

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

Minutes of February 17, 1972

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 February 1972	2
3	Reports	
	A. Board Members	
	1. WLTA Trustee Workshop Planning - Ruth Schmidt	3
	B. Staff Members	
	1. Director	3
	2. Assistant Director	5
	3. Area Supervisors	5
	4. Business Manager	5
4	Communications	
5	Unfinished Business	6
6	New Business	
	A. Possible gift of land for library site near Belfair	2
	B. Possibility of contracts with Longview and Astoria libraries	6
	C. Barton and Stough to Special Library Association Communication Workshop at Issaquah, April 21-23, 1972	7
	D. Revised Freedom to Read Statement as adopted by ALA Council at Midwinter	7
	E. Bookmobile purchase under re-planning of service patterns (Statement of Purpose)	7
	F. Possibilities for administrative reorganization	8
7	Additional Agenda Items	8

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

Minutes of February 17, 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
Selma Nielsen, Children's Librarian - Montesano
Judy Wilson, Children's Librarian - Centralia
Irene Robbins, Librarian - Service Center
Sharon Boring, Board Secretary

Visitors Present:

Morton Johnson, Lacey Board
Della Wakefield, Chairman, W.L.T.A.
Mr. and Mrs. Leo Livingston, Belfair
Mr. Hugh Campana, Belfair

The meeting was called to order at 7:32 p.m. by Mrs. McArthur, Chairman.

Agenda Item
No.

1 Minutes of the Board Meeting held on January 20, 1972

The following corrections were made in the minutes: Dr. Lawrence asked that the motion at top of page 2 read: MRS. KING MOVED THAT THE JANUARY 1972 VOUCHERS BE PAID AS PRESENTED.

Mrs. Schmidt asked that the motion on page 9 be changed to read as follows: DR. LAWRENCE MOVED THAT THE TIMBERLAND REGIONAL LIBRARY BOARD ACKNOWLEDGE THE RECEIPT OF "A PHYSICAL FACILITIES STUDY FOR THE AREA OF THE TIMBERLAND REGIONAL LIBRARY", DRAFT

Agenda Item
No.

COPY DATED 1970 WHICH WAS PREPARED FOR THE WASHINGTON STATEWIDE LIBRARY DEVELOPMENT COUNCIL.

Mrs. Schmidt said that the motion on page 8 on the Social Security Act should show her voting "no" for the motion.

Mrs. McArthur said if there are no further corrections to the minutes the minutes will stand approved as corrected.

Dr. Lawrence asked what the fate of the tapes from the Board Meetings is. Mrs. Morrison said that the tapes are on file. Dr. Lawrence said he believes the tapes should be erased and asked that this item be taken up as new business later in the meeting.

2 Approval of Vouchers

Vouchers for the month of February 1972 were discussed. Following this discussion, MRS. KING MOVED THAT THE VOUCHERS BE PAID AS PRESENTED. MRS. SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

6 New Business

A. Possible gift of land for library site near Belfair

The order of business was suspended in order that Mrs. Livingston and Mr. Campana could present their business and leave since they came from some distance.

Mrs. Livingston said the North Mason Friends of the Library supports the branch library in Belfair. She said the group has been attempting to put together enough money to buy some land to locate a library as the present library is in the back of a TV Shop and is too small. She said land is getting scarcer around Belfair and increasingly expensive. Mrs. Livingston said the story was put in the local newspaper about it and Mr. Logan and Mr. Campana, who are interested in putting in a shopping center, offered 3/4 of an acre to build a library with the stipulation that a library would be built there. Mrs. Livingston said the North Mason Friends of the Library does not have enough money right now to build a library, but they would like to accept the land. They are interested in knowing what the Board would think about this.

Mr. Campana said that the ten acres to be developed are adjacent to a residential area. He said that he and Mr. Logan attached only two conditions to the gift of the site: 1) If a temporary structure is used, they would like it to be mobile, and 2) They would like something "concrete" there within a year.

Agenda Item
No.

Following further discussion, Mrs. McArthur promised to contact the Belfair group to arrange to see the proposed site.

3

Reports

A. Board Members:

1. WLTA Trustee Workshop Planning - Ruth Schmidt

Mrs. Schmidt suggested that Mrs. Wakefield discuss this since she is chairman of the Washington Library Trustee Association.

Mrs. Wakefield said that W.L.T.A. is planning a workshop on April 22 in Seattle for both trustees and Friends of the Library. She said not all trustees know what their jobs are and the organization hopes to educate the trustees on this. Mrs. Wakefield said she is serving as the trustees' representative on a task force of the Washington State Advisory Council on Libraries.

Mrs. Schmidt said Mrs. Wakefield covered this admirably. Mrs. Schmidt said plans at the meeting were discussed for the details of the Saturday, April 22 meeting which we hope will have a good attendance. She said 540 flyers are being sent out about the meeting. Mrs. Schmidt said there will be four study sessions of one hour each with two speakers per session. The idea of this format is to have an exchange of ideas, almost more important than the mere presentation thereof. All types of libraries will be represented at the workshop. She said the focus is to develop the effectiveness of the trustee. Tim Hill, member of Seattle City Council, will be the featured speaker. Mrs. Morrison said the knowledge of Timberland Board Members could add admirably to the workshop as could sharing some of the things Timberland has been doing.

B. Staff Members:

1. Director - Mrs. Morrison

Per Dr. Lawrence's request, Bill Scholz, who is one of the State Library's cost analysis experts, was with us for the study session at 6:00 p.m. to discuss the Social Security Act funding. Preliminary estimates are that the minimal amount will come to about \$5,000 per quarter which means \$20,000 per year.

Mrs. Morrison said that she is disappointed that we have had very few applicants for the Supervisor job. She said that in a number of cases libraries across the country were offering \$10,000 for Librarian I, Reference Librarian positions. She said there are several "nibbles" for the Community Relations position but no one nailed down. Dr. Lawrence asked if they had considered looking within and doing some structural reorganization for the Supervisory position. Mr. Keiski asked about the

Agenda Item
No. _____

Community Relations position. Mrs. Morrison said it does not have to be a professional librarian but needs someone who is knowledgeable about libraries and more knowledgeable about getting the community and the library together. Mr. Keiski asked if anyone from Seattle had applied and Mrs. Morrison said "no". Dr. Lawrence asked if there are going to be any interns. Mrs. Morrison said no program is set up for intern training this year.

As far as committee work for ALA is concerned, Mrs. Morrison said she is on the committee for starter collections for small libraries.

Mrs. Morrison said that a year ago the district began putting people on a committee which would come up with recommendations to be reviewed by the professional staff and then be put into effect. This has worked very well as far as children's services are concerned. We have expanded this at the first of the year to include adult services, audio-visual services, young adult services and reference services so that we will have concentration on some of the different areas of service. She said the committees have been asked to have in before the next board meeting some of their statements which we will then put together for the Board to review. She said that staff members have been assigned to committees on the basis of primary and secondary interest. She said they think it will be beneficial because, in addition to the work in the local library, there will be one district responsibility for each of the professional staff members.

Mrs. Morrison said on February 23 crews will be working at typing slips for changing the locations of all the books presently on the shelves at Ocean Shores and we will start moving the books out next Wednesday.

Mrs. Morrison said she attended the Westport City Council meeting on February 7 and 14. The Council had planned to make some changes in the library quarters but decided to do some more thinking about it before attempting to make a decision.

Mrs. Morrison said currently underway in the State is the "Resource Directory" pilot project which has to do with listing the resources of the different libraries of the state in some sort of book which can be shared by the libraries. Since Timberland has a book catalog already, she said that Timberland is actively involved with this project. Mrs. Morrison said she has been asked to work on this committee. She said individual libraries will be participating.

Mrs. Morrison said the staff feels we should be giving more and more emphasis to mail order service and we are exploring what North Central is doing with its Mail Order Catalog.

Agenda Item
No.

Mrs. Morrison said the Board will be wanting to consider the purchase of a bookmobile and the staff has given the Board several plans of action.

The Board asked Mr. Johnson if he had any questions. Mr. Johnson said that he was asked to represent the Lacey Board and observe the meeting.

2. Assistant Director - Mrs. Barton

Mrs. Barton said Washington State Employment Security is now doing the screening of applicants for non-professional jobs, which reduces both workload and file keeping for TRL.

Mrs. Barton went over the Request for Reclassification, Relocation of Position 301 with the Board. This change would save Timberland \$1200. This will be taken up later in the meeting for action.

Mrs. Barton said corrections are being made for the Elma librarian from 5/8 time to 3/4 time and the Cosmopolis librarian needs her time brought up to 5/8 time. Mrs. Barton also named some of the new personnel in the branches.

Mrs. Barton said the Ilwaco Library Board requested information about where their money goes and a report will be prepared for them showing how many books on rotation, salaries, etc. She said it will show that Ilwaco is getting more than its dollar's worth for the operation of the library in Ilwaco. She said Raymond has been asking questions and a report will be prepared for them too.

Mrs. Barton read a letter of resignation from Gary Ritter, driver at Montesano. He has taken another job because of insufficient salary.

3. Area Supervisors - Mrs. Stough

Mrs. Stough said her report could be read. Mrs. Schmidt asked that in future the names of films and speakers be listed in the report.

Dr. Lawrence asked if the city of Ocean Shores is making any plans to salvage their shelving. He said maybe we ought to take the shelving if they don't want it.

Three of the Children's Librarians were present at the meeting. They will have a report to present next month. They said the art work has been done on the summer reading program and the buttons have been ordered.

4. Business Manager - Mr. Ayres

Mr. Ayres reviewed the tracking charts for 1971 and 1972 with the Board. He reported that the district is on interest bearing

Agenda Item
No.

warrants, which is normal for this time of year. He said the postage expense is high because of putting postage in the meters at the major libraries.

4 Communications

5 Unfinished Business

Mr. Keiski asked what the plans are for the two staff openings. Mrs. Morrison said that the staff will come up with some workable way to handle the district. Dr. Lawrence asked for a definite plan with timetable. Dr. Lawrence asked Mrs. Morrison to have a recommendation at the next Board meeting on how to relieve the situation of these two positions and to have it as an agenda item.

Mrs. Hagen asked if her committee could wait until after the April 22 Trustee's Workshop to make suggestions. She said she called Eileen Mansfield. Mrs. Mansfield felt the trustee workshop would be a good preliminary measure.

Mrs. Schmidt asked that the Board Members make a note of the April 22 meeting, which will be held from 9:00 to 3:00. She would like to see representatives from the Timberland Board present.

Mr. Baker reported that Mr. Ayres bought three IBM typewriters for \$125 a piece from Boeing surplus and spent \$75 a piece to put them in top condition. He said we can buy the Adlers we have been renting for \$364. Mr. Ayres said the district's typewriter needs would be met if the two Adlers are purchased and two new Olivetti machines are purchased.

MR. BAKER MOVED THAT THE BOARD AUTHORIZE THE PURCHASE OF TWO NEW OLIVETTI TYPEWRITERS AND THE TWO ADLER TYPEWRITERS WHICH WE HAVE PREVIOUSLY BEEN RENTING. SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY.

Mr. Keiski asked that the secretary call the roll when a motion is voted on. It was decided that members will vote by raising their hands for the secretary to see.

6 New Business

B. Possibility of contracts with Longview and Astoria libraries

Mrs. Morrison said the staff has been discussing ways and means of improving the situation at Naselle. She said so many of the people go to Astoria and/or Longview from that end of the county. Before doing anything, the staff felt it should be brought up at the Board meeting as to whether these discussions should take place. Mr. Baker asked what kind of contract this would be. Mrs.

Agenda Item
No.

Morrison said they would see if Longview and Astoria would serve Timberland patrons for a fee. She said she, Mrs. Barton and Mrs. Stough are in agreement that this is the way to go.

After much discussion, the following course of action was agreed upon: Close Naselle Library and have Board Members at the meeting of the grange when this is announced. Come back and discuss Longview and Astoria contracts at that time. Mr. Keiski suggested that "the Board listen to what the people of Naselle interpret as good service and when we come back to the Board Meeting, have an open mind."

C. Barton and Stough to Special Library Association Communication Workshop at Issaquah, April 21-23, 1972

Mrs. Morrison said this workshop will be conducted by Dr. Vernon Buck. The total cost of the workshop is \$180 for three days and most of the time is on their own time.

MR. BAKER MOVED THAT THE BOARD SEND MRS. BARTON AND MRS. STOUGH TO THE SPECIAL LIBRARY ASSOCIATION COMMUNICATION WORKSHOP AT ISSAQUAH, APRIL 21-23, 1972. SECONDED BY MRS. KING AND PASSED UNANIMOUSLY.

D. Revised Freedom to Read Statement as adopted by ALA Council at Midwinter

Dr. Lawrence said if we believe in the principle of the thing and the professionals feel it is a desirable revision he doesn't see how we can refuse to accept it. He said time would be wasted trying to revise it.

DR. LAWRENCE MOVED THAT WE ADOPT THE REVISED FREEDOM TO READ STATEMENT AS ADOPTED BY ALA COUNCIL AT MIDWINTER. SECONDED BY MR. BAKER. PASSED WITH MRS. SCHMIDT ABSTAINING. THE CHAIRMAN SPECIFICALLY WISHED TO BE RECORDED AS BEING IN AGREEMENT WITH THIS MOTION.

E. Bookmobile purchase under re-planning of service patterns (Statement of Purpose)

MR. BAKER MOVED THAT THIS ITEM BE TABLED UNTIL THE NEXT MEETING. SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

Mrs. McArthur said it should be discussed in a study session involving all the Board Members. Mrs. Morrison said if we hope to make any changes in September, that unless a vehicle is ordered very shortly, it is going to be too late to get one by September.

The Board decided to have an interim study session on March 2. It will be a dinner meeting beginning at 6:00 p.m., possibly at the Chuckwagon.

Agenda Item
No.

F. Possibilities for administrative reorganization

It was decided that this item will also be discussed at the study session on March 2.

7

Additional Agenda Items

Dr. Lawrence, Mr. Keiski and Mrs. McArthur will serve on the committee to meet with the Belfair people regarding the gift of land. Mrs. McArthur will call Mrs. Livingston to see if March 4 or March 11 will be convenient with her group. Mrs. Morrison will appoint staff people for the committee.

The Board decided to discuss the item about the tapes from the Board Meetings at the study session.

Mrs. Morrison requested authorization to pay a long-outstanding bill from the Eastin-Phelan Distributing Corporation for \$453.22 due for 35 damaged 8 m.m. films. She said that they were damaged beyond repair by an automatic projector which was difficult to operate. The projector manufacturer said the projector was not faulty, the Montesano staff says it was, and Eastin-Phelan says TRL owes them \$453.22 for the films. She said the bill is legitimate and should be paid regardless of who was at fault because TRL's good name is suffering in the whole thing.

DR. LAWRENCE MOVED THAT THE OUTSTANDING BILL OF \$453.22 TO EASTIN-PHELAN DISTRIBUTING CORPORATION FOR DAMAGED FILM BE PAID. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 10:45 P.M.


Secretary


Chairman