

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

July 18, 1974

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July 18, 1974

BOARD OF TRUSTEE MEMBERS PRESENT:

Rita McArthur, Chairperson--Mason County
Robert M. Baker, Trustee--Lewis County
Elmer F. Keiski, Trustee--Thurston County
Raeburn M. Hagen, Trustee--Grays Harbor County

BOARD OF TRUSTEE MEMBERS ABSENT:

Dr. William H. Lawrence, Trustee-at-Large--Lewis County
Ruth K. Schmidt, Trustee-at-Large--Thurston County
Donald M. Cox, Trustee--Pacific County

STAFF PRESENT:

Louise E. Morrison, Director
Joy W. Ayres, Business Manager
Janet L. Blumberg, Extension Services Librarian
Elizabeth Gatlin, North Mason Library
Linda Hansford, Montesano Librarian
Ann Marie Ratliff, Olympia Reference Librarian
Mary Russell, Lacey Librarian
Jay Windisch, Raymond Librarian
Dorian Smith, Public Information Assistant
Liane Bascou, Board Recording Secretary, pro tem

OTHERS PRESENT:

North Mason Friends of the Library:
Irene Davis, President
Carmen Collier, Vice President
Margaret Livingston, Secretary
Leo Livingston

Everett Fourre

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

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- 1 Minutes of the June 27, 1974 meeting.

The chairperson requested any corrections or additions to the minutes of the June 27, 1974 meeting. There being no additions or corrections, the minutes stood approved as mailed.

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2 Approval of Vouchers

Mr. Ayres drew attention to two vouchers. Voucher #2090 for \$927.50 was for the state audit. He said that no written report has been received as yet. Mr. Keiski asked that the audit report be presented and discussed. Mr. Ayres said it would be about two months before it will be ready and it will be presented to the board.

Voucher #2126 is for rental of space for storing supplies, equipment and materials for the South Mason Library opening in October.

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

At this time Mrs. Morrison introduced Liane Bascou, Secretary to the Assistant Directors, and Dorian Smith, the new Public Information Assistant.

3 Reports

A. Board

There were no reports of board committees.

B. Staff

1) Director--Mrs. Morrison

Mrs. Morrison said she had little to report since it has only been three weeks since the last board meeting. She was on vacation for a week; Mrs. Stough is on vacation; Mrs. Barton has been in the hospital and is expected back in about three or four weeks.

Mrs. Morrison reported the passage of the bond issue for the combination library--city hall in Yelm with 82% of the vote. She said the Yelm library Board was instrumental in this by getting people acquainted with what the issue was. The building is to be patterned after the combination city hall and library at Black Diamond and this will give Yelm a reduced rate on the plans.

Mrs. Morrison reported that Mrs. Stough had taken Dorian Smith to the North Mason library and showed him the South Mason site also.

North Mason Friends of the Library arrived at this time.

Mrs. Morrison said that she has been involved in the Trident project this past week. The majority of her time has been spent in trying to see what figures she could come up with on the impact of Trident in the North Mason area. She said there is a sheet of figures on Trident population projections in the board folders which came as a result of a meeting of state personnel. This meeting was primarily to report to state department heads on the meeting with the Governor and federal officials, to distribute charts, and to alert state agencies to the latest timetable for submission of figures. She said Timberland is working against time in trying to get anything ready for an

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impact statement on North Mason which will go to the Navy. She talked with Brian Shetterly from the Mason County Regional Planning Office in the absence of Jim Connally. Mr. Shetterly referred Mrs. Morrison to Burke Associates in Seattle which has done a study on Trident-related population projections as distinct from the population projections which the Navy used in its environmental impact statement. An attempt is being made to put together the figures for the combined construction phase and operation phase population which will end up in the area. Burke Associates estimates that there will be 27,000 people who will be connected with Trident by 1981. Burke Associates predicts that as the construction forces drop, the operation forces increase so there will be a sharp break in the total number of people who will be there between 1976 and 1977. Mrs. Morrison said this will have an effect on Timberland's plans. Mr. Shomlar from Burke Associates told Mrs. Morrison that they expect that 5% of the 27,000 who will be in the area because of Trident will be in the Mason County area. Mrs. Morrison said that doing a quick estimate of the number of volumes per capita, this will mean an increase of about 3,000 volumes collection-wise, which will be needed at North Mason. It also means any eventual plans for a facility there will have to be enlarged.

The director said considerable time has also been spent in reviewing the recommendations of the staff personnel policy committee which have gone to the board for action with her recommendations and comments attached.

The regular order of business was suspended and Mrs. McArthur welcomed the Friends of the North Mason Library and asked Margaret Livingston to introduce them.

6 New Business

C. Resolution re North Mason Facility

Mrs. McArthur said she had invited the Friends of the North Mason Library to the meeting because the board had anticipated making a statement of intent in support of a new North Mason Library. Mrs. McArthur called on Mr. Keiski to discuss this. Mr. Keiski said the budget committee had met this summer and in looking at the money for libraries from the state legislature, the budget committee thought that it was time to focus on North Mason partly because of the work that the North Mason Friends of the Library have done but also because of Trident. Dr. Lawrence, Trustee-at-Large from Lewis County, had suggested that the board earmark as much as possible and make a commitment to that area of \$10,000 to be set aside in a special fund to help furnish and equip the facility. Mr. Keiski said this would help resolve the many years of discussion with the Friends of North Mason Library and put in focus the commitment of the Trustees concerning North Mason County, especially with the South Mason County facility now in the construction stage. He said the trustees are trying to do a better job in anticipating the future and in setting up priorities for regional outlets. Mr. Keiski said that there is interest in Amanda Park, Naselle, and Bay Center, and the people of those areas should get themselves as organized as the North Mason Friends. Mr. Keiski read the proposed resolution setting aside \$10,000 in a special fund dedicated to furnishing and equipping a new library facility to be constructed on Tract 16, Sam B. Theler Home and Garden Tracts.

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MR. KEISKI MOVED THAT THE RESOLUTION BE ADOPTED. SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY.

Mrs. Morrison asked that it be made clear in the minutes that this resolution did not commit the board to constructing the building, but is for furniture and equipment only.

Mrs. Davis, President of the North Mason Friends, thanked the board for this resolution. She asked if these funds are dependent on Trident. Mr. Keiski said they are not, as the budget committee understands it, but it does put the board in a stronger position to bargain with the Navy by passing this resolution and showing the efforts of the Friends to get matching money if the Navy does come through with these impact funds.

Mr. Livingston asked how this money was to be held, and if it will earn interest. Mr. Baker said it is in the general fund of the district and is earmarked for North Mason. Mr. Keiski said it may not be invested because of the cash flow, but that the money exists as a separate budget entity.

Mrs. Livingston said there has been some discussion about the land which the Friends are buying. They are purchasing 8+ acres which is a large area of land for a library, and it is a very wooded lot. The Friends were wondering if they deeded the land to the library, would the library at any future time want to sell part of it. They would like assurance that the library would not sell any part of it. She said that the Friends have felt that sometimes that they would like to sell part of it in order to get money to get a building started. Mrs. Livingston asked what the library would do with that much land and whether it would be left in its natural setting. Mrs. McArthur said when it is deeded, the Friends could stipulate that as one of the conditions. Mrs. Morrison said that this could be one of the conditions of the gift and the board either would have to accept it with these conditions or try to get the Friends to modify them. Mrs. Livingston also asked if the board felt it was necessary to have an agreement between the board and the Friends that the Friends will give the land to the library. She said they do not have a record of saying that they will give the land, but only in case of dissolution of the Friends that all monies will go to Timberland. She said that the Friends would be agreeable to signing such an agreement, that when it is free of encumbrances, they will donate the land for library use. She asked the board to let them know and they would call a special meeting of the Friends. Mrs. McArthur said this might be one way of assuring that this land is earmarked for library purposes. Mrs. Morrison said this would also be reassuring to the people in the area that the land will serve the purpose for which it is intended. Mrs. Livingston asked that the board prepare the agreement rather than go to the expense of legal fees. Mrs. McArthur said there is a committee to work with the North Mason group and that she will reactivate the committee.

Mrs. Livingston asked if they could have some publicity on this. Mr. Keiski said Timberland has a staff man who could do this publicity and make a statement and provide enough copies of the statement and the resolution for the Friends to send out on their mailing list. Mrs. Livingston said they usually put things in the Huckleberry Herald rather than mail them out and also suggested handing the statement out at the library.

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Mrs. Morrison introduced Everett Fourre and commented that he has been close to Timberland for many years. She said he was one of the Thurston County Commissioners at the time of the Timberland demonstration. Mr. Fourre said he has been overwhelmed with the growth of Timberland and is happy that Timberland is expanding services and is having land donated. Mrs. McArthur remarked that Mr. Fourre is one of the strongest library supporters in the regional area.

The regular order of business was resumed.

3 Reports

B. Staff

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

Mrs. McArthur called the board's attention to Mrs. Barton's written report in the folders.

3) Business Manager--Mr. Ayres

Mr. Ayres reported that as of the 30th of June, Timberland has a very good financial picture due to the money received from the state and from the Taholah grant. He said Timberland has received \$817,651 and expended \$813,174 which is all 1974 income. In addition to that, Timberland has received \$238,539 of 1973 money, which brings total revenue to \$1,056,190. Mr. Ayres reported that Timberland has \$243,016 which is invested for 60 days.

Intergovernmental revenue reflects the unanticipated funds totaling \$132,575 from the state, including the Taholah grant. Of the total budget figure of \$182,575 anticipated Timberland would receive in that category, \$179,560 has been received.

Contractual Services: No change from the June report.

Other charges for Services: This is the city contract category. There was no change with the June budget revision. It was anticipated that second quarter receipts would be \$125,097 and actual receipts were \$122,735.

Xerox and other copiers: The annual budget figure is \$13,000 and in the second quarter received \$2,819 for a cumulative figure of \$4,559, just under what was anticipated for the first two quarters.

Other Miscellaneous Revenue: Receipts were anticipated at \$13,062 and \$18,203 was actually received. This is the most difficult tracking chart because it cannot be anticipated accurately.

Expenditures: Mr. Ayres said there have been numerous changes on the expenditure charts because of the budget revisions approved at the June 27, 1974 meeting.

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Administration: Budget figure of \$185,471 for the year; through the sixth month expenditures were \$79,407.

Public Service: With the new revision, \$1,417,201 budgeted for the year; through the sixth month expenditures were \$630,806.

Mrs. Hagen said it should be pointed out that many of the charts show the same expenditures in a different way. Mr. Ayres also explained that the "BARS Manual" is The Budget/Accounting/Reporting System required by the State Auditor's office.

Organization of Materials: Budget of \$213,983 for the year; through the sixth month expenditures were \$78,701.

Facilities: Budget of \$59,555 for the year; through the sixth month expenditures were \$23,549.

Mr. Ayres said these previous charts were of the "elements" within the BARS system.

Personal Services: Personal services includes salaries, wages and benefits. Budget of \$1,182,967 for the year; through the sixth month expenditures were \$538,855.

Supplies: Budget of \$46,109 for the year; through the sixth month expenditures were \$18,773.

Other Services: Budget of \$304,037 for the year; through the sixth month expenditures were \$117,766.

Capital Outlay: Budget of \$343,097 for the year; through the sixth month expenditures were \$137,069.

Mrs. Morrison said Mike Sheafe had hoped to give his report at the July board meeting on the American Library Association Annual conference in New York, but he will give his report next month.

4. Communications

A. Letter from the Department of the Navy.

Mrs. Morrison read a letter from the Officer in Charge of Construction of Naval Facilities, Engineering Command Contracts, Trident, dated July 9, 1974, to Mrs. McArthur. In answer to Mrs. McArthur's letter of June 27, 1974, the letter gave the Trident coordinator's address in Kitsap County and the person to contact there.

B. Letter from Kitsap County Trident Coordination Office.

Mrs. Morrison read a letter from Mr. Horsley of the Kitsap County Trident Coordination office dated June 12. He urged Mrs. McArthur to contact Irene Heninger, Director of Kitsap County Regional Library and chairman of the Library and Cultural Trident Technical Advisory Committee.

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Mrs. Morrison reported that she has had a call from Irene Heninger asking if Mrs. McArthur and Mrs. Morrison would be willing to serve on that committee and they both have agreed to do so.

C. Letter from Lilly Piva, AFSCME Staff Representative.

Mrs. Morrison read a letter from Lilly Piva, Representative, Washington State Council, County and City Employees, AFL-CIO, to Mrs. Morrison dated June 28. Ms. Piva has requested a meeting for negotiations on the 1975 contract for local 2053 Timberland Regional Library sometime during the 2nd week of August. Mrs. Morrison has consulted with the board negotiating team and has set up a meeting with Ms. Piva for August 7 at 2:00 p.m.

D. Letter from Diane Goforth.

Mrs. Morrison read notes which came back on a second notice for overdues from Diane Goforth of Olympia, criticizing Timberland's overdue notice and giving hints for revising the form. Ms. Goforth said she uses the library often and does not appreciate receiving these notices. Mrs. Morrison read her reply to Ms. Goforth, in which she explained the reason for including a bill on the second notice form, why Timberland does not charge overdue fines anymore, and that sometimes errors do occur.

E. Postcard from Robin Kessler.

Mrs. Morrison read a postcard from Robin Kessler of Olympia dated July 8, 1974 praising "the excellent resources and superb services" of Timberland.

Mr. Keiski inquired about the county-wide mailing of the Timberland services brochure to Lewis County and whether this has been done in all the five counties, and Mrs. Morrison said it has been completed in all counties.

Mrs. Morrison said our public relations materials were complimented by the professional public relations people at the ALA conference in New York and that Mike Sheafe will report on this further next month.

5. Unfinished Business

There was no unfinished business to come before the meeting.

6. New Business

A. Consider Personnel Policy Revisions.

Ms. Blumberg requested that she be able to make a comment at this point before going to the Personnel Policy revisions. She said that she hopes that Timberland's relationship with the public will be improved or continue to have the same good feelings Timberland now has through library participation in all five county fairs. In two counties the booths are about \$50.00 and in two counties are free. In one county Timberland has no booth, but the Funmobile will be there. Ms. Blumberg said the board members could, if they wished, spend some time at the booths, answering questions, checking out paperbacks, etc.

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Ms. Blumberg said with regard to the recommended personnel policy revisions, the board has received copies. She said this was a committee which operated at the appointment of the Director and that recommendations were submitted in May but had to be revised when the Fair Labor Standards Act changed the requirements for payment of overtime and revised further as a result of the staff meeting in July. At the staff meeting, it was unanimously recommended that because of the Fair Labor Standards Act exemption of professional employees, all employees in range 11 and above (Librarian I on up) be placed on a "non-standard workweek".

Ms. Blumberg said she would be willing to take as much time as the board needed now or at a later date to go over the recommendations in detail. She said most of the staff is somewhat aware of the recommendations being submitted. The representation on the committee was designed so that there would be people from all staff levels and from all parts of the district, including part-time, large libraries, small libraries, union representatives, etc.

Mrs. Morrison said the provisions for overtime in the new Fair Labor Standards Act are hard and fast. It is the law. It also says that the penalty for wilfully violating the law is \$10,000 or six months in jail, or both. The law describes "administrative, executive and professional staff" and describes it in such detail that there is no doubt that ranges 11 and up are exempt from overtime payments in any case.

Mrs. McArthur asked for Mr. Baker's recommendation as to the board's handling of the personnel policy revisions. Mr. Baker recommended a detailed study session. Mrs. Hagen said the board should go on record commending the committee and Ms. Blumberg for the tremendous effort put in on the recommended personnel policy revisions. Mrs. McArthur said a study session will be set with Ms. Blumberg at a later date.

Ms. Blumberg commented that with regard to Mrs. Barton's note on the Taholah Library opening, Linda Hansford said this will probably occur in mid-August before the next board meeting. Mr. Keiski asked that a staff car be made available for the board. Mrs. Morrison will notify board members and make arrangements for those who are able to go.

Mrs. McArthur shared an experience she has had with the Funmobile. She has had a nephew visiting her and she took him over to the Funmobile, which he enjoyed very much. Mrs. Morrison said what she likes best about it is that it is getting programs out to rural children and that this is one of the best things Timberland has done this year.

B. Approval of lease for temporary space.

Mrs. Morrison reported that at the budget committee meeting, the members of the budget committee approved the concept of leasing some space for a three month period to store equipment, books and supplies for the South Mason facility. Several places were investigated and the staff found the prices high. Anything that was cheaper, Timberland would more than spend in gas and staff time. The deserted Standard station across the

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street from the Service Center has been leased temporarily but has not been formally ratified by the board.

MR. KEISKI MOVED THAT THE BOARD APPROVE THE LEASE FOR TEMPORARY SPACE.
SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY.

There being no further business to come before the board, the meeting was adjourned at 8:45 p.m.

Louise E. Morrison
Secretary

Rita H. McArthur
Chairperson