

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

Minutes of December 16, 1971

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Board of Trustee Members Present:

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

Board of Trustee Members Absent:

Rita McArthur, Chairman - Shelton

Staff Present:

Louise E. Morrison, Director
Virginia Barton, Assistant Director
Mary Stough, Eastern Area Supervisor
Joy Ayres, Business Manager
Gloria Hunter, Public Information Assistant
Rayma Sullivan, Library Assistant - Administrative Offices
Sharon Boring, Board Secretary

The meeting was called to order at 7:42 p.m. by Mr. Ponsteen, Vice Chairman. Mr. Ponsteen said this is his last meeting as Trustee, and he has a strong feeling of friendship towards everyone he has become acquainted with.

Mr. Ponsteen called for nominations for Chairman. Dr. Lawrence nominated Mrs. McArthur for Chairman in 1972. Mr. Ponsteen asked if there were further nominations. There being none, Mrs. McArthur was elected. Mr. Ponsteen then called for nominations for the office of Vice-Chairman. Mr. Baker nominated Dr. Lawrence for Vice-Chairman for 1972. Mr. Ponsteen asked if there were further nominations. There being none, Dr. Lawrence was elected.

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1 Minutes of the Board Meeting held on November 18, 1971

Dr. Lawrence asked what had been done about the unsatisfactory Elma painting job. Mrs. Morrison said Mrs. Jane Smith, who is City Attorney for Elma, told her the subject had come up at the Elma Council meeting and Mrs. Smith said she would bring it up again. Mrs. Smith said that little can be done in the absence of a written contract.

Dr. Lawrence asked about the status of the ads in Library Journal and American Libraries. Mrs. Morrison said there are no firm applicants at this point for the vacant Western Area Supervisor position. She hopes to do some interviewing at the A.L.A. Midwinter Conference.

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Dr. Lawrence asked if there has been any response back from her letter of reply to the State Grange. Mrs. Morrison said there hasn't been any response, and she will send them a copy of the Revised 1971 Budget and the 1972 budget.

DR. LAWRENCE 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 December

MRS. KING MOVED THAT THE VOUCHERS BE PAID AS PRESENTED. MRS. SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

3 Reports

A. Board Committees:

1. Budget Committee

Dr. Lawrence reported that the Committee met on December 7. He said he and Mrs. McArthur reviewed the 1972 budget which is in the folders. Dr. Lawrence said they went over the budget carefully and they were most satisfied with the first draft format. He said it showed much "homework" on the part of the Director and her staff.

Mrs. Morrison then presented the budget to the Board. It would appear that the total income for operation in 1972 would be \$1,383,312. The income from each area is detailed on the enclosed sheets in the folders. Mr. Baker asked if any city besides Ocean Shores has given us any indication of not contracting. Mrs. Morrison said no, and legally it is too late for them to withdraw for 1972. Dr. Lawrence pointed out that the Board asked Mr. Ayres for the percentages of budget for the various categories (salaries and wages, maintenance and operation, capital outlay for library materials, and capital outlay for equipment and furniture); this is given on page 4. He said we are still maintaining a balance we thought desirable between salaries and operation and materials. Mrs. King asked how long we pay on Raymond's rental, and Mrs. Morrison said 1973 will be the last year under the present contract. Dr. Lawrence suggested having a Board meeting in Raymond in the near future. Mrs. Morrison pointed out that on page 5 it shows employee benefits are 13.7% of the total budgeted for salaries. This figure includes \$15 for Health Insurance.

Dr. Lawrence said the Budget Committee met with Mr. Bob Boysen, Supervisor of Classification and Pay Section of the State Personnel Department, to ask some questions about what Phase II means to the State, municipalities and library districts. Mr. Boysen felt Timberland's salary schedule was in good shape as far as consistency between grades. Under Phase II he said we could restore our step increases, effective November 14, 1971. The only people who would suffer loss of pay raises were those caught in the freeze period. It is still a matter to be decided by the government whether there will be general retroactive pay.

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Dr. Lawrence informed the board that if a cost of living raise was desirable, it should be made across the whole salary schedule rather than to try and adjust individual step increases. Mr. Boysen concurred with this. He felt that an across-the-board increase should be a certain percentage and apply to the salary schedule. Dr. Lawrence said we still must observe the 5.5% total increase, but we do this on an average basis rather than an individual basis. Mr. Boysen didn't think we would have any problems because we have an established salary schedule and had it in force before the freeze. Mr. Ayres recalculated the percentage differences between the steps with the \$4.50 per month increased health insurance benefits. All step increases are now above 5%. (One exception-Lib. III, Step 4 to 5) There is no room for any other increases. Dr. Lawrence said this makes us 5.7%. Mr. Baker said he feels it is within the overall intent. Mrs. Morrison said she and Mr. Ayres had talked to the Internal Revenue Service and did not think there would be any problems. Dr. Lawrence made the recommendation that the Budget Committee felt the salary schedule was all right and that the employees are to be notified of the increased benefits and that the specific percentage of increase be given to anyone who comes in regarding a specific case. Mr. Ayres said 23 people were affected by the freeze. He said Mr. Hansen called yesterday and told him that the Chairman of the Clark County Board had authorized Clark County to pay the retroactive pay. Dr. Lawrence said he understood that a union person had asked if the money not paid during the wage freeze is being held in escrow. Mrs. Morrison had replied the money is in the general fund and is available if retroactive pay should be granted. She said the 1971 salary budget figure had not been changed because of the freeze, and if we do not pay all these salaries, it will go over as additional cash balance for 1972.

Mrs. Morrison said there is a considerable increase in contracts and rentals because the reissue of the adult book catalogs will not come through until 1972. Dr. Lawrence said he would like to see some ground rules established before funds from the Area Supervisors' "Discretionary Fund" are actually released by the board. Mrs. Morrison said some have already been made. Dr. Lawrence asked that Mrs. Morrison have the list of ground rules available at the January meeting.

DR. LAWRENCE MOVED THAT WE ACCEPT THE 1972 REVISED BUDGET AS PRESENTED BY THE BUDGET COMMITTEE FOR A TOTAL BUDGET OF \$1,399,362. MR. BAKER SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

Dr. Lawrence said the Budget Committee recommends the Board's acceptance of the 1971 Revised Budget Proposal. He said the committee did not spend much time on the 1971 budget as revised because it is ancient history by the time we get the printed revision.

DR. LAWRENCE MOVED THAT THE BOARD ACCEPT THE 1971 REVISED BUDGET AS PROPOSED: \$1,252,748 TOTAL OPERATING INCOME, \$30,000 VEHICLE REPLACEMENT RESERVE FUND, FOR A GRAND TOTAL BUDGET OF \$1,282,748. MRS. SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

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2. Ocean Shores Contract

Dr. Lawrence reported he received a letter from Mrs. Spellman setting forth some thoughts concerning the Ocean Shores problem. The Board still wishes to meet with Ocean Shores, and Dr. Lawrence will write to Mrs. Spellman asking her to arrange a meeting.

B. Staff

1. Director - Mrs. Morrison

Mrs. Morrison reported she had communicated with the staff some of the complicated things that have come up such as State Industrial Insurance, "Recovery" of Six Months Probationary Period, and Wage-Price Controls (Phase II). Copies of these memos are in the board folders.

Mrs. Morrison reported the physical comparison of books with the inventory sheet is finished, and the processing department will finish now, repunch cards and prepare for re-issue of the adult book catalog.

2. Assistant Director - Mrs. Barton

Mrs. Barton reported that what is in writing is what she wants to present this month. Next month she will have a summary for the year.

Mrs. King asked about the status of Naselle. After some discussion, Dr. Lawrence asked Mrs. Morrison to report to the January meeting what the plan of action was in closing the Naselle Library. The Board members said there is a duplication of services in Naselle. Mrs. Morrison said she will tell them at a grange meeting of the Naselle Valley Grange.

3. Area Supervisors

The reports from the Area Supervisors are in written form in the folders.

4. Business Manager - Mr. Ayres

Mr. Ayres reported that there are 22 employees at Step 5 of the salary schedule.

Mr. Ayres went over the financial tracking charts with the Board. He said once again money for 1971 will be coming in in 1972. He said we will be on interest-bearing notes again this month possibly. Mrs. Barton mentioned that during 1972 someone will need to deliver the

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book catalogs to approximately 150 schools. This will come out of the Transportation Fund. Mr. Ayres reported that there was a \$130 repair bill on the 1966 Van. He said there have been too many repairs on the Van and a heavier Van is needed. Mr. Baker suggested that Mr. Ayres run a tonnage analysis on the Van. Dr. Lawrence suggested that next year Mr. Ayres draw the trend line in black, below the trend line in green and above the trend line in red to make the tracking charts uniform and easier to follow. Dr. Lawrence said Mr. Ayres should be complimented on getting the material organized.

4 Communications

A. Letter from Mr. Leslie Otis re: Chehalis service

Mrs. Morrison read the letter, dated December 7, complimenting the Chehalis Library on its service. Mrs. Barton said she receives several letters a week complimenting them on the service. Mr. Baker asked if a copy of this letter had been sent to Chuck Rosbach and Council. Dr. Lawrence said it should be a standard procedure to send a copy of a letter to the Mayor or Chairman of Council.

Mrs. Morrison read a memo from Ruth Gershevsky, Chairman, WLTA Trustee Citation Committee, saying it is time to nominate outstanding public library trustees for the annual WLTA Trustee Citation.

5 Unfinished Business

A. Adopt revised 1971 budget

Adopted under the Budget Committee report earlier in meeting.

B. Adopt revised 1972 budget

Adopted under the Budget Committee report earlier in meeting.

6 New Business

A. Consider North Mason Library proposal

Mrs. Morrison said Mrs. Livingston and Mr. Logan were unable to attend tonight and will come to the January meeting.

B. Consider installation of radios in station wagons and cars--safety feature

Mrs. Morrison said it was a mistake not to put radios in the cars when they were purchased as two staff members have almost gone to sleep at the wheel. The board members felt that car radios installed in existing vehicles are more expensive and not satisfactory. It was decided that in the future cars will be purchased with radios.

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C. Consider change of name from "Administrative Office"
to "System Service Center"

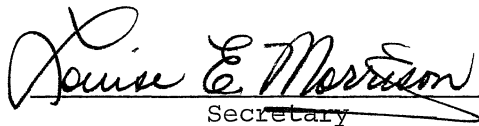
Mr. Baker asked about occasion for change of name. Mrs. Morrison said there are three reasons: 1) that is what it is - a service center to the branches, 2) you can overcome lots of animosity, and 3) good psychology as far as staff is concerned in thinking of this as their service center. She said the address has been changed by the renaming of the street, so this would be a good time to change the name. Mrs. Schmidt recommended calling the name "Timberland Regional Library Service Center". Dr. Lawrence suggested using up the existing stocks of supplies first. He said to change the name but phase out the stationery, etc.

MR. BAKER MOVED THAT THE NAME OF "ADMINISTRATIVE OFFICE" BE CHANGED TO "SERVICE CENTER". DR. LAWRENCE SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

The board members thanked Mr. Ponsteen and Mr. Krueger for their service.

The board members also expressed their appreciation for the Third Anniversary Cake, which the staff had provided.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 9:40 P.M.


Secretary


Chairman

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