

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

Minutes of April 20, 1972

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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
Ruth Schmidt, Trustee - Olympia

Board of Trustee Member Absent:

Marcel King, Trustee - Ocean Park

Staff Present:

Louise E. Morrison, Director
Virginia Barton, Assistant 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
Linda Oscarson, Librarian - Montesano
Margaret Coppinger, Librarian - Olympia
Irene Robbins, Librarian - Service Center
Judy Wilson, Children's Librarian - Centralia
Amy Raab, Bookmobile Supervisor - Olympia
Sharon Boring, Board Secretary

Visitors Present:

Mr. Ray Raab

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

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1 Minutes of the Board Meeting held on March 23, 1972

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

2 Approval of Vouchers

Vouchers for the month of April 1972 were discussed.

DR. LAWRENCE MOVED THAT THE VOUCHERS BE APPROVED AS PRESENTED.
MR. BAKER SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

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3 A. Board Committees

Mrs. Hagen reported that her committee would have a report at the May meeting.

B. Staff Members

1. Director - Mrs. Morrison

Mrs. Morrison reported that Harry Wilson of the Gerstenslager Company was here on March 28 to discuss the bookmobile. She said that the Naselle Library was closed on March 29. Most of the books went to South Bend. On April 1 Mrs. Morrison said she attended a meeting of the Resource Directory Pilot Project in which 35 people from all over the state were present. There was a cooperative attitude evident from city, county and regional libraries. She said it was an excellent meeting. On April 4 the Director and Assistant Director attended the Tenino City Council Meeting at the invitation of the chairman of the Parent-Teacher-Student Organization in Tenino. She said the City Council members had questions which they answered. She said the meeting in general went very well. On April 18 at 7:00 a.m. Mrs. Morrison said she addressed the Kiwanis Club of North Thurston. She said she talked to Mayor Van Andel about the Lacey Library, how to finance a building, etc. Mrs. Morrison said next week a communications consultant from Pacific Northwest Bell will meet with the senior staff to see if he can figure out better service at the same price. Mrs. Morrison said she will talk to the Thurston County Democratic Women's Club on April 26; on April 28 she will take one day of vacation; on May 3 she will go to Spokane for Advisory Council on Libraries which is meeting May 4 and she will attend W.L.A. on May 5 and 6. Mrs. Morrison said progress is being seen in putting Central Services together under the direction of the temporary acting librarian who is in charge.

Dr. Lawrence asked for more information about the Tenino situation. Mrs. Morrison said she feels that at the first meeting in May the Council may be making their decision about requesting a contract with Timberland. She said that supporters of Timberland in the Tenino area are interested in a contract in time for the summer reading program.

Dr. Lawrence asked about the integration grant. Mrs. Morrison said the State Library Commission did not have time to take this up at their last meeting but it will be on the agenda at their next meeting.

Mrs. Morrison went over the letter from James E. Connolly, Mason Regional Planning Director. She said she would write to the Soil Conservation Service in Shelton and the State Highway Department District to get information on the soil type. Mrs. Morrison said she is awaiting a reply to her letter to Hugh Campana, dated March 27.

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2. Assistant Director - Mrs. Barton

Mrs. Barton said her report is in written form. Dr. Lawrence said he appreciated having the flyers attached to the report.

3. Area Supervisor - Mrs. Stough

Mrs. Stough called attention to the fact that the Olympia library board has requested a joint meeting between Olympia, Tumwater, Lacey and the Timberland Regional Board to discuss building plans and problems.

Mrs. Stough said the one thing absent from her report is the Young Adult Workshop. She said they do a six weeks evaluation afterward and she wants to wait until the evaluations are in before talking about it.

4. Business Manager - Mr. Ayres

Mr. Ayres reviewed the tracking charts with the board. He said we are operating on interest bearing warrants, as expected at this time of year.

5. Community Relations Officer - Mr. Sheafe

Mr. Sheafe said he contacted Safeway Stores Incorporated in regard to having a library message printed on the shopping bags. He said it is impossible to have a Timberland message imprinted on the bags but a general library message is possible. The cost for 2,000,000 large grocery bags will be about \$200 for ink and having a plate made. He said he has written to other libraries in Safeway's distribution area to get financial assistance on the project and has received several positive replies. He said he also contacted Western Kraft, who sells grocery bags, to see about getting bags to localized Timberland areas with localized message on them.

Mr. Sheafe showed the board members a plastic library tote bag he would like to order to have available for the library patrons for 10 cents apiece or have the Friends of the Library groups purchase and distribute free. He said the price quoted was \$71.72 per thousand. In addition to this charge, there is an additional cost of \$200 to \$250 for a zinc plate. He said he would like to be able to place a minimum order of 25,000. He said the bags would eliminate much rain damage. He said the message for the front of the bag would be a Timberland message done by the Bemis Bag Company to our specifications. Dr. Lawrence asked for a philosophic discussion. He asked if we are in the business of advertising the library in this fashion or should we devote our energies toward advertising that which stimulates an individual's mind. Mr. Baker said he questions that now is the

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appropriate financial time to launch any campaign which would cost money to increase over-all library awareness. Mrs. Hagen asked if there is a budget for community relations. Mrs. Schmidt said the program that has been pursued recently of greater publicity in local papers has been effective, and she would rather see this continued. Mr. Keiski said he has mixed feelings about it and would have to think about it a little more. Mrs. McArthur said her first reaction is that she is tired of getting her books wet and sometimes it is poor economy not to take this type of venture. She said this type of approach is innovative. Mrs. Hagen suggested that as Mr. Sheafe goes around the area he should discuss this with Friends of the Library and get their reactions.

Mr. Sheafe showed the board the model of a float he is trying to get built for parades around the Timberland area.

Mr. Sheafe said he has been in contact with Clayton Corzatte and his wife, Susan, of the Seattle Repertory Theater. They have agreed to do George Bernard Shaw's "Village Wooing" in Ilwaco and the South Bend Library. The cost is \$50 per performance plus travel expenses.

4 Communications

There were no communications other than those presented earlier in the meeting.

5 Unfinished Business

A. Personnel Reorganization

Mrs. Morrison explained the reorganization plan. She said it would delete the Librarian III, Western Area Supervisor, position. It would also provide the district with two assistant directors, one Eastern and one Western. The duties of Central Services, which Mrs. Barton was responsible for in the planning stages, can now be handled without her direct supervision. It seems wise in view of the fact of continuing need for additional clerical help. Since this position has evolved with Central Services to the place where Mrs. Barton is no longer needed to devote great portions of her time to it, it was time to think in terms of how the district can be reorganized to get people out into the Western area. Mrs. Barton has been Acting Western Area Supervisor and would be assigned specifically to that area and Mrs. Stough would be assigned specifically to the Eastern Area. The other reorganization had to do with the Central Services position which Mrs. Robbins is filling on a temporary basis pending application of other librarians.

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Dr. Lawrence recommended that the activities of the library be grouped into three general areas and the staff agreed to this: Administration which would include the Business Manager, staff and secretary; Central Services under the direction of the person acting in that capacity; and two Assistant Directors and Community Relations Officer. The Director would not be much concerned about day-to-day activities concerning the work of the Community Relations Officer, but direction in these areas would come from the two assistant directors.

MRS. HAGEN MOVED THAT THE BOARD ADOPT THE PERSONNEL REORGANIZATION PLAN PRESENTED TO THEM. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

B. Consider revised bookmobile estimate

Mrs. Amy Raab recommended that the board purchase an International Harvester vehicle chassis.

DR. LAWRENCE MOVED THAT THE BOARD SET ASIDE THE MOTION MADE MARCH 23, 1972 BY MR. BAKER AUTHORIZING THE PURCHASE OF A DODGE CHASSIS FOR THE BOOKMOBILE AND THAT WE AUTHORIZE THE PURCHASE OF A CHASSIS SIMILAR TO THE INTERNATIONAL HARVESTER VEHICLE CHASSIS FOR THE SAME BOOKMOBILE NOT TO EXCEED \$22,500. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

The Chairman directed the Director to request bids.

C. Personnel Policy Revision

Mrs. Morrison said this was not on the agenda because she had asked the Chairman if this could be discussed at a study session.

MR. BAKER MOVED THAT WE TABLE THIS UNTIL THE NEXT MEETING. SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

Mrs. McArthur asked the Director to have this ready for the next study session.

D. Staff Allotments

Mrs. McArthur asked the Director what she had found out from Miss Reynolds regarding a grant for this. Miss Reynolds told the Director since it was important enough perhaps the board would be happier if they financed it themselves.

Mr. Keiski asked if the Salem Public Library opening had occurred. Mrs. Coppinger said the library opens on May 30 and she is contacting Salem to see if there are any special events planned for that day.

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New Business

A. Immediate Planning Needs

Mrs. Barton passed out a report of the immediate planning needs to the board members and reviewed the report with them.

Mrs. Stough talked about the redesign of bookmobile service. She said that the bookmobile serves children at school because they are our patrons and are at school. They are not equally served and have access to school libraries. Some schools do not proceed in their own school libraries because of bookmobiles. In primary grades we rarely can serve individuals. She said the inequality is obvious. She said this is one of the things the board has wanted defined. She said we cannot talk about it in isolation but we have to talk about necessity of all these other things. Mail service gives everyone the same opportunity. You can do more for the patrons in buildings than you can through bookmobiles. We cannot pull back without giving better service in another area. Mr. Baker said if we are going to withdraw bookmobile service from schools that we have been servicing for years, we need to establish a policy. Mrs. Stough said bookmobile service is the most expensive but not the most effective.

Dr. Lawrence and Mr. Baker felt the board needed a great deal of additional information on how the district will finance a building and materials program. Mrs. Morrison said there are three choices but they can be boiled down to two choices - district-wide bond issue and coupon warrants. She said she has an appointment with Mr. Holt of National Bank of Commerce. She will have figures for him for assessed valuation for district. Mrs. Morrison said he also takes care of financing coupon warrants. Mr. Keiski said the staff and board should be very concerned about the impact of a district-wide bond issue if it fails. He said with the reluctance of taxpayers to endorse special levies and other tax measures, he would want to think this one through very carefully.

Mrs. Barton thanked the board for discussing this matter. The board asked for a continued report at the next meeting on the library situation in Olympia and the movement there for a new building.

B. Authorize WLA travel (\$250 suggested)

DR. LAWRENCE MOVED THAT \$250 BE AUTHORIZED FOR TRAVEL TO WLA.
SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

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7 Additional Items

MR. KEISKI MOVED THAT THE COMMUNITY RELATIONS OFFICER BE AUTHORIZED TO CONTINUE EXPLORING PLANS ON THE LIBRARY PROMOTION MATERIALS AND MAKE A PROGRESS REPORT BY THE JUNE MEETING ON FINANCIAL IMPLICATIONS FOR TIMBERLAND REGIONAL LIBRARY. SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY.

Dr. Lawrence said he would like to have the board appoint a work committee to work with the senior staff in the development of standards of performance for the senior staff in particular. As we have looked into this matter, we could decide how far down to go with these standards. The standards would be useful in evaluating a person's activities objectively and useful to the individual in evaluating his own effort. Dr. Lawrence and Mr. Keiski will work on the committee. Mrs. Hagen said the board should also evaluate its performance too.

Dr. Lawrence asked that the board explore the possibility of having a conference leadership training course made available to the senior staff and some of the major libraries so they can learn to communicate effectively among themselves and to the board. The senior staff accepted this.

The staff and guests were asked if they had any comments for the board. Mrs. Stough said personally she was disappointed at the reaction of the board to their presentation on immediate planning needs. She said the staff dealt in generalities because that is where they felt they should begin. Mrs. Stough said one of the reasons libraries are "low on the totem pole" is because they have not advertised. She said she sees nothing wrong with getting in the public eye. Mrs. Sullivan cited three incidents showing a lack of knowledge about the Timberland Library system. She said we do need more advertising. Dr. Lawrence suggested that the Central Services Supervisor be added to the agenda to report with the other staff members. Mrs. Robbins reported that Mrs. Berry of the Olympia Friends of the Library was collecting dues for the organization at the library one day. Fifty people had attended the organizational meeting.

Mrs. Stough will contact Mrs. Schmidt, Dr. Lawrence and Mr. Keiski about the joint meeting of the Olympia, Tumwater and Lacey Library Boards.

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


Secretary


Chairman