

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

May 20, 1971

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Board of Trustee Members Present:

Rita McArthur, Chairman - Shelton
Marcel King, Trustee - Ocean Park
Ruth Schmidt, Trustee - Olympia
Philip Krueger, Trustee - Olympia
Robert Baker, Trustee - Packwood

Board of Trustee Members Absent:

Andrew Ponsteen, Vice Chairman - Elma
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
Selma Nielsen, Montesano Library
Linda Oscarson, Montesano Librarian
Beverly Walter, Secretary

The meeting was called to order by Rita McArthur, Chairman, at 7:35 P.M.

Agenda Item
No.

1 Minutes of the Board Meeting held April 15, 1971

Copies of the minutes of the Board meeting of April 15, 1971 had been mailed to all members of the Board of Trustees. Mrs. McArthur asked if there were any corrections or additions. None were presented and the minutes stood approved as presented.

2 Approval of vouchers for the month of May 1971

Vouchers were presented for Board approval. Mr. Baker questioned whether or not any check had been made of the book mailing rates at the post office since the new rates had gone into effect. Mrs. Morrison replied that she had checked with the post office and they had advised her that the following book rates would only be temporary: 6¢ for the first pound, 2¢ for each additional pound, where it had been 5¢ for the first pound and 2¢ for each additional pound. Mr. Baker questioned the billing from Xerox, and Mrs. Morrison

stated that billing is their chief difficulty. The amount of \$1,103.19 represented more than one month's charges as the Aberdeen machine had never been billed on the current contract. Mrs. Morrison reported that the bill at Whitney's at Montesano for \$475.92 was for repairs of the bookmobile at Montesano which included replacement of the right front spring and the water heating pump. Mrs. Morrison advised the bill from Dutch Cleaners was the \$50 deductible on insurance for cleaning of carpeting in Montesano that had been damaged by vandalism. Item #1207 was to repair several 16 m.m. projectors. Item #1216 to International Business Machines for two typewriters. Item #1224 was payment for the Showcard Machine. Following further minor discussion of warrants:

MOTION BY MRS. KING: I MOVE WE ACCEPT THESE VOUCHERS AS PRESENTED. SECONDED BY MR. BAKER AND CARRIED UNANIMOUSLY.

Mrs. Morrison reported that the State Auditor had recommended that for any major expenditure where there is some difference of opinion of the Board that the minutes should reflect how each person voted.

3

Reports

A. Equipment Committee:

Mr. Baker said that there had been no projects to work on recently so there was no report. Mrs. Morrison reminded him that the request for purchase of Audio-Visual equipment had been given to members of the Equipment Committee at the April meeting. She said that his copy of the request had been mailed to him the day after the meeting with an explanatory note attached. Mr. Baker said that he had not received the materials and Mrs. Schmidt stated that since Mr. Baker chairs the committee and had not received his materials, the matter was not reviewed. Mrs. Morrison again stressed the urgency of the matter, but Mr. Baker stated that inasmuch as the committee had not met, there was nothing to report.

B. Individual Member Reports:

1) Mrs. King - Naselle meeting and Board Tour

Mrs. King stated the librarian at Naselle was hard of hearing and she did not think she comprehended library techniques or methods at all. Mrs. King said that she was quite aggressive and wanted everything she could get plus--regardless of its relationship to the size and usage of the library. Mrs. King further stated she felt the library was a social center for the older people in the community and they certainly did not want to lose it for a bookmobile stop. However, Mrs. King stated the people in Naselle thought the service was just great, and they were very pleased with the arrangement. Mrs. Morrison questioned whether the district was within its rights to continue to tie up materials

as little used as they were. She stated that in looking through the records, only 10 to 12 people use it regularly and the staff felt very strongly that a bookmobile stop beside the Grange building was a far better service. Schedules could be changed to arrange an evening stop for the people in the community who work and who otherwise could not use the library. Mrs. King stated the library was a community thing--she started and the rest take turns. It is a matter of elderly women contributing time to the cause, and although there are very strong feelings about it, they are all volunteers. Mrs. Morrison stated that no one comes to meetings to keep them up-to-date and services are substandard. The librarian is not on the staff of Timberland, volunteer only, and they have no way to control the quality of service. She knows nothing about library methods, techniques, problems, books etc. She further stated that she thought this was one of the places where consideration might be given to exploring the possibility of doing something with the school library, and the intent is to put the new book catalogs in schools in all of the Timberland area. She stated that time to work with the community is essential. Mrs. King stated she did not feel anything could be done this minute, but the entire matter should be considered. Mrs. King gave a brief report of the Board tour of April 18 and Mrs. McArthur thanked her for being so dependable.

2) Mrs. McArthur - WLA Trustee Meeting

Mrs. McArthur said that she was on the panel and that Mary Stough was moderator for the WLA Trustee Program at the annual conference which was intended to give a preview of outreach programs being done in libraries throughout the state. Mrs. McArthur said that she had been requested specifically to talk about the Timberland Regional Library outreach program at Taholah. She said that she felt the Board has encouraged our staff in outreach programs and that at Taholah it has been a matter of cooperating with the people rather than attempting to impose our own ideas and that this has been the Board's contribution. She said that some of the things which are being planned and developed at Taholah are the kinds of things being developed throughout the state with blacks, migrant workers, etc. and that these developments are fascinating. Mrs. Stough commented that each panelist had only five minutes to cover his library's specific outreach program but that the trustees were very interested in and proud of the outreach programs.

3) Mrs. Schmidt - WLA Speakers: Dr. Giovanni Costigan
and Dr. Otto Larsen

Mrs. Schmidt stated that she wished everyone could have heard Dr. Larsen. Dr. Costigan spoke on the "Misuse of History by the Young". His introduction was remarkable. He urged the study of history and the necessity for it and his plea was very moving.

Dr. Larsen spoke on pornography and gave the background of his appointment to the Commission on Obscenity and Pornography. He pointed out that this was not a presidential commission, but by action of the Congress. The thirteen members were assembled and met at the Kinsey Institute in Indiana. Fully one-third of the Commission's report, which was furnished to Timberland Regional Library Board members to read, was Mr. Keating's statement [minority] and rebuttal of the finds. Dr. Larsen stated that it is his personal opinion that those laws which are "on the books" should be removed and that the more regulatory laws that are passed, the more difficult the problem will be--and in time it will just die of boredom.

C. Staff

1) Director

The Director reported that on April 28 she and Mrs. Stough had attended a meeting of the McCleary Board, which has been reactivated.

There was a region-wide bookmobile staff meeting on April 29 while the staff was off the road. She said they had discussed changes in service patterns and how long it would take to find different ways to serve children at schools. Staff members were both positive and negative on ideas of change. She said that she thought that most negative ideas from the bookmobile staff stem from insecurity; not knowing what to do or where to go from where they are. She said that she thought the high point of the meeting was the fact that Mike Lynch agreed to speak to the staff. North Central Regional had gone through an evolutionary period in its own bookmobile service as other libraries have and she said the staff found this reassuring.

May 5, the Timberland building supervisors from the major libraries [professional staff] met in an exchange of ideas. Another meeting is scheduled the first week in June and she said they hope that they will have some concrete recommendations for next month's report. The staff was most cooperative and Mrs. Morrison said that she was reminded of WLA when Mrs. Grim made her remarks talking about the aliveness of WLA and the executive board when she said, "There they go, and I must hasten after them, for I am their leader".

On May 6, Mrs. Morrison and Jim Essick went to see the new city manager at Ocean Shores. The correspondence from Timberland Regional Library had been accumulating and she said that they wanted to get Ocean Shores aware of the budget situation for 1972 and see what was happening in terms of a contract if they wished to continue service. The problem is the library, which is in a private beach club down at the very end of the Ocean Shores Peninsula. Few use it as it is out of the way, and people who come in to use it are questioned because all people are checked before they can enter the private club. She said that the facility should be in the mall area. She said the library is beautiful, but in the wrong place. Before December 31, she said Timberland Regional Library should be able to show them what

library service should be or could be. If the Board wished to consider leasing a relocatable unit like the ones used as offices at The Evergreen College, it could be leased and the maximum lease would run probably \$450 per month. Units like the ones used at Evergreen have been used as classrooms and hold 30 people easily. Mr. Essick stated that the city manager kept questioning Mrs. Morrison about what they were getting for their money. There has been no story telling, films, etc. as there is no facility to give this service. Mr. Essick stated that he had the feeling they are considering spending the money elsewhere. Further discussion was held regarding the entire Ocean Shores problem. Mrs. McArthur stated that what the entire thing boiled down to is that a demonstration project was needed there. Mrs. Morrison stated that Timberland is still getting income but as of December 31, this will cease unless the city contracts for service. Mr. Baker questioned whether they were incorporated, and Mrs. Morrison stated they had incorporated in the general election last November. Mrs. King questioned whether the trailer type would have adequate room and was told it was 24 x 60 and enough room for story telling, film showing, etc. Further discussion, and Mrs. Morrison stated that if the Board would approve the relocatable in principle, they could pursue this further.

Mrs. Morrison presented a document entitled, "Looking to the Year 2020" in which a committee recommends that in 1975, Tumwater start its library and that they build 6,000 square feet and plan to add in 1990.

On May 13, Mrs. Stough and Mrs. Morrison went to a meeting of the Yelm City Council and spoke about appointment of a library board. The mayor and city council were amenable and she said she and Mrs. Stough think this will be forthcoming.

On May 12, Mrs. Barton, Mary Stough, Mrs. Coppinger and Mrs. Morrison met with some of the leading citizens of Olympia for lunch and on Tuesday of next week, she said she and Mrs. Stough will be going to the city commission meeting with names in hand of people who have agreed to serve if the commission appoints them. This should result in board appointments.

May 19, Lacey Board meeting.

Mrs. Morrison said that she had just received a letter from the Lacey City Council which will come up for action later in the meeting but that she could hardly wait to read this for Mr. Krueger to hear. The letter was read: "Several years ago Mr. Kraig, who was the Director of South Puget Sound Regional Library, placed Lacey's name on the list of those areas seeking federal funds for library construction. Since that time Lacey has become incorporated and we wish to reaffirm our position on the list and our interest in proceeding with a library in Lacey. The Council has directed the Lacey Library Board to prepare a plan of action. If you will be kind enough to inform the State Library Commission of our continued interest, it will be greatly appreciated." Signed - A. G. Homann, Mayor, City of Lacey. Mr. Krueger asked

if they built a library if they would pull out of Timberland. Mrs. Morrison stated she did not think they would at that point. Mr. Baker commented that if adequate service is provided, they probably would never pull out. Mrs. Morrison further reported that a questionnaire was sent out to staff members on problems and what their ideas were. She also presented various newspaper clippings, regarding comprehensive plan in Mason County. One clipping was entitled, "City-County Library Urged in Shelton Board Proposal." This entire problem was discussed. A letter was addressed to all libraries and librarians regarding the official hearing on the amendment of Rules and Regulations for the Library Services and Construction Act programs in Washington State to be held June 11 at 9:00 A.M., Room 431, House Office Building, to review the amendments. A contract was secured for reference workshops. These are the ones which will be funded by the \$2,000 grant from the Washington State Library Commission and the staff members met with Mrs. Morrison to get started on the planning.

2) Assistant Director

- 1) Inventory of the Olympia Adult collection is in progress. The library had to be closed five days to allow enough time to inventory books on shelves and keep track of what had been done. Corrections are many and still in progress--bookmobiles are being inventoried.
- 2) Mrs. Marcel King, Mrs. Morrison, Mr. Essick, Miss Hager and Mrs. Barton attended a meeting of interested citizens in Naselle on April 20.
- 3) On April 21, she interviewed applicants for the position of bookmobile clerk-driver at Raymond and Mr. Peter Roberts was hired as Mr. Hudson had resigned to accept a different position.
- 4) A meeting of the bookmobile staff of the region was held in Olympia on April 29.
- 5) Professional librarians of the region who supervise buildings, attended a meeting with area supervisors, the director and the assistant director on May 5, to discuss future plans for service.
- 6) Mrs. Stough, Mrs. Osterby, and Mrs. Barton met May 7 with school librarians of Centralia: Mrs. McCabe, Mr. Curry and Mrs. Vogel. She said that they discussed relationships of school and public libraries. Centralia school librarians are pleased with service and made excellent comments.
- 7) She said preliminary plans for the series of Reference Skills Workshops for Timberland non-professional staff were adopted May 12. Non-professional staff members are those involved in planning.
- 8) Rotation of new books continues to be successful; variations in procedure can be made as needs arise. The success of any "system" lies in flexibility both of routines and techniques and in the minds of the staff members, she said.
- 9) Central request totals continue to grow. The techniques and procedures can best be refined when a new book catalog becomes available.
- 10) Mrs. Barton said that she had notes on talks at WLA but it was over late Saturday and on Tuesday early in the morning she had to start for Eugene for "Older Americans Speak to the Nation" workshop. She said the workshop was extremely good and that it was well-

planned and a lot of ideas were exchanged. Oregon is doing quite a few things, she said. More will be found out at the Washington meeting in Longview on June 5.

11) Mrs. Barton spoke about services other than the conventional way of serving people in the community, such as outreach programs, etc. She stated she had gone with Kristy Coomes to a meeting in Longview and to various places, such as Lewis County where a voluntary person was reading in a nursing home, and another meeting in Belfair.

Mrs. King questioned the reaction to the library being closed while inventory was taken. Mr. Baker questioned library techniques. This entire matter was discussed, and Mrs. McArthur stated she felt that more publicity should be given on the inventory, how it is done, why the library has to be closed, etc. More information must be given on what the tax dollar is doing and feedback complaints so that we can really get word from people, what they like and what they don't like. She said that she felt all building supervisors should attend city council meetings in their area monthly and, hopefully, with a board member, and give a report on the library.

3) Eastern Area Supervisor

Mrs. Stough said that she felt for the first time that goals for the area were beginning to "jell". Communities that have never had film or story hour programs are now experiencing them. Activities in and out of the library buildings are ongoing, consistent and well received. The reactivation of Boards of Trustees in incorporated towns and stirrings of Friends of the Library Groups are hopeful signs. She said that there is a beginning of an outreach program in the Centralia-Chehalis area that could be used for a pattern in other Timberland Regional Library communities.

In Centralia-Chehalis, librarians, Mary Russell and Marian Osterby, have met with volunteer groups who are willing to help with library programs in rest homes and for shut-ins. One person is now reading to residents of nursing homes, others are willing to take on the jobs of film programs in nursing homes and transporting persons to the library for special occasions, i.e., exceptional children to the library for story hour during summer. A visit to Mineral PTA by Mrs. Osterby resulted in two family film-story hour programs to be held this summer. The Centralia Library is to be cleaned and painted this summer.

Plans are underway to enlarge the Lacey Library in its present quarters. Other items of interest are included in her written report.

4) Western Area Supervisor

Mr. Essick reported the Xerox machine at Hoquiam is in and the one in Raymond should be in by the end of the month. He said that most of his activities are detailed in his report and reflected with other reports. Mr. Essick said that he and several other staff

members had visited the Ocosta School. Mr. Hindman and his staff and the president of the school board were there and they talked with him. He and his staff have agreed that the bookmobile stop is no longer necessary. Central Park (between Aberdeen and Montesano) has a good school library but it is closed for the summer so we are establishing a Saturday stop to get to the youngsters. Other items of interest are included in his written report.

5) Business Manager

Mr. Ayres reports were presented by chart so it was easy to read and comprehended by staff members and the Board. Mr. Ayres said that miscellaneous receipts were budgeted at \$20,000 for the year and now are up to \$48,000, two and one-half times as much as what was budgeted and we are only up into May. Mrs. Morrison stated that by the next board meeting, she hoped to have a proposal to the Board for an expenditure program for unanticipated revenue. Mr. Ayres reported unincorporated revenue through April was \$106,000. So far in May \$75,000 has been received for a total of \$181,000. The Thurston County Treasurer has reported it will take 30 days or more to get through the backlog of receipts that came in on the last day, April 30. Cities--\$83,000 through April and \$1,500 received to date in May. Expenses--Office supplies--budgeted \$15,000 right on the button and others are comparable to this--some are up and some are down. Mr. Baker stated that salaries are most expensive. Mrs. McArthur said it was \$62,000 for May and with employee benefits it would add up to \$66,000. Mrs. McArthur stated we should keep a watch on salary balances as she did not want to overexpend for the period. She stated she liked the charts and wanted the expenses listed on the charts also.

Mr. Ayres stated that a letter was going out regarding retirement intentions. He said there were three people coming up for retirement in the year 1972 and the business office needed to know six weeks in advance of their actual retirement date so that everything can be set up.

He also stated the salary insurance program evaluation was coming along well. There are two companies now under consideration: United Pacific and Mutual of Omaha. Mrs. McArthur asked if this was one the employees paid themselves and Mr. Ayres stated it was, only the deductions would be handled through payroll deduction in the case of United Pacific. Mrs. Morrison stated that Mutual of Omaha would rather the employees paid it themselves instead of through payroll deduction as sometimes if an employee was on vacation, ill or on leave of absence, the premium was not deducted and the insurance might be cancelled. The company felt it was better that each employee handle it himself. Mr. Ayres stated that he felt Dow and Associates were good insurance carriers and very prompt on their payment of claims.

The SCAN telephone system is installed and the State Library is paying for it. Mr. Krueger asked what the savings were. Mrs. Morrison stated that some time ago, Dartnell Corporation pointed out that the cost of sending a business letter is about \$3.00. With SCAN, a quick phone call can save time for the staff and all concerned, so at this point in time a savings in actual dollars and cents cannot be stated, but in a short time, we will be able to realize the savings in long-distance charges outside of Timberland.

Mrs. Morrison stated that the lady who scraped the station wagon, causing \$51.92 damage never answered her letter, and the matter of a legal advisor for the library board should be resolved. Mrs. McArthur stated this would be discussed under Unfinished Business.

4

Unfinished Business

A. Opening of Bids on Sale of 1960 Bookmobile

Mrs. Morrison said that in reviewing the April Board Meeting minutes, she noted that no formal motion had been made by the Board regarding bids on the 1960 Ford Bookmobile, and the bid notices had been sent out and closed as of May 19. To clarify the record:

MR. KRUEGER MOVED THAT WE OFFER THE 1960 FORD BOOKMOBILE FOR SALE BY BID. MRS. KING SECONDED AND THE MOTION PASSED UNANIMOUSLY.

Mrs. McArthur opened the sealed bids and read them--four had been received:

1. J. W. Strunk, Cosmopolis, bid \$461.00, \$30.00 money order
2. Harold Barnes, Centralia, bid \$1,050.00, \$62.50 check
3. Frank Kudasik, South Bend, bid \$851.51, \$45.00 check
4. David L. Habersetzer, bid \$302, \$15.10 check

MR. BAKER MOVED THAT WE ACCEPT THE HIGH BID OF \$1,050.00 FROM MR. AND MRS. BARNES AND MAKE THE SALE OF THE 1960 BOOKMOBILE, AND THAT THE FUNDS BE EARMARKED FOR FUTURE BOOKMOBILE PURCHASES. MR. KRUEGER SECONDED THE MOTION AND IT CARRIED UNANIMOUSLY.

Mrs. McArthur requested Mrs. Morrison to notify the others that their bids were not accepted. Mrs. Morrison stated that one of the stipulations in the bid was that if it were accepted, the vehicle had to be removed within 30 days and any reference to the library had to be removed from the vehicle within 60 days.

B. Decision regarding legal counsel retainer fee

Mrs. McArthur reported she had talked to Jane Dowdle Smith about being the legal counsel for the library board and Mrs. Smith had

stated that she had become so pressed with business and with work, that after she had written the letter stating she would do the work, at this point in time she simply could not accept it. Mrs. McArthur stated she would discuss the matter again with Mrs. Smith. Mrs. Morrison asked if the Board could find someone, or if Mrs. Smith would recommend someone, the Board could hire. Mrs. McArthur stated she would contact Mrs. Smith.

C. Consideration of resolution establishing Advance of
Travel Fund

The matter of advance travel pay was discussed. Mrs. King stated she would vote against it, and the entire matter of why the money was needed in advance was brought up. Mrs. Morrison stated the problem arose with the junior staff members. Mr. Baker asked how many junior staff members are being sent to conferences which would result in advance payments being made. Mrs. Morrison stated that the district is trying to send more all the time. Mrs. Schmidt stated that it did not seem right to pay in advance of travel. Mrs. McArthur directed Mr. Ayres to write a letter to the auditor checking legality and put the resolution on the agenda for the next meeting. Mr. Krueger stated he would not consider it without having it in black and white that this practice was considered all right by the auditor.

5

New Business

A. Consideration of discussion of possible reciprocal service
agreements with Pierce County Library and Kitsap Regional
Library

Mrs. Morrison said that she had talked with Mrs. Thompsen, Acting Director of Kitsap Regional Library, pending the arrival of Irene Heninger regarding possible reciprocal agreements between Timberland Regional Library, Pierce County Library and Kitsap Regional Library for people to use any of the three libraries if they were eligible for service in another. She said the political jurisdiction barrier had to be broken down between the person and the book. People live in the Belfair area and work in Bremerton and it would be easier to use the Bremerton Library than the Belfair Library or bookmobile. People from the Lakes District and outlying parts of Pierce County, working in state government, presently cannot use a library in this area. The various border lines of people in outlying districts were discussed, and Mrs. King stated that she was not opposed to the idea but wanted to know what the taxpayers might think. The Board agreed to allow Mrs. Morrison to proceed with an investigation to see if such reciprocal agreements would be workable and desirable.

B. Consider approval of Audio-Visual Equipment for immediate
purchase of \$1,000

Mr. Baker then reported that he and Mrs. Schmidt had conferred

privately regarding the audio-visual equipment and inasmuch as this is the recommendation of the people who are using this particular type of equipment, and the money has been allocated and budgeted for this purpose, the committee was agreeable to approving it assuming the figures have been properly procured. Mr. Baker recommended to the board that the purchase of the equipment proceed.

MOTION BY MRS. KING THAT TIMBERLAND REGIONAL LIBRARY BUY THIS AUDIO-VISUAL EQUIPMENT AS RECOMMENDED BY THE COMMITTEE. SECONDED BY MRS. SCHMIDT AND CARRIED UNANIMOUSLY.

Mrs. McArthur restated the motion, including the expenditure of about \$1,000 for the audio-visual equipment.

C. Consideration of Young Adult In-Service Training Workshop in September - Margaret Edwards - \$500 maximum

The matter of the Young Adult In-Service Training Workshop for the Timberland Regional Library staff in September with Margaret Edwards to conduct the workshop was discussed. Mrs. Morrison said that Mrs. Edwards would be in Montana teaching a course there and that the staff hopes that she will agree to come to Olympia for a one-day session. It would be necessary to pay her transportation only from Billings to Olympia, then back to Billings, in addition to an honorarium. Her background and ability were reviewed by the Board.

MOTION BY MRS. KING THAT TIMBERLAND REGIONAL LIBRARY SPEND THIS MONEY FOR HAVING MRS. EDWARDS COME FOR YOUNG ADULT IN-SERVICE WORKSHOP TO BE HELD IN SEPTEMBER AT AN APPROXIMATE COST OF \$500.00. MRS. SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

D. Consideration of Lacey City Council reaffirmation of intent to build a library

The matter of the Lacey Library was again discussed.

MOTION BY MR. BAKER THAT THE BOARD ENDORSE THE REAFFIRMATION OF THE LACEY CITY COUNCIL OF THEIR INTENT TO BUILD A LIBRARY. MRS. SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

E. Consideration of contract with Mrs. Charlotte Beatty for Reference Workshops

Mrs. Morrison read the provisions of the contract with Mrs. Charlotte Beatty for Timberland Regional Library Reference Workshops. Mrs. McArthur asked if this was the one the state was paying for, and Mrs. Morrison stated that this was the \$2,000 grant for in-service training which had been received to secure services of a specialist to teach non-professional employees. This person could devote the time to developing a syllabus for future training as well. About four or five workshops in all are being planned. Mrs. Beatty is from Seattle and is a free lance librarian. Mrs. King asked what would determine the number of workshops. Mrs. Morrison said that

the determination would be based on the number of non-professional staff members who have need of them but we are trying to get the entire staff involved in this. First sessions are basic ones which would teach rudimentary reference skills and use of basic reference sources where there is not a professional librarian on duty. The size would be 18 people maximum. Mrs. McArthur asked what free-lance is. Mrs. Barton replied that Mrs. Beatty is not a full-time employed librarian. She does not feel she needs to work full-time. Other people we could get for this job would have to take a leave of absence and make other arrangements. Mrs. Schmidt stated that this allows for assistance of Mrs. Beatty by the staff, and how much time would the staff spend in helping her. Mrs. Morrison stated she thought it was essential that the non-professional staff be involved in the planning and execution of the workshops.

MOTION BY MR. BAKER THAT THE BOARD APPROVE THE CONTRACT AS SUBMITTED.
SECONDED BY MR. KRUEGER AND IT PASSED UNANIMOUSLY.

F. Consider Ocean Shores Library quarters

Mrs. McArthur again brought up the problem of the Ocean Shores Library. She states she would like to stick to her policy in having board committees work with the staff on such major purchases. Mrs. McArthur appointed Phil Krueger and Andrew Ponsteen, and if he could not accept the appointment, perhaps Marcel King would. Mr. Baker asked if there was enough money to purchase a trailer and Mrs. Morrison stated it would depend on how much it might cost. Mrs. McArthur again stated that she wanted the board committee to work with Mrs. Morrison on this proposal and fully inform the board of the entire matter.

G. Consider appointment of board "Administrative Office Space Committee"

The problem of the "Administrative Office Space Committee" was discussed. Mrs. Morrison stated that the problem of office space at the new facility is obvious. The staff is complaining and there is not enough storage room. Mrs. McArthur appointed Bob Baker and Ruth Schmidt to work with the staff on this problem and report to the Board. Mr. Baker asked who it was that assured the Board that the building presently occupied would be adequate for the foreseeable future? Mrs. Morrison replied that two libraries to the North felt the same way a year ago, too, and they are having to expand. Mrs. McArthur then stated that part of the equipment committee and also Marcel King would serve on the committee for office space study. Mr. Krueger stated that he had heard the beauty shop might be moving, and that if it was, the Board (or committee) could negotiate for the entire building. Mrs. Schmidt stated that the library kept reaching out and extending which was commendable, but she seemed to hear about taxes and every time money was spent you would have to ask yourself whether we are overexpanding and when our people ask about

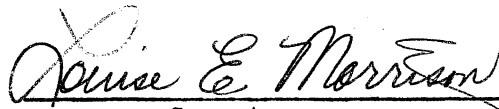
why now it takes twice the size originally planned, some answer will have to be made.

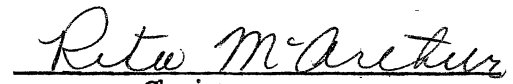
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Additional Items on Agenda

Mrs. McArthur then presented to the staff several complaints which had been given to her which she felt must be answered. A person who was a retired professor moved into Mason County and used the bookmobile. The woman is an avid library supporter and she was quite upset when she received an overdue notice, by the wording of the notice. The patron felt that the notice was very poor publicity and that her library support was also expendable. There are also reports that there are less and less books on the bookmobile and the library is pushing mail service. The complainants feel that this is a sneaky way of phasing out the bookmobile stops. The Board read the notice, and Mr. Baker stated he felt it was very terse and abrupt. Mrs. Barton stated that the inventory of adult books was being done in the Olympia building and that this shortage of books on the bookmobile is only a temporary thing. Mrs. Morrison stated that the administration has no intention of discontinuing bookmobile stops. Mrs. Schmidt then stated she felt that something could be put on the overdue notice such as "if this is in error, please call us", and where to call. She also suggested that it would help to put the phone numbers and addresses on the notice so the person receiving it can call or write to resolve the matter. There is also the matter of the bookmobile stop at "Agate Road Trailer Court" without any address as to where this trailer court was located, and people could not find out where the bookmobile stopped. Suggestions were made to put the addresses on where the bookmobiles would be stopping, times, etc. Mrs. Barton stated that suggestion boxes were being put up, and perhaps this would resolve some of the problems, and she felt it was necessary to relate this matter back to the staff so that the Board could be informed, and problems could be solved by working the problems out with staff members.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 10:34 P.M.


Secretary


Chairman