

TIMBERLAND REGIONAL LIBRARY

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

September 26, 1974 (Regular Meeting) and October 3, 1974 (Continuation)

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September 26, 1974 (Regular Meeting) and October 3, 1974 (Continuation)

BOARD OF TRUSTEE MEMBERS PRESENT:

Rita McArthur, Chairperson, Mason County
Dr. William H. Lawrence, Vice-Chairperson--At-Large (Lewis County)
Robert Baker, Trustee--Lewis County
Elmer Keiski, Jr., Trustee--Thurston County
Ruth Schmidt, Trustee-at-large (Thurston County)

BOARD OF TRUSTEE MEMBERS ABSENT:

Donald Cox, Trustee--Pacific County
Raeburn Hagen, Trustee--Grays Harbor County

STAFF PRESENT:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Mary L. Stough, Assistant Director, Eastern Area
Joy Ayres, Business Manager
Janet L. Blumberg, Extension Services Librarian
Christine Bradley, Olympia Children's Librarian
Barbara Bruhns, Book Selection Coordinator
Margaret Casey, Assistant Supervisor, Central Services
Margaret Coppinger, Olympia Librarian
Mary Russell, Lacey Librarian
Yvonne Seidler, Regional Reference Coordinator
Mary Ann Shaffer, Lacey Children's Librarian
Michael Sheafe, Community Relations Officer
Dean Uribe, Washington Corrections Center, Staff Library
Dorian Smith, Public Information Assistant
Sharon Boring, Board Recording Secretary

OTHERS PRESENT:

Ward Rathbone, Olympia Trustee

The meeting was called to order at 7:34 p.m. by the Chairperson, Mrs. McArthur.

AGENDA ITEM

NO.

1 Minutes of the August 29, 1974 Meeting

MR. KEISKI MOVED THAT THE MINUTES BE APPROVED. SECONDED BY DR. LAWRENCE
AND PASSED UNANIMOUSLY.

AGENDA ITEM
NO.

2 Approval of Vouchers

MR. KEISKI MOVED THAT THE VOUCHERS BE HONORED. SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY.

Mrs. Morrison asked the Board to note Voucher No. 3071 for \$117,000 to the State Library. This was for the balance of the 1974 book budget.

3 Reports

A. Board

B. Staff

1) Director--Ms. Morrison

Ms. Morrison said the Board has her report for the month in their hands (in reference to the budget).

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

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

Ms. Barton and Ms. Stough said their report would be a slide presentation of the physical facilities of Timberland. A sheet showing the square footage for each library was passed out. At least one slide of each library was shown with Ms. Stough and Ms. Barton giving a running summary on each. Ms. McArthur said they needed to be complimented on the innovative way of giving a report.

4) Business Manager--Mr. Ayres

Mr. Ayres said that as of September 30, the district is approximately \$15,000 in the red because of uneven cash flow, even though four investments since June had resulted in \$3,500 in interest. The district is on interest bearing warrants in September in an amount between \$5,000 and \$10,000.

5) Community Relations Officer--Mr. Sheafe

Not required to report this month.

6) Report on Funmobile--Ms. Bradley

Ms. Bradley said each Board Member had a copy of the Funmobile report. She said the staff felt it was a great success and well worth the money spent. She said the Funmobile was serving rural areas where children were very spread out so 20 children at a stop was good attendance. She said the staff had hoped to have a winter schedule but with the budget crunch the way it is shaping up, they decided to forego it to safeguard the summer program if possible.

Ms. McArthur said the written report was very worthwhile. Ms. Bradley said the whole staff was involved and everyone worked on the funmobile. Dr. Lawrence asked if a list had been made of the things that could

have been done better. Ms. Bradley said this was mentioned in the report. She passed around an article prepared by Mr. Smith which had appeared in the Shelton Journal. She said the article brought the attendance up. She said the staff would recommend that similar articles be run in all the local papers next year.

At this time Dean Uribe from the staff library at the Washington Corrections Center and Mary Ann Shaffer, Lacey Children's Librarian, and Ward Rathbone, new Olympia trustee, were introduced. Ms. McArthur asked Mr. Rathbone if he had any comments to make. Mr. Rathbone said the Olympia trustees expect to do more on the site selection for the new proposed library. He said they will be trying to delve into the site selection more deeply than had been done recently as the site selection ideas need to be brought up to date. He said he has enjoyed the experience of working with people like Ms. Coppinger and Ron Rowe.

7) Report on WATS Line Usage--Ms. Seidler

Since Dr. Lawrence had requested the report on use of the WATS Line and since he had Ms. Seidler's report in hand, he said he would ask her any questions he might have. He said the verbal report could be dispensed with and that he was satisfied the staff was beginning to get a handle on this. He said he would like to see an objective report as to the work of this service sometime toward the end of the year. Ms. Seidler said she had used the statistics and had not editorialized. Ms. Barton commented that she had editorial input coming in from libraries which were important. Dr. Lawrence asked that the input be collected for an editorial report.

4 Communications

A. Information from Seattle law firm re taxpayers class action law suit

Ms. Morrison said she received a flier from a Seattle law firm in regard to a class action law suit about taxation for taxes levied several years ago. She said the staff does not know yet what is going to happen --it may affect Timberland and it may not.

5. Unfinished Business

A. Adopt Personnel Policy Revisions Relating to Overtime and Holidays

MR. KEISKI MOVED THAT THE PERSONNEL POLICY REVISIONS RELATING TO OVERTIME AND HOLIDAYS BE ADOPTED EFFECTIVE JANUARY 1, 1975. SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY.

B. Consider Further Sections of the Personnel Policy Revision

Ms. Morrison recommended that the Board state its intent to adopt the rest of the personnel policy with the exception of sections dealing with vacation leave, sick leave, and bereavement leave. Ms. Blumberg said adjustments had been made where the Board indicated desirable during the discussion at the last meeting.

AGENDA ITEM
NO.

MR. KEISKI MOVED THAT THE BOARD STATE ITS INTENT TO ADOPT NEXT MONTH THE RECOMMENDED CHANGES IN THE PERSONNEL POLICY THAT HAVE NOT BEEN SPECIFICALLY BROUGHT BEFORE THE NEGOTIATIONS. SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY.

The Director will give the union written notification of this.

C. Consideration of 1975 Budget and Set Date for Continuation of Hearing

Ms. McArthur noted that the assessed values were incomplete and said that apparently October 3 would be the date for continuing the meeting. She said Timberland is trying to meet the first Monday in October deadline. Mr. Baker said he thought it was the wrong emphasis since no one else would be doing it. Ms. Morrison said Timberland holds up five counties as the counties need to know how many cents per thousand dollars Timberland will be levying. Mr. Baker said Timberland needs to notify the counties that in the absence of any figures from them Timberland intends to levy the maximum. Mr. Keiski asked Ms. McArthur to explain to the audience the problem in getting firm budget figures. Dr. Lawrence said he liked Mr. Baker's idea of sending a letter telling the county commissioners of Timberland's intent to levy the maximum millage; when Timberland hears from them, it will send them the dollar amount. Ms. Morrison said in the case of cities who have asked she had suggested they budget 50¢ per \$1,000 of assessed value. Dr. Lawrence asked the Director to notify all the cities of this. After much discussion, it was decided the Board would meet October 3 at 7:30 p.m. in the Service Center in an attempt to adopt the budget.

6 New Business

A. Certificate of Appreciation for Rick Gauger (former Raymond Library Board Member)

This certificate was signed during the meeting.

8 Board Reminders

A. Area I Planning Meeting--Statewide System of Public Libraries--
The Evergreen State College--October 2, 1974--9:00 to 4:30--
Campus Activities Building--Room 108-110

Ms. Morrison said it is unfortunate that this kind of meeting comes up at budget time. She said they hope to have representatives from Clallam, Jefferson, and the five Timberland counties and people from independent as well as district libraries. She asked any Board Members who could to come to the meeting. Ms. Blumberg gave the Board some additional information on the meeting. She said the purpose of the meeting is two-fold: To review the proposals to be submitted to the legislature and the intent in this area to stimulate what is called area planning for lack of a better word.

AGENDA ITEM
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- B. Olympia Library 60th Anniversary Celebration--All Day--October 3, 1974

Ms. Morrison suggested that the Board Members coming up for the Board meeting on the 3rd stop by for the open house.

Dr. Lawrence asked if the idea of planning an in-house training was well received at the staff meeting in September. Ms. Morrison said it was her impression it was.

Mr. Sheafe said Mr. Smith had a report on the five-year brochure. Mr. Smith passed around the rough draft layout for the Board Members to see.

There being no further business to come before the Board, the meeting was recessed at 8:30 p.m. until 7:30 p.m. on October 3.

CONTINUATION

OCTOBER 3, 1974

(CONTINUATION OF SEPTEMBER 26, 1974 REGULAR MEETING)

BOARD OF TRUSTEE MEMBERS PRESENT:

Rita McArthur, Chairperson--Mason County
Robert Baker, Trustee--Lewis County
Donald Cox, Trustee--Pacific County
Elmer Keiski, Jr., Trustee--Thurston County
Ruth Schmidt, Trustee-at-Large--Thurston County

BOARD OF TRUSTEE MEMBERS ABSENT:

Raeburn Hagen, Trustee--Grays Harbor County
Dr. William H. Lawrence, Vice-Chairperson, Trustee-at-Large--Lewis County

STAFF PRESENT:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Mary L. Stough, Assistant Director, Eastern Area
Joy Ayres, Business Manager
Michael Sheafe, Community Relations Officer
Jay Windisch, Raymond Librarian
Dorian Smith, Public Information Assistant
Sharon Boring, Board Recording Secretary

The meeting was reconvened at 7:39 p.m. by Chairperson, Ms. McArthur.

The board deferred to the director who reviewed the estimated income and budget figures for 1975 with the Board Members. Ms. Morrison said the income from taxes in the incorporated areas is limited by the 106% limitation. Timberland may only have 106% of last year's dollar income from taxes whatever new construction or increases in utilities there have been between 1973 and 1974. The allowable dollar total is \$1,072,551. In order to calculate the levy you must divide

\$1,072,551 by the total assessed valuation for the district which is \$2,226,660,364. This gives \$.4817 per \$1,000 assessed valuation.

The major income items are: Beginning cash (including the North Mason reserve) \$30,000; Property taxes \$896,320; Forest excise tax \$206,231; State forest yield \$75,000; Other charges for service (city contracts) \$548,262. Total estimated income is \$1,802,563.

The breakdown of figures for the 1975 proposed revised budget are Administrative support \$192,891; Public service \$1,354,558; Organization of materials \$178,101; Facilities \$74,513; and Debt service \$2500 for a total figure of \$1,802,563.

MR. KEISKI MOVED THAT THE BOARD ADOPT THE 1975 PROPOSED BUDGET OF \$1,802,563. SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

Mr. Keiski said the salary figures are based on the tentative salary schedule still under negotiation with the union.

The Board Members discussed the proposed move of the Service Center. Mr. Keiski requested that the Board instruct the Director to make a study and show on a 360° graph the effect of the move in regard to staff, housing, deliveries, eating facilities, phone calls, state library exchange along with the district psychological effect. Mr. Keiski suggested using visual aids in the presentation. The Director was so instructed.

MR. KEISKI MOVED THAT THE BOARD ADVISE THE COUNTY COMMISSIONERS OF THE UNIFORM LEVY OF \$.4817 PER \$1,000 ASSESSED VALUATION FOR THE FIVE COUNTIES IN TRL. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.

Mr. Keiski reported on the union negotiations. He said that he met with Ms. Piva of AFSCME Monday night and went through the requests with her. He advised her that as far as the Board was concerned, Timberland would be moving only in money items relating to salary. He said he suggested there might be some other option for the Board to move on leave for bereavement purposes but not necessarily in the amount the union was suggesting. He told her the Trustees' point of view in the future would be that any additional types of leave granted would be considered a fringe benefit and a negotiable item. He said she responded in the letter that the union could not meet with the Board tonight but she had sent some points to consider. Mr. Keiski passed the letter around. Mr. Keiski said he would recommend that the Trustees maintain their original position on all the items. Ms. McArthur complimented Mr. Keiski on the fine job he is doing.

Ms. McArthur said the next Board Meeting would be October 17. She announced that the South Mason opening would be Sunday, November 3.

Mr. Baker suggested that the news release on the preliminary budget mention the \$91,000 reduction over the 1974 budget. The director was instructed to draft the news release highlighting the reduction and check with Ms. McArthur on the language before sending it out.

There was a brief discussion regarding an informational workshop for legislators.

MR. KEISKI MOVED THAT THE STAFF BE INSTRUCTED TO PREPARE A PROPER INFORMATION SESSION AND THAT THE CHAIRPERSON INVITE THE LEGISLATORS OF THE TIMBERLAND REGIONAL LIBRARY

DISTRICT SOMETIME AFTER THE NOVEMBER GENERAL ELECTION. THE TRUSTEES AND STAFF COULD DETERMINE WHO WOULD PLAY WHAT ROLE IN EXPLAINING WHERE TIMBERLAND IS THROUGH CHARTS AND GRAPHS. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

Mrs. Barton said a half-time position is needed in Ocean Park. She said there had been a person working 19 hours on an hourly rate with no employee benefits. In order to get somebody on the job market, Timberland must offer a half-time position with employee benefits. It would be the same rate of pay but needs to be an established position. She said the additional cost would be the employee benefits.

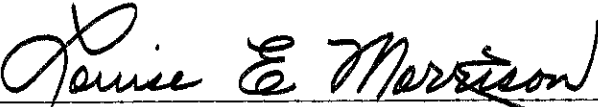
MR. COX MOVED THAT THE BOARD CREATE A HALF-TIME RANGE 6 POSITION FOR THE OCEAN PARK TIMBERLAND LIBRARY. SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

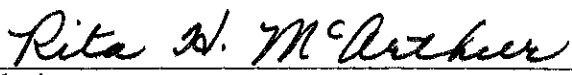
Mrs. Stough said Yelm does not have enough money for new furniture in the library they are building. Since the Board has committed \$1,000 each to Olympia and Lacey for planning their new buildings, she said \$1,000 in Yelm would be nominal and of great help to them. She said Yelm deserves it and needs it. She said when talking about revisions for the 1974 budget in December this could be considered.

Ms. Barton said when such a time comes if Ilwaco decides to move into the school new shelving will be needed there also.

Mrs. Schmidt reported on the Library Futures Planning Task Force Meeting for Area I at The Evergreen State College on October 2. She said the meeting was well organized and very worthwhile. Ms. Barton asked if copies of the abstracts could be passed out to the Board Members. Ms. Morrison said they would be. The Board spent some time discussing the meeting, statewide and national library networks, and presenting the library budget to the state legislature.

There being no further business to come before the meeting, the meeting was adjourned at 9:59 p.m.


Secretary


Chairperson