

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

Minutes of November 18, 1971

I N D E X

<u>Agenda Item</u> <u>+ No.</u>		<u>Page No.</u>
1	Approval of Minutes	1
2	Approval of Vouchers for the Month of November 1971	1
3	Reports	
	A. Board Committees	
	1. Union Negotiation	2
	2. Budget Committee	2
	3. Ocean Shores Contract	2
	B. Staff	
	1. Director	3
	2. Assistant Director	4
	3. Eastern Area Supervisor	5
	4. Business Manager	5
4	Communications	
	A. Letter from Washington State Grange	6
	B. Letter from Mrs. Robert Remington	6
	C. Letters in support of Mrs. Finley	7
5	Unfinished Business	
	A. Consideration of 1972 Union Contract	7
	B. Tentative dates for rescheduling Budget Committee Meeting	7
	C. Tentative dates for Ocean Shores Contract Committee Meeting with Committee from Ocean Shores	7
6	New Business	
	A. Consideration of Cooperative Use Agreement between Timberland and King County Library, Kitsap Regional Library, Pierce County Library and Sno-Isle Regional Library	7

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

Minutes of November 18, 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
Mary Stough, Eastern Area Supervisor
Joy Ayres, Business Manager
Gloria Hunter, Public Information Assistant
Rosalie Spellman, Aberdeen Librarian
Sharon Boring, Board Secretary

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

Agenda Item
No.

1 Minutes of the Board Meeting held on October 21, 1971

Mrs. King said she did not see anything in the minutes saying when Ocean Shores will have their special levy. In the secretarial notes of the October 21 meeting it reads that Mr. O'Rourke, the attorney, said Ocean Shores could have a special excess levy in December of this year but the money would not come in until 1973. Therefore, they will run the levy at the earliest possible time in 1972.

MR. BAKER MOVED THAT THE MINUTES BE APPROVED AS PRESENTED. MRS. KING SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

2 Approval of Vouchers for the Month of November

The following vouchers were explained: Voucher No. 3075 to the University of Washington for \$163 covered expenses for Mrs. Morrison, Mrs. Osterby, Mrs. Seidler and Mr. Ayres to attend the workshop which had previously been approved by the board. Voucher No. 3094 to Washington Education Association was for two copies of the W.E.A. Directory. Voucher No. 3033 for Yard Birds Credit, Inc. was for an extension cord. Mrs. Morrison

Agenda Item
No.

said they will no longer use a credit card for Yard Birds although it is convenient. Invoice No. 3045 to Patsy Humphres includes the reimbursement for the Children's Orthopedic calendars which the staff uses for planning purposes.

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

3

Reports

A. Board Committees:

1. Union Negotiation

In the absence of Dr. Lawrence, Mrs. McArthur reported the committee had met with Mr. Hansen and Mr. Bernethy. She said it was a very friendly meeting with no disagreements. They agreed to sign a new Union contract reading the same as this year with a new date. Dr. Lawrence had assured Mr. Hansen that his Budget Committee had recommended a proportionate increase in the medical insurance. Dr. Lawrence reported to Mr. Hansen that the Board had been in agreement on allowing the additional vacation time which the Union had requested. Mrs. King asked what the percentage of benefits is to total salary. This information was not immediately available at the meeting but Mr. Ayres will develop these percentages for the board. Mr. Baker said the Phase II control limits raises to 5.5%. He said the increment raises seem to run between 4.5 and 6.1; with the additional medical added, he wondered if it would be beyond the intent or scope of the wage control. Mrs. McArthur said these are only committee recommendations and the board has not taken action at this time.

2. Budget Committee

Mrs. Morrison said the Budget Committee had not met but hopes to meet on December 9. Mr. Bob Boysen, Supervisor of Classification and Pay Section of the State Personnel Department will come to the meeting at the Committee's request to discuss salary administration techniques.

3. Ocean Shores Contract

Mrs. Morrison said this committee has not met yet either. She said the Mayor of Ocean Shores did not appoint all the members to the committee until after the second November Council meeting on the 15th. The Mayor selected the following to serve on the committee: Bill Marks from the Council, Dr. John Clarkson from the community and Starr Thurston from the community. Dr. Lawrence, Mrs. Rosalie Spellman, Mrs. King and Mr. Ponsteen also will serve on the committee. Mrs. McArthur removed herself from the committee in favor of Mrs. King. Mrs. Spellman will see that a meeting is set up in Aberdeen. The dates the people from Ocean Shores cannot meet are December 1, 6 and 20.

Agenda Item
No.

B. Reports - Staff

1. Director's Report - Mrs. Morrison

Mrs. Morrison reported she took 4 days of vacation, October 26 through 29.

Mrs. Morrison reported on Mrs. Finley's incident with the Lacey Moose. She said Mrs. Finley was asked to make some recommendations for a purchase of a gift book for the library about a month ago. She was approached by Mrs. Talotta, Chairman of the Library Committee for Women of the Moose. Mrs. Talotta asked Mrs. Finley if she would be available to come to the Lodge to accept the check and give a short talk about library service and they agreed on this. Two days before the meeting was to be held, Mrs. Talotta came to Mrs. Finley and said she was sorry but the Lodge would not allow her to come in because she was black. Mr. Finley wrote a letter to The Daily Olympian which started the chain of events. The incident was taken up by the community-people called to see what could be done. The Moose eventually apologized but in the course of apologizing left Mrs. Talotta looking as if she didn't know what she was talking about. Mrs. Finley felt that she could not attend the meeting. Mrs. Morrison said the Board has been a tremendous support to Mrs. Finley in this. She said Mrs. Finley is more grateful than she can say because she knows she is working for a Board that values her services. Mr. Ponsteen asked if the apology was to Mrs. Finley. Mrs. Morrison said it was to Mrs. Finley and to the community at large. She said the apology was not accepted because it left Mrs. Talotta looking like a person who didn't know what she was talking about. Mrs. McArthur said the Lodge is saying it was "a misunderstanding" instead of saying it was their policy.

Mrs. Morrison reported that on November 5 there was a meeting of the Directors of King County Library System, Kitsap Regional Library, Timberland Regional Library, Sno-Isle Regional Library and Pierce County Library. She said the main problem was not how it should be done but how it should be worded. Mrs. Morrison read the Cooperative Use Agreement which says, "In order to provide more convenient access to library materials and services, it shall be the policy of the five library districts - King County Library System, Kitsap Regional Library, Timberland Regional Library, Sno-Isle Regional Library, and Pierce County Library - which represents ten counties - that any resident in the service area of one of these libraries may use the services of all five. Persons eligible to use the services of the above-mentioned library districts include all those living in the unincorporated areas of King, Kitsap, Pierce, Snohomish, Island, Thurston, Mason, Lewis, Pacific and Grays Harbor counties, and the residents of any towns which contract with these districts for service." This agreement is now being referred to the respective board of trustees. The Pierce County Board of Trustees approved the agreement on November 10. Mrs. Morrison said at the appropriate time in the meeting she hopes the board will see fit to approve this agreement.

November 18, 1971

Agenda Item
No.

Mrs. Morrison reported that on Tuesday evening, November 16, she went to the North Mason Friends of the Library meeting with Mrs. Stough. She said the North Mason Friends of the Library are looking for some land for a building and Mr. Al Logan has offered to give them a piece of land across from the North Mason School if something is done about putting a library on it within a year. Mrs. Morrison said that she had suggested that Mrs. Margaret Livingston, who is the new President of the North Mason Friends, and Mr. Logan come to the December Board meeting and discuss this. Mr. Baker asked what the Cooperative Use Agreement would do for these people. Mrs. Morrison said it means they can use Bremerton as well as the library at Belfair and the bookmobile.

Mrs. Morrison said Timberland has a recommendation from the periodicals committee to transfer shelves and periodicals from the Hoquiam Public Library to the Olympia Public Library. The Hoquiam Board approved this and the Olympia Public Library would like to have the shelves by December 15. She said it is necessary to centralize the back issues some place. Mrs. Morrison said that as long as the Board knows about it and approves it, they will go ahead with it.

Mrs. Morrison stated that she had not been able to contact Mrs. Smith about the Elma painting job. She said the Elma Library will be closed November 19 because they are tearing out windows they plan to rebuild. Mr. Ponsteen said he stopped by to see the painting job and was very disappointed. He said the paint is already peeling off the shelving.

Mrs. Morrison reported that the re-issue of the children's book catalog is imminent and the agreement has been signed and sent back to Comgraphics for 250 copies of the children's catalog which will come to \$6,312 plus sales tax and shipping. This will leave roughly \$11,500 toward the publication of the adult catalog next year from the \$18,500 grant from the State Library.

Mrs. Morrison reported that the inventory is almost completed.

Mrs. Morrison said the Tumwater site acquisition levy had a majority but not sufficient to validate it because of the 60/40 requirement.

Mrs. Morrison said they have placed ads in the Library Journal and American Libraries and posted the opening with the State Library's Placement Service for Mr. Essick's job. Also Mrs. Morrison said she discussed the opening with Dr. Lieberman at the University of Washington and asked for recommendations.

Mrs. Morrison said R. J. Lundgren, Supervisor of Systems Development, Office of State Auditor, has agreed to come to the Board's study session next month to talk about the program planning budget system.

2. Assistant Director - Mrs. Barton

Mrs. Barton said the reports on the Program Planning Budgeting Meeting at the University of Washington and the Northwest Adult Education Association

Agenda Item
No.

Conference are in the folders.

Mrs. Barton said Mrs. Stout was concerned as to whether she would get her Social Security benefits if she worked only part of a year. Mrs. Barton read a letter from the District Manager saying her benefits will begin when she retires no matter how much she earns during the first three months.

Mrs. Barton said they are searching for two bookmobile clerk-drivers as replacements for Mr. Guggenbickler and Mr. Hildinger but have not found them yet.

Mrs. Barton read a letter of resignation from Mrs. Jane Howell, Chehalis Library, who will be moving to California. This position has been filled by promoting a staff member in Centralia and then filling the vacancy thus created. Mrs. Barton said Mrs. Ann Mergens has been hired as a half-time person in Raymond. She is looking for another half-time person.

Mrs. Barton reviewed the monthly circulation report for October. There were unusually good gains in North Mason, Oakville, Ocean Park, South Bend, Winlock and Yelm. She said each of these is a small community library with an especially fine person in charge.

3. Eastern Area Supervisor - Mrs. Stough

Mrs. Stough reported on the workshop held November 18 for the six institutions in our service area (Washington Correctional Center, Cedar Creek, Mission Creek, Maple Lane, Greenhill and Naselle Youth Camp). These institutions are serviced under contract with the State Library. Shirley Beelik, coordinator from the State Library, conducted the workshop. Mrs. Stough said the most interesting part was a panel with two boys from Cedar Creek and two girls from Maple Lane with the Girl's Recreational Leader at Maple Lane talking about what kind of books they liked and what they liked and didn't like as reading materials. She said after the meeting they came to the Administrative Office and Mrs. Barton gave a talk on Timberland and Mrs. Seidler talked about central services.

Mrs. Stough said six people from Timberland went to the workshop at Camp Casey at their own expense. She said staff members were disappointed in the content of the workshop.

Mrs. Stough said this has been "the year of the Boards", and she has felt very good about the Boards. The Olympia Board requested Mrs. Coppinger to work organizing Friends of Library group and they are already started.

4. Business Manager - Mr. Ayres

Mr. Ayres reported that there are 15 participants for the Salary Protection Plan (Loss-of-Time Insurance) with Mutual of Omaha and 7 participants on the Employee's Supplemental Retirement Plan.

Agenda Item
No.

Mr. Ayres went over the financial tracking charts with the Board.

Mr. Ayres reported that a State Auditor found that according to our Resolutions, we have been carrying \$680 in Imprest Funds but actually should have \$660. He is making the correction.

Mr. Ayres reviewed the Washington Counties Insurance Fund, Summary of Rates, effective 1/1/72. It showed that Blue Cross has increased its cost by 30% and Washington Physicians Service has increased its cost by 11%. Mrs. Morrison said that in 1969 the employee was paying about \$2.30. At \$15 a month, rather than the \$10.50 from the district, the employee will still pay a good share of the cost of the insurance. Mrs. King wants to know how the \$15 medical benefit fits into the 5.5 limitation on cost of living increments.

Mr. Ayres said the equipment inventory is coming along fairly well.

Mr. Ayres distributed pictures of Microfilm readers to the board members. He said the Administration would like to purchase one for Olympia and one for Centralia. Mrs. Coppinger at Olympia recommended Xerox X-22. Mr. Baker asked if the microfilm at the State Library is available to take out. Mrs. Morrison said it is available to libraries. Olympia has two years of the Daily Olympian on microfilm and Centralia has twelve years of the Chronicle on microfilm. The price of the reader is \$119 plus tax. Mrs. Morrison said there is money in the audio-visual equipment fund. The board agreed to the purchase.

Mr. Ayres said he talked to State Purchasing yesterday about the typewriters and the specs are almost ready to go before the board to be put out for bids. Mr. Ayres said the Adler typewriters constantly need minor adjustments and the touch is not good. Mrs. Spellman said she has the oldest IBM Selectric in their office and it is a great machine. A service repairman comes once a month to check it over for \$48 a year. Mrs. Spellman said some of the more expensive ones are better in the long run because you have less trouble with them.

4

Communications

A. Letter from Washington State Grange

Mrs. Morrison read a letter she had received from Mr. Paul Holmes concerning expenditures of Timberland Library. He requested two copies of the current budget. Mrs. Morrison said she has to be in Seattle next week and might drop it off at the Grange office in Seattle instead of mailing it.

B. Letter from Mrs. Robert Remington

Mrs. Morrison read a letter from Mrs. Remington of Raymond complaining about a bookmobile stop which was deleted at Eklund Park. Mrs. Morrison said that she understood that the Raymond bookmobile staff had discussed this with Mrs. Remington before the stop was deleted. She said that it was less than 3 miles to either the Raymond Library or South Bend Library.

Agenda Item
No.

She said that she would write to Mrs. Remington.

C. Letters in support of Mrs. Finley

Mrs. Morrison said the library has received a number of letters and Mrs. Finley has received hundreds of letters. She said they have not received any more crank calls. Mrs. Morrison said she had a call from a lady asking how to go about dissolving a library district. Mrs. Morrison said she told her what the law says. Mrs. Morrison said the library had received resolutions from the Social Responsibilities Round Table of W.L.A., University of Washington Library, etc. with many signatures deploring the action of the Lacey Moose Lodge. She sent around to board members a letter which she had received from Dr. E. J. Shoben, Vice President of The Evergreen College.

5 Unfinished Business

A. Consideration of 1972 Union Contract

MOTION BY MR. PONSTEEN: I MOVE THAT WE RENEW THE UNION CONTRACT FOR 1972. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

B. Tentative dates for rescheduling Budget Committee meeting.

Mrs. Morrison said this item was put on the agenda as a reminder. Tentatively, the meeting will be held December 9. The time was set for 6:00 P.M. to be confirmed by Dr. Lawrence, Committee Chairman.

C. Tentative dates for Ocean Shores Contract Committee meeting with committee from Ocean Shores

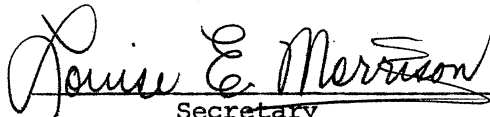
The committee from Ocean Shores cannot meet on December 1, 6 or 20. Mr. Ponsteen would rather not meet on Tuesday or Wednesday. Mrs. Spellman will set up the meeting as soon as possible.


6 New Business

A. Consideration of Cooperative Use Agreement between Timberland and King County Library, Kitsap Regional Library, Pierce County Library and Sno-Isle Regional Library

MR. BAKER MOVED THAT WE APPROVE THE COOPERATIVE USE AGREEMENT BETWEEN TIMBERLAND AND KING COUNTY LIBRARY, KITSAP REGIONAL LIBRARY, PIERCE COUNTY LIBRARY AND SNO-ISLE REGIONAL LIBRARY. SECONDED BY MRS. KING AND PASSED UNANIMOUSLY.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 9:38 P.M.


Secretary


VICE - Chairman