

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

March 21, 1974

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TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
1006 Sleater-Kinney S.E.
Lacey, Washington
March 21, 1974

BOARD OF TRUSTEE MEMBERS PRESENT:

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

BOARD OF TRUSTEE MEMBERS ABSENT:

Dr. William H. Lawrence, Vice-Chairman--Lewis County

STAFF PRESENT:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Mary L. Stough, Assistant Director, Eastern Area
Joy Ayres, Business Manager
Janet L. Blumberg, Extension Services Librarian
Margaret Coppinger, Olympia Librarian
Barbara Durney, Hoquiam Staff
Judith V. Green, Hoquiam Librarian
Phil Olson, Public Information Assistant
Therese Rice, Audio-Visual Assistant
Mary Russell, Lacey Librarian
Yvonne Seidler, Chief Reference Librarian
Michael J. Sheafe, Community Relations Officer
Sharon Boring, Board Recording Secretary

OTHERS PRESENT:

Ron Rowe, Chairman, Olympia Library Board
Stella Steuby, Former Employee

The meeting was called to order at 7:40 p.m. by Chairman, Mrs. McArthur.

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1 Approval of minutes of the February 21, 1974 meeting

Mrs. McArthur said the minutes were mailed to the Board Members and one attachment for correction returned. Correction had been made and if there were no further corrections or additions, THE MINUTES WOULD STAND APPROVED AS CORRECTED.

2 Approval of Vouchers

Mr. Ayres said there was no summary of expenditures at the end of the report. He said that with board permission he would present this material by tracking charts later in the meeting. The Board Members agreed.

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MRS HAGEN MOVED THAT THE VOUCHERS BE APPROVED. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

Mrs. McArthur asked that any agenda items be added at this time. She said the Raymond contract had been added under unfinished business. Mrs. Morrison said the Board needs to take action on several items in the revised budget. She said the revised budget included a new film clerk in Olympia, some additional travel money, and corrective changes back and forth between categories. This item was put on the agenda later in the meeting.

3 Reports

A. Board

1) Building Standards Committee--Mr. Baker

Mr. Baker said the committee met two weeks ago tonight with Mr. Andrews from Farwest Homes. The staff tried to arrive at standardized needs of the small libraries and middle-sized libraries to direct Mr. Andrews in preparing some plans to be used for future libraries. Mr. Andrews has an appointment with Mrs. Barton to see some of the libraries in the district and several in King County.

The regular order of business was suspended to welcome Mr. Ron Rowe, Chairman of the Olympia Library Board. Mr. Rowe said that since the Committee of the 70's had been developed and charged with the responsibility by the City Commission of establishing priorities within the community, the library board has no alternative but to participate 100% with this committee and let the committee know that the need for a new library is a Number 1 priority. He said the library is well represented on the Committee of the 70's. He said he does not see any particular problem in having the new library, which is so badly needed, among those top priorities of the City of Olympia, which will grow out of the recommendations from the Committee of the 70's. Mr. Rowe said the Committee of the 70's is not a permanent committee and hopefully will be done within 18 months. He said the money from the Swanson Estate given to the City of Olympia is in trust. He said the two accounts holding the money are accruing interest which will be available along with the \$50,000. He said Olympia has approximately two years to establish the city's intent to utilize the money the way that it was originally intended by the will. Once the city establishes its intent to utilize the money in the manner that it was originally intended for, then the city has fulfilled the obligation of the bequest, which is for the construction of the new library. A bond issue on the city ballot for that particular purpose would be "intent". The committee meets each Tuesday morning at 7:00 a.m. By hearing from the various groups, the committee is able to do its research and find out what is going on. Mrs. McArthur commended Mr. Rowe on behalf of the Board for his report and the job the Olympia Library Board is doing. Mr. Rowe said Mrs. Schmidt attends the Olympia Library Board meetings and has been good about bringing them information.

The regular order of business was resumed.

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B. Staff

1) Director--Mrs. Morrison

Mrs. Morrison said much of the month had been spent in trying to get a report prepared for Timberland's anticipated revenue loss due to the early implementation of SJR 1. The State Library Commission approved the method of distribution which was suggested by the Library District Directors and it is the State Library's intent to distribute these funds as rapidly as possible. Timberland will get somewhere between \$16,347 and \$249,831. She said there will not be enough in the fund to cover all the losses in all library districts so the amount received will be somewhere between the two figures. She said this report was delivered on the 13th with her signature and the Board Chairman's signature on it certifying that these are the figures and providing supporting documents. Mrs. Morrison said the other big item of the month has been preparation of the annual statistical report, which has been completed.

On March 15 two Timberland staff members responded to an emergency call from the Washington State Association of School Librarian's program chairman. Christine Bradley from Olympia (on very short notice) did one of the concurrent sessions on "book-talking" for the primary grades. Dr. Jerry Brong was unable to be there for the morning session to talk about the National Commission on Libraries and Information Science so Mrs. Morrison said she made the presentation in his absence. Mrs. Morrison said a number of Timberland staff members were present for the WSASL conference, which she thought was a healthy sign. She said Mrs. Stough can give some information on the Governor's keynote speech, and Mrs. Barton attended the entire meeting and her report is in the Board folders. Mrs. Morrison said she was only at the conference for four hours on Friday.

Mrs. Morrison said the number one item now will be to get the request for support of Resource Directory Development through the April 15 session of the Legislature.

At the joint meeting of the House and Senate Ways and Means Committee there was approval for releasing \$100,000 for Washington's share of the support of the Pacific Northwest Bibliographic Center and \$260,000 of Federal L.S.C.A. Funds for construction. It remains to be seen when the rest of the Federal Funds will be released. The problem before the Legislature will be the "maintenance of effort" on the part of the State Library and if it drops from 82% to 67% for lack of adequate state funds then the State Library probably will be ineligible for federal funds next year. There is some real concern about getting this point through to legislators.

There will be material at a meeting in King County Library tomorrow, which is not just a meeting of district directors but library directors from around the state. The history of the whole problem of network planning, the resource directory, and problems in trying to get funding for this will be discussed. Mrs. Morrison said that materials may be suitable for fairly wide distribution, at least in the library community.

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2) Assistant Director, Western Area--Mrs. Barton

Mrs. Barton said she took notes on the WSASL Conference, which was attended by about 600 people. Mrs. Barton said the Board Members could read the notes without her going back over them.

Mrs. Barton said the City of Raymond is planning to become a noncharter code city rather than a third-class city. She said that the city administration feels they will be in a better position to get funds for whatever they want to do. She reported that the Raymond Library Board members are now aware there is some problem between Timberland Board and Raymond City Council about the contract and their city ordinance governing what the library board does, and they are hopefully going to work on this.

The Ilwaco Board Members and the Town Council are looking for an interim solution to the library space problem, and they hope at some time in the future to build a joint town hall-library building but that is probably three to five years in the future. She said in the meantime the library board is looking for some place to move and has one suggestion which she said she looked at the other day. She said she does not know yet which way they are going to go.

Mrs. Barton said the Quinault School Directors were meeting tonight and had asked her to come to the meeting and talk about Timberland. She said as part of their meeting they will read a letter which the superintendent requested from her, and then they plan to set a date for a joint meeting with the Timberland Board to talk about the need for library service at Amanda Park. She said that the School Directors hope this meeting can be held somewhere in the Aberdeen-Hoquiam area.

Taholah is building its shelving but now is waiting for applicants for a community library assistant job because it is necessary to train somebody to do the work up there before they can move into the library.

The Naselle community is still interested in a possible library building there. They will have a branch of the Bank of the Pacific built there, and they are looking forward to more development in their small community.

Miss Doyle of the State Library and Mrs. Barton went to Rosburg in Wahkiakum County Wednesday to talk to the community club group. The Community Club had thought there was some hope of Timberland running the bookmobile down to Wahkiakum County. Mrs. Barton said they thanked her and Miss Doyle for coming down. Some residents of Wahkiakum County plan to purchase nonresident TRL cards and one check has already been received. They also promised to do anything they could to help toward a statewide system of libraries so that they can have service there.

Mrs. Barton said the Aberdeen Board hosted the newest member of the Raymond Board on the 5th of March. Aberdeen had hoped to get more than one member there but the rest had commitments. She said the meeting was very interesting, and the Aberdeen Board was fantastic. The gentleman from Raymond left

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with a much clearer picture of the district. She said the Raymond Board is considering writing by-laws and has some samples of other boards' by-laws.

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

Mrs. Stough said on the 2nd of March she attended a WLA interest group meeting of CAYAS (Children and Young Adult Services). The topic of the meeting was cooperation, and there were several school librarians present. She said she reported on the workshop that was done by the Superintendent of Public Instruction Office, Intermediate School District 113, and Timberland. The CAYAS group was interested in how Timberland set it up and what was accomplished. Some people asked for copies of the packets that were used and expressed an interest in doing a similar thing.

Mrs. Stough said she attended the WSASL Convention mainly to hear Marilyn Sachs and Madeleine L'Engle, both outstanding children's authors. She said she enjoyed the talks.

Mrs. Stough said she attended the Centralia Library Board meeting the other night at their invitation and the direction of Dr. Lawrence. She said they discussed the Board's idea of a library between Centralia and Chehalis. Mrs. Stough said that if the library is built in either city the city will have to take care of the library building; if it is in the unincorporated area it will be Timberland's responsibility. She said the board wants to keep the building so this year the commission and board are not pushing for any kind of study on a new building. They are thinking about expanding or renovating inside, but not this year.

Mrs. Stough, Christine Bradley and Patsy Humphres attended a meeting with Wayne Dralle, staff of the recreation department and several school librarians. Last year there was a well attended and well thought out cooperative program among the Timberland Library, the Recreation Department, and the school libraries. She said they are trying to put together a similar program this summer. She said part of the discussion was about doing something with the Olympia bookmobile which has not been sold--"jazzing it up" and using it for some children's programs in the district.

4) Business Manager--Mr. Ayres

Mr. Ayres said through the month of February Timberland took in \$255,512; \$10,000 of that amount came in the month of February, the balance came in the month of January. He said that of that amount \$16,000 was 1974 monies and the rest 1973 monies. He reported that of the \$255,512, \$240,000 had been expended. He said that because of \$65,000 from December finals, the district is on interest warrants again. In the month of January 39¢ was paid for interest warrants. The Thurston County Treasurer has not forwarded the February financial report yet. On the money invested for the month of January, Timberland received \$267.12.

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Mr. Ayres said this is the first month he has been able to give the Board BARS tracking charts. He said the revenue charts will not be any different because Timberland is still working with income from the unincorporated area, incorporated cities and towns, and miscellaneous revenue.

Unincorporated Areas: \$984,799 budget; received \$157,000, the greater part being 1973 monies.

Incorporated Cities and Towns: Received \$60,520 which is all 1973 monies.

Miscellaneous: \$90,985 budget; \$37,000 has come in so far (mostly 1973 monies).

10--Administration: Budget \$173,984; spent \$25,000 through February.

21--Public Service: Budget \$1,269,551; spent \$199,008 through February.

22--Organization of materials; Budget \$133,881; spent \$9,164 through February.

50--Facilities: Budget \$56,000; spent \$4,395 through February.

Personal Services Total: Budget \$1,155,783; spent \$174,000 through February.

Materials and Supplies Total: Budget \$37,248; spent \$4,000 through February.

Other Services Total: Budget \$231,969, spent \$26,658 through February.

Capital Outlay (most in books and materials): Budget \$208,593; Spent \$34,941 through February.

Mr. Ayres said Timberland had a typewriter stolen in Montesano. Timberland's insurance covered this.

Mr. Ayres said he had a memo from Mrs. Barton on postage. Mrs. Barton had some input from Mrs. Marcel King that the local post offices are rated by the postage service on the basis of volume of sale of stamps. He said Timberland has been purchasing all the stamps in Lacey and sending them out to the smaller libraries. Mr. Ayres said Mrs. Morrison and Mrs. Barton recommended that this be put in the imprest funds and every month the branches report stamps purchased on their monthly financial report. Mr. Ayres said the building supervisors would have no problem with this because they would not need to make an additional report. Mr. Ayres said he checked 1973 expenditures and found that \$1,485 in postage had been sent to the smaller libraries. He said with an estimated 25% increase he was asking the Board to bring the imprest fund up from \$800 to \$960 a month. Mr. Ayres said the postage would be charged back against the the proper category in any case.

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4 Communications

Mrs. Morrison said she had forgotten to put the letter from Mrs. Stella Steuby on the agenda. The letter said that Mrs. Steuby would be willing to sit down with the Board and discuss her resignation if this could take place early in the agenda as she had other plans later in the evening. Mrs. Morrison said Mrs. Steuby was here earlier but Mrs. Morrison had not read the letter closely enough and did not get her on the agenda. Mrs. McArthur said she had distributed to the Board Members copies of Mrs. Steuby's letter of resignation.

A. Letter of thanks from Louise Paull, Oakville Friends

Mrs. Morrison read a letter from Mrs. Paull addressed to Mrs. McArthur as Board Chairman dated February 27 thanking Timberland for the projector and screen. She said they appreciated the time Miss Rice and Mrs. Kirkbride spent with them showing them how to thread the projector and the proper use of the machine.

B. Letter from Louise Paull, inviting Board to meet in Oakville

Mrs. Morrison read the letter from Mrs. Paull dated March 8, 1974, inviting Timberland to hold a Regional Board Meeting in the Oakville Timberland Library in April or May. A dinner for the Board Members would be provided at a nominal fee.

C. Letter from Valinda Karjala--former staff member at Aberdeen

Mrs. Morrison read the letter from Valinda Karjala regarding the invitation Ms. Karjala had received to attend the February Board Meeting. Ms. Karjala said she had been out of town and unable to do so. She assured Mrs. Morrison her reasons for leaving the Aberdeen Library were of a personal nature, and she was not dissatisfied with anyone or anything involved in her work. Ms. Karjala said she would like to give some credit where it is due. She said Timberland's policies are designed to meet the needs of the general public without regard to occupation, station of life, or any other discriminatory factors. She said she feels the staff at the Aberdeen Library carries out this philosophy and that Mrs. Spellman and Mrs. Olesen in particular instill in those working under them the desire and duty to go "all out" in helping patrons find and get exactly what they need.

The Board recessed briefly at this point.

5 Unfinished Business

A. National Commission on Libraries & Information Science Resolution

Mrs. McArthur said last month she asked that the first item under Unfinished Business be the signing of this resolution. Resolution No. 22 regarding the National Commission on Libraries & Information Science was passed around for signatures.

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NO.

B. Recommendations re Central Services

Mrs. McArthur said this had been discussed in the study session before the meeting since it dealt with personnel. Mr. Sheafe was asked to give a summary of the items which he feels require immediate board action. Mr. Sheafe said the recommendations he would like to see action taken on are: (a) the position in which he is acting temporarily be reclassified from Range 13 to Range 11; (b) the Chief Reference Librarian position be reclassified from Librarian II to Librarian III; (c) a Clerk I be added full-time for Mr. Ott, who presently has a half-time clerk; (d) that the present Clerk II, be assigned full-time to Mrs. Seidler for bibliographic searching and reclassified a Clerk III; (e) that there be a new Clerk II position created to fill the gap left by the extra help required for Mr. Ott and Mrs. Seidler; (f) that there be a new Clerk I position added for locator file work; and (g) pending approval of supervisors concerned, an additional Clerk II in the Service Center be raised to Clerk III. Mrs. Morrison said she concurred with Mr. Sheafe's recommendations.

MR. COX MOVED THAT THE RECLASSIFICATIONS BE MADE AND THE TWO POSITIONS BE ADDED AS RECOMMENDED. SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY.

Mrs. McArthur asked if the Board should make recommendations regarding searching for new quarters for Central Services. Mr. Baker said he thought rather than appoint a Board Committee this would be a staff job and the Director should select someone from the staff to do some research. Mr. Baker said also that there is a need to establish a reasonable growth projection. Mr. Baker said the Service Center is not tied to the Lacey area since it was moved from Olympia in the first place because the space was available. It needs access to arterials. The Board gave the staff verbal authorization to proceed with the search for a new location. Mr. Cox commented that it should not be moved so far as to cause Timberland to lose personnel over the move and Mr. Keiski recommended that it be near a bus route as well.

Mrs. McArthur said that the Board needs to take action regarding an extension of Mr. Sheafe in his acting position because the time is up on his temporary position at the end of March. Mrs. Morrison recommended that there be an overlap since there will need to be a search for the new person.

MR. BAKER MOVED THAT MR. SHEAFE'S ASSIGNMENT BE EXTENDED FOR ANOTHER 90 DAYS TO GIVE HIM THE OPPORTUNITY TO CARRY OUT THE TASK OF SYSTEMATIC ANALYSIS OF THE OPERATIONS OF THE SERVICE CENTER. Mr. Keiski said he would go along with this if the records show that it "does not necessarily mean he is efficient or inefficient." SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY.

Mr. Keiski said to think about the ethnic minority balance or lack of it in finding someone for the position. Mrs. Morrison said they try but have few applicants.

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NO.

C. Consider Increase in North Mason Rental from \$25 to \$30 per month.

Mrs. McArthur said the Board Members received a memo regarding this. She said that Mrs. Morrison and Mrs. Stough felt that the rent should be increased to \$30.

MR. BAKER MOVED THAT THE BOARD INCREASE THE NORTH MASON RENT FROM \$25 TO \$30 PER MONTH. SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

D. Request to Approve Mileage Allowance Change from 10¢ to 13¢

MR. KEISKI MOVED THAT THE BOARD APPROVE THE CHANGE IN THE MILEAGE ALLOWANCE FROM 10¢ TO 13¢. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.

E. Resolution Regarding Supplemental Retirement Plan.

Mrs. Morrison said she had been in touch with Timberland attorney Jane Smith on this to see if there were any pitfalls either in the resolution or in the body of the agreement. Mrs. Morrison read the text of a letter of March 20 from Mrs. Smith (the letter had not been received yet but Mrs. Smith gave her the information over the phone.). Mrs. Smith recommended that if the Board desires to enter into such an agreement, that Sutcliffe and Co., Inc., be required to furnish proof to the Board that the Internal Revenue Service has reviewed the plan and that the employee's deductions are, in fact, nontaxable. Mrs. Smith said that this information should be given to the Board in writing prior to the time the Board passes the resolution and signs the contract. Mrs. Morrison said Mrs. Smith is recommending this be tabled until proof from the Internal Revenue Service is in hand. Mrs. Morrison will ask Mr. Sutcliffe to supply written approval from the Internal Revenue Service on this matter.

F. Union Contract for 1974

Mrs. Morrison said Timberland is operating without a union contract. She said the only change in the union contract is that the year 1973 in all cases has been changed to read 1974. Mr. Keiski asked if the negotiable items are being added. Mrs. Morrison said the negotiable items are not part of the written contract.

MR. KEISKI MOVED THAT THE BOARD ADOPT THE UNION CONTRACT FOR 1974. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

G. Raymond Contract

Mr. Cox suggested that the Director contact the Raymond City Commission and say Timberland cannot indefinitely continue to service Raymond without a signed contract. He said to say it so they understand. Mrs. Morrison said she will also remind them that they agreed at the January meeting to a three-year contract. Mrs. McArthur said a motion would not be necessary on this, just Board direction. Mrs. Hagen asked that some contact be made with the Raymond Board by Mr. Cox.

AGENDA ITEM
NO.

H. Budget Revision

MR. KEISKI MOVED THAT THE BOARD ADOPT THE BUDGET REVISIONS RECOMMENDED BY STAFF. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.

Mr. Cox said he had lunch with Patty Aase of the Ilwaco Library the other day. She is concerned with the press coverage she gets in the Tribune. Mrs. Barton said the Ilwaco Library Board is recommending to the City that they move out of the present quarters into something bigger as an interim step toward a new building. There is a church building almost immediately behind the City Hall which has not been used for a long time. While it is not "ideal", nothing else is either. The city is looking toward the possibility of acquiring the property.

Mrs. Morrison said she would like to make an even broader recommendation while the board is talking about buildings: That Timberland put together a total expansion package with steps and the priorities for buildings and approve a grant request for the whole thing for the funding of all or any part. She said there had to be new commitments for the 1973 federal funds which had been impounded and now have been released, and they will have to make grants based upon present needs. She said it looks as if it would be a good time for Timberland to put together a package, which might include the extra materials and outfitting for Amanda Park, North Mason, and perhaps Naselle at the same time. If Timberland could move along in this direction, a grant request could be put together in three parts for approval according to our priority or all of them if there were sufficient money to fund them all. Mrs. Morrison said they would look towards getting some additional dollars which could help to do the interior facility layout. Mrs. Morrison said along the same lines Timberland should have a contingency request in for additional materials in the event that Olympia or Lacey approves a new building because the necessity for more materials immediately is right with us.

Mrs. Morrison said there was one more comment she wanted to offer. She said figures have been completed for Timberlands percentage expenditures for 1973. Ten percent was in administration, 75% was in public service, 11% in organization of materials, and 4% in facilities. Mr. Cox said this would be a good news release and should hit every newspaper.

6

New Business

A. Certificate of Appreciation for William H. Tilton--Former Chairman of Centralia Board

Mrs. McArthur said the Board had already approved doing this and it was just a matter of signature, which she did.

B. Increase Imprest Fund by \$160 a month

MR. BAKER MOVED THAT THE IMPREST FUND BE INCREASED \$160 A MONTH FROM \$800 TO \$960. SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

AGENDA ITEM
NO.

C. Action on the Oakville Invitation for Meeting

Mr. Cox said the Board should meet in Oakville in April or May. Mrs. McArthur said the Board would plan the April meeting in Oakville and acknowledge the invitation to that effect.

Mrs. Stough asked if a few Certificates of Appreciation could be signed ahead since local board members go off boards at different times. Mrs. McArthur said this would be appropriate.

Mrs. Morrison commented that Timberland has been sending out information packets to new local board members and she has been getting requests from "old" board members for this packet too. The old members thought they were very helpful.


Mrs. Hagen announced that Della Wakefield will help with trustee workshops in May; one for Pacific and Grays Harbor Counties and the other for Thurston, Mason, and Lewis Counties.

Mrs. Morrison said she hoped the Board Members would be marking their calendars for the WLA Convention May 2, 3 and 4.

Mrs. Morrison commented that one other interesting statistic is that last year Timberland vehicles burned 17,732.6 gallons of gasoline and traveled 180,826 miles.

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


Secretary


Chairman