

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

Minutes of March 23, 1972

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Board of Trustee Members Present:

Rita McArthur, Chairman - Shelton
Robert Baker, Trustee - Packwood
Raeburn M. Hagen, Trustee - Aberdeen
Elmer F. Keiski, Jr., Trustee - Olympia
Marcel King, Trustee - Ocean Park
Ruth Schmidt, Trustee - Olympia

Board of Trustee Member Absent:

Dr. Wm. Lawrence, Vice-Chairman - Centralia

Staff Present:

Louise E. Morrison, Director
Mary Stough, Eastern Area Supervisor
Joy Ayres, Business Manager
Michael Sheafe, Community Relations Officer
Gloria Hunter, Public Information Assistant
Rayma Sullivan, Library Assistant - Service Center
Jay Windisch, Library Assistant - Raymond
Selma Nielsen, Children's Librarian - Montesano
Linda Oscarson, Librarian - Montesano
Bonnie Sayce, Community Library Assistant - Ocean Park
Margaret Coppinger, Librarian - Centralia
Robert Zimmerman, Librarian - Centralia
Irene Robbins, Librarian - Service Center
Marian Osterby, Librarian - Centralia
Judy Wilson, Children's Librarian - Centralia
Elaine Lesh, Children's Librarian - Olympia
James Bernethy, Bookmobile Clerk Driver - Olympia
Carol Nelson, Board Secretary, Pro Tem

Visitors Present:

Mrs. Donald Ford, Lacey Board

The meeting was called to order at 7:50 p.m. by Mrs. McArthur, Chairman.

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- 1 Minutes of the Board Meeting held on February 17, 1972

The chairman requested any additions or corrections of the minutes as mailed to the board members. There being none, the minutes were approved as presented.

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2 Approval of Vouchers

Vouchers for the month of March 1972 were discussed. Following this discussion, MR. BAKER MOVED THE VOUCHERS BE APPROVED AS PRESENTED. MRS. KING SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

3 Reports

A. Board Committees

1. Belfair Site - Mrs. McArthur

Mrs. McArthur reported in the absence of Dr. Lawrence. She said that she and Dr. Lawrence and three staff members had met with some Friends of the North Mason Library and with Mr. Campana and Mr. Logan, who have offered to give land to the library as a building site. The group then went out to inspect the site. Mrs. McArthur reported that the group was very favorably impressed with the choice location, which would serve as a focal point for the entire area surrounding Belfair. She said that the representatives from the Friends group were anxious to have the board take some positive action in either accepting or rejecting the land gift. She said that one of the owners, Mr. Hugh Campana, had pointed out that they could give the land to any number of businesses to get a development started, but that the area badly needs a library site. Mrs. McArthur said that she and Dr. Lawrence would recommend acceptance of the site. The only stipulation on the part of the donors is some evidence of a commitment to a permanent facility within a year.

Mrs. McArthur said that the Friends of the North Mason Library are anxious to have an adequate building but that fund raising of that magnitude is beyond their ability. She said that Mr. Campana did not object to a relocatable building.

Mr. Baker reported that he had discussed the offer with Dr. Lawrence and that Dr. Lawrence felt that the board should work toward acceptance of the site. He said that Dr. Lawrence had told him that he was favorably impressed with the site, the location, the gesture on the part of the donors, and the attitude of the people in the community. Mrs. Morrison said that the staff endorsed acceptance of the land.

Mr. Keiski felt that the board should ask Mr. Campana to put the offer in writing along with any stipulations he might add regarding maximum deadlines. He felt that it was difficult for the board to respond to a verbal offer.

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Mrs. Hagen suggested investigating the possibility of leasing a building rather than tie the board down to a building program right now. At that point Mr. Keiski asked if materials were available regarding the board's legal responsibilities. Mrs. Morrison replied that the board has the same power as a municipal corporation.

The board directed Mrs. Morrison to write to Mr. Campana requesting written clarification of his offer.

B. Staff Members:

1. Director - Mrs. Morrison

Mrs. Morrison reported that on March 1 she went to the "Resource Directory Pilot Project Advisory Committee" meeting. It will provide a resource directory for at least 5 libraries, perhaps 6 in a pilot project. She said that this pilot project will not interrupt the flow of Timberland's own book catalog, but these will be listings in book catalog form of other libraries' holdings to see if the financial feasibility is such that libraries in the state could afford to do it on a broader basis. On February 23, the Ocean Shores Library was closed. Belfair site visit on March 11. March 13 Mrs. Morrison went to the executive board meeting of the Parent-Teacher-Student Organization in Tenino, at their invitation. They wanted to know all about Timberland, what it could offer and why they did not have Timberland service in Tenino. Mrs. Barton had been excused from the board meeting tonight. Because of the change in date of the board meeting, Mrs. Morrison was unable to keep her commitment to talk to the full membership of the PTSO in Tenino tonight so Mrs. Barton is doing that. March 15 Mrs. Nanon Jones and Mrs. Ruth Lancaster from King County Library System came to the Service Center to discuss TRL's central requests and how they are handled. March 21 Mrs. Stough, Mr. Sheafe and Mrs. Morrison attended an organizational meeting of the Friends of the Library in Lacey. March 29 at 10:00 a.m. the Naselle books are being removed. Mrs. Morrison talked with Mrs. Andring - she was very pleasant, understanding.

The Astoria Library Board is to meet on March 30.

Mrs. Morrison talked with Director Bruce Berney who said that he would ask the board how they felt about any sort of further contact in terms of service to Timberland people who live down in that area. He estimated that currently about 12 families from Pacific County are using the services who have non-resident cards. He said there were others who came in who did not have cards. Mrs. Morrison also spoke with Steward Robbins who is director of the Longview Library and that board is meeting on the third of April and he is going to discuss it. Mr. Robbins felt personally that it was a tremendous

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idea because he felt that both libraries would benefit from the public relations and from the promotional aspect of libraries in general.

Mrs. Morrison said that she should go on record on the subject of additional space in the Service Center. It is going to have to have very serious consideration in the very near future, she said. Dating back to last summer, the staff was talking about an interim step, because by 1975 even this building and the other end of that building will not be sufficient for Service Center needs. Mrs. Morrison said she would be happy to hear from the board what particular facts they would like to know other than costs and projection of space needs for future consideration.

Mrs. Morrison read a letter from Mrs. Robert O. Doyer from Ocean Park commending Ocean Park Librarian, Bonnie Sayce. Mrs. Morrison read a request from the Chehalis board written by the Chehalis librarian, Miss Mary Russell. The Chehalis board requested that Timberland consider the possibility of TRL furnishing new record bins for the Chehalis Library. Chehalis board members are talking about establishing a listening area for their library. Mrs. Morrison requested that the board give this request serious consideration as a possibility for some unbudgeted unanticipated funds which might be coming in.

Mrs. Morrison reminded the board of the Washington State Advisory Council on Libraries meeting on March 27 and 28 at WSU. Mrs. Morrison read a letter from the Salem Public Library announcing the opening of a new public library building on May 30. In recognition of the fact that Oregon is a composite of people from all other states, a prominent area in the new library is being reserved to display a collection of books from all of the states, each to have its special note. Salem Public Library is requesting a contribution of a book from the public library in our state capitol, autographed by the governor of our state. Mrs. Morrison suggested that Mrs. Coppinger and the chairman of the Olympia board seek the autograph of the governor on such a book. Mr. Baker suggested that a copy of the letter should go to the Olympia Friends. Mr. Keiski suggested that certain staff members be authorized to visit the new library and to invite others from the Timberland area who might enjoy seeing the new library. Mr. Keiski also suggested that if we send a book, we might select some historical work of a rare vintage. Mr. Keiski had in mind James Swan's book on the coast - in the reprint edition there are less than 500 copies, he said.

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2. Assistant Director

Mrs. Morrison said that the major point which Mrs. Barton would like covered is the request for a study by an impartial outside agency specializing in staff allotments. Mrs. Morrison said that the TRL staff is so close to it that it is difficult to look at it objectively. Mrs. McArthur asked if there would be any possibility of getting a state grant for this. Mrs. Morrison will draft a letter to the state requesting a grant. Mrs. Morrison said we need to have a close look at our staff time allotments so that both the people in each of the buildings and the Service Center staff will be on firmer ground. She said that in order to plan future expansion, we have to know that we are making the best possible use of the staff we have. MR. KEISKI MOVED THAT THE BOARD AUTHORIZE THE REQUEST AND HAVE THE ASSISTANT DIRECTOR BRING IN POSSIBLE BIDS AND COST INFORMATION SO THAT THE BOARD CAN GET A BETTER IDEA OF THE SCOPE AND THE COST. MRS. HAGEN SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

3. Area Supervisor

Mrs. Stough said that the outstanding thing that has happened recently for the Lacey, Olympia and Tumwater Libraries is that at a meeting March 21, the Retired Teachers of Thurston County presented \$150 - \$50 to each library to help the Friends groups. Mrs. Coppinger received a \$25 gift in appreciation of her book review for the Olympia Womens Club. This also is now in the account for Friends of the Olympia Library.

Mrs. Stough said that Mrs. Della Wakefield, chairman of WLTA, spoke to the Yelm board about the trustees workshop that will be conducted on April 22 in Seattle. She will speak to the Olympia group about her experiences on the library board in Aberdeen during the bond issue for a library building and its construction.

Mr. Keiski suggested that in the western area the county commissioners be asked to assist in the matter of proper directional signs for the libraries. Mrs. Morrison will write a letter to the county commissioners. Mrs. Morrison said it would cost about \$1,000 to make signs for each of the libraries in Timberland which would be suitable and uniform.

4. Business Manager

Mr. Ayres reported that the district's financial position has changed very little. Mr. Ayres reviewed the tracking charts with the Board.

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He requested approval for the purchase of ten 4-drawer file cabinets, 5 desks and 5 typewriter stands. Mr. Baker requested that the director make a study of the overall needs for equipment and program these needs. Mr. Baker said the only way the board can budget for equipment is to know the long-range needs. Mr. Baker said we need a total list of equipment.

MR. KEISKI MOVED THAT THE EQUIPMENT PURCHASES AS OUTLINED BE APPROVED. SECONDED BY MRS. KING AND PASSED UNANIMOUSLY.

Mrs. Morrison said she would plan a comprehensive two or three year program on equipment needs. Mrs. Schmidt asked if perhaps the projected needs in terms of equipment would also include the date when the lease is up on the Service Center.

5. Community Relations Officer

Mr. Sheafe said that he is learning more about the areas and their needs. He said that great things can be done and that he is just eager to go to work.

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Communications

A. Letter from Harry Wilson re: bookmobile chassis

Mrs. Morrison read a letter from Harry Wilson of the Gerstenslager Company regarding the purchase of a bookmobile chassis. The proposal for chassis only is \$4,848.46 and with 5% state sales tax, the total cost would be \$5,090.88 if paid on receipt of an invoice. Add 10% if payment is made when the bookmobile is completed. Mrs. Morrison said that she had talked with Mr. Wilson at length on the subject of the specifications for the vehicle. There is a prospect of a price break of about \$5,000 between the conversion package on the P-500 Dodge chassis versus the transit chassis type such as the vehicle at Montezano. She said that if the district considers a bus-type chassis, we would be talking in the range of \$25,000. Mrs. Morrison said that she feels the proposed chassis would be much better for our needs. It would provide us with 18 feet behind the driver, gross vehicle weight of 21,000 pounds and a 5-speed transmission with a 2-speed rear-end which is much better. The board discussed the legality of the proper procedure for purchasing the chassis. The board directed Mrs. Morrison to check the legal procedure with Mrs. Smith. MR. BAKER MOVED THAT WE AUTHORIZE THE PURCHASE OF A BOOK-MOBILE APPROXIMATELY THE SAME AS THE ONE WHICH WE HAVE PREVIOUSLY PURCHASED FOR RAYMOND. SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY. Mr. Baker said that if it is legally sound to proceed without bids and that if we are sure that this is a proper bid price on the vehicle, which can be checked by a telephone conversation with another dealer, then we should proceed to buy it without bids to save the time. We should get a letter quote in writing from another dealer.

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5 Unfinished Business

B. Addenda to Social Security Act Contract:

Mrs. Morrison read a letter from Miss Reynolds clarifying payment procedures for special library service under the Social Security Act. This addenda confirms in words that the State Library will pay the vouchers submitted dependent upon the continued availability of funding from the federal Social Security Act.

MRS. MC ARTHUR ENTERTAINED A MOTION TO ACCEPT THIS ADDENDA TO THE CONTRACT. THE MOTION WAS MADE BY MR. BAKER. MRS. KING SECONDED THE MOTION AND IT WAS PASSED WITH MRS. SCHMIDT ABSTAINING.

Mr. Baker requested a transcription of the report by Bill Scholz from the State Library regarding the Social Security Act.

C. Personnel Reorganization

Mrs. Morrison asked that the position for reference clerk be approved immediately in order that the staff can post the position and have an opportunity to fill it as soon as possible. It is a Clerk II, Step I, reference clerk work with the reference librarian.

MRS. KING MOVED FOR APPROVAL OF THAT POSITION. SECONDED BY MRS. HAGEN AND APPROVED UNANIMOUSLY.

Mr. Keiski said that he was sure that the guests and friends and staff members present would like to know that they have been talking and reviewing possible reorganization of the staff. Mrs. Morrison has presented the board with a number of ideas and the majority of the board feels that it has a pretty good grip on a reorganization plan, but were reluctant to move on it until Dr. Lawrence could be present.

6 New Business

A. Consider tuition for OVTI course on Reading for Adolescents
(March 30 registration deadline)

Mrs. McArthur said that the Assistant Director's report recommended that the board consider tuition for the OVTI course on Reading for Adolescents.

MR. BAKER MOVED THAT THE BOARD APPROVE THE TUITION. SECONDED BY MRS. SCHMIDT AND CARRIED UNANIMOUSLY.

Mrs. McArthur commented that the board has encouraged in-service workshops and tried to fund programs wherever possible.

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B. Set Study Session date (March 30, 1972)

Mrs. McArthur recommended the board set another study session on March 30 for further study on personnel reorganization. The board agreed on a 6:00 meeting at Wilson's Chuckwagon.

C. Board representative to W.L.A. in Spokane May 5 and 6

Mrs. McArthur plans to drive a staff car over to Spokane after school on May 5. Mrs. Hagen said she would try to go also.

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Additional Business

A. Personnel Policy Revision

Mrs. McArthur said the budget committee recommended the approval of the revisions for the personnel policy. Mrs. Morrison explained that it does not say in the personnel policy that if vacation is taken between the completion of the probationary period and a full year of employment and the employee is terminated by the employer, the employee will not be entitled to any vacation and all money paid for vacation time will be withheld from final pay. After some discussion as to whether or not the employee should even be allowed to take his vacation until after 1 year of employment, Mr. Ayres was asked to check on whether the state gives 6 months vacation if the employee is dismissed after 6 months.

Mrs. McArthur reminded the board that when the Negotiating Committee met with Mr. Hansen they gave him a half promise that they would reach the board to approve the additional vacation time for clerical.

MR. KEISKI MOVED THAT WE TABLE THE PERSONNEL REVISIONS UNTIL THE NEXT MEETING. SECONDED BY MRS. SCHMIDT AND CARRIED UNANIMOUSLY.

B. Letter from Hoquiam Library Board

Mrs. McArthur reported that the Hoquiam Library Board had written to the Timberland Regional Library Board extending an invitation to make Hoquiam the location for the May board meeting. Mrs. McArthur said they would schedule the May 18 board meeting for Hoquiam and would let Mrs. McGovern know that the board wishes to accept the invitation.

C. Letters from three employees

Mrs. McArthur said that she had letters from three employees, that the board has read the letters and all have been taken care of.

D. Mr. Keiski asked if there were any concerns from staff or those present:


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Mr. Bernethy said that he was concerned about the size engine of the new proposed bookmobile. Mrs. Morrison said that this was the biggest engine available in this type of vehicle.

Bonnie Sayce suggested having paperbacks in reference materials for the bookmobile. Paperbacks are lighter in weight and you could carry more books for the space on the bookmobile.

Mrs. Ford said that Mr. Johnson, Lacey Board Member, suffered a heart-attack but is making good progress. Mrs. Ford also reported that Mrs. Morrison, Mrs. Stough, and Mrs. Barton attended the Lacey Board meeting and are almost always there.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 10:00 P.M.


Secretary


Chairman