

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

Minutes of September 21, 1972
and September 28, 1972

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

Minutes of September 21, 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
Raeburn M. Hagen, Trustee - Aberdeen
Marcel King, Trustee - Ocean Park

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
Judith Turner, Librarian - Aberdeen
Linda Oscarson, Librarian - Montesano
Selma Nielsen, Librarian - Montesano
Judy Ann Wilson, Librarian - Centralia
Irene Robbins, Central Services Assistant Supervisor
Gloria Hunter, Public Relations Assistant
Harriet Lamb, Library Assistant - Hoquiam
Pat Doran, Clerk - Service Center
Beverly Porter, Board Secretary

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The meeting was called to order at 7:30 p.m. by Mrs. McArthur, Chairman.

1 Minutes of the August 24, 1972 meeting

Mrs. McArthur asked for additions or corrections to the August 24, 1972 minutes. Mrs. Schmidt requested that an omitted word be inserted on page 2, Agenda Item 3A1. line one. The word "than" should be inserted following the word "smaller." With that correction, the minutes were approved as presented.

2 Approval of Vouchers

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

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

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Reports

A. Board

1. Budget Committee - Mr. Keiski

Mr. Keiski reported that because of some late reporting from the counties and mathematical revisions on the preliminary budget, he recommended that under unfinished business we continue the budget hearing until next Thursday. Dr. Lawrence concurred.

2. Raymond Contract Committee - Dr. Lawrence and Mrs. McArthur

Dr. Lawrence reported that he, Mrs. McArthur, Mrs. Barton and Mrs. Morrison had met with Mayor Briggs and the two city commissioners on Wednesday, September 13, 1972 to discuss a tentative proposal by the city commission to have the city officers occupy a major portion of the basement of the Raymond Library, which was under lease to Timberland. He said that TRL board representatives toured the building with the city commission discussing the proposed changes. There was a decision that no action could be taken until the tentative plan could be discussed fully with the Raymond Library Board, at which time if it seemed feasible to proceed with the plan for the city offices to occupy the lower portion of the library, then a news release would be developed jointly by the Raymond City Board and the City Council describing this action. The matter was left at that point and a meeting was set for the following Tuesday [September 19, 1972.]

Following the initial meeting, there was a report back from the Raymond Library Board that the Raymond board was concerned about this matter and it was decided that it would be well to meet with the chairman of the Raymond board before the meeting on September 19 and explain just what had happened. The meeting was held with the Raymond board chairman and Dr. Lawrence said that he had pointed out that this was merely a preliminary discussion. He said that the only thing which was positively stated at the meeting with the city commission was that the Timberland board would not renew its \$2,000 per year lease with the city after the current contract expired on December 31.

Mrs. McArthur reported on the meeting September 19 with the Raymond City Commission and the Raymond Library Board because Dr. Lawrence had been unable to attend. She said again that the only firm thing was that the Timberland board would not continue to lease the building and that the City Commission would receive a letter before the October 1 deadline for modification of the contract. She said that the City Commission would be meeting with the Raymond Library Board and probably would have a public hearing after making a decision on whether or not they still plan to use the basement of the library.

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Dr. Lawrence summed up the situation by saying that the Timberland board is merely watching the action by the City Commission and the Raymond Library Board and that out of necessity, the Timberland board would have to back the decision of the Raymond board.

Mrs. McArthur said that she also told them that under no circumstances could they construe anything that either she or Dr. Lawrence had said as Timberland board affirmation. She said that she and Dr. Lawrence were merely a committee of two representing a seven-member board, and that they had been present regarding the \$2,000 lease.

DR. LAWRENCE MOVED THAT THE DIRECTOR OF TIMBERLAND REGIONAL LIBRARY BE ASKED TO PREPARE A LETTER TO THE RAYMOND CITY COUNCIL ADVISING THEM THAT WE WILL MODIFY THE EXISTING CONTRACT DELETING THE \$2,000 LEASE FEE. MR. BAKER SECONDED THE MOTION. VOTED UNANIMOUSLY.

3. Union Negotiation Committee - Dr. Lawrence

Dr. Lawrence reported that the committee had held a preliminary meeting with a staff representative of the Washington State Council, County and City Employees, the President of Local #2053 and another local union representative.

Dr. Lawrence reminded the board that clarification had been requested regarding several very general requests which the union had submitted earlier. This clarification was received prior to the meeting with the union representatives and was further amplified during the discussion regarding specific items.

Dr. Lawrence at this time reported on the meeting with the Union representative of Local 2053. The union asked that any time worked over 8 hours a day or 40 hours per week be paid one and a half times regular pay. Dr. Lawrence pointed out that since the library is doing a service for the taxpayer, maybe the cost of doing this kind of business ought to be looked into. Dr. Lawrence asked if this was a very frequent occurrence where there was over 40 hours per week. Mrs. Morrison said that the district has been giving compensatory time, which is equal to extra time - which has been ruled out. Dr. Lawrence said that the staff recommendation was no change in our present compensatory time arrangements.

Regarding the employer paying the employees' share of the medical insurance, Dr. Lawrence told Mr. Berg that the district plans to pay \$21.50 for health insurance and that we were not sure yet what the premiums would be, but that the Board is attempting to pay the total amount. This would depend upon the plan to which the employee subscribed. The Board had already gone on record as favoring this. Mr. Berg proposed (regarding vacation schedule) that after 10 years, 20 days vacation be given. Dr. Lawrence told Mr. Berg that the board just changed it last year to 20 days after 18 years. He told Mr. Berg that he thought the Board would have no desire to change this, and that this was something to examine in another year. The staff recommendation - no change.

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Dr. Lawrence said that in the union agreement it states that no resolution pertaining to wages, hours and working conditions shall be changed without written notification to the union. The union wants this much more strongly worded in their favor to read that "no change will be made without mutual consent of the union." Dr. Lawrence commented that the Board may be losing some of its prerogatives as a Board if it does this and that the Board should stand adamant on this. Staff concurrence on this. Mrs. Morrison said that historically any change the Board has made has been a liberalization of the policy. Dr. Lawrence asked how the other members of the Board felt on this point and the Board concurred.

Substantial pay increases - Mr. Berg clarified that by saying that they are talking about 5.5% as allowed by the Federal Pay Board. Dr. Lawrence said that this was discussed earlier and that TRL was giving something approaching 6% and now has cut back to a 4% cost of living in addition to normal step increment plus 1% increase in benefits as a result of the \$21.50 insurance medical premiums - so that the total increase is at about 5%.

Work week to be five consecutive days: Mrs. Morrison said that if the library were open Sundays this would be no problem; otherwise it would be rather difficult. The library is open six days a week, but people only work five days. Obviously everybody will not be able to have Saturday and Monday off because historically these are the two busiest days in any library. Supervisors try to be as fair as they possibly can and listen to requests for special days off, but it is impossible for everybody to be off either Saturday or Monday. Dr. Lawrence said that the negotiating committee wanted to hold the line on the present arrangement of having the split schedule for days off. Staff recommendation is for no change.

Three days personal leave each year for each employee: Dr. Lawrence asked Mr. Berg to find out if there were any cases of hardship imposed under the existing personnel policy in which up to three days of sick leave can be used for personal problems, such as funerals and other things. The board does not know of any. He said that Mrs. Morrison reported that she did not know of any hardships on employees because there is no three day personal leave provision - and if staff recommendation and bargaining committee concurs, the board will disallow this.

Employees working at higher classifications shall receive pay for the higher classification for the period involved: Dr. Lawrence said that there is a point here and that there was considerable discussion about this, and it was agreed that the committee would come back to the board and suggest that such a provision be placed in the personnel policy when an employee at a lower pay grade is told that he is "acting" if the capacity of a higher pay position and the period of this assignment is for one month or more. Dr. Lawrence said that it was felt that this was a reasonable modification in the personnel policy. This means that when a Clerk I is asked to perform a Clerk II's job in an "acting" capacity, then that person will receive for the period he or she is "acting" a

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higher rate of compensation. Mrs. King asked if this was going to make any budget change. Mrs. Morrison said that she did not think so because it did not happen very often. She said that it was also possible that a person at a lower paying grade would do part of a job at a higher paying grade; in other words, a person might not be doing another person's total job but only aspects of it. She said that if a person in a lower paid position does the full job of another person for a period of time in an "acting" capacity, that such person ought to be paid for doing that job. The crux of this is when someone is designated in an "acting" capacity - Board agreed.

The union representatives recommed a substantial pay increase for the Bookmobile Clerk Drivers. The board bargaining committee and strong concurrence from the staff were for no change. Dr. Lawrence said that the union also want the board to consider adding a sixth step since there are some of their people in the fifth step and all they get is any cost of living increase granted. The committee's recommendation is that there be no revision of salary schedules for 1973 other than cost-of-living.

Dr. Lawrence read Item 9: "Payment in cash upon retirement or voluntary termination of unemployment compensation on a reimbursable basis the same as the state has." Mr. Berg clarified this by saying that most counties in the TRL area pay a certain percentage of unused sick leave upon retirement - some on a voluntary termination or retirement. For example, Thurston County pays up to 50% to an accumulation of 95 days (or 45 days of sick leave) upon retirement. Dr. Lawrence said that the committee felt that the concept of severence pay was a good one and that the committee wanted to explore this with the full board. He said that the committee felt there were two categories of severence pay: one is that if a person left the employ of the library system at request for cause, then the district should have a severence pay provision so that if a person were asked to leave for cause, then the district would pay that person a certain percentage of accumulated sick leave as severence pay; or if the person retired, the district would then pay severence pay. If the person left the employ of the system in order to take another job for whatever reason, this was a voluntary severence and the district would not pay severence pay. Dr. Lawrence asked what the Board's feeling was on this and whether or not the committee should explore this further with the union and try to introduce the concept of severence pay into our compensation plan. Mr. Baker said that he was not in favor of severence pay for dismissal on the basis of cause. If the position is eliminated because of budgetary reasons or realignment of work assignments, et cetera, and a person could not find employment in the system, then severence pay would be warranted. Mrs. Morrison said that there is a provision in the personnel policy whereby a person could be given two weeks' pay in lieu of notice of dismissal. Dr. Lawrence suggested that the board re-word the personnel policy so that two weeks' pay in lieu of notice be recognized as severence pay. The board would also develop some recommendations concerning retirement severence pay.

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B. Staff

1. Director - Mrs. Morrison

Mrs. Morrison reported that there was a new reference librarian, Judith Green, in Centralia replacing Bob Zimmerman, who moved to Chehalis to replace Mary Russell, who moved to Lacey to take the position vacated by Marian Enge. Mrs. Morrison said that the new librarian comes well recommended and has had experience at the Oakland Public Library. She is particularly interested in small towns where she can relate to people and feel like a person instead of a non-entity. It was Mrs. Morrison's feeling that she will do a good job.

The director then reported that she had letters from two former staff members replying to invitations to attend the board meeting. One is from Susan Knox, who worked for about a month at the Olympia Library, and one from Rebecca Pixler, who said that her reason for leaving the staff was because she wanted to continue her college education. The director had a call from Estelle Kjesbu, who just left the staff at the Montesano Library. Her reason for leaving was that her children had finally received their college education and she wanted to settle down at home. She said she had enjoyed her work and was going to miss her staff associations.

The director reported that the Staff Budget Committee met last week. The committee consisted of heads of the Adult Services Committee and the Childrens' Services Committee, Young Adult Committee, Audio-Visual Committee, and Reference & Book Selection Committee, and the heads of larger libraries. They discussed the budget, their recommendations as to where cuts would have to be made, et cetera. Since the Board's last meeting Mrs. Barton and Mrs. Morrison met with Mr. Hogan and the Reverend Orville Jacobsen from Hogan's Corner. Reverend Jacobsen was extremely interested in the possibility of getting a group of businessmen together to build something which could be used out in the unincorporated area where there is heavy traffic between the North Beach area (in Grays Harbor County) and Hoquiam, and renting the building to the library. The group is still waiting, but is interested in constructing a building and renting it to the library district to serve as a library in the unincorporated area.

Mrs. Morrison said that she and Mr. Ayres had attended a budgeting workshop done by the State Auditor's office. They discussed principally changes in the budgeting accounting reporting system which the state uses.

The director said that on September 6 she and Mr. Schwartz discussed arrangements for interviewing. She said that Mr. Schwartz talked at length with several staff members and made arrangements to come back September 8 for further staff interviews. He had been attempting to schedule some interviews with Board members for September 15 but had to change this to September 29 because not everybody was available on the same day.

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Mrs. Morrison said that there was a Community Librarians' Workshop here in the Service Center which was very interesting. People from the Service Center said that they had received a great many comments about the workshop. Written reports and evaluations will be forthcoming from the people who attended.

On Friday, September 15, Mrs. Morrison met with directors of the King County Library System, the Kitsap Regional, North Central Regional, Pierce County, and Sno-Isle Regional, to discuss mutual problems, plans and priorities which led to some further discussion of possible legislative priorities. She said that directors of all six library districts felt the big priority was to get funding through for the \$5,000,000 in the State Library budget which would provide materials for public libraries. She said that they felt some further work needs to be done with the Superintendent of Public Instruction's budget, which might also provide further funding for materials for school libraries.

The director said that reminders were on the bottom of tonight's agenda for several meetings and that she hoped that some Timberland Board members could attend the open house at the King County Library System's new Service Center on Sunday, October 1, at 300 - 8th Avenue North. She said that it would be well worth while to see it, and that the Olympia, Centralia, Chehalis, Aberdeen, Hoquiam and Raymond libraries could be put inside and still have space left over - it has over 70,000 square feet.

2. Assistant Director - Western Area - Mrs. Barton

Mrs. Barton submitted a written report and invited questions from the Board. She also said that in Tuesday's election the Ilwaco library levy passed. Dr. Lawrence asked what plans have been made to start using the combined city's name and Timberland Library. Mrs. Barton said that several cities are already using the new name but that it was still too recent to assess any public reaction.

3. Assistant Director - Eastern Area - Mrs. Stough

Mrs. Stough reported that Centralia, McCleary, Yelm, and Oakville are using the local name together with Timberland.

Mrs. Stough called attention to a correction to be made in her written report. She said that the board member did not attend the Community Librarians' Workshop in Winlock as planned; something came up and she was unable to be there.

Mrs. Stough reported that at a meeting of the American Association of University Women at Olympia, Mrs. Hendricks, President of Friends of the Olympia Library, made her "pitch" for a new building. This was a meeting that had representatives from different organizations.

Mrs. Stough told the Board that if they ever have a chance to visit a library, it is very helpful that the Board member visiting get a

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perspective and pass it along. She, as an Area Supervisor, when visiting and conferring, gets one perspective, but she would like others.

Mrs. Stough said that a Board meeting was held at McCleary - the Board had not met since the Trustee Workshop - and one of the members gave a report. One of the things she said was that they recommended having a Friends of the Library group. Right then and there they decided to approve a Friends of the Library group. The Yelm Board met the other night for the very first time as a total Board and they, too, approved the establishment of a Friends group.

4. Business Manager - Mr. Ayres

Mr. Ayres reported that from the unincorporated areas receipts are up to a total of \$494,031. Incorporated areas are current up through the second quarter with a total of \$307,000.

He reported that Miscellaneous Receipts continue to grow and now totals \$63,927.

Mr. Ayres said that in interest expense and receipts the only change was the receipt of \$75 interest for the last \$13,000 which was invested for thirty days. He said there is still a deficit because the district has paid \$1,498 and received \$592. Mr. Ayres feels that the district will be on interest bearing notes again this month.

Salaries and wages budgeted up to the month of August are \$528,000 with expenditures at \$520,000.

Telephone and postage are increasing expense items as use of services is getting heavier all the time. Mr. Ayres said that he believes in the year 1973 it will be possible to bring this back into better perspective due to the fact that tracking charts for 1972 will allow the district to follow through on this.

Dr. Lawrence said that he thought it was appropriate as we go into 1973 on a tight budget, for Mr. Ayres to conduct a phone audit of all TRL libraries to determine whether or not there are any surplus telephones. Dr. Lawrence felt that it would be prudent to take such action. He said that there may be nothing wrong with the present system but it may be that efficiency can be improved by relocating some phones. And again, he said that it may be that some little-used phones need to be dispensed with. He asked if there are phones that operate outside of the switchboard that have direct dialing numbers and if so, what the need is for this. Dr. Lawrence asked Mrs. Morrison to report back on this matter by the next Board meeting.

Mr. Ayres said that in keeping with this philosophy the mail clerk is continually checking the mail that goes out of the office and she continues to bring recommendations to Mr. Ayres and to the Director. He said that definite progress is being made in this regard.

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Vehicle operation. The big expenditure this month was a \$400 expenditure on the bookmobile which serves Lewis County.

Office supplies - these are well under control now.

Transportation costs are rising, Mr. Ayres reported. He said that this is basically for childrens' services. He reported that four new tires had been put on one of the station wagons, which is indicative of the mileage being put on these vehicles.

Mr. Ayres said that \$17,558 was expended this quarter for adult books. There is no action in the third quarter as far as juvenile books are concerned.

5. Central Services Supervisor - Mrs. Bruhns

Mrs. Bruhns said that she had submitted a written report and had little to add.

Mrs. Bruhns reported that Yvonne Seidler had taken charge of the request section of the workshop yesterday and that she hoped that Mrs. Seidler was able to iron out some of the minor difficulties that have been cropping up.

Mrs. Schmidt asked Mrs. Bruhns about the actual cost per book, and whether this was the cost of the book on the shelf. Mrs. Bruhns replied that this is the discounted cost, and that the book processing cost per volume was approximately \$2.00.

Mrs. Morrison said that the Department of General Administration had approved a second scan line for Timberland. Whether it was a separate line or whether it was an additional telephone which could be used with a head set, she did not know but she said that she would check on it. Dr. Lawrence said that he didn't think it was necessary to have any more phones on one scan line, and that we probably needed two scan lines.

Mr. Baker said that he was confused about book cost and that budget materials showed a figure of some \$13.41 as the average cost of a book. Mrs. Morrison replied that this is the national average price, not Timberland's. She explained that Timberland's discounted price is lower than that but fluctuates if more paperbound books are purchased and cataloged during any one month. There was agreement that staff should use Timberland's average book cost rather than national averages. Mrs. McArthur said that she felt the average used should be over a time-span long enough to reflect an actual average cost rather than a current one.

6. Community Relations Officer - Mr. Sheafe

Mr. Sheafe submitted a written report, and commented that the author of the book mentioned in the written report is now enrolled in the University of Washington and will be unable to do a presentation immediately. Mr. Sheafe is working on possible scheduling for this.

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4

Communications

A. Letter from Ruth Habersetzer

A letter from Ruth Habersetzer was received and read. Mr. Keiski suggested that a letter be directed to her thanking her for her communication.

B. Letter from Beth Jordan, President, Friends of the Library, Ocean Shores.

A letter from Beth Jordan, President, Friends of the Library, Ocean Shores, stating that on October 2 the Friends of the Library will be presenting a request for formation of a city library to the City Council. With that request will be a budget request which should be sufficient to cover every resident family in the city for purchase of a Timberland library card. She asked that, if this funding is approved, will it be possible for Timberland to provide its book catalogs in the new library quarters on Point Brown Avenue? She said that the alternative would be expenditure of this money on books - which would almost certainly duplicate the books which would become available at the proposed holdings corner location. She went on to say that as a city library progressed, they could foresee a lessening of support for Timberland and that this would be a regrettable situation for everyone. Dr. Lawrence asked if there had been modification of the by-laws or resolution about TRL library cards for non-resident users to include something about an individual card purchase. Mrs. Morrison replied that the resolution stated that "all purchases of non-resident borrower cards shall continue to be transactions between the individual non-resident borrower and the Timberland Regional Library as they have in the past." Dr. Lawrence suggested that she be sent a Xerox copy of that resolution and have it pointed out to her that the purchase of library cards is an individual matter between the purchaser and the unit library, and that this statement is intended to preclude the use of public funds to supply people with library cards. Mrs. Hagen said that Beth Jordan is a tremendous person, and that the Friends of the Library group down there is made up of really fine library supporters who want to come into Timberland. Mrs. Hagen said that she thought the district should be as supportive as possible within its policies and laws.

MR. KEISKI MOVED THAT THE BOARD AUTHORIZE THE DIRECTOR TO RESPOND TO MS. BETH JORDAN'S LETTER WITHIN THE PARAMETERS THE BOARD OUTLINED. VOTED UNANIMOUSLY.

Mrs. McArthur said that she has suggested the Board send out special letters to the Friends of the Library, telling them how glad board members are they are doing this and that the board wants and appreciates their suggestions.

Mr. Keiski said that along the same lines, those awards still have not been given out. Mrs. McArthur said that she thought it important that the board get these awards out, even to the point of having a progress report.

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5 Unfinished Business

A. 1973 Budget

MR. KEISKI MOVED THAT THE 1973 BUDGET HEARING BE CONTINUED UNTIL THURSDAY, SEPTEMBER 28, 1972, AT 7:30 P.M. IN THE SERVICE CENTER. VOTED UNANIMOUSLY.

Mrs. McArthur suggested that the board have a study session just prior to that meeting since undoubtedly the budget packets would not be available until the last moment.

6 Additional Agenda Items

Mrs. Morrison introduced Pat Doran, the new Graphic Arts person on the staff.

Mrs. McArthur asked Mrs. Hagen to report on the October 7th meeting. Mrs. Hagen said that at the first meeting in January, she and Ruth Schmidt and Marcel King were appointed to a committee to plan a workshop to discuss legislative problems with elected officials and trustees and friends of the Timberland library.

Dr. Lawrence asked about the Belfair site. Mrs. Morrison said that the North Mason Friends have another offer. A gentlemen who still owes \$2,000 on a building would like to sell it so that he can move to another place. It is adequate property. The Friends were wondering if they should think about buying it and were considering coming to this meeting but the staff did not know until the last instant what the 1973 budget discussion was going to be. Mrs. Morrison wondered if they should be invited to the next meeting? Dr. Lawrence suggested that a committee be appointed to go and look at the building and then report back to the Board. It was suggested and unanimously agreed upon that the board consider no offer until it is submitted in writing.

Mrs. Morrison introduced the new Centralia Reference Librarian, Judith Green, who had arrived following an evening shift.

There being no further business to come before the board, the meeting was recessed at 9:50 p.m. and was scheduled to continue at 7:30 p.m. on Thursday, September 28, 1972.

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

Minutes of Special Budget Meeting

September 28, 1972

Board of Trustee Members Present:

Rita McArthur, Chairman - Shelton
Raeburn Hagen, Trustee - Aberdeen
Ruth Schmidt, Trustee - Olympia
Elmer Keiski, Jr., Trustee - Olympia
Robert Baker, Trustee - Packwood

Board of Trustee Members Absent:

Dr. Wm. Lawrence, Vice-Chairman - Centralia
Marcel King, Trustee - Ocean Park

Staff Present:

Louise E. Morrison, Director
Mary Stough, Assistant Director, Eastern Area
Joy Ayres, Business Manager

The September 21 budget meeting was reconvened at 7:30 on Thursday, September 28, 1972 by Mrs. McArthur, Chairman.

Mrs. Morrison reported that there was a slight difference in estimated income from taxes between figures which they had on September 21 and later figures. There were several slight changes, one in the income from taxes. Miscellaneous revenue is the same. Inter-governmental revenue on the contract from State Library will be the same. Transfer to vehicle reserve was made this year. Estimate cash balance was lowered because Timberland will be paying for the Bookmobile chassis this year and the body next year. She said that the district saves 10% on the chassis by paying for it when the invoice comes. This makes a difference of \$8,601 under the September 21 figure in estimated cash balance. This brings the total up to \$1,569,900 at the staff's best estimate at 1.08 mills.

Mr. Baker questioned calling the final figure "Total Operating Income," because it is a combination of income and cash on hand. He said that there is an operating fund, but is it correct to call it income? Mrs. Morrison replied that it should properly be called the "Total Operating Fund;" that this would be a more accurate statement because some of this is income which has been transferred out of vehicle reserve into the expenditure fund this year and part will go over as a cash balance for next year.

Mrs. Morrison said that there was a change of \$117 in a correction in salaries, wages and employee benefits. No difference at all in

maintenance and operation between this week's figure and last week's.

She said that there is \$13,000 additional revenue but that this is still a "preliminary" budget until final figures are in. Because there is no way to know for sure, there was no point in recalculating the hardbound book fund and processing costs back and forth and the other categories were pretty well firmed up. She said that the difference in dollars was added under Audio-Visual materials.

Mrs. Hagen asked why phono-records are included with hardbound books when audio-visual materials should include phono-records. Mrs. Morrison replied that the phono-records were processed by the State Library Technical Services Division under contract and are subject to processing costs, whereas other audio-visual materials are not.

Vehicle purchase was reduced by \$5,100 for 1973 from the September 21 budget estimate because of the payment of the chassis anticipated this year.

The director said that the staff is still estimating on the health insurance because no firm figure is available yet but that it may be less than \$21.50 per month.

MR. KEISKI MOVED FOR THE ADOPTION OF THE 1973 BUDGET. VOTED UNANIMOUSLY.

RAEBURN HAGEN - Grays Harbor County

ROBERT BAKER - Lewis County

RITA McARTHUR - Mason County

ELMER KEISKI - Thurston County

RUTH SCHMIDT - Thurston County


[NOTE: Timberland Regional Library Board of Trustees By-Laws require a quorum representing four of the five counties at the meeting at which the annual budget is adopted.]

The director brought to the Board's attention the fact that an employee had worked all during the month of September and inadvertently was left off the payroll.

MRS. SCHMIDT MOVED TO ALLOW THE \$175 PAYMENT TO THE EMPLOYEE FOR THE MONTH OF SEPTEMBER. VOTED UNANIMOUSLY.

The meeting was adjourned at 7:50 p.m., September 28, 1972.


Secretary


Chairman

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

Special Meeting - October 12, 1972

BOARD OF TRUSTEE MEMBERS PRESENT:

Rita McArthur, Chairman - Shelton
Dr. Wm. Lawrence, Vice-Chairman - Centralia
Ruth Schmidt, Trustee - Olympia
Robert Baker, Trustee - Packwood
Raeburn M. Hagen, Trustee - Aberdeen

BOARD OF TRUSTEE MEMBERS ABSENT:

Elmer F. Keiski, Jr., Trustee - Olympia
Marcel King, Trustee - Ocean Park

STAFF PRESENT:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Joy Ayres, Business Manager
Michael Sheafe, Community Relations Officer
Bertha Hager, Librarian - Raymond
Carol Nelson, Board Secretary pro tem

VISITORS FROM RAYMOND:

Mrs. Gertrude Neilson, Chairman - Raymond Library Board
Mr. John Neilson, Raymond

The meeting was called to order at 7:15 p.m. by Mrs. McArthur, Chairman. Mrs. McArthur stated that the principal purpose of the special meeting with representatives of the Raymond Board was to consider Raymond problems. She asked Mrs. Neilson for comments.

Mrs. Neilson said that she and Peter Johnson had attended a council meeting and that she had advised him that Raymond board members were meeting with the regional board tonight. She stated that the mayor had said that they might be able to make some additional concessions. Mrs. Neilson said that last week Raymond board members did meet with one of the men from the Raymond Herald to review the situation and were given the front page coverage in the paper. Mrs. Neilson said that the Raymond board is trying to point out that the city is supposed to maintain the building. The Raymond board feels that cutting out the heat and lights from the 1973 city budget is not maintaining the building.

Mrs. McArthur asked if there was any reaction from the Timberland board members. Mrs. Hagen said that she would like to know what the feeling within the community is. Mrs. Neilson replied that within the several clubs that she is connected with, they were up in arms when the city hall was going to be moved into the library building. She said that if these groups realized that the library might be closed entirely for lack of a budgeted amount for building maintenance that she was sure there would be a reaction.

Mrs. McArthur said that the Timberland board should respond to the letter received from the City Attorney. She said that the regional board would like the Raymond board to be doing what negotiating is possible. Mr. Baker said that what is being offered is the standard contract with all cities which states, "The City agrees to maintain the building and grounds, pay the salary and employee benefit costs of the janitor, furnish heat, lights, water, fire and liability insurance, boiler insurance and janitor supplies for the Raymond Public Library without cost to the Board, and such purchases of items herein contained shall be subject to the approval of the Raymond Public Library Board of Trustees."

Mrs. Morrison said that she had some figures from the Annual Report for the City of Raymond to the Division of Municipal Corporations on actual expenditures and that she was interested in the total for building maintenance.

Dr. Lawrence asked what the Raymond board's recommendation is to the regional board. Mrs. Neilson replied that they think that the City should maintain the building as always. She said that she really does not know what the council says. Dr. Lawrence asked if the consensus of the Raymond board is that the city should maintain the building, and you have supported the Timberland board's decision that Timberland should not be paying rent. Mrs. Neilson said that the Raymond board does support that decision. She said that Timberland does not pay rent in other places and it is only fair. Dr. Lawrence asked what effect this would have in Raymond and Mrs. Neilson replied that she did not know. Dr. Lawrence stated that Timberland has already received comments from some of the other contracting cities as to why Raymond is treated differently than their city. He said that it is the board's intention to extract itself from the situation. He said that it is the principle of the situation in that Timberland cannot have different kinds of contracts with cities, that there has to be a uniform contract. Mr. Baker suggested that the City of Raymond should look at this first three year period as a transitional situation from the former contract with Pacific County Library. At the time the city signed this contract the city was informed that at the expiration of this contract Timberland would have to revert to standard policy.

Dr. Lawrence asked Mrs. Neilson if she sees any solution from an informal point of view. Mrs. Neilson said that she feels the city will have to either accept the contract as Timberland offers it to other cities or reject it, and in rejecting the city would reject library service as such.

Mr. Neilson then commented that the new mayor is a good mayor. He said that the mayor has more energy, has taken less time to do more things and is doing a lot of good. He said that the mayor has to back up every once in a while if he gets going down the wrong road too fast, but that he is intelligent, admits his mistakes and starts down another road.

Mrs. McArthur said that it seems at this point that Timberland must respond to the letter from the city attorney, rejecting the request for the modification which the city requested. She said that the Timberland board should also restate what had been said to them before and the regional board would like to have the Raymond Board involved in it. Mrs. Neilson said that it seems that the plain facts are that the city is supposed to maintain the building and provide for the maintenance and it is the city's problem to find the finances to do it. Mr. Baker said that not only is this true with Timberland, but it is true of the other existing regional libraries in the state. Mrs. McArthur commented that she feels that both city library board and regional board have to make sure that they are working together on this, that they are keeping in touch with one another. The next move will be up to the city,

working together with the Raymond Board. She said if the Raymond board would like to come back and meet with the Timberland board or want to contact us, please do. The night she, Mrs. Morrison and Mrs. Barton were down there, this question of the city board's responsibility was discussed and was spelled out quite clearly.

Mr. Baker summed up the situation in commenting that the city provides the space and the regional library provides the service. Mrs. McArthur told Mrs. Neilson that the Timberland board would be more than happy to meet with the Raymond board or welcome the Raymond board to come to the regional board and support the Raymond board in whatever plan it comes up with. She said that the Timberland board would send a letter to the City of Raymond with a copy to the Raymond board.

The chairman called for a 15 minute recess at 8:10 p.m. in order to allow for informal discussion before the Raymond representatives had to leave.

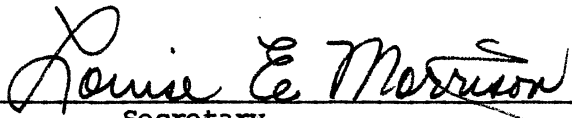
The meeting reconvened at 8:30 p.m.

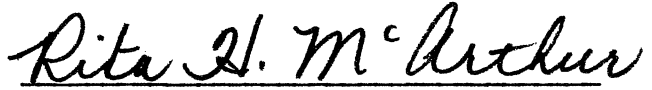
Mrs. McArthur then reported on the meeting with the Shelton Library Board which she and Mrs. Morrison had attended that afternoon at the invitation of the Shelton board. Mrs. McArthur said that four Shelton board members, Mayor Travis and Mrs. Kramer, the Shelton librarian, were present at the meeting and that she was sorry Mr. Keiski had been unable to be present.

Mrs. McArthur reported that it had been an interesting exchange of ideas regarding contracts between cities and regional libraries. Following this discussion, the Shelton group had suggested a reciprocal agreement such as the one which exists between the Shelton Public Library and the Auburn Public Library. Mrs. McArthur said that she was only one member of a seven member board and would convey this information to the full board.

Lengthy discussion followed Mrs. McArthur's report. Recurrent in this discussion was the fact that other cities in the region have signed virtually identical contracts for service. Board members felt that it would be unfair to other cities to contract with Shelton on a different basis and the board's position on offering the standard contract remained unchanged.

The meeting was adjourned.


Secretary


Chairman