

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

Minutes of August 24, 1972

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Minutes of August 24, 1972

Board of Trustee Members Present:

Rita McArthur, Chairman - Shelton
Dr. Wm. Lawrence, Vice-Chairman - Centralia
Elmer F. Keiski, Jr., Trustee - Olympia
Ruth Schmidt, Trustee - Olympia
Robert Baker, Trustee - Packwood

Board of Trustee Members Absent:

Marcel King, Trustee - Ocean Park
Raeburn M. Hagen, Trustee - Aberdeen

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
Margaret Coppinger, Librarian - Olympia
Judy Wilson, Children's Librarian - Centralia
Gloria Hunter, Public Relations Assistant - Service Center
Rayma Sullivan, Library Assistant - Service Center
Norma Maughan, Clerk - Service Center
Beverly Porter, Board Secretary

Visitors Present:

Caroline McKinnell
Andrea Matchette

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

1 Minutes of the July 20, 1972 meeting

Mrs. McArthur asked for additions or corrections to the minutes of the July 20, 1972 meeting. Dr. Lawrence requested a correction on page 7 concerning Mr. Donald Schwartz. Dr. Lawrence said that for the record, Mr. Schwartz is a Weyerhaeuser employee but is not a management consultant for Weyerhaeuser. Dr. Lawrence pointed out that the board is employing Mr. Schwartz outside his company position.

DR. LAWRENCE MOVED THAT THE MINUTES BE APPROVED AS CORRECTED. VOTED UNANIMOUSLY.

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2

Approval of Vouchers

The board discussed the vouchers for August and asked questions regarding several individual vouchers. Following this discussion:

DR. LAWRENCE MOVED THAT THE AUGUST VOUCHERS BE ACCEPTED. VOTED UNANIMOUSLY.

The order of business for the meeting was suspended on request of Dr. Lawrence in order that recently terminated employees (who had been invited to the meeting) could discuss their employment with the board.

The director pointed out that this is the first time an employee had accepted the invitation to attend a board meeting upon termination of employment. She said that she was pleased to have Mrs. Andrea Matchette and Mrs. Caroline McKinnell at the meeting.

Mrs. Matchette spoke at length about her employment with Timberland and its rewards and frustrations. She said that she was enthusiastic about regional libraries but was concerned that the clerical staff was not given enough respect by the professional librarians, who sometimes embarrassed the clerical staff members. She said that she had discussed personality problems with her supervisor and that corrective action was taken, but the next time around it was the same thing again. Board members thanked Mrs. Matchette for her candid observations.

Mrs. McKinnell said that she did not have any problems with the administration of the library and had enjoyed her job and the people she worked with. She said that evening work is a problem when you have children and that she had felt there was little possibility of advancement from her Clerk II position. She said that in her new job she works six hours a day and can be at home with her children. Board members thanked Mrs. McKinnell for her comments.

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Reports

A. Board

1. Budget Committee - Mr. Keiski

Mr. Keiski said that the Preliminary 1973 Budget is not smaller than this year's budget. He said that the estimate is up by about four hundred thousand dollars over this year's budget and that the Budget Committee agrees with the philosophy embodied in the estimate. Mr. Keiski said that the committee agreed to take a tentative step toward better service in some remote areas by trying to rent buildings to serve as libraries. He said that this would release some bookmobile time which could then expand service in some other critical rural areas.

Mr. Keiski said that the Budget Committee concurs on requests for additional staff and a salary increase to meet rise in cost of living. He said that these are the highlights of the budget.

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Dr. Lawrence suggested that rather than return to the budget for formal board action later in the agenda, the chairman of the Budget Committee might move for adoption or rejection as part of the present discussion.

The Chair agreed to this procedural change. Mr. Keiski said that in order to proceed, he would get a motion on the table:

MR. KEISKI MOVED THAT THE REPORT BY THE BUDGET COMMITTEE ON THE PRELIMINARY 1973 BUDGET BE ACCEPTED. DR. LAWRENCE SECONDED THE MOTION.

Lengthy discussion of various budget items followed. Transparencies for overhead projection had been prepared so that board members and public alike could examine the proposed expenditures in detail.

In Salaries, Wages and Employee Benefits, Mr. Keiski pointed out that the following items were built into the total:

- 1) A 5% cost-of-living raise for all employees. Mr. Keiski asked if he understood correctly that the total for Salaries & Wages also includes new positions for 1973. Mr. Ayres replied that Mr. Keiski is correct and that the new position costs are included in all parts of that category as recorded on the detail sheets.
- 2) Increased O.A.S.I. (Social Security) costs, partially due to a change in federal law which requires a higher percentage contribution.
- 3) Increased health insurance. Mr. Keiski asked Mr. Ayres to elaborate on this. Mr. Ayres replied that the \$33,688 figure is based upon our estimate of probable cost for fully-paid health insurance at an estimated \$21.50 per month per full-time employee. No firm figure is available at this time, he said. Dr. Lawrence urged that this figure be asterisked as a preliminary which would be adjusted when firm figures are available. The director pointed out that this preliminary budget is based upon what the district should be doing. There is no way of knowing what money may be available. Mr. Keiski said that the board is not in any way closing the door on any discussion with the union with this preliminary budget.
- 4) No increase in Industrial Insurance. The 1972 figure should be adequate for 1973. Mr. Ayres pointed out that we had a three-month track for this year which indicated that no increase is necessary.

Dr. Lawrence said that he was pleased with the percentage relationships in the preliminary budgeted. He pointed out that in 1971 Salaries, Wages & Employee Benefits were 69% of the total operating

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budget; in 1972 it was 65% and in 1973 it is projected at 62% with a cost-of-living raise of 5% included. He also pointed out that Capital Outlay for Library Materials has increased 5% in the same period. He commented that he wished this kind of information would get to people who were complaining about the library being run with \$23,000 librarians and all that sort of thing.

The specifics of Maintenance and Operation are summed up as follows in areas where there was a considerable change or increase over 1972:

- 1) Mr. Keiski said that the increase in Contracts and Rentals is in anticipation of renting five facilities in unincorporated areas. He said that the Budget Committee was in concurrence with that philosophy. This figure also includes additional rental of service center space. Mr. Keiski asked Mr. Baker to review the Budget Committee's deliberations regarding this.

Mr. Baker replied that this was discussed at the Budget Committee meeting. He reminded the board that members have been conscious of crowded conditions for some time. He said that he had suggested that an adequate facility be found since the central facility is the heart of progress. Lack of space is resulting in inefficiency and future service cannot be expanded for lack of space. He said that the preliminary budget includes a considerable amount of additional rental.

Dr. Lawrence inquired about the termination date of the current lease, which is 1975. He said that there had been discussion in the past regarding the possibility of a lease on the other end of the service center building. The director replied that this would be a "stopgap" measure at best.

Mr. Baker felt that the additional space at the end would not be suitable because of the manner in which the space is divided. He said that it would be almost unusable except for storage. Funds for adequate space, he said, are included in this preliminary budget.

- 2) Vehicle Operation. Dr. Lawrence questioned whether or not it is realistic to carry the figure across at the same level since the vehicles are getting older. Mr. Ayres reminded Dr. Lawrence that the tracking charts show this account underspent so it should be sufficient at the same level.

Mr. Keiski asked what the decision of the Budget Committee had been regarding a delivery vehicle. Mr. Ayres replied that a heavier duty vehicle is included in the budget to replace the 1/2-ton panel.

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- 3) Miscellaneous Expense. Mrs. Morrison said that under the provisions of Chapter 102, which was passed by the last session of the Legislature, local taxing entities are required to pay proportionate local costs for revaluation. These are based on the millage levied by each taxing entity. She said that their estimate is a possible \$2,000 per county and that \$10,000 has been budgeted for that purpose in addition to other projected expenditures.

Mr. Keiski said that in the Capital Outlay section he would ask the staff to comment.

The director said that there were several detail sheets on library materials. The preliminary budget allocates \$235,000 for hardbound books and phono-records which should purchase about 45,000 volumes. She said that the budget for audio-visual materials includes specific mention of rental films for special programs, which will give the staff a new capability. She said that 8 m.m. films have been discussed for several years and that the staff would like to begin that and framed art prints as well. She pointed out that this brings the total library materials budget to \$339,900.

Dr. Lawrence inquired about the amount budgeted for McNaughton Book Service and whether or not it should be raised. Mrs. Bruhns replied that by the time a surprise best-seller got to be one, it was too late to order it from McNaughton and that the current physical facility was inadequate for handling a greater constant supply. Dr. Lawrence said that he still would like to see more analysis on that item. Mrs. McArthur asked about paperback use and the director replied that when best-sellers are available in paperback, Timberland buys them in quantity to fill the demand.

The Capital Outlay for Equipment and Furniture then was discussed. Dr. Lawrence said that he understood there was a selectric typewriter included and he would suggest that the transparencies for the overhead projector be done with an Orator type face for greater clarity. He complimented the staff for the mechanics of the budget presentation. Mrs. Morrison said that a Dual-Pitch Selectric typewriter is included in Item IV-B-3.

The Community Relations Officer, Mr. Sheafe, discussed the proposed purchase of a used 35 m.m. camera. He felt that the purchase price would buy a better quality used electronic camera than a new cheaper camera. The consensus of board feeling was that it would be better to pay more and buy a new one since hard use was anticipated.

In summing up the Budget Committee's recommendations, Mr. Keiski said that the preliminary budget reflects requests of staff throughout the district. He said the requests are there and the committee took them as legitimate needs.

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Mrs. McArthur asked if there was further discussion and said that she would entertain a motion. Mr. Keiski and Dr. Lawrence pointed out that the motion had been made and seconded at the inception of the discussion and called for the question.

MRS. McARTHUR CALLED FOR THOSE IN FAVOR OF ACCEPTING THE PRELIMINARY BUDGET TO SO SIGNIFY TO THE SECRETARY. VOTED UNANIMOUSLY.

Dr. Lawrence complimented the director and the Budget Committee Chairman for a good job.

Mr. Keiski said that he felt he should share a talk he had with Mrs. King [who was absent from the meeting] because she had been bearing the brunt of criticism in Pacific County. She had told Mr. Keiski that there is still a lot of misinformation going around about Timberland and that Timberland has a long way to go in terms of education about what the library is.

Dr. Lawrence said that it seems like a lot of money but the three year percentage trends are good.

Mrs. Morrison said that when the budget reaches an optimum figure, salaries and wages and maintenance and operation tend to stabilize and more money can be put into materials. She said that this is the point the staff hopes this budget might reach if the money is available.

Mrs. McArthur suggested that board members familiarize themselves thoroughly with the information sent in the August 18th memo on the preliminary budget.

Mrs. Schmidt suggested that possibly a chart could be done showing what kind of service we give in each county. She said that even though we think of ourselves as an entity, it is clear that the library's opponents do not. She said that she wonders whether we had any answers for some of these things.

Mrs. Morrison said that one of the answers is to do something about facilities out in the counties for which there has not been enough money in the past. She stated that the other problem is that so many people do not connect the libraries in contracting cities with "Timberland." She said that Timberland has been concerned with retaining the local flavor and giving Timberland service at the same time. The director also said that the Friends of Peninsula Libraries had come up with a unique idea in calling one of the libraries there the Ilwaco Timberland Library. She said that perhaps it could be done that way to make the connection in people's minds.

Board members felt this was a good idea which should be discussed immediately with local boards.

Mrs. McArthur said that the question had not been answered on

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whether services to each county should be broken down, but that she thinks of it as a total unit. Mrs. Schmidt replied that it might not be an answer to the critics. Mrs. Stough said that the strength of the service given is because it is one district which is not divided up.

B. Staff

1. Director - Mrs. Morrison

The director reported on several planning meetings regarding the re-issue of the updated adult base book catalog. She said that the district is investigating the possibility of a Treasure Trove buckram binding since it is anticipated these catalogs may be in use for six to eight years. She stated that cost will be the deciding factor.

Mrs. Morrison said that she has been asked to take the leadership on a broad-band CATV (the "new" cable television) workshop for the Timberland area. She said that she would be working with Dave Carnahan from The Evergreen State College and Jere Pennell from the State Library.

The director also reported that Mrs. Spellman, Aberdeen Librarian, has been asked to be general co-chairman of the 1973 Washington Library Association Conference at Ocean Shores in May. The other co-chairman is Mrs. Spellman's husband, John, who is the librarian at Grays Harbor Community College. She said that Mike Sheafe has been asked to be Exhibits Chairman, which will provide him with many contacts that will benefit Timberland.

2. Assistant Director, Western Area - Mrs. Barton

Mrs. Barton had submitted a written report.

Mr. Keiski asked a question regarding Mrs. Barton's report, which mentioned an author who had written a book from materials she had obtained from the Timberland Library at Ocean Park. He asked if Mrs. Barton knew the identity of the patron. She replied that she did not know but that Mrs. Sayce, Ocean Park Librarian, knows.

A discussion followed regarding the handling of local history materials. Mrs. Morrison said that at this time these materials are not listed but that the staff hopes to do so eventually.

Mr. Keiski asked about the philosophy of Timberland regarding original materials. He wondered if this was considered a natural function for Timberland or whether these materials would go, for example, to the University of Washington Library.

The director replied that it would depend upon the individual case involved. She said that the staff feels that original materials donated to a local library should stay there whenever possible.

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She said that materials which are truly rare might require special temperature and humidity control for preservation and in that case they might be offered either to the State Library or the University of Washington. She said that this type of gift is rare indeed.

Dr. Lawrence felt that Timberland's librarians should be briefed on how these situations should be handled. He then asked Mrs. Barton if she had a report on the Pacific Northwest Library Association Interpersonal Communication Workshop.

Mrs. Barton had written a brief report on the workshop. She said that the discussion groups were small and that no one had wanted to miss any of the sessions. There were about 175 people in attendance.

3. Assistant Director, Eastern Area - Mrs. Stough

Mrs. Stough said that she has submitted a written report also. She stated that she feels the report is inadequate to convey her feeling for the job the librarians are doing in the area.

She said that she had attended a Winlock board meeting that day and that the group had been very concerned about the petition campaign. The Winlock board would like to invite the Timberland board to meet in Winlock in November. She said that Winlock board members plan to organize a Friends group to get information to citizens. She said that board members in Winlock are concerned about some of the comments from firemen and misconceptions that continue on.

Dr. Lawrence inquired about the puppet shows during the summer. Mrs. Stough replied that it had been successful and staff has requested more next year.

Mr. Keiski said that he wished that the puppeteer could do a show for the board and Dr. Lawrence suggested that Mr. Sheafe see if Miss McKay could arrange for one. Mr. Sheafe agreed to invite her to the next meeting.

Discussion followed concerning the feasibility of book autographing parties for local authors. Several possibilities are in the near future.

4. Business Manager - Mr. Ayres

Mr. Ayres said that the staff has appreciated the electronic calculators which have been a big help in budget preparation.

He asked if the board wished the cost tracking charts converted to use with overhead projector. Mr. Keiski felt that they should be left on the chartboards. It was felt that a larger screen would help.

Mr. Ayres reported that unincorporated taxes are 57% complete at

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\$488,000. He said that the district could expect to be back on interest-bearing notes before the second half taxes come in. He stated that city contract fee payments are 64% complete for the year. He said that interest paid on warrants is \$1,498 so far and income from investments is \$518. He said that the way revenue is received, there is no way around interest-bearing notes and it can be expected to go higher before the end of the year.

In expenditures, Mr. Ayres stated that through July the Salaries and Wages category is well within the limit and, in fact, the expenditure is \$10,000 under the budgeted amount. Dr. Lawrence asked why this is and was told that it is principally step changes on new employees. Dr. Lawrence suggested that Mr. Ayres be an ex-officio member of the board's negotiating committee and the chairman agreed.

Mr. Ayres pointed out that both postage and telephone expenditures are running above the tracking chart control line and that as use of services increases, so do the costs and it will not be possible to get the line slanted back into the control line this year.

Vehicle operation costs are still running well under the cost-tracking control line. Dr. Lawrence suggested that a lower figure be budgeted for 1973. Mr. Baker pointed out that the budget allows for additional vehicles next year, which will mean a reduced cost per vehicle.

Expenditures for office supplies are well within the budgeted amount. Travel and subsistence is a little above the tracking line. In answer to Dr. Lawrence's question he said this had been budgeted slightly higher in the 1973 preliminary budget.

Mr. Ayres said that the report on Capital Outlay for books had not been received yet from the State Library.

5. Central Services Supervisor - Barbara Bruhns

Mrs. Bruhns said that there is always a discrepancy in the report which she is given because of double-entry bookkeeping which the State Library is required to do. The difference is caused by encumbrances, disbursements and liquidated orders [for books unavailable] and the fact that the State Library Accounting office closes its books for TRL purchases a few days before the end of the month. She said that approximately \$60,000 has been spent for adult hardbound books as of July 31 with a balance of about \$67,000 remaining.

Mrs. Bruhns reported that requests are up from last year by 600.

Dr. Lawrence asked Mrs. Bruhns if she was satisfied with the report "Intrasystem Loans at Timberland Regional Library: A Study and Computer Simulation." He suggested that the report be discussed

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at the next study meeting and that Mr. Scholz be invited to discuss his findings with the board and staff.

The director said that Mr. Scholz is on leave now to work on his doctorate and is not available. Dr. Lawrence said that he still would like to discuss the report because he thought there were some good things in it.

6. Community Relations Officer - Mr. Sheafe

Mr. Sheafe said that he also had submitted a written report but that he would enlarge upon several items it contained. He reported that Timberland would have about 30 films which were winners of the American Film Festival held in May. He said that it had been scheduled through cooperation with Evergreen: Twice on Campus, once in Olympia and possibly Centralia and Aberdeen as well.

A spontaneous discussion of film service followed. Dr. Lawrence, Mr. Keiski and Mrs. McArthur were particularly enthusiastic about the potential of good films. Both Mrs. McArthur and Mr. Keiski had used them in their classrooms and found them excellent aids. They feel that there is a carryover to reading.

Mr. Keiski asked Mr. Sheafe if the paper recycling project was worth a news release. Mr. Sheafe said that he would rather extend the trial period to see what kind of result there is before doing a release.

A general discussion followed concerning film showings in libraries. Mrs. Stough mentioned unusually good response in Winlock and Mrs. Barton reported an attendance of 40 children in Westport for a program sponsored by the Jaycee-ettes using TRL films. The group plans to do programs twice a month.

Dr. Lawrence suggested that this sort of program could be extended to include travelling craft demonstrations such as weaving, for example. Mr. Sheafe agreed that this was a possibility but that in many TRL libraries the space limitations would be prohibitive. He said that in those libraries where there was enough room, programs have been done. He mentioned that Mrs. McGovern had an eight or ten week series on cooking which was very popular and regularly attended.

4

Communications

A. Letter from Ruth Habersetzer, Secretary, Frances Grange #666

The director reported that she had received a letter from Mrs. Ruth Habersetzer requesting that the Frances Grange #666 be put on the mailing list to receive copies of monthly Board of Trustee meeting minutes.

Mrs. Morrison said that the letter had come several days before and

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that since she felt that a precedent might be established, she had waited to discuss the request with the board. She said that there are eight places within a radius of a few miles which regularly receive copies of the minutes and that it could conceivably develop into an unmanageable mailing list.

Board members discussed points for and against sending the minutes on a regular basis. The consensus was that Timberland is doing its best to get information to people regarding the library, but that extending the mailing list for board meeting minutes to individual groups would be prohibitive. The board suggested that Mrs. Morrison write, enclosing the minutes of the July meeting which were approved earlier in the evening and information on availability of minutes near Mrs. Habersetzer.

5

Unfinished Business

A. Progress report on management study

Dr. Lawrence said that the management consultant, Mr. Schwartz, would like to begin interviews during the first week of September. He said that he would ask Mr. Schwartz to contact the director to work out a schedule. He said that about twenty questionnaires have been returned but that he has not discussed the study with Mr. Schwartz and does not intend to do so.

Dr. Lawrence said that he had just participated in an Organizational Renewal meeting which he had found very interesting. He said that the cost is about \$100 per person and that it takes two days and that to do it essentially would be something in three or four figures.

6

Additional Agenda Item

A. Raymond Contract

The director reminded the board that the Raymond Contract contains a clause specifying that the contract "may be modified or terminated only by written agreement after three (3) years by either party giving written notice at the official office of the other party by certified mail at least ninety (90) days prior to the end of the fiscal year." She said that something must be done about notifying the Raymond City Commission soon if the board does not wish to continue the rental in 1973.

Mr. Baker said that this had been discussed briefly at the Budget Committee meeting and the committee had decided to wait until the board meeting to discuss it further.

Dr. Lawrence stated that if this rental is extended for another year it will cause problems in Centralia and Chehalis. He said that he felt the rental payment should be terminated and alternatives suggested.

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Mrs. McArthur asked if a letter should be sent and Dr. Lawrence said we should ask to be put on the agenda for a meeting.

Dr. Lawrence also suggested that the director prepare a letter to be sent to non-contract cities offering an opportunity to contract with Timberland for service. He said that the board would appreciate a response from these cities.

Mrs. McArthur asked if there were additional agenda items to come before the board. There being none, the meeting was adjourned at 10:10 p.m.

Louise E. Morrison
Secretary

Rita H. McArthur
Chairman