

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

Minutes of August 26, 1971

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BOARD OF TRUSTEES MEETING
1006 South Sound Boulevard
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Minutes of August 26, 1971

Board of Trustee Members Present:

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

Board of Trustee Members Absent:

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

Staff Present:

Louise E. Morrison, Director
Virginia Barton, Assistant Director
James Essick, Western Area Supervisor
Mary Stough, Eastern Area Supervisor
Barbara Bruhns, Book Collection Coordinator
Joy Ayres, Business Manager
Selma Nielsen, Montesano Children's Librarian
Gloria Hunter, Public Information Assistant

The meeting was called to order at 7:35 p.m. by Mrs. McArthur, Chairman.

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1. Minutes of the Board Meeting held on July 22, 1971

The minutes were approved as submitted.

2. Approval of Vouchers for the Month of August 1971

Mrs. Morrison reported there were no unusual bills this month. She said that in the transportation section there still are some high expenses which are for transportation for the principal inventory crew members.

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

3 Reports

A. Board Committees:

1. Budget Committee

Mr. Baker suggested that the Board cover this report and 5a under Unfinished Business together.

B. Reports - Staff

1. Director's Report - Mrs. Morrison

Mrs. Morrison said her report could almost be summed up in one word - "budget". She said the administrative staff had suggested submitting written reports instead of oral reports to save time at the meetings. She said a copy of each report was in the trustees' files.

Mrs. Morrison reported that she and Mrs. Barton had spent August 12 and 13 at a management workshop conducted by Bill Oncken. She said it was the finest two days spent in a long time, especially since they were able to attend at no charge. She said it was most helpful in terms of how they can make better use of their time and that they are passing this knowledge on to other staff members. Mrs. Morrison reported that the PNLA Conference was the best she had attended in many years.

Mrs. Morrison reported that the Montesano Librarian, Linda Oscarson, had been in a car accident on her way home from work on Saturday, August 21, 1971, and that she had her right foot broken and would be off work for some time. Miss Selma Nielsen is in charge of the library in her absence. Mrs. Morrison also reported that Hope Duncan, who handles vertical file material, is resigning effective the end of September.

2. Assistant Director - Mrs. Barton

Mrs. Barton submitted a written report.

3. Eastern Area Supervisor - Mrs. Stough

Mrs. Stough submitted a written report.

4. Western Area Supervisor - Mr. Essick

Mr. Essick submitted a written report.

5. Business Manager - Mr. Ayres

Mr. Ayres read a letter from the Thurston County Engineer saying that future work performed at the county shop will be at cost + 36%. He also reported that the King County Director's Association is removing Timberland from their list of buyers as we have not been able to buy

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in sufficient quantities to make it worthwhile. Mr. Ayres reported that maybe we can arrange with Central Stores for the purchase of supplies. Mrs. Morrison is working on this and said that she has been informed that Thurston County procures some supplies from Central Stores.

Mr. Ayres reported that there are three returns on investments. He said on \$118,000 we realized \$532.56, on \$30,000, \$110.00 and on \$45,000, \$183.75 for a total of \$826.31. He said there are two more to mature - \$85,000 and \$35,000. He said we are coming up to some tight financial times again.

4 Communications

A. Letter from Mrs. Earl Clarine re: Naselle

Mrs. Morrison said there was a copy of the letter in each folder and that most of the Board Members heard this at a study session earlier in the month.

B. Report of 1969-1970 Audit by State Auditor

Mrs. Morrison said that she and Mr. Ayres are very pleased with the State Auditor's Report. She passed the report among the Board Members. She read a portion of the report which said, "It is our opinion the results of the examination indicated general compliance with regulations."

C. Letter from Mr. Chester Hansen, American Federation of State, County and Municipal Employees

Mrs. Morrison said this item was put on the agenda only to indicate that the letter had been received. A copy is in each folder. She said it has to do with salary negotiations which should be discussed at a study session rather than a public meeting.

5 Unfinished Business

A. Adoption of 1972 Preliminary Budget

Mrs. Schmidt said the report of the Budget Committee is contained in the notes of the August 17 meeting and that the staff has already made required corrections. She said Dr. Lawrence wants another meeting on the budget to be held next week. Mrs. McArthur asked if Mrs. Morrison had talked to Mr. Baker about a meeting date for the Budget Committee and Mrs. Morrison said September 9 will be the date of the meeting. Mr. Baker asked why this meeting is needed. Mrs. Morrison said that she understood that it was Dr. Lawrence's intent that the lower budget be ready tonight to be taken home with each board member to study in the event that cuts had to be made. She said that the lower budget is rock bottom. Mrs. Morrison said the meeting would be worthwhile in that it would save time later if the staff and Board could talk over

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budget priorities ahead of time again. She said they are reasonably sure it would not go down to this budget as it is \$18,000 lower than the current revised budget figure. Mrs. McArthur suggested checking with Dr. Lawrence prior to the date to see if he still wants the meeting. Mrs. McArthur said the budget committee and staff are to be congratulated on their fine work.

Mrs. Morrison said, in talking to all the librarians of the area, Mrs. Stough and Mr. Essick were reminded that we would need to do something about shelving for book catalogs. She said we would need 20 at an estimated \$100 each. Mr. Ponsteen said we would have to trade off this equipment for other equipment. Mrs. Morrison said this was an oversight and that she had expected this to be the case.

Mr. Baker said the Budget Committee had declined to accept the 1972 budget recommendation for the purchase of two bookmobiles. Mrs. Morrison said that as far as expenditures are concerned, all but \$3,500 would come from below the double line as \$36,050 is in vehicle reserve at the end of 1971. She said it means moving from below the line to above the line as income in 1972. Mr. Baker said he felt Dr. Lawrence asked the approval of this item held up because of the lack of supportive information. He said the board could not approve this item until there is a basis of analysis, which would be a replacement schedule. Mr. Ayres said the vehicles will have to be looked at before a recommendation can be made. Mr. Baker feels that at this time the board should leave the money in the budget and have a control for authorizing the purchase later. He suggested the Board approve the budget and follow through on the bookmobiles later.

Mrs. McArthur said the board is not really approving the expenditures but putting them in categories. Mrs. Morrison said the board is saying this is what they feel will be necessary to spend for 1972.

MOTION BY MR. BAKER: I MOVE THAT ON THE BASIS OF THE RECOMMENDATION OF THE BUDGET COMMITTEE, WE ADOPT THE PROPOSED PRELIMINARY BUDGET FOR 1972, DATED AUGUST 26, 1971, IN THE AMOUNT OF \$1,387,308. MR. PONSTEEN SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

D. Selection of date for adoption of final budget

Mrs. Morrison said she would hope the board can meet on September 23. She said the budget has to be in the hands of the County Commissioners by the first Monday in October. Mrs. Morrison read the quorum requirement on meeting at which the final budget will be adopted. It reads that one member from each of four counties must be present. She said notices must be sent to the newspapers two weeks prior to the adoption of the final budget to tell when and where the final hearings will be held. It was agreed that September 23 will be the final budget meeting and regular September meeting as well.

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B. Selection of date for Trustee Workshop

Mrs. Morrison reported that both John Veblen and Herb Mutschler are available October 2 and October 16 for the workshop and both stated a preference for October 2. Since there was some feeling at the July Board Meeting that the Board have the Physical Facilities Study before this workshop, Mrs. Currier hopes to have it ready for the meeting on September 9. Mrs. McArthur suggested setting the date for October 2 and all agreed. Mrs. McArthur said the staff can arrange the details of the workshop.

C. Consideration and Adoption or Rejection of Position Responsibility Descriptions, Professional Staff

Mr. Baker said he feels we should study these. Mrs. Morrison said this is for a formal approval as there are no changes. She said much time had been spent on these at an earlier meeting. Mrs. Morrison said there was a change of title on No. 021 but the duties are the same. The Children's Librarian is a new one added to this report.

MOTION BY MR. PONSTEEN: I MOVE THAT WE ADOPT THE POSITION, RESPONSIBILITY AND DESCRIPTION OF DUTIES FOR PROFESSIONAL STAFF. MR. BAKER SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

Mrs. Morrison said each Board Member had a copy of the new job description with the proposed salary schedule at the bottom of the page. Mr. Baker said as a matter of clarification No. 1 is the prime objective but it is stated as No. 2 in paragraph. He also said that stimulating might be a better word than fostering. Mrs. Morrison said it will be redone for the September 9 meeting. For the benefit of the Board Members not at the Budget Committee meeting, Mrs. Morrison said the Community Relations Officer, the proposed position, would be working with community librarians in developing relationships within their communities.

6 New Business

A. Discussion of possible extended winter board meeting schedule

Mrs. McArthur said she asked for this item to go on the agenda. She said at the regular Board Meeting, it was felt that we get too rushed to do the job we would like to in the amount of time we have. Mr. Baker said he would like to see the Board meet at 6:00 p.m. but not have dinner meetings and have a 10:00 p.m. adjournment. Mrs. Schmidt said the extra time is needed and suggested that the Director continue to work on the agenda for the Board Meeting and send copies to Board Members prior to the meetings and have an earlier study meeting.

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Mrs. McArthur said she would like to continue with committees, which have saved time. Mr. Ponsteen said we should give as much thought as possible to expediting these meetings. Mrs. Morrison said the agenda could be mailed out in plenty of time for board members to call in if they had any questions. It was decided that the October study meeting will begin at 6:00 with the official Board Meeting beginning at 7:30 as usual.

B. Discussion of Short-Range and Long-Range Goals

Mrs. Morrison said that the lists of Short-Range Goals and Long-Range Goals included in board members' folders are not in any priority order. She said that she thought it would be helpful for board members to have time to study the lists at their leisure before any firm decisions are made.

There followed a discussion of the various problems involving Naselle, Copalis Beach and Ocean Shores and alternatives which may be possible. Several board members felt that the closing of Naselle on December 31, 1971 should be announced in conjunction with wide publicity about the increase in bookmobile service time.

Mrs. Morrison reported that the relocatable building for Ocean Shores is "in limbo" because of the Ocean Shores building code. She said that a conference with the Ocean Shores City Council at a study session has been arranged for 3:00 p.m. on September 1 and invited any board members who could do so to attend. Mrs. Schmidt asked if there is still a library in the Beach Club. Mrs. Morrison replied that the outlet there is still operating and, hopefully, we could continue there until the end of the year.

7 Additional Agenda Items

Mr. Baker asked about the progress on the solicitation for the Annuity Salary Adjustment Purchase Plan. Mr. Ayres reported Mr. Sutcliffe was around on August 23 and 25 and will be back on August 31.

Mr. Baker asked Mrs. Barton if she had had an opportunity to inquire from the landlord about using the building for storage. Mrs. Barton said the landlord said "no".

Mrs. McArthur asked if any employees would be due an increment during the 90 day freeze period. Mrs. Morrison said that about 23 staff members were to have gotten annual increments. Mrs. Morrison said that the business office now has a booklet about the 90 day freeze period. She said any changes in salary prior to August 14 will go into effect. It does not affect a promotion from one job with a set salary schedule to another with a set salary schedule.

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Mrs. McArthur asked about getting a definite date on the equipment inventory. Mr. Ayres said it can be done by the November meeting. Mr. Baker said it is needed to support the budget. Mrs. McArthur said the November meeting would be fine.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 9:45 p.m.

Joanie E. Morrison
Secretary

Rita H. McArthur
Chairman