

TIMBERLAND REGIONAL LIBRARY
Board of Trustees Special Meeting
1006 Sleater-Kinney S.E.
Lacey, Washington

September 27, 1973

BOARD OF TRUSTEE MEMBERS PRESENT:

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

BOARD OF TRUSTEE MEMBERS ABSENT:

Rita McArthur, Chairman - Mason County
Elmer Keiski, Trustee - Thurston County

STAFF MEMBERS PRESENT:

Louise E. Morrison, Director
Mary Stough, Assistant Director, Eastern Area
Joy Ayres, Business Manager
Mike Sheafe, Community Relations Officer
Rosalie Spellman, Aberdeen Librarian
Mary Russell, Lacey Librarian
Ann Marie Ratliff, Olympia Librarian
Marian Osterby, Centralia Librarian
Sharon Boring, Board Secretary

OTHERS PRESENT:

Bob Jacobsen, Lewis County Commissioner
Stan Lawrence, Lewis County Commissioner (arrived at end of meeting)

The meeting was called to order at 7:40 p.m. by Vice-Chairman, Dr. William Lawrence, who ascertained that four counties were represented for adoption of the budget in accordance with board by-laws.

Dr. Lawrence said the only item of business was the approval of the 1974 operating budget. He said there were some things the Board should be apprised of before considering the business of the evening. The budget that was approved last Thursday night was really a list of projected needs for the region and was so entitled "Projected Needs" for expenditures to maintain and enhance the service of the regional libraries for 1974. This budget figure was somewhat in excess of \$2,000,000. He said the problem the Board was faced with was the fact that the county assessors' offices in the five counties were not able to supply the new construction figures or the total assessed value of the unincorporated properties. Therefore, the board could not establish millage for the unincorporated areas to be used as a basis for contracting cities. The problem facing the Board was that it would not be possible to tie the 1974 operating budget to the anticipated revenue. Dr. Lawrence said the staff was relying upon experience in coming up with the budget figure.

Dr. Lawrence said the director carried back to the staff Budget Committee (Mrs. Osterby, Miss Russell, and Mrs. Spellman) that the budget would have to be reduced by at least \$400,000. The Budget Committee took this under advisement and submitted a budget for 1974 of \$1,636,143, which is about the same level of expenditures as for this year's operations in the revised 1973 budget. Some urgent needs in salaries had been identified and needed to be met. The staff has proposed a 5% salary increase for all steps and grades with the exception that pages be held to 1973 salary level.

Dr. Lawrence said Timberland can absorb a 5% salary increase in a static budget in the following manner:

- 1) Reduce the expenditures for new materials from \$371,252 in the needs proposal to \$218,003.
- 2) Cut in the book processing fund from \$119,000 to around \$78,000. This is possible because of the reduction in the purchase of new materials and savings in the processing costs.
- 3) Capital outlay budget for equipment proposed last week was \$78,000; in the new 1974 budget the Budget Committee has suggested \$7,500.

Dr. Lawrence said there were other details throughout the budget and if the Board wanted a detailed review the staff was prepared to discuss it. Dr. Lawrence said essentially the Budget Committee was proposing \$1,636,143 for the 1974 budget, recognizing that the board hopes to target in at or just slightly above the revenue that will be coming from millage, which has not been calculated.

Dr. Lawrence said he found while reviewing the budget with the Director that there is nothing in the budget for professional meeting attendance by staff. Dr. Lawrence said the chair would recommend that the board identify an approximate \$2,500 budget item so that senior staff can participate in professional meetings. He said that this was his only definite recommendation as to specific budget items. He said the Budget Committee Chairman would recommend that the 1974 operating budget of \$1,636,143 as of this date be adopted. The meeting was opened for discussion.

Mr. Baker asked how the budget would be adjusted to include \$2,500 for professional meetings. Mrs. Morrison said that much may not be too difficult to find. She said she felt the senior staff should at least offer this in exchange for raises for the entire staff. Mrs. Morrison said for the most part it is senior staff who attend professional meetings, though at the regional and state level they have tried to get more and more participation from all levels of staff. She said she would hope this would not be limited to senior staff alone. The director said that it may be possible to do some shifting around to come up with the \$2,500. Mr. Ayres said there is \$1,000 in the art print collection, which could be used towards the \$2,500. Dr. Lawrence said a revised 1974 budget will have to be made and at that time the staff would have to incorporate this item. Mrs. Ratliff said if no new art prints are purchased in 1974 the only money needed would be money for repairs. She said so far they have circulated three months with no damage. The prints have been receiving good circulation.

Mrs. Hagen commented that she was sure everyone was concerned with the cut in materials but could see no other way. She said the Board has to give priority to staff this year.

Mr. Cox said he had no comments. He asked if a possibility exists that any of the monies the district is losing will be reinstated. Mrs. Morrison said there is a possibility next year but that possibility rests in the hands of the state legislature. Mrs. Morrison said she does not think there is any chance Timberland's tax income and other income could get above the budget figure. Mrs. Schmidt said she had no comment.

Mrs. Ratliff said she was concerned about the paperback budget. She said it distresses her to see it is more than the audio-visual budget. She said she is for a higher audio-visual budget. Mrs. Stough said that there are less paperback books in the libraries themselves. She said the paperback budget reflects Timberland's outreach and work with institutions. Mrs. Stough said these are commitments--moral commitments in a way. Mrs. Morrison said Timberland has a contract which pays the district to serve the institutions. She said the audio-visual collection was built up and extra funds were put in audio-visual equipment and supplies in 1972 and 1973 to build up these collections. She said the paperback collection is something which has to be done on an annual basis. Mrs. Ratliff said she feel audio-visual materials need to be built up on an annual basis too. Dr. Lawrence said the Board finds this kind of dialogue among the staff constructive and encourages it. The director agreed.

The chairman said the Board appreciated Commissioner Hilpert's attendance last week and was glad to have Commissioner Jacobsen here tonight. Dr. Lawrence said cutting book materials from a library is a very agonizing thing for professionals to undertake. Timberland has lost some people of promise in the library as a result of salaries and has had minimal types of increases in the past. He said that Timberland is facing a negotiating session with the union asking for a 14% salary increase. Dr. Lawrence said that perhaps next year the revenue picture will look more favorable or maybe libraries will be on a state-wide funding system and relieve the counties of their direct burden as some see it. Mrs. Hagen commented that the Board had considerable input on the subject of staff salaries from local boards who felt strongly their staff was underpaid. Dr. Lawrence asked if any other staff had comments on this. Mrs. Morrison said her comment would be pretty much a repetition of what Mrs. Hagen said because it is her understanding that the Aberdeen City budget is proposing a larger increase than Timberland is able to give. Mrs. Morrison said one of Timberland's problems is that it does not have revenue-sharing funds like the state, counties, and municipalities. Mrs. Spellman said that if the 5% raise goes through it will be a morale factor. She said her library has lost two very good people this year because of salaries. Mrs. Osterby said she is training two new people now because of staff changing jobs for better salaries. Miss Russell said she thought Timberland should give a plug to everyone on staff who is working at these salaries, especially people in the Olympia area where the state and courthouse salary scales are above Timberland's. She said Timberland is losing good people who would rather work in the library because they like library work, but cannot afford to stay. Mrs. Ratliff said she echoes what Miss Russell said. Commissioner Jacobsen said he had no comments. He said he came to learn more about the library system and feels that he has.

MR. BAKER MOVED THAT THE BOARD ACCEPT THE RECOMMENDATION OF THE BUDGET COMMITTEE AND ADOPT THE PROPOSED 1974 BUDGET OF \$1,636,143. SECONDED BY MRS. HAGEN. Dr. Lawrence said the chair would remind the Board that it is adopting \$1,636,143 but can anticipate some reduction in this operating budget dependent upon what the revenue will be after the millage levy is ascertained. THE BOARD WAS POLLED INDIVIDUALLY AND ALL VOTED IN FAVOR OF THE MOTION.

The meeting was adjourned at 8:20 p.m. After the meeting was adjourned, Commissioner Lawrence arrived. The Board spent time with the Commissioners answering questions and telling them more about Timberland.


Secretary


Chairman