

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

May 17, 1973

I N D E X

<u>Agenda Item No.</u>		<u>Page No.</u>
1	Approval of minutes of April 19, 1973 meeting	1
2	Approval of Vouchers	2
3	Reports	
	A. Board	
	1) W.L.A. Conference - Mrs. Hagen & Mrs. McArthur	4
	2) Equipment Committee - Mr. Baker	5
	3) Progress of building which will house Timberland North Beach Library - Mrs. Hagen	5
	B. Staff	
	1) Director - Mrs. Morrison	5
	2) Assistant Director, Western Area - Mrs. Barton	6
	3) Assistant Director, Eastern Area - Mrs. Stough	6
	4) Central Services Supervisor - Mrs. Bruhns	6
	5) Community Relations Officer - Mr. Sheafe	7
	6) Business Manager - Mr. Ayres	7
4	Communications	
	A. Letter to Mrs. McArthur from Dr. Maranville, Shelton Library Board Chairman	8
	B. Letter to Mrs. Morrison from Iver Wick, Principal, Copalis Beach, Ocean City and Ocean Shores Elementary Schools	9
5	Unfinished Business	
	A. Reconsideration of names of Timberland libraries	9
6	New Business	
	A. Consider request for A.L.A. Conference attendance June 24-30: Mrs. McArthur & Mrs. Morrison	9
	B. Consider possible sale and purchase of vehicles	9
	C. Consider request for attendance at ADVENTURES IN TRUST: A Seminar for Managers. Conducted by Management Development Associates. Evergreen Inn, Olympia, June 15 & 16 - Mrs. Morrison, Mrs. Barton, and Mrs. Stough	9
7	Additional Agenda Items	10

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

May 17, 1973

BOARD OF TRUSTEE MEMBERS PRESENT:

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

STAFF PRESENT:

Louise E. Morrison, Director  
Mary Stough, Assistant Director, Eastern Area  
Joy Ayres, Business Manager  
Michael Sheafe, Community Relations Officer  
Peg Coppinger, Olympia Librarian  
Stella Steuby, Public Information Assistant  
Irene Robbins, Service Center  
Alma Greenwood, Olympia Reference Librarian  
Mary Russell, Lacey Librarian  
Gail McGovern, Hoquiam Librarian  
Beverly Porter, Board Secretary

OTHERS PRESENT:

Mrs. Vern Huffman, Chairman, Winlock Library Board  
Mrs. Robert Johnson, Winlock Library Board  
Mr. Herbert Hunter

The meeting was called to order by the Chairman, Mrs. Rita McArthur, at 7:40 p.m.

AGENDA ITEM

NO.

1           Approval of minutes of April 19, 1973 meeting

There being no corrections or additions to the minutes, the minutes were approved as presented.

Mrs. McArthur said that she also had attended the opening of the new library in Packwood and that she was proud to have been a part of it. She asked that the April minutes reflect that she was present.

Mrs. Stough introduced to the Board the Winlock visitors in attendance at the meeting. Mr. Sheafe then introduced Stella Steuby, the new Public Information Assistant, replacing Marilyn Lindskov.

Agenda Item  
No.

Mr. Joy Ayres introduced Mr. Herbert Hunter, the husband of Gloria Hunter, a former employee of Timberland. The regular order of business was suspended so that Mr. Hunter could speak to the Board.

Mr. Ayres prefaced Mr. Hunter's presentation by saying that Mr. Hunter wished to speak to the Board on behalf of his wife, a former Timberland employee, regarding participation in the supplemental retirement plan. Mr. Ayres said that there is a difference of some \$50 or \$60 between what Mrs. Hunter had received and what she felt that she was entitled to receive.

Mr. Hunter quoted for the Board's edification from the Annuity Lump-Sum Benefit Request which his wife had signed at the time of her resignation in November of 1972. According to the terms she was to expect compensation within thirty days from the date First Investment Annuity Company received her request. After a lapse of approximately three months and after protest had been made, partial payment was sent to Mrs. Hunter. Subsequent thereto, and after several letters had been sent protesting the lack of complete payment, a meeting was had between the agent of the company and the Hunters which resulted in partial payment again, still leaving a deficiency of some \$50 to \$60. Mr. Hunter expressed the fact that one of his main concerns was that since the time Mrs. Hunter had signed the Annuity Lump-Sum Benefit Request the market had dropped dramatically. He felt that her cash-out settlement should have been what the market value was about January 1, 1973. Furthermore, the second payment to the Hunters had been made with the notation that it was "in final payment" of Mrs. Hunter's lump-sum distribution from the supplemental retirement plan.

Dr. Lawrence said that he was distressed with Mr. Hunter's having to come before the Board and plead a case that should have been handled routinely and should not have caused discomfort to the Hunters. He assured Mr. Hunter that the matter would be looked into from Board level and carried to a satisfactory conclusion for all parties. He asked Mr. Hunter to convey to Mrs. Hunter the Board's feeling of regret that the situation had arisen and reiterated that the proper steps would be taken to resolve the problem. He asked Mr. Ayres to arrange a meeting between the Board and a representative of the organization at the next Board meeting so that an understanding could be arrived at concerning general policy in possible like situations which might arise.

2            Approval of Vouchers

After a brief discussion:

DR. LAWRENCE MOVED THAT THE VOUCHERS FOR MAY, 1973, BE ACCEPTED. SECONDED BY MRS. HAGEN. THE MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

The board then suspended the order of business in order to hear from the Winlock board members present.

Mrs. Huffman asked the Board if any record was kept of incoming telephone calls requesting information from Timberland. She referred to a particular experience involving a salary matter of a Winlock employee which the Winlock board had attempted to resolve over the telephone, and the situation had remained unsatisfied for quite a long period of time. She felt that future inquiries to Timberland should always be in writing.

Agenda Item  
No.

Dr. Lawrence said he felt that if a personnel matter were involved regarding, for instance, a salary matter where a record should be kept, then the inquiry should be communicated in writing. On the other hand, if the inquiry involved millage or circulation of a book, etc., this certainly could be resolved over the telephone.

The second matter brought up by Mrs. Huffman was her concern over Timberland's very existence in Winlock in the future. The city is building a firehall, which is desperately needed, and two of the city councilmen in particular, while admitting that Timberland was wonderful and so much better than whatever library facilities were available before, were of the opinion that the library cost too much. She said the situation is particularly distressful in a small community like Winlock where everyone is close and friends with everyone else.

Mr. Baker said that the Timberland board is accustomed to this problem in rural areas of having to compete with the firemen for budget dollars. There was a brief discussion, at the conclusion of which Mrs. Stough said that she would elaborate further on this subject in her report.

Mrs. Stough then read from her report concerning Winlock and her discussions with Mr. Laws, Principal of Winlock's Elementary School, about future changes in library service.

Winlock trustees also called to the Board's attention the extreme need for some new and adequate shelving plus other items to improve service locally. Specific requests have included new furniture, and adequate shelving which matches. They need at least three five-foot free-standing double-faced stacks which would amount to about \$550 if the kind were used like those put in the Packwood library. Winlock is also asking for a typewriter and a projector.

The City Council is suggesting that if the city did not have to pay Timberland for its contract, they could put this money into a fire building; the council wants more from Timberland. Mrs. Stough felt that the more Timberland could do in the library the more support they would receive from the patrons, to the point where the council would not even consider cancelling Timberland's contract.

Mrs. Stough said that the items of request were minor compared to the feeling against Timberland that is being generated in the area. She suggested a workshop in Lewis County which would include in attendance the elected officials, the boards, the librarians, Mr. Baker, Dr. Lawrence, Mrs. Morrison, Mrs. Barton and Mrs. Stough, to talk about library funding and legislation, what the opportunities were and what they were getting for their money right now. She considered the workshop imperative in view of the present feeling in the area.

Mr. Keiski said that it was his feeling that the board should have an opportunity to view the needs of all small libraries in terms of improvements before taking action on the specific request from Winlock for the expenditure of funds for shelving. It was the general feeling of the Board that this course of action should be followed.

Mrs. McArthur expressed her support for the workshop idea in Winlock. She thanked the Winlock board members for bringing the problem before the Board and assured them that action would be forthcoming.

Agenda Item  
No.

3

Reports

A. Board

1) W.L.A. Conference - Mrs. Hagen & Mrs. McArthur

Mrs. Hagen said that they had had a wonderful conference; she enjoyed it very much and felt that those members of staff and trustees were of the opinion that it was worthwhile. The trustee meeting was involved with trustee workshops, both the value and the problems of having them. She said that it was interesting to hear from different parts of the state. Nomination was held for officers of the trustee association and the new nominee for Chairman is Frank Kilham, Port Townsend Library Board; nominee for Vice-Chairman, Chairman elect is Florence McMullin of the King County Library Board; and the nominee for the Secretary is Stan Pierce of the Spokane County Library Board. Trustee awards went to the Vancouver Regional Library Board, which took a very strong position on freedom to read. The individual trustee award went to Ms. Virgil Rux from the Reardon library board. Ms. Rux had taken a small town with no library and she had not only financed one library through community efforts, but two libraries. Honorable mentions were given to nine trustees, including Marcel King. She said one of the highlights was the talk given by Mr. McLaughlin from Region X of the U. S. Office of Education, whose message, in essence, seemed to be that "things were softening" in Washington, D.C.

Mrs. McArthur concurred that one of the most exciting things about the meeting had been the award for the firm position taken by the Vancouver Regional Library Board under public pressure concerning censorship. She said that they certainly earned the award. She also mentioned the fine job done by Mrs. Hagen in participating on the panel. She said that Mrs. Hagen gave a review of the type of workshops which started in Timberland and that Mrs. Hagen did an excellent job.

Mrs. McArthur also said that trustees from all over the state had been impressed with Timberland staff members, who had worked largely on their own in contributing to the smoothness with which the conference was conducted. There were about thirty-five staff members involved. She particularly complimented Michael Sheafe for his organizational work with exhibitors, Carol Nelson for her work at the registration desk, Rosalie Spellman as Chairman of arrangements, and Virginia Barton as Chairman of registration.

Dr. Lawrence expressed his pleasure at the number of staff members who had participated and attended the conference.

Mary Russell also made complimentary comments concerning the girls who worked at the registration desk and their tireless and continuing participation in the smooth operation of the whole effort.

Mrs. McArthur concluded her report by saying what a worthwhile thing it would be if more trustees and more employees could

Agenda Item  
No.

participate in these workshops, as this was the beginning of understanding where their responsibilities lie and the interdependence of libraries.

2) Equipment Committee - Mr. Baker

Mr. Baker said there had been a request from Michael Sheafe for the purchase of a new folding machine to be used in connection with printing jobs, and it was his recommendation that the board authorize such purchase later in the year after first half taxes were in. The following motion was made:

MR. BAKER MOVED THAT THE BOARD AUTHORIZE PURCHASE OF PITNEY BOWES MACHINE NO. 1860 FOR THE SUM OF \$813 THROUGH STATE PURCHASING. SECONDED BY DR. LAWRENCE. VOTED UPON AND UNANIMOUSLY CARRIED.

The second request was from Mr. Ayres seeking authorization to offer for sale at public bid the 1958 GMC bookmobile and the 1966 Chevrolet van, which were now surplus after purchase of new vehicles. The request further included purchase of a second 1973 Dodge van similar to the one now in operation for the sum of \$3,678.44.

MR. BAKER MOVED THAT THE 1958 GMC BOOKMOBILE AND THE 1966 CHEVROLET VAN BE OFFERED FOR SALE AT PUBLIC BID AND THAT THE BOARD AUTHORIZE PURCHASE OF A NEW 1973 DODGE VAN. SECONDED BY MR. KEISKI. THE MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

3) Progress of building which will house Timberland North Beach Library - Mrs. Hagen

Mrs. Hagen reported that she had talked to Mr. Osborn that day and that the building was progressing quite rapidly. They could expect to be able to move in about the second week in June.

B. Staff

1) Director - Mrs. Morrison

Mrs. Morrison reported that on April 23, 1973, she attended the Library District Directors' meeting at which every district director in the state was present. They had been asked to be there to give their priorities for recommendations to the State Library Commission for the distribution of \$1,500,000 which the legislature did appropriate in the state library budget for library districts. She said that the intent of the funds is to carry on the present level of service. The directors felt they would have to make up for tax losses for library districts in order to maintain the present level of service. They would have to provide for the funding of the Pacific Northwest Bibliographic Center, and that \$100,000 of that is not funded in the state library budget this year. They felt that the continuation of the resource directory was their third priority. The fourth one was reimbursement to the Seattle Public

Agenda Item  
No.

---

for Service to the Blind, which is done on a state-wide basis, and there is no funding for that. There is no funding for Seattle Public's Extended Service on Inter-library Loans, and as the major library in the state there are heavy drains on their collection to fill demands all over the state. The sixth item was payment to King County for the building remodelling in the basement of their service center which provided 14,000 square feet of space for service to the blind and physically handicapped. King County has \$45,000 this year invested in that.

The director said that the State Library Commission will be meeting to adopt the rules for distribution of funds. Commission members have what the directors felt were priority items and these would be taken into consideration.

Mrs. Morrison felt it important to note that at the present time there were grant requests left unfunded of \$1,133,695; therefore, the impact of the loss of federal funds was really quite evident.

Concerning the new bookmobile, she mentioned the series of problems that were being experienced with it. The Western Representative for the company producing these bookmobiles was expected to be in the area the first week of June, at which time he would be apprised of these various defects.

The other area of problems concerned the number of copies of the adult author catalog which were faulty, approximately ten percent out of 450 copies. Mrs. Morrison said that she had been in contact with the appropriate persons at George Lithograph in an effort to get the matter resolved in accordance with the terms of their contract, which provided that the books would be delivered to the bindery gathered, rubberbanded, ready for binding. The faultiness was attributed to blank pages and overprints. She said that accordingly ten percent of the billing for the copies had been withheld pending correction of the situation.

2) Assistant Director, Western Area - Mrs. Barton

Mrs. Barton submitted a written report. In her absence, Mrs. Morrison, on behalf of Mrs. Barton, thanked the board for their support of the WLA Conference in sending a number of staff members to be in attendance.

3) Assistant Director, Eastern Area - Mrs. Stough

Mrs. Stough submitted a written report, and as her comments were made earlier in the meeting under agenda Item 2, she had nothing further to add at this time.

4) Central Services Supervisor - Mrs. Bruhns

Mrs. Bruhns submitted a written report.

Agenda Item  
No.

---

5) Community Relations Officer - Mr. Sheafe

Mr. Sheafe submitted a written report and made the following comments: "Around the World in Eighty Days" theme will be used this year in coordinating the children's Summer Reading Club.

The Eye-5 program received \$6,000 from the Arts Commission.

The Central Washington State College Children's Theater in Raymond had an audience of about 140 people and experienced an excellent performance. The same program was scheduled to be held in Packwood and special notices therefor had been included in the recent mailing of the services brochures.

Mrs. Schmidt complimented Mr. Sheafe on the attractiveness of the summer reading club material which had been mailed out.

6) Business Manager - Mr. Ayres

Mr. Ayres reported expenditures through the end of May totaled \$693,226.91.

Revenue status is \$463,453.97, a difference of \$229,772.94 which was on interest bearing notes. Timberland paid interest on interest bearing notes this time, but by the end of June will be off this again.

In answer to an inquiry from Dr. Lawrence, Mr. Ayres said that the district is "in the green" on all the tracking charts.

In another matter concerning the Business Office, Mrs. Stough spoke of the personnel problem concerning Mrs. Alice Blenn in Winlock, who was hired in September of 1971 as a half-time Page; after six months she should have advanced to a Clerk I, half-time. It was her recommendation that she be paid retroactively the difference between what she should have received and what she was actually paid as salary during that period.

After board discussion, the following motion was made:

DR. LAWRENCE MOVED THAT THE BOARD ACT FAVORABLY ON MRS. STOUGH'S RECOMMENDATION AND AWARD RETROACTIVE PAY TO ALICE BLENN FOR A PERIOD OF TEN MONTHS FOR THE YEAR 1972. SECONDED BY MR. BAKER. VOTED UPON AND UNANIMOUSLY CARRIED.

Dr. Lawrence commented that he felt this personnel problem had developed as a result of a communications gap between the board at Winlock and the Timberland board, and he asked the director to prepare a letter for the Chairman's signature to each of the Chairmen of the boards of the cities with active library boards explaining the communications channel that should be observed between local boards and the regional board, and that rather than local boards dealing with the business office the protocol to be



Agenda Item  
No.

followed should be that the Chairman of the local board communicate with the regional board on such matters as were considered necessary and appropriate. He also suggested that the secretary to the director or telephone receptionist record a log of incoming calls from board members (other than Timberland's board) setting forth such call, time, date and subject matter, so that a similar communications gap in the future might not develop; that the letter to the Chairmen of local boards recommend that in making such calls, the person identify himself or herself as such board member so that the telephone receptionist might be aware that the call was from a board member.

Mrs. McArthur suggested that such recording log include the names, addresses and telephone numbers of each local board member placing such call, and Mrs. Hagen suggested that the letter to the Chairmen of local boards include a request that they come and participate in regional board meetings and express their concerns in person.

Mr. Keiski said that after looking through the area reports he felt that apparently what existed was a small town library maintenance problem. He suggested consideration of a plan that would perhaps contain the following elements: 1) A statement be prepared communicating the fact that the board was cognizant of the special problems of small libraries and their physical needs; 2) An action plan be drawn up for the trustees to consider dealing with these small town library needs as a whole or on a regional basis; and 3) That the budget committee analyze and evaluate the costs related to any suggestions and communicate these facts to the trustees so that action might be taken from board level in an effort to resolve the problems or concerns of all small libraries, rather than dealing with them individually. Perhaps what was needed was a planner.

It was agreed to wait until July to take up this problem in a study session.

4

Communications

A. Letter to Mrs. McArthur from Dr. Maranville, Shelton Library  
Board Chairman

The letter suggested that Timberland enter into a contract similar to the one between Tacoma and Pierce County. Mrs. Morrison explained that when Pierce County first started library service it had no collection; because of that fact it contracted with Tacoma Public, which was an old established library and had a large collection. She said that Timberland, in her opinion, found itself in exactly the opposite position as it had a large collection.

Dr. Lawrence suggested that because this situation with Shelton had continued for some three or four years, an open meeting might be arranged and that Timberland board or representatives and the Shelton board could exchange questions and answers for the

Agenda Item  
No.

edification of the public so that all persons would be made aware of the issues involved, the legal requirements under which Timberland operated and the whole situation aired openly so that the innuendos might be cleared up. Board members concurred with the idea of a public meeting and Mrs. McArthur appointed Dr. Lawrence and Mr. Baker as Timberland spokesmen.

Mrs. McArthur requested that the director prepare an acknowledgement to the letter from Dr. Maranville over the signature of the Chairman of the Board, and that the letter state that it was hoped a satisfactory solution could be reached looking toward a meeting between the two boards.

- B. Letter to Mrs. Morrison from Iver Wick, Principal, Copalis Beach, Ocean City and Ocean Shores Elementary Schools

The letter was not read at the meeting.

6 New Business

- A. Consider request for A.L.A. Conference attendance June 24-30: Mrs. McArthur and Mrs. Morrison

MRS. HAGEN MOVED THAT MRS. McARTHUR AND MRS. MORRISON BE SENT TO THE A.L.A. CONFERENCE TO BE HELD IN LAS VEGAS. SECONDED BY MRS. SCHMIDT.

MR. KEISKI MOVED TO AMEND THE FOREGOING MOTION BY AUTHORIZING THE DIRECTOR TO SEND ONE ADDITIONAL STAFF OR BOARD MEMBER TO THE A.L.A. CONFERENCE, IF SHE DEEMED IT DESIRABLE, AT A TOTAL COST OF APPROXIMATELY \$1,000. SECONDED BY MR. BAKER. THE FOREGOING AMENDED MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

5 Unfinished Business

- A. Reconsideration of names of Timberland libraries (tabled at April 19 meeting)

At the request of Mrs. Schmidt, the chair tabled the above item.

6 New Business (continued)

- B. Consider possible sale and purchase of vehicles

Considered earlier in meeting.

- C. Consider request for attendance at ADVENTURES IN TRUST: A Seminar for Managers. Conducted by Management Development Associates. Evergreen Inn, Olympia, June 15 & 16 - Mrs. Morrison, Mrs. Barton and Mrs. Stough

It was the director's recommendation that at least three staff people be sent to this management development conference. The fee was \$60. The director and Dr. Lawrence hoped that at least four

Agenda Item  
No.

persons would be authorized to attend the conference. Dr. Lawrence felt that one or two senior staff should attend as well as high potential junior staff to take advantage of this type of training.

MR. KEISKI MOVED THAT AT LEAST FOUR PERSONS IN THE CONTEXT OF SENIOR/JUNIOR STAFF BE AUTHORIZED TO ATTEND THE MANAGEMENT TRAINING SEMINAR AT THE EVERGREEN INN ON JUNE 15 & 16, 1973. SECONDED BY MRS. HAGEN. THE MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

7

Additional Agenda Items

A. The matter concerning Mr. Hunter. Dr. Lawrence reminded Mr. Ayres to contact the company and convey the message that the board was extremely distressed over the entire situation and wished to have a representative from the company come and speak to the board concerning same.

B. An opening date for the new North Beach library was discussed. It was hoped that the grand opening would or could be scheduled not too long after the actual opening so as not to create an anticlimactic type of thing.

C. Action to be taken concerning request for an extension librarian. Mr. Keiski said that priority seemed to dictate an extension librarian and a planner. After board discussion the following motion was made:

MR. KEISKI MOVED THAT THE DIRECTOR BE AUTHORIZED TO PREPARE A JOB DESCRIPTION FOR THE POSITION OF EXTENSION SERVICES LIBRARIAN AND BEGIN RECRUITMENT FOR THAT POSITION, WITH FINAL APPROVAL BY THE BOARD. SECONDED BY DR. LAWRENCE. THE MOTION WAS VOTED UPON AND UNANIMOUSLY CARRIED.

Dr. Lawrence mentioned the important collateral issue concerning the extension librarian and the matters previously discussed about the role of the Olympia Librarian in the planning mode for the new building. He felt the director ought to discuss the feelings of the board with Mrs. Coppinger concerning this and he, for one, would like to see a plan implementing this change of emphasis in her assignment and clearly defining delegation of authority in those matters that were necessary to leave her for the planning activities. Mrs. Morrison suggested a University of Washington intern to do some of the ground work.

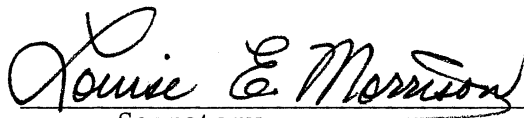
Dr. Lawrence requested that the board instruct the director to prepare a tentative job description for the planner and also the necessary support to clarify the responsibilities in planning and in the direction of the service center activities. The board concurred with Dr. Lawrence's suggestion.

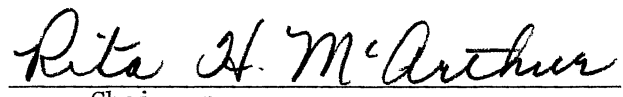
There was further discussion with Mrs. Morrison concerning the Extension Services Librarian.

Agenda Item  
No. \_\_\_\_\_

D. Dr. Lawrence asked if the direct dialing service had picked up since mailing of the new brochures, which included a wider service area. Mrs. Coppinger responded by saying that so far they had experienced little activity, but that the advertising had not had time to become effective as yet.

There being no further business to come before the board, the meeting was adjourned at 10:20 p.m.

  
Secretary

  
Chairman