

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

December 20, 1973

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BOARD OF TRUSTEE MEMBERS PRESENT:

Rita McArthur, Chairman--Mason County
Dr. Wm. Lawrence, Vice-Chairman--Lewis County
Robert Baker, Trustee--Lewis County
Donald Cox, Trustee--Pacific County
Elmer Keiski, Jr., Trustee--Thurston County
Ruth Schmidt, Trustee--Thurston County

BOARD OF TRUSTEE MEMBERS ABSENT:

Raeburn Hagen, Trustee--Grays Harbor County

STAFF PRESENT:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Joy Ayres, Business Manager
Janet Blumberg, Extension Services Librarian
Peg Coppinger, Olympia Librarian
Pat Doran, Service Center
Joyce Nichols, Tumwater Librarian
Marian Osterby, Centralia Librarian
Ann Marie Ratliff, Olympia Reference Librarian
Yvonne Seidler, Area Reference Librarian
Mike Sheafe, Community Relations Officer
Stella Steuby, Public Information Assistant

OTHERS PRESENT:

Mrs. Merle R. Bridgham, Centralia Board Member
Irene Robbins
Parks Weaver
Dr. E. Jackson Webb, Evergreen State College
Jane Dowdle Smith, Attorney for Timberland

The meeting was called to order at 7:35 p.m. by Chairman, Mrs. McArthur.

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1 Election of Officers for 1974

The first order of business was the election of board officers for 1974. Mr. Baker nominated Mrs. McArthur for Chairman. The nomination was seconded by Dr. Lawrence. Dr. Lawrence moved nominations for Chairman of the Board be closed. Seconded by Mrs. Schmidt and

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passed unanimously. Mr. Baker nominated Dr. Lawrence for Vice-Chairman for 1974. The nomination was seconded by Mrs. Schmidt. Mr. Cox moved the nominations for Vice-Chairman be closed. Seconded by Mrs. Schmidt and passed unanimously.

The regular order of business was suspended so Mr. Parks Weaver, attorney for Mrs. Robbins, could present the case.

5 A. Statement to Board Members from Irene Robbins

Mr. Weaver stated that most of the board received a letter prepared by Mrs. Robbins concerning her letter of dismissal by the director. He said that he and Mrs. Robbins felt that the reasons given in the director's letter did not comply with requirements of Timberland's personnel policy. He requested that the board withdraw the letter and permit Mrs. Robbins to submit a letter of resignation. He said that the director's letter would destroy any credibility Mrs. Robbins might have in applying for a position elsewhere. Mr. Weaver also stated that his client would like a letter of recommendation for Mrs. Robbins from the board. He said that this was all they had to present to the board.

Mrs. McArthur asked Mrs. Jane Dowdle Smith, attorney for Timberland, to respond for the Board. Mrs. Smith said the three itemized causes Mrs. Morrison gave to Mrs. Robbins in the letter come clearly within the cause for dismissal. As far as any action taken by the Board, it is up to the Board to decide whether members wish to withdraw the letter or to write a letter of recommendation. Mr. Weaver suggested a closed session in discussing the matter. He asked to be notified of the decision. Mr. Baker suggested that the Board go into executive session later in the evening and give Mr. Weaver an answer by mail.

2 Approval of Minutes of the November 15, 1973 Meeting

SINCE THERE WERE NO CORRECTIONS TO THE MINUTES, MRS. McARTHUR SAID THEY STAND APPROVED AS MAILED.

3 Approval of Vouchers

Mr. Ayres said that Voucher No. 3870 to Bell and Howell was for the purchase of microfilm. Mr. Keiski asked if Olympia will still be the audio-visual film collection center. Mrs. Morrison said that it would be and that only projectors and screens will go to places like Lacey and Tumwater and the films will continue to be based at the Olympia Library. Dr. Lawrence suggested that in the future expense accounts not be honored unless they are at least \$5.00 and preferably \$10.00. Mr. Ayres suggested paying these small amounts out of imprest funds. Dr. Lawrence said the board would leave it up to Mr. Ayres as to the best way to handle this.

DR. LAWRENCE MOVED THAT THE BOARD ACCEPT THE VOUCHERS. SECONDED BY MR. KEISKI AND PASSED UNANIMOUSLY.

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4 Reports

A. Board

1) Raymond Contract--Dr. Lawrence

Mr. Cox said that he had heard that Raymond had signed the contract. Mrs. Morrison said she only had it verbally that the contract was signed and that it was her understanding that Raymond had agreed to the contract on the board's terms. Dr. Lawrence reported that the board met with the Raymond City Commission and library board and it was a successful meeting in working together to get an agreement. Mrs. Morrison said there was some question about whether the Timberland Board was truly serious in its willingness to reimburse the city for the expense of building the carport for the bookmobile. Mrs. Morrison told the Raymond board chairman that to the best of her knowledge the board was firm in its willingness to reimburse the city for the estimated \$1400.00 expenditure. Dr. Lawrence suggested that a motion be made regarding the reimbursement.

MR. COX MOVED THAT THE BOARD PAY THE EXPENSES INCURRED BY THE CITY OF RAYMOND IN BUILDING A CARPORT FOR THE BOOKMOBILE APPROXIMATELY IN THE AMOUNT OF \$1400.00 TO BE DEDUCTED FROM THE CONTRACT FEE IN THREE EQUAL INSTALLMENTS OVER THREE YEARS. SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY.

2) Union Negotiations--Mr. Keiski

Mr. Keiski said that the committee met with representatives of the union on December 19th and made them a salary offer which they are taking back to their membership. Mr. Keiski said that he will have a report from them sometime late in the first week of January. Mr. Keiski said he had outlined the budgeting problems Timberland will have in 1974 with the shaky revenue situation. He said that the negotiating committee reaffirmed to the union that it is Timberland's intent to pay present increments as they fall due on the salary schedule. Secondly, the committee assured the union that it was not Timberland's intention to reduce staff, and in the salary proposal Timberland feels it can maintain present standards with the proposals made.

Mr. Keiski said he had received a memo about the Staff Development Fund from one of the staff and he had responded to it. He said he wanted to reassure the staff that the idea was still alive.

Dr. Lawrence commented that he had occasion to drive up to the west end of the district near Hogan's Corner several weeks ago. He said the library was open so he walked in to look around. He said it

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was the first time he had been there since that unit was opened and he was more than pleased with the cheeriness of it. Dr. Lawrence said he had asked the librarian if she "had her wish for the library" what it would be. She said she would like to have a coat rack for the patron's coats. Dr. Lawrence said that he had already reported this request to Mrs. Barton. He said on his way home as approaching Hoquiam a bookmobile was pulled off the side of the road without blinker lights on and was in a very hazardous situation. He said that he had reported this to the director.

B. Staff

1) Director--Mrs. Morrison

Mrs. Morrison said she had attended a meeting of librarians sponsored by the Western Interstate Commission on Higher Education on November 16 where there were people from 13 states represented. She said they were looking for the first time at the development of the new Washington Library Network Resource Directory and were "sniffing" to see what they could possibly do toward getting their states moved in this direction. She said they were also interested to know that they might be able to get in on this. She said Washington state people are interested because this would lower Washington's cost because participation of other libraries is much to be desired.

Mrs. Morrison said Timberland had a lengthy all day workshop on November 29 at the Service Center. Mrs. Currier and Charles Faye, her assistant, from the Pacific Northwest Bibliographic Center spent a day talking with Service Center staff on service, books, and people and getting them together and how you go about the nitty gritty. Mrs. Currier, in her usual perceptive way, put her finger on two or three things which she immediately saw as problems which could be solved, and the staff is already on the way to solving them.

On November 30 Mrs. Morrison attended the Library District Directors meeting in Bellingham. She said they heard a report on what they hoped would be progress toward getting additional state library funding into the Governor's supplemental budget request. She said that this afternoon at 4:15 she received a call from the State Library with the information that there would be a total of \$3,069,785 in the Governor's budget which would be recommended to the Legislature when it convenes next month. Mrs. Morrison said everyone needs to let their legislators know if they are supporting this. This would make up tax losses for district libraries resulting from the early implementation of SJR-1.

Mrs. Morrison said later in the month she attended the Washington State Advisory Council on Libraries meeting at the Sea-Tac Travelodge. she said there are draft reports of the council's progress which will be ready for release next month. The Statewide Planning Task Force

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will find some implications in the Governor's Budget because \$165,257 of that is for planning for the statewide system of libraries.

Mrs. Morrison said she was asked to speak at a staff meeting at Sno-Isle Regional Library on December 13 about use of book catalogs because Sno-Isle is just coming into the Resource Directory in the next cumulation or the one after that. She said it was an interesting meeting with mixed feelings apparent among Sno-Isle staff members.

Mrs. Morrison said Mrs. Barton is still on sick leave.

Mrs. Morrison wanted to be sure the board was aware of the need to be present at the National Commission on Libraries and Information Science Meeting on January 11 and 12. The meetings will be at Seattle Public Library and the Olympic Hotel. She said it is necessary to notify the State Library if interested in going to this meeting. Three of the members of the National Commission will be at the meeting and available to answer questions.

Mrs. Morrison announced the early retirement of Bertha Hager, Raymond Librarian, effective February 1. Dr. Lawrence asked Mrs. Morrison or the board to write a letter to the Raymond Board and ask them to assume the initiative in planning Ms. Hager's retirement activities, whatever they may be. He said to assure them of Timberland's help.

The regular order of business was suspended to hear from Dr. E. Jackson Webb of The Evergreen State College. Also at this time Mrs. Merle Bridgham from the Centralia Board was introduced. Mrs. Bridgham said that Centralia is looking for a new board member. Mrs. Bridgham was invited to come often.

7 B. Proposal for grant--Dr. E. Jackson Webb, The Evergreen State College

Dr. Webb thanked Timberland for its support on the successfully accepted grant from the Washington Commission on the Humanities. The total budget is a little under \$30,000. Dr. Webb said they hope to do the best job possible in fulfilling the goals of the grant which are stimulation in the communication and interest on the part of the public in the library system. Dr. Webb said that the people involved are just starting to work on the project. Dr. Lawrence invited Dr. Webb to come back with a progress report whenever he has something to report. Mrs. McArthur said Timberland was pleased to be able to participate in the project. Dr. Webb said the response has been delightful.

4 B. Staff

2) Assistant Director, Eastern Area--Mrs. Stough

Mrs. Stough said that with the help of Miss Russell and Mrs. Osterby who have assisted on the Eastern area, Mrs. Barton who has done more at home than she admits, and Mrs. Morrison doing Olympia and Aberdeen, a report has been submitted.

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Mrs. Stough said the Lacey Library has a good chance of receiving the funds requested in the city budget for a study and preliminary planning for a new building. She said the Lacey City Council is meeting tonight. Mrs. Stough said Miss Russell leaves tomorrow on vacation for a trip to Europe. Mrs. Stough said the Lacey Library has a cat and had a "Name the Cat" contest.

Mrs. Stough said an interesting thing happened in Oakville. Mrs. Skaar, library trustee and the proprietor of the Only Tavern, told her "traveling salesman" story about a gentleman who found a book on Russian history in the paperback collection in the tavern for which he had been looking for some time. He borrowed it and returned it later from Portland with thanks and appreciation that Timberland provided this unique type of service.

Mrs. Stough said she had to apologize to Mr. Baker and the Packwood people as she did not get a report in so she said she would make an oral report. She said the Packwood Library is booming, the classes and patrons come. A Christmas tree was given to the library by the firemen. All the children have been invited to make ornaments for the tree.

Mrs. Stough reported that the new sign which reads "Future Site of North Mason Library" had arrived at North Mason.

Mrs. Stough said Mrs. Doran is the person who has been working on the draft of the Staff Development Fund wording. She said Mrs. Doran is continuing to do the work on it and has put on paper what the board said they would agree to. Mrs. Stough said the staff knows Timberland will be lean next year and does not expect to get any expansive funding, but the staff is working on a program that in the future will be something Timberland can look upon with pride as a good educational program for the employees of Timberland.

Dr. Lawrence said he appreciated Mrs. Stough's report concerning patron identification. He said he appreciates the problem and his only comment to the Director would be that in those libraries where it is necessary occasionally to ask for additional identification, that a sign to that effect be posted in the library.

3) Central Services--Mr. Sheafe (for Mrs. Bruhns)

Mr. Sheafe said that since he has been temporarily assigned in Central Services, Mrs. Bruhns has gotten more than her share of problems and work. Mr. Sheafe said he has had numerous problems that she has to take care of.

Mr. Sheafe said that as far as progress at the Service Center is concerned, the Number 1 priority has been the locator file. He

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reported they are caught up on filing in the locator file and the file is being updated as quickly as possible. He said that rapid progress has been made partly because people who had worked for the library before have been rehired on a temporary basis. He said he has been eliminating negative work or duplication of work. He said that hopefully the responses from Central Services to the librarians in the district will be more rapid so people will not have to wait for the answer to a question. He said he feels good progress is being made, and the staff has been most cooperative.

4) Extension Services--Ms. Blumberg

Ms. Blumberg called the board's attention to the second page of her report which concerns some of the observations she has been making as she becomes oriented to the system as well as some things which are being discussed in terms of services. She said Timberland is trying to accommodate itself and its services to the almost inevitable reduction in fuel availability. She said that staff members have been working on revising bookmobile schedules and trying to discover alternative services that could substitute in some way for some of the stops that will be cut out or reduced from twice a month to once a month. She said that where they have discussed this with patrons, people have seen it as inevitable. She said the schools will notice it the most. Dr. Lawrence said service to children at schools has always been one of Timberland's strengths, and he urged Ms. Blumberg to consider schools as the highest priority for maintaining service during the school year and revise the bookmobile schedule concerning some of the adult stops.

Ms. Blumberg stated that she feels Timberland needs to do more than is done now in regard to community programming in the rural areas. She said if programs can be put on in the cities where it is convenient, it is necessary to find some way to do it out in the rural areas where it is not necessarily convenient. She said programs could include puppet shows, speakers, family film nights, craft programs, etc. Dr. Lawrence asked if there is any way to put a collection together on a temporary basis in a mobile frame or box that could be easily transported to a grange hall or community center in a rural area. Ms. Blumberg said this would be a deposit collection. She said branchmobiles and deposit collections both are mentioned in her report. Mrs. Schmidt asked if there is any way the Friends can help. Ms. Blumberg replied that there will be once the staff gets to the point of knowing what they need. Mr. Keiski asked where the money would come from for the added services. Ms. Blumberg said that changes should provide staff release time and bookmobile release time. She said some of the suggestions will take future funding but right now the staff is just trying to meet the fuel shortage. Mr. Keiski asked about the bookmobile drivers if bookmobile stops are revised. Ms. Blumberg said they will need to be "reprogrammed".

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5) Business Manager--Mr. Ayres

Mr. Ayres reported the tracking charts have been updated and include all the changes the board has approved through the year.

The expenditures through November were \$1,499,997 and the revenue was \$1,437,533

Unincorporated areas: Received \$65,000 in November, bringing the total to \$710,159.

Incorporated cities: Received \$1,679 in November.

Mr. Ayres said the money received from the state grant has no category to go into on the tracking charts and is not included yet.

Miscellaneous Receipts: Over \$124,000.

Interest Receipts and Expenditures: \$1,510 paid; \$804 revenue.

Salaries and wages: Budget through November \$821,953; spent \$819,809. Revised budget is \$896,678.

Telephone: Budget through November \$20,384; expenditures \$18,937. Revised budget \$22,250 total.

Postage: Budget through November \$15,202; expenditures \$15,402. Revised budget \$16,585.

Vehicle Operation: Budget through November \$12,837; expenditures \$11,179.

Materials and supplies: Budget through November \$23,375; expenditures \$22,617. Revised budget \$25,550 total.

Transportation: Budget through November \$12,606; expenditures \$11,716. Revised Budget \$13,750 total.

Mrs. McArthur asked for a report from Mrs. Coppinger on progress of the Olympia Library building. Mrs. Coppinger said the mayor has sent out letters asking people to serve on the Committee of the 70's and to the best of her knowledge only two people from the library world have been named to that committee, Mr. Rowe, the Chairman of the Library Board, and Joel Gould. She said there had been a resignation from the Olympia Library Board in addition to Mr. Gould's term having expired. Mrs. Coppinger said twenty names were considered as possible appointments on the Library board and eight affirmative acknowledgements have been received from people who would be willing to serve if appointed. She said this week the chairman of the Olympia Board submitted the eight names to the City Commission in the hope that they will name two new people to the board. Mrs. McArthur asked about the possibility of a permanent building committee. Mrs. Coppinger

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said the city is not interested in a separate planning committee from the Committee for the 70's. Mrs. Coppinger said the city is insulating the building to conserve fuel.

The Board recessed to cut the five-year anniversary cake and then go into executive session.

5 Communications

B. Letter from Barbara Dodson re Winlock service

Mrs. Morrison read a letter from Barbara Dodson, librarian at the Winlock School District No. 332, saying it was necessary for her to report to the school administration on Timberland's services to the school. She said in writing the note to the principal, she realized how much they appreciated the services of Timberland and the Winlock librarian.

C. Letter from Sharon Campbell re Winlock service

Mrs. Morrison read a letter from Sharon Campbell in the English Department at Winlock stating how much they have enjoyed the visits of Judy DuPuis to the classroom. She said the books left by Ms. DuPuis are always checked out. She thanked Timberland for providing the library services.

D. Letters from County Commissioners regarding Baker reappointment

Mrs. Morrison said that Timberland had received immediate responses from the Commissioners in the other four counties each confirming Mr. Baker's reappointment to the board by the Lewis County Board of Commissioners. She passed the letters around for board members to see.

E. Letters and petitions from Quinault-Amanda Park

Mrs. Morrison said the petitions had been turned in to the book-mobile with the comment that the sheets had just been put in the stores in the area. The sheets read "Petition for Library Service in Amanda Park", and support the establishment of a new branch. Also she read a letter from Mrs. Christy Waters of Humptulips giving her support for a branch library in Amanda Park and saying she would like to work on the library staff if one is established. Mrs. Morrison passed the sheets around for board members to see.

6 Unfinished Business

A. Revision of the 1973 Budget

DR. LAWRENCE MOVED THAT THE BOARD ADOPT THE REVISED BUDGET FOR 1973. SECONDED BY MR. KEISKI AND PASSED UNANIMOUSLY.

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B. Ratification of telephone vote to close December 24

MR. KEISKI MOVED THAT THE BOARD DECLARE DECEMBER 24 AND DECEMBER 31 LEGAL HOLIDAYS FOR TIMBERLAND STAFF IN LINE WITH OTHER GOVERNMENTAL AGENCIES AND CLOSE TIMBERLAND. SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY.

7 New Business

A. Consider closing December 31

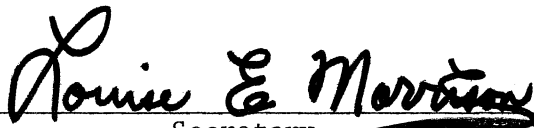
This proposal was taken care of under Unfinished Business.

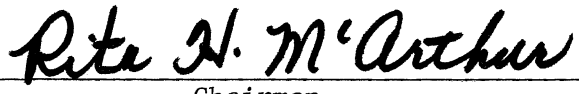
Mrs. McArthur said the board needs to consider Mr. Sheafe in regard to filling position vacated by Mrs. Robbins. Dr. Lawrence said he did not feel the board should take any action other than to have the Director carry out the personnel policy concerning an individual in an assignment in a higher salary grade and responsibility. Dr. Lawrence said it should read in the minutes that this is a temporary assignment from the first of December extending not less than 90 days but not more than 120 days. He said this should be called a special assignment. He said Mr. Sheafe would be paid at the rate of the position he is filling. The board agreed with this arrangement.

MR. KEISKI MOVED THAT THE BOARD COMMEND THE ENTIRE TIMBERLAND STAFF FOR THE FINE WORK IN 1973 RECOGNIZING THAT TWO NEW OUTLETS WERE OPENED WITHOUT ADDITIONAL REVENUE AND MANPOWER TO MAKE THE SYSTEM FUNCTION IN A VERY EFFICIENT AND ORDERLY MANNER FOR PATRONS. SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

Mrs. Morrison said that a draft copy ready now of a five-year achievement list will be in final form next month for the board. Dr. Lawrence suggested that this be in the form of a news release also to inform the patrons of the five-year achievements.

There being no further business to come before the board, the meeting was adjourned at 9:25 p.m.


Secretary


Chairman

To Here
N. Craig
St. Exam
6/11/74