

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

Minutes of January 20, 1972

Board of Trustee Members Present:

Rita McArthur, Chairman - Shelton  
Dr. Wm. Lawrence, Vice-Chairman - Centralia  
Robert Baker, Trustee - Packwood  
Raeburn M. Hagen, Trustee - Aberdeen  
Elmer F. Keiski, Jr., Trustee - Olympia  
Marcel King, Trustee - Ocean Park  
Ruth Schmidt, 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  
Elaine Lesh, Children's Librarian - Olympia  
Linda Oscarson, Montesano Librarian  
Rayma Sullivan, Library Assistant - Service Center  
Sharon Boring, Board Secretary

Visitors Present:

Ray Pierce, Superintendent, North Beach School District #64

The meeting was called to order at 7:40 p.m. by Mrs. McArthur, Chairman. Mrs. McArthur welcomed Mrs. Hagen and Mr. Keiski as Trustees and read an outline of some of the responsibilities of a Trustee.

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1 Minutes of the Board Meeting held on December 16, 1971

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

2 Approval of Vouchers

The Board discussed the "December Finals" Vouchers.

DR. LAWRENCE MOVED THAT THE DECEMBER 1971 "FINAL VOUCHERS" BE PAID AS PRESENTED. MR. BAKER SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

Mrs. Morrison said the January 1972 vouchers are principally payroll. She said Voucher No. 28 to Monroe was for a new calculator. The old Victor machine would have cost \$200 to repair and require about four months so Mrs. Morrison received approval by telephone from three or

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four Board Members to buy a new machine immediately.

MRS. KING MOVED THAT THE JANUARY 1972 VOUCHERS BE PAID AS PRESENTED.  
MR. BAKER SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

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Reports

A. Board Committees:

1. Ocean Shores Committee - Dr. William Lawrence

Dr. Lawrence said the minutes of the January 18 meeting, kept by Mrs. Spellman, summarize the meeting. Dr. Lawrence said it was a meeting where there was lots of give and take and people went away feeling they had had an opportunity to say what they felt. The course of action is that the Ocean Shores people are going to try to organize a group to promote an excess millage levy for library service. Dr. Lawrence said he assured the Ocean Shores people that the library staff would stand as a resource for their group to draw upon. Dr. Lawrence said Mrs. Morrison did a good job of filling in the details of the legal aspects and the millage-raising regulations. Dr. Lawrence said Mrs. King and Mrs. Hagen also attended the meeting.

Dr. Lawrence said Mrs. Morrison handled herself admirably at the Circuit City Council Meeting in McCleary. He said the people left there feeling that Timberland Regional Library is really serving the circuit cities.

Dr. Lawrence said we ought to wait now and see what happens at Ocean Shores - but not too long - and remind them that time is running short. Mrs. Morrison said there is no doubt that the books belonging to Timberland will have to be removed. Mrs. Morrison said we are committed to pull all of our services out as soon as possible since even an excess millage levy would not provide any money to Ocean Shores for a library service contract before 197 .

DR. LAWRENCE MADE THE FOLLOWING MOTION: BECAUSE OF OUR LEGAL RESPONSIBILITIES TO THE LIBRARY DISTRICT AT LARGE AND THE FACT THAT OCEAN SHORES HAS CHOSEN NOT TO CONTRACT FOR LIBRARY SERVICES, THE TIMBERLAND REGIONAL BOARD FINDS IT NECESSARY TO CLOSE OCEAN SHORES LIBRARY BY FEBRUARY 29, 1972. ALL LIBRARY MATERIALS WILL BE REMOVED FROM THE PREMISES. THE BOARD REGRETS THE NECESSITY OF THIS ACTION. MRS. KING SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

2. Equipment Committee - Mr. Bob Baker

Mr. Baker asked Mr. Ayres to demonstrate the new Monroe Electronic Calculator. Mr. Ayres said the cost with sales tax and trade-in of the old Victor was \$509.48 and it is well worth the money spent for the machine.

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Mr. Ayres said there is a great need for a third machine and the Monroe salesman would give Timberland \$15 off on two machines if a second one is purchased. Mr. Baker said this should be taken up in a committee meeting.

3. Washington Library Trustee Association Ad Hoc Committee -  
Mrs. Ruth Schmidt

Mrs. Schmidt said this meeting was held Monday, January 17, at the Golden Carriage Restaurant and was conducted by Mrs. Della Wakefield, Chairman, W.L.T.A. All present were asked to give ideas in regard to a one-day trustee workshop. A suggestion was made that a one-day workshop for trustees should be explored, a time to be decided upon and invitations to be issued. The workshop should be held in Western Washington (Seattle or King County) and the purpose would be to help trustees identify library problems. Mr. Tim Hill of the Seattle City Council was suggested as a dynamic luncheon speaker.

Mrs. Schmidt passed out a form for each member of the Timberland Board to fill out and return to Mrs. Wakefield. Mrs. Schmidt said she felt the trustees came to the committee meeting unprepared. Mrs. McArthur also attended the Ad Hoc Committee Meeting.

B. Staff

1. Director - Mrs. Morrison

Mrs. Morrison said the Circuit City Council Meeting occurred because the chairman of this Council had written, asking several questions on the millage for the library district this year. It was a matter of explaining why it was this way and what the Board had tried to do insofar as provision of service within the district's income. She said she had tried to "drive home" the fact that we all have a similar problem in that we are trying to do more than we have money to do it with. She said the reception was unusually positive, and comments received at the meeting and after the meeting were that council members had heard nothing but praise for Timberland's library service. Mrs. Morrison said the librarians in the small communities are more and more getting the library out where people know of it.

Mrs. Morrison read a letter from Mr. Henry Hollwedel, Comgraphics, saying the first children's book catalogs are now being bound. The expected delivery date is February 14, 1972.

Mrs. Morrison said her "Summary of Some 1971 Improvements" is in each folder. She said Mrs. Marion Enge, who comes to Timberland highly recommended, will replace Mrs. Finley at Lacey. Mr. Keiski asked if Timberland plans to use her to expand audio-visual. Mrs. Morrison said Timberland is just getting into audio-visual and acquiring its

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own audio-visual materials. Mrs. Morrison said Mrs. Enge will be at the February meeting. Three of the Lacey Board Members had met Mrs. Enge and they all liked her. Dr. Lawrence asked if Mrs. Enge had been considered as a possible candidate for Community Relations Officer. Mrs. Barton said Mrs. Enge wants to "stay put" in one library since her last job required a great deal of driving.

Mrs. Morrison said a replacement has been found for Mrs. Stout in Centralia when she retires. A man who received a degree in Library Science from Berkeley in August will take the job.

2. Assistant Director - Mrs. Barton

Mrs. Barton said a written report is in each folder. Mrs. Barton said the circulation figures are interesting. The libraries which are growing are Chehalis, Lacey, North Mason, Oakville, Ocean Park, South Bend and Winlock. The Oakville growth is mainly due to the librarian, Mrs. Kit Machin. Mrs. Barton said added staff time will have to be considered for 1973. Dr. Lawrence asked how the circulation figures are compiled. Mrs. Barton said it is for materials handled over the counter. Mrs. Barton said Mr. Kohr of Oakville is aware of the library needs and if it is possible they will get a new City Hall which will include a library. Mrs. Barton said the librarian is extending herself and has good rapport with the school. She said the rotation of books means a lot to the small communities.

Mrs. Barton explained the McNaughton Rental Book Plan for the new Board members. She said the contract has been doubled - 2000 basic inventory and 200 new books a month.

Mrs. Barton said the pamphlet service is unusually well used and is doing us lots of good. It is growing and everybody is using it. She said there is a new subject heading list. Mrs. King said she found a pamphlet in "her" library at Ocean Park this morning which she had been looking for for years. She said it seems as if the pamphlets aren't used enough and it must be difficult for the staff in sorting and filing them. Rayma Sullivan said it is a big job. She said they are unable to get enough boxes to store them in. She said that when the pamphlets are sent to the libraries, they are processed and ready to circulate but have to be filed. Mrs. King suggested having a poster in the libraries saying the pamphlets are available.

Mrs. Schmidt asked about the workshop (mentioned in Mrs. Barton's report) planned with Mrs. Florence McMullin on Intellectual Freedom. She asked if this is part of the one-day trustees' workshop and was told that it is not. Mrs. Schmidt said it seems to her we have so much overlapping on this. She said intellectual freedom was a subject mentioned three times at the meeting with Mrs. Mansfield urging a workshop on this. Mrs. McArthur

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said Mrs. McMullin is an American Library Trustee Association Representative to the Intellectual Freedoms Committee, which is funded separately from membership in A.L.A. She said this is undoubtedly why she is involved in this because it is a question that is being discussed all over the nation and is very broad. They are trying to bring it down to the local level where individual problems can be aired to the local trustees.

3. Area Supervisors - Mrs. Mary Stough

Mrs. Stough said a combined report of the eastern and western area is in the folders.

Mrs. Stough reported that the librarians in all the incorporated cities have been instructed to attend the city council meeting every month and give a report of the library. She said a letter has been sent to the councils telling them to expect this.

Mrs. Stough said that the library is celebrating International Book Year and hope to get people in the community of different cultural backgrounds to help celebrate this.

Mrs. Stough said an interest group, Children's and Young Adult Services (part of WLA), has requested to have one of their meetings at the Chehalis Library. They are interested in Timberland's organizational structure and want to hear how the Children's Services Committee operates.

Mrs. Stough said the 1972 Summer reading club planning is being pulled together. She said contact has been made with Evergreen State College to have involvement on the part of their students with Timberland's program in this area. She said she approached one of the deans and he will pass it on and see if anyone wants to be involved on a contract basis for college credit.

Mrs. Hagen clarified a gift of \$1,000 given to the Aberdeen Friends of the Library. This item was in Mrs. Stough's report.

Mr. Keiski asked Mrs. Stough if she is anticipating that the students of Evergreen State College might work in Aberdeen or elsewhere and receive college credit. She said the library program is over the five counties and could be worked in that way. Mr. Keiski asked if the students could help in libraries where circulation is up. Dr. Lawrence said it is a good approach to using some of the talent at Evergreen. Dr. Lawrence feels that TRL should make every effort to use this resource to the mutual advantage of the people. Evergreen College needs to have this type of outreach and Timberland could benefit in the process. Mrs. Stough said students could not be used in lieu of clerical help. Mrs. Barton said the staff would not have time to train for this type of work, even if they could be used for that type of work.

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4. Business Manager - Mr. Ayres

Mr. Ayres said the financial reports are incomplete and the tracking charts will be ready for the next meeting. He said the investment picture is as follows: Expenditures \$1,094.35, Revenue \$1,547.34, Net Gain \$452.99. He said on the 20th of December a \$75,000 investment was made for 30 days. He said Timberland is ahead by a little over \$500.

Mr. Ayres said he had been in touch with the Wage Stabilization Board on the retroactive pay and Timberland will now be able to pay the retroactive pay. He said we will be receiving a copy of the telegram to this effect.

Mr. Ayres said one of the employees has received remuneration for being involved in the loss-of-time insurance.

Mr. Ayres mentioned that the Boeing Renton Plant has equipment for sale. Dr. Lawrence said he would urge him to check into it. Mr. Ayres said the Adler Typewriters are still causing problems and he had two "affadavits" from staff members using these typewriters. He said for our type of work there is no question we cannot use them. Mrs. Morrison said Boeing is on a purchase order or "cash and carry" basis. Two Typists would go along to Boeing to check the typewriters out. Mr. Baker said he is confused because no one has given the equipment needs. Mrs. McArthur said to throw it back to the Equipment Committee. Mrs. McArthur asked Mr. Keiski to serve on the Equipment Committee.

DR. LAWRENCE MOVED THAT THE EQUIPMENT COMMITTEE BE AUTHORIZED TO WORK WITH MR. AYRES TO INVESTIGATE THE SURPLUS OFFICE EQUIPMENT AT THE BOEING RENTON PLANT TO MEET DISTRICT NEEDS. SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY.

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Communications

- A. Letter from Thurston County Commissioners appointing Mr. Elmer Keiski to the board.

Mrs. Morrison said the letter from the Thurston County Commissioners had been mislaid.

- B. Letter from Grays Harbor County Commissioners appointing Mrs. Wayne (Raeburn) Hagen to the board

Mrs. Morrison read the letter from the Grays Harbor County Commissioners. Mrs. Morrison said she feels the board is fortunate to have two people who are knowledgeable about libraries and concerned about them.

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C. Letter from Grays Harbor County Commissioners regarding  
service to Ocean Shores students

Mrs. Morrison read the letter from the Grays Harbor County Commissioners and the letter from Mr. Ray Pierce, Superintendent, North Beach School District #64 which had been enclosed with the Commissioners' letter.

5 Unfinished Business

B. Service to Ocean Shores students - Mr. Ray Pierce, Superin-  
tendent, North Beach School District #64

Mr. Pierce said this situation merits some attention because these children are not receiving what they should get. He said that 50% of the children in grades 3 and 4 at Ocean Shores reside out of the Ocean Shores area. He said he is not blaming anyone, he is not criticizing anyone and he did not write the letter to the Aberdeen World, but to the County Commissioners. He said he is wondering if something can be done in the meantime. He said he realizes the number of books checked out on the bookmobile has decreased which is due to the \$60,000 spent for books for their libraries. Mrs. McArthur said the board appreciates his feelings in this matter. She asked Mrs. Stough to reply to Mr. Pierce.

Mrs. Stough said the children who live outside of Ocean Shores do have access to our total collection. She said we are aware of the deficiencies of the bookmobile; we are glad when patrons like our service, but it is not satisfying you at school. Mrs. Stough said we recommend that our children's staff people go into the schools, and we are taking classroom collections to the schools. Mrs. Stough said if the Timberland staff can keep in close contact with Mr. Pierce's staff, Timberland can do very well by North Beach. Mr. Pierce proposed that Timberland service the Ocean Shores School. Mrs. King said this same situation exists at Long Beach. Also it was pointed out that this situation exists in Morton, Mossyrock and Shelton, among others. Mr. Baker said that bookmobiles should not be servicing schools. He said in the past we have attempted to assist the schools with the greatest need, and we are currently in the process of phasing out because it is not the most effective or efficient way of serving schools.

Dr. Lawrence said Mr. Pierce would have to understand that the board is governed by regulations and cannot in any way serve people who live in Ocean Shores unless they buy non-resident cards or the city contracts for service. As much as the board regrets the lack of library facilities for the school, it is a "dead horse" as far as this board is concerned. Mrs. King said the best thing for Mr. Pierce to do is help get the levy passed in Ocean Shores. Mrs. Hagen suggested that he contact Dr. John Clarkson.

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A. Authorization for retroactive payment of "frozen" salaries

Mr. Ayres said 23 people will be entitled to retroactive pay for a total of \$903.

DR. LAWRENCE MOVED THAT THE BOARD AUTHORIZE THE PAYMENT OF THOSE STEP INCREASES FROZEN DURING PHASE I OF THE PRESIDENT'S WAGE AND SALARY FREEZE. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

6

New Business

A. Contract with Washington State Library for Special Services under the Social Security Act

Mrs. Morrison said this agreement would provide reimbursement of 75¢ on every dollar spent beginning in April 1971 for service which the district has provided to people who come under this act. Mrs. Morrison said this had been discussed at a previous meeting and she thought it would be too hard to get the information. However, she said we are now serving nursing homes and Head Start and have an investment of staff time in these areas. She said we are not envisioning adding staff, etc. but both the State Library and Department of Social and Health Services feel this is an on-going program. In any case, it will provide reimbursement for what we are already doing. Dr. Lawrence asked that this not be used as a ploy to build up work loads. He asked if we have people to do these lists and if we have checked the income this will bring in. Dr. Lawrence asked Mrs. Morrison to prepare a report on this for the next meeting.

It was mentioned that the staff would actually be doing the work anyway without being reimbursed. Dr. Lawrence asked if a resource person could come as in the past to the work session to discuss this.

Mrs. Morrison said at first glance it looked as if the bookkeeping would be too complicated, then we discovered someone who would come to work with Mr. Ayres to figure it out. We decided it would be worth putting time into it. Mrs. Morrison said that she understood Shelton received \$1,700 when they had calculated \$300 or \$400 in expenditures.

MR. KEISKI MOVED THAT TIMBERLAND REGIONAL LIBRARY ENTER INTO THE PROPOSED CONTRACT WITH THE WASHINGTON STATE LIBRARY REGARDING SPECIAL SERVICES UNDER THE SOCIAL SECURITY ACT. SECONDED BY MR. BAKER. PASSED WITH MRS. SCHMIDT VOTING "NO".

B. Resolution modifying Non-Resident Borrower fee

DR. LAWRENCE MOVED WE ADOPT RESOLUTION NO. 16 MODIFYING THE PRESENT "NON-RESIDENT BORROWER" FEE FOR SERVING THOSE PEOPLE WHO LIVE OUTSIDE THE BOUNDARIES OF THE SERVICE AREA OF TIMBERLAND REGIONAL LIBRARY. THE FEE FOR STUDENTS AND YOUTH TO 18 YEARS OF AGE SHALL BE \$5.00 PER YEAR, THE FEE FOR PERSONS 65 YEARS OF AGE AND OLDER SHALL BE \$5.00 PER YEAR, AND ALL OTHER NON-RESIDENT BORROWER FEES SHALL BE \$7.50 PER YEAR. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.



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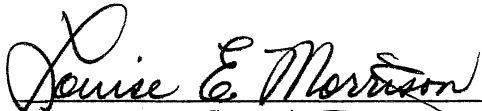
7 Additional Agenda Items

DR. LAWRENCE MOVED THAT THE TIMBERLAND REGIONAL LIBRARY BOARD ACKNOWLEDGE THE RECEIPT OF "A PHYSICAL FACILITIES STUDY FOR THE AREA FOR THE TIMBERLAND REGIONAL LIBRARY", DRAFT COPY DATED 1970, WHICH WAS PREPARED FOR THE WASHINGTON STATE-WIDE LIBRARY DEVELOPMENT COUNCIL. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

Mrs. McArthur said she had watched the Community Workshop program on television when they visited libraries in King County. She said the Board Members in King County had had to get together with the city councils and legislators in the area to tell them about their libraries and what their needs were. Mrs. McArthur said this program is going to be shown to trustee groups. Mrs. McArthur appointed Mrs. King, Mrs. Schmidt and Mrs. Hagen, with Mrs. Hagen as chairman, to a committee to look into the possibilities of getting together with the councils and legislators in Timberland's area. She asked for a report at the March meeting.

Mrs. Morrison read a letter from Mrs. Robert Ihrig, saying she plans to use the story on the Finley incident for the next issue of Public Library Trustee which will come out after the ALA Midwinter Meeting.

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

  
Secretary

  
Chairman