

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

July 22, 1971

A G E N D A

Call to Order

1. Approval of minutes of the June 17, 1971 meeting
2. Approval of vouchers for July
3. Reports

A. Board Committees

- 1) Administrative Office Space Committee -
Mr. Baker, Chairman
- 2) Physical Facilities Study Committee -
Dr. Lawrence, Chairman
- 3) Ocean Shores Facility Committee -
Mr. Ponsteen

B. Staff

- 1) Director
- 2) Assistant Director
- 3) Eastern Area Supervisor
- 4) Western Area Supervisor
- 5) Business Manager

4. Unfinished Business

- A. Decision regarding Ocean Shores Proposal
- B. Decision regarding Trustee Workshops

5. New Business

- A. Decision regarding attendance of four staff members at Pierce County Library Workshop at Lake Wilderness at a cost of \$160.00 for four
- B. Appointment of Budget Committee
- C. Decision regarding change in position #215, Administrative Offices
- D. Consideration of Investment, Annuity Salary Adjustment Purchase Plan -
Mr. Harry Sutcliffe, Broker
Dougan, Eader, Reynolds & Wheller,
Insurance Brokers

6. Additional Agenda Items

- A.
- B.

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
1006 South Sound Boulevard
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Minutes of July 22, 1971

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

Minutes of July 22, 1971

Board of Trustee Members Present:

Dr. Wm. Lawrence, Chairman Pro-Tem - Centralia
Robert Baker, Trustee - Packwood
Ruth Schmidt, Trustee - Olympia
Marcel King, Trustee - Ocean Park

Board of Trustee Members Absent:

Rita McArthur, Chairman - Shelton
Andrew Ponsteen, Vice Chairman - Elma
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
Gloria Hunter, Public Information Assistant
Mrs. Donald Ford, Lacey Trustee
Sharon Boring, Board Secretary

The meeting was called to order at 7:30 p.m. by Dr. Lawrence, Chairman Pro-Tem, in the absence of Chairman Mrs. McArthur.

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1 Minutes of the Board Meeting held on June 17, 1971

Mrs. Morrison mentioned they are trying to facilitate the board members finding items in their folders by using numbers in the right hand corner. Mr. Baker suggested that the minutes be labeled "minutes". Mrs. Schmidt suggested that the date be put on each of the pages. Dr. Lawrence asked for a correction on page 2 for the sake of clarity. It should read: "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." After this correction was made, the minutes then were approved as corrected.

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Approval of Vouchers for the Month of July 1971

The following items submitted on the voucher list were discussed: Item No. 1755 to Lassen Electric was for changing the wiring to expand the Administrative Offices to present arrangement. The voucher for the Music Bar was for tapes for the tape recorders. Mrs. Morrison said they are going to try to obtain these in the future through a jobber at a discount. Item No. 1778 to Xerox Corporation was for the previous billing period.

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

5

New Business

D. Consideration of Investment, Annuity Salary Adjustment Purchase Plan - Mr. Harry Sutcliffe

The regular order of business was suspended so that Mr. Harry Sutcliffe, Broker for Dougan, Eader, Reynolds and Wheller, could talk about the Annuity Salary Adjustment Purchase Plan. A brochure explaining the plan was given to each person present. Mr. Sutcliffe explained the plan in depth for the board.

Mr. Sutcliffe asked for the approval of the board to make information on the plan available to the employees on district time. Mrs. King asked the length of time this would take. Mr. Sutcliffe said it would take one-half hour for the first meeting, then they would contact those interested a few days later. Dr. Lawrence asked if this is a precedent-type practice. Mrs. Morrison said it is not as it is a benefit to employees, offered through the board, if the employees want to take advantage of it.

MOTION BY MR. BAKER: I MOVE THAT THE BOARD APPROVE THE SOLICITATION OF THE EMPLOYEE GROUP FOR THE PURPOSE OF CONSIDERING THE ANNUITY SALARY ADJUSTMENT PURCHASE PLAN OF DOUGAN, EADER, REYNOLDS AND WHELLER UNDER THE DIRECTION OF OUR DIRECTOR AND HER APPROVAL. SECONDED BY MRS. KING AND CARRIED.

Following this motion, the board returned to the established agenda.

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Reports

A. Board Committees:

1. Administrative Office Space Committee - Mr. Baker

Mr. Baker reported that he, Mrs. Schmidt and Mr. Krueger met last Thursday with Mrs. Barton to go over the problem of space in the

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Administrative Building. He said that he hoped that as time goes on, Mrs. Barton will be able to present to each of the board members in writing, a description of the functions of the Administrative Office. There isn't any immediate problem to work on until the next budget except storage space. Dr. Lawrence mentioned that during the winter months, it might be necessary to put a foyer in the front to deflect cold air. Dr. Lawrence suggested looking to some way of storing paper outside; for example, in an old bookmobile. Mrs. Morrison said they might be able to put some paper storage in the Olympia Library. Dr. Lawrence asked if any modification of shelving would help. Mrs. Barton said that this possibility had not been discussed.

2. Physical Facilities Study - Dr. Lawrence

Dr. Lawrence reported that this committee met earlier this week with Mrs. Currier. Dr. Lawrence, Mrs. Morrison and Mrs. Barton had met twice earlier to develop an outline for the report. Mrs. Currier accepted the outline and format for developing the report. She recognizes the need to proceed with the job. She spent all day yesterday working on the report.

3. Ocean Shores Facility - Mrs. Barton

Mrs. Barton reported they had talked with Mr. Gardner, the city manager, and informed him what we would like to do in installing a relocatable building. He reported the city is aware of the deficiencies in the present library service. His feeling was that one mill was too high and he knew some places doing it for 1/2 mill. Mr. Gardner said they are only open nine hours a week and we would want them open twenty hours a week. Mr. Gardner said a temporary place could be a relocatable building but that he would be opposed to a trailer because of the city building code. Northwest Homes still has one relocatable classroom building (28'x 34') available and gave Timberland first right of refusal. Mrs. Barton said she went to see a representative of Mr. Albright who is a trustee of the Ocean Shores Development Company which is involved in bankruptcy litigation. There is a segment of property which he would let the library use for a relocatable building on three conditions: (1) If, by any remote chance they sold it, Timberland Regional Library would have to vacate within sixty days. (2) Timberland Regional Library would have to leave the parking area in the same condition as we found it. (3) Timberland Regional Library would have to pay some reasonable rent which we could name ourselves. Next we saw Mrs. Crosby, owner of the Executive Villa Motel, as she had offered some space. It would not be adequate. We looked at the current post office (10' x 25') and it had already been rented. Dr. Lawrence said that he likes

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the idea of a relocatable building as there is something to be learned in layout use and building characteristics. The staff recommended it as an investment since it could be used in at least three other places if things did not work out at Ocean Shores. The city is planning a city hall, hopefully, with library space in it. Ocean Shores knows this relocatable facility would be temporary and they would need to buy or rent the unit from Timberland Regional Library after the first of the year. Mr. Essick said Mr. Ponsteen's comments on this were the following: The first time he had a reservation as he wanted to check rentals. During the second conversation, he said that as long as we had checked out rentals, he would go along with the staff recommendation. Mrs. Barton reported that Far West could put together a building in two weeks. Mrs. Morrison's recommendation is that we should purchase the one from Northwest Homes. Dr. Lawrence asked what this would do to the balance of the unanticipated revenue. Mr. Ayres reported there is \$81,000 at the present time with \$18,500 plus \$2,000 for State grants and another \$13,917 obligated. Mr. Baker said this sounds like a sensible approach and the district needs to act now. He is for going ahead with it. Mrs. Schmidt and Mrs. King feel the same way about going ahead with it although they too, dislike spending unanticipated revenue. There was discussion as to the location of the building on the lot.

MOTION BY MRS. KING: I MOVE THAT WE PROCEED WITH THE STAFF RECOMMENDATION ON THE PURCHASE AND ESTABLISHMENT OF A LIBRARY AT OCEAN SHORES IN A RELOCATABLE BUILDING FOR AN ESTIMATED COST OF \$13,895 WHICH INCLUDES THE UNIT PRICE, EQUIPMENT, SETUP, CONTINGUENCY FUND FOR REMOVAL OF THE BUILDING PLUS ADDITIONAL WAGES FOR STAFF TO INCREASE THE NUMBER OF HOURS TO 20 A WEEK. SECONDED BY MRS. SCHMIDT AND CARRIED UNANIMOUSLY. Mrs. King will serve as consultant on the location on the lot. Mr. Essick will advise Mr. Ponsteen of the decision.

B. Reports - Staff

1. Director's Report - Mrs. Morrison

Mrs. Morrison read a complaint from Clarine Edwards, Westport. Mrs. Edwards got a report back on a request for a book and the book had been discarded. She complained about no new books in the western section at Westport. It was reported that the western collection had been changed in March completely. Mr. Essick said the problem is that most people do not like westerns any more and the books are available only in paperback.

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Mrs. Morrison read a letter from Lester E. Pope in which he complimented the Raymond Library staff. Dr. Lawrence asked that copies be circulated to all of the head libraries with a note saying they are appreciated. Mrs. King suggested this couple be invited to Parkland for the P.N.L.A. Conference and enclose all the information regarding this.

Mrs. Morrison referred to the Summary of Book Additions and Withdrawals for the first six months of the year, a copy of which was in each folder. Timberland added 19,042 books and discarded 18,251 books which were either physically worn out or contained outdated information. She said that the staff will have cleared up twenty years of neglect by the end of the year and that next year the staff can begin to build the collection for the region.

Mrs. Morrison reviewed the Unofficial Book Budget Summary for the first six months of the year. As far as book budget expenditures are concerned, the balance is fairly high. There is a large juvenile order ready to go in now.

2. Assistant Director - Mrs. Barton

Mrs. Barton asked for a correction in the minutes on a comment by Mrs. King about the Ocean Shores building. She said we will not be spending money we do not have available as we do have the money. Mrs. Morrison said it was unanticipated since it was not programmed into the regular budget. It is money received into the regular budget beyond that which we have already programmed in the first six months. Dr. Lawrence brought up that the board failed to give Mr. Essick any instructions as to how much to recommend paying for rent on the Ocean Shores lot. Mrs. King said to suggest \$1 a month. Dr. Lawrence said to tell Mr. Albright that we feel this is going to be a business attraction point and Ocean Shores will be contracting the services and will be renting the building and his contribution to get the library started there is to allow us for the balance of the year to have this space he is not now using.

Mrs. Barton reported the inventory is proceeding nicely. They moved out of Centralia to the Winlock Library. In Winlock there were many books with the pockets and cards handwritten so everything has to be retyped and repasted which takes time. After Winlock is finished, it will be Oakville and Chehalis, then down to the peninsula and Raymond, then Montesano and last Aberdeen. It has gone better in the last three months than the staff had anticipated, and much faster. Rotation of new books is coming along as usual. Some extra help during the summer from an employment supplement group has been invaluable. She reported that the staff

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is working fast to mark off discards from the locator file to avoid unnecessary work in locating books. In general, the circulation statistics for the first six months of this year are up over last year. She said that the staff hopes that after the inventory is completed, the print out sheets, which are in shelf list order, can be used as a replacement guide.

3. Eastern Area Supervisor - Mrs. Stough

Mrs. Stough reported that the Centralia Commission has approved \$13,000 for refurbishing of the building. The Oakville Library came in first in the parade with the "Skookum" (summer reading club) float. The Olympia Library serves convalescent homes in the Olympia area and residents of our convalescent homes are being shown films. Tumwater goes to the ballot this fall to nail down their site for the future building. Winlock's collected was weeded. A telephone has been installed in Yelm because they now have a place to put one.

Mrs. Donald Ford gave a report on the trip to King County Library System where they visited the Federal Way, Burien, Bothell, Bellevue and Newport Way Libraries. She thanked the board for letting staff go with them. Also she reported that the North Thurston Friends of the Library again had the fireworks stand and made over \$1,000 this year.

Mrs. Stough said the story and crafts program in Lacey has been so successful, it has been moved to North Thurston High School for lack of space at the Lacey Library and a bookmobile goes to serve the children. Dr. Lawrence asked if these crafts will be useful in displays in libraries. Mrs. Stough said the children take the crafts home with them but they will try to put some together for display.

Mrs. Stough reported that the first Chehalis Businessman's Film Program went well and the second not as well. It's a matter of advertising, she said.

Mr. Baker asked about the shelving situation in Winlock. Mrs. Stough said that Winlock is putting up shelves. The Winlock Board plans to buy more shelves over the course of time. Dr. Lawrence asked, "if we, as a Board, could see our way clear to allocate funds for the purchase of some shelves in Winlock". Mrs. King said that it had been voted down at a previous meeting. Mr. Baker said the Board felt the timing was off and this should have come up when Winlock first went into the building. Mrs. Morrison said she is afraid she "shooed" the Board away from it. She said she didn't think a precedent would be so bad now, considering recommendations of the physical facilities study. She

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said that this is one of the things which the board might do with unanticipated funds at least in some small way to help some of the cities. It might not be a bad idea in some future time to reconsider this. Dr. Lawrence said we will wait until we get out the facilities report.

4. Western Area Supervisor - Mr. Essick

Mr. Essick reported that an extension phone is being installed at the Ocean Park Library and also a phone for the Westport Library.

The library at Hoquiam is to be re-wired in August. The Hoquiam Board of Trustees said the library will have to be closed for a few days to accomplish this because of public safety.

The City Council has allocated \$5,000 to redecorate the library at Elma (paint, carpeting, etc.) There was not enough money to repaint the shelves and Mr. Essick asked the board if it would consider helping Elma with this. Dr. Lawrence asked if this follows the rationale that Mr. Baker said that if we had been a little better in our timing in Winlock, we might have seen our way clear. Mr. Essick said that he thinks the timing is right as we have the opportunity to help Elma now. Mrs. King asked if they have a Friends of the Library organization. Mr. Essick said the group is inactive but they are there and that he has tried to get them together. Mrs. King asked if they would meet if they had a special project and Mr. Essick said he could probably get them to meet if they had one. However, he said that it takes a special technique to paint metal shelving or it looks terrible so a volunteer group would not work for this particular project.

MR. BAKER MOVED THAT THE BOARD ALLOCATE \$200 OF UNANTICIPATED REVENUE TO ALLOW MR. ESSICK TO OFFER THE CITY OF ELMA TO ASSIST IN THE PAINTING PROJECT OF THE SHELVING WITH A \$200 CONTRIBUTION. MRS. SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

5. Business Manager - Mr. Ayres

Mr. Ayres reported that Timberland had received two communications from Internal Revenue Service on income tax. The Internal Revenue Service is concerned that all the employees, particularly married women who file joint returns with their husbands, withhold enough 1971 taxes to meet their 1971 income tax return. The first communication was sent to all the libraries and posted on bulletin boards; the second will be sent out with the July paycheck to each employee.

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Mr. Ayres reported that he had received the first Workmen's Compensation Bulletin. We will deduct 2-1/2¢ per day from the employee and Timberland will put 2-1/2¢ with this for every working day. We are also advising the employees of this. Dr. Lawrence asked what this would cost the district. Mr. Ayres said there are only six or seven employees on this now but beginning January 1, this will affect everyone.

Mr. Ayres reported that costs are running over \$100 a month on the use of the 660 Xerox machine. The cost per copy on the 660 and 914 is the same (3¢ a copy). The minimum \$60.00 cost of the 660 is being exceeded, so we are paying \$100 a month anyway, the same as it would cost for a 914. There are advantages of the 914, one being that books could be copied. There was discussion about changing the machines. Mr. Ayres asked the Board for permission to exchange machines as the staff thinks it is a sensible way to go. It will not cost any more money. The Board did not need to take any action as this was just informational and no additional cost was involved.

Mr. Ayres reported that on interest bearing notes to date the district has paid \$541.73. Three investments have been made since the last meeting. On the 25th of July one investment for \$118,000 matures, on the 8th of July an investment of \$30,000 and on the 16th of July an investment of \$45,000. These are 30 day investments. This is \$193,000 at 5% which produces \$804.17 interest or a net gain of \$262.44. Dr. Lawrence said that the board had talked about some strategies to minimize the issuance of interest bearing notes. He said the district ought to try to control expenses so that there is real benefit from these investments and not just a means of offsetting interest bearing warrants.

Mr. Ayres reported that there was no further progress on the state bid on typewriters. He said it might be clear up into November before the bids are back.

Mr. Ayres reviewed the tracking charts with the Board. All the contracting cities have made their first quarter payments and many have the second quarter in. The Miscellaneous Revenue is up to \$81,000 but some has been allocated to special projects. Dr. Lawrence asked that by the next board meeting, the chart be corrected to show what has been allocated. He asked for a status report on it.

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Unfinished Business

A. Decision Regarding Ocean Shores Proposal

This had been discussed earlier in the meeting under Board Committee Reports and the board took action at that time.

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B. Decision Regarding Trustee Workshop

Mrs. Morrison discussed the memo which she had mailed out to board members and reported that the tentative September 25 date is impossible because John Veblen would not be available. She said that October 2 had been suggested as an alternate date but that it cannot be confirmed until Herb Mutschler returns from vacation after the first of August. She said that the staff feels that such a workshop would be most beneficial for all trustees concerned but that no planning can be done until the board makes a decision on the workshop.

Following a lengthy discussion by board members concerning the Physical Facilities Study, regional and local board relationships and what subjects might be covered in such a workshop, there was general agreement that the workshop should be planned.

MOTION BY MR. BAKER: I MOVE THAT THE ADMINISTRATIVE STAFF BE AUTHORIZED TO GO AHEAD WITH THE PLANNING FOR THE TRUSTEES' WORKSHOP IN THE FOURTH QUARTER OF THIS YEAR. MRS. KING SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

5

New Business

A. Decision regarding Attendance of Four Staff Members at Pierce County Library Workshop at Lake Wilderness at a Cost of \$160 for Four

Mrs. Morrison said tentatively the staff people have been selected for this workshop. It will be a toss-up whether they choose to go to PNLA or this workshop. It will depend upon the budget schedule whether Mr. Ayres and Mrs. Morrison can go.

Mrs. Morrison read a letter from Mrs. Carolyn Else, Director of Pierce County Library, and a letter Mrs. Else had written to Mary Frances Borden, Director of Tacoma Public Library. The workshop will be on communication and will be held September 28, 29 and 30.

Mrs. Morrison asked if the board would authorize four people to attend and between now and the next meeting, they will know who will be going. She said any staff member who is authorized to go at board expense will be required to file a written report on what he got out of the workshop.

MRS. SCHMIDT MOVED THAT WE AUTHORIZE THE DIRECTOR TO RESERVE FOUR POSITIONS AT THE LIBRARY WORKSHOP AT LAKE WILDERNESS ON SEPTEMBER 28, 29 AND 30. MR. BAKER SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

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B. Appointment of Budget Committee

Dr. Lawrence said the Budget Committee has been appointed. Mrs. McArthur called to ask him to serve as chairman of the committee that consists of Mr. Baker, Mrs. Schmidt and Mrs. McArthur.

C. Decision regarding change in Position No. 215,
Administrative Offices

Mrs. Barton reported on a proposed upgrading of the Periodicals Clerk from a Clerk II to a Clerk III which is a difference of +\$171 in salary. Also she said the staff proposes downgrading the supplies and purchasing position from Library Assistant I to Clerk III. She said that this can be done because the incumbent Library Assistant is leaving in October due to pregnancy. The position could not be downgraded to the proper grade until it was vacated. By downgrading this position, there is a \$207.50 savings, which represents \$36.50 difference. These positions are both in the Administrative Office.

MRS. KING MOVED THAT THE BOARD AUTHORIZE THE UPGRADING OF MAGAZINES CLERK FROM CLERK II TO CLERK III AND THE DOWNGRADING OF THE SUPPLIES AND PURCHASING CLERK FROM LIBRARY ASSISTANT I TO CLERK III. MRS. SCHMIDT SECONDED AND THE MOTION PASSED.

D. Consideration of Investment Annuity Salary Adjustment
Purchase Plan

This was taken care of earlier in the meeting.

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Additional Agenda Items

Mrs. King asked how the bookmobile schedule looks for Fall and Winter. Mrs. Morrison said the second meeting on this will be July 29. Mrs. Stough said there will be improvement and that any disruptions will be in pulling back from schools.

Dr. Lawrence asked if the Olympia and Lacey Boards had been meeting and if there is any need for the committee Mrs. McArthur appointed to meet with the advisers. Mrs. Morrison said the Olympia Board has not had another meeting and the Lacey Board meets on the fourth Thursday at 4:30 P.M.

Mrs. Stough reported that the Tumwater Board has extended an invitation to the Regional Board to attend their meetings which are the fourth Thursday of the month.

Dr. Lawrence remarked he concurs with Mrs. King's recommendation that the board makes the rounds of Timberland Regional Library facilities prior to the Trustee Workshop.

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Mr. Essick said South Bend has extended an informal invitation to the Timberland Regional Library Board to hold a board meeting there.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 10:30 P.M.

Louise E. Morrison
Secretary

Rita A. McArthur
Chairman