

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
1006 Sleater-Kinney S. E.
Lacey, Washington
August 29, 1974

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BOARD OF TRUSTEE MEMBERS PRESENT:

Rita McArthur, Chairperson--Mason County
Dr. William Lawrence, Vice-Chairperson, Lewis County
Donald Cox, Trustee--Pacific County
Raeburn Hagen, Trustee--Grays Harbor County
Elmer Keiski, Jr., Trustee--Thurston County

BOARD OF TRUSTEE MEMBERS ABSENT:

Robert Baker, Trustee--Lewis County
Ruth Schmidt, Trustee-at-Large--Thurston County

STAFF PRESENT:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Mary L. Stough, Assistant Director, Eastern Area
Joy W. Ayres, Business Manager
Janet L. Blumberg, Extension Services Librarian
Barbara Bruhms, Book Selection Coordinator
Margaret Casey, Assistant Supervisor, Central Services
Margaret Coppinger, Olympia Librarian
Phyllis Goldschmid, Olympia Staff
Judith Green, Hoquiam Librarian
Linda Hansford, Montesano Librarian
Helga Holmes, Centralia Staff
Harriet Lamb, Hoquiam Staff
Gayle Lattie, Centralia Reference Librarian
Joyce Nichols, Tumwater Library
Marian Osterby Centralia Librarian
Mary Russell, Lacey Librarian
Yvonne Seidler, District Reference Coordinator
Michael Sheafe, Community Relations Officer
Dorian Smith, Public Information Assistant
Sharon Boring, Board Recording Secretary

OTHERS PRESENT:

Bob Williams, Lacey City Manager
John McGimpsey, Lacey Board
Jeanette Ford, Lacey Board
Virginia McBride, Lacey Board
Rosanne Bridgham, Chairperson, Centralia Board
Pat Denney, Centralia Board
Frank Pratt, Lacey Board

The meeting was called to order by the Chairperson, Mrs. McArthur at 7:30 p.m.

1 Approval of minutes of the July 18, 1974 meeting

Dr. Lawrence said the minutes should read that he is Trustee-at-Large, not from Lewis County, and asked that the minutes be corrected to show this.

THERE BEING NO FURTHER CORRECTIONS, THE MINUTES STOOD APPROVED AS CORRECTED.

Mrs. McArthur asked Mary Russell to introduce Lacey Board Members. Those present were Mrs. Virginia McBride, the newest member, Mr. John McGimpsey, Jeanette Ford, and Frank Pratt. Also present was the new City Manager of Lacey, Mr. Bob Williams. TRL Board Members and others present introduced themselves. TRL Board Members expressed their special pleasure with having Mr. Williams attend.

2 Approval of Vouchers

Mr. Ayres said that only four vouchers were unusual: Voucher #2684 was for three 16 mm. projectors to be placed at Cosmopolis, Elma, and South Bend; Voucher #2693 was to Jane Dowdle Smith for professional legal services; Voucher #2649 was for the laminator and binder which had been received; and Voucher #2669 was for equipment which had been purchased for South Mason and some of the other libraries.

Dr. Lawrence noted that Mr. Ayres had acted on the Board's suggestion about having \$3.00 and \$4.00 items paid some other way than by vouchers. Mr. Ayres said that amounts under \$10.00 were being paid by imprest funds, which is quite a saving to the district.

DR. LAWRENCE MOVED THAT THE VOUCHERS FOR AUGUST BE ACCEPTED. SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY.

Mrs. Morrison asked the Board to note that the payroll vouchers for the month of July are included as well as the payroll vouchers for the month of August since the August payroll was already completed because of the late board meeting. She said that there will not be any payroll vouchers next month.

Mrs. McArthur asked Mrs. Osterby to introduce the Centralia Board members. Those present were Mrs. Bridgham and Mrs. Denney.

3 Reports

A. Board

1) Report of the Union Negotiation Meeting--Mr. Keiski

Mr. Keiski said he had met with representatives of the employees union along with Mrs. McArthur and Mrs. Morrison and had gone through their requests in great detail. He said they saw additional information on the cost of the dental program and another program the union wants. Mr. Keiski said a report will have to be made to the Board in executive

session. The report and counter-proposals made during the executive session would give the negotiating trustees the material needed to go back to the next session, which hopefully would be in two weeks or less. Mr. Keiski said one of the factors that complicates negotiating is that the preliminary income figures from the counties are late coming in and this will probably slow the process down.

Dr. Lawrence asked if it would be appropriate for the Board to take cognizance of priority items they plan to address in the 1975 budget. Mr. Keiski said the items that were submitted by the union have to be looked at by the Trustees in executive session. He said he had no personal objections to establishing priorities tonight but said the Trustees ought to look at the union proposals in some detail and that he would be more comfortable if all the Trustees had a chance to ask questions before the Board prioritizes. Dr. Lawrence asked if the Board could go into executive session at the end of the meeting to review those proposals so the Board could take cognizance of whatever direction it wanted to focus on so it appears in the minutes. This was agreeable with the chairperson.

B. Staff

1) Director--Mrs. Morrison

Mrs. Morrison asked the Board to note the circulation report in the folders. She said that the cumulated report shows that use in Timberland gained 6.42% for the first seven months of 1974. Dr. Lawrence asked what the telephone calls were up to on the WATS line. Mrs. Coppinger said they were holding steady. Dr. Lawrence asked the staff to be prepared at the next meeting with a report on the circulation resulting from the WATS Line. Mrs. Coppinger said this time of year with schools not in session the line has not been as busy as it had been in the past.

Mrs. Morrison reported that the the tapes for the adult subject catalog have gone off to the printer in San Francisco. In six weeks with any luck at all the adult base subject catalog will complete Timberland's basic resources catalog.

Mrs Morrison said there was a discussion at a meeting at the Washington State Library a week ago about the possibility of mail order delivery service on a state-wide basis with either one, two, or four centers in the state. She said this is something Timberland has discussed at various times. This would be mail order catalog service in the sense that North Central Regional, Spokane County, Fort Vancouver Regional, King and Pierce County are already doing it. She said that no real decision was reached because there are other items which need to be examined before libraries can be sure how to go with this and whether they can afford it. She said the meeting was very informative. Mrs. Morrison said she would be passing around a "thick study" to staff which was done by the State Library. The document lays out what the cost will be, projected on computer simulation. Whether it will be possible to get into this on a state-wide basis, which from all appearances is the cheapest way to go, the staff does not know yet.

AGENDA ITEM
NO.

Mrs. Morrison asked Harriet Lamb to speak briefly about an experiment in Hoquiam regarding which there was a written report in the folders. Mrs. Lamb said the Hoquiam Library was given toys last spring by the high school manual training woodshop department. The toys had been made as part of a design project and the students did not know what to do with them. Mrs. Lamb said the proposal is that Hoquiam use these toys plus another 30 to 50 units as a pilot project for use with preschool children with the idea the preschool child must be accompanied by a parent when the child borrows a toy. She said a contract will be signed for the toys. The purpose of this program is to simulate a complete commercial woodshop situation whereby customer needs are given prime consideration, drawings for product submitted for approval, prices per piece listed, completion date agreed upon with quality control guaranteed. The suggested price is \$3.00 to \$5.00 per unit. Mrs. Lamb said Mrs. Morrison agreed this would be a good thing to start and \$200.00 would be assigned to the project. Mrs. Lamb passed around some of the toys which had been made.

Dr. Lawrence asked how long the toys would be checked out. Mrs. Lamb said the time had not been established, and it would be up to the Children's Services Committee to decide this. Mrs. Morrison said she felt it was urgent to try to get this cooperation going with the school, particularly when a teacher is willing to try something new and cooperative. She said it will be well documented so that it can be taken in a "package" to some other place and tried. Dr. Lawrence said he wondered if Timberland might be missing an opportunity to relate somebody else to the library in terms of the people who do the work on the toys and wondered if there wouldn't be some value in involving the maker of the toy. Mrs. Lamb said this had been discussed, and a plan is being devised whereby the persons making the toys will come down and watch the children playing with the toys in the library. Mr. Keiski said he likes the idea but his only concern is that no toys of violence, like pistols, be made. Mrs. Morrison said the toys would be made to Timberland's specifications, and there would be no contract for toys of violence.

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

Mrs. Barton called the Board's attention to the fact that the trustees of Ilwaco had agreed that they would accept the school superintendent's and school board's invitation to share the quarters of the elementary school library. There are some things Timberland is looking at in that Ilwaco wants the library to be open every day from 9:00 a.m. into the evening. This would mean that there would be a school person responsible for serving Timberland patrons during the time that the library is open starting at 9:00 a.m. in the morning (someone who is not on Timberland's payroll and who is not responsible to Timberland). At the same time the children and the teachers would be using the library. The interest in this on the part of the school district is to involve the community with the operation of the school. The reason for it on the part of

the school district is to involve the community with the operation of the school. The reason for it on the part of the Ilwaco Library Board is that there are 288 square feet in the Ilwaco Library jammed full of books. The police department is currently housed in the automobile of the chief (the files are in his trunk). The police department would like the 288-square-foot room. Mrs. Barton said that the board was to approach the town council on Monday night to ask them for \$50.00 a month rent to pay to the school district starting in January and they did not do it. At this moment Mrs. Barton said the staff is talking to the Ilwaco Board about it but the staff does not know what will happen next. Mrs. Barton said as far as she can tell there will be a need for some shelving and it is in the 1975 budget request. She said that the school library has nice furniture and the Ilwaco Timberland Library has crummy furniture. There is not any wall space in the new library so something will have to be done and Timberland staff members are not very optimistic about getting something done by the town.

The Taholah Library is scheduled to open on the 10th of September without a librarian. Timberland had one but she is moving to Aberdeen. Timberland is still looking for a librarian.

Mrs. Barton said she was away for a month and she is still running to catch up.

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

Mrs. Stough said her report would only have to do with buildings. She said she had gone to see the South Mason building yesterday and it is beautiful. The roof is on and the walls are up. Dr. Lawrence asked if Mr. Sheafe is taking a photographic record of the building. Mr. Smith will take pictures. Dr. Lawrence said a photographic record would be nice to present to the citizens of Mason County.

Mrs. Stough said she had a call from one of the Friends of the Library of North Mason asking Timberland to consider a TV building which will be vacated. It is near the site being purchased by the Friends but it is totally inadequate for what Timberland talked about and totally inadequate in size, shape, and everything. Mrs. Stough said she felt very negative about it because once the South Mason building is open it would be an insult to North Mason to offer to do something other than what is done at South Mason. Mrs. Stough said she recommended "no". She said the rent on the building would be \$90.00 a month and it would be \$90.00 spent for something Timberland does not want and the North Mason Friends do not want. Dr. Lawrence suggested that the Board should go on record that Timberland does not want to fritter away the \$10,000 commitment to North Mason on something less than first class facilities.

Mrs. Stough said Yelm has torn down the house that stood on the site where they are now building a city hall/library. They expect to have a building up by December. However, she said they are already running out of money and asked if there was any old shelving around to put in the library. The mayor

spoke to Mrs. Morrison, and Mrs. Morrison said Timberland does not do this and it would be nice for Yelm to find a way to purchase shelving in stages over several budget years. Mrs. Stough said she would like to make a suggestion, although she did not know if it would be feasible. She wondered if there might be some legal way to buy the shelving for Yelm and then let the city repay Timberland by adding the amount to their contract fee each year. She said that it would tend to amount to a loan without interest.

Mrs. Stough requested that Mrs. Coppinger give the progress report on the Olympia Library. Mrs. Coppinger said it is her understanding that the report of the Committee for the Seventies has gone forward to the City Commission. The section on municipal facilities recommended first a new training ground for the fire department because they are in danger of a severe increase in insurance rates unless something is done about this. The second recommendation is the new library. The time-frame for this is for the library to be on the ballot in November of 1975. The Olympia Library Board is going forward with the written budget request for \$10,000 in planning funds and they are already looking for consultants. She said that they hope by the first of January to hire a consultant who will have input both on site selection and building plans. This gives Olympia a chance in November and another chance next spring if the first bond issue fails before the \$50,000 is lost. Dr. Lawrence asked what kind of consultant is hired to locate a library. Mrs. Morrison said it is not just to locate a library but also to help plan what the library is going to be doing in terms of services. Mrs. Morrison said there is a librarian in the state who has served as a consultant for 18 jobs for other library systems and in the past eight years has also built 19 libraries for the library system he works for. This is the consultant Timberland would most recommend because (1) he is close and you can get to him, (2) he is up-to-date on things so that he knows the direction modern libraries are going, and (3) his fee is about the same as anyone else's and you do not have all the travel to pay for someone from out of state. Dr. Lawrence asked if the Board had any role to play in helping the city identify the consultant. Mrs. Morrison said that she felt the Board not only has a role to help identify the consultant (since services in the building will be provided by the district) but Timberland might even share with \$1,000 of the cost since several district functions, particularly the A-V Center and the heavy reference collection, are housed in the Olympia Library. Dr. Lawrence said that he felt it would be commendable if the Board did contribute to the fee.

Mrs. Stough also reported that the Chairperson of the Olympia Board, Mr. Ron Rowe, has been cited as the Businessman of the Year in Lacey by the North Thurston Kiwanis group.

Mrs. Stough asked Mary Russell to report on the Lacey building. Ms. Russell deferred to Frank Pratt of the Lacey Board. Mr. Pratt said the Lacey Board had been carrying on a discussion with the city council before Mr. Williams arrived and he had talked with Mr. Williams since he arrived to assume the City manager position. They are still about at the same point that they

were the last time it was discussed and they are trying to get off the ground on it. He said \$25,000 had been appropriated for general city planning but it had not been allocated to specific projects. He said they are still trying to get some idea about where to build the library and whether they will have a complex with the city hall and library together or whether the library should be separate. He said the library board has a good friend in Mr. Williams, and it will probably help since Mr. Williams was involved in the new library planning in Des Moines. He said the board visited the library at Des Moines and the Kent city hall-library complex. Mr. Pratt said the Lacey Board will continue to work with the city commission and Mr. Williams to get this on the road. He said the board originally asked for \$8,000 for a consultant and it is in with the unallocated \$25,000. The board does not know how to get it out. Dr. Lawrence asked how the Timberland Board would respond to the comment by the Director in terms of contributing to the consultant fee. Mrs. McArthur said it could be discussed under Other Agenda Items.

Mrs. Barton asked to make another comment about Ilwaco. She said it is the responsibility of the local community and the responsibility of the board which represents that community to provide library quarters; therefore, because of that responsibility, Timberland has little on library location in Ilwaco. She said there are several factors involved in this, one being it is in a different part of town which is not easily accessible to people who currently use the library. She said the staff is watching the situation and will report.

Dr. Lawrence said the Board had discussed earlier the need for planning and in-house training on an on-going basis. He said he had been working with the two assistant directors on this from time to time. He said they were reluctant to comment on the discussions in this area, and he wondered if he might not ride on their two area reports by suggesting that the Board consider the recommendations on the redefinition of the area supervisor jobs, take note of this, and thereby clear the way for the Director and Assistant Directors to discuss these matters with staff in the forthcoming staff meeting. Dr. Lawrence said he was speaking specifically of the planning function for the eastern area supervisor. He said the details needed to be discussed with staff but that the administration felt board approval of the concept was needed first. He said he would like to recommend the Board's approval for them to go ahead and discuss these matters with staff. Mrs. Morrison said it is a matter of the board approving the concept and then seeing how the details can be worked out. Mr. Cox was given the proposal outline to look over since he had not seen it earlier. Mrs. Morrison said what the administrative staff is trying to do is get approval of the concept from the Board because it will not do a lot of good for the staff to sit down, plan and talk through the nitty gritty, and then come back and have the Board say "we can't see it that way". She said they thought the better idea was to see if in concept the board felt it could approve this and then take it to the staff so it could be discussed in depth next week. Mrs. Hagen and Mr. Keiski voiced approval of the concept. Mrs. McArthur opted to move ahead with the meeting and come back later on for Mr. Cox's decision on the concept.

4) Business Manager--Mr. Ayres

Mr. Ayres said as of July 31 Timberland was in good financial condition. The revenue through July 31 was \$1,242,741; expenditures for the same period were \$936,898. Four individual investments had been made and as each matured he had been able to meet expenses and re-invest part of it. As of June Timberland was in the red \$266,83 on interest-bearing warrants. The first investment came back in July and brought in \$3,000 (\$50 was charged by Thurston County for administrative cost). This left a balance in warrant interest of \$2,684 with three more investments coming due in September. Dr. Lawrence said this was the first time it had been reported that the county charged for administrative costs. Mr. Ayres said the county had always charged but this was the first time the amount was large enough to require reporting as the investment was larger this time. He said the administrative cost was 5% of interest earned.

Mr. Ayres reviewed the charts with the Board.

General property taxes: Received \$549,901.

Intergovernmental Revenue: He said that this is where the money came in which had been invested. Department of Revenue: \$117,575 plus \$15,000 from the State Library for the Taholah Grant. For the budget year, \$182,575 had been budgeted and \$190,927 received through July 31. Dr. Lawrence asked if the Board had taken some action on allocating the additional revenue. Mrs. Morrison said the intergovernmental revenue also represents the \$117,575 which the state appropriated long after the beginning of the year. Mrs. Morrison said additional revenue had been budgeted through the June 27 budget revision only.

Contracting Cities: All money from contracting cities for the second quarter is in. Budget: \$500,389; received \$232,563.

Xerox and other copiers: Budget \$13,000; received \$5,376.

Other Miscellaneous Revenue: Budget \$13,062; received \$24,308. Mr. Keiski asked if Timberland had received some unexpected timber money and oyster bed money recently. Mr. Ayres said that some timber money had been received. Mrs. Morrison pointed out that "timber money" is from the Timber Excise Tax and falls under General Property Taxes. State Forest Yield is a State Shared Revenue. Dr. Lawrence said that he wanted it made clear that Timberland does have plans for expending this revenue as it accumulates.

Expenditures: Administrative: Budget \$185,471; expended \$95,425.

Public Service: Budget \$1,417,201; expended \$728,255.

Organization of Materials: Budget \$213,983; expended \$83,966. Mrs. Morrison commented that bills in excess of \$10,000 for the adult subject

catalog will be coming in soon in this category.

Facilities: Budget \$59,555; expended \$28,062.

Looking at expenditures in a different way:

Supplies: Budget \$46,109; expended \$21,362.

Other services: Budget \$304,037; expended \$129,787.

Capital outlay: Budget \$343,097; expended \$138,380.

Mr. Keiski asked what percent of the total budget is administrative costs. Mrs. Morrison said those costs are not more than 11 or 12% at the most of the total budget.

5) Extension Services--Ms. Blumberg

Ms. Blumberg said Timberland was represented at all the county fairs.

Ms. Blumberg said that over a quarter of the amount paid for institutional library services is for salary for the supervisor of the staff library at the Washington Corrections Center in Shelton. The person who had the job has resigned and will be replaced with a Clerk III at Range 8, step 3 who starts September 3.

Ms. Blumberg said the bookmobiles will definitely be going once every three weeks this fall. Ms. Blumberg said she had analyzed what difference this would make in service, time on the road, etc. Last winter, in the nine-month period from September to May, the bookmobile went every two weeks but never went during the fifth week. This year the supervisors of the bookmobiles recommended going once every three weeks, using every week of the month. This would total 13 stops during a nine-month period instead of 17. This will give the bookmobiles time off in every week which makes it easier to schedule maintenance. The significant thing was that by doing this during the nine-month period, 185 days on the road had been dropped, an average of 20 days a month district-wide.

Dr. Lawrence asked for a report on the Funmobile. Mrs. Stough said Ms. Bradley is on vacation and would give a report at the next meeting.

6) Report on ALA Conference--Mr. Sheafe

Mr. Sheafe said he had submitted a written report on ALA. He said that he felt it was a worthwhile trip. There were 15,000 librarians at the conference which was the biggest conference ever. He said one of the highlights for him was the entire day spent with P.R. swap and shop and the John Cotten Dana Public Relations awards.

Mr. Sheafe said one piece of Timberland's material which had been submitted for evaluation, the services brochure, was evaluated by a panel, and the

remarks came very rapidly as there were many items to be evaluated. The panel liked the light "tone" of the brochure, good use of graphics and color, almost too much information in the small space but due to paper costs that was understandable. He said it was a good evaluation and he was pleased.

Mr. Sheafe said he attended a live young adult programming workshop, and he had written notes on it for the Young Adult Committee.

Mr. Sheafe said there was a folder on the table with copies of news clippings that Mr. Smith had had published in the various papers. He said Timberland is getting a lot of publicity, and Mr. Smith is working very well with the newspaper people. Dr. Lawrence asked Mr. Sheafe if he prepared the official bulletin himself. Mr. Sheafe said Mr. Smith does this. Dr. Lawrence said he was a little concerned about turning it into a birth announcement system. He said the Official Bulletin could be amusingly written but nevertheless it is a factual account of the business of the Board and the office of the Director. It does not necessarily serve as a means of communicating births, deaths, transfers, etc. Mrs. Morrison said one or two had been included and she had put them in. Dr. Lawrence said it is an official bulletin and he would not like to see it degenerate into a half-bulletin for the commissioners and a house organ. Mr. Sheafe said first it had been designed as a house organ and then other names were added to the mailing list. Mr. Sheafe said the staff has proposed that there be an addenda sheet for staff members only on personal news.

Mr. Sheafe said after the meeting he would show the four minute slide/tape presentation which was prepared by Phil Olson. He said it was used by Ms. Blumberg for Extension Services at the county fairs. Mrs. McArthur said she had seen it at the fair and recommended that the Board see it.

7) Reports on PNLA conference

Mrs. McArthur asked if anyone wanted to add oral reports to the written reports on the PNLA Conference. Mrs. Stough said she was involved with the PNLA Conference but had not written a report. She said Judy DuPuis was practically a one man show at the children's book talk session. Harriet Lamb, Sue Tait, from Seattle Public Library, Jan Knape, from King County Library System and Mary Stough were on the panel for young adult book talks. Mrs. Stough said Mrs. Lamb did a marvelous job, and the Board can be proud of the Timberland staff who actually took part in putting the PNLA Conference on.

4 Communications

There were no official communications to the Board.

5 Unfinished Business

A. Consider Personnel Policy Revisions

Dr. Lawrence said that he did not think that the Board was ready to discuss it. Mrs. McArthur said it would be tabled until the next meeting. Mrs. McArthur explained to those present that the Board was tabling this subject now because they had not found the time to get together and go over the policy. Board Members felt it needed more examination and explanation from those who had worked on it and the Board was not prepared to act on it now.

6 New Business

A. Preliminary Budget

DR. LAWRENCE MOVED THAT THE BOARD ADOPT THE PRELIMINARY 1975 BUDGET OF \$2,150,876. SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY.

The 1974 preliminary budget was \$2,005,711. The revised budget for 1974 is \$1,893,560. Dr. Lawrence said for the purpose of releasing this information the 1974 preliminary budget figure should be shown too.

B. Set Date for Final Budget Hearing

Mrs. Morrison said her guess was that the final figures probably would be in in the third week in October. The State Department of Revenue, which calculates the assessed valuation for utilities, for the last several years has been getting its figures in the third of October then the county assessors have to break those all back into the various tax codes, which takes from three days to three weeks before the final figures are back. Mrs. Morrison said the Board must try to comply with the law which means the budget has to be certified to the county commissioners by the first Monday in October. Mrs. Morrison said a special meeting in September is not necessary if the Board meeting were held later in the month. Mrs. Morrison reminded the Board that the meeting requires a four county quorum for adoption of the 1975 budget. Dr. Lawrence suggested that the Director and Chairperson pick several dates that seem appropriate in timing, poll the Board Members, and move on in this meeting. Mrs. Morrison said this has to be done soon because the meeting must be advertised in the papers. Mrs. McArthur said she would get together with the Director the first part of next week to work out some dates.

Dr. Lawrence said there were several items which he had been discussing with staff. One is his request for preparation of a contingency plan in the event that the city of Shelton might request a regular contract with Timberland. He noted that Timberland will be in a different situation when the South Mason Library opens in October and some plan of action should be thought through.

He said that the second item has to do with the lease at the Service Center which expires in less than a year. He said that he had asked Mrs. Stough to investigate what Farwest Homes might be able to offer in the way of a heated, insulated air-conditioned shell which might serve as a Service

Center. Rental costs now are about \$600 per month at the present location. For about \$521 Timberland could lease a 2500 square foot building; for \$782, a 3750 square foot building; for \$1,000 a 5,000 square foot building; \$2,000 a 10,000 square foot building. He said the Board should take time to consider the future location of the service Center. He said he had a memo which he considered confidential which suggested a location. He said the memo should go in the planning hopper, and he was alerting the Board that he had been doing some thinking on this. Mrs. Morrison said that by way of comparison the present service center has about 3,600 square feet.

7 Additional Agenda Items

A. Consultants for Olympia and Lacey Library Planning

Dr. Lawrence said he would like staff recommendations as to the dollar level that Timberland might contribute. Mrs. Morrison said she thought it might be \$1,000 in each case. Mrs. Morrison said that just the psychological boost would be well worthwhile.

DR. LAWRENCE MOVED THAT THE BOARD AUTHORIZE THE EXPENDITURE OF \$2,000 (\$1,000 FOR LACEY AND \$1,000 FOR OLYMPIA RESPECTIVELY) AS ADDITIONS TO THE CONSULTANT FEE FOR THE LOCATION AND PLANNING OF THOSE CITY LIBRARIES. SECONDED BY MR. KEISKI. Mrs. Hagen said she felt it was a wise move and could understand the rationale for giving to Olympia. She wondered on what rationale Timberland would be doing this for Lacey. Mrs. Morrison said in any system where you have the building provided by one governmental unit you must be working hand-in-glove so that everybody is kept up-to-date. She said she would hate to stir up any feathers in one place or the other. She said if Tumwater reported that they were ready to plan she would recommend the same thing for them. Mrs. Hagen said then Timberland is establishing a precedent. Mr. Cox said he wondered if Timberland should be pumping it into the cities when it is a rural library organization. Mrs. Morrison said that in her opinion that is why Timberland needs to do this. Mr. Pratt said the library in Lacey and most of the libraries, although they are located in the primary cities of the district, furnish probably 95% of the library service to rural areas. Mrs. Hagen asked if Timberland is prepared to do this for each city. Mrs. Stough said she felt it was a small price to pay. THE MOTION PASSED UNANIMOUSLY.

Mr. Cox gave his approval for going ahead with the concept discussed earlier if Mrs. Stough and Mrs. Barton can take on the extra work. This gave unanimous approval from the Board.

Mrs. Morrison asked the Board to grant a variance which Timberland does not usually grant. She said there are a number of Quinault Indians who live in Jefferson County but who are part of the Quinault Nation. Taholah is being opened on the 10th of September; the tribe (nation) has built the building and will continue to maintain the building. In conferring with the Indians, the staff members have said there seems to be a real

stumbling block with the Quinaults because they do not understand why their entire "nation" cannot use it. Mrs. Morrison suggested that the other 75 members in Jefferson County who might possibly use the Taholah Library have nonresident cards issued free of charge by the district so they can be identified as people who have the right to use it in return for the building which will house Timberland's services. Dr. Lawrence asked if it would be possible just to recognize Indian's use of the library on a resident fee basis and not have to issue cards. After much discussion, it was decided cards would be necessary.

MRS. HAGEN MOVED THAT THE QUINAULT INDIAN NATION BE GRANTED A SPECIAL DISPENSATION TO USE THE TIMBERLAND FACILITIES IF LIVE OUTSIDE THE FIVE COUNTY AREA. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.

The meeting was recessed at 9:00 p.m. so the Board could go into executive session to review the union proposal. Mr. Sheafe showed the slide/tape presentation at this time to others present.

The meeting reconvened at 9:30 p.m.

Mrs. McArthur called on Mr. Keiski.

MR. KEISKI MOVED THAT THE BOARD GO ON RECORD WITH THE CONCERN THAT SALARY IMPROVEMENT BE A PRIORITY ITEM IN THE PREPARATION OF THE 1975 BUDGET, AND THE BOARD IS PLANNING A SIGNIFICANT SALARY INCREASE TO MEET THE COST OF LIVING. SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY.

Mrs. McArthur asked if this should be released to let the staff know how the Board feels. Mr. Keiski said the official bulletin should contain a statement that the Board has expressed its concern and taken its position.

Mrs. Stough asked if salary improvement means only salary adjustment or will it include recommendations on upgrading staff positions. Mr. Keiski said upgrading and reclassifications have always been handled administratively. Dr. Lawrence said that in the proposals that the two assistant directors are presenting to the staff concerning their added functions in the delegation of authority, this might be a consideration.

Dr. Lawrence commented that he meant what he said when he circulated the staff memo concerning the Service Center. He said he would hope that if this planning assignment does develop and is approved that Mrs. Barton will address herself to this and take into consideration the location of the Center, the construction, the flexibility of the type of building, etc. He said these things need to be hammered out early so the Board can take a look at it at least six months before the lease terminates. Dr. Lawrence said Timberland is not going to get forced into another five year lease.

Dr. Lawrence said he would like a progress report on the status of the five-year report to the citizens of the district. Mr. Sheafe said the draft would be done by the next meeting.

AGENDA ITEM
NO.

Dr. Lawrence told the staff members present that the Board meant what it said when talking about overhauling the salary schedule, and this may be at the expense of some of the material things which have been associated with the growth of the district. As staff begins to review plans, they will have to keep in mind the cheesecake is only so big. If you start taking bigger slices for salary, which he said is warranted, it is going to cost in other areas.

At this time the Board asked Ms. Blumberg, who had chaired the committee, to continue where she left off on discussion of recommendations for personnel policy revision.

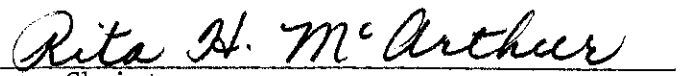
Mr. Keiski said the Board was listing now the areas to be adopted at the next meeting (overtime and holiday sections) and alerting the union and staff. He said the recommended vacation changes will be subordinate to the previously adopted position by the Trustees concerning salaries.

The Board spent considerable time in a lengthy discussion of other recommended revisions to the policy.

Mr. Keiski requested that at the next board study session the director discuss with the Board the recommendation on which she differs from the committee recommendations. Dr. Lawrence asked that the director be prepared to submit a final draft version at the next meeting. Mrs. McArthur said that the Board should be prepared to discuss it at the study session and take action during the business meeting.

There being no further business to come before the Board, the meeting was adjourned at 10:26 p.m.


Secretary


Chairperson