

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

May 16, 1974

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

May 16, 1974

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
Raeburn Hagen, Trustee--Grays Harbor County

BOARD OF TRUSTEE MEMBER ABSENT:

Ruth Schmidt, Trustee-at-large--Thurston 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
Barbara Bruhns, Book Selection Coordinator
Judith Green, Hoquiam Librarian
Linda Hansford, Montesano Librarian
Patsy Humphres, Olympia Library
Joyce Nichols, Tumwater Library
Michael Sheafe, Community Relations Officer
Jay Windisch, Raymond Librarian

Phillip Olson, Public Relations Assistant
Sharon Boring, Board Recording Secretary

OTHERS PRESENT:

Kay Evans, Aberdeen Trustee

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

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- 1 Minutes of the April 18, 1974 regular meeting and April 24, 1974 special meeting

Mrs. McArthur asked if there were any corrections to the minutes of the April 18 meeting. Mrs. Morrison said there was only one correction, which had been made before the minutes were mailed. Mrs. McArthur said the minutes would stand approved as mailed. The minutes of the April 24 meeting were approved as mailed.

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Mrs. Morrison said there were new copies of the Public Library Laws in the Board folders.

2 Approval of Vouchers

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

3 Reports

A. Board

1) W.L.A. Conference--Raeburn Hagen

Mrs. Hagen asked to have a chance to read over Mrs. Barton's written report on the W.L.A. Conference before giving her report so she would not repeat things which had been mentioned in that report.

B. Staff

1) Director--Mrs. Morrison

Mrs. Morrison said if the board had no objection, Timberland had a request from the Washington Library Film Circuit to purchase for the circuit an electronic film inspection machine as partial payment-in-kind to the circuit for Timberland's four memberships. This means Timberland would purchase the electronic film inspection machine, turn it over to the circuit, and then deduct that amount from Timberland's annual membership. Since there were no objections, Timberland will go ahead on this since film circuit memberships are due.

Mr. Keiski asked if all the Timberland libraries have projectors now. Mrs. Morrison said there are still about three outlets which do not have projectors. Mrs. Barton said Elma needs one badly as they have to drive to Montesano for one.

Mrs. Morrison said the South Mason site appears to be progressing satisfactorily. She said Board Members have her memo outlining where the site is in relation to the city and the fact that it is definitely located in the unincorporated area. She said she checked with the State Highway Department District 3 Location Engineer regarding their plans for that area and apparently Highway 101 will bypass the site on the east side. She passed around a book showing the maps of the major road plans in Mason County. Mrs. Morrison summarized a letter from Robert Thompson, Chairman of the Board of Directors, Title Guaranty of Lewis County. On May 14 his company made an offer to purchase a site east of Shelton Airport and south of the Cottage Restaurant. If the offer is accepted, they would be prepared to offer roughly 20,000 square feet as a site for the library. Mrs. Morrison said the rental costs would be somewhere in the area of \$9600 a year for the 2500 square feet or \$3.54 a square foot. She said the site meets all the qualifications. Mrs. Morrison said she needs to know later in the meeting what action the board wants her to take.

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The director reported that she attended the Intellectual Freedom workshop at the W.L.A. Conference. She said the highlight of the day was Senator Pete Francis' speech when he talked about his work as the Chairman of the Washington State Senate Judiciary Committee. On Friday at the first general session those in attendance spent the morning in the revision of the bylaws. The major change was the restructure of the dues schedule which will keep pace with inflation. She said that Joe Kimbrough did the conference program and talked about their experience in adult education at the informal level at Denver Public Library.

Mrs. Morrison mentioned the State Planning Meeting coming up next week on Thursday and Friday at the Rodeway Inn in Tacoma and encouraged board members to attend. She said this may turn out to be a proposal for legislation.

Mrs. Morrison commented that board members had asked for a breakdown on distribution of the additional page hours which were authorized at the April meeting. She said that sheets showing the distribution were in the folders. The page hours added are: Aberdeen 40 hours monthly, Ilwaco 20 hours, Raymond 20 hours, Hoquiam 40 hours, North Beach 20 hours, and Olympia 113 hours. She said this will keep the district from having to add another Clerk I in Olympia.

A. Board

1) W.L.A. Conference--Mrs. Hagen

Mrs. Hagen recommended that board members read Mrs. Barton's written report on the conference. She said she had little to add.

Mrs. Hagen said that Roseanne Bridgham, Centralia Board Chairman, was one of those who commented on the concurrent sessions which took place on Saturday morning. Mrs. Bridgham had suggested that if libraries are concerned with adult learning, we make sure the language being spoken can be understood by the audience, and said librarians need to remember trustees are not on the same level of experience. Mrs. Hagen said she had not attended the trustee session since she is a member of the W.L.A. Executive Board and attended the business meeting instead. She said Kay Evans had attended the trustee session. Mrs. Evans commented the statewide library system was the main topic of conversation. Mrs. Hagen said the concept of continuing education, which was the primary theme of the conference, was an exciting one. She reported that she attended the Intellectual Freedom Workshop and felt very proud of the fact that Timberland has a good book selection policy.

Mrs. Hagen reported to those present who had attended the conference that W.L.A. has negotiated with the hotel but she does not think it will be possible to get any refund from the convention bureau. Mrs. Hagen said the meals were very bad and arrangements poor at the Chinook. Mr. Keiski

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suggested that the Director write a letter to the Chamber of Commerce in Yakima complaining about what happened. Mrs. Morrison said there were so many people at the convention this year (about 420 people) that W.L.A. has automatically reduced the number of places where it can meet to four or five cities. Mr. Sheafe commented that the exhibitors underwrite the conference, and there were many unhappy exhibitors. Mrs. Hagen passed around some materials she brought back from the conference.

B. Staff

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

Mrs. Barton said the Library of Congress is not doing what it said it would do in supplying library service to the blind and physically handicapped. She said if anyone hears any complaints it is not Timberland's fault. She said that the remainder of her report can be read later. Mrs. McArthur said Mrs. Barton has a particular talent for putting words the right way.

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

Mrs. Stough said she did not have a written report as she just returned from vacation. She said she did visit three libraries in Hawaii while there. She said she saw one thing which she thought was innovative and that was an art mobile.

Mr. Sheafe said since he has been back to his Community Relations position and as a member of the A-V Committee on art prints he had written letters to every name he could find handling art prints. He said yesterday afternoon he had received a call from Casper, Wyoming. There is a company there which has art prints from Switzerland, Holland, France, etc. This person travels around the United States, and Mr. Sheafe said he is trying to organize libraries in Western Washington which have money to spend on art prints and get the dealer here. He said there is no catalog but he brings the prints with him. Mr. Keiski said he remembered reading something this week about an art print show at the Alderbrook Inn on May 23 and 24. Mr. Sheafe said that the A-V Committee is looking for any sources of native American art work, African, Japanese, etc.

Mr. Keiski asked what Timberland's role is in the Taholah grant. Mrs. Morrison said this would be a Timberland outlet. She said the State Library Commission made grants for service to three Indian tribes in three different library districts. The Commission approved a grant for Taholah for the Quinault Indians. The Commission felt that by funding a grant to get things up and going they would be taking the main burden off the library districts. She said this has been in the planning stages for about seven years. Mrs. Morrison said Timberland has had a bookmobile run up there for many years and this will relieve that. She said Taholah is supplying the room and shelving and Timberland will provide the materials and staff. Mrs. Barton said the shelving is about three-quarters completed and a person has been hired and will be trained. Mrs. Barton said that plans are to have the outlet open 20 hours a week.

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Mrs. Morrison said the Commission also reported on the distribution of funds from the money appropriated by the legislature and apparently Timberland's earlier estimates were a little high. The Department of Revenue, although it has not certified the amounts yet, figures it would be about \$125,360. This will bring Timberland income back up again in good shape.

Mrs. McArthur asked Mrs. Evans to report on items of interest in Aberdeen. Mrs. Evans said she attended the W.L.A. Conference this month for the first time. She said that Aberdeen trustees voted to carpet the main floor and stairs to warm up the atmosphere. Mrs. Evans asked how Timberland's unanticipated funds are used. Mrs. Morrison said they are usually for one-time expenditures like extra money into the materials budget, projectors, other equipment, etc. Mrs. Evans asked how individual libraries get extra people for their libraries. Mrs. Morrison invited her to attend a study session about this as it would take too long to discuss at a regular meeting. Mrs. Evans said the Aberdeen board had a visit from the Raymond Librarian and a board member in March, a visit from someone showing carpeting in April, and visitors from the Service Center in May (Mrs. Morrison and Mrs. Barton).

4) Business Manager--Mr. Ayres

Mr. Ayres said as of April 30 Timberland had expenditures of \$533,339, showing a deficit of \$36,006. He said the major portion of this money is still 1973 money carried over. The revised budget is \$1,760,985. Timberland has only received 15% of 1974 income so far this year. Warrant interest in the month of April was \$361.82 which puts Timberland in the red on that item in the amount of \$53.96. Mr. Ayres said that tonight the tracking charts show only 1974 income. Mr. Ayres said he has put all the revenue in the required Budgeting/Accounting/Reporting System Order.

General property tax (counties): Budget figure of \$984,749; a cumulative total of \$99,189. The Board Members asked that brighter and more contrasting colors be used on the tracking charts. Mr. Baker asked why the income is so far below what was anticipated for each quarter and asked if staff had not anticipated correctly for the right quarter. Mr. Ayres said that realistically the money comes in during the second and fourth quarters but said he had divided the total budget into four equal quarters. Mr. Ayres was asked to check on previous years to see when most of the money comes in and put this on the chart.

State Forest Yield: Budget \$50,000; cumulative total or \$40,745 at the end of April.

Library Services (contracts for institutional services): Budget \$14,923; no money received yet since this is paid in one annual payment.

Other charges for Services (Contract Cities): Budget \$500,389; cumulative total received of \$101,981.

Xerox and other copiers: Budget \$13,000; received \$2,732 cumulative

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total through April.

Other Miscellaneous Revenue: Budget \$13,062; cumulative total of \$13,020.

Expenditures:

10--Administration: Through April budget of \$59,556; spent \$52,669.

Public Service: Budget figure through fourth month \$427,024;
spent \$440,351.

Organization of materials: Budget through fourth month \$54,928;
spent \$22,011.

Facilities: Budget figure through fourth month \$19,897; spent
\$11,354.

Mr. Ayres said that breaking the previous expenditures down another way, they were as follows:

Personal Services: Budget through fourth month \$391,906; spent
\$361,265.

Supplies: Budget figure through fourth month \$13,586; spent \$6,579.

Other Services: Budget figure through fourth month \$85,184; spent
\$72,532.

Capital Outlay: Budget figure through fourth month \$70,729; spent
\$86,009. The reason for this heavier expenditure is the overlap
from 1973. Mr. Baker said you only need a "cumulative to date" as
you cannot anticipate expenditures by month in capital outlay.

Mr. Ayres said he will change the capital outlay chart, go back and give a better experience picture on the revenue, and change the colors on the charts for better contrast.

5) Reports on W.L.A. Conference

Mrs. McArthur said the floor was open to the staff to make comments on the W.L.A. conference.

Mr. Sheafe said the highlight for him was Senator Pete Francis' speech at the banquet.

Judy Green said Harriet Stratemeyer Adams talked at the breakfast on May 4. There was a discussion among the staff members of their reaction to Mrs. Adams' talk and staff feeling about series books. Mrs. Morrison said it was interesting to her to watch the staff rather than the speaker and see the expressions on the faces.

Dr. Lawrence arrived at this time.

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4 Communications

A. Letter from Robert B. Thompson, Chairman of the Board of Trustees,
Title Guaranty of Lewis County.

Mrs. Morrison again summarized the letter from Mr. Thompson and said the board's course of action should be decided later in the meeting.

B. Letter from Jane Dowdle Smith, Timberland Attorney.

Mrs. Morrison said she had received a lengthy letter from Mrs. Smith that afternoon answering several of the questions she had been asked. The first question concerned whether a library board must file for exemption from Federal Income Tax as a non-profit organization. In conjunction with that question, advice was requested concerning the necessity of reporting memorial gifts to a library. The second question related to the status of a library board of trustees and its ability to conduct financial transactions.

Mrs. Smith cited appropriate sections of the R.C.W. summarizing the duties of city boards and the duties of district boards, which are indeed legislative bodies. She said there is no need for the board of trustees of any tax supported library to file for an exemption nor to report memorial gifts or dividends to the Internal Revenue Service.

The second question was concerned with the authority of the board of trustees in a question by the Montesano Library. Mrs. Smith said it was her understanding that the library is not the public library in the city of Montesano but is in fact an integral part of the five county intercounty rural library district, which is Timberland. [In other words, the library district owns the building.] Mrs. Smith said there is no reason why the wishes of the donor of the memorial fund cannot be carried out. She said in the case of the gift funds by Mr. Fleet to the W.H. Abel Memorial Library, the funds should be transferred to the Treasury in Thurston County and if they have been given for a specific purpose can be earmarked in a particular fund. Those funds should be dispersed on vouchers approved by the Board of Trustees of the Timberland Regional Library for the purpose designated by Mr. Fleet. However, if Mr. Fleet has specifically requested that the Board of Trustees of the W. H. Abel Memorial Library participate in an expenditure of the funds, it would appear that the Montesano Board of Trustees should meet with the Timberland Board of Trustees, which appears to have the legal authority to authorize the expenditure of all funds belonging to the regional library.

Mrs. Morrison said she will send copies of the letter to Board Members. Mrs. Morrison said that according to Mrs. Smith's letter it seemed the money should be transferred and the Montesano Board should say "this is what we want to buy" and the Timberland Board would approve it from earmarked funds. Dr. Lawrence asked if the letter said what is being done now is illegal. Mr. Baker said it does not say it is illegal but it is "not proper". Mrs. Morrison said the Montesano trustees do not have the responsibility for the building, but a board of trustees must go through

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a legal treasurer which is either the city of Montesano or Timberland's. What has happened is that the Montesano board has set up several bank accounts of its own, drawing interest on investments and spending the interest for library purposes in accordance with Major Fleet's wishes. The board should be spending it either through the City of Montesano Treasurer so that funds go through the city's voucher system so that this establishes it as a legal entity making legal expenditures of gift funds which would not have to be reported, or through the Timberland treasurer which is Thurston County. Dr. Lawrence asked if Timberland can't suggest that the funds go through the City of Montesano and solve the problem. Mrs. Morrison said this would suit her fine but that there is still a problem. Mrs. Smith wrote that it is her understanding that the library is not the Montesano Library but is instead an integral part of Timberland. Mrs. Morrison said that it is true that Timberland owns the building but that the City of Montesano pays the regular contract fee for service to the city. Mrs. Morrison said that she was sure Mrs. Smith is not aware of this and the point should be clarified.

Mrs. Hagen felt that all local boards in Timberland might like to have a copy of the letter, but the board agreed that the above point should be clarified before copies are made. Mrs. McArthur instructed the director to check with Mrs. Smith as soon as possible. Mr. Baker suggested that Mrs. Smith rewrite the letter to include other possibilities before it is mailed to local boards.

C. Letter of resignation from Pat Aase of Ilwaco

Mrs. Morrison read a letter from Pat Aase announcing her resignation as of June 4. She has been accepted by Portland State College as a graduate student. She said she considered her experience with Timberland Regional Library as one of the richest in her life.

Mr. Cox said he has had three or four conversations with Ms. Aase since the last meeting. In regard to the letter Mrs. Morrison wrote to her regarding the board's philosophy of cities providing for building maintenance, Mr. Cox said she keeps asking him "but what does the Board feel?" She does not accept his answer that what Mrs. Morrison wrote is exactly how the Board feels. She would like to see it from the Board. Mrs. Morrison said if she needs something signed by the Board a copy of the letter can be made for Mrs. McArthur's signature. Mr. Cox said it might help her. The Board decided on this course of action.

5 Unfinished Business

A. Reconsideration of Supplemental Annuity Retirement Plan

Mrs. Morrison said that Mrs. Smith had suggested that Timberland require the broker to furnish a letter from the Internal Revenue Service stating that this plan was indeed tax exempt. Mrs. Morrison said a letter was

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received from Mr. Sutcliffe, in answer to her request, which was drafted for Timberland to put on its stationery and send to the Internal Revenue Service. She said that she and Mrs. Smith read the rules and regulations on the deferred compensation plan and the fact that the library district would have to own the plan and administer it, apparently from start to finish. She said there are only two or three employees who are still interested in the plan. Mrs. Smith recommended, and Mrs. Morrison concurred, that the Board tell Mr. Sutcliffe that it has decided not to enter into the plan and that this is her recommendation.

MR. BAKER MOVED THAT THE BOARD TELL MR. SUTLIFFE TIMBERLAND RECONSIDERED THE SUPPLEMENTAL ANNUITY RETIREMENT PLAN AND IS NO LONGER INTERESTED IN IT. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.

B. Raymond Contract

Mrs. Morrison read a letter dated May 10 from Mr. Ronald Hatfield, City Clerk-Treasurer. The letter was written in response to Timberland's request for a new library agreement and with respect to the proposed attached library agreement which had been prepared on behalf of the city. The letter said the Raymond City Commission accepted Timberland's offer in regard to reimbursement for the roof prepared for the bookmobile. The exact amount of the city's cost was \$1,159.03. The letter stated it was not the desire or intention of the commission that the bookmobile be removed from Raymond. The letter stated the commission trusted that the enclosed agreement would be acceptable to the Timberland Board.

Mrs. Morrison said apparently there was some misunderstanding of the final paragraph, which is a three-year contract which is renewed annually and negotiated annually. Jane Smith and Mrs. Morrison had gone to Raymond and talked with Mr. Wieland. Mr. Windisch said that apparently the standard contract was presented by Mr. Wieland at the City Commission meeting and the commissioners directed him to rewrite it adding the final paragraph about renewing the three-year contract each year. Mr. Wieland told the commission he did not feel Timberland would agree to this but the commissioners decided to sign it and send it in anyway. Mrs. Morrison said Mrs. Smith had recommended that the board prepare a contract which would correct Raymond's misconception of the final paragraph. Mrs. Morrison said one had been prepared with the final paragraph rewritten. Dr. Lawrence suggested that the board follow Mrs. Smith's suggestion and have it hand carried down by the Director to the Raymond City Commission. Mrs. Morrison said a cover letter would be needed as well and copies should be sent to the Raymond Board.

Dr. Lawrence asked if the Raymond first quarter payment had been received, and Mr. Ayres said it had been. Dr. Lawrence said it would be a good idea to take down a payment on the carport with the contract.

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NO.

C. South Mason Site

Mrs. Morrison said that in her memo to the Board she gave the perimeters of the property and distances from one place to another. The property has been viewed and examined by Mrs. McArthur, Mrs. Stough, Mrs. Barton, Ms. Blumberg, and herself. She said they are well satisfied with the site and the rental price is not out of line. It comes to about \$3.84 a square foot for services (heat, lights, water, garbage, etc.) so would bring it to a total of about \$5.09 per square foot. She said this is as reasonable as anything else that has been around. She said she does not see any way Timberland can go wrong in proceeding with this and recommended that the Board do so. Mr. Thompson's letter was photo-copied so each Board Member could see it. Mrs. McArthur said she feels it is an ideal site and convenient for the people in the county. Mrs. McArthur said the Board had originally talked about 2,000 square feet for South Mason and this is 2,500 which is more realistic. Mrs. Morrison said there would be room for an expansion in addition to parking for about 20 cars.

Mrs. Morrison said this offer is contingent upon assurance of a contract with Timberland (statement of intent of some sort), guaranteed access from the highway, and title insurance clearance. Dr. Lawrence asked if it was Mrs. McArthur's recommendation as a representative of Mason County that the Board proceed with the plan that was discussed at the last meeting. Mrs. McArthur said absolutely, the board should proceed on this. Dr. Lawrence asked if the board is in a position now to make a motion to approve this new facility so it becomes a matter of public record. Mr. Baker said it only becomes a letter of intent. He said we have to agree that Mr. Thompson's outline is proper and ask him to proceed. This should not be used in a news release yet if the board takes action. Mr. Keiski asked about street lighting. Mrs. Morrison said a parking lot floodlight could be put up.

DR. LAWRENCE MOVED THAT THE TIMBERLAND REGIONAL BOARD PROCEED WITH DEVELOPING SPECIFIC PLANS FOR THE SOUTH MASON COUNTY LIBRARY FACILITY WITH MR. ROBERT B. THOMPSON OF TITLE GUARANTY OF LEWIS COUNTY, THE PLANS TO INCLUDE IDENTIFICATION OF THE SITE AND CONSTRUCTION OF THE UNIT TO BE LEASED BY THE LIBRARY DISTRICT. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

Mr. Keiski said he would feel more comfortable with a patron task force to advise Timberland. Mrs. McArthur said that would not be hard to come by. Dr. Lawrence said once Timberland gets a proposal back from Mr. Thompson it would be a good gesture on Timberland's part to appoint a citizen's advisory committee.

At this point it was necessary for Dr. Lawrence to leave the meeting as he had just returned from the East Coast.

6 New Business

A. Request for authorization of additional \$10,000 Capital Outlay for Equipment (Public Service).

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NO.

Mrs. Morrison said if Timberland is close to opening a new library it takes a while to get the equipment delivered. Mrs. Morrison said the principal part of the \$10,000 is for South Mason. She said there is a list of things which need to be purchased (everything from desks and typewriters to projectors and shelving). Mr. Baker said with the shortages it is necessary to order well in advance but on the other hand we do not want to order before there is a firm contract. Mrs. Morrison said the staff would like the expenditure authorized; then the minute there is a firm contract to lease, the orders can be placed.

Mr. Baker said the other item is a request from Mr. Sheafe for an electric paper cutter for the print shop to replace a hand-operated, obsolete paper cutter. Mrs. Morrison said an employee had suffered a back injury from operating the present manual cutter. The price of the cutter would be \$1,600. Mr. Keiski said he would like to see projectors for each library before a paper cutter.

MR. BAKER MOVED THAT THE BOARD GRANT THE REQUEST FOR \$10,000 CAPITAL OUTLAY FOR EQUIPMENT FOR THE SOUTH MASON LIBRARY. SECONDED BY MR. KEISKI AND PASSED UNANIMOUSLY.

MR. BAKER MOVED THAT THE BOARD AUTHORIZE THE PURCHASE OF THE MULTIGRAPH MODEL 155 ELECTRIC PAPER CUTTER FOR THE PRINT SHOP AT THE PRICE OF \$1,623 PLUS TAX AND TRANSPORTATION. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.

Mrs. Morrison said the Board would note that in her memo she had suggested that the Budget Committee meet prior to the June meeting because there are several other ways for handling paperbacks which have 100% staff support. Mrs. Morrison said the equipment for processing paperbacks should be included in the total budget revision which will be necessary after the SJR-1 grant comes. She said the other equipment could wait until next month because as far as the staff knows there are not big price changes coming except on the paper cutter.

Mr. Keiski asked if three projectors would give a projector in all libraries. Mr. Sheafe said he would have to check his file to make sure. Mrs. Morrison said it is possible the extra projectors also could be added to the revised budget next month. Mr. Baker suggested this be postponed for a month and get the recommendation of the Audio-visual Committee.

B. Request to attend American Library Association summer conference.

Mrs. Morrison said she will not be attending this year. She said that last December at her suggestion Mr. Sheafe had submitted Timberland's public information materials to the Public Relations Committee of A.L.A. for possible evaluation. She said Timberland received a reply that the materials will be among those chosen to be evaluated by a team of experts in public relations. She said it would be good to have Mr. Sheafe at the A.L.A. Conference to discuss the materials with the committee. He is a member of the association and has never been to a meeting. Mrs. Morrison said this is the only request Timberland has had and she sees no reason not to send him.

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MR. BAKER MOVED THAT THE BOARD GRANT THE REQUEST TO SEND MR. SHEAFE TO THE A.L.A. CONFERENCE. SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY.

C. Request to attend genealogy workshop.

Mrs. Morrison said Olympia Library has just had a successful genealogy workshop which was attended by 60 or 70 people. She said Alma Greenwood, one of the reference librarians in Olympia, would like to attend the workshop at Seattle Public Library co-sponsored by the library and the Western Washington State College Department of History. It will be a five-day workshop which would mean 20 hours of release time plus travel (assume would assign a staff car) and the cost to audit the course is \$15.00. All supervisory personnel approve the request. Mrs. Morrison said her recommendation is at least one person be sent. She said if there is someone else who can find the time to go she would suggest that two people be sent.

MRS. HAGEN MOVED THAT THE BOARD AUTHORIZE THE REQUEST TO SEND ONE OR TWO PEOPLE TO THE GENEALOGY WORKSHOP AT THE SEATTLE PUBLIC LIBRARY. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.

D. Requests to attend P.N.L.A.--\$550 (six employees).

Mrs. Morrison said it should read six people instead of six employees as it could include Board Members. She said the staff is recommending approval of it because the housing accommodations in Burnaby are pretty tight so people going need to know immediately in order to get their reservations in. Mrs. Morrison recommended this be approved.

MR. KEISKI MOVED THAT TIMBERLAND SEND SIX PEOPLE TO THE P.N.L.A. CONFERENCE. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY. The conference will be in August.

7 Additional Agenda Items

A. Recommendation for an increase from half-time to three-quarters time for a Raymond employee.

Mrs. Morrison said there is a recommendation for an increase from half-time to three-quarters time for an employee who in spite of herself keeps adding up extra hours. Mr. Windisch recommended, and Mrs. Barton and Mrs. Morrison agreed that the position should be increased from half-time to three-quarters time for Jeanette Dilk at the Raymond Library.

MR. KEISKI MOVED THAT THE TIME BE INCREASED FROM ONE-HALF TIME TO THREE-QUARTERS TIME FOR JEANETTE DILK AT THE RAYMOND LIBRARY. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

Mr. Keiski asked if Timberland is saving any money on lighting and heating.

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NO.

Also he asked how the gas bills are. Mrs. Morrison said there is no "present danger" yet. She said they have been able to get gas from most of the county pumps. She said a year ago they were paying 24 to 26¢ a gallon but now it is about 45¢ a gallon. If the gas is purchased on the local market, it runs about 60¢ a gallon. She said the staff has been trying to keep an eye on mileage and had estimated that locally purchased gas may go as high as 70¢ a gallon.

Mrs. Hagen urged everyone to attend the Trustee Workshops. One will be May 18 at the St. Helens Hotel in Chehalis; the other will be June 1 in Raymond.

Mrs. Hagen asked if the Trustees could have a special study session to discuss the personnel before the next meeting. June 6 has been set for a special meeting at 6:00 p.m.

There being no further business to come before the board, the meeting was adjourned at 10:15 p.m. The June meeting will be at the Raymond Library.

Louise E. Morrison
Secretary

Rita H. McArthur
Chairman