

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

June 17, 1971

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1006 South Sound Boulevard
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Board of Trustee Members Present:

Rita McArthur, Chairman - Shelton

Robert Baker, Trustee - Packwood
Dr. Wm. Lawrence, Trustee - Centralia
Andrew Ponsteen, Vice Chairman - Elma
Ruth Schmidt, Trustee - Olympia

Board of Trustee Members Absent:

Marcel King, Trustee - Ocean Park
Philip Krueger, Trustee - Olympia

Staff Present:

Louise E. Morrison, Director
Virginia Barton, Assistant Director
James Essick, Western Area Supervisor
Mary Stough, Eastern Area Supervisor
Joy Ayres, Business Manager
Linda Oscarson, Montesano Librarian
Yvonne Seidler, Reference Supervisor
Gloria Hunter, Public Information Assistant
Beverly Walter, Board Secretary

The meeting was called to order by Rita McArthur, Chairman, at 7:34 P.M.

Agenda Item
No.

1 Minutes of the Board Meeting held May 20, 1971

The board members reviewed the minutes of the previous meeting. Mrs. McArthur asked if there were any corrections or additions to the minutes. After a brief discussion, Mr. Baker stated he would like to correct the last sentence of the last paragraph under Item 5, Page 10, of the minutes by deleting the sentence and substituting the following: "The Board agreed to allow Mrs. Morrison to proceed with an investigation to see if such reciprocal agreements would be workable and desirable." After this correction was made, the minutes then were approved as corrected.

2 Approval of vouchers for the month of June 1971

The following items submitted on the voucher list were discussed specifically. Item #1452--\$2,880.00 to the Washington State Library. Mrs. Morrison stated this amount was for the four film

memberships for the year. She said that next year the figure will be \$4,000 as the price of films has gone up forty percent and membership costs increased by the film circuit. Item #1476--\$698.75 to the Grays Harbor Stamp Works. This amount was for buttons for the summer reading club "Skookum" and the price was comparable to the price charged last year from the Green Duck Company in Mississippi. Item #1492--\$160.00 to Mrs. Margaret Casey for transportation. Mrs. Casey is in charge of the inventory, and wherever the inventory is going on, she must be there. The same also applies to the amount of \$130.40 to Joyce O'Neill, Item #1512. Item #1538 to Gunars Abolins for \$472.50 is the audio-visual equipment the board authorized at the last meeting (which has been received.) Item #1529 for \$2.00 to the Thurston County Sanitary Landfill was the fee charged for the month at the dump.

MOTION BY MR. BAKER: I MOVE THE VOUCHERS BE APPROVED AS PRESENTED. SECONDED BY DR. LAWRENCE AND CARRIED UNANIMOUSLY.

3

Reports

A. Board Committees:

1) Physical Facilities Study - Dr. Lawrence

Dr. Lawrence reported that he, Mrs. Morrison and Mrs. Barton had met in two sessions regarding the report. The results of the first meeting established what the report was to do and not to do, and the last meeting was spent organizing the report and developing an outline which he hoped could get to the meat of the report quickly and produce a document that would be more useable. He hoped to accomplish this at the next two sessions. Dr. Lawrence stated that he felt the board had to come to grips with this report. The report as it now stands is a preliminary report. He asked whether or not Mrs. Currier would be willing to revise the report on the basis of the outline. Mrs. Morrison replied that she would ask Mrs. Currier. A lengthy discussion followed concerning the report and resulted in a suggestion by Dr. Lawrence that he, Mrs. Morrison and Mrs. Barton meet with Mrs. Currier and Mr. Mutschler before the board discussed the report again. Dr. Lawrence said that he felt that if another study of this type were undertaken, that the board should be in a position to accept or reject it. Mr. Baker stated that Mrs. Currier had made a study and made a report to the board and the board should accept the report for what it may be worth. He felt that, in the meantime, the public announcement should be that an exhaustive study has been made, a report prepared and that until the board has studied the report thoroughly, no action is being planned at this time. Dr. Lawrence felt that the board should have in its future contracts, an understanding that the board controls the kinds of reports made on the Timberland Library region. Mrs. Schmidt stated that the report had been discussed and discussed and that the board had neither accepted nor rejected the report. She felt that this put the board in a

bad light.

2) Equipment and Administrative Office Space -
Mr. Baker

Mr. Baker stated that there was no report to give. He said that last month, the equipment committee was asked to look into the question of additional Administrative Office space and that, because of the unavailability of people getting together, the only thing received in writing was the sheet which is in the committee members board meeting packets tonight. He said that he objected to the conclusions on this sheet. Mr. Baker said that it was not more than two months ago that everyone was extremely happy because of the adequate space and great improvements and that they had been overjoyed because they had received new equipment with which to work. Now, he said, the board is told that during the past six months, there has been lowering of staff morale, a serious injury, constant shifting of supplies due to lack of storage space and that it seems that we have catapulted this into a hopeless situation. He said that the committee is not ready to report anything and that the committee needs to sit down and find what the functions of the Administrative office are and what space needs there are in order to perform those functions. Dr. Lawrence stated that the Administrative Offices are quite crowded, and that he had no objection to taking a look at the space. Mr. Baker stated that he felt that the problem was that the staff is trying to use divided up space when what is needed is a more open space such as that in a warehouse. He said that perhaps an adequate job of visualizing the needs was not done at the time of the move a year ago and that what was needed was to correct these past mistakes. Dr. Lawrence urged that the committee consider adequate space for conferences, for people to sit and discuss problems without being in earshot of the entire staff.

3) Proposed Ocean Shores Facility - Mr. Ponsteen

Mr. Ponsteen reported that he was unaware that he had been appointed to this committee, but that he would be glad to act on it upon request of the board as of tonight. He asked if further information was available regarding the building possibility at Ocean Shores. Mrs. Morrison stated that a relocatable building was considered. Mr. Ponsteen stated that he would make trip to Ocean Shores and would work with the Director, the Assistant Director and the Area Supervisor in looking into all facets of space and would work with these people.

B. Reports - Staff

1) Director's Report - Mrs. Morrison

Mrs. Morrison said that on May 21st, she had met with Henry Gay and Al Ford of the Shelton Mason County Journal in regard to

the reports of many complaints from Mason County. Mr. Gay is the editor of the paper and Mr. Ford is the reporter who covers the majority of Mason County. She said that Mr. Ford had told her that he felt that if there had been complaints, he would have heard them and that he had heard none. She said that the relationships between Shelton and Mason County, Timberland public relations, publicity and what more Timberland could do in providing a better service to Mason County were discussed. Mrs. Morrison said that the comprehensive plan for Mason County had been reviewed by the Shelton Library Board and that their recommendation to the city council in Shelton was for a city-county library. She said that it was a productive meeting and that Mr. Gay and Mr. Ford were very helpful.

On May 25 Mrs. Morrison and Mrs. Stough met with the Olympia City Commission and the Mayor made appointments to the library board which were confirmed by the city commission. These appointments were made from a list of people recommended by a citizen's committee. She said that there now is a city library board with which to work in Olympia. Mrs. Morrison further reported that the next week, Mayor Allen called to tell her that the Estate of Loren Swanson had left a bequest of \$50,000 to the City of Olympia to be applied to the building of a new library and that this bequest had a five year time limit.

Mrs. Morrison reported that on May 27, she and Mrs. Barton had met with the Tumwater Library Board at their specific invitation. The Tumwater Board passed a resolution which was subsequently endorsed by the city council regarding the acquisition of property as a future site for a library in Tumwater. This action was reflected in a letter to Mrs. Morrison from the Tumwater City Council. She said that the Tumwater Library Board and the Tumwater City Council share an enthusiasm for acquiring a site as soon as possible.

The Olympia Library Board held its first meeting on June 9. Mrs. Stough and Mrs. Morrison were present for the meeting and the newly appointed Olympia Board was given a list of suggested duties such as those which have been suggested to other city library boards. Mrs. Morrison said that this was a very good meeting.

On June 10 Mrs. Stough and Mrs. Morrison met with the Lacey Library Board. She said that she had received a letter from Maryan Reynolds, State Librarian, which stated, "We are very pleased to learn that Lacey is planning to move ahead on a library building. We consider the first notification by Mr. Kraig as the official date for the letter of intent which is one element of the criteria for priority. We urge that the City of Lacey include the full cost of the project in any bond issue that goes before the voters as the federal funds have been steadily dwindling. There were no funds included in the President's budget request for Fiscal '72. Congress may restore

funds, but each year the amount grows less and the demands more! If the State Library may be of any assistance in the planning and development of the project, please do not hesitate to call on us." Mrs. Morrison said that the Lacey Board is discussing ways and means of following up the Council's assignment for long-term planning for a library building in Lacey.

Mrs. Morrison said that on June 11 she attended the meeting of the State Library Commission in the House Office Building which constituted a hearing on the amendments of the principles and rules and regulations of the Library Services and Construction Act in Washington State. She said that she had a draft copy of the amended principles and that there were very few changes between this and the last edition of it which was January 1967. She said that the changes for the most part were either a matter of cleaning up wording or complying with recently passed federal legislation. Mrs. Morrison said that at the same meeting, the \$18,500 grant for the printing of Timberland book catalog was approved by the State Library Commission.

Mrs. Morrison said that the two basic reference workshops, conducted by Mrs. Beatty had been on June 14 and June 17. She said that Mrs. Humphres had called to say that in spite of the problems, the workshops were very profitable and that she was very pleased with the participatory management in getting the workshops planned. The staff, which originally requested the workshops, has been involved in planning with persons doing the teaching and it has been working very well. Both professional and non-professional staff are being involved more and more in the idea of participatory management, Mrs. Morrison said. At the staff meeting in June, there was a very good session based on some communication principles which, if they work, we will continue to use, she said. Many staff members were putting their ideas into words of exactly what goals the library district should set for itself. She asked that the professional staff review the goals to see if any were missing and that then she would ask for specific projects which might lead to accomplishing these goals. Dr. Lawrence stated that the board should know the goals and Mrs. Morrison said that she would mail them to the board members. As a result of the June staff meeting, Mrs. Morrison said that two specific requests had come from the professional staff. She said that they had requested particularly some grounding in library law and some help with personnel administration. She said that she had arranged to have several short talks given at future staff meetings.

Mrs. Morrison presented figures on book budget expenditures and Mrs. Barton commented that they were right on the dime on book budget. Circulation report is in the board folders. The regional circulation for June was up 8,046 over the same month last year. Dr. Lawrence asked how many new volumes had been added and how many new books we have on hand. Mrs. Morrison stated that 583 titles had been received in Adult for a total of 1,803 volumes; that 177 Juvenile titles had been ordered for a total of 707 volumes.

2) Assistant Director - Mrs. Barton

Mrs. Barton reported that the need to withdraw bookmobile stops within the city limits and to provide alternative types of service was discussed with both Raymond and South Bend School Districts. She said that staff members also had asked for suggestions of things which might be helpful for Timberland to do in offering an alternative type of service. Copies of the Juvenile Book Catalog and Book Request Forms will be placed at all schools in the region this Fall.

Mrs. Barton said that she had accompanied staff to both South Bend and Elma to install color-code circulation systems at both locations.

She further reported that she had administered tests and interviewed applicants for a vacant clerical position in the Children's Room at Centralia. Mrs. Ellingson is leaving because of pregnancy. Miss Margaret Giske of Chehalis has been hired as replacement since she was the best qualified applicant.

She reported that the district has agreed to accept extra help during the summer through ESP (Employment Supplement Program) for unemployed persons. Mrs. Barton said that this program would be funded for thirteen weeks to provide jobs in non-profit agencies. She reported that two persons already are working in Centralia and two in Chehalis. Others have been requested for other libraries throughout the district and Mrs. Barton said that these persons are paid and insured by Employment Security and that the district need only train and supervise them.

Mrs. Barton reported that close observation of the outer physical appearance of many libraries in Timberland shows that none have adequate outdoor signs indicating that a public library is represented by the building. She also pointed out again that no community really has directional signs showing how to find the library. She said that it had been suggested to the new library board at Ilwaco that perhaps service clubs could be contacted for possible help in this matter.

Mr. Walter Wright, an experienced employee in work with minority groups and underprivileged children, is on the Raymond staff until August. She said that part of Mr. Wright's duties include work with young volunteers in a pilot project to provide library service in reading aloud to residents of nursing homes in the Raymond area. She said that this pilot project could provide some background knowledge for development of a proposed "foster-grandchildren" program that might be developed in the region if it seems workable. Mr. Wright is replacing Mrs. Sara Little who resigned because of family needs and he will leave at the end of the summer to take a new position as a teacher at Sitka, Alaska.

Mrs. Barton said that the suggested plan for a foster-grandchildren proposal has been discussed with several people, including the regional office of Health, Education and Welfare. She said that the general feeling is that a "pilot" project, with supportive evidence, would be helpful in requesting funds if the board decides to do this, based on staff recommendation.

Mrs. Barton reported that Mrs. Hope Duncan, who selects, purchases and processes pamphlets for the region at Administrative Offices, will work 1/4 time during the summer rather than her usual 1/2 time in order that we may use a typist with the 1/4 time funds to process the large quantity of pamphlet material now on hand and that which is expected to arrive during the next few weeks.

Inventory of adult materials has been completed in Olympia, Tumwater, Lacey, Yelm, North Mason, Copalis Beach and Ocean Shores. Next week the adult materials inventory will begin in Hoquiam, according to Mrs. Barton. Following that, Centralia will be scheduled.

3) Eastern Area Supervisor - Mrs. Stough

Mrs. Stough reported that the Centralia Library Board and City Commission have instructed Mrs. Marian Osterby, Centralia Librarian, to make the necessary arrangements to have the library painted this summer. Other repair work, such as replacing window frames and rear door will also be done this summer. Marian Osterby and Mary Russell, Chehalis Librarian, have been planning the local outreach program in the Centralia-Chehalis area which is an attempt to serve shut-ins and other persons who are handicapped and not able to use services of the library in the usual way. She said that part of this program is the showing of films in local nursing homes and convalescent homes.

Mrs. Stough said that a variety of programs are underway in the Chehalis Library this summer. The Businessman's Film Program is being advertised to all Chehalians. She said that they are invited to "come, bring your sack lunch, (coffee is provided), and watch films on your lunch hour." Mrs. Stough stated that a program of Indian dances and an explanation of Chehalis Indian

tribal life of the past, by Mrs. Hazel Pete, was scheduled for June 16 in the Chehalis Library. Other pre-school, school-age and story hours for special education students will continue during the summer.

Mrs. Stough reported that 66 school-age children showed up for the first summer story hour at Lacey on June 15. She said that 28 pre-schoolers also arrived and that simultaneous programs were carried on by Mrs. Humphres and Mrs. West. She reported that the Lacey Public Library will be talking about breaking its own circulation records again. June 13 saw approximately 838 transactions in 8 hours.

Mrs. Stough reported that one family film night program was held at the McCleary Library during May. She said that Mrs. Mary James, the librarian, is now beginning to feel the out-of-school flurry at the library with reading club sign-ups. She said that Mrs. James had attended the reference workshop in Olympia on June 13.

Mrs. Stough reported that the offer of a volunteer story teller for the North Mason Library during July and August precipitated a one-day story-telling workshop for six interested persons. She said that the workshop ran from 10:00 A.M. to 2:30 P.M. and that it was conducted by the Eastern Area Supervisor with Mrs. Gatlin assisting with library materials and service as well as refreshments for those present. Mrs. Ed Boyle, a nursery school teacher, will conduct the story programs on a volunteer basis during July and August.

Mrs. Machin, Oakville Library Assistant, attended the reference workshop in Olympia June 13. Mrs. Stough reported that sign-ups for the reading club are heavy in Oakville. One film showing on June 14 is for children as part of the summer library program. She said that a CAP worker (high-school girl) is working with Mrs. Machin in the library during the summer.

Mrs. Stough reported on the first meeting of the newly-formed Olympia Board which was held on June 9. She said that four of the five board members attended. Mr. Joel Gould was out of town, but present for the meeting were: Mr. Herb Fuller, Mr. Ron Rowe, Mrs. Gail Skinner, and Mrs. Erna Norton. Mrs. Stough reported that the board was anxious to know what their responsibilities are as board members and she said that they would like to meet with the regional board some time in the future. In addition to the reading club and story hours at the Olympia Library, a crafts program will be carried on for school-age children during the summer. Mrs. Stough said that both Elaine Lesh and Patsey Humphres will be involved in this planning.

Mrs. Joyce Nichols, Tumwater Librarian, had reported that the staff is busy just "trying to keep up". Story time attendance has been overwhelming probably partially due to the weather and the beginning of the summer reading club.

Mrs. Stough said that in Winlock the summer programs, the Egg Day Parade and new shelving are what is happening. The library in Winlock has been staffed by Centralia staff members while Mrs. Jeannette Davis has been away for vacation.

Mrs. Stough reported that there is great disappointment among staff members with the situation in Yelm. A summer bookmobile stop has been set up for the multi-purpose center; arrangements were being made for summer school youngsters to visit the library. However, no funding was made either for summer school or for programs at the multi-purpose center. Nevertheless, she said, new books and new patrons are seen in the Yelm Library since the town marshall gave his office to the library. She said that he had moved into the jail.

The workshop on service to the handicapped was held at the Longview Public Library on June 5. It was sponsored by the Washington State Library and public libraries in the region south of Seattle. Mrs. Stough said that both Mary Russell and herself were on the panel which discussed use of volunteers in an outreach program. Mrs. King from the TRL Board and Mrs. Ireland of the Ocean Shores Library Board also attended the workshop, she said.

4) Western Area Supervisor - Mr. Essick

Mr. Essick reported that the Trade Fair at the Aberdeen Library saw Friends of the Library "manning" the table outside the library. He said that paperback books were circulated and informational material was given to the public. In other activities during the month, he said that five TV programs on the Aberdeen cable station were given. The program with Joseph Scayle was put on video tape for preservation. The children's department has been extremely busy promoting the summer reading club program.

Mr. Essick reported on the change in circulation files at Elma and, further reported, that thirty people attended the family film night during the month.

In Hoquiam, Mr. Essick reported Mrs. McGovern has had a busy month. He said that she has attended eight public meetings and that she had spoken at four club meetings. He said that the craft demonstrations at the Hoquiam Library had an average attendance of twenty people.

Work on the Hoquiam Library is to begin very soon. Mr. Essick reported that the surplus card catalogs, which are no longer needed in Hoquiam, were purchased by the local school district and that the shelves in the staff room now hold the total file of periodicals which Hoquiam wishes to retain. He reported that the electrical remodeling would begin as soon as the adult inventory was completed and that the inventory was scheduled to begin on June 21st.

Mrs. Lamb, Hoquiam Children's Librarian, visited 31 classes during the month and made several attractive masks as decorations for the summer reading club program.

Mr. Essick reported that the Ilwaco City Council had appointed a Board of Trustees and that the board held its first meeting during the month. He said that a Book Fair is planned at the Seaview Community Hall on July 24 and that used books will be sold as well as refreshments. He stated that proceeds would go into the coffers of Friends of the Library.

Mr. Essick reported that the school film programs at Ocean Park had drawn 367 children and that the Family Film Night had an attendance of 22 people. He said that Mrs. Sayce, Ocean Park Library Assistant, also is involved in the plans for a book fair.

Mr. Essick said that the adult inventory had been completed at Ocean Shores during the month and that other discussion of Ocean Shores activities would appear elsewhere in the minutes.

Mr. Essick reported that the use of films in Pacific County from the film circuit membership based in Raymond drew an audience of 5,900 people during the previous month. He said that films are very popular and that our publicity obviously does reach our patrons. He further reported that the summer reading club was off to a good start with 50 children signed up at the Raymond Library at the end of the first day.

Story hours at South Bend were given on Friday afternoons during the month, Mr. Essick said. The Willapa Harbor Art League also had an exhibit of pictures during the month. He said that the color-coded circulation file is working well at South Bend.

Mr. Essick reported on a two day story telling workshop at Taholah conducted by Mrs. Mary Stough. He said that seven women participated during the full two days and that five other women attended parts of the program. He said that Mrs. Stough was assisted by Mrs. Harriet Lamb and Miss Judy Wilson. He said that the participating women from Taholah were interested in the possibility of a one day story telling clinic in the Fall when they would tell stories to develop their technique.

5) Business Manager - Mr. Ayres

Mr. Ayres reported that the sale of the bookmobile was completed, that the salary insurance program investigation is coming along well with two companies, Mutual of Omaha and United Pacific still under consideration as possibilities.

Mr. Ayres reported that the State Department of General Administration has appointed a purchasing advisory sub-committee to complete a study on bid requests for typewriters and that he

hoped that information would soon be available regarding typewriters. He said that two IBM's have been purchased and two have been rented and that until the state comes up with their purchasing contract, we are held up on purchase. He stated that for the amount paid on typewriter rentals, we could have proceeded with the purchase of additional IBM machines. He reported on several problems with the Adler typewriters and Mrs. McArthur stated that perhaps it was a good thing that we had rented them in order to find out which equipment was best. Dr. Lawrence suggested contacting Boeing Aircraft regarding surplus office equipment and typewriters. Mrs. Morrison said that surplus office equipment already had been purchased from Boeing but that the typewriters were gone. Dr. Lawrence suggested that it be checked again at this time.

Mr. Ayres stated that this month the library district is solvent and will not be on interest bearing notes and should be able to invest some monies during the month. Mr. Ayres reported that he had received a letter from the Thurston County Auditor, stating that the answer was "yes", regarding the establishment of an advance of travel fund. Mr. Ayres said that the board is now free to decide whether or not the travel fund should be established.

Mr. Ayres presented his up-dated charts, showing current receipts from incorporated areas, income to date, \$131,978; from unincorporated areas of the district, income to date, \$429,396. The cumulative total for miscellaneous receipts to date was \$57,000. The matter of the charts and projections on them was discussed. Dr. Lawrence made several suggestions on improvements on projection of expenses, income, etc., relating to months in which expenses could be expected to be higher and a discussion followed. Mr. Ayres reported that salaries and wages category was exactly half expended at the end of June. Dr. Lawrence asked if all positions were filled, and Mr. Ayres reported that there are no openings.

Mr. Ayres reported that the audit of the district by the State Auditor's office has not yet been completed since they have been short-staffed because of vacation and that he expected it would be about sixty days before report of audit was received. Mrs. McArthur complimented Mr. Ayres on the presentation of his report.

4

Unfinished Business

A. Resolution regarding Advance of Travel Fund.

Resolution No. 14 was presented to the board for consideration regarding an advance of travel fund. Mrs. McArthur suggested that the resolution be tabled until legal counsel could be obtained to check the resolution. Dr. Lawrence stated that he did not think it should be delayed and

MOVED THAT RESOLUTION NO 14 ESTABLISHING AN ADVANCE OF TRAVEL FUND BE ADOPTED. MOTION SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

Before the final vote was taken on the adoption of the resolution, Mr. Ponsteen questioned the statement in the previous minutes that Mrs. King would not be in favor of this motion, but since word had been received that the establishment of a fund was legal, Mr. Ponsteen voted "Aye" also.

Mrs. Schmidt at this time asked if there was a figure on interest paid on warrants, and how the district could avoid paying interest on warrants. She referred to an item from the Olympia news on June 10. Mrs. Morrison stated that the money paid out on interest bearing warrants was made back on investments during the year after taxes came in. Mrs. Schmidt asked if there was an amount in the budget to include this interest, and Mrs. Morrison stated that there was. Dr. Lawrence stated that he felt the board should invest surplus so that such situations could be minimized and that tracking records would give benefits of investing surplus.

B. Margaret Edwards Workshop.

Mrs. Morrison reported that Mrs. Edwards would be unable to conduct the workshop which had been authorized by the board at the May meeting, because of the Labor Day weekend. However, Mrs. Morrison said that Mrs. Edwards was teaching a course in Billings, Montana, and that the amount approved by the board at the May meeting to pay for a proposed workshop for Timberland employees, could be used to pay the cost of sending one staff member to take the course and to bring back what she learned to the district. Mrs. Morrison said that she felt that Mrs. Harriet Lamb does an extraordinarily good job and would benefit from such a course. Mr. Baker questioned whether Mrs. Lamb would be able to reinstruct others, and Mrs. Morrison assured him that she would be able to do so.

DR. LAWRENCE THEN MOVED THAT THE BOARD SEND MRS. LAMB TO THE MARGARET EDWARDS WORKSHOP IN BILLINGS, MONTANA, THE THIRD WEEK IN AUGUST. SECONDED BY MR. PONSTEEN AND PASSED UNANIMOUSLY.

C. Legal Counsel Retainer.

Mrs. McArthur stated that she had not discussed the matter further with Mrs. Smith and that there was no further discussion regarding this matter.

5

New Business

A. PNLA Attendance

Mrs. Morrison stated that she felt that this would be an excellent opportunity for a good program which deals with the preservation of local history and "making history live". "Making history live" is the theme of the conference. She said that \$650 maximum would send ten to eleven staff members to all of the three day sessions and would also allow for two board members to attend. She said

that she felt that it was fortunate for the meeting to be held in the immediate vicinity as it would cost as much to send two or three staff members otherwise. She said that the meeting is being held on the college campus, that housing is available and people could attend evening meetings and programs planned as part of the conference. Mrs. McArthur questioned the need for a maximum, and Dr. Lawrence stated that he would rather authorize the number of persons going rather than set dollar amount controls by number of people living within per diem. Mrs. Morrison stated that this would not be per diem, that it would be actual expenses because of the nature of the conference. Mr. Baker felt that the board should authorize expenses without limiting the maximum as this was not per diem; it is actual expenses. Dr. Lawrence felt that it was an excellent opportunity and authorization should be given for participation in the meeting. Mr. Ponsteen stated that he did not think a motion was necessary, the board simply should give the director authority to choose who should go and try to save dollars.

B. Tumwater City Council Action.

Mr. Baker stated that there was need for a motion to endorse the Tumwater Council's intent to acquire property for a library since Tumwater wishes to be eligible for any possible state or federal funds and that this was a required formality. Dr. Lawrence suggested that a board member be appointed to serve as liaison between the boards at the board level and to work with Mrs. Morrison on planning. Mr. Baker stated that all efforts should be made to help the libraries.

MR. BAKER MOVED THAT THE BOARD ENDORSE THE TUMWATER COUNCIL'S INTENT TO PURCHASE PROPERTY FOR THE FUTURE BUILDING OF A LIBRARY. DR. LAWRENCE SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

C. Proposed Workshop for Trustees.

Mrs. Morrison suggested that the Timberland board sponsor a workshop session and invite city trustee members and Friends of the Library from all over the district to participate. Dr. Lawrence suggested a liaison be set up with respect to real estate plans and development and to give Mrs. Morrison a resource upon which to draw and a formal relationship between the regional and city boards. Dr. Lawrence said that one member could serve as the principle party and keep the board advised involving the entire board. Mr. Baker felt that the board should enlarge upon the thinking of all the plans starting to formulate and particularly with relation to the new development on the west side of Olympia. He felt that someone person should be involved with the director to create another level of communication that might have been missed otherwise. Mrs. McArthur agreed that this was an excellent idea.

DR. LAWRENCE MOVED THAT THE CHAIRMAN OF THE BOARD APPOINT A MEMBER OF THE TIMBERLAND BOARD TO WORK WITH THE DIRECTOR IN HER CONTACTS WITH LACEY, TUMWATER AND OLYMPIA LIBRARY BOARDS RELATIVE TO

LIBRARY PLANNING FOR THESE CITIES. MR. BAKER SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

Mrs. McArthur then appointed Dr. Lawrence to work with the Tumwater Board, Mr. Krueger to work with the Lacey Board, and Mrs. Schmidt to work with the Olympia Board, and she said that she would serve as an alternate to any one of these people. Mrs. McArthur requested that Mrs. Morrison inform Mr. Krueger of his appointment.

Mrs. Schmidt asked how the board could function adequately in this position without a physical facility report. Dr. Lawrence stated that the physical facility report must have some input into these plans as this report looks into the needs of these communities.

Mrs. Morrison then asked again if the board would be interested in the proposed workshops. She said that she would like to set a time so that letters could go out to members of the city boards, friends of the libraries in the Timberland area and to get them together in a meeting. Mr. Baker asked if this was not a premature move since, he said, there are still efforts to get boards appointed in some areas. Mrs. Morrison stated that most of the boards already had been appointed. Mrs. McArthur stated that she felt that it would be a good idea to have lines of duty clearly explained and that perhaps John Veblen of the Washington State Library Commission could give definite direction to everyone. Mrs. Schmidt felt that the item should be tabled for another meeting until the board had made more visits to libraries. Dr. Lawrence suggested a proposed agenda for the workshop be submitted at the next meeting and that action could be taken at that time. Mrs. McArthur suggested a time perhaps in late September.

D. Special Children's Summer Nonresident Rate.

Mrs. King had written a note to Mrs. Morrison stating that several children had moved from the county into a non-contract city and that they did not have the finances to pay the \$7.50 non-resident fee. She said that these children would be prevented from participation in the summer reading program because of this and she suggested the board consider lowering the rate for children only for a limited time so that they could enjoy the summer reading club program. Following discussion by the board,

DR. LAWRENCE MOVED THAT THE TIMBERLAND BOARD ESTABLISH A SPECIAL 50¢ FEE FOR NONRESIDENT CHILDREN PARTICIPATING IN THE SUMMER READING CLUB PROGRAM DURING THE SUMMER. MR. BAKER SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

E. Proposed Budget Revision Program.

The senior staff submitted a proposal for a budget revision program for unanticipated revenues received during 1971 beyond the amount

anticipated in the original budget. All items were thoroughly discussed by the board.

A proposed item of \$14,000 was submitted for a relocatable unit at Ocean Shores, due to the problems of library patrons who are not members of the beach club having difficulty using the library there. This problem was again discussed, and Mrs. Morrison stated that if the relocatable unit was not used there, that there were plenty of places in the Timberland area where it could be put to good use.

Mr. Essick stated that the upgrading of position #168 in Raymond from 3/4 time to full time related to salary of the librarian. This was a holdover from the old Pacific Library and the person who had worked there at that time worked only four days a week or 32 hours. Now this is a full time position and the overtime hours cannot be absorbed as she is needed there on a full time basis.

Mr. Baker objected to the philosophy of distributing the unanticipated funds and felt that they should be allowed to accumulate for emergency use. He felt that all of the unanticipated revenue should not be programmed or budgeted but that some individual items may have merit and that the board could authorize them individually. He said that he felt a blanket approval for all items was not appropriate.

Dr. Lawrence agreed with Mr. Baker's statements. Mr. Ponsteen said that he felt that the district had to learn to live "within the budget." Mrs. Schmidt felt some monies should be held aside because it was impossible to see what emergency might come up when it would be good to have a little cushion. She felt that this was a good budget practice for the library board. Mrs. McArthur said that she would entertain a motion for any items the board felt should be approved individually.

DR. LAWRENCE MOVED THAT THE FOLLOWING ITEMS BE AUTHORIZED FOR FUNDING FROM THE UNPROGRAMMED BALANCE OF \$29,367.00. THE ITEMS ARE:

- 1) ADDITIONAL INVENTORY HELP (1971 ONLY) PLUS
EMPLOYEE BENEFITS \$5,300.00
- 2) ADDITIONAL INVENTORY TRAVEL (1971 ONLY) \$1,000.00
- 3) UPGRADE POSITION #168 (RAYMOND) FROM 3/4 TIME TO FULL
TIME TO BE INCLUDED IN THE 1972 BUDGET \$718.00
- 4) MINOR CORRECTIONS OF VARIOUS SALARY ITEMS \$1,608.00
- 5) ADDITIONAL BOOKS FOR SPECIAL PROGRAMS FOR SCHOOLS
\$3,441.00

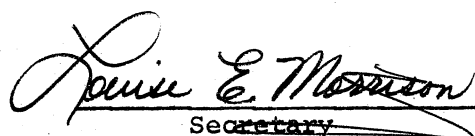
MR. PONSTEEN SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

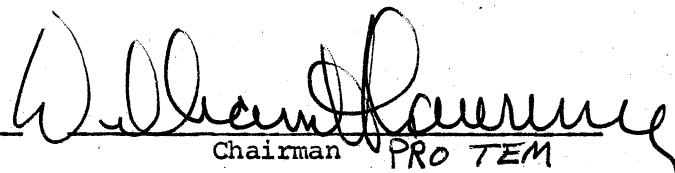
Mr. Baker requested an explanation of Item 4 and Mr. Ayers replied that increment dates on two people had been incorrectly entered in the original budget and that the salaries had had to be adjusted accordingly.

In answer to Mrs. Schmidt's question during the earlier part of the meeting regarding the amount of interest accrued by the district, Mr. Ayres stated that the interest last year was \$1,484.93 and some brought forward of approximately \$249.93, which totalled approximately \$1,700.00.

Dr. Lawrence questioned again the Ocean Shores relocatable unit and keeping the community on the tax rolls. He stated he would like to be informed about the situation; he understood the need and appreciated it, and felt it needed to be responded to. A discussion followed regarding Ocean Shores.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 10:50 P.M.


Secretary


Chairman PRO TEM