

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Winlock Public Library
Virgil Harkins Memorial Building
Winlock, Washington 98596

November 16, 1972

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November 16, 1972

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
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
Michael Sheafe, Community Relations Officer
Barbara Bruhns, Book Selection & Reference Coordinator
Therese Rice, Audio-Visual Technician
Jeanette Davis, Winlock Librarian
Alice Blenn, Winlock Assistant

WINLOCK BOARD MEMBERS PRESENT:

Shirleen Johnson, Chairman
Evelyn Huffman, Trustee
Joan Zimmerman, Trustee
Norma Moncrief, Trustee

OTHERS PRESENT:

Mr. Marshall Briggs, Raymond, Mayor
Joe Kusky, Raymond, Commissioner of Public Works
W. P. Christensen, Jr., Raymond, Commissioner
Herb Wieland, Raymond, Attorney

The meeting was called to order at 7:40 p.m. by Mrs. McArthur, Chairman. Shirleen Johnson, Chairman of the Winlock Board, introduced local staff and board members.

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1 Approval of Minutes of the October 26, 1972 meeting

Mrs. McArthur requested additions or corrections to the minutes.
It was noted that on page eight under Unfinished Business the word
"principal" should be corrected to read "principle."

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Dr. Lawrence questioned the inclusion of Item 4, Communications, and suggested that receipt of unsigned correspondence should not be included in the minutes. A procedural discussion followed.

DR. LAWRENCE THEN MOVED THAT THE WORDING REFERRING TO THE FIRST PARAGRAPH BE CORRECTED TO READ:

"MRS. McARTHUR RECEIVED ON OCTOBER 16, 1972, AN UNSIGNED COPY OF A CONTRACT WHICH THE CITY OF SHELTON HAS WITH THE AUBURN CITY LIBRARY."

SECONDED BY MRS. HAGEN AND CARRIED UNANIMOUSLY.

Mrs. McArthur asked if there were any other corrections or additions. There being none, the minutes were approved as corrected.

2 Approval of Vouchers

Following Board discussion, DR. LAWRENCE MOVED THAT THE VOUCHERS FOR NOVEMBER BE ACCEPTED. SECONDED BY MRS. KING AND CARRIED UNANIMOUSLY.

3 Reports

A. Board

1) Union

Dr. Lawrence said that Mr. Berg called in response to the Board's inquiry about a negotiating meeting. Mrs. Morrison said that Mr. Berg had agreed to Monday, December 4, 1972, at 6:30 p.m.

B. Staff

1) Director - Mrs. Morrison

Mrs. Morrison reported that on October 31 she and Mrs. Stough met with Lacey Board members and Mary Russell to discuss planning a bond issue campaign. At that time a meeting was arranged with Mr. Mutschler for November 21 to discuss with him the time sequence on King County Library's bond issue in 1966.

Mrs. Morrison reported that the November 4 workshop for school-public library cooperation was highly successful. Forty-five people attended, thirteen of which were Timberland staff members. Evaluation sheets were returned on the workshop and comments came from school librarians from all over the Timberland area. Participants have indicated a desire for more workshops in specific areas and expressed needs for several kinds of workshops. The State Supervisor of Learning Resource Services has suggested that we might plan together for further joint workshops.

On November 7 there was a Library Indicators-Pilot Area Network meeting of the Directors of Timberland, Pierce County, Kitsap County, King County and Sno-Isle Regional Libraries. Purpose was review of the

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proposal which now is ready to go to the U. S. Office of Education for the planning grant for the project.

The director reported that on November 13 she attended a meeting of the South Bend Board of Trustees, which was very lightly attended but rewarding.

On November 13 Mrs. Morrison and Mrs. Stough met with the North Mason Friends of the Library. Members discussed their funds and what they hoped to do with them. They have no concrete plans at this time for acquiring any property as a future library site. They do have a committee appointed to make a catalog of all the available sites and to do some research to see whether or not any of those might be at a price which they would be able to afford.

The Director gave dates for meetings in the near future: On November 17 there will be a Washington 2000 meeting in Seattle, which she will attend. On November 21 the Lacey Board is to meet with Mr. Herb Mutschler, Director of King County Library, and Mrs. Morrison has been asked to attend that meeting. On December 2 the Board has been invited to attend the King County Library System Trustee Workshop. District Library Boards will be receiving an invitation shortly to attend a meeting with the State Library Commission at the King County Library Service Center on December 6 at 8:00 p.m.

Mrs. Morrison said that the reason for the December 6 meeting is that a complete change in public library structure and funding has been proposed by the Local Government Committee of the Legislative Council in a bill to be introduced in the 1973 legislative session. She said that to sum up the bill: 1) a statewide system of libraries would be established and 2) funding would be provided from the state budget rather than from local property taxes as it is now, and 3) there may be changes in boundaries from existing library districts. She reported that various groups among the library profession have proposed some changes in the "rough rough draft" of the bill, which has not been widely distributed as yet. She said that the Washington Library Association hopes to get a summary of the bill mailed out on November 17 to WLA members and others. She said that she felt there should be as much input as possible from board members once the draft of the bill is available to everyone.

The director answered questions from board members regarding the provisions in the bill regarding sponsorship in the legislature, formula for distribution of funds, the relationship of the bill to HJR 20 and whether or not the new statewide system of libraries would provide service to those who are unserved now. She concluded by saying that board members should receive a summary of the bill the following week.

At this point in the meeting Mayor Marshall Briggs of Raymond, together with Commissioner Joe Kusky, Commissioner W. P. Christensen, Jr., and City Attorney, Herb Wieland arrived. DR. LAWRENCE MOVED THAT THE ORDER OF BUSINESS BE SUSPENDED IN ORDER TO HEAR FROM RAYMOND OFFICIALS. SECONDED AND PASSED UNANIMOUSLY.

5

Unfinished Business

A. Raymond Contract discussion - Raymond City Commission members

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Mayor Briggs thanked the Board on behalf of the City of Raymond for the invitation to attend the meeting and talk over their problems. He then turned the discussion over to Commissioner Joe Kusky.

Mr. Kusky said that Raymond is quite happy with Timberland's services and that he, personally, wished to thank Mrs. Morrison for her prompt help in replying to his questions about libraries.

Mr. Kusky then reviewed the historical background of the relationship between the Raymond Library and the former Pacific County Rural Library District, which he said had led up to the present impasse in the contract between Raymond and Timberland. He said that he felt it was a different situation in Raymond from that of other contract cities. He said that city officials are asking for some consideration on payment of utilities by the library district.

There was considerable discussion regarding city costs, library district costs, budgeting, growth of services and whether or not Raymond is getting its money's worth. The mayor and city commissioners said that this was not in question because they feel the service is excellent.

Dr. Lawrence again summed up the board's point of view as he had done at several previous meetings. He said that the board is agreed that it will not negotiate individual contracts with cities because it would lead to more problems in the future. He said that the contract with Raymond should have been changed three years ago and that the board now has taken a resolute stand. He said that other cities in the region feel that this is an inexpensive way to get the depth of materials and service that the regional library is able to provide.

Mr. Baker said that in Lewis County some of the rural people feel that cities are getting the edge and that county people are paying for the service city people get. He said that apparently it may depend on where you stand because it is the same service and the same circumstances in all five counties.

At this point Mr. Keiski asked where things would stand if both parties agree to disagree and Mayor Briggs replied that they have no intention of "cutting out Timberland." Mr. Keiski then asked how Raymond would react to a third party review and advisory recommendations back to both parties. The mayor replied that this might be a good approach and said that he felt that a one-year agreement would allow time to clear up the problems. The Raymond representatives said that they had discussed the matter thoroughly with the Raymond Library Board and were at the meeting with their blessing.

Dr. Lawrence asked if it was the city's intent to accept the contract as it was set forth in the last draft sent to Raymond. City Attorney Wieland said that it is their intent with the exception of the time limitation.

Mrs. McArthur asked Mr. Wieland for clarification on "time limitation" and he said that the last correspondence to him from Timberland mentioned an inconsistency between a four year contract and a two year contract because of the "escape" clause.

Mrs. McArthur said that the board would need a specific proposal from Raymond before anything further could be done.

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A brief recess was called.

Dr. Lawrence said that he felt there had been a frank exchange between the two parties and that each could better appreciate the problems of the other.

DR. LAWRENCE MOVED THAT THE DIRECTOR BE AUTHORIZED TO PREPARE A CONTRACT FOR THE CITY OF RAYMOND THAT HAS A ONE YEAR TIME BASIS. SECONDED BY MR. BAKER.

Discussion of the motion clarified the fact the contract would be the same as the last one proposed to Raymond with the exception of the shortened term to one year rather than 3 years.

THE FOREGOING MOTION THEN WAS VOTED UPON AND CARRIED UNANIMOUSLY.

The City of Raymond people departed and the regular order of business was resumed.

Mr. Baker said that Mr. Swanson, who is the Executive Secretary of the Washington State Fire Commissioners' Association, has been attending legislative committee meetings and the fire people are preparing a bill which would take fire protection districts out of the junior taxing districts and give them a specified millage for fire purposes. He said that they are working to fill in the gap that may be created if libraries become state-supported instead of local-millage supported, so not only has it their blessings but they have an additional plan of their own along this same line. Mr. Baker said that Mr. Swanson had attended a legislative interim committee meeting at which Maryan Reynolds was in attendance; he heard her presentation of the proposal and was quite impressed with it; he said that for the first time he saw real value in library services.

Dr. Lawrence said that it might be that if this legislation moves rapidly that the question presented before the Board tonight by the Raymond people might become "moot."

Mr. Baker said that the real question in his mind was that he wondered how this fit into the background of the politicians having stated that there would be no new taxes in the coming biennium. Mrs. Morrison replied that there was about forty-four million dollars in Federal revenue sharing coming into the State of Washington in this biennium and they expected sixty-five million dollars in the next.

2) Assistant Director, Western Area - Mrs. Barton

Mrs. Barton presented a written report and recommended that the section on Ilwaco be read and said that the report of the Pacific Slopes Student Leadership Conference last Saturday is enclosed.

Dr. Lawrence asked if they got any empathy with the young people regarding how they can assist the library. He asked if they were able to generate some give and take in this panel of which Mrs. Barton was a member.

Mrs. Barton said that in those few minutes it was difficult, but that her message was that libraries and schools are both "political"

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because they are tax-supported and that they, as young people in the community, have to get involved in politics, and that the first move would be to go and thank their city government for library support on a continuing basis. Dr. Lawrence asked if there was any discussion and Mrs. Barton replied that there was some discussion in groups.

Mrs. McArthur asked how many young people there were, and Mrs. Barton said that there were between 450 - 500 from the Canadian border to mid-Oregon.

3) Assistant Director, Eastern Area - Mrs. Stough

Mrs. Stough presented a written report. She said that she had a small confession about missing a Friends meeting which she said in the report she had attended, after which she said that she felt better.

4) Business Manager - Joy Ayres

Mr. Ayres said that he has a report from Miss Oscarson from the Montesano Library - the repair to the building has been okayed by the building inspector now and the warrant has been sent to Mr. Crites for his work.

Mr. Ayres said that in unincorporated areas receipts are now up \$594,532 which is 69% complete for the year. He said that \$98,000 has been received in this last quarter. This is incomplete because receipts have not come in from Thurston County or Mason County.

Mr. Baker asked if the second half taxes did not usually reach the Thurston County Treasurer by December? Mr. Ayres responded that last year he thought about \$80,000 spilled over into January before they got them all in, and even then receipts still ran between four and five percent short of what was budgeted.

Mr. Ayres said that the incorporated areas changed very little. The third quarter is all in. The Treasurer has received \$49,000 just this quarter, which brings it up to 85% complete for the year.

Miscellaneous receipts continues to climb. Mr. Ayres said that they are up to \$106,000. He said that interest expense and receipts is not changed. Salaries and wages, with a budget figure of \$661,000, shows expenditure of \$651,000 - about \$10,000 under what is budgeted. Telephone bills continue to climb a little bit, he said.

Dr. Lawrence asked if Mr. Ayres was going to be prepared to discuss the phone study, and Mr. Ayres replied that he would like to study it a little more because it is incomplete.

Dr. Lawrence said that perhaps the Director will see that this is an agenda item for the December meeting.

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Mr. Ayres said that the Director would also like to come up with an agenda for the Budget Committee for revision of the budget, and that staff will be ready for this also. He said that he was now in balance with the Thurston County Treasurer's Office. He said that he has a little projection to do on the November expenditures and then he will be ready for budget revision.

Dr. Lawrence again suggested that the Director have the telephone report matter ready for conclusion on the agenda for December.

Mr. Ayres then continued his report. He said that postage came down a little bit but that expenditures to date are \$13,422 - postage was budgeted at \$13,000. This is tapering off a little, but he anticipated that it would go up a little more in the last month.

Vehicle operation is up with total expenditures of \$8,842 with an expenditure this month of \$1,000. Some repair has been done to a vehicle in Olympia and to one in Centralia. The 1966 Van is up to about eighty-some thousand miles and will have to be overhauled. At the beginning of the year the staff hopes to put this vehicle in Olympia after overhaul.

Office supplies were budgeted at \$14,580 through October and expenditures total \$14,628. The reason for this in this particular month is because of the distribution of the Imprest Fund money - and not because more has been spent in the month of October than in prior months.

Transportation cost is still going in the general direction that it has been since June - still a little over what was budgeted.

Adult books expenditure through October 30 is \$91,000. This quarter almost \$11,000 has been encumbered.

Dr. Lawrence said that it looked like they would be quite underspent for the year. Mr. Ayres replied in the negative, stating that this is one of the things that revolves over in the following year, just like this year in the book budget. He said that Mrs. Bruhns would elaborate on this later.

Juvenile books - expenditures now are \$39,429 against a budget of \$47,612, with an expenditure for this quarter of \$4,600.

Mr. Ayres then gave a lengthy report on the telephone study, which gave the number of incoming and outgoing calls in various libraries.

Mr. Keiski said that he was somewhat puzzled about all this telephone business, and he wondered if this was taking more time to monitor telephone calls than was warranted. He said that he really failed to see the significance of it in the overall picture of the total library program.

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Dr. Lawrence said that he was the one who generated this question by wondering if the physical layout of phones tied in with the efficient operation, and that he really didn't care about these kinds of figures.

Mr. Keiski said that what they were getting into is perhaps defensive - a need to explain the different patterns. He said that the staff had more important things to do, in his personal opinion. He said that he saw on the recommendations that two more phones need to be added to keep up with the pattern, and he was really wondering why the board was spending all this time on this. Frankly, he said, he did not want the staff to respond unless a formal motion was passed.

Mr. Ayres said that he felt the survey pointed out several things. For instance, the Director's secretary and the bookkeeper spend a lot of time answering the incoming calls instead of doing their own work and that perhaps it would help if a Clerk I could be available just to answer the phone.

Dr. Lawrence said that he was concerned about the cost and the board is looking for economies and they changed the structure of the service center, and that it is easy to leave phones only because they are familiar. He said that he thought that somebody ought to take a look at the phone situation every three years or so and that to his knowledge this was the first time they had ever really taken a look at the placement of phones, or at least talked about it.

Mrs. McArthur said that she rather agreed with Mr. Keiski and that maybe the board needed to be more responsive to staff requests for new phones and at that time take a look at it. She said that it may be that the district has spent more doing this survey than it would have cost to put in new phones.

Mrs. Barton pointed out that there are three major libraries that do not have more than one telephone line, and that this is hampering their request service and their reference service. Those three are Montesano, Hoquiam and Raymond.

6) Community Relations Officer - Mr. Sheafe

Mr. Sheafe submitted a written report.

Mrs. McArthur said that before going to Communications she would like to call on Mrs. Johnson, if she had anything to say about the Winlock Library.

Mrs. Johnson said that she was very happy the Timberland Board decided to meet in Winlock and that they are very proud of their library. Mrs. McArthur thanked her and told her that they were very gracious hostesses.

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Communications

A. The Director read a letter of invitation to King County Library System Trustee Workshop December 2, 1972, at which the keynote address was to be given by Raeburn Hagen.

B. Mrs. McArthur said that she had received a second letter from Christine Clishe which came after the last meeting, in which she took the Board to task for not having responded to her June letter. Mrs. McArthur then talked to Mrs. Morrison, who said that Mary Stough had talked with Ms. Clishe and that she thought she had been satisfied with that telephone conversation. Therefore, at her request, Mrs. McArthur said that Mrs. Morrison composed a letter for her signature in answer to the communication from Ms. Clishe. Mrs. McArthur said that copies of this letter were being distributed to all Timberland libraries so that they would have it on hand in the event there were any complaints from people who still liked card catalogs. Mrs. McArthur said that Ms. Clishe was a patron of the library and was very active in Olympia and Thurston County in all kinds of organizations.

5

Unfinished Business

B. Management Study Discussion

Dr. Lawrence said that a special meeting was held two weeks ago with John Veblen presiding at the meeting, and that he presented his appraisal of Mr. Schwartz' proposal. He had some very fine things to say about the management of the library and the relationship of the Board to the Director and vice versa. Dr. Lawrence thought that he did a fair job in reviewing Schwartz' proposal and, in general, he thought that the members of the Board all concurred with his findings. One of the topics that he was adamant about was Mr. Schwartz' functioning as a third party in clearing up any misunderstandings between himself (Dr. Lawrence) and the Director. If this needs any attention it should be a matter of the full Board and the Director. Dr. Lawrence said that he thought they all concurred on that. Dr. Lawrence said that Mr. Veblen was less definitive on the other proposals about interpersonal relationships, goal setting, and objectives of the library. He felt that perhaps the Board could do these themselves working with senior staff on it. He was also less definitive on this matter of communications. He recognized that this was a matter between the Board and the staff and among the staff. Dr. Lawrence said that he felt this is a point that perhaps the Board would want to take up at another time when they could give a little more thought to learning how to use some of the modern communications techniques. Dr. Lawrence said that he felt this to be a real need. Dr. Lawrence urged those of the Board who did not participate in the meeting to listen to the tape. He said that once everyone has listened

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and refreshed their memories, he would like to suggest that they take another look at Mr. Schwartz' proposal to see what they might want to do with it in terms of positive action to implement the suggestion or write to Mr. Schwartz and thank him for his efforts and decline his proposal. Dr. Lawrence said that he didn't think the Board could do this as a whole until Mrs. Schmidt and Mrs. Hagen had familiarized themselves with what Mr. Veblen and others had to say at this get-together.

Mr. Baker said that he concurred with Dr. Lawrence's last statement, and that they could take no board action until there was a uniform understanding by the board as to what had transpired.

Dr. Lawrence said that he came away feeling very comfortable with the meeting and that he felt it had been a master stroke to select Mr. Veblen to do this. He asked Mrs. Morrison if the tapes could be made available to Mrs. Hagen and Mrs. Schmidt so that they would be prepared to discuss the matter at the December meeting.

Mrs. Morrison replied that the December meeting is the annual meeting of the Board which is election of officers; it is also budget revision, but if the Board feels it can fit it into the agenda it was fine with her. She said that she did think the discussion would be disappointing because of time pressure at the December meeting.

Dr. Lawrence then suggested that they look into it for the January meeting.

Mrs. King said that she would not be present in January but she wanted to say that she thought they had received a great deal more out of it with Mr. Veblen leading the discussion rather than Mr. Schwartz because of Mr. Veblen's experience and understanding of libraries and library service.

Dr. Lawrence asked if Mrs. King was serving notice that she would not accept reappointment to the board. Mrs. King replied that she had served notice to headquarters the day after the last meeting.

Mr. Keiski said that he had read the report carefully and that he was not keen at all about paying for any more services from outside sources on this management review. He said he thought some communications could be done internally through staff and trustees without those kind of fees, and that, frankly, he was ready to tell Mr. Schwartz "thank you for your concern, here is your check, and this is all we need from you at this time." He recalled that there were several suggestions about retreats and discussions and that everyone has a calendar with only one or two days' free time between now and March and he didn't see how it could be done.

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Mrs. McArthur said that it seemed to her that one message that they received from management studies is that the board needs to establish policies so that both the board and the staff know where they are going. She said that she thought probably this is what Mr. Keiski was saying: take advantage of what we have and use it.

Dr. Lawrence suggested again that all board members listen to the tapes before any action is taken.

Mrs. McArthur said that she didn't think any response was necessary until January, so it was decided to table the matter until then.

C. Book Catalog Contract

Mrs. Morrison said that she did not feel she had any authority to sign the contract with George Lithograph without the Board's full knowledge and consent. They had an \$18,500 grant from the State Library in 1971 for reissue of the book catalog. Quotations of 1-3/4 years ago would just about have covered the cost, but costs have risen. She said that she did not think there was any alternative except to go ahead with it, and that 225 copies will come to \$14,922.60 plus \$4,860 for binding, plus tax and shipping. Without tax and shipping it is \$19,782.60.

Dr. Lawrence asked why the district pays taxes, to which Mrs. Morrison replied that sales tax must be paid on everything purchased in Washington State and compensating tax for everything purchased out of state.

Mrs. Morrison said that even at that price it is cheaper than the State Printer's estimate.

MR. BAKER MOVED THAT THE DIRECTOR BE AUTHORIZED TO SIGN THE CONTRACT. SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

Mr. Keiski said that he thought it appropriate to observe that they were talking about computer outputs and costs based on cathode ray tube composing devices to produce documents, which has implications on the budget of the technical, scientific world they deal with. Yet in a people-to-people world there is the City of Raymond and they were in disagreement over \$2,000. He said that this should not be forgotten when they visit the libraries, and that on a people-to-people basis he said he thought there was still a long way to go. He said that he guessed he was in favor of the resolution, but was just a little concerned about the implications on their budget, priority-wise, regarding the scientific world versus the people world.

D. Lease on 1012 Sleater-Kinney S.E., Lacey (Additional service center space)

Mrs. Morrison said that Mr. Johnson had brought the formal lease for the additional space at 1012 Sleater-Kinney S.E. which the board

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approved in a telephone poll of board members last month. She said that the lease is "incorporated with" the original lease on the present space and is subject to the same terms, including date of expiration on July 31, 1975.

MR. BAKER MOVED THAT THE BOARD APPROVE THE LEASE FOR ADDITIONAL OFFICE SPACE IN THE SERVICE CENTER. SECONDED BY MR. KEISKI AND PASSED UNANIMOUSLY.

6

New Business

A. Policy Resolution

Mrs. McArthur said that she asked the Director to draft a resolution because she felt the staff could go forward more smoothly and faster if they did have a resolution on policy stating a commitment to their purposes and where they were going.

Mr. Baker asked if the purpose is merely to express an intent. Mrs. McArthur replied in the affirmative. She said that it should give both the board and the staff some direction in planning.

Dr. Lawrence said that he thought that the board has been remiss in making some policy statements for general guidance to the Director and the staff. He said that perhaps the board has been remiss in giving too many specific instructions, and he thought that what is needed are policies governing broad areas of action and pointing directions out that they would like to see this library system pursue. He said he suspected this was somewhat of an outgrowth of John Veblen's discussion with them. He said that the board is now establishing a policy that concerns cooperation with other libraries and seeking of funds to undertake such programs. He said that he expected that over the next six months the board may develop half a dozen or more of these broad policy statements that provide direction and commit the Board to a course of action in principle. He said that it gives the Director a framework against which to develop specific management actions. He said he was in favor of this concept.

Mr. Keiski said that he seconded that, and that he would like to see a manual of policy statements which would be distributed to all Timberland libraries and available to all staff members. He said that policy statements can be lost in the minutes because they were passed as motions. He would like to see them pulled together into a Policy Manual.

Dr. Lawrence said that he thought resolutions were one way of establishing policy - and whether they were called policy statements or resolutions was not important, that he thought they needed to be done.

Mrs. McArthur said that she thought this would give the staff the security that they needed to present new programs to the Board and

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and know that the Board would listen and help them work them out.

Mr. Keiski said that he has been considering the idea of an "action sheet", or flow chart, which would list board directives, that they had made as a collective trustee group, to the staff. It would include a succinct statement of the directive and provide columns for continuation and then completion of the action. He said that this would help keep board members up to date and would also establish priority for staff. This would be some orderly process to remind the trustees of what they had directed the staff to do and they could also check on staff efficiency over a long period of time, although he was not so concerned about this as what they had asked staff to do and where it was in terms of progress.

Mrs. Hagen returned to the subject of the proposed resolution and said that it seemed to her that most of this was evident to those who attended the Governor's conference on libraries some years ago, and also the mini-conferences that were held afterwards. She said that she did not think this was a radical statement, but simply put in writing what the board had accepted for many years as the dream of people who were interested in libraries. She said that it was with great delight that she would move to adopt this resolution.

MRS. HAGEN MOVED THAT THE POLICY RESOLUTION (RESOLUTION NO. 17) BE ACCEPTED. SECONDED BY MR. KEISKI AND DR. LAWRENCE. VOTED UPON AND UNANIMOUSLY PASSED.

3

Reports

B. Staff

5) Central Services Supervisor - Mrs. Bruhns

Mrs. Bruhns handed in a written report. She said that regarding the rather large balance they seem to have on hand, staff members have encumbered heavily in August and September and she assumes that these books will be coming in and that, therefore, they will be spending more at the end of this month in proportion to other months. Mrs. Bruhns said that she assumes from the figures she has of what she has ordered, expenditures will catch up. If it does not, then it can carry over to January and it will not matter because you never come out exactly even.

Mrs. Bruhns said that they have gone over the report by Mr. Scholz and any time the board would like to take it up in the study session, if the board will give enough notice she will get Mrs. Seidler there, too.

7

Additional Agenda Items

A. Dr. Lawrence said that it had come to his attention that there is a problem with some of the audio-visual equipment in the twin cities; that they are wrestling projectors around and back and forth,

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and he thought the Board ought to take a look at the opportunity they might have the balance of the year to authorize the purchase of at least a minimum of three projectors and that perhaps more are needed. He thought that if Timberland is going to be in the film circulating business that they ought to have equipment available so patrons can use this form of learning and communication. He thought that perhaps they should have some staff in-put on this if the Board wanted to take some action on this tonight.

Mr. Baker said that he thought they had budgeted for projectors.

It was asked if this was specifically for the twin city area, to which Dr. Lawrence said that this is the one place he knew about. He had stopped by and talked with the film clerk about audio-visual equipment and she informed him of the problems they have in transporting projectors back and forth between Chehalis and Centralia.

Therese Rice said that repair bills are increasing because the projectors that they have that were used in the demonstration period beginning in 1964 are not exactly brand new. They got them from the University of Washington. These are placed one in Aberdeen, one in Hoquiam and two in Olympia. She thought it was two years ago that they obtained five Singer graflex projectors - Centralia has two, one is in Raymond and one in Ocean Park. She said that they just don't make things like they used to. As old as the Bell and Howell projectors are they have held up better over-all than the Singers have.

Dr. Lawrence asked her if she had any specific recommendations to make to the Board.

Mr. Morrison said that they have extra funds coming in from Social Security; that they have an ad hoc committee composed of Mrs. Coppinger, Miss Lesh and Marian Osterby, who will be reporting at the next Timberland staff meeting on December 6th. She said that she was sure that they will have a recommendation to spend some of this on re-investing in film equipment and material because some of their nursing home service, et cetera, has been in films, and she said that she knew that one of the recommendations, on which she already had a verbal confirmation, would be for more projectors.

Dr. Lawrence asked if the Director had given any thought to moving in this direction or whether the Board need to give any authorization to do this. Mrs. McArthur said that since Mrs. Morrison already had a committee working on this she will probably report back at the next meeting.

Mrs. Morrison said that she hoped that a Budget Committee meeting could be arranged between now and the next Board meeting. She said that she would be amenable to the 7th if some of the Board members didn't mind going to a meeting on Wednesday night, the 6th, and another one on Saturday, the 9th, which she thought was going to

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be a critical one. She said that trustees all vote in the Washington Library Association and she thought that some sort of commitment from the Association, some cohesion of the profession itself, is going to be an absolute necessity if they are going to go to the legislature again and ask for legislation and if the profession itself is fighting among themselves, there is going to be a problem. If there is cohesion in the Library Association then she thought they had a good chance of getting the legislation through.

Mrs. Schmidt asked in connection with the audio-visual equipment whether they could have a run-down or some assurance that there is safe-keeping for this expensive equipment in every location.

Mrs. Morrison replied that equipment is locked in closets for the most part and in Olympia there was a special case for them.

Mrs. Schmidt asked if these cases were adequate for increased equipment, to which Mrs. Morrison replied that this was something to be considered. Mrs. Schmidt said that this should be part of the overall cost.

Dr. Lawrence said that he would like to have his original question answered - does the Board need to give the Director authorization to proceed with this?

Mrs. Morrison said that she was proceeding to get the report back from the committee, then to bring it to the Budget Committee because the 1972 budget will have to be revised, and so will the 1973.

Dr. Lawrence asked if she would be prepared to make a recommendation, to which Mrs. Morrison replied that she hoped so. She said that she should have a verbal report from the Committee before the 6th but that she would like to get the feeling of the staff in general before going to the Board with recommendations.

B. Mr. Keiski said that he was concerned with a need for the trustees to get additional citizen input to help direct the trustees in the future of library services in Timberland Regional Library. He said that with this latest proposed legislation that he thinks it is important. He said that he wondered how the trustees might react if they appoint a patrons' study group, perhaps no more than seven patrons from the five counties, whose tasks would be something like this:

- 1) To define (in an advisory capacity only) for the trustees, what "basic library service" means, so that Timberland can establish a base line. Then when they talk to city councilmen and legislators and other people they will have a definition of "basic library services" for the Timberland region.
- 2) This committee could perhaps draw up an advisory plan for

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basic library services for the five-county region for the budget year 1974, since it was too late for 1973. The group's duration would be about eight or nine months and once appointed they could agree on their tasks and get them working. They would have authority to interview people from all walks of life and positions within the Timberland region to help draft this statement on "basic library services" and plans and recommendations for the future.

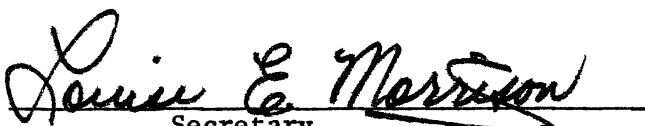
Mrs. McArthur asked if Mr. Keiski wanted the board to approve the recommendation so that they could begin thinking about making appointments.

Mr. Keiski said not necessarily, that he just wanted to introduce the concept of an Advisory Patrons' Committee. He said that somewhere along the line the board will have to be able to show people in Amanda Park, in Winlock, in South Bend, Aberdeen, etc., the definition of "basic library services," a support level that the district cannot go below and that they have to build on.

Dr. Lawrence said that surely the board must be able to extract something out of the facilities report in terms of a beginning point in this "level of service." He said that he thought Mr. Keiski had a good idea and that maybe this would be a good question to ask some of the stronger Friends groups - to ask for their recommendations. He said that he guessed that it was an admission of the fact that the Board could not do all of the things that it has to do, and that this would be some more eyes and ears for the Board. He thought it would be a very constructive and cohesive move if they were to do something on this order and that it could reach into the electorate in a very powerful grass roots way.

Mrs. McArthur said that she thought this was in line with the philosophy of developing some policies that they can follow, and she thought it a very fine recommendation.

Mrs. McArthur again thanked the Winlock hostesses for their hospitality and the meeting was adjourned at 10:45 p.m.


Secretary


Chairman