

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

June 21, 1973

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BOARD OF TRUSTEE MEMBERS PRESENT:

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

BOARD OF TRUSTEE MEMBERS ABSENT:

Robert Baker, Trustee - Lewis County
Donald Cox, Trustee - Pacific County
Ruth Schmidt, Trustee - Thurston County

STAFF PRESENT:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Joy Ayres, Business Manager
Michael Sheafe, Community Relations Officer
Barbara Bruhns, Central Services Officer
Peg Coppinger, Olympia Librarian
Linda Hansford, Montesano Librarian
Irene Robbins, Service Center
Betty Sholund, Olympia Library
Stella Steuby, Public Information Assistant
Yvonne Seidler, Service Center
Beverly Porter, Board Secretary

OTHERS PRESENT:

Mr. Clifford L. Trudell
Mr. Harry Sutcliffe

The meeting was called to order by the Chairman, Mrs. Rita McArthur, at 7:30 p.m.

AGENDA ITEM
NO.

1. Opening of vehicle bids

The following written bids were submitted and opened by the director:

A. Bid for the 1958 GMC Bookmobile in the amount of \$301.00 submitted by Harbin and Whiteman, Inc., accompanied by cashier's check for \$15.05.

- B. Bid for the 1966 Chevrolet van in the amount of \$125.00 submitted by Mr. Clifford L. Trudell, accompanied by U.S. Postal Money Order for \$6.25.
- C. Bid for the 1958 GMC Bookmobile in the amount of \$350.00 submitted by Mr. Clifford L. Trudell, accompanied by a U.S. Postal Money Order for \$17.50.
- D. Bid for the 1958 GMC Bookmobile in the amount of \$705.50 submitted by Mr. D.H. Garlock, accompanied by a cashier's check in the sum of \$35.28.
- E. Bid for the 1966 Chevrolet van in the amount of \$316.00 submitted by Ms. Betty L. Miller, accompanied by a U.S. Postal Money Order for \$15.80.
- F. Bid for the 1966 Chevrolet van in the amount of \$400.00 submitted by Mr. Paul N. Davis, accompanied by \$20.00 in cash.
- G. Bid for the 1958 GMC Bookmobile in the amount of \$350.00 submitted by Mr. Paul N. Davis, accompanied by \$17.50 in cash.

The two high bids were \$705.50 submitted by Mr. D.H. Garlock for the 1958 GMC Bookmobile; and \$400.00 submitted by Mr. Paul N. Davis for the 1966 Chevrolet Van.

It was decided that the bid money would be returned to the unsuccessful bidders by certified mail.

DR. LAWRENCE MOVED THAT THE BOARD ACCEPT THE BID OF MR. PAUL N. DAVIS IN THE AMOUNT OF \$400.00 FOR THE 1966 CHEVROLET VAN, AND THE BID OF MR. D.H. GARLOCK IN THE AMOUNT OF \$705.50 FOR THE 1958 GMC BOOKMOBILE. SECOND BY MRS. HAGEN. VOTED UPON AND UNANIMOUSLY PASSED.

The regular order of business was suspended in order that the Board might hear from Mr. Harry Sutcliffe on the Supplemental Retirement Plan. Mr. Sutcliffe was introduced by Mrs. McArthur to the Board members.

The following is what Dr. Lawrence suggested be recorded in the minutes:

Mr. Sutcliffe came and explained the situation regarding the Hunter case to the Board and the Board felt that an adequate explanation was made, and suggested that the company deal directly with Mrs. Hunter and that the Board would remove itself from this matter.

Mrs. Hagen inquired of Mr. Sutcliffe if Board action would be necessary for employees to be able to take advantage of this deferred compensation plan, to which Mr. Sutcliffe replied in the affirmative. He said the present plan would have to be terminated by resolution of the Board with information to the Internal Revenue Service. At the same time they would formally enter into the new plan. Mr. Sutcliffe said he would be prepared to make a presentation of this matter sixty (60) days from date at the earliest.

Dr. Lawrence suggested that the Director arrange to have at the presentation a representative from the union, or as many as could be available, to take part in the presentation.

Regular order of business was resumed.

2 Minutes of the May 17, 1973 meeting

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

3 Approval of Vouchers

MR. KEISKI MOVED THAT THE VOUCHERS FOR JUNE, 1973, BE ACCEPTED. SECONDED BY DR. LAWRENCE. VOTED UPON UNANIMOUSLY CARRIED.

4 Reports

A. Board

1) Union Negotiation Workshop June 2 at TRL Service Center-
Mrs. McArthur

Mrs. McArthur reported that the Timberland Negotiating Committee, Mrs. McArthur and Dr. Lawrence had hosted the workshop at the Service Center on June 2 for the North Olympic Trustees. The workshop was presented by Gil Meyer, who has been retained by the State Library to advise and continue with this type of workshop in an advisory capacity for library boards that are going to have to negotiate. The North Olympic Trustees will be dealing with the Teamsters Union, and after they left the very long, tedious but rewarding day, they realized that they actually had very little knowledge and that it was going to be a lot more complicated than they had expected.

Dr. Lawrence asked how Timberland negotiations with the union squared with what Mr. Meyer had to say? Mrs. McArthur said that she felt he would agree that Timberland looked pretty good. The only exception he took was that Timberland has defined some of their position in policy, whereas he would have preferred they be in contract. Mrs. McArthur said that Mr. Meyer was really the labor relations expert in the State of Washington and very knowledgeable. She thought it would be worthwhile as a public service gesture to offer to host another such workshop with other boards that might be having trouble with negotiations, and perhaps the Board members could attend. She said she felt this was one of the most worthwhile events she had attended and wanted the rest of the Board to have an opportunity to hear Mr. Meyer.

Mrs. Morrison said that she had received a communication from one of the North Olympic Board members thanking them for their hospitality.

2) Meetings regarding Mason County Service - Dr. Lawrence
and Mrs. McArthur

Dr. Lawrence stated that they were very disappointed with the reception they received when they met with the Shelton Board concerning the possibilities of negotiating a contract between TRL and the City of Shelton. He thought the atmosphere that prevailed at the meeting was one of hostility and closed-mindedness on the part of the Shelton Board. The Shelton Board did agree to appoint a discussion team to meet with the Timberland Board and see if there cannot be some mutual understanding about the matter of contract services for the City of Shelton, and he felt it to Timberland's advantage to keep this channel of communication open. He said that he had not as yet met with Dr. Maranville but planned to do so in the immediate future, after which he would be in a better position to report on progress in the negotiations for a contract with the City of Shelton. He said there appeared to be lots of hard work ahead in an effort to resolve the problem.

Mrs. McArthur requested that Dr. Lawrence report on the prior meeting which took place June 4 with Margaret Livingston as chairman.

Dr. Lawrence said that this was a meeting with the Friends of the Library. The Timberland Board showed up; the Shelton Board declined to participate in this meeting due to prior commitments. There were many favorable comments from the citizens assembled concerning Timberland's services in Mason County. At that time Timberland Board's position was identified as seeking a contract with the City of Shelton, the contract to be a regular service contract like those entered into with any municipality desiring to be a member of Timberland. There was some discussion of some of the services associated with that contract. The meeting lasted for about 2 1/2 hours, Dr. Lawrence thought the Board to be in good rapport with the people participating in the meeting.

3) Lewis County Elected Officials Workshop June 14 in Winlock
Library - Dr. Lawrence

Dr. Lawrence complimented Mrs. Stough for a good job. He said he was tremendously impressed with the fact that she was able to arrange a workshop with the elected officials in Lewis County and he was more than pleased that they were open in their discussions, particularly Commissioner Hilpert of Lewis County, who set forth the very pertinent concerns he has about the library service. His main concern seemed to be whether or not Timberland was doing things as effectively cost conscious-wise as possible. Dr. Lawrence was of the opinion that the Commissioner left the workshop with a little better feeling that the library is trying to run itself in a cost-effective manner.

He said that one thing to come out of the workshop was the suggestion by Commissioner Stan Lawrence that a community display case be set up in the courthouse lobby and Commissioner Lawrence invited the library district to prepare a display explaining the services, outreach programs, etc. Dr. Lawrence thought that Michael Sheafe might help plan this project, keeping in mind the economical factor and the fact that it should be a general utility information center that can be used by others and not strictly a library-oriented facility. He thought this a tremendous opportunity for the Board and felt that an exhibit should be prepared for each county.

He said that he would like to see a plan of action as to what could be prepared for this project and what a follow-up would be concerning other counties. He also felt the director ought to prepare a letter over the Chairman's signature to the Chairman of the Board of Winlock thanking them for being the host library in this endeavor and complimenting them on the fine results.

All Board members concurred with this and Mrs. McArthur again praised Mrs. Stough for her efforts on behalf of this workshop.

Dr. Lawrence made the comment that he thought the Board should make a conscious effort to extend Board praise and thanks to both junior and senior staff for contributions of merit.

In conjunction with this Mr. Keiski made the following observations: He thought a scholarship-type or an assistantship fund might be set up, not using Timberland money but rather personal contributions from Board members, which would be awarded to a deserving staff member for purposes of attending class or a conference which he or she might not otherwise attend. He thought this might be done on an annual basis. Board members were enthusiastic about the idea and Mr. Keiski said he would think the plan through and bring it up in more detail at the next meeting.

B. Staff

1) Director - Mrs. Morrison

Mrs. Morrison mentioned a very productive meeting in Yakima which she attended at which was discussed library district plans and "where we went from there" finance-wise.

On Monday afternoon the State Library Commission appointed her to the Washington State Advisory Council on Libraries for a two-year term beginning in September, which position she accepted.

2) Assistant Director, Western - Mrs. Barton

Mrs. Barton submitted a written report and particularly brought to the Board's attention her concern about the subject matter which had been inserted in their folders.

She wanted the Board to be aware of the paragraph in her report regarding Naselle and the possible building of a library building there.

Mrs. Barton attended a meeting in Wenatchee at which the State Librarian of Hawaii described his state-wide system of libraries, on which she said she would report at a later date.

Mrs. Barton reported on the Ocean Park matter. The school building there will never be used by the school again, but the School District is favorably disposed to let the community do something with the building. They are planning to use it as a total community center with arts and crafts activities, sports, meeting rooms, etc. Rather than the present facility for the library which contains about 500 square feet, they prefer to move the library to another two-room section, taking out one partition to make it 1300 square feet. They want Timberland Board to decide whether they can move on this. Mrs. Barton's recommendation was made that this plan be carried out.

MR. KEISKI MOVED THAT THE BOARD CONCUR WITH STAFF RECOMMENDATION ON THE OCEAN PARK PROGRAM AND AUTHORIZE THEM TO CARRY OUT NECESSARY EXPANSION COOPERATION AS OUTLINED IN THE JUNE 20, 1973, REPORT, THIS AUTHORIZATION TO INCLUDE NECESSARY EXPENDITURES FOR SHELVING, CARPETING AND PAINT IN THE APPROXIMATE AMOUNT OF \$3,000.00. SECONDED BY MRS. HAGEN. VOTED UPON AND UNANIMOUSLY CARRIED.

3) Assistant Director, Eastern - Mrs. Stough

Mrs. Stough submitted a written report. Attention was called to the paragraph in her report having to do with innovative and creative staff changes.

Mr. Keiski said that he could see no reason why such staff changes could not be made administratively. If people wanted to come in at 7:00 a.m. and leave at 4:00 p.m., for instance, so long as the normal flow of business continues, he felt inclined to try the idea. The change should be advertised, however, so that people would be aware of it.

The Board concurred that innovative ideas and changes could and should be made from the administrative level.

4) Central Services Supervisor - Mrs. Bruhns

Mrs. Bruhns submitted a written report.

5) Business Manager - Mr. Ayres

Mr. Ayres deferred to a later time in the meeting to give his report.

6) Community Relations Officer - Mr. Sheafe

Mr. Sheafe submitted a written report.

The chairman diverted from the written agenda at this point and unfinished business was taken up.

6 Unfinished Business

A. Consider contract proposal from Shelton Library Board

Dr. Lawrence reported that he would be meeting with Dr. Maranville sometime in the next week and would report back to the Board.

B. Consider job description for Extension Services Librarian

Dr. Lawrence suggested the following additional changes be made in the job description: The wording to include "programs and personnel". He also felt that No. II (C) should be more specific as to the particular type of technological developments.

Mr. Keiski suggested that the word "planning" in the first line be changed to "utilization" of equipment.

DR. LAWRENCE MOVED THAT WITH THE FOREGOING CHANGES, THE JOB DESCRIPTION FOR EXTENSION SERVICES LIBRARIAN BE APPROVED. SECONDED BY MR. KEISKI. VOTED UPON AND UNANIMOUSLY PASSED.

C. Consider personnel policy revisions

Mrs. Morrison reported that shortly after the last Board meeting she had written to Mr. Bernethy stating that the Board had moved to make personnel policy changes at the next meeting. A response was received from the Secretary of the Union, which Mrs. Morrison read to the Board. Following Board discussion the following motion was made:

DR. LAWRENCE MOVED THAT THE BOARD ADOPT PERSONNEL POLICY CHANGES REGARDING MATERNITY LEAVE. SECONDED BY MRS. HAGEN. VOTED UPON AND UNANIMOUSLY ACCEPTED.

Dr. Lawrence suggested that the director convey to the union that the Board did not accept the union's position regarding Item 2, having to do with annual physical examinations for bookmobile drivers and leave of absence.

D. Report from Mr. Harry Sutcliffe on Supplemental Retirement Plan

This report was heard earlier in the meeting.

E. Set official date for Timberland North Beach Library Opening

The Board agreed to ask the director to arrange with staff the official date for opening of the Timberland North Beach Library.

7

New Business

A. First Revision of 1973 Budget

Following Board discussion the following motion was made:

DR. LAWRENCE MOVED THAT STAFF RECOMMENDATION BE ACCEPTED CONCERNING ALLOCATION OF THE SUM OF \$9,500 INTO THE RESOURCE DIRECTORY PROJECT. SECONDED BY MR. KEISKI. VOTED UPON AND UNANIMOUSLY CARRIED.

B. Consider changes in Timberland Ocean Park Library

Considered earlier in the meeting.

C. Consider reclassification of position #253 from Range 6 to Range 7

Following discussion and with benefit of staff recommendation the following motion was made:

MR. KEISKI MOVED THAT THE CLASSIFICATION OF POSITION #253 BE UPGRADED FROM RANGE 6 TO RANGE 7, OR FROM EQUIVALENT OF CLERK I TO EQUIVALENT OF CLERK II. SECONDED BY MRS. HAGEN. VOTED UPON AND UNANIMOUSLY CARRIED.

D. Consider resolution regarding payroll management

Following Board discussion, during which Dr. Lawrence said that he had earlier discussed the resolution with the director and was convinced that it would be a sound business management decision, the following motion was made.

DR. LAWRENCE MOVED THAT THE BOARD ACCEPT ADOPTION OF THE RESOLUTION REGARDING PAYROLL MANAGEMENT. SECONDED BY MR. KEISKI. VOTED UPON AND UNANIMOUSLY CARRIED.

Mr. Keiski suggested that if as a result of adoption of the foregoing resolution it became necessary to increase insurance on bonded employees because of upgraded responsibilities, that this be done routinely. Mrs. Morrison responded by saying that this was in the process of being accomplished.

E. Consider approval for University of California (Santa Cruz) Workshop on Circulation Systems June 29-30 - \$265

Following Board discussion in which staff recommendation was voiced that Alma Greenwood be selected as the candidate to attend the workshop in California, the following motion was made:

MR. KEISKI MOVED THAT THE BOARD APPROVE ATTENDANCE BY A CANDIDATE AT THE UNIVERSITY OF CALIFORNIA WORKSHOP ON CIRCULATION SYSTEMS JUNE 29-30 AND THAT \$265.00 BE ALLOCATED TO COVER EXPENSES OF SUCH CANDIDATE. SECONDED BY MRS. HAGEN.

Discussion followed and Mr. Keiski in essence was of the following opinion: He felt it most important that staff take advantage of these out-of-the-area workshops so as to obtain an overall "big picture" of the library scene and see what other libraries and other librarians in other locations are doing. He felt that staff should be encouraged to push out and apply for these advantageous occurrences even though they be compelled to seek compensation to cover expenditures. The benefits to be reaped by staff, tangible or intangible, would be rewarding to them all.

Mrs. McArthur concurred and made the comment that Timberland was continuing to grow and the only way to keep up with what was taking place outside the area was to have representation at the workshops.

Dr. Lawrence made the observation that he felt that an evaluation study of the results of such workshops would perhaps be in order, so that the immediate tangible benefits of such participation might be known; in other words, a concrete justification for sending staff on these trips, not specifically any particular trip but an evaluation of the whole program of updating staff. He concluded by saying that he was in no way opposed to staff participation at these events, but felt that tangible benefits should be obtained.

F. Consider job description for Planning Coordinator

Dr. Lawrence suggested delaying this consideration until the next Board meeting, and Mrs. McArthur suggested a study session on the matter in the meantime.

G. Consider approval for PNLA Conference August 22, 23, 24 in Portland for 5 staff and/or board members. \$450.00

After Board discussion the following motion was made:

DR. LAWRENCE MOVED TO ACCEPT STAFF RECOMMENDATION AND APPROVE ATTENDANCE FOR FIVE STAFF AND/OR BOARD MEMBERS AT THE PNLA CONFERENCE IN PORTLAND ON AUGUST 22, 23, 24 AND TO COVER EXPENSES TO THE SUM OF \$450.00. SECONDED BY MR. KEISKI. VOTED UPON AND UNANIMOUSLY CARRIED.

5 Communications

A. Letter from Napavine

Mrs. Morrison read a letter from Mr. A. John Hall of the legal firm of Campbell and Hall in Chehalis dated June 14, 1973, regarding the town of Napavine. The letter expressed dissatisfaction with Timberland service to the Town of Napavine, and said that for the percentage of people who apparently utilized the library services the expense was not warranted. Mr. Hall said that the town would honor its commitment regarding the present contract with Timberland until December 31, 1973, and that the letter dated June 14, 1973, along with letter from the Council dated April 11, 1973, should be considered notification to terminate on said date. The Council would re-examine the matter later in the year if it appeared that reasonable effort was made to improve the service.

It was agreed to "see what we could do."

B. Letter from Secretary of Local #2053

This letter was read earlier in the course of other discussion.

C. Letter from South Bend (not on agenda)

Note of appreciation for Timberland's service at the local South Bend Library from a member of a family who enjoyed all facets of the service from ordering books to the children's story hour. This letter was written by Mrs. Katy Krauss.

D. Letter from Mr. and Mrs. Gary Plews of Shelton, Washington.
(Not on agenda)

The letter stated that as heavy users of the Shelton Public Library, they felt that the library supplied economical, friendly and high-quality service. They felt the new non-resident fee was justified in order that the library be reimbursed in some way for providing this excellent service. They urged Timberland's cooperation in helping Mason County citizens receive complete library service through a cooperative agreement with the Shelton Public Library.

Mrs. Hagen said that an anonymous donation had been received through Friends of the Library in Aberdeen, thanking Timberland for its wonderful service. Another \$5.00 check was received from the resident manager of ITT Rayonier who also said "thank you" for the wonderful service.

There being no further business to come before the meeting the same was adjourned at 9:35 p.m.

NOTE: After the meeting adjourned to allow Mr. Keiski to leave early, Joy Ayres gave a brief business manager report for the remaining Board members, as requested by Dr. Lawrence (Agenda Item 4 B (5)).

AGENDA ITEM
NO.

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June 21, 1973

Ronnie E. Morrison
Secretary

William H. Haver
Chairman

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