

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

December 21, 1972

I N D E X

Agenda Item No.		<u>Page No.</u>
1	Election of Officers for 1973	1
2	Approval of minutes of the November 16, 1972 meeting	2
3	Approval of vouchers for December 1972	2
4	Reports	
	A. Board	
	1) Union Negotiation Committee - Dr. Lawrence	2
	2) Budget Committee - Mr. Keiski	4
	3) Report of King County Library Trustee Workshop December 2, 1972 - Mrs. Hagen	7
	4) Report of meeting between library district boards and the State Library Commission December 6, 1972 - Dr. Lawrence and Mrs. Hagen	7
	B. Staff	
	1) Director - Mrs. Morrison	9
	2) Assistant Director, Western Area - Mrs. Barton	11
	3) Assistant Director, Eastern Area - Mrs. Stough	11
	4) Central Services - Mrs. Bruhns	11
	5) Business Manager - Mr. Ayres	11
	6) Community Relations Officer - Mr. Sheafe	12
5	Communications	
	A. Letter from Dr. L. Frank Maranville, Chairman, Shelton Library Board	13
	B. Letter from Mayor Marshall Briggs, City of Raymond	14
	C. Letter from Mr. Ron Rowe, Chairman, Olympia Library Board	14
	D. Letter from Mr. Harley Gibson, Secretary, Ilwaco Library Board	14
	E. Letter from Mr. William Tilton, Chairman, Centralia Library Board	14
	F. Letter from Mr. Arthur Pocklington, Chairman Hoquiam Library Board	14
	G. Letter from Mr. James Gober, Chairman, Chehalis Library Board	14
	H. Letter from Mrs. N. D. Gershevsky, Chairman, WLTA Trustee Citation Committee	15
	I. Letter from Ms. Margaret Elcher, City Clerk, City of Raymond	15
6	Unfinished Business	
	A. Raymond Contract	15
	B. Approve revised job description for Community Relations Officer	16

<u>Agenda Item</u> <u>No.</u>		<u>Page No.</u>
	C. Consider firm commitment to establishment of new libraries early in 1973	16
7	New Business	
	A. Consideration of the Proposed Revised Budget for 1972	16
	B. Approval of changes and corrections in 1973 salaries	16
	C. Consider cooperative program for children in the greater-Olympia area for summer 1973	17
	D. ALA Midwinter request for Mrs. Morrison	17
8	Additional Agenda Items	18

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

Minutes of December 21, 1972

BOARD OF TRUSTEE MEMBERS PRESENT:

Rita McArthur, Chairman - Mason County
Dr. Wm. Lawrence, Vice-Chairman - Lewis County
Robert Baker, Trustee - Lewis County
Elmer Keiski, Jr., Trustee - Thurston County
Raeburn Hagen, Trustee - Grays Harbor County

BOARD OF TRUSTEE MEMBERS ABSENT:

Ruth Schmidt, Trustee - Thurston County
Marcel King, Trustee - Pacific County

STAFF PRESENT:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Barbara Bruhns, Book Selection & Reference Coordinator
Joy Ayres, Business Manager
Michael Sheafe, Community Relations Officer
Mary Russell, Lacey Librarian
Gail McGovern, Hoquiam Librarian
Marian Osterby, Centralia Librarian
Marilyn Lindskov, Public Information Assistant

The meeting was called to order at 7:30 p.m. by Mrs. McArthur, Chairman. It was determined that four counties were represented and that the meeting was a legal one in accordance with the board's by-laws.

Agenda Item
No.

1 Election of Officers for 1973

The Chairman called for nominations for board chairman.

MR. BAKER NOMINATED THAT RITA McARTHUR BE ELECTED CHAIRMAN OF THE TIMBERLAND BOARD OF TRUSTEES. SECONDED BY DR. LAWRENCE. MRS. HAGEN MOVED THAT NOMINATIONS BE CLOSED. THE SECRETARY WAS DIRECTED TO RECORD A UNANIMOUS BALLOT.

Nominations were then declared open for Vice-Chairman of the Timberland Board of Trustees.

MR. BAKER NOMINATED DR. WM. LAWRENCE. SECONDED BY RAEburn HAGEN. MR. KEISKI THEN MOVED THAT NOMINATIONS BE CLOSED. THE SECRETARY WAS DIRECTED TO RECORD A UNANIMOUS BALLOT.

Agenda Item
No.

2 Approval of minutes of the November 16, 1972 meeting

MR. KEISKI MOVED ACCEPTANCE OF THE MINUTES OF THE NOVEMBER 16, 1972 MEETING. DR. LAWRENCE SECONDED. CARRIED UNANIMOUSLY.

3 Approval of vouchers for December 1972

Following board discussion: DR. LAWRENCE MOVED THAT THE VOUCHERS FOR DECEMBER BE ACCEPTED. SECONDED BY MR. BAKER AND CARRIED UNANIMOUSLY.

4 Reports

A. Board

1) Union Negotiation Committee - Dr. Lawrence

Dr. Lawrence reported that the bargaining team met on the 4th of December and the Union representatives were Mr. Berg, Mr. Bernethy and Miss Rice, and that Management was represented by Dr. Lawrence with Mrs. Morrison and Mr. Ayres present as resource people. They went down the list of items that Mr. Berg had requested the board consider in his letters of July 17, 1972 and July 31, 1972 and Dr. Lawrence communicated the Board's actions on several of them:

1. The Board has agreed to pay time and one/half in compensatory time off for all time worked in excess of 40 hours per week. Mr. Berg accepted this with no further discussion.
2. The employer to pay the employees' share of medical expense - Dr. Lawrence reported that the board had determined that it would pay \$20.82 per month for Blue Cross and \$18.59 per month for Washington Physicians' Service, the difference being in the plans themselves in the different premiums. Dr. Lawrence stated that this was an optional plan and that employees could choose either of the two plans. Mr. Berg accepted this.
3. Dr. Lawrence explained that in the previous year the board had already dealt with vacation. He said that there was no change from the allowance of 20 working days vacation after 18 years of service as it presently appears in the personnel policy.
4. The request that after the contract had been negotiated the personnel policy could not be changed unless agreed upon by the employer and the union. Dr. Lawrence reported that this had led to a great deal of discussion. He said that the union wanted the last sentence either changed or deleted in Article 4, No. 1 of the contract, which reads: "No resolution pertaining to wages, hours and working conditions shall be changed without written notification to the union." Dr. Lawrence reported that the union wished either to change the wording so that the union and board concur on the change

Agenda Item
No.

or they would be satisfied with the deletion of the entire sentence. Dr. Lawrence said that he recommended that the wording of Article IV, No. 1 of the working agreement for the Timberland Regional Library Employees Union Local 2053 for 1972 not be changed and that this same statement be included in the 1973 contract.

5. Request for substantial pay increase. Dr. Lawrence had reported that Mr. Berg had said that the Federal Pay Board was allowing up to 7% increase and the union felt that the board would want to reconsider its position. Dr. Lawrence's recommendation to the Board was that they stand on the salary that is tied into the budget that was approved by the board on September 28, 1972 for the year 1973, which included a 4% increase in addition to annual step increments. He said that he recommended no change be made in that salary schedule. Dr. Lawrence also reported that the union was specifically requesting adjustment in the pay schedule for bookmobile-clerk drivers and Dr. Lawrence's recommendation was that the bookmobile-clerk driver be left at the range as it was outlined in the pay schedule for 1973.
6. Work week 5 consecutive days. [Dr. Lawrence did not mention this, but it had been covered in previous meetings.]
7. The union wished the board to reconsider in granting three days' personal leave with pay for emergencies. Dr. Lawrence recommended to the board that this be disallowed.
8. Request that an employee working at a higher classification should receive the pay for that higher classification. Dr. Lawrence reported that he had told Mr. Berg that the board had agreed in September that when a person is designated in an acting capacity for a period of 30 days or more, then that person will receive an increase commensurate with the acting capacity. The union accepted that.
9. Request for severance pay. Dr. Lawrence reported that he had told the union negotiating team that this had not yet been resolved and that it was his recommendation that the board study the issue and that it be left an open point. He recommended that he report back to the union negotiating team that this point had not yet been resolved.
10. Job descriptions for all classifications. Dr. Lawrence reported that these are in process of preparation at this time.

Dr. Lawrence said that he thought the union negotiating team had made a good point in requesting that the board consider longevity pay for people in the 5th step. He pointed out that these people are pegged at a specific salary and that there would be no salary change for them unless there were some general revision of the

Agenda Item
No.

schedule. He introduced the concept to the board of the possibility of longevity pay. It was the board's negotiating team recommendation that longevity pay be considered for those employees in the fifth step at the following rate:

\$10 per month after 10 years' service
\$15 per month after 15 years' service
\$20 per month after 20 years' service

Dr. Lawrence asked if Mr. Ayres had determined what this would add to salaries and wages if this were allowed at the above rate. Mr. Ayres replied that he had not yet finished these calculations. Dr. Lawrence said that even with the absence of specific information he would still stand on his recommendation to the board that they adopt this schedule.

DR. LAWRENCE MOVED THE ADOPTION OF THE FOREGOING RECOMMENDATIONS. SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY.

Dr. Lawrence commented that he felt that Mr. Berg would want to continue negotiation on the matter of Article IV, Section I, and he suggested that the director seek some legal opinion on the interpretation of this statement. There was general discussion of this point by the board. In the course of this discussion, Mr. Keiski asked what would happen if the board and the union "agreed to disagree". He said that he wondered if an impasse is declared, what would then happen. Mr. Keiski suggested that the director obtain a legal opinion also on what would happen if this impasse did occur between the two groups. He also expressed the opinion that two board members should be present for every formal negotiating meeting.

2) Budget Committee - Mr. Keiski

Mr. Keiski reported that the Budget Committee had met the week before. He said that he and Mr. Baker went over the revisions which were presented by the staff and in essence concurred with them. He said that they had agreed that more expenditure should be made for library materials so that as much material as possible could be available for patron use. He said that other money had been allocated for equipment purchase and that in general they concurred with the revisions proposed. The committee recommended that the Board adopt the revised budget proposal.

MR. KEISKI THEN MOVED THAT THE BOARD ADOPT THE 1972 REVISED BUDGET PROPOSAL. SECONDED BY DR. LAWRENCE.

Discussion followed the motion. Mr. Baker commented that the need for revision of the 1972 budget was because of additional money which had come to the library district. Mrs. Morrison responded that revision in the income anticipated by the district for 1972 is the difference between the original budget of \$1,383,312 and the anticipated income at this point which is \$1,474,390. She said that the actual cash

Agenda Item
No.

balance at the beginning of the year was higher than had been anticipated when the original 1972 budget was set. She also indicated that miscellaneous revenue was considerably higher, partially because of Social Security Act funds which had accrued to the library district in the past several months. She said that there was also an additional \$8,325 for a state employee which Timberland had agreed to put on the Timberland payroll with payment to come from the state, and this was from July 1, 1972 until June 30, 1973. She pointed out that there was an additional \$5,166 for institutional library service contracts, which had not been included in the estimated miscellaneous revenue.

She also said that in the breakdown of miscellaneous revenue which Mr. Ayres had reported last month at about \$106,000, \$20,963 of that was in back taxes which reduced miscellaneous revenue considerably. She said in breaking down what could actually be classified as "Miscellaneous Revenue" the sum to date was \$65,697. She said that Social Security Act program income so far this year has been \$11,882. She said that they did not yet know whether another \$10,000 or \$12,000 might be coming through in 1972 or would not be paid until 1973. Dr. Lawrence asked if this would necessitate another budget revision. Mrs. Morrison responded that it would not, but that it would necessitate a revision in the 1973 budget because the cash balance would then be higher than had been anticipated when the 1973 budget was set. She said that so far no changes have been recommended in the 1973 budget and that it had been left as it was because it could be revised after the end of the 1972 budget year with a great deal more accuracy.

Dr. Lawrence asked if the budget committee should be responsive to the increased needs for audio-visual equipment, principally projectors. Mr. Keiski replied that they had gone through this and had discussed it thoroughly and that there were many which would have to be replaced. He said that the budget committee was quite impressed with the fact that the staff had the budget pegged right down to the dollar and there was really not a great deal of guessing about it. He said that when eleven months had gone by and the staff can show you within a dollar amount actual expenditures, he is confident that the staff had their fingers on things.

Mrs. Hagen questioned the addition to the budget of \$12,500 for framed art prints. She said that her community library they already have them supplied by friends of the library. Mrs. Morrison replied that framed art prints were not available anywhere else in the district. Mrs. Hagen said that she was wondering about this amount in relation to the possibility of additional books from McNaughton Book Service. She said that there had been complaints about the fact that there are not enough best sellers. Mrs. Morrison said that she felt the complaints were because the best sellers were in use and no longer sitting on the shelf. Mrs. Morrison said that in any case there was no way in which additional McNaughton funds could be expended in 1972, but that additional

Agenda Item
No.

funds for McNaughton books could be added for 1973 if the board wished to do so. She said that the expenditure for framed art prints was one which had been planned for next year but which had been deleted from the 1973 budget on the basis of the lower income figure. She said that additional funds to the extent of \$5,000 for 16 mm films could be expended rapidly, partially because the list is already to go. The Capital Outlay for Library Materials for hardbound books, the additional \$15,000 added to the 1972 budget, does not have to be expended this year because the warrant can be made out for deposit with the Timberland fund at the State Library and expended as orders accumulate.

In continuing the discussion of the framed art prints, Dr. Lawrence asked what kind of response there had been in Aberdeen to these, and Mrs. Hagen replied that it had not been excellent, but that she would say that it had been rather successful. Mrs. Morrison said that Timberland was going on the example set by several other library districts in the state. She said that the Sno-Isle Regional Library had had tremendous success with art prints and that she felt that part of this was due to the fact that the library let people know that they were available. She said that the staff felt that they would be useful in nursing homes where people certainly needed something bright and cheery and very often this sort of thing could not be afforded.

Dr. Lawrence asked how this had been balanced against the need for other audio-visual materials, particularly film. Mrs. Stough said that 6 Bell and Howell 16 mm projectors were to be replaced and these were replacements for machines purchased during the demonstration period. These she said do not replace the ones which are budgeted for 1973, but are in addition to the ones which have already been budgeted for next year. Mrs. Morrison said that the \$5,000 which was for 16 mm films, was also in addition to what had already been budgeted. Mrs. McGovern, Hoquiam Librarian, said that she is a member of the audio-visual committee and that the committee has been trying to look into things which would appeal to different types of people. She said that there are still unserved population areas to which pictures will appeal, for instance, nursing homes. She said that many of these people cannot even be sold on the idea of large print books, simply because they are not interested in reading; that is not what they want. She said that as a committee, members had looked into several different types of services; they had considered 8 mm film but they felt that people are just now getting accustomed to the availability of 16 mm film. She said that when they talked to various people around the region, they felt that the librarians have a sense of what their patrons want and that she felt that it would be a waste of money to go into something in too small a way. She felt that it should either be done right or that we should forget about it. Mrs. Bruhns reported that she has been in favor of starting framed art prints for some ten years now. Mrs. Morrison's final comment was that she felt that this would require less staff and less equipment than, for example, beginning

Agenda Item
No.

an 8 mm film program.

Mrs. Hagen said that she certainly was not against the idea of framed art prints and that she had supported them enthusiastically in Aberdeen. Mrs. Morrison replied that she felt that this had been a legitimate question and that the board had received legitimate answers from staff which was present.

At this point there was a call for the question for all those in favor of the recommendations of the Budget Committee. THE MOTION OF MR. KEISKI THAT THE BOARD ADOPT THE 1972 REVISED BUDGET PROPOSAL WAS THEN VOTED UPON AND PASSED UNANIMOUSLY.

- 3) Report of King County Library Trustee Workshop, December 2, 1972 - Mrs. Hagen

Mrs. Hagen said that in the interest of brevity, she would only state that the workshop had been a truly outstanding one, that it was a very worthwhile investment of time.

- 4) Report of meeting between library district boards and the State Library Commission December 6, 1972 - Dr. Lawrence and Mrs. Hagen

Mrs. Hagen commented that she thought there should be a special board study session regarding the proposed legislation in the 1973 legislature. She said that on December 6 she, Dr. Lawrence and Mrs. Morrison had attended the meeting for library district boards and directors at the King County Library Service Center and that at the special WLA meeting on December 9, she had attended as well as Mrs. Morrison, Mrs. Barton, Mrs. Stough and many other Timberland staff members. She said that board members will be asked questions about the proposed legislation and that she did think that it warranted a special study session as soon after the first of the year as possible.

Dr. Lawrence commented that he did not feel that the December 6, 1972 meeting had been designed to serve the needs of trustees. He said that the subject of the meeting had gotten into the problem of staff transfer from local library districts to the State Civil Service system, and that he did not think Miss Reynolds was well oriented in talking to trustees in terms of how the trustees can reach in to the community to explain this proposed legislation to their constituents. He felt that there had been no really penetrating questions about how trustees explain the move from "local control" up to the state level. Dr. Lawrence said that he had stated that there had been problems in Timberland Regional Library with local boards feeling that they were losing control of their library service, and he felt that this piece of legislation would cause plenty of reaction from rural areas as they move to a state commission type of administration. He said that there were very few specifics in the proposed bill and that Miss Reynolds and others had enlightened him about the purposeful

Agenda Item
No.

vagueness of the bill in not trying to set up through the law at this time how these regional advisory groups would function in planning library service. Dr. Lawrence also said that he sensed that there was considerable unrest among some professional librarians as to the feasibility of moving in this direction. He said that he was not opposed to it, but that he thought the board needed to be better equipped to go out and answer their constituency in terms of questions with which they would be faced.

Mr. Keiski commented that board members need some other analysis as well, in their relationship with the bill proposed for Fire Protection Districts. Dr. Lawrence explained that the bill which has been proposed for Fire Protection Districts' was tied to the passage of the library legislation.

Mr. Keiski then asked Dr. Lawrence if he was for or against the proposed legislation as a trustee. Dr. Lawrence responded that he liked the concept, but that he did not think that he understood it well enough to say that he would be for it, because he thought the bill too vague. He agreed that legislation needed to be vague in some areas, but he felt that there were many things that could be spelled out in the bill which had not been, at least as far as the intent of the bill.

Mrs. McArthur pointed out that the board on gone on record at the last meeting in adopting a resolution endorsing the network concept. She said that it seemed to her that one of the ways to establish a network system, an effective network system, was to support state funding and to serve as a model.

Dr. Lawrence again stated that he was not against the concept; but he didn't like the vehicle. He said that he did not think that people in rural areas were going to be comfortable with this and that he was not sure that trustees could answer their questions in concrete enough terms to generate the kind of support that the bill would take in order to get it passed.

Mrs. Morrison said that the purposeful vagueness of the bill is so that the legislature will not precede the area councils which are to recommend on a state-wide basis with no less than eight area councils involved, what sort of system should be put together and what they felt would be viable regions. She said that this was not spelled out in the legislation because the legislature itself felt that it was not equipped to spell out how libraries should be run, but that this should be done by people who are involved in library service. She said that many professionals would rather have had another year of planning, but that with the whole subject of distribution of tax money, whether it be at the local level or the state level, coming up in this session of the legislature that it was absolutely essential that this bill become before the legislature at this time. She said that the bill does allow time for planning before implementation and that she thought that this was the urgent thing at this point. She pointed out that the tax

Agenda Item
No.

structure has been dwindling steadily since libraries were begun in the regional library district sense back in the 1940's.

Mrs. Hagen said that the board would certainly support the concept that all citizens would have library service under this legislation. She said that she was surprised at the reaction she had had from several strong library supporters in the Aberdeen area. She said that their feeling was that with Timberland they always felt that they had some local in-put. Further, they felt that they had some way to get out of the system if they didn't like it and that this was a strong selling point.

Mr. Keiski said that he felt that the thing trustees had a responsibility to do in defining the bill is the guaranties for the local community to be able to influence library service.

In short, the consensus of opinion was that the board needed to know more about the legislation in order to be aware of all of the selling points. They felt that it would be helpful to have someone come and talk with the board. It was decided that John Veblen and Dorothy Cutler should be contacted and asked to speak with the board at a special study session.

B. Staff

1) Director - Mrs. Morrison

Mrs. Morrison said that she felt the majority of the past month had been devoted to meetings again. She said that in previous discussion she had reported that she had attended the Washington 2000 meeting. She also reported that she had attended meetings with Lacey Board members to discuss possible bond issues, and that on November 28, she had attended a meeting of the Olympia Board and the Site Selection Committee which was being appointed by the board. She said that the Olympia Board is seriously concerned with plans for a new building and for getting the program off the ground. She said that Mrs. Schmidt also attended that meeting as a Timberland Board representative. Mrs. Morrison said that she had attended two meetings of the Local Government Committee, one on December 1 and one on December 15. She said that the Local Government Committee had given every consideration to this piece of legislation and had made several more changes which had been recommended. She said that one of these had to do with provision of area bodies which might be responsible for fiscal and program responsibility if they were recommended by the area planning councils for the future.

Mrs. Morrison said that she had attended the trustee workshop at King County Library and that she was extremely pleased to have comments from both trustees and staff members on what an excellent job Mrs. Hagen had done on the program.

She said that she had attended the Resource Directory Pilot Project meeting on December 8 and that so far all schedules have been

Agenda Item
No.

members ought also to give more time to the thought that they are approving an additional service to a wider geographic area.

2) Assistant Director - Western Area - Mrs. Barton

Mrs. Barton submitted a written report. She said that there was another report of a meeting which she said she was sure everybody was aware of, the meeting of the Library Media Specialists.

3) Assistant Director - Eastern Area - Mrs. Stough

Mrs. Stough submitted a written report.

4) Central Services - Mrs. Bruhns

Mrs. Bruhns also submitted a written report and made the following comments. She said that Rayma Sullivan had been on half-time for a month before she left her position and that things were pretty chaotic when Mr. Ott came to take over as Serials Librarian. She said that he seems to be getting a good grip on the work and that everyone is enjoying him. Mrs. Bruhns said that orders had been placed totaling about \$9,000 for microfilm edition back files of extremely popular and worthwhile magazines such as Time, Newsweek, etc. and that these are also being continued on a current basis. She reported that requests hit an all-time high in November. She reported that there is a small balance left in the book budget, but there was a backlog and she thought that most of the money has been spent now unless new funds were allocated at the end of the year, in which case the warrant could be made and paid into the Timberland Regional Library fund at the Processing Center of the State Library and could be fully expended next year.

5) Business Manager - Mr. Ayres

Mr. Ayres reported that Timberland's financial status was very good with revenue as of right now of \$1,284,486 and expenditures, including December 1, of \$1,291,383. He said that when the Thurston County receipts are recorded it will be possible to make a small investment at the end of the year. He reported that receipts from unincorporated areas were 93% complete for 1972 with a total received of \$804,861 as of now. He said that when the Thurston County receipts come in this should bring the total up to about 95% complete for 1972.

He reported that the miscellaneous receipts category is still going up. In interest expense and receipts there was an expenditure for interest of \$1,854 and a total interest received of \$592. He said that the budget is about \$1,300 in the red on this item, which was not budgeted originally in 1972, but is budgeted as an expense in the 1973 budget.

In the salaries and wages category, Mr. Ayres reported that expenditures through the month of November are about \$10,000 under

Agenda Item
No.

maintained and that there were samples from the new program. She said that the program should be up and running in 1973 and that the staff hoped that their own book catalog could be accumulated for 1970, 1971 and 1972. Mrs. Morrison also reported briefly on the WLA meeting.

Dr. Lawrence asked if there were administrative problems of any kind. Mrs. Morrison said that she felt that certainly one of these was the lack of sufficient time to be able to assign enough personnel to the work load which exists. She said that the staff is endeavoring to prepare information and recommendations to the board on the new physical facilities which are planned for 1973.

Dr. Lawrence asked if Mrs. Morrison had recommendations to the board on personnel matters. Mrs. Morrison said that Mr. Ayres had the list of recommendations for changes which the staff would like to see made for 1973. She said that there are several inequities which need to be corrected and they need to be approved by the board. She said that one thing which she would like to see done would be official approval of the salary schedule as adopted in conjunction with the September 28 budget which included the 4% cost-of-living raise.

Mr. Keiski said that he had noticed in Mrs. Stough's written report on the eastern area that Mrs. Machin will be the Rochester Librarian as well as the Oakville Librarian, and he wondered what that was all about. Mrs. Stough replied that this would be part of Mrs. Machin's responsibility since there is not a library there. Mr. Keiski inquired how many more blank areas there were like the Rochester area and Mrs. Stough replied that it was not really a blank area, but a shifting of responsibilities. Mr. Keiski was concerned to know whether there would be requests from the staff in another six months that Oakville ought to be helped. Mrs. Morrison replied that Mrs. Machin had been on half-time and will be raised to full-time which would give her sufficient working hours to take care of the Rochester service as well as Oakville. Mr. Keiski asked if there would be more of these kinds of problems cropping up.

Mrs. Morrison said that as the board knew, five or six new positions were cut out of the 1973 budget on the basis of lower income than original estimate. She said that as funds allowed, she certainly would like to see as many of them as possible put back in, but that any time you put a position back in, you had to think not only of this year's cost, but of next year and the year after and the year after that. She said that the board has been apprised of the need of the positions and that if money becomes available, it is very likely the board will be getting some requests on this subject. One of the recommendations she pointed out, for example, is that the position which is in charge of the Tumwater library needs to be upgraded to a full-time rather than a half-time position because the work load has increased there and will increase in a larger building. Mr. Keiski pointed out that when the board gives approval from half-time to full-time position, maybe board

Agenda Item
No.

the budgeted expenditure and well within the expenditure range.

In communications, both telephone and postage are well over the original budget, as board members were aware, and corrections have been made in the 1972 revised budget approved earlier.

Mr. Ayres reported that in the vehicle operation category and in the office supply category expenditures were well within the trend line.

In the category for adult books Mr. Ayres reported that this is 79% expended for 1972. Mrs. Morrison interjected an observation that when it comes to the book fund there are three kinds of figures: 1) The figure which Mrs. Bruhns knows has been committed, which may not have been processed yet at the processing center, 2) The processing center's figure, which may not have gone up to the accounting office, and 3) There is the accounting office's figure for what has been incurred. Mrs. Morrison said that thus there are three accurate, true pictures that has been spent. Dr. Lawrence commented that as far as he was concerned, the last two charts could be deleted from Mr. Ayres' monthly presentation since they did not result in meaningful charts.

Mrs. McArthur said that she felt Mr. Ayres was to be commended for his reporting on the library's financial status and that he did a very fine accounting job.

In his telephone report Mr. Ayres said that librarians in charge of Hoquiam, Montesano and Raymond libraries where there is but one incoming telephone line, felt that the survey which had been done on busy lines conditions, had shown that additional lines were needed. He said that he had talked this over carefully with the administrative staff and it is their opinion that added lines should be put in at Hoquiam, Montesano and Raymond libraries.

DR. LAWRENCE MOVED THAT ADDITIONAL TELEPHONE LINES BE ADDED IN THE HOQUIAM, MONTESANO AND RAYMOND LIBRARIES. SECONDED BY MRS. HAGEN. VOTED UNANIMOUSLY.

6) Community Relations Officer - Mr. Sheafe

Mr. Sheafe submitted a written report. He called attention specifically to the Eye-5 brochure, which he felt would be an important program in 1973. He said that Eye-5 is a program sponsored by a group of institutions which have banded together which include the University of Puget Sound, Pacific Lutheran University, St. Martin's College, the Evergreen State College, Fort Steilacoom Community College and Mark Williams College. He said that Timberland is the only library which is involved in the Eye-5 program. The various institutions have contributed sums of money according to what they could pay and have gotten money from other sources to bring artists into this area.

Agenda Item
No.

In his written report, Mr. Sheafe had mentioned the possibility of having the Philadelphia String Quartet as a part of the EYE-5 program and Dr. Lawrence asked what sort of schedule they would have. Mr. Sheafe replied that this was to be discussed after the first of the year, but he said that it would be a "one-shot" performance. Mr. Sheafe said that generally the members of the Philadelphia String Quartet enjoy dealing with students in the area who play stringed instruments and discussing techniques with these students.

Mr. Sheafe said that the only problem left to be solved was in which library can we have the Philadelphia String Quartet play. A high school was suggested and Dr. Lawrence wondered if it were possible to have it on the coast as well as at the east end of the district. Mr. Sheafe said that he would investigate this possibility.

Other possibilities for programs were suggested. Mrs. McGovern commented that she had always tried to get free programs because the Hoquiam Friends raise money which is put into special furniture for the Hoquiam Library. She said that getting "name" talent to perform is fine, but that it was low on her priority list. Mr. Sheafe replied that this is what the group of organizations were doing. He could not get the Philadelphia String Quartet for the Timberland Regional Library, but through the combination with other programs, he could do this.

Miss Russell said that the Lacey Library was pretty much the same way because they desperately need a bigger library. She said that there have been some arts and crafts demonstrations and they will be having more film programs at little or low cost. She said that the Lacey Friends of the Library are concerned with getting the city council to realize that the library staff cannot operate in 2700 square feet with 10,000 books a month circulating through the front door.

Mrs. Hagen agreed, but said that if extra funds were available, she felt that it paid to get other people involved in it, because friends need to be sensitive to local needs and local concerns.

5

Communications

A. Letter from Dr. L. Frank Maranville, Chairman, Shelton Library Board

Mrs. McArthur asked if there was any need to respond to Dr. Maranville's letter, inasmuch as he had rejected the suggestion that Shelton contract with Timberland.

Dr. Lawrence said that board members had talked about the possibility of an in-depth study of the library situation in the Shelton-Mason County Journal and he hoped that it would be possible to pursue that course. He suggested that a written

Agenda Item
No.

response be sent to Dr. Maranville thanking him for his letter, and saying that at any time in the future the Shelton Board changes its mind, negotiations could be opened on a contract with Timberland.

B. Letter from Mayor Marshall Briggs, City of Raymond

The letter regarded substitute page three of the agreement after the conversation at the Timberland Board meeting in Winlock, and they enclosed for Board action the signed copy of the contract.

C. Letter from Mr. Ron Rowe, Chairman, Olympia Library Board

Mr. Rowe requested that the Timberland Regional Board consider what its needs will be for facilities for the service center, and whether or not they might want to discuss a joint facility for the service center and the Olympia Library. Mrs. McArthur said that she had asked Mrs. Morrison to reply to this and invite Mr. Rowe to the January Board meeting, which has been done.

Dr. Lawrence suggested that the board be prepared to organize a study group to work with him, if this is the way the Board wanted to go.

D. Letter from Mr. Harley Gibson, Secretary, Ilwaco Library Board

The Ilwaco Board cordially invited the Timberland Board to hold one of their monthly meetings on the Longbeach Peninsula, possibly at the Shelburne Hotel. Dr. Lawrence wondered if because of the lateness of the time of departure the Board would be staying over night. Mrs. McArthur suggested a Saturday meeting. It was tentatively decided to respond to the letter by suggesting a March meeting. No decision was made as to the date.

E. Letter from Mr. William Tilton, Chairman, Centralia Library Board

F. Letter from Mr. Arthur Pocklington, Chairman, Hoquiam Library Board

G. Letter from Mr. James Gober, Chairman, Chehalis Library Board

The above three letters all concern the same subject - Xerox machines being removed from libraries by Professional Business Services.

Marian Osterby said that she felt this is a service of which patrons are being deprived. First, the reference service and in particular the motor repair manuals. The machine was taken out and the material can no longer be copied. She said that the Centralia Board did feel it was worthwhile writing to request reconsideration. Perhaps locating even one Xerox machine, between Centralia and Chehalis. It is used, even though the statistics don't show it. They hoped

Agenda Item
No.

that something could be done.

There was a general discussion of the use of copying machines and the amount of material which was library material - what percentage of patrons used the machine for reproduction of library materials and what percentage reproduced things which they brought from home. There were questions concerning whether or not the library was in competition with private enterprise in the copying business and further comments regarding the rental of the machines from Professional Business Services. Mr. Ayres said that it was his understanding that there was some problem between the company with whom Timberland contracted and the Xerox Corporation. He said that Aberdeen and Olympia machines are still in those buildings.

Mrs. Morrison said that the reason this came up at this time was that if the machines were reinstalled in Centralia, Chehalis and Hoquiam, there would have to be a revision of the 1973 budget. She said their estimated cost for the machines for the next year in these three libraries would be about \$5,500 for the year. She said that it was a matter of whether or not the board wanted to spend the money on this item.

Mr. Keiski suggested that a month be taken to decide on whether or not these machines should be reinstalled and it was decided that the Equipment Committee should meet with appropriate staff and come up with a recommendation for the board.

H. Letter from Mrs. N. D. Gershevsky, Chairman, WLTA Trustee Citation Committee

The committee cited above asked that recommendations for Trustee awards be presented to the Committee - nominations must be submitted not later than two months before the annual WLA conference - by March 11. They are soliciting citations for the Trustee award for the Washington Library Association.

I. Letter from Ms. Margaret Elcher, City Clerk, City of Raymond

She said, "Enclosed is library agreement. Will you please have your Timberland Board of Trustees sign same and return copy of the said agreement."

6

Unfinished Business

A. Raymond Contract

MR. BAKER MOVED THAT THE RAYMOND CONTRACT BE APPROVED. SECONDED BY MR. KEISKI. VOTED UNANIMOUSLY.

Dr. Lawrence commented that the Timberland Board would like to have the names of those people appointed by the City Commission to the task force to study the Raymond contract for a year from now.

Agenda Item
No.

Mrs. McArthur suggested that a warm letter be sent to the Mayor and City Commission on behalf of the board.

C. Consider firm commitment to establishment of new libraries early in 1973

MR. KEISKI MOVED THAT THE BOARD DIRECT THE STAFF TO BEGIN IMMEDIATE IMPLEMENTATION OF THE PLANS FOR LIBRARY OUTLETS IN PACKWOOD AND HOGAN'S CORNER IN THE FIRST PART OF 1973. SECONDED BY MRS. HAGEN. VOTED UNANIMOUSLY.

B. Approve revised job description for Community Relations Officer

Dr. Lawrence suggested that each of the board members take the job description with him and be ready to take affirmative action on it at the next board meeting. Mrs. Morrison said that this draft of the job description incorporates everything which was suggested at the study session in Winlock.

Mr. Keiski asked what duties and responsibilities had been removed. Mrs. Morrison said that it incorporates only changes in the wording which were suggested at that study session. Mr. Keiski said that he recalled there was some language left out of the original description. It seemed to him that it had something to do with working with local boards of trustees.

Mr. Sheafe said that he did not believe there was anything in the original job description about working with boards of trustees. He said that he thought the gist of the major change was in the wording dealing with local community librarians and the implementing of programs, assisting rather than actually going around to the different libraries and doing programming. In other words, working through the local librarian rather than just going out and doing it.

Mrs. Morrison said that she thought all the local librarians present certainly would subscribe to that.

DR. LAWRENCE MOVED THAT THE PROPOSED JOB DESCRIPTION FOR COMMUNITY RELATIONS OFFICER BE APPROVED. SECONDED BY MRS. HAGEN. VOTED UNANIMOUSLY.

7

New Business

A. Consideration of the Proposed Revised Budget for 1972

[Action was taken on this previously under Item 4,A,2 on page 4.]

B. Approval of changes and corrections in 1973 salaries

Mrs. Morrison stated that changes and corrections needed to be approved officially for the 1973 budget year.

MR. BAKER MOVED THAT THE SALARY SCHEDULE PRESENTED WITH THE

Agenda Item
No.

SEPTEMBER 28 BUDGET FOR 1973 BE APPROVED. SECONDED BY MR. KEISKI. VOTED UNANIMOUSLY.

C. Consider cooperative program for children in the greater-Olympia area for summer 1973

Mrs. Morrison made the following comments: Dr. Dralle from the Olympia School District, who is in charge of library service, said that he felt there might be some ways in which TRL and the Olympia School District could cooperate on the program in the summer months for children. Olympia School District has traditionally kept three or four school libraries open; they were wondering whether this was worth it for the use they got of them in the summer, and whether they (libraries) could plan some sort of cooperative program. The director said that she and Dr. Dralle had extended the idea a little further in conversation to include the greater-Olympia area, so that they would invite the Tumwater School District and North Thurston School District to be part of it, and perhaps the City of Lacey, the City of Tumwater, the City of Olympia Parks and Recreation Department, which might be able to provide some facilities. She said that she would like the Board's approval to present this proposal to these other agencies: the Olympia School District, North Thurston School District, Tumwater School District, and Parks and Recreation Departments of the cities, if they are interested. She said that she felt this was a policy matter and that she did not want to go ahead and make any official approaches to anyone without consulting the Board. She said that she heartily approved the approach. She said that the idea was still pretty general and that it was still being explored.

MR. KEISKI MOVED THAT COOPERATIVE PROGRAMS FOR CHILDREN WITH GREATER-OLYMPIA AREA FOR THE SUMMER OF 1973 BE EXPLORED. SECONDED BY MRS. HAGEN. VOTED UNANIMOUSLY.

Mrs. Morrison then commented on the joint workshop, which was held with Intermediate School District 113 and the Superintendent of Public Instruction's office and Timberland, a school-public library cooperative effort. She said that there was in-put at the workshop which they felt ought to be discussed with Intermediate School District 113. She said that neither she nor Mrs. Barton wished to go to a meeting of the I.S.D. 113 School Board without the Timberland Board being aware of this and having some of the in-put which the staff had received at the meeting.

D. ALA Midwinter request for Mrs. Morrison

Mrs. McArthur said that Mrs. Morrison was going to ALA Midwinter Conference and hoped to lunch with Julia Butler Hanson. She asked for approval of the board for the conference in Washington, D.C.

DR. LAWRENCE MOVED THAT MRS. MORRISON'S ATTENDANCE AT THE ALA MIDWINTER CONFERENCE BE APPROVED. SECONDED BY MRS. HAGEN. VOTED UNANIMOUSLY.

Agenda Item
No.

8

Additional Agenda Items

- A. There was discussion among board members of the fact that Marcel King's term on the board was expiring in December. Board members felt that it would be well to write a warm letter of thanks to Marcel and it was suggested that this be sent to the local newspapers with a release saying how well she had served the library district during her term on the board. Mrs. Hagen asked what had been done about getting a replacement for Mrs. King.

Mrs. McArthur said that there had been one letter of which Mrs. King had passed on to the board from a woman who was retired and lived down in the southern part of Pacific County. Dr. Lawrence asked if there were any recommendations from staff for people who might be interested in being board members. And Mrs. Morrison replied that people who were interested in library service had been searching for a suitable replacement, but they knew of no real prospect at this time.

Mr. Keiski commented that technically Mrs. King serves on the board until her successor is appointed by the County Commissioners. Mrs. Morrison said that she was not sure whether or not the Pacific County Commissioners were aware of the fact that Mrs. King's term is expiring. Dr. Lawrence said that the Board of Trustees would be glad to receive any recommendations from the staff.

The meeting was adjourned at 10:25 p.m.

Louise E. Morrison
Secretary

Rita H. McArthur
Chairman