

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
OAKVILLE TIMBERLAND LIBRARY

OAKVILLE, WASHINGTON

April 18, 1974

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BOARD OF TRUSTEE MEMBERS PRESENT:

Rita McArthur, Chairman--Mason County  
Dr. Wm. H. Lawrence, Vice Chairman--At Large  
Raeburn Hagen, Trustee--Grays Harbor County  
Donald Cox, Trustee--Pacific County

BOARD OF TRUSTEE MEMBERS ABSENT:

Robert Baker, Trustee--Lewis County  
Elmer Keiski, Jr., Trustee--Thurston County  
Ruth Schmidt, Trustee--At Large

STAFF PRESENT:

Louise E. Morrison, Director  
Virginia Barton, Assistant Director, Western Area  
Mary Stough, Assistant Director, Eastern Area  
Joy W. Ayres, Business Manager  
Janet Blumberg, Extension Services Librarian  
Christine Bradley, Olympia  
Barbara Bruhns, Book Selection Coordinator  
Linda Hansford, Montesano Librarian  
Harriet Lamb, Hoquiam  
Marian Machin, Oakville Librarian  
Marian Osterby, Centralia Librarian  
Michael J. Sheafe, Community Relations Officer  
Rosalie Spellman, Aberdeen Librarian  
Jay Windisch, Raymond Librarian  
Phil Olson, Public Information Assistant  
Sharon Boring, Board Recording Secretary

OTHERS PRESENT:

Rosanne Bridgham, Centralia Library Board  
Regina Cooper, Oakville Friends of the Library  
Kay Evans, Aberdeen Library Board  
John Gibb, Centralia Library Board  
Eva Griswold, Oakville Friends of the Library  
Mabel Inmon, Oakville Library Board  
Carlys Newcomer, Oakville Friends of the Library  
Susan Pennington, Oakville Friends of the Library  
Sue Thoms, Oakville Library Board  
Jan Eileen Van Wyk, Intern at Olympia

At 7:35 p.m. only three Board Members were present for the meeting, which could not be opened for official action until a quorum was present. The Chairman decided to open the meeting unofficially so that comments could be heard from Board Members, staff, and citizens in attendance pending the official call to order.

Mrs. Bridgham, Chairman of the Centralia Library Board, reported that Centralia has a full board now. She said their March meeting was productive with good input from all of the members present. She said the Centralia Board has contacted an architect who will come and look at the Centralia building and that an informal opinion poll regarding the building is in progress among patrons. At the meeting she said they did some brainstorming on the kinds of programs they would like to see in Centralia. The next special program will be on "Edible Wild Foods". She said the library board has made progress in the budget as the city has allowed some money for expenses this year. She said the Centralia Library did join the WLA and PNLA as institutional members and money has also been allowed for board members to attend meetings. She will be attending the WLA conference in Yakima.

Mrs. Marian Machin introduced the Oakville Board and Friends present at the meeting. She said the board members are interested in the library and it is a growing thing in Oakville. A quilting program is planned for next week. She reported that Oakville is using its projector and that the community is appreciative of it. She said the Oakville members were glad that the Timberland Board could meet there. Mrs. McArthur said Timberland is proud of Oakville, and she thanked the Oakville Friends of the Library for the delicious meal served prior to the meeting.

Mrs. Hagen said she had met that day with Della Wakefield, who is the Trustee Coordinator for the Washington Library Trustee Association, and they are planning to have two trustee-friends workshops in the five county area in May. She said they hope that the one for Grays Harbor and Pacific Counties could be on Saturday, May 11 and the one for Mason, Thurston, and Lewis Counties could be on May 18. Mrs. Hagen asked for comments from the trustees present about having a Saturday workshop. One man said Saturday would be best for him. Mrs. Hagen asked the trustees and friends to give her some input after the meeting as to what they would like included in the workshop.

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3 Reports

A. Board

1) South Mason Progress--Rita McArthur

Mrs. McArthur said there was not much to report on South Mason. She said that Mr. Andrews and Mr. Kneeland are working together to come up with a building proposal. It is still in the tentative stages. Mrs. McArthur said she believed Mr. Andrews would be able to negotiate with Mr. Kneeland to get something ready for Timberland.

Mrs. McArthur said Mr. Andrews would like to meet with the Board soon and it would be desirable for it to be a special meeting rather than to delay until the next regular meeting date. She said later in the meeting the Board would try to decide upon a meeting date and place.

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B. Staff

1) Director--Mrs. Morrison

Mrs. Morrison said there are several in-depth reports on different subjects so her report would be brief. She said she had several invitations in response to a memo she sent out to all libraries in carrying through on the Board's commitment to carry information down to the "grass-roots" about the "New National Program" as proposed by the National Commission on Libraries and Information Science. She was asked to come to Raymond, Aberdeen, and Tumwater. She said she has a program which can be presented in precise form modeled more or less on what the National Commission did in Seattle in January. Mrs. Morrison said she will be out of the district seven days next month. She will be working on network planning which Timberland must be involved with as it has been since the beginning. She said she will be away two days in Richland and two days in Tacoma as one of the members of the State Planning Task Force of the Advisory Council to try and get input from the profession for the Library Futures Planning Task Force. She said it is urgent that Timberland get as many staff and Board Members as possible at the Tacoma meeting on Thursday and Friday, May 23 and 24. She said if Board Members could get there even one day it would be helpful. The meeting will be at the Rodeway Inn.

Mrs. Stough said that a group at Oakville was interested in the White Paper discussion and she suggested having Mrs. Morrison come talk to the group. Mrs. Cooper said it would be helpful and a meeting would be set up with Mrs. Morrison.

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

Mrs. Stough said she would only report on Yelm, Lacey, and Olympia libraries because all are involved in buildings. On April 16 Mary Russell, Lacey Librarian, and members of her board went to the Planning Commission which is part of the Lacey City Council. The librarian and board members were scheduled for a 20 minute presentation but were kept there for one and one-half hours. The Planning Commission listened and watched a slide presentation of some of the libraries that had been built recently in King County, information that might be appropriate in Lacey: cost, site, etc. The total group came up with something where "everyone was happy". The library board agreed not to try to cast out on their own and the city agreed to do the things that must be done specifically for libraries, even though the Planning Commission would like to get a total package together for the city because they need many other buildings also. In the meantime the Commission instructed the librarian and board to look around for a site for the interim because it probably would be four years before a building could be built. They need larger quarters now so they were instructed to find larger quarters and make sure the rent is represented in next year's budget request.

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Next Mrs. Stough reported on the Olympia Library. She said many know of the tense situation in the Olympia Library as one never knows if the ceiling will fall down. She said Mrs. Coppinger, the librarian, has been meeting weekly with the Olympia Planning Commission. Mrs. Stough attached the Olympia Comprehensive Plan Proposed Meeting Schedule to her report for the Board Members. She said the final draft of the recommendations for the comprehensive plan is to be ready on August 3 and be in the newspaper on August 4.

Mrs. Stough said the Yelm plan is the most interesting because Yelm is probably the worst facility in all Timberland. She said that this has been under discussion for quite a while. She said after arguing and tossing it aside for several years, Yelm has come up with a new city hall-library plan like the one built at Black Diamond. The Yelm City Council actually has adopted the resolution for a library and city hall.

Dr. Lawrence said that the board is seeking an interim solution for the Service Center and Lacey is considering an interim solution and he thought it might be a good idea to seek the solution jointly. He said the Service Center could take the back of a large structure and suggested there be some coordination which might turn up a warehouse-type store. Mrs. Morrison said generally leases are laid out on the basis of the number of square feet occupied and larger amounts of square footage, for the most part, are less per square foot than smaller buildings. Mrs. Morrison said the staff will look into this suggestion immediately.

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

Mrs. Barton said she had a conversation with the editor of the Raymond Herald and his observation in Raymond, where he has been for only one year, is that the library has not touched most of the population of Raymond. He said that many people do not even know it is there, and he is interested in doing something about it. Mrs. Barton said that hopefully he will be active in trying to form a friends group there again. She said that he feels something must be done and he is willing to help with it.

The Quinault School Board met on April 3 and asked for information. Mrs. Barton said the main thing she wanted to emphasize in this report is that there are some alternative ways to proceed which should be discussed by Timberland Board Members and staff before having a joint meeting with the Quinault School Board. She said this is a remote location where there are several widely scattered communities with virtually nothing available to them. She said the problem which the school board faces now is whether they think they can get a bond issue passed.

Mrs. Barton said there was an open house at Ocean Park. Raymond has rearranged the book collection and hopefully it will be better. The North Beach building is up for sale. Taholah shelving is almost finished and the problem right now is to find somebody to work in the library. Mrs. Barton said she is working on this.

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Dr. Lawrence asked if Mrs. Barton needs authorization from the Board to have discussion with the Quinault School Board. Mrs. Barton said she told them when she was there that she could not speak for the Board but recommended that they arrange a joint meeting with the Timberland Board. Dr. Lawrence suggested that when Mr. Cox arrived (to complete the quorum) the Board authorize Mrs. Barton to do some preliminary ground-work and discussions with the Quinault School Board representing the Board in the early discussions.

4) Business Manager--Mr. Ayres

Mr. Ayres reported for the first quarter of 1974. Expenditures during that period totaled \$382,299; revenue during the same period totaled \$302,360. Timberland paid \$59.00 on interest-bearing warrants during the quarter but realized \$367.00 on short-term investments for a net gain of \$308.00 on investments during the quarter.

Mr. Ayres reported that the sources of revenue during the first quarter were as follows:

Tax Related (unincorporated)	\$184,728
Contract Cities	77,476
Miscellaneous	40,157

Expenditures during the first quarter were broken down as follows:

572.10 Administration	\$ 73,072
572.21 Public Service	320,287
572.22 Organization of Materials	13,499
572.50 Facilities	9,852
Imprest Fund	496
Vehicle Operation	1,091

Mr. Ayres said that an attempt was made to produce a tracking chart for distribution of vehicle operation costs as a separate item but that it is impractical because many of the costs must be pro-rated according to number of miles driven a year for the various types of service.

5) Progress Report on Raymond Contract--Mr. Windisch

Mr. Windisch said the proposed contract is in Timberland's hands. He said he attended the City Commission meeting but that the chairman of the library board and one of the board members were spokespersons. The latter brought it to the attention of the City Commission that it is already April and the 1974 contract has not been signed. What apparently is causing the problem is the proposed city ordinance establishing the library and creating a library board which legally conflicts with the contract. The City Commission members said they were very agreeable to any suggestions in changing the wording of the ordinance so that it would not conflict with the contract. They were wondering what the problem was and why it was not signed. Mr. Windisch said he was to bring a revised city ordinance for the Timberland Board to look at, make any suggestions, and feed back anything to the city attorney as far as

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how the revised ordinance meets Timberland's requirements so it does not conflict with the contract. He said the general mood of the meeting was very amicable, and the people did not think there was any problem at all.

Mr. Windisch said he had joined the Chamber of Commerce and the Kiwanis Club and felt this was making a difference as more people have talked to him about the library and started to ask questions. He said he had several reference questions when he answered the telephone and had been able to answer the questions right away. He said he hopes instead of hearing about what happened five to ten years ago they can start fresh. He said he thinks things will get better.

Dr. Lawrence said he understood from the newspaper article that Raymond had made its first quarterly payment or will. Mr. Windisch said it should be received by Timberland any time now.

Mr. Cox arrived at this time making a quorum. At this time the "unofficial meeting" was closed for a short recess.

The official meeting was called to order at 8:50 p.m. by Chairman Mrs. McArthur.

1 Minutes of the March 21, 1974 meeting

Mrs. McArthur said since no corrections or additions to the minutes had been received, the minutes would stand approved as mailed.

2. Approval of Vouchers

DR. LAWRENCE MOVED THAT THE VOUCHERS FOR THE MONTH OF APRIL BE APPROVED. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.

3 Reports

B. Staff

1) Director--Mrs. Morrison

Mrs. Morrison said she had additional information to report to the Board. She said she had reported to the Board at a previous meeting that the State Library Commission had approved the distribution of the funds appropriated by the Legislature for library districts in the manner which the library districts had recommended. The State Library Commission did approve it but had to clear through channels in order to release the funds. She said that the formula for distribution has been changed by the Department of Revenue so now the library districts do not know where they stand. She said that library districts will know as soon as they have done the recalculations and the State Library's figures and the Department of Revenue's figures match. Mrs. Morrison said her theory is that Timberland's figure may be somewhat lower than originally anticipated. She said she should have word before the next Board meeting.

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6) Progress report on Olympia Library--Taken care of in Mrs. Stough's report.

7) Progress Report on Lacey Library--Taken care of in Mrs. Stough's report.

8) Report on Summer Reading Club Plans--Christine Bradley

Ms. Bradley said the Children's Committee felt that the summer service for the children in the rural areas had been pretty bad. In the city libraries there are several activities for the children (story hours, films, craft programs, puppet shows, etc.); the rural children only have the bookmobile. This summer Timberland plans to start a Summer Funmobile. The old 1962 bookmobile will be fixed up. It will be painted with graphic designs all around, have a little carpentry work done on the inside, have lots of magazines, records, paperbacks, and children's books. She said the staff also wants to have a sound system in it which would be a cassette-type recorder with an inside and outside speaker along with a microphone. The whole purpose of this is to present real programs in the rural areas (story telling, movies, and crafts). She said the funmobile will stay at each stop about two hours and will be open during this time for browsing and the program will be held outside. Ms. Bradley had a two page preliminary report for the Board Members in their folders. She said it will cost about \$1500 to fix up the bookmobile and buy the new materials. She said this is "good money" as the bookmobile can be used every summer and there are some thoughts now about using it through the year. Ms. Blumberg computed the mileage and driver costs. It is about \$450 for gas and about a month of extra driver time which is about \$500. Other driver time already is budgeted.

Dr. Lawrence said that this is a creative idea and the staff might consider having a contest and have the kids name the bookmobile. He also suggested that the staff spend some time thinking about the way to paint it so it will be attractive, eye-catching, and fun. Mrs. Morrison said this project has the complete support of the senior staff, Extension Services, Community Relations, and children's staff. The Board gave its support too. Mr. Cox said he feels Timberland owes the small unincorporated areas more than the district has been able to give. Dr. Lawrence asked Ms. Bradley to keep a good log on this to evaluate response. Ms. Bradley said a schedule has been set up, and the funmobile is booked every day during the summer. It will get to each place once during the summer. Ms. Bradley said the crew will go out from the different bookmobile bases in the area. A children's specialist, a page or clerk (someone who could be trained for the summer) and the driver will make up the crew. Dr. Lawrence said the Board would like to receive a critique on this operation at the end of the summer to see what can be learned from it and how it can be done better next year.

4 Communications

A. Letter from Ron Rowe

Mrs. Morrison read a letter dated April 5, 1974 from Ron G. Rowe,



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A.I.A. He said he had just finished reading the minutes of the February 21, 1974 Board Meeting and was concerned with the loose and totally incorrect use of the term "architect" and "architectural". He said to his knowledge Mr. Andrews is not a registered architect nor is he or Farwest Homes able to enter into an architectural contract or perform architectural services. The letter said they should be the first to inform Timberland that they are not architects.

Mrs. Morrison also read Mrs. McArthur's reply to the letter.

B. Letter from Pat Aase

Mrs. Morrison read a letter dated April 9, 1974 from Pat Aase, Ilwaco Library, asking for the history and philosophy of the decision to have the city contracts with Timberland Regional Library in which the cities provide the buildings, heat, and maintenance. She asked if this was a state law or a board decision.

Dr. Lawrence asked if this was an informational request on her part. Mrs. Barton said there had been some concern in this community as their quarters are very small. A copy of Mrs. Morrison's reply is in the Board folders.

C. Letter from Pacific Custom Builders

Mrs. Morrison read a letter from George T. Riches, Pacific Custom Builders, Inc., saying they were going to liquidate the building at Hogan's Corner. He said the sale would not affect the leases on the library or the two offices of the Superintendent of the North Beach Schools. The purpose of the letter was to inform Timberland of their intentions as Timberland has the first option to purchase the building for \$57,000.

The Board instructed the director to acknowledge the letter saying the letter had been read to the Board and that Timberland does not have any funds available to purchase buildings.

D. Letter from Raymond Board

Mrs. Morrison read a letter dated April 13 from Rick Gauger, Secretary Raymond Library Board, inviting the Timberland Regional Library Board of Trustees to hold their May or June regular meeting in Raymond.

Dr. Lawrence suggested accepting the invitation for the June meeting because he would like to see the Raymond contract settled first. The Board was in agreement.

Mrs. Barton said the next move on the contract is now up to the Board. Mr. Windisch passed out to Board Members copies of the proposed revised Raymond City Ordinance establishing a library and prescribing the duties of the Raymond Library Board. Mrs. Barton said either the ordinance with suggestions for revision should be sent back to Raymond or the contract should be signed. Dr. Lawrence suggested that Timberland

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attorney, Jane Dowdle Smith, give Timberland an opinion on the effect of the ordinance. Mrs. Morrison said Mrs. Smith should certainly be consulted since the ordinance takes Timberland farther and farther away from a standard contract with Raymond. After much discussion, it was suggested that Mrs. Morrison and Mrs. Smith talk with Mr. Wieland. Dr. Lawrence suggested asking one of the Raymond Board Members to accompany them. The remainder of the Board agreed with this procedure. Mrs. Morrison will set up a meeting with Mr. Wieland as soon as possible.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Change in Minimum Wage

Mrs. Morrison said the Congress had passed a law which requires payment of \$1.90 an hour minimum wage effective May 1, 1974. The exemption which Timberland could use previously for students apparently is no longer open to Timberland because it is not an educational institution which is providing opportunity for study to the student who works there. She said that it appears the Board has no option except to raise the minimum wage to \$1.90 an hour for pages. She suggested that there be a single rate for pages rather than any step increments because normally if a page is that good he stays on the staff and gets to be a Clerk I.

Mrs. Morrison said Timberland also has had requests from several libraries which have not had page hours in the past. She said the staff is requesting that the Board approve 1000 additional hours of page time. She said the cost is minimal for what it will do for Timberland and will save the district from having to hire higher paid employees at the end of the scale. Mrs. Morrison said the money for the additional hours would come from budgeted revenue which has not been committed yet at this time. It is revenue Timberland has. Dr. Lawrence asked the staff to have in the folders of the Board Members next month the distribution of the 1000 additional page hours to the various libraries.

DR. LAWRENCE MOVED THAT THE BOARD CONFORM WITH THE FEDERAL SCHEDULE FOR MINIMUM WAGE. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.

MR. COX MOVED THAT THE BOARD AUTHORIZE AN ADDITIONAL 1000 HOURS OF PAGE TIME. SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY.

B. Consider Change in Central Request Position Classification

Mrs. McArthur said she and Dr. Lawrence had seen this proposal at the study session. Dr. Lawrence said it appeared to be a reasonable request and asked if this was in keeping with Mr. Sheafe's analysis of the Central Services situation. Mr. Sheafe said this request for reclassification was not included in his preliminary report to the Board last month. Mr. Sheafe said the preliminary report which the Board had

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acted on last month was what he felt were the most pressing changes. Because of the sixty day extension of his temporary appointment, he said that he had been able to examine the situation in more detail, and he feels that this is a necessary change. He said this is basically an upgrading in a position that handles interlibrary loans. He said the interlibrary loans have grown from 8,000 in 1971 to 5,800 for the first three months of 1974.

Mrs. Spellman commented that positions in other libraries also need upgrading. Dr. Lawrence suggested that the discussion be terminated since it has bearing on similar situations and it becomes a personnel matter for executive session. Ms. Blumberg asked permission to comment as chairperson of the Timberland Personnel Policy Committee. She said that she agreed that district-wide the pay classifications and job classifications are inadequate. She said, however, that Mr. Sheafe's job was to assess Central Services. She said that the Personnel Policy Committee, recognizing its inability to deal with the problems since it requires experts, probably will come in with a recommendation that the Board take some action to authorize such a study. The Board decided to take action on this reclassification.

Mrs. Hagen said it was her understanding that the reason Timberland was able to reassess the Service Center situation and accept last month's report was that the monies were now available because the money had been received from the Washington State Library Commission. She said she had carried this message back. Mrs. Morrison said this was not the case, that Timberland had not really begun to program the money which is anticipated from the state. She said that the district had received thousands of dollars in State Forest Yield, which was not expected, at the end of the year and also had collected a higher percentage of property tax revenue than had been expected. She said the estimate of what Timberland was going to collect was lower than the actual receipts. She said that Timberland had about \$98,000 of unallocated funds in February. Mrs. Morrison said she knows that the Board, administrative staff, and district staff would be pleased to give another four percent raise district-wide but Timberland would not be able to support it next year.

Ms. Blumberg commented that the report from the Personnel Policy Committee is due to the Director on May 31 and subsequently it should be discussed at the various Timberland meetings before it would be fair to submit it to the Board. The discussion was terminated when the Board decided to have executive session at the end of the meeting.

C. Request for Authorization of Funds for W.L.A.

Mrs. Morrison said Timberland has a number of staff members who are involved in W.L.A. committee work and requested authorization of up to \$800.00 for total conference expenses. She said there are about 16 or 17 staff members who want to attend, four of which are new members who should have full expenses paid. She said the staff has agreed to a pro-ration of the remainder so a portion of expenses are paid. Mr. Sheafe said he would like to see the Board commit as much as they feel they can financially to sending people to W.L.A. as it is important morale-wise and contact-wise.

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Dr. Lawrence said the Timberland Board is on record in minutes of previous meetings as to its attitude on this and the Board is not at all sympathetic with pro-rating conference expenses. He said Mrs. Morrison should identify those staff members who are legitimate attendants to the conference and that their expenses should be paid in full. He said this has been an established working policy of the Board. Mrs. McArthur said as long as the libraries are adequately staffed it is Mrs. Morrison's prerogative to decide who should go.

D. Set Up Meeting with Mr. Andrews

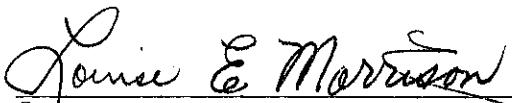
Mrs. Morrison said a meeting should be set up for the next week since Mr. Andrews will be leaving for Nigeria on May 5. Dr. Lawrence suggested the meeting be in Montesano. Mrs. Morrison will check with Mr. Andrews and other Board Members to see if such a meeting can be arranged for next Wednesday.

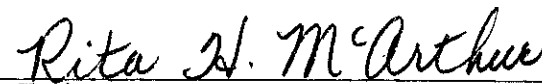
Mrs. McArthur asked the Board to take action authorizing Mrs. Barton to discuss and explore possibilities of service with the Quinault School Board previous to a meeting between the school board and Timberland Regional Library Board. Dr. Lawrence said what the Board would like Mrs. Barton to do is explore what alternatives there might be in contracting with the Quinault School District.

Dr. Lawrence said it would be a time-saving device to appoint Mrs. Barton as an agent to do this. Dr. Lawrence asked the Board to instruct the director to have Mrs. Barton open some discussions with the Quinault School Board. The Board agreed with the plan of action.

Mrs. Hagen said Mrs. Morrison should be commended for the beautiful letter she wrote [to the editor of PNLA Quarterly] defending trustees.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 10:00 P.M.

  
Secretary

  
Chairman