

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

April 15, 1971

I N D E X

<u>Agenda Item No.</u>		<u>Page No.</u>
1	Approval of Minutes	1
2	Approval of Vouchers for the Month of April, 1971	1
3	Reports:	
	A. Board Committees	2
	B. Staff	
	1) Director	2
	2) Assistant Director	3
	3) Eastern Area Supervisor	4
	4) Western Area Supervisor	5
	5) Business Manager	5
4	Communications:	
	A. Letter from Miss Reynolds, Librarian, State Library	8
5	Unfinished Business	
	A. Approval to Retain Legal Counsel	9
	B. Board Tour	9
6	New Business	
	A. Decision regarding Bruhns Sick Leave/Salary	9
	B. Resolution Transferring Johnson Memorial Fund to General Fund	9
	C. Disposition of Old (1960 Ford) Raymond Bookmobile	10
	D. Authorization for Staff Members to Attend WLA - Not to Exceed \$150	10
	E. Establishment of Clerk I Position at Lacey Public Library	10
	F. Approval of Virginia Barton for Workshop May 18-19, 1971	12
7	Additional Items on Agenda	12

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

April 15, 1971

Board of Trustee Members Present:

Andrew Ponsteen, Vice Chairman - Elma
Marcel King, Trustee - Ocean Park
Ruth Schmidt, Trustee - Olympia
Philip Krueger, Trustee - Olympia

Board of Trustee Members Absent:

Rita McArthur, Chairman - Shelton
Robert Baker, Trustee - Packwood
Dr. Wm. Lawrence, Trustee - Centralia

Staff Present:

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

Guest Present:

Sally Winslow

The meeting was called to order by Andrew Ponsteen, Vice Chairman, at 7:35 P.M. Mrs. Morrison introduced Mrs. Sally D. Winslow, of the University of Washington Library School, who is doing her Directed Field Work with Timberland.

Agenda Item
No.

1 Minutes of the Board Meeting held March 18, 1971

The Director read the minutes of the March 18, 1971 meeting, which were approved as read.

2 Approval of vouchers for the Month of April, 1971

The Director noted the unusually heavy transportation during the month of March. She said that part of this transportation is travel for the Children's and Young Adult Workshop. Mr. Ayres has been separating that which applied to the workshop. The work on the inventory also requires that crews experienced

in inventory be transported from one library to another to avoid stripping any one library of staff.

The board discussed the various vouchers and questioned the staff about several of them. Following this discussion:

MOTION BY MRS. KING: I MOVE THAT THE VOUCHERS BE ACCEPTED AS THEY WERE PRESENTED. SECONDED BY MR. KRUEGER AND CARRIED UNANIMOUSLY.

Mr. Ayres pointed out that there are two separate cover vouchers: one for payroll and one for current expense. By sending out the expense vouchers now, the district saves a full week of expense on interest-bearing warrants because the payroll does not have to be sent in to be run through the check protector until nearer the end of the month.

3

Reports

A. Committee

None

B. Staff

1) Director

Mrs. Morrison said that the report of personnel changes in the district was in board folders. There was one dismissal because of excessive absence in the case of Tari Fitchitt.

The Director gave the board statistics on the records that were set during March. The first quarter of 1971 16 mm films were booked and used 2,123 times in the district and they were seen by an audience of 56,685 people. In March an all-time high monthly circulation record was set for a total of over 143,000 for the district [144,217.] A new record was set in requests handled in both January and February of 3,150 each month. In March there were 3,703 requests. A new record was also set for books processed for the quarter with 10,040 new books.

On Monday, April 12, Mrs. Stough, Mrs. Osterby, Miss Russell and Mrs. Morrison attended a joint meeting of Centralia and Chehalis boards, which Mrs. Stough has included in her report. The boards were very interested in what the recommendations of the Physical Facilities Study might be. Mrs. Morrison said that she gave them a brief outline for Lewis County.

On Tuesday, April 20, Mrs. King has agreed to go with Mrs. Barton, Mr. Essick and the Director to the Naselle area to talk to citizens about library service. Mrs. Andring, Mrs. Silvola, Mrs. Virginia Johnson and Mrs. Elenora Hillis have agreed to be present. The citizens of Olympia have been invited to recommend names for Olympia board members. Mrs.

Stough is working on getting a Yelm board.

The inventory is progressing satisfactorily: Elma is finished, Tumwater is started. No inventory is scheduled for next week because of National Library Week. Mrs. King asked how much is left and the Director replied that adult inventories are just beginning and that there are 24 libraries left.

Mrs. Morrison reported that Mrs. Bruhns has continued to perform her book selection coordinating duties during the time she has been away with a fractured pelvic bone. She said that Mrs. Bruhns has a unique job in Timberland in that she is the only person on the staff who can be away and still do her job for a month or two. Mrs. Morrison recommended that Mrs. Bruhns be charged sick leave for absence February 20, 1971 through March 22, 1971 and go back on full salary on March 23, 1971. Mrs. Morrison said that action on this is included as agenda item 6A later in the meeting.

The Director recommended that the board establish the Clerk I position in Lacey requested by Mrs. Stough at the February 1971 meeting. She said that salary and employee benefits could be paid from unanticipated revenue for this year and should be continued in the regular budget sections for next year. Mrs. Morrison said that this is a pressing need because of the steady increase in use of the Lacey Library. She said that the present staff could not withstand the workload without more help. Mrs. Morrison said that her recommendation would be to endorse Mrs. Stough's request for a new Clerk I, Step 1, on a full time basis.

2) Assistant Director

Mrs. Morrison gave Mrs. Barton's report in her absence:

- 1) From the beginning of the Timberland request system in 1967 and the first three months of 1971, there has been an increase of 549% in use of the request system. This request system has been in existence since the district was in the demonstration period during 1967-68, and yet it was never really functional in the sense that it is now that it is centralized. People are finding out that they can get their materials.
- 2) The board members toured library buildings in Pacific County on Sunday, March 21. It was a marvelous day. The board is on its way to having a grasp of the total picture.
- 3) Non-professional personnel attending the two-day workshop on Work With Children and Young Adults were very enthusiastic.
- 4) The half-time position which was vacated at the end of February with Mrs. Steincipher's retirement has been filled with a Library Assistant rather than a Librarian. The person needed only to write a thesis in order to have had her degree.
- 5) Mrs. Seidler was away for a week because of her father's death in New Jersey. Mrs. Barton learned a great deal in working on subject requests personally in Mrs. Seidler's absence.
- 6) Interviews are scheduled for April 21 in Raymond for book-

mobile clerk-driver position.

7) April 25 is Governor's Invitational Writers' Day Open House from 1 to 3 p.m. at the State Library.

8) The staff is interested in whether or not there is any possibility that there would be any funding for the CLEP Program in Washington (College Level Examination Program.) Mrs. Morrison said that the staff has no idea what will happen to the request; whether it will or will not be funded. We know that it is just for two years and that these are not federal funds; these are foundation funds (probably the Ford Foundation) through the Council on Library Resources, Inc., which serves as a central agency for sifting through pilot proposals.

9) It is hoped that Mrs. Bruhns will be back next week, probably on a part-time basis.

10) There will be a meeting on Friday morning to try to hammer out final plans for a reference workshop in the early summer. We had hoped to have this by May but it looks as if it will be June.

11) The Olympia Public Library inventory will be the next one to be done. The Director answered several questions regarding the method used in the inventory process. She also told the board that a number of staff members had attended an invitational seminar on Tuesday evening, April 13, conducted by staff members at The Evergreen State College. The seminar was designed to familiarize Timberland Regional Library staff with the instructional program which is being planned at the college. Mrs. Morrison said that this is necessary because of the influx of some 700 students into the Olympia area, many of whom will be using Timberland's resources.

3) Eastern Area Supervisor

Mrs. Stough reported that at the workshop on Work with Children and Young Adults, there were 38 participants and two library school students, including Mrs. Winslow. Mrs. Schmidt also took part. Before the people left, they were asked to evaluate the workshop. Tabulated answers to this evaluation sheet are here for the board to see. Mrs. Creager, who is a library school student doing her field work at the State Library, also attended and gave an evaluation in depth. She felt that Mrs. Creager's evaluation was very good, very thorough, and quite complimentary. Mrs. Stough said that Mrs. Creager had pointed out several things we should have done and didn't and will be doing now. Mrs. Stough said that a second evaluation sheet is being sent to participants in mid-May. It is designed to find out if what they have learned has made any difference in what they have done. Mrs. Stough said that Mrs. Morrison had spoken about the Centralia-Chehalis board meeting and that these people were very interested in what the Physical Facilities Study had to say about their situation. She went on to several other boards: The Lacey Board is looking for

property to build a library; the Oakville Board is happy with the three extra hours; and the Winlock Board is happy they have seven extra hours of open time. She said that Winlock continues to be quite phenomenal. A year ago their monthly circulation statistics were less than 1,000 and last month they were over 2,000--new building, same librarian, same books.

Mrs. Schmidt said that she considered it a great privilege to be able to attend the workshop. There was a great feeling of enthusiasm and it was well organized. She said that the staff had taken the upstairs of the Olympia Library, made very attractive by arrangements of posters and book collections. The workshop started right on time and offered a wealth of material and she said that participants are all looking forward to the packets that they will be receiving. She said that they broke up into small groups which were very worthwhile. She said that Mrs. Stough had put together a collection for her which was very good. Mrs. Schmidt said that there were areas where she would have liked to have certain points defined, but that she is looking forward to the next one and wishes that every board member could avail themselves of it.

4) Western Area Supervisor

- 1) The new children's librarian in Aberdeen, Miss Turner, went to Ilwaco, Naselle, etc. with Mr. Essick and they are going again in May.
- 2) The Hoquiam staff is excited about their Xerox machine and so was the staff in Raymond. The machines should be in this month or early in May.
- 3) The showcard machine has been active. We have a young man who works on Saturdays now and everybody wants a poster for something or other. Mrs. King asked whether or not outdoor signs could be made which would point the way to the library. Mr. Essick replied that it depended upon placement because the state highway department is particular and the signs would have to be made to certain specifications. Mrs. King felt that signs should be made. Mr. Krueger asked if this was not the responsibility of each city. Further discussion followed concerning different types of signs and the Director showed the board a sample done on metal in luminous white paint on a green background. She said that this was a standard highway sign which would cost about ten dollars apiece. Mr. Essick commented that the staff might bring the board a bill for aluminum reflective paint before long.

5) Business Manager

- 1) Mr. Ayres said that the State Auditor's bill had been received. The period the invoice covered was in February. It cost us \$340.38.
- 2) The 1971 yellow Matador is a beautiful machine which drives well and has excellent roadability.
- 3) The Plymouth station wagon has been based at Hoquiam. This seems to be the best place, according to Mr. Essick. The Aberdeen Police Department did not want it there for fear of vandalism.
- 4) The two IBM typewriters should be here in four to six weeks. Mr. Ayres said that IBM is letting Timberland Regional Library

use two machines at no expense. Two Adlers have been rented until the state bids come in, perhaps in 60 days.

5) The two tables ordered were in use for the board meeting. These are two feet shorter than the others, but for this group they are all right. Mr. Ponsteen asked the price of the tables and Mr. Ayres replied that no invoice had been received but that he thought they were about \$35 apiece.

6) The sink-refrigerator-range combination purchased months ago was expected to be hooked up next Monday. The sewer lines finally are going in.

7) The Xerox plan is in full swing now, and Mr. Ayres said that the staff had come to the conclusion that the Xerox was the way to go. Agreements have been made and contracts with Xerox have been terminated in Aberdeen and Olympia. The machines in Olympia and Aberdeen are the same ones that were there under the old contract with Xerox; others are coming to Hoquiam and Raymond.

8) Considerable progress was reported on the salary insurance plan. Mr. Ayres said that the staff also checked with Mutual of Omaha, which is a good plan but a little expensive. It is a long-range plan. He said that since the bulk of Timberland Regional Library participants will be in the lower salary brackets, he did not think they would go for the higher insurance.

9) Effective May 16, postal rates are going up--postcards 6¢, regular 8¢, airmail 11¢. Mr. Ayres said that he forgot to check on the book rates and that he hoped they would remain unchanged. The Director said that the Washington Office of the American Library Association has been doing yeoman duty in trying to keep this from being raised because it meant thousands of dollars from library budgets all over the country.

10) Mr. Ayres said that he had followed up on cancellation of warrants. He said that he had written to C. Wesley Leach, Thurston County Auditor. Mr. Leach answered in pertinent portion: "When a warrant is drawn against an item in the budget, the budget total is reduced in the amount of the warrant. If the warrant is drawn in error, the amount of the warrant is still reduced from the budget total even though the cash balance is not affected. ...in order to use the funds in your cash balance,...the Library Board must pass a resolution to extend the budget ... in order to expend the funds." Mr. Ponsteen commented that the district was not going to lose the money, but would just have to rebudget. The Director said that as long as the board is kept aware of the fact, then the formal revision of the budget at the end of the year really should be the only one that is necessary. Mrs. King asked if it did not have to be done earlier and the Director replied that these were 1970 funds paid just about the time the books were being closed.

11) Mr. Ayres said that a 16 mm film which Timberland Regional Library had purchased was missing in Olympia. He said that two hours were spent talking to the insurance adjuster (Director, Assistant Director and himself) and because of a little fine print, the loss was not covered under our insurance. Mrs. Morrison said that the film was "The Cultured Christmas Tree". It was bought in December for \$250.00. It has completely disappeared, she said. Mr. Ayres said that this exclusion which almost all of the policies have, makes the premium a little less.

Mr. Krueger asked if the loss would have been covered had there been a break-in or while a bookmobile was at a stop. Mrs. Morrison replied that it would be only if there were some evidence of forcible entry. She read one of the exclusions: "This policy does not insure against (g) property while unattended in or on any motor vehicle or trailer other than a public conveyance unless the loss is the result of forcible entry to such vehicle while all doors, windows, or other openings thereof are closed and locked..." The Director said that if someone came in with a razor blade and mutilated a book or if a person had a book checked out, it would not be covered, but if it were stolen, it would be covered if forcible entry could be proved. Mr. Ayres said that as for audio visual equipment and additional office equipment is concerned, the Timberland Regional Library insurance broker had been asked to put a binder on them. He pointed out that Timberland now has its own 16 mm and 35 mm film and film strips amounting to \$6,420.99. Mrs. Morrison said that when they spoke with the adjuster they asked him if marks of forcible entry had to be on the outside of the building and what if these were in a room where they were unattended? There is no place to store projectors, films, film strips, and screens, and this is one of the reasons why the staff is getting recommendations out to the equipment committee for film and equipment storage cabinets. She said that these are desperately needed in Olympia where the materials are kept. Mr. Ayres said that in addition to the film and strips, the audio visual equipment is \$5,348.56. The \$270 (correct price of film) was a good lesson.

12) Mr. Ayres reported that a Timberland Regional Library station wagon had been scraped. The young lady was going to be married that day and she promised she would be in to pay but that is the last we have heard from her. Mrs. Morrison has written her a letter. Mrs. Morrison said that she told her we would prefer that she come in voluntarily rather than have to refer the matter to our legal counsel.

13) Mr. Ayres said that he had requested a fund for travel advance. He said that a revolving fund of \$375 is needed and that he requested board action. Mr. Ponsteen said that the board had heard the request of the Business Manager and asked what the board's pleasure was. He said this had been discussed before. The Director pointed out that even if two people went to the national convention, this would cover the bulk of the expenditures. Mr. Krueger asked how the \$375 figure had been reached and Mrs. Morrison said that they considered the possibility of two people going at one time, say for five days at \$125 apiece. That would be \$250. She said that five days was just a figure. Mr. Krueger asked if a motion had been requested at the February meeting and Mrs. King said that the matter was only discussed in February. Mr. Ayres said that he had checked it with the State Auditor and that it is a system used by the state. Mr. Krueger said that he would move that the question be tabled until the next meeting and put it on the agenda. Mr. Ayres asked if this would be in time to cover Mrs. McArthur's trip. Mrs. Morrison said that Mrs. McArthur had not requested it and that she herself would not request it either. Mrs. King said

that she does not think that anybody in the position should be so low on cash that they wouldn't have \$125. Mrs. Morrison replied that it might depend on whether you send a junior staff member.

MOTION BY MR. KRUEGER: I MOVE TO TABLE THE REQUEST FOR \$375 AS TRAVEL MONEY UNTIL THE NEXT MEETING. SECONDED BY MRS. SCHMIDT AND CARRIED UNANIMOUSLY.

14) Mrs. Schmidt questioned the decision to install the Xerox machines in Hoquiam, Raymond and Centralia in addition to the ones already operative in Aberdeen and Olympia. She said that the minutes of the March meeting, which had been approved earlier in the evening, reflected the decision to install the Remington Copier. Mr. Ayres replied that there had been a change in the proposal made by Venture which allowed the use of the Model 914 on the new installations rather than the Model 720 which would have required the installation of a 30 ampere circuit. At that point the administrative staff had concurred in the decision to install the Xerox machines. Mr. Ponsteen commented that this had been left up to the staff and that he felt that it was a good decision.

15) Mr. Krueger inquired about the dollar amount of office equipment now in the administrative offices and Mr. Ayres replied that it was about \$20,000 minimum. Mr. Krueger asked if this was covered by insurance and Mrs. Morrison replied that it was covered to about 80% of value which was about all the library district was justified in paying.

4

Communications

A. Letter from Miss Reynolds regarding Processing Contract

The Director read a letter to Mrs. McArthur from Miss Reynolds at the State Library in respect to processing. It proposes that the cost per volume for 1971 be \$1.93, based on actual cost of the service the previous year--down about 25¢ a volume. Mrs. Morrison said that this represents no great savings to the district because it shifted some of the work load to the district which was being done by the State Library. It is a shift in cost rather than a real savings, except insofar as the personnel costs for people who are handling this are already in the 1971 Timberland Regional Library budget. She said that the Board had added about \$11,000 to the book budget on the final revision of the 1970 budget and that processing costs also were added at that time. She pointed out that at the end of the year there was \$3,600 unexpended in the processing fund. The difference came over to this year as actual cash balance because the actual expenditure had not been made in 1970. The district started the year with \$8,600 still in the Timberland Regional Library Book Fund at the State Library. The board will need to revise the budget later to reflect the larger book budget in 1971 and will probably need to add to the processing fund.

The adult book costs varied considerably between January and February of 1971. In adult book costs it was an average of \$6.22 for January, \$5.03 in February; juvenile books were running even.

5

Unfinished Business

A. Approval to Retain Legal Counsel

Mrs. King asked if the Director had contacted Jane Dowdle Smith. Mrs. Morrison replied that she had written to her. She said that Mrs. Smith had told her verbally that normally a \$50-a-month retainer fee was very reasonable for an attorney and that she offered to do it for that fee because she cares about the library district. On a "spot-need" basis, the average attorney fee is \$25 an hour. Mrs. Morrison said that amount could be used in a very short time.

B. Board Tour

Mr. Ponsteen pointed out that it was time for the next board tour. This was set for Sunday, April 18, to Centralia, Chehalis, Winlock, Packwood, Morton and return to the Administration Building.

6

New Business

A. Decision regarding Bruhns Sick Leave/Salary

The board discussed the proposal regarding Mrs. Bruhns' salary and sick leave. All members wished to assure themselves that this would not be a precedent-setting action. Mrs. Morrison replied that, because of the nature of Mrs. Bruhns' duties, Mrs. Bruhns is the only person in the district who could continue her work away from the library for a several-month period.

MOTION BY MRS. KING: I MOVE THAT BARBARA BRUHNS BE PAID HER FULL SALARY FROM THE TIME SHE LEFT THE HOSPITAL. SECONDED BY MRS. SCHMIDT AND CARRIED UNANIMOUSLY.

B. Resolution Transferring Johnson Memorial Fund to General Fund

The Director read Resolution No. 6. Mrs. King asked if the drive-up book return had been purchased and Mr. Essick replied that it has been purchased and that Mayor Oldani is arranging to install it on a cement slab so that it can be moved, if necessary.

The Director explained to Mrs. Schmidt and Mr. Krueger that Mr. Johnson had been a member of the Pacific County Board before his death and that he was extremely library conscious and was tremendously interested in the regional library concept.

MOTION BY MRS. KING: I MOVE THAT TIMBERLAND REGIONAL LIBRARY TRANSFER THE SUM OF \$300 FROM THE MEMORIAL FUND ON DEPOSIT WITH THE THURSTON COUNTY TREASURER TO THE TIMBERLAND REGIONAL LIBRARY GENERAL FUND. SECONDED BY MR. KRUEGER AND CARRIED UNANIMOUSLY.

C. Disposition of Old (1960 Ford) Raymond Bookmobile

The Director said that the staff has been discussing what to do with the old 1960 Ford bookmobile which operated out of Raymond and which was replaced in October of last year. She said that the staff has considered keeping it and seeing if it could be re-activated. Mrs. Morrison said that the board has read the recommendations of the Physical Facilities Study. She said that the staff came to the conclusion that while it still has some resale value, it should be put up for bid. She pointed out that it is bigger than is needed for the recommended purpose. Mr. Krueger asked how big it is and the Director said that it is 16 feet behind the driver and that it is a two-door. Mr. Essick said that he had gone through it. Some of the shelves are rotting and the body is rusty. It would need new shock absorbers, brakes etc. Mrs. King asked if it could be put in for a permanent library. She said that it is possible, because it has been done before. Mr. Ponsteen said that he failed to see where there would be good value out of a 1960. Mr. Essick said Bertha Hager told him she has had several offers. He said that it could be put up on blocks, but that he would rather not. Mr. Krueger and Mr. Ponsteen felt that it should be sold. Mr. Essick said that it could be advertised twice and bids here by certified mail for bid opening next board meeting. Mr. Ponsteen appointed Mr. Essick to take care of it.

D. Authorization for Staff Members to Attend WLA - Not to Exceed \$150

The Director reminded the board that the WLA conference is at the Sea-Tac Motor Inn on the 14th and 15th of May, Friday and Saturday. She said that she would like to get as many Timberland staff members there as possible and that trustees go on Saturday. She said that there are a number of excellent staff members who ought to have a chance to go one day or the other. There is the matter of registration fees, meals, transportation, etc. She said that library vehicles should be used. Mr. Ponsteen asked if this \$150 was a collective sum, and the Director said that it was.

MOTION BY MRS. KING: I MOVE THAT THE BOARD AUTHORIZE TIMBERLAND STAFF AND BOARD MEMBERS TO ATTEND WLA ON MAY 14 AND 15, 1971, NOT TO EXCEED \$150 COLLECTIVELY. SECONDED BY MRS. SCHMIDT AND CARRIED UNANIMOUSLY.

E. Establishment of Clerk I Position at Lacey Public Library

Mr. Krueger asked how many full time and part time employees are at the Lacey Library. Mrs. Stough replied that Mrs. Finley is half-time, Mrs. West and Mrs. Rowe full time. She said that there

are also pages. One person works full time and is paid by combined federal and state funds. She was trained first at Tumwater and later at Lacey. Mrs. Stough reported that Lacey staff members are pleased with her work but that this is still a temporary position.

The Director said that she had received a letter from the Employment Security Office in Aberdeen regarding several other temporary employees who are working for Timberland Regional Library as part of the STEP Program.

Mrs. Stough said that the reference librarian's time will be split in half: Half in Lacey and half in Olympia. This gives the Lacey Library a professional person now and not until September are we considering extending the hours. Mrs. King asked what additional funds would be required. The Director replied that it would be \$4,200 salary plus 6.1% retirement, and 5.2% social security. Mr. Krueger asked whether the position must be added before the Lacey Library can be opened on Wednesdays and whether the staff plans to extend the Lacey hours. Mrs. Stough said that Lacey staff members were still reeling from last summer's work, especially with the summer reading club and that they need this person now. Mr. Krueger said that use of the Lacey Library has been growing clear beyond everybody's imagination. Mrs. King asked where the funding of the position would come from and Mrs. Morrison replied that for 1971 it could come from unanticipated revenue. Mrs. King then questioned how many places the board is going to spend this money. The Director replied that it is a matter of priorities. Mr. Ayres asked if he could clarify this. He reported that in miscellaneous receipts for the calendar year 1971 \$20,000 was estimated. He said that in the month of January, due to a windfall in miscellaneous receipts for 1970, the district has \$30,000 already. He said that it is very difficult to anticipate and come anywhere close and that there will be money to cover things like this. The Director commented that when you are in the middle of the budget process, you cannot anticipate miscellaneous revenue beyond a certain level. Maybe the next year the state won't sell any timber and there will be no income from State Forest Yield. She said that if you were basing a program on it, you would be in trouble. She said that the position could not be added this year without the unexpected revenue and that next year the position will need to be included in the regular expenditures. Mr. Ayres stressed the fact that in the first quarter the district received more than the amount anticipated for the entire year. Mrs. Schmidt said that she was concerned with the physical arrangement at the Lacey Library and that she wondered whether another clerk could be fitted in comfortably. Mrs. Morrison pointed out that she is already working. Mr. Ponsteen asked if the board wants approval on this.

MOTION BY MR. KRUEGER: I MOVE THAT THE BOARD APPROVE ADDING A CLERK I TO THE LACEY PUBLIC LIBRARY, EFFECTIVE MAY 1, 1971.
SECONDED BY MRS. KING AND CARRIED UNANIMOUSLY.

F. Approval of Virginia Barton for Workshop May 18-19, 1971

Mrs. Morrison said that she is suggesting that Timberland send a staff member to the workshop on "Older Americans Speak to the Nation" in Eugene, Oregon. This is a workshop for public library people sponsored jointly by the Oregon Center for Gerontology and the University of Oregon Continuing Education Division. Concrete library programs for seniors will be discussed. Mrs. Morrison said that this would be extremely beneficial to Timberland and should not be expensive. Timberland Regional Library may be able to pool transportation with Pierce County Library. This is on Tuesday and Wednesday, May 18 and 19. Mr. Ponsteen asked what expenditures are involved. Mrs. Morrison replied that it would probably be about \$75-\$80 plus transportation, either in a staff car or if Timberland Regional Library decides to pool transportation with Pierce County Library, this can be done.

MOTION BY MRS. KING: I MOVE TO APPROVE VIRGINIA BARTON FOR THE WORKSHOP ON MAY 18-19, 1971. SECONDED BY MR. KRUEGER AND CARRIED UNANIMOUSLY.

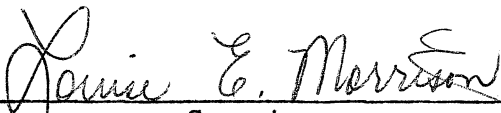
7

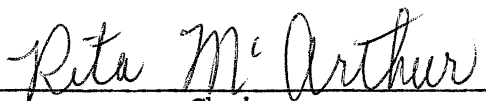
Additional Items on Agenda

Mr. Ayres said that he wanted to report that the Matador Sedan came equipped with a spotlight which cost Timberland Regional Library \$41 and which had not been ordered. This car had been ordered by the State Department of Agriculture and the consignment of vehicles by the dealer was crossed up. The paperwork had been done by that time. Mrs. Morrison commented that the problem is it came with the spotlight already installed and would leave a hole if it were removed. She said that it is easier to pay for it and cheaper than to redo the papers on it.

Mr. Ayres also said that he was trying to come up with something that would be satisfactory to the board on graphing office supplies. He said that the blue line is anticipated expenditures and the green one the actual expenditures. He said that it would indicate that for the month of March the account was overspent, but he said what has been done is to take the \$15,000 budgeted in equal increments of \$1250. For this particular month, it is over a little bit. It appears that expenditures follow the blue line all the way up. He said that the first month only \$14.00 was expended. He asked if this chart would serve the board's needs better than a quarterly report.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 10:01 P.M.


Secretary


Chairman