

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
1006 Sleater-Kinney S.E.
Lacey, Washington

Minutes of October 21, 1971

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Board of Trustee Members Present:

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

Board of Trustee Member Absent:

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
Gloria Hunter, Public Information Assistant
Linda Oscarson, Montesano Librarian
Selma Nielsen, Children's Librarian, Montesano
Ellen J. Stout, Centralia Reference Librarian
Sharon Boring, Board Secretary

Visitors Present:

Rod Gardner, City Manager, Ocean Shores
John O'Rourke, City Attorney, Ocean Shores

The meeting was called to order at 7:38 p.m. by Mrs. McArthur, Chairman.

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1 Minutes of the Board Meeting held on September 23, 1971

Dr. Lawrence asked for the following corrections: On Page 2, second paragraph from bottom, the word "endorsement" should replace the word "re-enforcement". On page 3, fourth paragraph, it should read (3) Negotiating committee feels that Mr. Hansen's recommendation concerning increase in vacation time to 20 days after 18 years be favorably considered but that this action be withheld pending a financial study by Mr. Ayres. (4) Present contract we have with the local be approved for re-negotiation with Mr. Hansen and his bargaining committee.

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Mr. Essick requested a correction on Page 3, first paragraph in the Director's report. He said the Ilwaco Special Library Levy passed with a majority (87-27) with a total of 114 ballots cast.

MR. BAKER MOVED THAT THE MINUTES BE APPROVED AS CORRECTED. DR. LAWRENCE SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

2 Approval of Vouchers for the Month of October 1971

Mrs. King asked about the bill from King County Directors. Mr. Ayres said it is a carry-over from last month.

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

The regular order of business was suspended in order to consider agenda items 5A and 6B since the people involved could then leave if they wished:

5 A. Decision of Ocean Shores City Council regarding library service contract

Mr. Gardner said the reason they came was to make it clear that they desperately want library service but to take 16% of the city's operating revenue and put it into library service is impossible. He said Ocean Shores must depend on property tax for a much larger source of revenue. Mr. O'Rourke said it is the intent of the City Council to give the TRL board a crack at continued affiliation with Timberland. He said all that the Council can propose to Timberland is a cooperative agreement for the next year pending a special election on an excess levy for library service. He said if the voters turned it down, that would be it. He said they don't think the city should be put to the test of coming up with the type of revenue the formula requires. He checked the statutes and did not find anything limiting Timberland to the formula for a "resort city and newly-formed city." He said the board might want to check with an attorney in regard to making an agreement with Ocean Shores. Mrs. McArthur said Timberland has had some very good counsel available and it is the board's intent to try to be consistent in its policy. She said the board might take under discussion the question of newly-created cities.

After considerable discussion, Dr. Lawrence made the following comments. (1) Obviously the City Manager and City Attorney brought a certain attitude of citizenry in Ocean Shores suggesting that "the city better provide a library service" or they wouldn't be here. (2) Board members have had lots of deliberation on how to carry on Timberland activity in the area and are considering some alternatives. (3) The board has a policy of equal treatment of cities and he suggests the board had better examine its role in newly-incorporated cities and take time to study. (4) He suggests the appointment of

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a study group with members of the Ocean Shores community, board members and staff to come up with a plan that could operate in the interim period until Ocean Shores can "take it to the voters." Mrs. Morrison said this is putting both the library district and the people of Ocean Shores "in a corner" because the millage for library service will be going into the city's general fund as of January 1, 1972. She said that as far as passing a bond issue is concerned, Ocean Shores would have to have the 60%-40% for the extra millage. She said the people of Ocean Shores would be asked to pay again above and beyond for the service they have had as an unincorporated area. Mr. Gardner said they will be receiving a different type of service if the levy is passed.

Mr. Gardner asked if the board had seen the space available in the new city hall. No one had seen this space, since city government had just been moved in.

Mrs. McArthur stated that she would set up a study committee and asked Mr. Gardner to give them the name or names of people from his community to serve. Dr. Lawrence suggested having a young person and older person on the committee from Ocean Shores.

Mr. Baker said that the board does not want to lose any cities, but wants to figure out some way to get others in. Mrs. Schmidt said she felt the board should move with as much speed as possible. Mrs. McArthur said she would appoint a committee. If Timberland could hear from Ocean Shores during the first week of November, we could get going immediately and report to the board in November. Mrs. McArthur thanked Mr. Gardner and Mr. O'Rourke for coming.

Dr. Lawrence asked Mrs. Morrison if she had checked with the State Library Commission regarding possible "demonstration" funds. Mrs. Morrison said that Miss Reynolds told her the Commission had never had such a request before, but encouraged her to present it for the Commission's consideration.

DR. LAWRENCE MOVED THAT TRL REQUEST THE STATE LIBRARY COMMISSION TO APPROVE A DEMONSTRATION GRANT TO INITIATE OR IMPROVE SERVICE WITHIN THE REGION. MR. PONSTEEN SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

Dr. Lawrence recommended that Mr. Essick look at the space in the new City Hall in Ocean Shores.

- 6 B. Consider extension of mandatory retirement deadlines for Lloyd Hildinger and Ellen J. Stout

Mrs. Stout said her mandatory retirement time is coming in April and she would like to have an extension until the end of 1972 or to her next birthday. She said she is in good health and with the raise she received the first of the year it will make a difference of \$12 to \$15 a month in retirement. Mrs. McArthur read a letter

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from Lloyd Hildinger also asking for an extension of his retirement time.

The policy on retirements was read. It reads "Retirement is mandatory at age 65 unless a special request is made by the Director and granted by the Board." Dr. Lawrence said we have already established a precedent. We have drawn up this policy and want to adhere to it.

MOTION BY DR. LAWRENCE: I MOVE THAT THE BOARD DISALLOW THE EXTENSION OF EMPLOYMENT BEYOND THE AGE OF 65 FOR MR. HILDINGER AND MRS. STOUT. MRS. KING SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

The board now returned to the regular order of business.

3. Reports

A. Board Committees:

1. Negotiating Committee

Dr. Lawrence said he had no committee report. Mrs. Morrison said Mr. Hansen was in on October 13 and requested another list of eligible employees be sent to the Secretary of Local 2053. He said he would like to meet with the Negotiating Committee soon after November 1. Mrs. Morrison will try to set up a meeting for November 3, 4 or 8, preferably the 4th.

2. TRL Trustee Workshop, October 2, 1971

Mrs. King and Mrs. Schmidt attended the workshop. Both felt the meeting was well presented. Mr. Essick said it is on tape and will be available to board members who were not present at the workshop.

B. Reports - Staff

1. Director's Report - Mrs. Morrison

Mrs. Morrison said there was a suggestion from within the senior staff for consolidation of Assistant Director's and Area Supervisors' reports into a single report covering the entire library district. All senior staff members would continue to be present at board meetings and the board could request further information as needed. The board agreed to consolidation of factual information but wants to continue hearing personally from the senior staff regarding thoughts, problems, etc.

Staff: Mrs. Morrison passed the letter of resignation of Mr. Essick which is effective November 1. She said that Sylvia Finley also will be resigning, effective December 31, as they are moving out of town.

Mrs. Morrison said she, Mr. Ayres, Yvonne Seidler and Marion Osterby attended the Communication Effectiveness Workshop. She said Dr. Buck

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was excellent in his field.

The Timberland Reference Workshops on September 30 and October 7 are presently being evaluated. She said it seems to have been a very effective workshop. There will be a full report next month.

Tumwater Library Board met on September 30 in emergency session to discuss its library building site acquisition. The Tumwater Jaycees had announced that they intended to oppose the bond issue to acquire the site. During a later meeting the Jaycees voted not to oppose the bond issue.

On October 5 Timberland had two visiting consultants from the British Columbia Library Commission. The visitors asked if they could come again to learn more because they were impressed with what Timberland is doing.

Mrs. Morrison read a letter from the Hoquiam City Attorney regarding the adoption of the final budget. She said she answered the letter and sent a copy of the letter which had been sent to the County Commissioners on the matter.

Book catalog re-issue: The magnetic tapes are now in San Francisco for test runs and Mrs. Morrison expects the children's catalogs to be printed soon.

Mrs. Morrison said the last final assessed evaluation came in on October 18. She said it would be an appropriate time for the Budget Committee to meet and settle on where the expenditures should be made. It was suggested that they meet after the Negotiating Committee meeting and Mrs. Morrison will try to set the date for November 4.

On October 14 Mrs. Morrison and Mrs. Barton attended a meeting at the University of Washington regarding Social Security Act Funds. She said the reimbursement for services given would be 75¢ on each \$1 spent for services to several categories of people (65 years of age and over, handicapped, welfare recipients, etc.). The library must supply the names and addresses of the people in these categories who are being serviced by the library system. Presently Timberland is servicing nursing homes so these names can be turned in immediately.

There will be a program budgeting workshop on October 28. Mr. Ayres and Mrs. Morrison or Mr. Ayres and Mrs. Barton will attend the workshop as Timberland will be required to use this new budget form soon.

Mrs. Morrison said a date has finally been set on which the directors of King County, Sno-Isle Regional, Kitsap County, Pierce County and Timberland can discuss service agreements. They will meet on November 5.

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Dr. Lawrence said he would like Mrs. Morrison to supply the Board with a calendar of events for the coming month.

2. Assistant Director - Mrs. Barton

Mrs. Barton said that at the request of The Evergreen State College, Timberland prepared a flyer for students who will be using local libraries. She said the students will be visiting all the local public agencies on October 30.

Mrs. Barton said she was given a summary by the Periodicals Clerk of the difference between the two subscription services TRL is using.

She said the librarians have been asked to supply the names of anyone receiving service who are in the categories under the Social Security Act.

Mrs. Barton said the inventory is on the last lap. The inventory crew is completing Montesano; Aberdeen will begin next week and then there will only be a few books left in Westport.

Mrs. Schmidt asked that the telephone numbers of the libraries be added if the flyers are re-run.

3. Eastern Area Supervisor - Mary Stough

Mrs. Stough said the board has her written report. She said she attended the Trustee's Workshop and thought it was magnificently done. She felt badly that only two board members could get there. She said the personal contact was as important as what was said.

She feels it should be emphasized to the new board members when they are appointed that this is not a "one meeting a month thing".

Mrs. Stough said that she feels the workshops have been the most valuable thing in the last year.

4. Western Area Supervisor - Mr. Essick

Mr. Essick reported that there is a problem with the painting done at the Elma Library. The board provided some money for the painting of the shelving and Mr. Essick talked to the City Clerk and she assured him that the steel shelving would be painted properly with the suitable paint but the painter did not use proper paint and it is peeling from the shelves. Mr. Essick recommended that the board not make any payment until we are satisfied that it is done properly. The City Clerk did not have a written contract with the painter. Mr. Essick feels some official word should come from Timberland as they have not made up their minds that they are not going to accept the job. Dr. Lawrence said we didn't write any specifications and if they accept the job, we will have to pay the money. Dr. Lawrence

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asked Mr. Essick to stop by on the way to Ocean Shores and tell them we give help at times and if they want future help they must get the job done satisfactorily. Mr. Ponsteen said we should let Jane D. Smith know about this as she is the City Attorney for Elma. Mrs. Morrison will call her.

5. Business Manager - Mr. Ayres

Mr. Ayres reported that the Communication Effectiveness Workshop was done beautifully by Dr. Buck.

He said the disability salary insurance program is coming along well. So far, there are 13 participants. Mr. Ayres said the building at the end of the administration building which had been under consideration is gone since it has been rented.

Mr. Ayres said a stand is needed for the file which holds the accounts. The cost would be \$96 plus tax. It was recommended to send this to the study group.

He said the magnetic personnel board has been ordered, following authorization last month.

Mr. Ayres reviewed the tracking charts with the board. He said TRL will be on interest bearing notes at the end of this month. He reported that George Haskett, Thurston County Treasurer, is pursuing something they have studied in county treasurer meetings where they will be able to program this type of situation for us, carrying us without being put on interest-bearing notes.

At this point Mrs. King had to leave for home. She said she is in favor of resuming the board tours of Timberland's libraries but feels we should wait until after the first of the year since there will be two new board members and a new Western Area Supervisor.

5 C. Resolution regarding supplemental retirement annuity plan

DR. LAWRENCE MOVED THAT THE BOARD ADOPT RESOLUTION NO. 14 CONCERNING THE SALARY ANNUITY SUPPLEMENTAL PENSION PLAN. SECONDED BY MR. PONSTEEN AND PASSED UNANIMOUSLY.

4 Communications

A. Letters from Napavine students and teacher

Mrs. Morrison read a letter from a Napavine student and teacher thanking Timberland for the paper bound books put in their junior high school.

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6 New Business

A. Decision regarding Christmas and New Years closings

Since both Christmas and New Years Day fall on Saturdays, Friday is the is the official holiday. Mrs. Morrison feels it is best to close on Friday and Saturday, which is the day of the holiday. The board agreed.

C. Consider sending Virginia Barton to Northwest Adult Education Association Conference in Vancouver, B.C. - November 11, 12 and 13, 1971

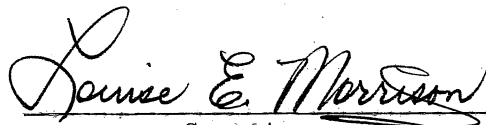
DR. LAWRENCE MOVED THAT THE BOARD AUTHORIZE SENDING VIRGINIA BARTON TO THE NORTHWEST ADULT EDUCATION ASSOCIATION CONFERENCE IN VANCOUVER, B.C. - NOVEMBER 11, 12 AND 13, 1971. SECONDED BY MR. PONSTEEN AND PASSED UNANIMOUSLY.

7 Additional agenda items

Dr. Lawrence asked what the plans are for replacement in Mr. Essick's position and how far we are going in our recruiting. Mrs. Morrison feels the recruiting should be fairly wide. Dr. Lawrence feels that qualified people within the region should be considered. In the interim Dr. Lawrence said he would prefer that someone with potential in the system be given the opportunity. He asked that the board be prepared to discuss these two questions at the next board meeting.

The Study Committee for Ocean Shores will consist of Mr. Ponsteen, Dr. Lawrence, Mrs. McArthur and Mrs. Spellman.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 10:35 P.M.


Secretary


Chairman