

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
PACIFIC COUNTY COURTHOUSE
South Bend, Washington

July 20, 1972
Minutes

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July 20, 1972

Board of Trustee Members Present:

Dr. Wm. Lawrence, Vice-Chairman - Centralia
Raeburn M. Hagen, Trustee - Aberdeen
Elmer F. Keiski, Jr., Trustee - Olympia
Ruth Schmidt, Trustee - Olympia
Marcel King, Trustee - Ocean Park

Board of Trustee Members Absent:

Rita McArthur, Chairman - Shelton
Robert Baker, Trustee - Packwood

Staff Present:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Joy Ayres, Business Manager
Michael Sheafe, Community Relations Officer
Barbara Bruhns, Central Services Supervisor
Irene Robbins, Central Services Assistant Supervisor
Linda Oscarson, Librarian - Montesano
Bertha Hager, Librarian - Raymond
Rosalie Spellman, Librarian - Aberdeen
Gloria Hunter, Public Relations Assistant - Service Center
Katheryn Payne, Community Library Assistant - South Bend
Evelyn Ritenberg, Library Assistant - Raymond
Peggy Evans, Library Assistant - Raymond
Carol Nelson, Board Secretary Pro Tem

Visitors Present:

Mr. Donald H. Schwartz, Management Consultant
Katy Kimura, Mayor - South Bend
Marion Davis, Trustee - South Bend
Dora Ellis, Trustee - South Bend
Mr. Hads, South Bend
Gerry Weiberg, South Bend
Darleen Weisel, South Bend
Barbara Williams, South Bend
Andrew Lyon, Raymond
Gertrude Neilson, Raymond
Marshall Briggs, Mayor - Raymond
Don Bale, Commissioner - Pacific County
Joe LaBreck, Aberdeen
Kay Evans, Trustee - Aberdeen
Bob Ford, Ocean Shores
Nancy Ford, Ocean Shores

Milo Schneider, Ocean Shores
Elsie Schneider, Ocean Shores
Louis Hickey, Ocean Shores
Alberta Hickey, Ocean Shores
Val Ayres, Olympia
Harvey Pierson, Nemah
Mr. & Mrs. Habersetzer, Visitor

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The meeting was called to order at 7:40 p.m. by Dr. William Lawrence, Vice Chairman, who requested that Mrs. Hagen introduce South Bend's mayor, Mrs. Katy Kimura. Mayor Kimura welcomed the board to South Bend and said that she is very interested in the library and reads the minutes of Timberland board meetings. She said that South Bend is a city which supports Timberland whole-heartedly.

- 1 Minutes of the June 22, 1972 meeting were approved as printed on motion of Mrs. King. Mrs. Schmidt seconded the motion, which passed unanimously.

- 2 Approval of Vouchers

Mrs. Morrison reported that the only voucher which was unusual was that Timberland was now depositing book fund payments in advance with the Washington State Library. Through a technicality dating back several years, payments were made after funds were expended rather than before. This payment would bring Timberland up to date.

MR. KEISKI MOVED APPROVAL OF VOUCHERS. MRS. KING SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

- 3 Reports

A. Board Committees

1. Public Relations Committee

Mr. Keiski requested that Mrs. Barton bring the committee report to the board. Mrs. Barton reported that there was very little concrete information on the petition campaign against the library. She said that Mr. Baker had corrected a misstatement printed in a newspaper regarding formation of the district, which was voted upon simultaneously by all five counties in November 1968 and gotten on the ballot through a petition campaign.

2. Trustee Workshops - Mrs. Hagen

Mrs. Hagen reported that the afternoon workshop for trustees and friends of libraries had 34 people in attendance in Raymond in the afternoon. She said that once again, participants had felt that there was just not enough time to talk with each other and learn from each

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other. Mrs. Hagen said that hopefully there will be more workshops in the future.

B. Staff

1. Director - Mrs. Morrison

The director reported that on July 7, 1972 the Washington State Library Commission had approved the Tenino merger grant for \$21,440. She said that she would let the Tenino mayor and city council know about the grant.

Mrs. Morrison said that she had attended a dinner, also on July 7, for Mr. Charles Stevens, Executive Director of the National Library Commission. Mr. Stevens reported that the Commission had been given a token budget of only \$200,000 for Fiscal 1972. Others present at the dinner suggested that everyone who is concerned with library development should write to their congressmen requesting adequate funding to provide national leadership.

On July 13 the director attended a CATV (Cable Television) invitational workshop at the University of Washington. Those present included leaders in business and industry, government, education, libraries and civic affairs. The workshop was a forum for ideas regarding the future for control of the new "broad band" Cable TV. She said that the policies which are established will affect Timberland at some time in the future.

Mrs. Morrison reported that she had been in touch with the county auditors in the five Timberland counties and the actual number of registered voters in the unincorporated areas as of July 14 (with the exception of two county totals as of June 19 and April 1) is 51,864 with a total estimate of about 52,161. She said this would mean that a minimum of 5,216 valid signatures would be necessary to get the dissolution measure on the ballot in November. The Assistant Election Supervisor for the Department of State had told her that his office advises petition carriers get half again the required number to allow for invalid signatures. The director suggested that the board devise some procedure for handling the petitions when they are delivered. She said that the statute requires that the petitions be filed with the board of trustees at least 90 days before the general election.

There followed a short discussion on what should be done. Dr. Lawrence suggested a working committee of the board. Mr. Keiski was concerned principally that everyone concerned know clearly what the procedures were to be. He said that until some person or group officially notified the library that they had petitions there is not much the board could do.

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2. Assistant Director, Western Area - Mrs. Barton

Mrs. Barton said that she would like to commend the people from various library boards and friends groups who had come to the workshop in the afternoon. She said that Raymond and South Bend board members and staff deserved commendation for their work in making arrangements for the meetings. She said that South Bend ladies had been responsible for the refreshments provided for the board meeting. Mrs. Barton commented that the publisher of the Raymond Herald and his wife, the editor, a reporter, and a photographer had attended the afternoon meeting and dinner.

Mrs. Barton said that the staff is aware of personnel needs because of rising circulation.

The Coast Guard had destroyed the old buildings in Westport, Mrs. Barton reported.

A former employee, who is now in library school, had told her that he had not realized just how good Timberland's service is until he heard of problems encountered by librarians of independent libraries, Mrs. Barton said.

She recommended that board members read the details in her report of some excellent programs both at Aberdeen and Hoquiam.

Mrs. Barton said that Copalis Beach continues to be a problem because of the remote location of the library. She said that the staff is working on a solution.

Ocean Park circulation is still climbing, Mrs. Barton said, and Mrs. Sayce is busier than ever there.

She reported that Westport has improved steadily with the standardization of hours. The circulation is up 543 over last year.

Mr. Hads, a member of the audience, asked what statute gives Timberland the privilege of giving away books. He said that he was referring to paperbacks being distributed by the hundreds.

Mrs. King, Mrs. Morrison, Mrs. Barton and Mr. Keiski all contributed clarification regarding the placement of paperbacks in places where the public has easy access to them. It was pointed out that they do come back to the library. It was also pointed out that many cartons of paperbacks are gifts, either from individuals or from paperback publishers themselves. Mr. Keiski said that there is no policy for giving Timberland resources away.

3. Assistant Director, Eastern Area - Mrs. Stough

Mrs. Stough said that Timberland does not mean to be at all defensive about paperbacks and that the budget does allot money to buy new

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paperbacks. She said that they are used in a different manner from hardbound books.

She reported that several recent outreach efforts in Thurston and Mason counties have been an exchange of 50 paperbacks at a time at the Mason County Jail, the Thurston County Jail and the Mason-Thurston Juvenile Detention Center. She said that this non-traditional approach to service is as valid a part of Timberland service as any other.

Timberland Children's librarians also have been active in outreach programs, Mrs. Stough reported. She said that the Exceptional Foresters outside of Shelton have been receiving special programs and that plans are underway for service at Exceptional Manor as well.

She reported that Tenino is a very busy library this summer.

4. Business Manager - Mr. Ayres

Mr. Ayres reported that the tracking charts are coming along well with anticipated revenue from the unincorporated areas 56% complete for the year and contract cities 53% complete. He said that Miscellaneous Receipts are already 220% complete on the \$20,000 budgeted.

Bid proposals were put out for repair to the W. H. Abel Memorial Library in Montesano, Mr. Ayres reported. He said that work to be done included the roof, painting and caulking of downstairs windows. He said that from all indications, Mr. Darwin Crites of Reliable Roofing in Aberdeen can meet all the specifications. Mr. Ayres said that Mr. Crites' bid was \$1,550.63 including tax and building permit. Mr. Ayres said that Reliable Roofing is bonded and material and workmanship guaranteed for 8 years. He said that the Grays Harbor County building inspector had examined the bid proposal and said that it appeared to be satisfactory.

MR. KEISKI MOVED THAT THE BOARD CONCUR WITH STAFF RECOMMENDATION ON THE BID. SECONDED BY MRS. SCHMIDT AND CARRIED UNANIMOUSLY.

Mr. Ayres said that Miss Oscarson would give Mr. Crites this information.

Dr. Lawrence suggested that the Grays Harbor County building inspector check the completed job for adequacy before payment is made.

5. Community Relations Officer - Mr. Sheafe

Mr. Sheafe said that he had submitted a written report to save board meeting time.

Mr. Keiski said that he would like to commend Mr. Sheafe for his accomplishments during his short time on the staff. Mr. Keiski said that the Timberland parade float was an effort above and beyond the

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normal call of duty. Mr. Keiski remarked that on one Saturday he had relieved Mr. Sheafe and had pulled the float himself in the Lakefair Parade so he appreciated the amount of time which has gone into it.

6. Central Services - Mrs. Bruhns

Mrs. Bruhns commented on paperback purchase and circulation of them. She said that in June over 10,000 paperbacks circulated in Timberland, over 3,000 of them from Lacey alone. She said that \$10,000 had been budgeted for adult and children's paperbacks combined.

Mrs. Bruhns reported that the children's collection at Tenino had been brought up to standards immediately because of the Summer Reading Club demand. Adult materials are on order, she said.

In answer to a question from Dr. Lawrence, Mrs. Bruhns said that she is well satisfied with the reorganization of Central Services.

The meeting was recessed for one-half hour to allow for refreshments and informal conversation.

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Communications

A. Letters from patrons

Mrs. Morrison reported that a letter had been received from Christine Clishe regarding the book catalog. Mrs. Clishe prefers a card catalog and considers the book catalog difficult to use.

Dr. Lawrence commented that Timberland is satisfied that the book catalog is an efficient system and that, hopefully, individuals will be able to resolve their problems in learning how to use it.

Mrs. Stough said that she had spoken with this person and had invited her to come to the Service Center in order to see more than one part of the operation.

Mrs. Morrison said that a letter also had been received from Mrs. Myraleigh Farnsworth Peters complaining about a book having been mailed to her fourteen-year-old daughter. Mrs. Morrison said that a copy of her reply was in board members' folders.

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Unfinished Business

Dr. Lawrence stepped down from the chair to make the following report and motion:

A. Decision regarding Belfair gift site

Dr. Lawrence reviewed the situation regarding the proposed gift site, including the problems of zoning, soil slippage, etc. discussed in previous meetings. He said that in his last conversation with Mr. Logan and Mr. Campana he had been assured that they would set forth their proposition in writing. Dr. Lawrence said that no letter has been received. Therefore he said I SO MOVE AS CHAIRMAN OF THE BELFAIR SITE COMMITTEE THAT THE BOARD REJECT THIS OFFER. SECONDED BY MRS. KING AND CARRIED UNANIMOUSLY.

Dr. Lawrence requested that the director draft a letter to the Friends

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of the Library in the Belfair area to explain the board's action and to thank the Friends for their efforts. He also asked that Mr. Campana be notified of the board's decision.

Mr. Keiski pointed out that the board was not discouraging gifts by this action.

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New Business

A. Consider proposal of Mr. Donald H. Schwartz,
Management Consultant

Mr. Schwartz summarized some of the things Dr. Lawrence had conveyed to him regarding his positive concerns about the growth of Timberland. Mr. Schwartz said that it is not his work to look at an organization but to help the organization look at itself. He said that one of the ways this could be done is through interviews of a selected representative group from the board, from senior staff, and some other key staff members. He said that his work could be arranged in increments and the board would have the option to either proceed or to stop or to take another alternative at the end of each step.

Several questions were asked regarding the procedures Mr. Schwartz would follow in gathering information. He suggested that one day would be sufficient for interviews - based on six to seven interviews.

Mrs. Schmidt felt unsure that six or seven persons would suffice for a region as large as Timberland. Mr. Schwartz agreed, but said that it should concentrate heavily at the top first and then a decision could be made on whether to go further at that time.

Dr. Lawrence said that his interest was in the people to people problem of communications and in seeking an evaluation of the district's people resources and how Timberland is using those resources and how the board functions.

Mr. Schwartz distributed a questionnaire and asked the board, senior staff and selected supervising librarians to fill out the questionnaires and mail them to Dr. Lawrence, who would forward them to Mr. Schwartz. Dr. Lawrence said that the preliminary fee would be \$300 and that from the initial study the district would receive recommendations on how to proceed into a more detailed study.

MRS. HAGEN MOVED THAT THE BOARD APPROPRIATE \$300 FOR A PRELIMINARY STUDY FOR, HOPEFULLY, IMPROVING ABILITIES AS TRUSTEES AND AS STAFF MEMBERS AND THAT THIS BE DONE THROUGH MR. SCHWARTZ AND BE IT KNOWN THAT THIS IS AN INCREMENTAL SITUATION. SECONDED BY MR. KEISKI WITH MRS. KING AND MRS. SCHMIDT BOTH ABSTAINING.

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B. Ocean Shores Group re Library Service

Mr. Bob Ford made a plea for special consideration for Ocean Shores to contract with Timberland on some basis other than the regular millage levy. He said that the group he represents is interested in exploring any possibility of this kind in the future.

Dr. Lawrence said that Timberland regrets that it is not possible to provide Ocean Shores with library service. He recapitulated the series of meetings between staff members, council members, committee members and Timberland board members. He told Mr. Ford that the initiative now must rest with Ocean Shores people. He said that all seven Timberland trustees would like very much to have a library in Ocean Shores.

Mr. Keiski commented that he was pleased with the concern shown by the group and would study any proposal the group made.

C. Confirm appointment of Robert Zimmerman as Chehalis Librarian

The director stated that Mr. Zimmerman is the best qualified applicant for the position of Chehalis Librarian. She said that she and Mrs. Stough had introduced him to members of the Chehalis board who felt that an excellent choice had been made.

MRS. KIND MOVED THAT MR. ZIMMERMAN'S APPOINTMENT AS CHEHALIS LIBRARIAN BE CONFIRMED. SECONDED BY MRS. SCHMIDT AND CARRIED UNANIMOUSLY.

D. Compensation rate for Board Secretary

The director stated that about 20 hours per month are required for the Board Secretary to take the minutes at the meetings, transcribe same and type the draft for the board. At twenty-five dollars per meeting, this comes to about \$1.25 per hour, she said. The director suggested that the board might consider doubling the salary.

Dr. Lawrence said that the director is authorized to find a Board Secretary and pay the proper compensation.

E. Funds for PNLA Conference - Vancouver, B.C.

The director suggested that the board allocate \$350 to send staff members to the Interpersonal Communication Workshop sponsored by the Pacific Northwest Library Association. She said that other staff members have benefited from previous workshops.

Mr. Keiski said that, in his observation, senior staff communicate very well. He suggested that the people from the Portland lab put on a workshop for Timberland.

Mrs. Barton pointed out that the cost of the "package" would be about \$1,500 for doing the workshop.

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Mrs. Schmidt commented that she had heard glowing generalities about the Lake Wilderness Workshop (September 1971) but had seen no written report. She said that it is her hope that written reports will be required in order that the entire board and staff may benefit.

MRS. HAGEN MOVED THAT FUNDS BE PROVIDED FOR THREE STAFF MEMBERS TO ATTEND P.N.L.A. SECONDED BY MRS. SCHMIDT AND CARRIED WITH MRS. HAGEN, MRS. SCHMIDT AND MRS. KING VOTING "YEA" AND MR. KEISKI VOTING "NAY."

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Additional Agenda Items

A. Mrs. King suggested a change in format for flyers.

B. Mr. Keiski stated that he had received a copy of a letter from the union which represents clerical staff. He said that 10 specific concerns had been presented and that he hoped the trustees would communicate with the local as soon as possible and begin negotiations.

C. Mrs. Hagen suggested that wider distribution be made of reports so that the librarians would have the information. Mrs. Schmidt commented that it would be helpful to have the name of the person submitting the report as well as the title.

D. Mrs. Ruth Habersetzer said that rural people want to know what Timberland plans to do as bookmobile service is phased out. She said that she thought information should be put in the newspapers so that people know what they can expect. She asked how Timberland planned to serve the schools.

Mrs. Barton explained that Timberland's Children's Book Catalog is being given to all elementary schools and the new Adult Book Catalog (when it is completed) will be given to the high schools. She said that request forms and training in use of the book catalog are part of the plan. She said that there are 50 school districts in the Timberland area - and only five bookmobiles, so the service cannot be adequate using bookmobiles alone.

Dr. Lawrence commented that the board has not received any plans to abandon bookmobile service per se and that a new one is on order now. He said that there will probably be modification of bookmobile service, however.

E. Commissioner Bale of Pacific County made a number of comparisons of Timberland's income with that of other taxing entities and said that the library does have a substantial responsibility to provide good service for as few dollars as possible.

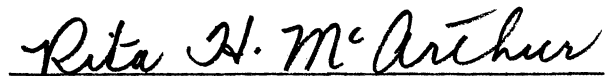
Dr. Lawrence replied that the board appreciated and shared his concern. He said that trustees are trying to meet their charge of seeing that they are good stewards of tax money in planning proper expenditures and efficient use of funds. He said that the district's records,

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procedures and books are open and that the closest source for getting facts is the local library. He said that if questions are asked which cannot be answered there, they will be communicated to the Service Center and the board and staff will try to be responsive to the questions. Dr. Lawrence also said that as Timberland provides the information, he feels that there is a responsibility on the part of the public to understand the information and not take it out of context and distort it. He said that he hoped there could be a free and open understanding.

There being no further business to come before the board, the meeting adjourned at 11:00 p.m.


Secretary


Chairman