

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Shelburn Inn
Seaview, Washington

March 15, 1973

I N D E X

<u>Agenda Item</u> <u>No.</u>		<u>Page No.</u>
1	Approval of minutes of the February 15, 1973 meeting	1
2	Approval of vouchers	2
3	Reports	
	A. Board	
	1) Packwood Building Committee - Bob Baker	2
	2) Hogan's Corner Building Committee - Raeburn Hagen (Mrs. Barton)	2
	B. Staff	
	1) Director - Mrs. Morrison	5
	2) Assistant Director, Western Area - Mrs. Barton	5
	3) Assistant Director, Eastern Area - Mrs. Stough	5
	4) Central Services Supervisor - Mrs. Bruhns	6
	5) Business Manager - Mr. Ayres	6
	6) Community Relations Officer - Mr. Sheafe	6
4	Communications	
	A. Letter from Peggy Evans, Raymond Library Staff	7
	B. Letter from Jane Dowdle Smith regarding attorney fee for Packwood building lease	7
	C. Letter from Jane Dowdle Smith enclosing lease	7
5	Unfinished Business	
	A. Selection of names for the two new libraries	8
	B. Request for approval of Mrs. Gail McGovern to attend joint meeting of Washington State Association of School Librarians - Washington Department of Audio- Visual Instruction - March 16-17 at Olympic Hotel in Seattle	8
	C. Schwartz Management Study	8
	D. Executive Workshop in Library Management and Information Services March 29-30 in San Francisco, California	8
6	New Business	
	A. Request for reclassification of two positions	8
	B. Consider possibility of Timberland assuming responsibility for rent on the outlet at Belfair	9
	C. Consider service contract for offset duplicator	9
7	Additional Agenda Items	
	A. Jogger and Folder	9

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Shelburn Inn
Seaview, Washington

Minutes of March 15, 1973

BOARD OF TRUSTEE MEMBERS PRESENT:

Rita McArthur, Chairman - Mason County
Dr. Wm. Lawrence, Vice-Chairman - Lewis County
Robert Baker, Trustee - Lewis County
Donald Cox, Trustee - Pacific County
Ruth Schmidt, Trustee - Thurston County

BOARD OF TRUSTEE MEMBERS ABSENT:

Elmer Keiski, Jr., Trustee - Thurston County
Raeburn Hagen, Trustee - Grays Harbor 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
Marilyn Lindskov, Public Information Assistant
Pat Aase, Community Library Assistant, Ilwaco
Bonnie Sayce, Community Library Assistant, Ocean Park
Evelyn Ritenburgh, Bookmobile, Raymond

OTHERS PRESENT:

Harley Gibson, Secretary, Ilwaco Library Board
Vicki Baker, Chairman, Ilwaco Library Board
Helen Gentry, Friends of the Library, Long Beach
Phillip C. Morris, President, South Pacific County Friends of the Library
Brenda Boardman, Ocean Park School Librarian
Clyde Sayce, Ocean Park
Dan Fellows, Seaview
David Mohn, Seaview

The meeting was called to order by the Chairman, Mrs. Rita McArthur, at 7:40 p.m. Those present introduced themselves. Mrs. McArthur welcomed all present and invited their comments during the meeting.

Agenda Item
No.

1

Approval of minutes of the February 15, 1973 meeting

DR. LAWRENCE MOVED ACCEPTANCE OF THE MINUTES OF THE FEBRUARY 15, 1973, MEETING AS PRESENTED. SECONDED BY MR. COX. THE MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

2 Approval of vouchers

Following brief discussion, MR. BAKER MOVED THAT THE VOUCHERS FOR MARCH, 1973, BE APPROVED. SECONDED BY MRS. SCHMIDT. THE MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

Mrs. McArthur complimented the staff, on behalf of the board, for the fine job they did during Mrs. Morrison's absence.

3 Reports

A. Board

1) Packwood Building Committee - Bob Baker

Mr. Baker reported that the lease for the building in Packwood to house the new library had been prepared and was ready for signature of the board. The physical improvements to the building should be completed by the end of the coming week, and it was hoped that opening of the library could be scheduled to coincide with National Library Week.

Mrs. Stough reported that Mrs. Gloria Mitchell will serve as librarian and Mrs. Betty Colley will be substitute librarian. She said that both will be trained in Centralia regarding Timberland procedures. She reported that necessary furniture had been ordered. She said that the people in Packwood seemed to be very excited about the prospect of having a library.

For the benefit of those present, Mr. Baker commented on the physical characteristics of the building itself and the improvements to be made thereon. He said that the hours of the library had not yet been decided upon and would be determined after input from local residents. An open house was being scheduled, he reported.

Mr. Baker said that Timberland is trying to use the physical facilities study as a guide for the new building, the criterion for which was 1000 square feet to do the service that was necessary for this type of outlet in this size of community. He said that the library district was fortunate in finding a building containing 1100 square feet.

2) Hogan's Corner Building Committee - Raeburn Hagen (Mrs. Barton)

Mrs. Barton reported that she and Mrs. Hagen and Mrs. Stough had met with the men who are going to build the structure. The builders have a design by an architect, and although they were not able to show what the building would look like on the outside, they did present a floor plan, which Mrs. Hagen, Mrs. Stough and Mrs. Barton did approve.

Mrs. Morrison said that she understood that the North Beach School District has signed a letter of intent to rent another part of the building - which puts the builders on a solid financial basis and the loan should go through very shortly.

Dr. Lawrence asked if the Timberland contract with the union had been signed. Mrs. Barton responded that it had been signed by the President of Local 2053 and by Mr. Berg, and was now in force.

DR. LAWRENCE SUGGESTED THAT THE REGULAR ORDER OF BUSINESS BE SUSPENDED TO ALLOW COMMENTS FROM THOSE LOCAL PEOPLE PRESENT AT THE MEETING.

The book drop beside Worthington's Gas Station was mentioned as well as the fact that it seemed to fill up rapidly. Dr. Lawrence said that the board should be apprised if this arrangement proved inadequate and another location would be selected.

Pat Aase said that she was enthusiastic about the number of brand new books that came to their library in Ilwaco on a weekly basis. She said that over one thousand for the year were available for borrowers.

Mr. Phillip Morris, member of the Friends of the Library, pointed out that the peninsula area population includes nearly 25% retired people. He said that it was a matter of grave concern to him to find some more efficient means of serving the elderly there. He suggested that this would be a fitting endeavor both for Timberland and for the Friends of the Library. He said that he intended to pursue the subject at some length at the April 7 Trustee Workshop in Longview.

Dr. Lawrence asked if Mr. Morris had any suggestions for the board along these lines. Mr. Morris said that he did not have any at this time but that he would welcome input from the community. He said that he wondered about the trend of dealing more with young people and wondered whether or not it might be more "profitable" to aim efforts at reaching more mature readers. He suggested that films might be taken to nursing homes and Mrs. Sayce told him that they are being taken twice a month now.

Mrs. Sayce also said that the Friends group is purchasing a large-print edition of Reader's Digest which they hope will be well used. In this regard, Dr. Lawrence inquired about the use of large-print books. Miss Ritenburgh said that a lot of them are borrowed in the peninsula area, including nursing homes.

Mrs. McArthur asked if one of the problems might be people's inability to get to the books physically and Mr. Morris replied that he believed this was a problem.

Mr. Fellows said that he had been in the Portland Public Library recently and had been pleased to find that at least half of the books on the open shelves were rebound copies of "old favorites." He said that the toll-free line should help in getting books to the elderly.

Bonnie Sayce said that she thought part of the problem was getting across to the people that there was a library, what the services were and the types of books that were available. She felt there was a need for somebody to take books out to the homes of those who were unable to get to the library.

Mrs. Schmidt said that at the last board meeting Mrs. Coppinger had reported that there was a small group which did go to the homes and on a person-to-person basis distribute books to those who would prefer this type of individual service with pick up and delivery over ordering on the telephone.

Mrs. Morrison commented regarding Mr. Morris' suggestion, that there was an awfully good shut-in service going in Aberdeen which is a combination of the Friends of the Aberdeen Library on a person-to-person basis working with staff in the library to help make choices and to find out what the patrons want. Some of the Friends are doing the actual carrying back and forth of the books on a regular basis. She said that she was sure that the staff would be glad to work with Mr. Morris in working out something along these lines.

Vicki Baker said that there was presently quite a bit of research going on into the problems of the elderly on the peninsula, and that they hoped to get a center going for elderly people there. The fact that they do not have a public transportation system makes it very difficult for their elderly people to get around. If the center does become a reality perhaps something can be worked out with this group in bringing library services to the elderly through the center.

Evelyn Ritenburgh said that she had requested that the bookmobile schedule also list Ilwaco and Ocean Park Libraries because a lot of people were unaware of the fact that there are branch libraries as well as the bookmobile on the peninsula.

Mrs. McArthur thanked Mr. Morris for bringing up this topic, and said that it certainly did support the philosophy that the Timberland Board has adopted: to develop as many outreach programs as possible. She said that this certainly fell into this category and assured him that Mrs. Barton and other staff members, as well as the board, would work with him to help solve this problem.

Brenda Boardman commented that she had a very small school library and that she had received wonderful service through Timberland for her extra supply of materials, and that this service was very important to her.

In answer to an inquiry from Vicki Baker concerning "some displeasure by some people" in a particular grange toward Timberland, Mrs. Barton commented that the displeasure stemmed from local property tax coupled with the fact that this particular grange had had a totally inadequate collection of some 400 books in the past.

Dr. Lawrence said that it was a somewhat peculiar problem since the granges had always supported libraries as a means of raising the understanding among people. Local granges are flavored by individuals who are members and this problem occurs occasionally. He said that the Board is cognizant of the situation and does what it can at its level, but he thought it to be a community-type problem which could be dealt with effectively through the Friends groups and interested local people.

Mr. Morris said that last year the local grange in Long Beach had published a letter in the local paper stating that it did not wish to be identified with the grange that had started this movement regarding the dissolution petition, and that as President of the Local Chapter of the Friends of the Library, he had replied through a letter to the editor complimenting the Long Beach Grange on their members' stand.

The matter of the pending legislation having to do with a state-wide system of libraries was brought up and Dr. Lawrence advised those present that the board is on record in support of this type of legislation but that it was also concerned about the issue of local control or ties. He said that the pending legislation does provide the mechanisms to develop regional-type structures much like the Timberland area which would be sensitive to the regional and local feeling. A

state-wide system was not necessarily bad just because it was big; there would be problems, but Dr. Lawrence said that he was confident they could be worked out.

Mrs. McArthur said that instead of the 1000 new books available to the area last year, the state-wide system meant that by expanding the system perhaps 2000 new books might be available.

Vicki Baker asked for clarification on the following question: The people in Naselle were under the impression that when they had voted to join Timberland they would have the option at a later date to withdraw from this agreement if they so desired. This apparently was not true and they were wondering what caused the misunderstanding. Mrs. Morrison responded by saying that the period of the Timberland Library Demonstration between 1964 and 1968 was the trial period. If at the end of that period people liked the service and wanted to enlarge the old Pacific County Library District to include the other four counties, they could do so - and the counties did so vote. However, at the November 1968 general election they did indeed have the option of saying "no", but did instead vote for the system. She said that it would require a vote of the majority of all the people in the unincorporated areas of the five counties now to dissolve the library district because what had been formed is a single governmental unit which includes the people in all of the unincorporated areas of the five counties.

B. Staff

1) Director - Mrs. Morrison

Mrs. Morrison said that she had attended a Ways and Means Committee meeting at which Senate Bill 2166 was discussed. The bill had been sent to Ways and Means by both the Senate and House to find possible funding for the state-wide system of libraries. No action was taken at that time. She encouraged letters to Senator Durkan urging funding or at least passage of the concept so that it could be effective at such time as funding was available.

2) Assistant Director, Western Area - Mrs. Barton

Mrs. Barton submitted a written report. She said that Mr. Sheafe had received a letter from Mrs. Spellman expressing thanks for the Eye-5 programs which had been very successful in Aberdeen. She said that the Eye-5-sponsored program about Finland would be presented twice in Naselle on March 22.

3) Assistant Director, Eastern Area - Mrs. Stough

Mrs. Stough also submitted a written report. She called attention to the sudden death of Mr. Ken Navin, long-time employee, part-time custodian and substitute bookmobile driver in Olympia.

She also commented on the efforts of Mrs. Whitmarsh who was contributing on a very personal basis to bringing library services to not only elderly people, but people in nursing homes, jails and those afflicted with medical problems and who would be otherwise unable to avail themselves of books without this personal contact.

Mrs. Morrison said that copies of the written reports were sent to the Ocean Park and Ilwaco Libraries in case anyone wanted to apprise themselves of the interesting things that were happening in both the eastern and western areas.

4) Central Services Supervisor - Mrs. Bruhns

Mrs. Bruhns submitted a written report. She said that at the Service Center the staff was absolutely swamped and that requests were piling up quite badly. She hoped that after the locator card files were organized and combined into one filing unit that requests could be speeded up.

In answer to inquiry from Dr. Lawrence, Mrs. Morrison said that it was anticipated that three months would be required to complete the locator card organization. Dr. Lawrence suggested that the Service Center avail themselves of additional staff from branch libraries to speed up the process as summer was rapidly approaching which meant an up-swing with the children, plus the fact that the new trial telephone WATS line would be soon upon them which would require additional staff time.

5) Business Manager - Mr. Ayres

Mr. Ayres said that they had received the audit report from the State Auditor's Office and that the only criticism was that security of imprest fund money in the libraries should be revised and that it should be kept in a lock-box in a locked desk.

Mrs. Morrison said that the auditor's office had complimented the staff on being extremely cooperative.

Mrs. McArthur commented that, as Chairman, she had received a copy of the report and she complimented Mr. Ayres on having done a very thorough and very complete job.

6) Community Relations Officer - Mr. Sheafe

Mr. Sheafe said that the first run of the services brochure had been printed and approximately 5,000 of these had been mailed out to residents of unincorporated Mason County with the WATS line information in them. He said that future mailing of the brochures would require additional staff and that a paper jogger was badly needed as a time and long-run money saver. He had obtained a bid from the General Binding Company for \$249 and he wanted the board to consider this purchase.

As part of the Eye-5 program, the poet Robert Sund had been in Olympia. Both the poet and the people who listened to him enjoyed themselves.

Mrs. Caulfield, who does the Finnish program, was in Aberdeen speaking to very large crowds, also in Montesano, and would be in the Naselle area on March 22.

The Reading Club plans are in full swing and he was in the process of ordering materials.

The Water Rights Registration program has been very popular and the staff is still getting requests for it both from cities and rural areas. Dr. Lawrence asked if there was a possibility that the main informational body of the program could be taped and put in the library for people to listen to. Mr. Sheafe replied that he would investigate the possibility.

He reported that Gail McGovern, Hoquiam Library, had been approached by the Obie Advertising Company to co-sponsor a poster contest promoting the use of seat belts. The library as co-sponsor would be able to have its own billboard. He said that Pat Doran would be designing things for this billboard. Dr. Lawrence commented that the fact that this was donated space and that no public funds were used for this purpose should be displayed on the billboard.

Mr. Sheafe said that at present the service center had no paper folder and that this was an item of high priority for future equipment requests.

Mr. Sheafe read a short letter from a Mrs. Sweetingham expressing appreciation on behalf of herself and her family for the Blue Grass music program which they had attended. Mrs. Sweetingham had written that it was fine family entertainment and was enjoyed by all members of all ages of her family.

4

Communications

A. Letter from Peggy Evans, Raymond Library Staff

The letter requested recognition by Timberland Regional Library of the Baha'i Holy Days, and that she be granted permission to refrain from working on these days. Mrs. Morrison recommended that, insofar as possible, Mrs. Evans be allowed to have these as her days off during all times that the work schedule permitted. Dr. Lawrence suggested that this could be an informal arrangement between Mrs. Evans and her immediate supervisor.

B. Letter from Jane Dowdle Smith regarding attorney fee for Packwood building lease

The letter stated that she had misquoted the minimum bar fee schedule for preparation of the Packwood building lease. The corrected billing should be \$35 for which she enclosed a bill.

MR. COX MOVED THAT THE BOARD AUTHORIZE PAYMENT TO JANE DOWDLE SMITH FOR HER LEGAL SERVICES IN PREPARATION OF THE PACKWOOD BUILDING LEASE IN THE AMOUNT OF \$35 AS PER HER BILLING. SECONDED BY MRS. SCHMIDT. VOTED UPON AND UNANIMOUSLY CARRIED.

C. Letter from Jane Dowdle Smith enclosing lease

The letter enclosed the original and two copies of the lease for the Packwood library building which had been signed by Mr. James Stoker.

She also said that a list of furniture and light fixtures should be prepared and attached to the lease. Board members signed the lease, which had been approved at a previous meeting.

5

Unfinished Business

A. Selection of names for the two new libraries

The two names selected were:

TIMBERLAND WHITE PASS LIBRARY (at Packwood)

TIMBERLAND NORTH BEACH LIBRARY (at Hogan's Corner)

After some discussion it was agreed by all board members that in the future consistency should be maintained between city units and unincorporated units, and that names of libraries identifying with a particular city should have the name of the city first with Timberland second, and that when identifying with a broader unincorporated area the name Timberland should come first with the name of the local area following.

B. Request for approval of Mrs. Gail McGovern to attend joint meeting of Washington State Association of School Librarians - Washington Department of Audio-Visual Instruction - March 16-17 at Olympic Hotel in Seattle

DR. LAWRENCE MOVED THAT THE BOARD APPROVE ATTENDANCE BY GAIL MCGOVERN AT THE JOINT MEETING OF WASHINGTON STATE ASSOCIATION OF SCHOOL LIBRARIANS - WASHINGTON DEPARTMENT OF AUDIO-VISUAL INSTRUCTION ON MARCH 16-17. SECONDED BY MR. COX. VOTED UPON AND UNANIMOUSLY PASSED.

C. Schwartz Management Study

Dr. Lawrence suggested that this item be deleted from the agenda until the board could have a study session.

D. Executive Workshop in Library Management and Information Services March 29-30 in San Francisco, California

Mrs. Morrison said that based on further information, it appeared that this workshop was aimed principally towards librarians in federal service. Therefore, Mrs. Barton had withdrawn her request to attend and Mrs. Ratliff had not wished to attend in any case.

6

New Business

A. Request for reclassification of two positions

Mrs. Morrison recommended that two positions be reclassified based on information previously presented to board members.

Mr. Sheafe commented that the workload had increased tremendously since purchase of the new press and that the staff is doing much more TRL forms rather than jobbing them out. He said that Ms. Doran was doing an excellent job and that the reclassification was well merited.

As to the other position, he commented that, upon completion of course work and upon actual satisfactory performance on the job, the reclassification should be considered.

MR. COX MOVED THAT THE TWO POSITIONS (#281 and #219) BE RECLASSIFIED. SECONDED BY MR. BAKER. VOTED UPON AND UNANIMOUSLY PASSED.

B. Consider possibility of Timberland assuming responsibility for rent on the outlet at Belfair

Mrs. Morrison invited Mrs. Stough to comment on this. Mrs. Stough said that the Friends in North Mason had actually purchased the 8 acre site for a new library. She said that for the past few years they had been renting quarters and the Friends picked up the nominal rental of the building of \$25 per month. She thought it would be an appropriate gesture of the board in recognition of what the North Mason Friends group had done to have Timberland pick up and pay this rental so that the Friends could put that money into their building fund.

Dr. Lawrence commented that he was impressed with the enthusiasm and dedication of this particular group of people and the following motion was made:

DR. LAWRENCE MOVED THAT TIMBERLAND ASSUME RESPONSIBILITY FOR PAYMENT OF THE RENTAL FOR THE LIBRARY SITE. SECONDED BY MR. COX. VOTED UPON AND PASSED UNANIMOUSLY.

C. Consider service contract for offset duplicator

Mrs. Morrison said that the maintenance agreement amounted to \$580 annually for the offset duplicator, and that the agreement covered travel, labor and standard service parts, as well as routine preventive maintenance. After some discussion the board voiced its approval for entering into the contract.

7

Additional Agenda Items

A. Jogger and Folder

In answer to an inquiry from Mrs. Morrison, Mr. Sheafe enlightened the board on the services that could be performed with the jogger and the folder. He had obtained a bid from the General Binding Company for \$249 on the jogger, but as yet had no bid on the folder.

Mrs. Morrison said that she recommended purchase of both of these pieces of equipment.

After board discussion the following motion was made:

MR. COX MOVED AUTHORIZATION OF PURCHASE OF THE JOGGER AT THE QUOTED PRICE. SECONDED BY MR. BAKER. VOTED UPON AFFIRMATIVELY BY FOUR MEMBERS OF THE BOARD. (Dr. Lawrence had to leave previous to this discussion).

Agenda Item
No.

Page 10
March 15, 1973

It was decided to defer decision on the folder until further information and price comparisons were available and recommendation could be made by the Equipment Committee.

There being no further business to come before the board, the meeting was adjourned at 9:40 p.m.

Ronnie E. Morrison
Secretary

William H. Hammy
VICE-Chairman