

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

February 15, 1973

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Minutes of February 15, 1973

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
Donald Cox, Trustee - Pacific County

BOARD OF TRUSTEE MEMBERS ABSENT:

Ruth Schmidt, Trustee - Thurston County

STAFF PRESENT:

Virginia Barton, Acting Director & Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Barbara Bruhns, Book Selection & Reference Coordinator
Joy Ayres, Business Manager
Margaret Coppinger, Olympia Librarian
Michael Sheafe, Community Relations Officer
Ann Marie Ratliff, Lacey/Olympia Librarian
Irene Robbins, Central Services Librarian
Marilyn Lindskov, Public Information Assistant
Merle Little, Service Center Secretary
Pat Doran, Service Center Clerk
Beverly Porter, Board Secretary

OTHERS PRESENT:

Mr. and Mrs. Margaret Livingston, North Mason Friends of the Library
Mr. and Mrs. Irene Davis, North Mason Friends of the Library

The meeting was called to order by Chairman, Rita McArthur, at 7:45 p.m. Mrs. McArthur welcomed the new Board member, Mr. Donald Cox, and directed the following comments to him:

As Chairman and representative of the rest of the Board members, Mrs. McArthur said that they were pleased to have Mr. Cox with them. Mr. Cox had already been given orientation material and copies of the resolutions and by-laws, together with copies of past minutes, so that he knew a little about what his obligations and responsibilities as a Trustee would be. She said that they all realized that being appointed to a library board was a public trust, and they already knew that they had a fine new member. They felt the library was a perfect example of democracy and the American ideal of equal opportunity for all. In order to fulfill this ideal of equal opportunity for all, they necessarily have to have a love of humanity and the interest of the welfare of humanity, and she thought that they have all tried to demonstrate that they did have these concerns in mind. The total

effectiveness of the library depends on the library board. They have to listen to the community, they have to be sure the public understands their program, and above all, they have to support the staff in carrying out this program. When they assume the responsibility of a Trustee, they say that they are interested in library services for all to the extent that they are willing to attend Board meetings regularly; that they will use common sense and good judgment and make wise decisions concerning the library services. The Trustees are a policy making group and it is their job to take the time to carry out the library program. It is not their job to see how much money they can save, but rather to see that the special services that are needed in the community are provided, and that the staff brings those services to the community. They listen to the public for that. To be good trustees, they have to keep informed; they do a lot of reading and try to keep up on the State Trustees Association, regional and international, and the TRL Board has taken an official position in endorsement of the concepts of the Statewide Library System services. As a Trustee, Mr. Cox would accept the moral obligation to further this concept which the trustees have endorsed, that is extending library services to all. She concluded by saying that they were delighted that Mr. Cox was a board member.

Mrs. McArthur then introduced Mr. Cox to the guests present at the meeting.

Mrs. Stough introduced a new member of staff, Merle Little, a new secretary at the Service Center.

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1 Approval of minutes of the January 18, 1973 meeting

DR. LAWRENCE MOVED ACCEPTANCE OF THE MINUTES OF THE JANUARY 18, 1973, MEETING AS PRESENTED. SECONDED BY MRS. HAGEN. THE MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

Dr. Lawrence made the observation that he thought the Board should receive a condensation of the minutes of the monthly meetings rather than a verbatim transcript. It was the general consensus of the rest of the board that this wish be carried out.

2 Approval of vouchers

Following board discussion: MRS. HAGEN MOVED THAT THE VOUCHERS FOR FEBRUARY, 1973, BE ACCEPTED. SECONDED BY MR. BAKER. THE MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

DR. LAWRENCE MOVED THAT THE REGULAR ORDER OF BUSINESS BE SUSPENDED SO THAT THE VISITORS FROM BELFAIR COULD BE HEARD. NO SECOND WAS REQUIRED.

6 New Business

D. Report from the North Mason Friends of the Library

Margaret Livingston said that for some time they and the Friends of the Library had been looking for some land to buy and that they had looked at all the available land around. They contacted the Sam Theler Estate as Mr. Theler had left a lot of land in trust to the

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bank and the principal of it is to go to the school for a community center. The estate had some land, fifteen acres near the elementary school in Belfair. The Friends made an offer on half of that property, eight acres, for \$10,000 and the estate accepted the offer. A contract was submitted which the estate wanted signed by March 1, 1973. She said that they thought this land was available to them for a very good price. There is nothing in the contract which says they could not sell any of the land at any time, and they thought they could buy it and own it through the Friends of the Library. It is a completely undeveloped area but it is on a public road and has water and lights, power, et cetera, available. None of them really wanted to sell any part of the land; they would rather leave it wild and have a park in the lower part of it. They wanted to know if the Board had any reason why they shouldn't buy this land. The terms are \$2,500 down. They have about \$3,200 in the bank. Payments would be \$1,000 annually at 7 $\frac{1}{2}$ % interest. She said they have been making approximately \$1,500 on calendar sales. They would have to step up their activities a little, but they thought if they actually had something to buy, they would experience more cooperation from the community. In answer to a question from the board, Mrs. Livingston said that the new location was about half a mile from the present library. She said they were offered three-quarters of an acre near there for \$11,000.

Mrs. McArthur made the comment that she had discussed this site with Jim Connelly, who is head of the Zoning Commission in Mason County, and he thought this sounded great. Even if it was a mile from the present location, it was a good deal.

Dr. Lawrence said that the Board was not in a position to advise them to buy or not to buy, but could say that there apparently was no reason why they shouldn't buy this land.

In answer to a question from Mrs. Livingston about a building for the land, Dr. Lawrence stated as follows: At one time they had an option for \$13,000 on a relocatable building for Ocean Shores, but the option was never exercised. The board has a very strong desire to locate a unit in the east end of Lewis County and a unit in Mason County.

Mrs. McArthur said that there was no relocatable buildings available at present. She congratulated Mrs. Livingston and her Friends of the Library in their effort toward purchasing land.

In answer to a question from Mr. Cox, Mrs. Livingston said that the Friends of the Library had just recently been incorporated.

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Reports

A. Board

1) Packwood Building Committee - Bob Baker

Mr. Baker reported that they were now ready to effect a lease if it

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met the approval of the Board, the terms to be for 5 years at \$155 per month including furniture, Timberland to pay the utilities and paint the interior and the lessor to remodel the interior by putting in an archway.

IT WAS MOVED BY MR. BAKER THAT A LEASE BE EFFECTED TO LEASE THE STOKER BUILDING FROM MR. STOKER AND THAT A BRANCH LIBRARY BE ESTABLISHED IN PACKWOOD. SECONDED BY DR. LAWRENCE. THE MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

Mr. Baker commented that the landlord would not put in carpeting. It would cost between \$700 and \$800 if they wanted to have it installed themselves. This would pay for a good non-static carpet - estimated at \$1.25 per yard for laying it.

Mrs. Stough said she thought good carpeting would enhance the building. Mrs. McArthur said it would also cut down on heating. Mrs. Barton said it would likewise cut down on the noise factor.

In answer to an inquiry from Mr. Baker, Mr. Ayres said that this cost was within the budget.

MR. BAKER MOVED THAT THE BOARD APPROVE THE PURCHASE OF CARPETING IN THE APPROXIMATE AMOUNT OF \$800 FOR THE PACKWOOD LIBRARY, AND REMODELING AND SUCH MISCELLANEOUS ITEMS AS PAINTING AND OTHER NECESSARIES SO AS TO RENDER THE BUILDING SUITABLE FOR OCCUPANCY. SECONDED BY MRS. HAGEN. THE MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

Mr. Baker said that a letter should be directed to Mr. Stoker setting forth therein the basis for the agreement.

2) Hogan's Corner Building Committee - Raeburn Hagen

Mrs. Hagen reported that she checked with officials from two banks, an architect and two real estate firms in order to get figures concerning the rental of commercial property and building costs, and in light of the information which she received from them, she felt that the costs proposed by Pacific Custom Builders were equitable and in line with other rentals in the area.

The agreement itself provides for a 5-year lease for 1,000 square feet. She thought this should be amended to "approximately, but not less than, 1,000 square feet". Rental \$270 per month including utilities, lessee to pay for janitorial services. Mrs. Hagen recommended that this agreement be entered into with Pacific Custom Builders on this basis, with an option to renew the lease. The foregoing recommendation was then put in the form of a motion.

MRS. HAGEN MOVED THAT THE AGREEMENT WITH PACIFIC CUSTOM BUILDERS BE ENTERED INTO. SECONDED BY MR. BAKER.

Mr. Cox suggested that perhaps provision should be included in the option to provide for rental for additional space, expansion.

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Discussion ensued on occupancy date.

THE FOREGOING MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

Mrs. Hagen suggested that a letter be directed to The Rev. Jacobson commending him on his services and involvement in this project.

3) 1973 Union Contract and Personnel Policy revision

Dr. Lawrence reported that the union representative had approved the contract and the personnel policy was amended to take care of the new terms that had been negotiated in the contract.

DR. LAWRENCE MOVED THAT THE BOARD ACCEPT THE WORKING AGREEMENT FOR UNION 2053 FOR THE YEAR 1973. SECONDED BY MR. COX. VOTED UPON AND UNANIMOUSLY CARRIED.

B. Staff

1) Acting Director - Mrs. Barton

Mrs. Barton reported that Mrs. Morrison's condition was improving.

The Acting Director reported that she attended a legislative hearing on Senate Bill 2316.

2) Assistant Director, Western Area - Mrs. Barton

Mrs. Barton submitted a written report.

Dr. Lawrence asked if Mrs. Barton had taken this opportunity as Acting Director to provide staff opportunities for an Acting Area Supervisor. He said he thought they should encourage, and that the Board had in the past encouraged, senior staff to exercise the opportunity when it arrives to try out and test new talents, and that the time should not be overlooked to see how some of the other staff people functioned in these capacities.

Mr. Keiski asked Mrs. Barton about the Nemah Film Festival and how many people had been showing up, to which Mrs. Barton replied that it was a very successful film showing. She said that they were going to have the program about Finland in Naselle.

3) Assistant Director, Eastern Area - Mrs. Stough

Mrs. Stough submitted a written report. She asked Mrs. Coppinger to say a few words about the Olympia Site Selection Committee meeting with Herb Mutschler on February 14.

Mrs. Coppinger reported that at the meeting they discussed the criteria that might be kept in mind when evaluating locations for libraries. The committee was quite willing to contemplate the

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westside development as well as the future development of the downtown area. They were trying to think in terms of where they would be ten or twenty years from now.

4) Central Services Supervisor - Mrs. Bruhns

Mrs. Bruhns submitted a written report.

5) Business Manager - Mr. Ayres

Mr. Ayres asked the Board's opinion regarding insurance on the equipment and whether or not the item of sales tax should be insured. It was generally thought, as stated by Mr. Baker, that insurance was to prevent a catastrophe and not to recover nickels and dimes.

Regarding the auditor who came through last summer, the auditor said that the comments on the audit are sent out two weeks in advance of the actual audit, and that these comments had yet to be received.

The van is ready to be picked up. The mobile library is ready to be picked up. After a discussion on whether the unit should be picked up by a local resident or whether it should be accepted on a delivered basis by a professional driver, the following motion was made:

MR. BAKER MOVED THAT THE DIRECTOR PROCEED TO ACCEPT THE UNIT ON A DELIVERED BASIS. SECONDED BY DR. LAWRENCE. VOTED UPON AND UNANIMOUSLY PASSED.

Mr. Ayres then reported that the Xerox machines are installed in Centralia, Chehalis and Hoquiam.

The longevity for the month of January was not paid due to the fact that Mr. Ayres did not get it compiled, but it is included in February. Dr. Lawrence asked Mr. Ayres to make some notice of this in official bulletins regarding the longevity pay, so that there is no confusion. Perhaps such notice could be sent out with individual paychecks.

Mr. Ayres said that he only had his notes on 1973 revenue so far, but would give a complete report. With the three investments he had made, there should be \$750 income from investments. Mr. Cox was oriented on the investment program and some discussion followed.

6) Community Relations Officer - Mr. Sheafe

Mr. Sheafe submitted a written report. He commented that some EYE-5 programming was going on as set forth in the report. He said that perhaps the most interesting was Anicia Caulfield's Finland presentation in Naselle. There had been a number of requests from eastern Lewis County up around Packwood area for the water rights presentation.

Mr. Keiski made the observation that he had discovered that the T.V. tapes are of varying sizes and that perhaps this should be kept in

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mind for use on Channel 10. Mr. Sheafe responded that he was aware of this situation through personal experience, and that they and Channel 10 were working together on this.

Mr. Keiski said also that perhaps they could do something to promote the arts and crafts work done at the correctional center in Shelton. He read an article on prison arts about Attica and that the art was quite good; that perhaps the library could do something to show the patrons what is going on in this field.

He said too that French menu reading might be a program they could sponsor; also perhaps something on a gourmet cooking.

Mr. Sheafe commented that a gourmet cooking session was held in Hoquiam and that it proved to be very successful. They had various nationalities specializing in food preparation from their individual countries and also a chef from a local hotel.

4

Communications

A. Letter from Northwest Center for the Development of Human Potential

The letter set forth a tentative proposal for a workshop in development of human potential. Mrs. Barton said that the Board should be furnished a copy of this letter before making a decision.

5

Unfinished Business

A. Firm meeting date for March meeting on Long Beach peninsula

The group down there had suggested meeting at the Shelburn Inn, and after some discussion, it was decided to make arrangements through the staff on Long Beach Peninsula to set up the meeting there for March 15.

B. Decision on TRL Logo

Pat Doran gave a presentation and showed various logos for the Board's consideration. After some discussion on the possibilities, the following motion was made:

DR. LAWRENCE MOVED THAT THE PRESENT TRL DESIGN AS PRESENTED BE ADOPTED AS THE LOGO FOR TIMBERLAND REGIONAL LIBRARY. SECONDED BY MR. KEISKI. VOTED UPON AND UNANIMOUSLY PASSED.

Mrs. McArthur said that the design selected was very versatile and yet would be readily recognized as a standard logo for TRL.

Dr. Lawrence commented that a logo was only a logo as long as the concept was kept intact. He hoped that "trying it in different forms" meant in different configurations on brochures, letterheads, et cetera, but that they set and keep this kind of a configuration of these letters intact.

Mr. Sheafe said he had in mind using the reverse, positive, negative,

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et cetera, which the Board agreed was satisfactory.

In answer to an inquiry from Mr. Sheafe concerning the color theme, Dr. Lawrence responded by saying that he thought they didn't need "a color" per se, but that the design and color combination was needed that could be used in a variety of situations where different colors may be more striking, and that perhaps three or four color combinations be available for use in various situations. There should, however, be some control exercised so as to gain public recognition - which is the reason for a logo.

C. Decision regarding further management study action

At the suggestion of Dr. Lawrence the Board decided to defer discussion on this matter to a study session.

6

New Business

A. Decision regarding experimental inbound WATS line

Dr. Lawrence said that he had talked quite extensively with a representative from Pacific Northwest Bell Telephone Company concerning installation of a telephone line for the purpose of supplying books and library material to rural patrons upon request. The cost for 60 hours of telephone calls would be approximately \$325 per month and the line would service rural Lewis, Mason, Grays Harbor and Pacific Counties. It was proposed to initiate the concept in Mason County for a trial period of some 60 or 90 days. After Board discussion the following motion was made:

DR. LAWRENCE MOVED TO PROCEED WITH THE WATS LINE SYSTEM TO INCREASE THE OUTREACH INTO RURAL AREAS AND THAT AN EXPERIMENTAL AREA BE SET UP IN MASON COUNTY. SECONDED BY MR. KEISKI. THE MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

B. Reimbursement of tuition for Betty Sholund

Request from Betty Sholund, Library Assistant in Reference Department of Olympia Library, to be reimbursed in the amount of \$30 for enrolling in a course in Washington State History at the Olympia Adult Education Center.

It was agreed by the Board that persons engaging in this type of self-generating training should be reimbursed for the costs of tuition and books upon completion of the course with a passing grade, the request for reimbursement to be in the form of a voucher. It was also felt that it should be understood that the Board should receive a prior request for repayment.

C. Authorization for conferences:

- 1) Joint meeting of Washington State Association of School Librarians - Washington Department of Audio-Visual Instruction for Mrs. Barton (March 16-17 at Olympic Hotel in Seattle)

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MR. KEISKI MOVED THAT AUTHORIZATION BE GRANTED FOR MRS. BARTON'S ATTENDANCE AT THE JOINT MEETING OF WASHINGTON STATE ASSOCIATION OF SCHOOL LIBRARIANS - WASHINGTON DEPARTMENT OF AUDIO-VISUAL INSTRUCTION TO BE HELD ON MARCH 16 - 17 IN SEATTLE. SECONDED BY DR. LAWRENCE. THE MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

- 2) CAYAS (Children's and Young Adult Services interest group of the Washington Library Association) Young Adult Workshop for Harriet Lamb, Judith Green and Marian Osterby (March 30-31 at Sea-Tac Motor Inn in Seattle)

MR. KEISKI MOVED THAT AUTHORIZATION BE GRANTED FOR ATTENDANCE BY HARRIET LAMB, JUDITH GREEN AND MARIAN OSTERBY AT THE YOUNG ADULT WORKSHOP TO BE HELD MARCH 30-31 AT SEA-TAC MOTOR INN IN SEATTLE. SECONDED BY DR. LAWRENCE. UPON VOTE THE MOTION WAS UNANIMOUSLY CARRIED.

- 3) Executive Workshop in Library Management and Information Services for Virginia Barton (March 29-30 in San Francisco, California)

MR. KEISKI MOVED THAT AUTHORIZATION BE GRANTED FOR ATTENDANCE BY VIRGINIA BARTON AT THE EXECUTIVE WORKSHOP IN LIBRARY MANAGEMENT AND INFORMATION SERVICES TO BE HELD MARCH 29-30 IN SAN FRANCISCO, CALIFORNIA. SECONDED BY DR. LAWRENCE.

After some discussion by the Board it was decided to postpone decision regarding attendance at the above workshop until the next Board meeting. Mr. Keiski withdrew his motion.

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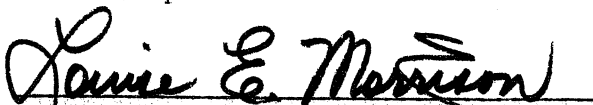
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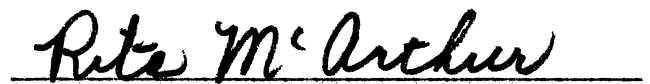
A. Mrs. McArthur urged membership by the Board in the Freedom to Read Foundation League, which organization she felt was informative, supported a lot of worthwhile causes and faced censorship problems which TRL may encounter at some time in the future.

B. Mrs. Barton commented that she had had called to her attention a new booklet dated February 13, 1973, done by the American Association of School Librarians entitled Policies for Selection of Instructional Material, which gives sample statements for policies for schools on all of the various aspects of fighting censorship for school materials, and sample forms that patrons can fill out if they want something removed, and deals with practical handling of censorship in public libraries.

C. There was some discussion concerning news releases. It was the opinion of the Board that the response by staff over the telephone regarding the Playboy article was handled satisfactorily under the circumstances. A future response over the telephone to such inquiries might be, "The news release is in the mail."

There being no further business to come before the Board, the meeting was adjourned at 11:00 p.m.


Secretary


Chairman