

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

September 20, 1973

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BOARD OF TRUSTEE MEMBERS PRESENT:

Dr. Wm. Lawrence, Vice-Chairman - Lewis County
Raeburn Hagen, Trustee - Grays Harbor County
Robert Baker, Trustee - Lewis County
Ruth Schmidt, Trustee - Thurston County

BOARD OF TRUSTEE MEMBERS ABSENT:

Rita McArthur, Chairman - Mason County
Donald Cox, Trustee - Pacific County
Elmer Keiski, Jr., Trustee - Thurston County

STAFF PRESENT:

Louise E. Morrison, Director
Mary Stough, Assistant Director, Eastern Area
Barbara Bruhns, Central Services Supervisor
Joy Ayres, Business Manager
Michael Sheafe, Community Relations Officer
Stella Steuby, Public Information Assistant
Peg Coppinger, Olympia Librarian
Irene Robbins, Service Center
Christine Bradley, Olympia Children's Librarian
Gayle Lattie, Centralia Reference Librarian
Yvonne Seidler, Service Center
Alma Greenwood, Olympia Reference Librarian
Sharon Boring, Board Secretary

OTHERS PRESENT:

Hamlet Hilpert, Chairman, Lewis County Board of Commissioners

The meeting was called to order by the Vice-Chairman, Dr. William Lawrence, at 7:35 p.m.

Mrs. Morrison introduced two new staff members to the Board: Christine Bradley, Olympia Children's Librarian and Gayle Lattie, Centralia Reference Librarian.

The Director announced that Mrs. Barton had exploratory surgery at 5:00 p.m. today and probably would be out approximately six weeks. She also reported that Mrs. McArthur's father passed away last night in Utah.

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1 Approval of minutes of the August 16, 1973 meeting

Mr. Baker reported a correction in wording on page 2 in the last paragraph. The third sentence should read: In an area that would be ideal for a Timberland outlet, Timberland was offered some 2,000 square feet at 30¢ per square foot, including heat, air conditioning, water, and utilities, in a structure to be built within 90 days.

There being no further corrections or additions to the minutes, MR. BAKER MOVED THE MINUTES BE ACCEPTED. SECONDED BY MRS. SCHMIDT AND UNANIMOUSLY CARRIED.

2 Approval of Vouchers

After a brief discussion, MRS. HAGEN MOVED TO ACCEPT THE VOUCHERS. SECONDED BY MRS. SCHMIDT AND UNANIMOUSLY CARRIED.

3 Reports

A. Board

1) Budget Committee

Dr. Lawrence asked the Director to discuss the budget status since the Chairman of the Budget Committee, Mr. Keiski, was absent. Mrs. Morrison reported that the total operating budget as projected in the preliminary is \$2,048,461. The budget as it has been written reflects the requests which were submitted by staff committees and various building supervisors. She said that everyone is well aware that it will be far from what Timberland will probably have as operating funds.

The director stated that the figures in salaries, wages and employee benefits as projected would be \$1,279,801, which includes all of the staff positions, reclassifications, all of the new positions which were requested, and a 5% raise for all positions.

The director said that under II. Maintenance and Operation, the total for Contractual Services is close to what it will need to be in the final budget to maintain present levels of service. She said that Item E, Book Processing, will depend upon the dollars budgeted for hardbound books and phono-records and will change accordingly.

Capital Outlay for Library Materials is \$371,252 in this preliminary budget. The director said that this reflects a gain of about \$80,000 over 1973. She said that \$48,000 of the materials is for audio-visual materials.

Dr. Lawrence said that when he and Mrs. Schmidt, as members of the budget committee, began to review the preliminary budget they came

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to realize that this consideration of full service needs is a target at which to aim. He said that they had discussed the desirability of a different budget format which would allow development of a "track record" in establishing and meeting goals. He said that he had taped his reactions at the budget meeting for board members who were not present and the tape is available from the director.

Mrs. Morrison said that she would hope the Board would approve this as a preliminary figure only. She said the staff has only a rough estimate as to what the revenue will be and is waiting for final assessed valuations. She said it would appear that the final income would come out about \$1,650,000 at the very maximum. The Director said the staff has some good ideas where cuts can be made and she would hope that the Budget Committee would be able to meet with the staff before the meeting next Thursday to adopt the final budget.

Mr. Baker asked what vehicle purchases were anticipated in the \$48,000. Mrs. Morrison said the staff has had requests for three bubble-top vans with shelving, one sedan, and one new bookmobile. She said that the bubble-top vans would be used to release some bookmobile time and for further outreach. Dr. Lawrence said the Board should take a hard look at buying a bookmobile when the district might be able to buy two or three more flexible vans.

MRS. SCHMIDT MOVED THAT THE PRELIMINARY 1974 PROJECTED BUDGET IN THE AMOUNT OF \$2,048,461 BE APPROVED. SECONDED BY MRS. HAGEN AND CARRIED UNANIMOUSLY.

Mrs. Hagen asked what the procedure is if the media wishes to inquire about the preliminary budget. Mrs. Morrison said that she wished the media would inquire of Board Members rather than call her. Mrs. Hagen said she is concerned because it is very difficult to justify a budget of \$2,048,461 at one moment and a budget of \$1,650,000 a week later. She said the second figure never catches up with the first figure. Mr. Baker said the news media needs to be informed what a preliminary budget is. He said the preliminary budget is only an outline of needs.

MRS. HAGEN MOVED THAT THE BOARD CALL THE PRELIMINARY BUDGET FOR 1974 AN "ESTIMATE OF PROJECTED NEEDS." SECONDED BY MR. BAKER AND CARRIED UNANIMOUSLY.

2) South Mason Site Committee

In Mrs. McArthur's absence, Mrs. Morrison reported for this committee. She said Mrs. McArthur had set up several meetings with Mr. Kneeland. The first one was unproductive as Mr. Kneeland felt he was not even willing to discuss the Board's first offer of 30¢ per square foot for the 2,000 square feet of space which the Board anticipated leasing at the Kneeland Center site. She said that Mrs. McArthur had suggested that the letter to Mr. Endicott, which had been composed

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after the Montesano meeting, be redone with blanks instead of figures and have Mr. Kneeland fill in the blanks as tentative agreement was reached on each point. The letter to Mr. Kneeland with the filled-in blanks read:

"The undersigned agree to the proposal which follows, contingent upon the approval of the Timberland Regional Library Board of Trustees for final approval:

1. That the Timberland Regional Library rent 2,000 square feet of a building to be constructed by Mr. John Kneeland at the Kneeland Center site;
2. That an initial lease of 5 years be written with provision for continual renewal;
3. That the monthly cost per square foot to the Timberland Regional Library be 33¢; said cost to include the initialed options which follow:
 - a. air-conditioning J.C.K.
 - b. heat J.C.K.
 - c. water and utilities J.C.K.
 - d. janitorial service DELETE J.C.K.
4. That Timberland Regional Library can expect occupancy within approximately ninety (90) days from the start of construction, with construction to begin within 15 days after the ratification of this agreement by Mr. Kneeland and the Timberland Regional Library Board of Trustees;
5. That the Timberland Regional Library director or the director's appointed representative be consulted during the planning stages regarding carpet type and color, lighting, restroom facilities, office space, entrances, exits, and provision immediately to the building for covered bookmobile parking;
6. That a formal agreement be drawn up between the two parties within 10 days following approval of this tentative agreement by the undersigned providing that it is approved by the Timberland Regional Library Board of Trustees.

Rita H. McArthur

John C. Kneeland"

Mrs. Morrison said that Mrs. McArthur had called her last night and asked her to tell the Board that she sincerely hoped they would ratify the agreement. Mr. Baker said he felt that the condition in Item No. 4 to have construction begin within 15 days after ratification of this agreement would set a condition for the contractor which could not be met. After some discussion, MR. BAKER MOVED THAT THE BOARD APPROVE THE AGREEMENT FOR THE LEASE OF SPACE FROM JOHN KNEELAND AS OUTLINED IN THE LETTER DATED SEPTEMBER 19, 1973, FROM TIMBERLAND REGIONAL LIBRARY TO MR. KNEELAND WITH THE PROVISIO THAT IN ITEM NO. 4 THE TIME LIMIT BE

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CHANGED TO 25 DAYS. MRS. SCHMIDT SECONDED THE MOTION. EACH BOARD MEMBER VOTED SEPARATELY ON THIS MOTION AND IT PASSED UNANIMOUSLY.

B. Staff

2) Assistant Director, Western Area - Mrs. Barton

Mrs. Stough said Mrs. Barton had submitted a written report which needed no additions.

3) Assistant Director, Eastern Area - Mrs. Stough

Mrs. Stough submitted a written report and commented that the problems and concerns are the same as last year. Those for the most part are the physical needs which the district is not able to do anything about.

Mrs. Stough reported that use at the Packwood Library is very good. Mr. Baker said the people with summer homes have been impressed with the quality of service and availability of materials. He said he has had much favorable comment on the personnel. Mrs. Stough said the staff has asked for an increase for 11 more staff hours at Packwood. Mrs. Stough said they had an emergency situation at Packwood when the librarian's husband was taken to the hospital and the other librarian was not available. However, the two librarians have been able to take care of the situation, she said.

1) Director - Mrs. Morrison

Mrs. Morrison said she had attended the PNLTA Trustee's Section Meeting at Mrs. McArthur's request as Mrs. McArthur had to leave again. She said her report of the meeting was in the folders along with a copy of her labor relations speech.

The library district directors met August 17 at Sno-Isle and recommended that WLA approve a new legislative package.

The Director said she attended the Ilwaco Board meeting on September 4 and was very pleased to have Don Cox attend the meeting.

Mrs. Morrison said the State Library Commission will meet again on Thursday, October 4. The Director said that she assumed it will be to adopt final rules and regulations on fund distribution. She said that she was advised yesterday that the state library has been authorized to release the SJR-1 tax loss funds and Timberland can expect a warrant within several weeks.

The Washington State Advisory Council on Libraries will be having a two-day meeting on October 5 and 6, which is an orientation meeting. Mrs. Morrison said she will be attending for the first time.

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5) Central Services Supervisor - Mrs. Bruhns

Mrs. Bruhns submitted a written report. She emphasized that requests coming into the Service Center have continued higher than last year but the rate of increase has lessened. Mrs. Bruhns said she does not see how, without extra help, her staff can keep up this pace if it continues to increase. The requests that came into the Service Center this month were 15% above last year. Almost twice as many books have been circulated from the Service Center as for the same month last year.

Dr. Lawrence asked about the nature of requests on the WATS line. Mrs. Bruhns said it has been mostly for books. Mrs. Greenwood said for the first time there have been school requests, especially from students requesting magazines. She also said there have been a few informational requests from smaller libraries and that these are increasing.

4) Business Manager - Mr. Ayres

Mr. Ayres said the Director asked him to redo the tracking charts due to the court-ordered reduction of income and due to the fact that tax-associated monies have been included in the miscellaneous receipts in the past. Also, he said he has gone to a completely bar graph system which will be more informative for the board than the previous tracking charts because it is easier to read.

Revenue: Incorporated areas - \$332,997, which is 73% of the total. The incorporated areas dropped from \$515,356 to \$454,268 because of the court reduction. The unincorporated areas went from \$1,029,797 to \$907,747. Unincorporated receipts - \$615,000, which is 67% of the total.

Miscellaneous receipts: \$52,000 from the previous chart went into tax income in unincorporated areas, bringing total back to \$51,110. The total is up to \$83,000 but much of this money has been committed by previous board action.

Interest Receipts and Expenditures: Interest-bearing notes are \$1,189, and this month Timberland has \$49 still on interest-bearing notes. This will be the lowest month for this because approximately \$20,000 has come in this month in terms of revenue.

Salaries and Wages: Budget figure of \$578,000, expended \$593,000. The budget in this area has not been revised since the first of the year and several changes have been authorized.

Telephone: Over the projected budget--one reason being the WATS line was not budgeted for at the beginning of 1973.

Postage: Well within the budget. Budget figure of \$13,720 and expended \$11,863.

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Vehicle Operation: Budget figure of \$10,000 and expended \$7,314.

Materials and Supplies: \$3,000 overexpended in this category, partly due to the printing of many thousands of TRL Services Brochures.

Transportation: \$896 overexpended but should come back into the limit now with major conferences over.

Dr. Lawrence asked if any senior staff members had any comments. Mrs. Coppinger reported there was not much news from Olympia since the library board has not met for two months. She said the city commission had tabled their Community Priority Study Committee until after the election.

4

Communications

A. Letter from Thurston County Sheriff

Mrs. Morrison read a letter from Don Redmond, Thurston County Sheriff, thanking Timberland Regional Library for the number of books sent to the Thurston County Jail each month for the benefit of the inmates. Mrs. Morrison said these are paperback books which are part of the outreach program.

Mrs. Stough said she had a brief meeting with the gentlemen in charge of the Reception Center at the Correction Center and told him next year things are going to be a little leaner. He has been most grateful for the willingness of Timberland to place paperbacks there. He asked that Timberland not cut them too badly. Mrs. Schmidt asked if there would be any way to make an appeal to the Friends groups to donate some books to the Reception Center. Dr. Lawrence suggested that they might be advised to make a specific contract with Timberland for a certain level of service.

6

New Business

A. Consideration of Preliminary 1974 Budget

Considered earlier in the meeting.

B. Sale of "parade trailer"

Mr. Sheafe said an offer of \$20 has been received from the Hoquiam Loggers Playday for the parade trailer. The Board authorized Mrs. Morrison to accept the offer since formal bids were not required on such a small item.

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Other Agenda Items

A. Dr. Lawrence said the director had made reference to the fact that the union requested that negotiations be opened as soon as possible. Dr. Lawrence said the Board might want to consider some

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changes on the Labor Relations Committee. He said his availability will be limited, and suggested that Mr. Keiski join the committee. Mrs. Morrison said he has been tied up with meetings in the Clover Park School District. Dr. Lawrence asked the Director to obtain a series of dates so he can work a meeting into his calendar.


B. Dr. Lawrence told Commissioner Hilpert the Board was pleased to have him attend the meeting and asked if he had any comments. The Commissioner said he is all in favor of good library service. He said he is pleased with the facilities at Packwood and Winlock. From that standpoint, he said he had no adverse comments to make. He said the thing that concerns him are finances in general and the impact upon all property owners. He said it behooves all junior taxing jurisdictions to make every effort to keep expenditures within the millage allocated and not build budgets to the maximum.

C. Mrs. Coppinger said that Mrs. Morrison stated at the last librarian's meeting that the Board might draw up some guidelines for library actions relative to the power crisis. She asked what the librarians should be doing in this matter. Dr. Lawrence said there may be some guidelines from the counties concerning public operations which would be a beginning point as far as developing guidelines for Timberland.

D. Mrs. Morrison told the Commissioner that Lewis County is the only county where Timberland does not use the county gas pump. She asked if it would be appropriate to address a letter to the commissioners of Lewis County regarding this. Commissioner Hilpert said this would be all right.

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


Secretary


Chairman