

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

October 18, 1973

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TIMBERLAND REGIONAL LIBRARY
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October 18, 1973

BOARD OF TRUSTEE MEMBERS PRESENT:

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

BOARD OF TRUSTEE MEMBER ABSENT:

Dr. Wm. Lawrence, Vice-Chairman - Lewis 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
Irene Robbins, Service Center Librarian
Margaret Mundt, Yelm Librarian
Mary Russell, Lacey Librarian
Alma Greenwood, Olympia Reference Librarian
Marian Osterby, Centralia Librarian
Pat Doran, Service Center
Sharon Boring, Board Secretary

OTHERS PRESENT:

Frank Pratt, Chairman, Lacey Board
Jeannette Ford, Lacey Board
John McGimpsey, Lacey Board
Tim Bergman, Lacey Board
Bill Tilton, Chairman, Centralia Board
Roseanne Bridgham, Centralia Board
Frank Rosa, Centralia Board
Mrs. Russell Denney, Centralia Board
Janet Blumberg, Future Staff Member

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

Centralia Board Members and Lacey Board Members were introduced. Janet Blumberg, future staff member, and Margaret Mundt, new Yelm Librarian also were introduced to the board.

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- 1 Minutes of the September 20, 1973 regular meeting and
Minutes of the September 27, 1973 special meeting

MR. BAKER MOVED THAT THE MINUTES OF THE SEPTEMBER 20 MEETING BE APPROVED AS PRESENTED. SECONDED BY MRS. SCHMIDT AND CARRIED UNANIMOUSLY.

Mr. Baker requested two minor corrections in the minutes of the September 27 meeting. On page 2, fourth paragraph, the sentence should read: "He said the Budget Committee Chairman would recommend that the 1974 operating budget of \$1,636,143 as of this date be adopted." On page 3, fourth paragraph, the sentence should read: "Dr. Lawrence said cutting book materials from a library is a very agonizing thing for professionals to undertake."

There being no further corrections or additions to the September 27 minutes, THE MINUTES STOOD APPROVED AS CORRECTED.

- 2 Approval of Vouchers

The director asked the Business Manager to discuss any unusual vouchers. Mr. Ayres said Voucher No. 3189 was for the painting of a sign for the North Beach Library by one of Timberland's employees on her own time. He asked if the board had any reservations concerning this because the work is good and is a considerable savings to Timberland over quoted commercial prices. There were no reservations expressed by the board.

MRS. HAGEN MOVED TO ACCEPT THE VOUCHERS. SECONDED BY MRS. SCHMIDT AND UNANIMOUSLY CARRIED.

Mrs. McArthur said that apparently, since the board approved the vouchers, they had no objection to having an employee do work on his own time as long as the work is satisfactory.

- 3 Reports

A. Board

- 1) South Mason Library - Mrs. McArthur

Mrs. McArthur said the only thing to report was that she had talked with Mr. Kneeland on the telephone and he was on his way to the bank at that time. She said she was sure things would crystalize very shortly and felt that it would be unwise to pressure Mr. Kneeland unduly. Mrs. McArthur gave some background information of the South Mason Library Project for the benefit of the visitors.

B. Staff

- 1) Director - Mrs. Morrison

The director reported that on September 25 she had attended the second meeting of the new Cosmopolis Board. She said it was a lively group and had expressed great interest in knowing more about Timberland.

On October 2, Mrs. Morrison said that she attended the Library District Directors Meeting at Leavenworth. It was a fruitful meeting in which some sharing of ideas from other library districts may be very beneficial for Timberland. She said that, for example, in August the district directors discussed the possibility of planning a state-wide mail order catalog. Mrs. Morrison said that she had asked King County and Pierce County library directors previously if it might be possible for Timberland to share in their paperback mail-order catalog service. Also, Fort Vancouver Regional was planning to start a paperback mail-order catalog service. So, the directors of all these districts discussed it and recommended that a study be done as to the feasibility of doing this on a state-wide basis from one central point. There has been a grant made from the Office of Education for over \$7,000 to study the feasibility of this.

On October 4 Mrs. Morrison said she had met with the Lacey Board. Board members there were interested in knowing what Timberland's activities are, finances for 1974, etc. It was a very good meeting, she said.

On October 5 and 6 Mrs. Morrison reported that she attended her first Advisory Council meeting, which was an orientation for new members. She said a presentation was made by the Office of Program Planning and Fiscal Management which she would like the Board to see some time when it could be arranged.

On October 10, Mrs. Morrison said she and Mrs. Stough and Tom Hannan and Jean Wieman from the Superintendent of Public Instruction Office discussed leadership training workshop possibilities. Since Mrs. Barton had been working on this, she and Mrs. Stough had tabled it temporarily until they all can work on it together.

Mrs. Morrison reported that Mr. Ayres was off for three days of vacation.

The director said that the October 15 State Library Commission meeting produced a report of the study of the Civil-Service-exempt executive positions in state government by Norman Willis, management consultant. She passed around several sheets about the study for the board members to see.

On October 16 Mrs. Morrison said she spoke to the Shelton Jaycees at their request. She said it was an interesting meeting but she felt she had little choice of what to say. She said the bond-issue presentation of the Shelton Library took over an hour so she felt the briefer and more to the point her presentation was the better. Mrs. Morrison said she heard a number of compliments of Timberland's service and she felt that it was a successful meeting.

Mr. Baker said the Board should take a moment to recognize the capabilities of the Director in handling very delicate situations. Mrs. McArthur said Timberland is lucky to have someone as articulate and knowledgeable as Mrs. Morrison.

Mrs. Hagen asked if the proposed mail order catalog would go to every address and box number in the state. Mrs. Morrison said that she thought the feasibility study will determine how widely it can be used. She said it is intended principally for existing libraries to use.

Mrs. Morrison said the warrant for \$183,128 from the State Library for 1973 revenue loss due to the State Supreme Court decision on July 19th has been received and deposited to Timberland's credit.

2) Assistant Director, Eastern Area - Mrs. Stough

Mrs. Stough said that a combined East-West Report has been submitted. She commended Miss Russell and Mrs. Osterby in helping immeasurably in Eastern Area by being the contact persons for the libraries here. She said Mrs. Morrison has been the contact person for Olympia and Aberdeen. Mrs. Stough said that she owes an apology to Hoquiam for mentioning only the astro-turf in the report.

Mrs. Stough read a letter from Bonnie Sayce, the librarian at Ocean Park. Mr. Baker said it would be worthwhile to make copies of the letter and send it at least to the county commissioners of Pacific County and perhaps the county commissioners of all the five counties. The director will follow through on this suggestion. A copy of the letter was given to each board member at the meeting.

3) Business Manager - Mr. Ayres

Mr. Ayres said that he prepared new tracking charts for revenue and expenditures at the suggestion of one of the board members.

Revenue: \$1,038,782 at the end of September; Expenditures: \$1,203,158 through September. In the month of October the revenue was sufficient to bring the district "even with the board" at the end of the month.

Incorporated cities and towns revenue received \$384,552 so far this year, which includes income in October. Unincorporated areas - Receipts total \$625,534 to date.

Miscellaneous Receipts - \$105,000. This does not include the \$183,000, which is not miscellaneous income.

Interest Receipts and Expenditures: \$1,190 spent; \$804 earned.

Salaries and wages: \$668,376 - still running a little over the budgeted figure, which has not been revised yet.

Telephone: Expenditures - \$15,183, which is \$2,808 over the budget figure. This is part of the total under "Communication" and is balanced by the following figure.

Postage: Expenditures - \$12,733; budget figure \$15,435.

Vehicle Operation: Spent \$8,661; budget figure \$11,250.

Materials and Supplies: Spent \$19,527, which is \$4,902 over the estimate through the 3rd quarter, which again, has not been revised yet.

Transportation: Spent \$9,230, which is \$986 over budget figure.

Mrs. Schmidt said the new presentation makes it more clear where Timberland's finances stand at the moment.

4) Community Relations Officer - Mr. Sheafe

Mr. Sheafe submitted a written report. He said he had met with representatives from Puget Sound Power and Light to take light level readings in Olympia and Lacey Libraries. It was found that the Olympia building is barely meeting minimum standards even with full lighting. There are work areas that are used by staff which are very substandard. A light level reading will be taken at the Lacey Library on a day more typical to Western Washington: Too much sunshine the day they measured the lighting to get a realistic reading.

Mr. Sheafe said graphics staff had produced and distributed bookmobile schedule flyers for new stops on the west side of Olympia. These stops include Evergreen State College and Friendly Village Mobile Home Park. He said he talked to about 35 residents at the trailer park and discovered a person living there who is nearly blind. He got the person's name and Timberland staff has seen to it that this person will get Talking Books. Mr. Sheafe said he is trying to get coverage for the bookmobile stop at Evergreen State College. He said enough bookmobile flyers have been furnished to the housing people there to put in each mailbox.

Mrs. Schmidt said a little group called "Love your Neighbor" has formed in the Steamboat Island area where she lives. She said they came around when she was not at home but left the bookmobile schedule, marking her bookmobile stop on the schedule.

5) Central Services - Mrs. Bruhns

Mrs. Bruhns submitted a written report. She said from January through September 32,771 volumes (including 7,068 titles) books and phonograph records have been processed at the processing center and delivered to Timberland. Mrs. Bruhns said the bindery allotment has been sufficient in the past, but all the money has already been spent this year because of the influx of paperback books. She said many of the books are original paperbacks which are not available in hardbound copies and unless they are permabound they will not stand up to library use.

Mrs. Bruhns said the requests are slightly above September of a year ago.

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Mrs. Stough said that as an area supervisor she hears comments from people in most of the libraries. She said people have been very complimentary of Mrs. Bruhns' selection of materials. She must make selections within her budget which make everyone in the district happy.

Mrs. Stough said she purchased 609 used paperbacks from the Goodwill for \$116. These books will be used for the Reception Center.

Mrs. Morrison said all 32,771 books which have been received this year have come to the service center, passed through the hands of the staff and out into the libraries. She said this is for three-quarters of the year and is as many as were purchased for the entire year in 1972.

6) Staff Development Project - Mrs. Doran

Mrs. Stough said that Mrs. Doran had asked her to introduce this concept. Mrs. Stough said Mr. Keiski brought up the idea several months ago of the Board providing money to help junior staff members go to workshops that they ordinarily would not be able to attend. Mrs. Stough said that she and Mrs. Barton were to set up a committee for this. Mrs. Stough said Mrs. Doran was asking her what Timberland's policy was on going to school (how much Timberland would allow, etc.) Mrs. Stough said they finally wound up recommending that Mr. Keiski be chairman of a committee on continuing education for staff. Since Mrs. Doran was interested, Mrs. Stough said that she had asked her to do some research on what had been done in other institutions, what they did, what recommendations should be made, etc. Mrs. Stough said this is not just limited to librarians but is for "persons employed by Timberland". Mrs. Stough said at this time, the staff was asking for board approval of the concept only.

Mrs. Doran reported that most of her research was done in the Prentice Hall Personnel Management Book. The response on staff development was very good in company surveys reported in the book. They found that if there were a structured or semistructured program under which staff members could improve themselves on the job or outside the job and relate it to their jobs, that they were more efficient and everyone was happier. Mrs. Doran said she had made an outline from the information gathered of what she visualized such a program might be like. In her research she said that it was recommended that a committee or one person be in charge of determining policies on the payment of fees, textbooks and registration, whether the staff would take its own time or company would allow time, etc. The committee would review the performance of the staff member after he completed a course and authorize reimbursement depending on what the performance review revealed.

Mrs. Doran said that she had made a questionnaire to be given to each TRL staff member for self-evaluation. This questionnaire would help find out if staff members are interested in taking courses. Mrs. Doran said then there would be a supervisor's evaluation on what skills were needed within the department. Next, the needs of individuals and needs of departments or the entire library would be determined.

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She said this could include group sessions where an entire staff would have an opportunity to learn. A schedule of training then would be set up. Mrs. Doran said she talked with the people at OVTI and they see a possibility of developing a special program for Timberland and would be willing to tailor a Library Technician program to Timberland's libraries. Mrs. Doran said she would visualize mostly individuals going to individual classes.

Mrs Doran suggested that they do a sample test with the Service Center to see what kind of reaction they get on the questionnaire to see if people really are interested in attending classes.

Mrs. Stough asked if the Board would consider endorsing the concept. Mr. Cox said that a pilot questionnaire within the Service Center is a good idea to see what the response is. Mr. Baker asked what would be used for funding such a program. Mrs. Stough replied that the staff is not thinking about that yet--one possibility might be "released time". Mr. Baker commented that it was a fine concept, and Mrs. Doran had done some good research. He said that he would like to see more information about what has been done in other organizations. After considerable discussion, Mrs. Stough asked that the staff be allowed to work out a program. Mrs. Doran said there are the possibilities of grants.

Miss Russell said she hopes the questionnaire will be tested in one of the larger libraries as well as the Service Center.

After more discussion, Board members agreed they were interested in the concept. The committee was asked to come back with the result of the survey and with specific proposals.

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Communications

A. Letter from Lewis County Board of Commissioners.

Mrs. Morrison read a letter dated October 10, 1973 from Hamlet Hilpert, Chairman of Lewis County Board of Commissioners, in answer to Timberland's request for permission to use Lewis County's gas pumps on a reimbursable basis. The letter said the Commissioners were not able to grant this permission because their 1973 budget for the county car pool does not have a reimbursable item. Also because their allotment for 1974 could be limited to the 1973 level, or even reduced, they do not feel they should make a commitment for 1974.

B. Letter from City of Raymond

Mrs. Morrison read a letter from Margaret Elcher, City Clerk, asking for a copy of Timberland's study "as to the policy of rental space and payment of utilities".

Mrs. Hagen asked if a reply had been made to the City of Raymond, and Mrs. Morrison said it had not been answered pending Board action. Mrs. Hagen asked if an answer could be sent before the Raymond City Commission Meeting, which would probably be Monday night, October 22,

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and prior to the meeting she and Mr. Cox will have with the Raymond people. Mrs. Morrison said a reply would be sent out the next day after the board meeting. The Board said Mrs. Morrison should tell them in the letter that Timberland's contract with the cities requires that the cities provide the space and utilities. The letter should say the other incorporated cities are all doing this and that the Board has asked Mr. Cox and Mrs. Hagen to work with Raymond on this problem.

C. Letter from Marjorie Beard

Mrs. Morrison read a letter from Marjorie Beard, Librarian, Ilwaco High School, thanking Timberland Regional Library staff for their service to Ilwaco High School last year.

D. Letter from Maryan Reynolds

Mrs. Morrison read a letter from Maryan E. Reynolds, State Librarian, which accompanied the check in the amount of \$183,128. This is the amount certified by Timberland to be the total revenue loss due to SJR 1 for 1973.

5 Unfinished Business

6 New Business

A. Resolution adopting Interlibrary Loan Code

MR. BAKER MOVED THAT THE BOARD TABLE THIS RESOLUTION UNTIL THE NOVEMBER MEETING. SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

B. Resolution adopting new Imprest Fund total and distribution

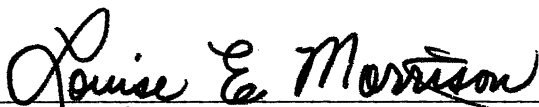
MR. BAKER MOVED THAT THE BOARD ADOPT RESOLUTION NO. 20 REGARDING IMPREST FUND TOTAL AND DISTRIBUTION. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.


7 Other Agenda Items

A. Mrs. McArthur said there was a letter prepared for her signature to the Washington State Library Commission. Mrs. Morrison read the letter which was a letter of thanks from the Timberland Regional Library Board for support for library service of all kinds. It stated that Timberland is indebted to the Commission and to the legislature for reimbursing the \$183,128.

B. Mrs. McArthur thanked the visitors for coming and for their interest.

There being no further business to come before the Board, the meeting was adjourned at 9:30 p.m.


Secretary


Chairman