

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Packwood, Washington

October 26, 1972

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TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
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BOARD OF TRUSTEE MEMBERS PRESENT:

Rita McArthur, Chairman - Shelton
Dr. Wm. Lawrence, Vice-Chairman - Centralia
Ruth Schmidt, Trustee - Olympia
Marcel King, Trustee - Ocean Park
Robert Baker, Trustee - Packwood

Board of Trustee Members Absent:

Elmer F. Keiski, Jr., Trustee - Olympia
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

Others Present:

Mrs. Koehler, Packwood
Mrs. Fisher, Packwood
Mrs. Schaver, Packwood
Mr. & Mrs. Garoutte, Packwood
Mrs. Violet Smith, Packwood
Mrs. Arlene Hickle, Packwood
Reverend & Mrs. Merrin, Packwood
Jerry Barton, Centralia Friends of the Library

The meeting was called to order at 7:30 p.m. by Mrs. McArthur, Chairman. Mr. Baker introduced local visitors. Mrs. McArthur told the group that the board was happy to be here and invited questions from the audience at any time during the meeting.

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- 1 Approval of Minutes of the September 21, 1972 meeting and continuation of the meeting on September 28, 1972, and minutes of the special meeting, October 12, 1972
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Mrs. McArthur asked the director to give a brief summary of the minutes of the previous meetings for the benefit of visitors present. Mrs. McArthur asked if there were additions or corrections to the minutes.

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DR. LAWRENCE MOVED THAT THE MINUTES OF THE SEPTEMBER 21, SEPTEMBER 28, AND OCTOBER 12, 1972 MEETINGS OF THE TIMBERLAND REGIONAL LIBRARY BOARD BE APPROVED AS PRESENTED. SECONDED BY MR. BAKER AND CARRIED UNANIMOUSLY.

2 Approval of Vouchers

Following board discussion DR. LAWRENCE MOVED THAT THE VOUCHERS FOR OCTOBER BE ACCEPTED. SECONDED BY MRS. KING AND CARRIED UNANIMOUSLY.

3 Reports

A. Board

1) Raymond Contract Committee

Mrs. McArthur asked Mrs. Barton to report for the Raymond Contract Committee since her information was current. Mrs. Barton said that there was a meeting of the Raymond City Commission Tuesday night and that several local people attended including Mrs. Neilson and Mrs. Trezise, who are members of the Raymond board, as well as some friends, including the newspaper publisher's wife, several staff members, the editor of the Raymond Herald, and the Daily World (Aberdeen) Raymond correspondent. The mayor had said that he had heard nothing from Timberland. He said that Raymond would like to have reimbursement for bookmobile storage space and that he thought that it was about 2500 square feet. Mrs. Barton said that according to the report she heard, one man finally got so excited he shouted at the mayor, saying how great TRL service is and that all the people in town want it and the people who had come to the meeting were telling the mayor that they want it. Mrs. Barton said that there was no decision regarding a contract. She said that the mayor was quoted as saying that he had called the mayor of Centralia and that Centralia was considering making some sort of proposal to Timberland. She said that the staff had no knowledge of this. Mrs. Barton said that there is a very active group in Raymond becoming quite interested in the library and getting to the city commission meetings.

Mrs. McArthur remarked that both newspaper accounts quoted the mayor as saying that the city commission had not heard from Timberland and that a letter was dated October 16 and went out over her signature and the Raymond commission meeting was October 22. She said that also, if the newspaper account was correct, he apparently said that Montesano was questioning the circumstances of paying, and Timberland pays for Montesano because the library district owns the building.

Dr. Lawrence suggested that the discussion be put on the agenda for the next meeting.

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Mrs. King commented that there should be some way to let the commission know that Timberland sent a letter. Mrs. McArthur favored a registered letter with a copy of the October 16 letter attached.

B. Staff

1) Director - Mrs. Morrison

The director reported that she and Mrs. Barton and Mrs. Stough had all been involved in planning for a workshop which is to be held November 4 on Interlibrary Cooperation. This will involve the Intermediate School District, the Office of the Superintendent of Public Instruction, and Timberland Regional Library. She said that they hope to summarize the services of each of these institutions to individual schools, school libraries and school librarians. She said there is a need to know if they are working, if they know that various services exist, if they are not working, how they can be made to work, if the agencies are not doing the right things, what services would be the most helpful and supportive. She said that Timberland is not interested in giving "school service", but in helping school librarians to utilize all three of these agencies which are individually interested by pooling and cooperating to do a better job of taking care of the students' informational needs. She said that board members would be welcome if they would like to attend.

Dr. Lawrence suggested that sometime the staff show the film "Refiners Fire" to the board.

Mrs. Morrison reported that she attended a Washington 2000 Project meeting which was held in the Governor's Conference Room. She said that the Washington 2000 Project is just getting off the ground, but it has to do with citizen participation in planning the future. She said that when something like this comes up, the library ought to be in "on the ground floor," because information sharing is one of the biggest problems of getting citizen participation. She said that this was an initial meeting to acquaint people with some of the hardware that goes with it such as video tape recorders and the "hands on" sort of experience with them. She said that some films that had been made in other places were shown which were quite good. As cooperation in this develops she said that if anything comes up that appears to need board ratification, the staff will bring it to the board at that time. At this point, she said different interested agencies are just talking in terms of what could be done for cooperative information sharing.

The director stated that at the October staff meeting Dean Matthews, who is a training officer with Employment Security, did a short workshop in personnel interviewing techniques for Timberland staff, which was well received. She said that he pointed out some of the pitfalls which need to be watched for on applications as well as techniques of finding out what the employee's real values were and

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why he wanted to work for this organization.

Mrs. Morrison said that on Saturday, October 7, she, Mrs. Barton, Mrs. Stough, Miss Russell and Raeburn Hagen attended a Washington State Advisory Council on Libraries Workshop with a review of what the advisory council has done up to now and its planning. She said that she understood that the Advisory Council would be meeting again tomorrow [October 27] and that there would be reports from this on progress of the proposals which date back to the investigative work which has been done following the passage of House Joint Resolution 20. This is the resolution in which the House and the Senate directed the State Library Commission to investigate ways and means in which a network could be developed for Washington State.

The director reported that she had attended a King County Trustee Workshop planning session at the invitation of Mrs. McMullin from the King County Board. She said that when the King County people were finalizing their plans they had asked her if she would check through them because Timberland had just done several workshops. She said that this was the first time King County Library System had done workshops for its local boards of trustees as a whole.

Mrs. Morrison said that she and Mrs. McArthur met with the Shelton Board, which board members knew.

The director reported that she had attended a conference on the Library Indicators Pilot Project between the directors of Kitsap Regional Library, King County Library System, Pierce County Library, Sno-Isle Regional Library, Timberland Regional Library, and Puget Sound Governmental Conference. She said that the directors will review the final grant proposal on November 7 before it is sent to the Office of Education in time to have it in Washington by the 15th of November.

Mrs. Morrison said there had been a very productive meeting with the Children's Services Committee at which they discussed how the various services of the district fit together for adults, children and young adults. She said that it had cleared up some misunderstandings.

The director said that she had attended a meeting October 25 which was a sampling of the feeling of the library community on the direction which libraries in the state should take. She said that proposals by the Washington State Advisory Council on Libraries are discussed by various members of the profession and then the feeling is fed back into the advisory council which works on it again and it sends it back out again.

Mrs. Morrison said that the senior staff is doing some reading on cost accounting studies at the moment which they think may be helpful. The director said that there are several places in which she thinks there are criticisms to be made, but that she noted

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particularly that Timberland's current processing costs are \$1.95 per volume with a projection of \$2.00 for 1973. She said that the Beverly Hills Public Library is paying \$5.55 per volume for acquisitions, cataloging and processing. She said that the senior staff is studying some areas in which there can be meaningful cost accounting which will help the board in trying to project where the district will go in the future.

2) Assistant Director, Western Area - Mrs. Barton

Mrs. Barton said that the circulation report this month showed a dramatic increase in the amount of circulation done at the South Bend library this month. If it continues there may have to be some consideration of either more hours open or some help to the person in charge of that library.

Mrs. Barton reported that there is a new head teacher at the Lebam School in the Willapa Valley between Frances and Menlo. The head teacher has discovered unprocessed books in various classrooms which he is pulling together for a central school library. She said that the head teacher is delighted with Timberland and likes to have the book catalog, agrees whole-heartedly that bookmobile stops at the schools will not serve much purpose as far as the students are concerned. She said that Timberland is lending him a few hours time helping him get some of the work done on preparing this school library. She said that the head teacher and his entire staff are also coming to the workshop on November 4th. Mrs. King said that she had suggested that Timberland could well put in a days' time, at least some of our staff, to assist there because she feels that this is a real community relations project, especially in the valley.

Mrs. Barton said that she would also like to bring to the board's attention this youth leadership conference which will be on Saturday, November 11 in Raymond. It's called Pacific Slopes Youth Leadership Conference. It has been organized by Marty Olson, the editor of the Raymond Herald, who has done this in other areas before. She said that he has young people coming from the whole western part of the state and has asked us to be on a panel discussion about education and libraries in the community. The purpose of that particular panel is to give young people some idea of how they could help support a library in a community. Mrs. Barton will be the representative from Timberland. She asked board members for suggestions for what should be brought to the attention of young people on how they can help support the library in the community. There was general discussion of suggestions, including the idea of supporting the appointment of young people to library boards.

Mrs. Barton said that in board packets there is also a brief summary of the annual conference of the Washington Department of Audio-Visual Instruction which was held the week before in Ocean Shores.

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3) Assistant Director, Eastern Area - Mrs. Stough

Mrs. Stough said that Jerry Barton mentioned earlier the newly-formed Friends of the Library in the Centralia-Chehalis area for which he is a member of the steering committee. She said that there were about 38 people there from both towns. Mrs. Stough said that she must commend Mrs. Hagen and Della Wakefield for coming and speaking about the friends group and what they had done in Aberdeen.

Mrs. Stough also reported that there were Friends organizational meetings in Yelm and Winlock. Mrs. Hagen also went to Winlock. Mrs. Schiendelman, who has been a very active member of the North Thurston Friends and now the Lacey Friends, spoke at the Yelm meeting, she said.

Regrouping of Friends of Lacey Library has been necessary. Even with regrouping, they are already active. She said that there were activities on October 25: one was on candelmaking and the other was on life among the southwest indians.

Mrs. Stough reported that 90 children attended a recent story hour in McCleary.

Mrs. Stough said that there had been a Friends of the Library meeting in Packwood. She said they had talked about the beginning of the library in the Packwood area and how it was discussed as a possibility way back in 1964 of having an actual library outlet in Packwood and that they had discussed the possibility again.

4) Business Manager - Mr. Ayres

Mr. Ayres reported that a State Examiner, Division of Municipal Corporations, Office of the State Auditor, came to audit the books. He said that this was not budgeted for 1972 but since the library is now over the one million dollar mark, the auditor's office now will audit Timberland every year.

Mr. Ayres said that unincorporated area revenue to date is \$580,579 which is 59% of what was budgeted. For incorporated cities and towns the total to date is \$387,000 which is 82% complete. Miscellaneous receipts now total \$103,000. Total revenue to date is slightly over one million dollars. He said that the district is on interest bearing notes again for October as it was last month. He said that the SCAN line is saving the district \$500 per month on the telephone.

5) Central Services Supervisor - Mrs. Bruhns

Mrs. McArthur said that the written report was in the folders.

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6) Community Relations Officer - Mr. Sheafe

Mrs. McArthur said that the written report was in the folder. She asked if there was anything to be added.

Mrs. Barton reminded the board that there was discussion in the past of having some plastic carrying bags printed and then sold to patrons for carrying whatever they carry out of the library. She said that the company which makes the bags designed a bag and sent it to Mr. Sheafe, who sent it for board consideration tonight. Dr. Lawrence said that he felt that if Timberland planned to have an active search for a logo it would be better to stay away from the symbolism on the bag for now.

DR. LAWRENCE MOVED THAT THE BOARD ACCEPT THE BAG DESIGN, LESS THE TIMBERLAND SYMBOL. SECONDED BY MR. BAKER AND CARRIED UNANIMOUSLY.

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Communications

A. Memorandum from Shelton Public Library

Mrs. McArthur received on October 16, 1972 an unsigned copy of a contract which the City of Shelton has with the Auburn City Library.

Mrs. McArthur asked Mrs. Morrison to read a letter addressed to Dr. Frank Maranville, Chairman of the Shelton Library Board, dated October 16, which had a proposed library contract enclosed. This letter went out over Mrs. McArthur's signature.

Mrs. McArthur said that in the Mason County Journal several weeks ago there was a very good article on the history of the Shelton Public Library. There was a little misinformation toward the end of the article in which they said that upon the formation of Timberland Regional Library the City of Shelton ceased having a contract with the county for county services. She said that as board members knew, this was in the 1940's that this ceased rather than when Timberland came into existence. She said that in today's Journal there was a very good letter correcting this and urging support of the city library bond issue.

B. Letter from Edie Shea

Mrs. Morrison read a letter addressed to the Timberland Board: "It is my understanding that it is the policy of the board to encourage Timberland employees to seek education that would better enable them to perform their duties. I have enrolled in a course in Childrens Literature at Centralia College for which the tuition is \$18. Sincerely, Edie Shea."

Mrs. Morrison recommended that the tuition be paid.

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MR. BAKER SO MOVED. SECONDED BY DR. LAWRENCE AND CARRIED UNANIMOUSLY.

C. Memo from Mary Russell

Mrs. Morrison said that she had a memo from Mary Russell who is taking the Personnel Management course at O.V.T.I. She recommended that tuition of \$15 be paid.

DR. LAWRENCE SO MOVED. SECONDED BY MRS. KING AND CARRIED UNANIMOUSLY.

Dr. Lawrence requested that the director draft an appropriate letter to these two staff members indicating pleasure in seeing them take initiative on their own to better equip them to perform their respective tasks. He said that this type of individual action is encouraged by the board.

D. Letter from Anne Dickerson

Mrs. Morrison said that there is one further letter dated October 13, 1972 from an employee who has left the staff and who was invited to a board meeting. "Dear Mrs. Morrison: I will put in writing why I am leaving Timberland. The past two years that I have worked in Olympia have meant a great deal to me. Timberland has the nicest and hardest working people that I have ever met and I have been fortunate to have worked with and met a few of them. The doctors appointments, the medications and the pain have kept me away from my mending table too much, so it is best that I quit for now. Good luck to all of you and God bless. Anne Dickerson."

5

Unfinished Business

A. Ratify previous agreement by telephone of lease on additional Service Center space

MR. BAKER MOVED THAT THE BOARD APPROVE THE PRINCIPAL OF EXTENDING THE LEASE TO COVER THE ADDITIONAL SPACE IN THE JOHNSON BUILDING OCCUPIED BY THE SERVICE CENTER. SECONDED BY MRS. KING AND CARRIED UNANIMOUSLY.

B. Appointment of Belfair Site Committee


The board agreed to continue the old Belfair Site Committee.

C. Union Negotiating Committee

Dr. Lawrence requested that the director be instructed to write a letter to Reggie Berg telling him that the negotiating committee would be pleased to meet at his convenience.

There being no further business to come before the board, the meeting was adjourned at 9:20 p.m.


Secretary


Chairman