

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

November 15, 1973

I N D E X

<u>Agenda Item No.</u>		<u>Page No.</u>
1	Minutes of the October 18, 1973 meeting	2
2	Approval of vouchers	2
3	Reports	
	A. Board	
	1) Raymond Contract - Don Cox	3
	2) South Mason - Rita McArthur	4
	B. Staff	
	1) Director - Mrs. Morrison	7
	2) Assistant Director - Mrs. Stough	8
	3) Business Manager - Mr. Ayres	9
	4) Community Relations Officer - Mr. Sheafe	9
	5) Central Services - Mrs. Bruhns	9
4	Communications	
	A. Letter from June Paine thanking film clerk	9
	B. Letter from Town of Oakville re intent to build library	9
	C. Letter from Mrs. Gauger regarding Raymond Contract	10
5	Unfinished Business	
	A. Interlibrary Loan Code for Washington State (adopted by the Washington Library Association at 1973 Annual Conference)	5
	B. Set Millage for 1974 levy	5
6	New Business	
	A. Confirm vote regarding grant request from the Washington Commission for the Humanities	5
	B. Decision regarding change in authorization for expenditure of Audio-Visual funds	2
7	Additional Agenda Items	

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BOARD OF TRUSTEE MEMBERS PRESENT:

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

BOARD OF TRUSTEE MEMBERS ABSENT:

Ruth Schmidt, Trustee - Thurston County

STAFF PRESENT:

Louise E. Morrison, Director  
Mary Stough, Assistant Director, Eastern Area  
Joy Ayres, Business Manager  
Mike Sheafe, Community Relations Officer  
Mary Russell, Lacey Librarian  
Stella Steuby, Public Information Assistant  
Peg Coppinger, Olympia Librarian  
Irene Robbins, Service Center  
Pat Doran, Service Center  
Norma Tate, Centralia  
Janet Blumberg, Extension Services Librarian  
Sharon Boring, Board Secretary

OTHERS PRESENT:

Jo Pearson, Oakville Friends of the Library  
Susan Pennington, Oakville Friends of the Library  
Eva J. Griswold, Oakville Friends of the Library  
Louise Paull, Chairman, Oakville Friends of the Library  
Regine C. Cooper, Oakville Friends of the Library

The meeting was called to order at 7:30 p.m. by Chairman, Mrs. McArthur. The Board members introduced themselves to the visitors from Oakville Friends of the Library and the visitors introduced themselves to the Board.

Since Mr. Baker had not received the minutes of the previous meeting in the mail, the normal order of business was suspended to give him time to read the minutes.

Mrs. McArthur asked to hear from the Oakville people. Mrs. Paull said the group is very interested in the library in Oakville and is trying to find out all they can to help the librarian. She said they are mainly interested in getting a projector for the Oakville Library. Mrs. Stough said she had talked with Kit Machin yesterday and Mrs. Machin said the ladies were coming to the meeting because they were interested to know whether the Board could allocate money for audio-visual equipment. Mrs. Paull said the Oakville Friends of the Library is

Agenda Item  
No.

trying to "get off the ground". She said that she is the second president of the group and that they are trying to let the community know what the library has to offer. Mrs. Pennington said they want the projector because it is a great drawing card when putting on film programs as it brings the children as well as the parents into the library. Mrs. McArthur said the Board has been excited with the growth of service at Oakville and is pleased to have input from the local group.

Jo Pearson said she had attended another Board meeting and the suggestions that came from other small libraries on how they went about fund-raising were interesting to her. She said they are thinking about someday having a larger library in Oakville as the library is very crowded. Mrs. Hagen asked if they had received the new Timberland Friends of the Library booklet. This booklet had been given to the ladies as it has good suggestions for fund raising.

Mrs. Morrison encouraged the Friends group to attend again. The group said they would be interested in having the Board meet in Oakville so a time will be set after the first of the year and an invitation issued to the Timberland board.

1 Approval of minutes of the October 18, 1973 meeting

MR. BAKER MOVED THE MINUTES BE APPROVED. SECONDED BY DR. LAWRENCE AND UNANIMOUSLY CARRIED.

2 Approval of Vouchers

Mr. Ayres said this month's voucher list is shorter than normal even though the amount is about the same because of the capital outlay on books. On the October vouchers, Mr. Ayres said he left out one voucher for Valley Motors for \$3,045.49 for the second van. This was added to last month's vouchers because it had to be paid. Also last month the voucher for Mrs. Boring was made out for \$100. This should have been \$50 so this month there will be no voucher for her.

DR. LAWRENCE MOVED THAT THE BOARD ACCEPT THE VOUCHERS. SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY.

The regular order of business was suspended to take action on the request for authorization for expenditure of audio-visual funds.

6 B. Decision regarding change in authorization for expenditure of Audio-Visual funds

Mrs. Morrison said the information was in the board folders last month. She said at its September meeting the Audio-Visual Committee drafted a proposed change in audio-visual fund expenditures. The committee's recommended course of action has been approved by the Director and senior staff. Board action was requested no later than the November 15 meeting. Summary of the request: transfer \$7,915 from the present balance of \$21,683 from audio-visual material to

Agenda Item  
No.

audio-visual equipment. This would bring the total balance for audio-visual equipment, including encumbrances, to \$10,550 as of October 12, 1973. The committee recommended that the Board authorize equipment purchases up to that total. Mrs. Morrison said the rest of the report includes a summary of Timberland's present placement of 16 mm projectors and screens, and an additional summary of where the projectors would be placed throughout the region, one of which happens to be Oakville. This would be a simple transfer of money within the budget from materials to equipment.

MR. KEISKI MOVED THAT THE BOARD AUTHORIZE THE TRANSFER OF \$7,915 FROM THE BALANCE OF \$21,683 FROM AUDIO-VISUAL MATERIALS TO AUDIO-VISUAL EQUIPMENT AND AUTHORIZE PURCHASE OF AUDIO-VISUAL EQUIPMENT UP TO THAT TOTAL [\$10,550]. SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY.

Mr. Baker said in the summary one thought was omitted that was originally presented and that was that the reason for the requested transfer is the consideration that there is no money in the budget for 1974 for the purchase of any equipment. Dr. Lawrence suggested that as soon as a projector is received, a special effort be made to get it to Oakville.

The regular order of business then was resumed.

3

Reports

A. Board

1) Raymond Contract - Don Cox

Mr. Cox said he attended the Raymond Library Board Meeting. He said he was asked why Raymond still has a library board. Mr. Cox said that he told Raymond board members that their function is to maintain and keep a suitable library facility in Raymond and promote and further the library service to their patrons. Mr. Cox said the Raymond Board has the feeling that the City of Raymond gives them no budget and no authority. From this angle it seems that their function is minimal. Then the Raymond Board said that as far as Timberland is concerned they are quite satisfied with the service but about the only time the Raymond Board has close contact with Timberland is once a year when renewal of the contract becomes a problem. They said that they get the feeling Timberland has use for them about once a year, and then they are using them to endorse their program and to help the library board get over this hurdle of re-signing the contract in Raymond. Mr. Cox said he feels that the Raymond board's relationship to its own city commissioners is unusual.

Mrs. McArthur stated that last year Timberland explained over and over again, reiterated, and emphasized the Raymond Library Board's responsibilities and duties and they were quite "fired up".

Mr. Cox said the Raymond Board feels a little resentment in that someone from Timberland had suggested a young person for their Board.

Agenda Item  
No.

They felt that this is how they got their teenage appointment. They were happy to have him on one hand, but he hadn't functioned on the other. Mrs. Stough explained that during a meeting in Raymond of student leaders the editor of the newspaper and Mrs. Barton were involved as resource persons. The students wanted to know how they could be involved in the community and one suggestion by Mrs. Barton was they could be on local boards. It was not a Timberland pressure thing; it was only a suggestion and the appointment was made by the Mayor and City Commission.

Mr. Cox said an effort needs to be made to revitalize the Raymond Board and help them in whatever way Timberland can to serve a useful function. Mrs. Morrison said Timberland has had a great deal of difficulty finding out when Raymond's Board would be meeting. Mrs. Hagen said Raymond's Board voices the opinion of many local boards. Mrs. Stough said Hoquiam has made a request for a board workshop as they have new people on the board. She said this may be the time to start other area workshops for the local boards. Mrs. McArthur said that some time ago this Board went on record stating that the Board would send letters welcoming the new members of boards and friends urging their participation. Mrs. Morrison said Timberland has done its best when there is a new board coming up or new board members to try to orient them as to what it going on in the district and what they can do at the local level to support their own library service.

Mr. Cox said he talked with the mayor several times. Mr. Cox said it is clear to him that Timberland cannot negotiate on rent or utility services and that if Timberland is going to be of any help to them, it will have to be in some other area. He said he toured the Raymond Library very carefully and could not see any small cubicle in the library that they would not be using if Timberland did not service the bookmobile there. He said that the only thing he could see Timberland considering would be to help the city recover the construction cost of the bookmobile carport, which would be approximately \$1,200. Dr. Lawrence said that the Board should consider it only if Raymond would agree to a three-year contract. Mr. Cox said this could be the answer.

DR. LAWRENCE MOVED THAT BOARD MEMBER DON COX FROM PACIFIC COUNTY BE AUTHORIZED TO ACT FOR THE BOARD IN NEGOTIATING A NEW CONTRACT WITH THE CITY OF RAYMOND. SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY.

2) South Mason - Mrs. McArthur

Mrs. McArthur said she talked with John Kneeland today and he assured her that he was still working on the building financing. Mrs. McArthur said she told him Mason County patrons were asking when it would materialize. Mr. Kneeland assured her that Timberland would have the building but did not give a date. She said she will contact him on Monday and if he has not come up with something, will tell him Timberland has another possible resource.

Since Dr. Lawrence had to leave the meeting early the regular order was suspended to take care of action items on the agenda.

Agenda Item  
No.

5 Unfinished Business

A. Interlibrary Loan Code for Washington State (adopted by the Washington Library Association at 1973 Annual Conference)

Mrs. McArthur said that last month the board had tabled action on this resolution until the November meeting. Dr. Lawrence asked if this agreement will allow for the loan of all library materials or just books. Mrs. Morrison said it will allow for the loan of all library materials at the discretion of the lending library. Mrs. Morrison read the resolution to the Board.

After some discussion, MR. COX MOVED THAT THE BOARD ADOPT RESOLUTION NO. 21, THE INTERLIBRARY LOAN CODE FOR WASHINGTON STATE. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

B. Set millage for 1974 levy

Mrs. Morrison said Timberland finally received the last piece of needed information yesterday morning. She said that she and Mr. Ayres will meet with the assessors of the five counties next Wednesday. Mrs. Morrison said Timberland's maximum millage for 1974 will not produce dollars in excess of the original budget. The maximum allowable millage would be .982.

DR. LAWRENCE MOVED THAT THE BOARD ACCEPT THE MILLAGE CALCULATION FOR THE 1974 TAX RECEIPTS AT .982 AND NOTIFY THE RESPECTIVE BOARD OF COMMISSIONERS AND CONTRACTING CITIES. SECONDED BY MR. KEISKI AND PASSED UNANIMOUSLY.

6 New Business

A. Confirm telephone vote regarding grant request from the Washington Commission for the Humanities

Mrs. Morrison said the Olympia Friends of the Library have been interested in generating broader knowledge of library service in the area. The group has been searching for some way to get people knowledgeable about the library and its services. About the same time this was being discussed, the class in the Individual and Contemporary Society at the Evergreen State College was meeting and talked to Peg Coppinger. Also the Evergreen State College was looking at all of Thurston County as a microcosm of society where the "individual" fits in. It happens that the Washington Commission for the Humanities has dollars which would help support a study to pinpoint how the users see their library, what they would like to see that they do not see now, the changes that can be made in service in the future, etc. Mrs. Morrison said Timberland is a co-sponsor with Friends of the Olympia Library and Evergreen State College. She said the actual dollar outlay for Timberland would be about \$300 for paper, masters, etc. and about \$300 of staff time in printing. Mrs. Morrison said a copy of the grant request was in each folder. She said that it had been necessary to have some immediate reply on this

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

and she was able to contact five of the Board members, all of whom were supportive of the grant request.

Mr. Keiski said he had some concerns which probably could be resolved only if the Board went into executive session. Mr. Keiski said he would abstain rather than take the Board's time for further discussion. He said that he is not opposed to it in principle.

After considerable discussion, DR. LAWRENCE MOVED THAT THE BOARD CONFIRM THE PARTICIPATION OF TIMBERLAND IN THE WASHINGTON COMMISSION FOR THE HUMANITIES GRANT TO STUDY LIBRARY SERVICE NEEDS IN NORTHERN THURSTON COUNTY. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

Mrs. McArthur asked if there was other new business to come before the Board.

Dr. Lawrence said he would like to summarize the discussion the Board had in the earlier study session concerning the need to begin some definite planning on energy conservation and to use this as a means of pushing telephone service and mail service. He urged outreach staff members to get together and think about news releases pushing these services as energy-saving measures to reduce use of bookmobiles (just suggesting that an area such as Timberland may have to face the reality of curtailing bookmobile service). He asked that outreach staff emphasize that Timberland does have supplemental services and wants people to become familiar with them.

Dr. Lawrence inquired about the number of WATS line requests for the month of October. Mrs. Coppinger said the number of calls on the WATS Line varies from six to eight calls a day to two or three calls. Mrs. Coppinger said last year a third phone line was added in the Olympia Library as many times people could not get a line in or out. She said now that these three lines are so busy that Olympia should have a fourth line. Mrs. Coppinger said she has no statistics to prove it but she is reasonably sure that half of the requests filled from Olympia come in by phone. Mr. Sheafe said the WATS Line is designed for people who would otherwise have to pay a toll charge to call a Timberland Library. People in the Packwood area do not use the WATS Line to call Olympia but call the White Pass Library; people call their nearest library. Mr. Sheafe said the response for the WATS Line has been excellent and is growing. The Service Center handled 5,815 requests in October, the biggest month ever.

Dr. Lawrence asked Mr. Sheafe and Ms. Blumberg to get together and think about some program of positive action for preparing people for the energy crisis. Mr. Keiski commented that he hoped the Lacey Library did not turn out too many of the outside lights in dealing with the energy crisis. Miss Russell said there is plenty of light and further lights will be turned on if it seems necessary.

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

Mrs. McArthur said all of the Board Members should have received in the mail (from the Washington State Advisory Council on Libraries) a report from the National Commission on Library and Information Science. Mrs. Morrison encouraged the Board Members to read the paper, think about it, and put January 11 and 12 on their calendars to attend the regional meeting.

Board Members decided they will try to take care of all the December business at the regular meeting in spite of a heavy agenda, instead of having two meetings in the month of December.

Dr. Lawrence read a letter to be sent to the Lewis County Board of Commissioners informing them that Mr. Baker's term expires in December 1973 and urging them to reappoint him at their earliest convenience so that confirmation by the other four boards of commissioners can be completed before December 31, 1973.

Mrs. McArthur asked Mrs. Coppinger to report on the status of the new Olympia Library building before Dr. Lawrence left. Mrs. Coppinger said she has not had another word since she last brought the word. She said the Olympia Board is waiting for a community priority concerns committee to be appointed. She said they have to wait since it is all up to the city.

The regular order of business was resumed.

3 Reports

B. Staff

1) Director--Mrs. Morrison

Mrs. Morrison said she met with the Olympia Board on October 23 at the request of Mrs. Coppinger to discuss library funding. Mrs. Schmidt also attended from the regional board. She said the Olympia Board is beginning to better understand the relationship of the Olympia Library to the district.

On October 27, 29, and 30 the director said she spent several hours on grant request meetings. Mrs. Morrison said she and Mrs. Stough have met with Mrs. Barton twice at her home for planning conferences. On November 7 and 8 Mrs. Morrison was at the Washington State Advisory Council on Libraries meeting.

On November 10 Mrs. Morrison reported that she attended the ISD 113-SPI-TRL Workshop, which Mrs. Stough would report on in more depth. She said it was quite successful with close to 100 people in attendance.

On November 12 she, Mrs. Stough, and Ms. Blumberg attended the Westport Friends meeting in the afternoon and in the evening Mrs. Morrison met with the Tumwater Board at the request of Mrs. Nichols to talk about library funding.



Agenda Item  
No.

---

On November 13 Mrs. Morrison attended the Ilwaco meeting and said that Don Cox might like to comment on that meeting, which was a constructive one.

The director reported that circulation is up for the cumulated period of January 1 through October 31. Last year the circulation for that 10-months was 1,257,551; this year 1,303,217. Mr. Sheafe said Timberland has or is very near a total circulation of 7,000,000 items since the inception of the Timberland Regional Library.

Mr. Cox said in Ilwaco they are considering the possibility of building a library or relocating the library and trying to get an expression of community interest in what route to go. It was a well attended meeting. Ilwaco has a few people who are willing to put money into a building program and this looks hopeful.

2) Assistant Director--Mrs. Stough

Mrs. Stough said the second annual ISD 113-SPI-TRL Workshop was held November 10 at L.P. Brown School. She said the people who came were mainly school people. She said she is always amazed at the feeling that this is the greatest thing since the wheel and the fact that the services Timberland thinks everyone knows about are always new to some people. She said it is frustrating in a way but the meeting seemed to satisfy the people who were there.

Mrs. Stough said she had been fortunate in having Miss Russell help in half of the Eastern Area and Mrs. Osterby in the other half. Miss Russell reported on the Lacey Library. She said the Lacey Library Board met with the Lacey City Council on November 12 to discuss the proposed 1974 city budget and asked for \$8,000 from the city for preliminary planning money for a new library building study prior to going on the ballot. The Library Board felt that the information given was received enthusiastically by the council and there is at least a 50-50 chance that this money will be allocated. She said they will not know until about December 20 what the final city budget is for next year. Miss Russell said she mentioned this last night to the executive board of the North Thurston Friends and told them that everyone would have to work together to get all the work done for the November election next year.

Miss Russell said she had written a one page review of things she picked up from the people in the libraries she had been trying to communicate with this month. She said Timberland is fortunate to have Margaret Mundt at Yelm as she is most enthusiastic about the job. She said the school children in Yelm will get adequate Timberland service because of Miss Mundt. Mrs. Stough said a committee in Yelm went to the city council with a proposal for a city hall-library building to be built within the next two years.

Agenda Item  
No.

3) Business Manager--Mr. Ayres

Mr. Ayres said the revenue figure is \$1,351,804 through October and the expenditure figure is \$1,353,812.

Mr. Ayres quickly reviewed the tracking charts with the Board.

4) Community Relations Officer--Mr. Sheafe

Mr. Sheafe submitted a written report. He said the Williams Toy Theatre from Portland had been back in Timberland again. They were put in Aberdeen this time and had an audience of 46.

Mr. Sheafe said he would like to see more dollars budgeted for programming. He said dollars for programming are not buying books but that it is a good way to make people aware of services of the library.

Mrs. McArthur said she enjoys looking through the weekly Official Bulletin telling about the activities within Timberland. She said each time she thinks Hoquiam and Aberdeen are so busy. She wondered if one of the reasons for more programs in those towns is because of the Friends groups. Mrs. Hagen said that this is true and Timberland should promote programs but also should be promoting Friends, which means that the Friends pay for some of the programs. She said that a combination of the two is needed.

Mr. Sheafe said that he finds it embarrassing to approach an artist and have to offer him a \$15 or \$20 honorarium when his normal fee would be \$200. He said with adequate money the honorarium could be increased and more programs provided district-wide.

5) Central Services--Mrs. Bruhns

Mrs. Bruhns was not at the meeting because of illness but had submitted a written report.

4 Communications

A. Letter from June Paine thanking film clerk.

Mrs. Morrison read a letter from June Paine thanking an Olympia film clerk for her help. Mrs. Paine congratulated Olympia on an excellent staff. Mrs. Morrison said that the letter will be sent to the Olympia Library.

B. Letter from Town of Oakville re intent to build library.

Mrs. Morrison read a letter from the council of the Town of Oakville informing Timberland they are considering building a new facility in the future and would like their name added to the list in case funds are available for help in building a library. Mrs. Morrison said she thinks Oakville is stating its intent to build to the regional board which then endorses the concept of a better library facility in Oakville,

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

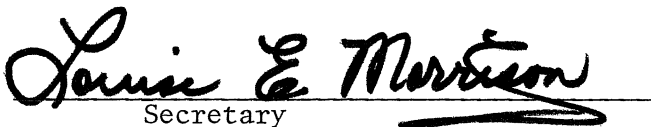
and Timberland passes this on to the State Library Commission for any possible library services and construction action funds to be matching funds for the Town of Oakville. Mrs. Hagen said she thinks Oakville wants to build but they want Timberland's help with funding. The Board said Mrs. Morrison should point out that Timberland does not have funds for construction but Timberland can endorse a request to the State Library Commission to help them. Even though there are no funds available, the letter of intent will be on file and this puts them on the list when or if any funds become available.

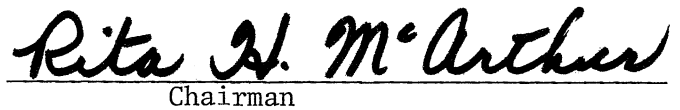
C. Letter from Mrs. Gauger regarding Raymond Contract.

Mrs. Morrison read a letter from Mrs. Gauger from the Raymond Board. She asked what kind of contract was signed by the two parties to carry Raymond through this year. If there was some kind of contract, she asked for a copy. Mrs. Morrison said she answered the letter and enclosed a copy of the Raymond contract dated November 7, 1972. Mrs. Morrison said she also enclosed a copy of her letter to Mrs. John Nielsen dated December 29, 1972.

Mrs. Hagen said the Board should thank those people who worked so hard to do something at Napavine. The Board commended Mrs. Stough for her work.

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

  
Secretary

  
Chairman