

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

April 19, 1973

I N D E X

<u>Agenda Item</u> <u>No.</u>		<u>Page No.</u>
1	Approval of minutes of March 15, 1973 meeting	1
2	Approval of Vouchers	1
3	Reports	
	A. Board	
	1) White Pass Opening - Mr. Baker	2
	B. Staff	
	1) Director	2
	2) Assistant Director, Western Area - Mrs. Barton	4
	3) Assistant Director, Eastern Area - Mrs. Stough	5
	4) Central Services Supervisor - Mrs. Bruhns	6
	5) Community Relations Officer - Mr. Sheafe	6
	6) Business Manager - Mr. Ayres	7
4	Communications	7
5	Unfinished Business	
	A. Request from Mrs. Schmidt to reconsider names of TRL Libraries	8
	B. Possible extension of WATS line	8
6	New Business	
	A. Recommendation for 1973 budget revision adding \$10,000 immediately to Library Materials for hard- bound books and phono-recordings	9
	B. Recommendation to assume payment of \$15 per month rental of Timberland Ocean Park Library	9
	C. Policy regarding use of TRL libraries for non- library-sponsored events	9
	D. Request for approval of \$300 for WLA Conference in Ocean Shores May 11 and 12	10
	E. Motion to earmark \$150 gift for expenditure at Raymond Library	10
	F. Decision regarding TRL participation in "Dimming the Lights on The Public's Right to Know"	10
7	Additional Agenda Items	11

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

April 19, 1973

BOARD OF TRUSTEE MEMBERS PRESENT:

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:

Rita McArthur, Chairman - Mason County
Ruth Schmidt, Trustee - Thurston 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
Gail McGovern, Hoquiam Librarian
Linda Oscarson, Montesano Librarian
Mary Russell, Lacey Librarian
Irene Robbins, Service Center
Peg Coppinger, Olympia Librarian
Evelyn Ritenburgh, Raymond Library Assistant
Beverly Porter, Board Secretary

OTHERS PRESENT:

Kay Evans, Aberdeen Trustee

The meeting was called to order by the Vice-Chairman, Dr. Wm. Lawrence, at 7:45 p.m.

AGENDA ITEM
No.

1 Approval of minutes of March 15, 1973 meeting

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

2 Approval of Vouchers

Following a brief discussion, during which Mr. Ayres stated that total vouchers should be increased to \$221,252.00 for the month of

April, 1973, for the reason that the item of compensation to the board secretary had been omitted accidentally, the following motion was made:

MRS. HAGEN MOVED THAT THE VOUCHERS FOR APRIL, 1973, BE APPROVED AS CORRECTED. SECONDED BY MR. KEISKI. THE MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

The board thanked Mr. Baker for supplying items at cost under Voucher Item No. 920 for the Timberland White Pass Library, which saved several trips to Centralia.

3

Reports

A. Board

1) White Pass Opening - Mr. Baker

Slides were shown of the opening of the Timberland White Pass Library, after which Mr. Baker commented that the opening had been a great success.

Mr. Keiski commented that he had attended the opening and that he had been very impressed with the building; it was open and airy and fitted in with the surroundings of Packwood. He thought the art work which was displayed contributed greatly to the decor and atmosphere of the library, and said that as a board member he experienced a feeling of satisfaction at the opening of a new branch. He was both surprised and pleased that the Packwood Library had been accomplished and opened so rapidly.

SEE ALSO BOTTOM OF PAGE 11

B. Staff

1) Director - Mrs. Morrison

Mrs. Morrison said that on March 28, 1973, she and Barbara Bruhns attended a meeting at which they tried to outline some of the needs for an automated acquisition system at some time in the future, and gave the group some of Timberland's concerns for what would be needed. These are all being taken into the total consideration and planning.

She received a letter from Irene Davis of the North Mason Friends thanking the board for taking up the payments for rental of their present library site so that they could apply this money toward purchase of the property for their future library facility.

A card was received from a woman in Belfair thanking them for the purple service brochure she had received in the mail. She said it was just what the public needed.

Betty Sholund has completed her course in Washington History, receiving an "A" for her efforts, and she would thus be reimbursed automatically for her tuition.

North Beach had its ground breaking ceremony, which Mrs. Morrison attended.

Timberland is the host library for the Washington Library Association meeting next month. John and Rosalie Spellman are co-chairmen of the Local Arrangements Committee. Virginia Barton is Chairman of the Registration Desk Committee. Mike Sheafe is serving as Exhibits Chairman, and Gail McGovern is serving as Publicity Chairman for the Conference. The Trustee session is on Saturday, May 12, at the Ocean Shores Inn.

The two new passenger vehicles have been delivered.

The new book catalog has arrived. There is much jubilation at finally having in hand the Adult Author volumes.

On the 27th of April Joy Ayres, Virginia Barton and Mrs. Deatherage are going to Yakima to attend a budget workshop for district libraries having to do with the Budgeting/Accounting/Reporting System and budget accounting in general. In answer to an inquiry from Dr. Lawrence, Mrs. Morrison said that the State Library was putting the workshop together and the people from the State Auditor's Office were to be there to answer questions and take care of problems.

On April 23 Mrs. Morrison has been asked to be at the King County Library to meet with the Directors of all of the library districts in the state having to do with recommendations for planning what to do with dollars which the legislature has appropriated, what kind of division there will be, et cetera. There has been appropriated \$1,500,000 for library districts, and recommendations for how the allocations will be made are being requested of district directors and this will be taken into consideration by the State Library Commission.

She reminded board members of the Governor's Invitational Writers' Open House at the State Library on May 6.

Official confirmation was received that Napavine wishes to withdraw from its contract immediately because of the cost factor.

Mrs. Stough made the following observations: The staff knew as of last January through letter from Mrs. Robbins, the Town Clerk, that they wished statistics on the use of the bookmobile. Mrs. Stough at that time had written to Mrs. Robbins and also spoke to her on the telephone explaining to her that a contract with Timberland was more than just "who gets on the bookmobile." She also explained to the Town Clerk all the things that everybody could get through a contract with Timberland. Mrs. Robbins does know where the books come from and why. The Mayor, Mr. Weaver, told Mrs. Stough that their concern was not so much the money as the number of people who use the service. Mrs. Stough attended a council meeting where it came to light that the money factor was indeed the main concern. Mrs. Stough explained that the number of people who used the facility was well over the national average for use of library services because of the number of people who come to Centralia, Chehalis and Winlock libraries. As a consequence of the feeling generated by the townspeople, a lot of

children would not be served, particularly outside the city of Napavine.

Mrs. Morrison commented that the contract required by its terms ninety days' notification before the end of the fiscal year, which was not accomplished. The contract stays in force unless notification is received ninety days prior to the end of the fiscal year which is a calendar year. It is a continuing contract unless terminated.

After board discussion it was decided by the board that the director was to correspond with the Town Council of Napavine and point their obligations under the contract together with the proper procedure for them to take if they wished to cancel their contract with Timberland. In the meantime service would not be discontinued, and the present schedule under the contract would be maintained.

There was a general discussion concerning mailing Timberland's services brochures, which explained the services of the library system to not only Napavine but to all of Lewis County.

MR. KEISKI MOVED THAT THE BOARD AUTHORIZE MAILING OF REGULAR TIMBERLAND SERVICE MATERIALS TO PATRONS IN LEWIS COUNTY. SECONDED BY MRS. HAGEN.

Mr. Sheafe calculated the cost of mailing brochures to the citizens of Lewis County, which included box mailings to the Centralia and Chehalis city post offices, to be \$172.46.

THE FOREGOING MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

Mrs. Morrison concluded her report by saying that the processing costs for cataloguing and processing of books are back up this year to where they were in 1970. 1973 was estimated on the basis of 1972 costs (which was based on 1971 actual costs) at about \$2.00, whereas it is \$2.25. A letter was received from the State Librarian setting forth necessary data to complete the revision of per volume processing costs for 1973. The \$2.25 per volume does not include about 20% of indirect costs, which the State Library supports. This higher per volume cost may mean later budget revision, she said.

2) Assistant Director, Western Area - Mrs. Barton

Mrs. Barton submitted a written report of the area. She commented that the most interesting thing at the moment was that the Raymond City Commission has appointed a high school senior to the Library Board.

She also urged the board members to read the memo she wrote to Mrs. Morrison about a survey of the Quinault-Amanda Park area.

Mr. Keiski commented that he has felt uneasy over the Amanda Park area because of its remoteness, and thought that something should be done there as well as in North Mason. He hoped that for the next budget year, if these were determined to be two priority areas, that they might begin working in the next budget toward the authorization of two additional service outlets. He encouraged staff to continue discussing with these patrons the possibility of establishing outlets, if they appear to be priority areas.

Dr. Lawrence said he thought them to be priority areas and asked if Mrs. Barton could engage in discussions with interested citizens in those areas and convey the board's feelings and that they would like to have local representation either here or at some point in time when a meeting was held in the Hoquiam - Aberdeen area, so that needs and attitudes could be identified and perhaps the board would be in a position to take some positive course of action in fiscal year 1974.

Mr. Keiski also commented on the size of the Ilwaco Library, and that he thought the board should perhaps communicate the fact that the board was open-minded on this point, also, and see what might be in the offing there for more adequate quarters.

Mrs. Barton said that there is some discussion going on in Ocean Park of the possibility of using the school building, which is now vacant except for the library, for a community center. There is talk of moving the library to a different section of that building, which would be a bit larger than it is now and would allow space for film showings and programs, as well as housing for books. If this came about probably the fee for it would be more than the \$15 fee which has been asked for the present quarters.

Dr. Lawrence suggested that there be further discussion on this matter at the next meeting.

3) Assistant Director, Eastern Area - Mrs. Stough

Mrs. Stough submitted a written report and made the following comments: The annual Friends meeting was held last week in Olympia. She asked for comments from the Olympia Librarian, Peg Coppinger, who made the following observations:

Mr. J. Wesley Sullivan was invited to and did attend the meeting; he is a newspaper man and a very articulate and eloquent speaker. He gave a very interesting rundown on how they accomplished that \$2,000,000 new library in a \$10,000,000 civic complex in Salem, Oregon. Because of Mr. Sullivan's attendance, the meeting drew some key people including Governor Evans' Administrative Assistant, Manager of the Chamber of Commerce, and a representative from the bank which is now holding the \$50,000 fund in trust. About sixty people in all attended and it was well worth listening to. He also gave them a copy of the campaign resumé that they published after their success and a copy of the consultant's study that was made for their library following the bond issue.

The Olympia board meeting next Tuesday night will have in attendance the Olympia City Supervisor.

Mrs. Stough mentioned that a letter had been received from the Bookmobile Supervisor in Olympia offering her resignation. The letter was addressed to Mrs. Rita McArthur and members of the Timberland Board. It was summarized by Mrs. Stough, which contained among other things Mrs. Raab's recommendations and suggestions for future reorganization concerning service to rural patrons in Mason and Thurston Counties. Mrs. Raab was of the opinion that a professional bookmobile librarian should be hired to provide bookmobile service to the five counties. Mrs. Stough said that copies of the letter would be furnished to all board members.

4) Central Services Supervisor - Mrs. Bruhns

Mrs. Bruhns submitted a written report. She made the observation that paperbacks are becoming the biggest item in book publishing and the staff is investigating different ways of handling them as there were so many kinds of paperbacks. She said there may be a way to cut costs of processing them, getting them out to the smaller libraries very rapidly by not putting them in the catalog but retaining duplicate copies.

Dr. Lawrence commented that he thought it might be doing the public a disservice by not cataloguing the titles of these books as there were many good books coming out only in paperback form.

Mrs. Bruhns said that central requests staff is getting about 1,000 more requests this year than last year at this same time. The new locator cards are going to be a tremendous help when they are all filed.

5) Community Relations Officer - Mr. Sheafe

Mr. Sheafe submitted a written report. He distributed a letter regarding the Eye-5 programming. He said that he had contacted Mrs. Harlan of the Department of Ecology about tape recording the water rights registration. She tried to do it live but experienced too much background noise. She will prepare about a half hour tape on water rights registration. He said that 110 people showed up at the Hoquiam presentation. Marian Osterby, who had two workshops in Centralia, has had an overflow and has given the names of the people who didn't make it in to the Chehalis librarian.

Mrs. Harlan, who is doing the water rights programs, is currently rehearsing three nights a week for Guys and Dolls in Olympia and her free time for the programs is limited.

Dr. Lawrence asked for and received comments from various TRL librarians concerning activities in their areas. Mrs. Coppinger said that she had experienced her first ride on the new bookmobile, which was a pleasurable experience and exceptionally comfortable. She did say that the engine noise was almost deafening and Dr.

Lawrence suggested that Mr. Ayres look into the possibility of cutting the noise level.

6) Business Manager - Mr. Ayres

Through the month of April expenditures total \$582,612.52. Through the month of March and part of April there is revenue of \$233,529.96, leaving a deficit of \$349,082.56. The money which was invested over the end of the year earned interest of \$804. To the month of March there has been only \$25 in interest bearing notes. Therefore, there is quite a cushion to be absorbed in interest bearing notes. There is also \$2,000 budgeted for that this year.

Revenue: Unincorporated areas - \$55,000; \$38,418 in the first quarter, \$17,000 in the second quarter. Incorporated areas - contracting cities - total of \$112,022; \$110,214 first quarter; \$1,800 second quarter. The cities are about half in. The larger contracting cities are not in yet.

Miscellaneous receipts: Budgeted \$57,500; already exceeded that for a total of \$69,000. \$56,000 in the first quarter; \$9,635 second quarter. Quite a bit of this is in from timber returns. The only thing received so far for the Social Security Act program is \$4,000.

Salaries and wages: Well within the \$220,000 budgeted. \$216,000 or \$4,000 under.

Telephone: Well within the budget. Budgeted \$4,950 - this is only up to \$3,367.

Postage: Well within the budget. Budgeted \$6,174. Only up to \$3,513.

Vehicle Operation: Budgeted \$4,500. Only up to \$1,400.

Materials and Supplies: Budgeted \$5,850. Up to \$3,729.

All of these tracking charts are well within the budget.

Transportation: \$3,300 budgeted. Up to \$2,322.

At this point Mrs. Donald Cox was introduced to Board members who had not met her.

4

Communications

No official communications to the board, except the letter from the Olympia Bookmobile Supervisor mentioned earlier in the meeting by Mrs. Stough.

Mrs. Morrison said that seven letters had been received from Centralia, all mailed on the same day and all in protest of Playboy magazine in the Centralia library. The board had previously taken action on this subject and Mrs. Morrison said that she would reply to each of them individually.

5

Unfinished Business

A. Request from Mrs. Schmidt to reconsider names of TRL Libraries

Dr. Lawrence said he had received a letter from Mrs. Schmidt in which she expressed concern about the deletion of the word "public" from the names of Timberland libraries. Discussion was called for by the board and Mr. Keiski suggested that such discussion be deferred until Mrs. Schmidt might be in attendance at the meeting. Dr. Lawrence asked Mrs. Morrison to correspond with Mrs. Schmidt and convey the board's feeling on the subject.

B. Possible extension of WATS line

Mrs. Morrison said that senior staff has had a recommendation that the WATS line be discontinued. It came to light that in the target area for experimentation on the WATS line, the library service number was not listed locally in Mason County and once the services brochures which were mailed out had been mislaid or misplaced, there was apparently no means of finding out about or utilizing the WATS line. A call from the Board Chairman confirmed the fact that a number of students at the Shelton high school had not been able to get the number, and that she had tried herself and had great difficulty in doing so. The Telephone Company said that the fault lay in the matter of listing. It has been corrected in Shelton now. Mrs. Morrison said that she felt the WATS line service was like any new service, and that until it had been given a chance to develop, no fair determination could be made on the subject. Mrs. Morrison felt that use would increase and encouraged the board to extend the service to the other four counties.

Mrs. Coppinger commented that she, too, felt it to be a little too soon to judge the effectiveness of the service. In the Olympia library (where the line terminates) the calls had been averaging about two calls per day. Use has been light, and nine out of ten calls are for books to be sent out. At this point Olympia staff members were not getting the reference questions that had been anticipated. She said that they were keeping track of every call, the point of origin and the content of the call. She could not predict any outcome on a regional basis. Only one call had come from outside the Shelton area.

Mrs. Morrison's recommendation was that the service be extended and that this fact be included in the promotional material being mailed out.

Mr. Keiski was in favor of extending the service on an orderly basis over a given period of time, one county at a time.

Dr. Lawrence thought that perhaps a more thorough publicity program might be initiated, if the problem stemmed from the fact that good publicity promotion had not been accomplished. He did not think the service has been given a fair chance and he too was of the opinion that it should be continued and extended on an orderly basis.

After further board discussion, the board decided to accept the director's recommendation and asked Mr. Sheafe to work on developing further promotional activities. Dr. Lawrence felt that Mason County should be the initial point of concentration, and then Lewis County and Thurston County.

6

New Business

- A. Recommendation for 1973 budget revision adding \$10,000 immediately to Library Materials for hardbound books and phono-recordings

Mrs. Morrison recommended that on the basis of unanticipated Social Security income that an early revision be made and that \$10,000 be immediately added to hardbound books and phono-recordings.

MR. KEISKI MOVED THAT \$10,000 BE ADDED IMMEDIATELY TO THE MATERIALS BUDGET FOR HARDBOUND BOOKS AND PHONO-RECORDINGS. SECONDED BY MR. COX. VOTED UPON AND UNANIMOUSLY CARRIED.

- B. Recommendation to assume payment of \$15 per month rental of Timberland Ocean Park Library

Dr. Lawrence reminded the board that a precedent was already established in the Belfair situation.

MRS. HAGEN MOVED THAT TIMBERLAND ASSUME PAYMENT OF \$15 PER MONTH RENTAL FOR THE TIMBERLAND OCEAN PARK LIBRARY. SECONDED BY MR. BAKER. VOTED UPON AND UNANIMOUSLY CARRIED.

- C. Policy regarding use of TRL libraries for non-library-sponsored events

Mrs. Stough said that two requests had come from the White Pass Library: 1) A duplicating machine be placed in the library for use by businessmen, this use to extend to all hours - even when the library was officially closed; 2) The library be made available to a group for the purpose of playing bridge. The bridge playing would be on a tournament-type basis, where the game would be played, for instance, every night of the week for two weeks. The library is only open three days a week.

There was board discussion in which security of the building was considered among other things, and Dr. Lawrence suggested that a working committee be established to study the problem of non-library use of library facilities and that a statement be prepared, a resolution which would be adopted into the by-laws setting forth board policy on this question.

The board decided to disallow use of the library building for bridge playing, and Dr. Lawrence appointed Mr. Baker as a committee of one to investigate the possibility of coming to terms as to use of a duplicating machine.

In answer to an inquiry from Linda Oscarson concerning public use of the library, she was asked by Dr. Lawrence to give to Mrs. Morrison a statement containing her questions and concerns so that Mrs. Morrison could prepare a guideline for public use of library facilities to be followed by all libraries.

D. Request for approval of \$300 for WLA Conference in Ocean Shores May 11 and 12.

Mrs. Morrison said that there was a consensus among the professional staff that they would rather see an amount divided among people who could go rather than have people sent with their way fully paid by the library district. The professional staff felt there would be better participation at the conference. At this particular conference there would be a number of staff members involved, as Timberland was the host library.

Dr. Lawrence expressed the opinion that the director should identify those professionals or non-professionals who are entitled to go to the conference and participate and should use the normal expense voucher for covering these expenses. He thought this to be a professional opportunity and that it was to Timberland's advantage to have the staff participate on a fully-recognized and reimbursable basis. This particular meeting is in Timberland's own district and he thought that as high a percent of participation from the district as possible should be allowed and encouraged.

Board members concurred with Dr. Lawrence's opinion and Mrs. Morrison was authorized to use her discretion in trying to accommodate as many requests in the region as possible.

E. Motion to earmark \$150 gift for expenditure at Raymond Library.

Mrs. Barton explained that four people have contributed \$150 to a memorial fund for a Mrs. Jacobson, who used to use bookmobile service out of Raymond, and they would like this \$150 to be in a memorial in her name and that the money be used by the Raymond Library for whatever purposes they desire. She said that she thought it would be a good idea for Raymond to advertise this memorial fund and have it be a continuing fund.

Mrs. Morrison said that the checks are made out to Timberland Regional Library. A separate fund does not have to be established; the monies only have to be accounted for to the sum of \$150.

MR. COX MOVED THAT THE BOARD AUTHORIZE THIS TYPE OF ACCOUNTING FOR THESE SPECIAL MEMORIAL FUNDS IN THE NAME OF MRS. JACOBSON FOR USE BY THE RAYMOND LIBRARY AS THEY SO DESIRE. SECONDED BY MRS. HAGEN. THE MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

F. Decision regarding TRL participation in "Dimming the Lights on The Public's Right to Know"

Mrs. Morrison explained that libraries all over the country plan to set a date on which, symbolically, libraries will turn their lights

out for five minutes or so, to advertise loss of federal funds which in effect caused a double hardship because this also means loss of state matching funds. She thought that the public ought to be aware of this fact and she would like to see Timberland participate in the movement.

The board decided to take no official action on this request and Mrs. Morrison was authorized to use her own discretion as she so desired.

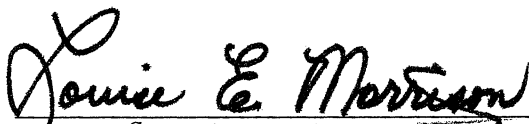
7

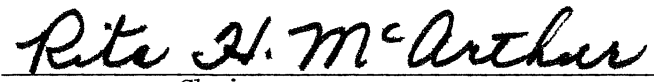
Additional Agenda Items

A. Mr. Sheafe submitted samples of Timberland's letterhead with the logo thereon. The only comments were that Mr. Baker thought the logo itself should be reduced somewhat and not be the overriding feature on the letterhead; and Dr. Lawrence thought the logo looked "neat."

B. Mr. Ayres said that on the March vouchers three events occurred that changed the vouchers as approved by the board. The grand total should be reduced to \$158,510.45, the reason therefor being that the Raymond postage had been set for \$300 whereas it should only have been \$90. Mrs. Brown had been left off the payroll in the amount of \$26.25. The third thing concerned the passing away of Mr. Navin about the 8th or the 9th of the month and he was inadvertently dropped off for the entire month, which had to be picked back up. This would represent total reduction from \$158,673.38 to \$158,510.45.

There being no further business to come before the board, the meeting was adjourned at 9:55 p.m.


Secretary


Chairman

5-17-73 - CORRECTION FOR ITEM 3A1 - Mrs. McArthur requested that the minutes show that she was present at the opening of the TIMBERLAND WHITE PASS LIBRARY and was extremely pleased with the new library.