr. Essick and in line 6 of the same section, change He to Mr. Baker.

Mrs. McArthur questioned the Assistant Director's Report on page 4, line 12 whether it should read, "Mrs. Barton was authorized to lease three or four typewriters on a month-to-month basis, . . ." This should be changed to read, "The district was authorized to lease three or four typewriters on a month-to-month basis, . . ."

At the bottom of page 5, in the final paragraph, Mr. Baker offered the following correction: "Mr. Roger Fair, of Venture Promotions, Inc., wants to put Xerox machines in Olympia, Aberdeen, Centralia, Chehalis, and Hoquiam for key use. He would take over our machines in Olympia and Aberdeen. This would cost Timberland Regional Library 4 1/2¢ per copy for in-house use by Timberland Regional Library staff. Timberland Regional Library will provide the space and the power to run the machines for public use." The wording was acceptable to the board.

Following the corrections listed above:

MOTION BY MR. PONSTEEN: I MOVE THE MINUTES BE APPROVED AS THEY WERE READ AND CORRECTED. SECONDED BY MRS. KING AND CARRIED UNANIMOUSLY.

2 Approval of vouchers for the Month of March, 1971

Mrs. Morrison answered specific questions from board members regarding various expense vouchers for March. Mrs. King was particularly concerned with the warrant to Pacific Northwest Bell and inquired whether or not this was for a single month. Mrs. Morrison replied that it was and that this billing included \$125 in installation charges which were one time things and \$277 on central requests in the handling of 3,150 requests. The installation charges were far higher than the district had antic-

ipated. Because of the amount of interoffice equipment, the telephone company's off-the-top-of-the-head estimate was considerably lower than the actual cost turned out to be. Mr. Ayres pointed out that this might seem like a heavy telephone bill, but we must think of the service we are giving.

Mrs. King then commented about the expected increase in postal rates and said that she thought that people should return books with their own postage. Mrs. Morrison pointed out that in a library the size of Timberland, it would be pretty unrealistic. People must have equal access to all materials. Mrs. Schmidt inquired whether the books could be taken when the bookmobile goes since she feels that the postage used will be an expensive budget item. Mrs. Morrison replied that the administration is cognizant of this, but that it was impractical to use a bookmobile, which is a public service vehicle, as a delivery van.

Mrs. Morrison answered questions of Mrs. McArthur and Mr. Ponsteen regarding vehicle repairs and Mrs. Schmidt's question on a \$59.23 expenditure in the Capital Outlay category. Mrs. McArthur asked what had happened to salaries and Mrs. Morrison replied that this was the first month the payroll had been entered on a separate voucher and that the March payroll totaled \$60,304.97.

MOTION BY MR. BAKER: I MOVE THE VOUCHERS BE PAID AS PRESENTED. SECONDED BY MRS. KING AND CARRIED UNANIMOUSLY.

Mrs. McArthur requested that the payroll cover voucher also be included in the board folders now that they were being handled as separate items and Mr. Ayres assured her that this would be done.

3

Reports

A. Board Committees

1) Equipment Purchase Committee - Bob Baker

Mr. Baker reported that he and Mrs. Schmidt had met with Mr. Ayres and Mrs. Barton last week and had discussed typewriters and comparative costs at length. The committee had asked that the staff try demonstrator machines from as many companies as possible and the committee was hopeful of obtaining four machines for less than the previous estimate. Mr. Baker reported that the staff feels they particularly need two IBM's in addition to the Adler's and Mr. Ayres had prepared a report recommending the total addition of four machines. Mr. Ayres had been in contact with state purchasing, and the state purchasing agent felt that, based on California's experience in putting typewriters out for bid, the Adler would probably win the Washington State bid at a price somewhere in the neighborhood of \$250

as opposed to the \$365 institutional quote which Timberland had on the 13" electric Adler. Mr. Baker said that Mr. Ayres recommendation was that the district proceed immediately on the two IBM's, which he feels will not be available on the state bid, but to wait for the state bid either on the Adler or its equivalent. In the meantime the district could rent typewriters to handle the workload until the district's newly ordered typewriters can be delivered. Mr. Baker questioned Mr. Ayres reasoning in thinking that the IBM's would not be available on the state bids and Mr. Ayres replied that the big question is the price of the IBM's as far as the state is concerned. Mr. Ayres further explained that Timberland was interested in a long range plan because our machines cannot be turned in every three or four years. He pointed out that we still have in service two IBM's that are fourteen years old which are still doing acceptable work. Mr. Baker said that it was not the board's intention to tell the administration what they need or what to buy, but that the board is concerned with the expenditure of dollars. He questioned the higher priced machine and commented that the same \$1,500 would buy either six \$240 machines or three \$500 machines and added that apparently the staff felt that we needed some of each. Mrs. Morrison replied that the different type faces were needed for variety in layout work for brochures, forms, etc. as well as type faces for business letters. Mr. Baker said that Mrs. Schmidt was concerned about buying anything until the total capital outlay figure for 1971 had been further examined and said that they felt a total equipment inventory should be made in the district before the committee could recommend what purchases should be made. Mrs. King asked how long it would be before the state bid would come up and Mr. Baker replied that it would be about sixty days. Mr. Baker said that he would be willing to recommend purchase of the IBM selectric and the IBM standard electric machine and authorize rental of other machines until the state bids are available.

MOTION BY MR. PONSTEEN: I MOVE THAT WE ACCEPT THE COMMITTEE'S RECOMMENDATION FOR THE PURCHASE OF ONE IBM SELECTRIC AND ONE IBM STANDARD 13" TYPEWRITER AT THE PRICES OF \$512.82 and \$459, AND THAT WE WAIT FOR THE STATE'S BID ON TWO ADDITIONAL ELECTRIC TYPEWRITERS, AND THAT WE RENT MACHINES AS NEEDED UNTIL STATE BIDS ARE CALLED AND PURCHASE ON STATE BIDS. SECONDED BY MRS. KING AND CARRIED UNANIMOUSLY.

Mr. Baker reported on the question of shelving for Winlock for which there had never been a formal request. Mr. Baker said that Mrs. Barton had gotten estimates and that the original bid was roughly \$1,800 for wood shelving and \$4,000 for metal shelving. Mr. Baker felt that the board should determine whether or not the board should give this further consideration or drop it and said that he was not even aware of the request. Mrs. McArthur said that the

matter came up during a study session concerning the physical facilities study and that the need for shelving in Winlock had come up during budget preparation period. Further discussion concerned whether or not the district would be setting precedent if shelving were purchased for Winlock and the director agreed that it would indeed set a precedent. At this point Mrs. Schmidt questioned the carpeting installed on the mezzanine in the Olympia Library for safety reasons and asked if this was in conflict. Mrs. Morrison replied that Olympia had paid its portion of this as it does on building costs and that this was a budgeted item. The board questioned whether or not any money would be available for the Winlock shelving perhaps from unanticipated revenue. Mr. Ayres said that there was a possibility that there would be money available. The board still felt that it might be a real problem if any precedent were established and felt that the matter should be tabled until after the board saw the Winlock Library on its next library tour.

B. Staff

1) Director

Mrs. Morrison's report (which is attached) details the innovations in service since the administrative functions of the district moved to the present location at 1006 South Sound Boulevard. In speaking of item 7, which concerned the new budgeting, accounting, reporting system prescribed for counties and cities in the State of Washington by the office of the State Auditor, Mrs. Morrison reported that Mr. Ayres has just completed the 1970 figures in the new format to be used as a comparison in budget preparations. Mrs. Morrison pointed out that many items which had been classed loosely as office supplies actually were not office supplies but were operating supplies, which is a different thing. She commented that these are additional steps in the direction of operating the district in a more business-like way.

Mrs. Morrison reported that the senior staff had met on March 12 and had a lengthy discussion of the recommendations of the physical facilities study on the overhaul of bookmobile service. She said that staff members have been out "scouting" the various parts of the region and timing the runs. On April 29 the bookmobile staffs from the whole area will discuss long-term plans. She said that the staff feels that a three year plan of withdrawal from some of our present forms of service will call for a different kind of service and that she hopes to have this recommendation ready for the board within the next several months.

Mrs. Morrison also said that within the next few months a request would come to the board for small microfilm readers which cost somewhere between \$100 and \$150. She pointed out that the district currently has microfilm editions of the

Aberdeen Daily World, The Centralia Daily Chronicle and The Daily Olympian. She felt that perhaps by 1972 or 1973 the district might also need reader-printers as well as microfilm readers. The reader-printer is a considerably more expensive item which may run as much as \$1,500. Mrs. Morrison also said that the staff would be requesting the purchase of several portable tape recorders for the district within the next few months and that she wished to alert the board to the fact that this request will be forthcoming as soon as the different brands of tape recorders can be evaluated. Mr. Baker asked if there was any tendency to need tape recorders for public use in tape recorded materials. Mrs. Morrison replied that some libraries are starting to put in cassettes, the small compact tape recorded material and the cassette type recorders which run about \$20. Mr. Baker commented that in phonograph records which were highly subject to abuse that the real collectors are going more and more to pre-recorded tapes. Mrs. Morrison said that she felt this might be unrealistic for the library district because of the possibility that tapes come back blank. This has happened in many libraries and, while the University of Washington Music Library has duplicates which can be retaped, the average library district would not.

Mrs. Morrison reported on expenditures from the total first quarter allotment for books. The total adult allotment for the first quarter was \$21,184.61, the balance at the end of February was \$2,385.15. On Juvenile book orders with a quarterly budget of \$14,523.63, \$8,742.78 remains. Juvenile purchases are made on a quarterly ordering basis.

Mrs. King, commenting on Mrs. Morrison's report, said that she felt more night service would be needed while bookmobile schedules are under consideration. She pointed out that Naselle area people would have a difficult time getting books in the evening.

2) Assistant Director

Mrs. Barton reported that the plan for distribution of McNaughton Books had been changed. She said that the pressures of rising circulation in the larger outlets had shown that more of the books were needed because of the concentration of population. Mrs. Barton said that the decision, which was made at a staff meeting on March 3rd, was that McNaughton Books be placed in larger outlets where the need was greater because the smaller outlets for the time being can provide for most of the local needs with rotation of new Timberland books which have been purchased for the collection.

Mrs. Barton reported that the inventory of the juvenile collection has been completed except for the small details having to do with printout sheets and recorded data which are still being cleaned up. The physical inventory of adult materials is expected to begin some time around the first of April. Mrs. Barton said that the plan is to begin with smaller libraries, such as Elma, in order to refine techniques before beginning a larger collection. That plan was effective in the juvenile inventory.

Mrs. Barton reported that the centralization of request handling has made possible better use of the total regional collection and has provided more rapid turnover of materials. She said that the system has in no way altered the basic philosophy regarding requests, which have always been honored. Finding a faster way of handling these requests gives us more circulations per book.

Mrs. Barton, in further comments on the central request system, said that we now know at one place the region-wide demand for titles and subjects. This is of value, she said, in selecting, distributing and assigning materials to libraries out in the area. Basic to selection, she said, is the need to provide a balanced basic collection of materials in all subject areas, while at the same time trying to meet current popular demand. It is anticipated that use of McNaughton Books will help to meet these demands.

Mrs. Barton reported on a rearrangement of the Lacey Library which allowed for more efficient working stations. She said that such work is only a stopgap in a building no longer adequate to meet the demands of the community.

Mrs. Barton reported that detailed summaries of tasks performed by central services personnel have been written. She said that these summaries are on file in the office of the Assistant Director for any board member wishing to know the minute details of the work.

3) Eastern Area Supervisor

Mrs. Stough reported that at the last meeting of the Centralia Board, the Board had directed the librarian to write to the state library to find out how soon the physical facility study would be made available. She said that the Centralia Board is most anxious to find out what recommendation has been made.

Mrs. Stough said that both Oakville and Winlock had asked whether or not longer hours were a possibility. She said that she had suggested that Board Chairmen might write to the Timberland Board. The reason, Mrs. Stough said, is in

increase in use of the libraries. The problem is money. Mrs. Stough noted that there may be apparent inconsistencies of service which are not necessarily inconsistencies. She noted that Bookmobile runs are evaluated yearly, but that the service has to be reevaluated in light of the physical facilities study and also in the light of the increased effectiveness of our mailing service.

Mrs. King pointed out that the recommendations of this study made it imperative that Lewis County have an organized campaign of speakers, preferably non-librarians. She felt that there should be public information and education of the people about the district, how it is financed, what its policies are, what sort of service it gives in schools and otherwise, etc. Mrs. King cautioned that this is a very important item which we should not forget. Mrs. Stough replied that this education is just beginning but she is thinking of the Centralia Board members at this moment. She said that the Chehalis Board members felt that the fact sheet which was prepared by the Administrative Office was a good beginning.

4) Western Area Supervisor

Mr. Essick reported that the biggest news in the Western Area this month is the arrangement for a Timberland program which is planned to begin on April 1 on the Cox Cablevision television which will be broadcast every Thursday evening from 6:30 until 7:00 pm.

He reported that "Books on Exhibit", an exhibit of new children's books from 50 to 70 publishers would be on display at the Aberdeen Library during the week of March 22 until March 26. The exhibit is a joint project of the Aberdeen School District and the library. Mr. Essick reported that the new children's librarian, Miss Selma Nielsen, is being oriented to the Western Area. Already she has visited Cosmopolis and Elma Libraries. In speaking of the Elma Library, Mr. Essick reported that the planned redecoration of the library will proceed as soon as the city has tax money in hand to take care of the costs.

Mr. Essick reported that the Family Film Night in Hoquiam was attended by more than 60 people. He said that a new display case had been presented to the library by the Friends of the Hoquiam Library and that the first exhibit was a display of Korean artifacts loaned by Mr. and Mrs. Carl Cox and Dr. Dorothy Frost. Mr. Essick reported that Mrs. Harriet Lamb had held a total of 56 story hours or classes during the month.

Mr. Essick reported that the Hoquiam Library Board has decided to sell some of its back issues of periodicals. There are complete runs of most periodicals either in Aberdeen or Centralia, and there is no need to duplicate

these runs heavily because we are hopeful that the room in the basement at Hoquiam which currently is used only for periodical storage, can be used as a meeting room. In answer to Mrs. Schmidt's question on whether or not individuals could purchase any of the periodicals, Mr. Essick said that he thought there would have to be a bid on the entire collection. Mrs. Schmidt was concerned about "weeding" processes and commented that she had had an anonymous complaint that books had been "weeded" from the Olympia collection and burned. She asked if there might be some other way to handle this. Mr. Essick replied that if the periodicals had any value at all that we are careful of this. He pointed out that the periodicals also are available in microfilm editions.

5) Business Manager

Mr. Ayres referred to the "Xerox program offer" which had been discussed earlier in the evening and said that the staff also has under consideration an offer handled by Browning in Centralia for a Remington BC 2 copier which he felt had a great deal to offer. He felt that the Remington machine had a great many advantages over the Xerox. He also reported that he had attempted to get information on a copier which is handled by the Addressograph-Multigraph Corporation in Seattle, but that they had not been able to offer anything comparable. Mr. Ayres said that it takes 24 hours for the print to set firmly so that there is no smudging with the Remington machine.

The board discussed the merits of the various copying machines at some length and Mr. Ayres recommended the Remington over its other competitors. Mr. Ponsteen commented that he felt that the final selection of the machine should be left to the discretion of the staff. Mrs. Morrison said that she felt that the district would find the Remington satisfactory, but that she doubted whether we would want to change from Xerox in the Administrative Offices because of the rapid drying time of the Xerox machine. Mr. Baker asked if a motion was required and Mrs. Morrison replied that no motion was made on the original proposal.

Mr. Ayres requested that the Imprest Funds be increased by \$60 in order that the 12 smaller libraries be allowed a \$5 deposit apiece from this fund to handle miscellaneous postage, postage-due items, etc. The 12 libraries are Copalis Beach, Cosmopolis, Elma, Ilwaco, McCleary, North Mason, Oakville, Ocean Park, Ocean Shores, South Bend, Westport, and Yelm.

MOTION BY MRS. KING: I MAKE A MOTION THAT THE IMPREST FUND BE INCREASED BY ADDING \$60 TO THE \$620 ALREADY IN IT FOR THE TWELVE SMALL LIBRARIES. SECONDED BY MR. BAKER AND CARRIED UNANIMOUSLY.

Mr. Ayres requested two typewriter stands and two tables the same brand as those which we purchased for the administrative offices last year in five foot or six foot size totaling about \$70 for typewriter stands and another \$60 for the two tables. Mrs. McArthur replied that the board had just agreed to let the staff proceed with the necessary purchases.

Continuing his report, Mr. Ayres said that it had been called to his attention by the Audio-visual Center in Seattle that two of their invoices had been paid in duplicate in the amount of \$723.79 in the December and January closing of the books. Timberland's check was returned to Mr. Ayres, but he said that if the check is voided we never get it back. Mr. Baker said that the check should be voided and returned to the county treasurer and Mr. Ayres replied that if that were done the money would be lost. He said that it did not seem right to him, but that this is what he had been told. After some discussion by board members, Mr. Ayres agreed that this should be checked again.

6) Addendum to Director's Report

Mrs. Morrison said that she had requested the addition of a short amendment to her report inasmuch as she had neglected to mention that she had received a complaint from an Olympia patron on a book by Don Mitchell called "Thumb Tripping" which was about two college kids on a summer vacation. She said that the book had been purchased on the basis of a library journal review that she had read it herself and found the book to be not "without merit," Mrs. McArthur had also offered to read the book.

The other item which she had wished to add was that she had neglected to mention on the list of equipment purchases which would be requested of the board within the next several months, an audiovisual cabinet. There is no place with adequate security for films and film strips in the Olympia Library where the district's own audiovisual materials are housed. During some periods in the evening the childrens' room is unattended and the staff feels that this would be an investment. Price estimate is about \$450.

Mrs. McArthur asked Mrs. Morrison if she would inform the board what steps are taken in following through on a complaint. Mrs. Morrison replied that when a patron voices a complaint on a book, she generally calls if possible or writes to ask the patron if they wish to fill out a formal complaint. If the person wishes to do so, a form is sent and if the person fills out the complaint form and returns it, it is personally answered by the director. Mrs. Morrison said that it is her unswerving policy to read from cover to cover any book upon which

a complaint is received before she answers the complaint. After she has read the book and thought about it for a day or two, she asks the reference librarians to obtain reviews of the book for her. Having read both the book itself and various reviews of it, she then answers the patrons' complaint. She said that she takes a sensible, diplomatic approach and thanks the patron for his interest and points out that there are many books for every taste and that if a patron does not find the book to his taste, he does not have to read it.

4

Communications

A. Letter from Mrs. Skaar, Chairman, Oakville Library Board

The Director read a letter to the board dated February 25, 1971 from Mrs. Kathleen Skaar, Chairman of the Oakville Library Board requesting an extension of hours. Mrs. Skaar pointed out that the Oakville Library serves the surrounding rural area and that children must catch buses directly after school and cannot use the library. The Oakville Board felt that the addition of three hours each Saturday would enable more people to use the library. Mr. Baker and Mr. Ponsteen commented that this was an administrative problem which should be worked out.

B. Letter of Resignation from Mrs. Ruth Greer

In other communications Mrs. Morrison read a letter of resignation from Mrs. Ruth Greer from the Montesano staff.

C. Letter from WLA Legislative Committee

Mrs. Morrison read a letter from the Washington Library Association Legislative Committee dated March 10, 1971. The Legislative Committee co-chairmen felt that it is important that letters be sent from all library boards concerning the 25% cut in federal support for libraries. The letter also said that President Nixon's budget contained no money for matching funds for library construction.

5

Unfinished Business

A. Policy on the Confidentiality of Library Records

Mr. Baker commented that since the policy had been considered and adopted by ALA that the Timberland Board should present a solid front in adopting it. Mrs. McArthur remarked that this could become an issue here and that agencies were coming in asking to see library [circulation] records and that she felt it would be advantageous if the board adopt the statement. Mrs. Schmidt asked why any agency might wish to investigate [circulation] of the library. Mrs. Morrison replied that Internal Revenue Service is interested in who takes out books on explosives

and various other subjects. She said that most librarians feel that their relationship with a patron is much like the doctor/patient or attorney/client relationship. Mrs. Morrison said that all the library associations are concerned about where it will end once this sort of intrusion into individual liberty is allowed. Mrs. Morrison said that a firm stand was taken by the national associations.

MOTION BY MR. BAKER: I MOVE THAT WE ENDORSE THE POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS OF THE INTELLECTUAL FREEDOM COMMITTEE OF THE AMERICAN LIBRARY ASSOCIATION AND THAT WE ADOPT THE POLICY AS OUR OWN. SECONDED BY MR. PONSTEEN AND CARRIED UNANIMOUSLY.

B. Resolution on the Report of the President's
Commission on Obscenity and Pornography

Mr. Baker said that the Board had received copies of the Commission's report so that Board members would be informed. He said that, as a matter of discussion, he had one question, that question was "Why was opposition in the Senate so overwhelmingly brought to reject it? Is it tradition?" Mrs. Morrison replied that she had no way of knowing what the inner-fight was. She said that there were strong minority objections within the commission from members who feel that they had not been consulted. She said that probably there are times when the commission doesn't give the answer you want,--like a physical facility study! She said that she felt the report is the honest evaluation of the Commission. Mrs. Schmidt asked if the Timberland Board had adopted the Library Bill of Rights. Mrs. Morrison said, "Yes". She said that the ALA Council had unanimously carried the statement under consideration. Mrs. Morrison commented that Dr. Berninghausen, Director at the University of Minnesota Library School, had pretty well stated that case when he said that sometimes librarians are put in the position of defending something that they don't really like in order to defend the freedom to read and when you give up that freedom to read, you start toward the totalitarian state. After some further discussion, Mr. Baker asked if there was really any point to endorsing the statement and the Director replied that the District is providing the report for anyone who wants to read it. The question was tabled.

C. Committee to work on Condensation of "A Physical Facilities Study for the Timberland Regional Library"

Mrs. McArthur said that in a study session regarding the Physical Facilities Study, the decision had been made that it would be feasible to have a Board representative and members of the staff work with Mrs. Currier in finalizing the Physical Facilities study. She said that the Board had felt that since Dr. Lawrence had volunteered to work on that committee, she now appointed him to do so. There

followed some discussion regarding the itinerary and time of the proposed Board tour which was scheduled for Sunday, March 21. The tentative date for the Board Tour No. 2 was set for Sunday, April 18, 1971, and this date included the Lewis County area.

6

New Business

- A. Request for approval for Mrs. McArthur to attend the annual conference of ALA in Dallas, June 20-26, 1971

Mrs. McArthur pointed out that she is the American Library Trustee Association representative for the Northwest and as such she has been asked to serve as a recorder for one of the sessions at the annual conference in Dallas in June. Mrs. McArthur said that she felt that it should be entirely up to the Board whether or not she be authorized to attend the conference but that she feels that it is of great value for the Board members and staff members.

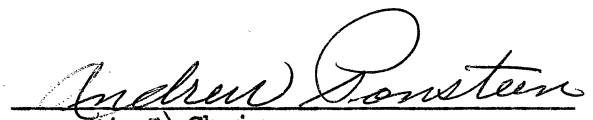
MOTION BY MRS. SCHMIDT: I MOVE THAT WE APPROVE THE REQUEST FOR MRS. MC ARTHUR TO ATTEND THE ANNUAL CONFERENCE OF ALA IN DALLAS JUNE 20-26, 1971. MR. BAKER SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

B. Approval to Retain Legal Counsel

Mrs. McArthur said that some time ago she had asked Jane Smith whether or not she would be willing to serve as legal counsel for the Library District. Mrs. McArthur said that she felt that this counsel would be necessary until uniform contracts were regulated in greater detail with cities. Mrs. Morrison asked if \$50.00 a month retainer fee was reasonable. After some discussion, the general feeling of the Board was that Mrs. Smith should be asked on what basis a fee would need to be paid when legal services were needed and Mrs. Morrison agreed to do this.

THERE BEING NO MORE BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 11:02 PM.


Secretary


(VICE) Chairman

TIMBERLAND REGIONAL LIBRARY

Report of Director

Innovations since administrative functions of region moved to present location:

1. Region-wide rotation of new materials.
2. Pamphlet selection and processing for entire region. Mrs. Duncan reads lists of available materials, selecting those most useful, and all staff make recommendations for selection.
3. Central handling of requests, rather than previous four sub-centers.
4. More storage for supplies.
5. Gestetner equipment, paper cutter, and collater make it possible to produce materials and forms according to our own priorities. They were once produced at a variety of places.
6. A contract with King County Directors Association allows for purchase of supplies at lower prices.
7. The new budgeting, accounting, reporting system prescribed for counties and cities in the State of Washington pursuant to the authority granted by RCW 43.09.200 may give more meaningful information.
8. McNaughton books are being used to help meet current demands.
9. Area supervisors, with administrative offices as home base, maintain communication with the director, the business office, and central services, as well as with one another about the overall operation of libraries in the region.
10. Personnel from all outlets are being scheduled for training in the use of the locator file, the processing of requests, and the operation of book rotation; several have expressed a better understanding of overall operations of the region as a result of the training.
11. Mailing of books and communication is more efficient.
12. Magazine subscriptions and holdings are being coordinated.
13. Delivery of books and supplies is made to more outlets than before.
14. Better knowledge of total collections is available more readily because of central request service, closer communication, and personnel-expressed closer relationships and less feeling of isolation.