

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

October 17, 1974

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

October 17, 1974

BOARD OF TRUSTEE MEMBERS PRESENT:

Rita McArthur, Chairperson--Mason County
Robert Baker, Trustee--Lewis County
Donald Cox, Trustee--Pacific County
Raeburn Hagen, Trustee--Grays Harbor County
Ruth Schmidt, Trustee-at-Large, Thurston County

BOARD OF TRUSTEE MEMBERS ABSENT:

Dr. Wm. Lawrence, Vice-Chairperson--At-Large--Lewis County
Elmer Keiski, Trustee--Thurston County

STAFF PRESENT:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Mary L. Stough, Assistant Director, Eastern Area
Joy Ayres, Business Manager
Barbara Bruhns, Book Selection Coordinator
Mary Margaret Casey, Assistant Supervisor, Central Services
Marian Osterby, Centralia Librarian
Michael J. Sheafe, Community Relations Officer
Dorian Smith, Public Information Assistant
Sharon Boring, Board Recording Secretary

OTHERS PRESENT:

Roseanne Bridgham, Centralia Board
Frank Rosa, Centralia Board

The meeting was called to order at 7:38 p.m. by Chairperson, Ms. McArthur.

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- 1 Approval of minutes of September 26, 1974 regular meeting and October 3, 1974 continuation.

Mr. Baker requested that corrections be made to reflect the fact that the October 3 meeting was a continuation of the September 26 meeting. There being no further corrections to the minutes, they stood approved as corrected.

- 2 Approval of Vouchers

Mr. Ayres noted that on Voucher 3145 to George Lithograph, 10% had been retained due to numerous misprinted volumes of the Adult Subject Catalog. He said Vouchers 3193 and 3194 were both paid quarterly which was the

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reason they were high. Ms. Morrison passed the new Adult Subject Catalog around to the Board Members. She said she had written to George Lithograph yesterday explaining that the balance would not be remitted until George Lithograph makes a satisfactory adjustment.

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

3 Reports

A. Board

1) Union Negotiation--Ms. McArthur

Ms. McArthur said she and Mr. Keiski had met with representatives of the union along with Ms. Morrison and Mr. Ayres. She said that negotiations are continuing. The next step depends upon the union, which will be in contact with Timberland.

B. Staff

1) Director--Mrs. Morrison

Mrs. Morrison said the Report of Examination No. 41127 for the period January 1, 1972 to December 31, 1973 had been received by the Chairperson of the Board from the Office of the State Auditor. She said in the General Comments there were no real criticisms of the library. She read comments in the report to the Board Members. Ms. Morrison said the report recommended that the BARS Manual Numbering System be applied to revenue as well as expenditures and that the change had been instituted on January 1, 1974. The Report noted that the revenue shown on the District's library statistical report, which was the only financial statement available, did not agree with the actual revenue shown on the county treasurer's records. The Report noted that apparently this occurred because the revenue shown on the statistical report and the District's revenue cards includes revenue received in January which would be in the previous year. Ms. Morrison said that she and Mr. Ayres are recommending that the "December Finals" no longer be used as this was where the problem came and that Timberland operate on the modified accrual system discussed with the state examiner. This means unless the funds are actually in the Thurston County Treasurer's Office as of December 31, they would be recorded as funds received in the following year regardless of when they were generated. Ms. Morrison said the Auditor's Office also had requested that the minutes of board meetings reflect any change of Board Members, terms, and conditions of appointment.

Ms. Morrison stated that Ms. Barton's written report covered the October 7 Southern Pacific County Friends of the Library Annual Meeting which they both attended. Ms. Morrison said that this group would be very helpful during the legislative session because they were interested in supporting legislative action for libraries.

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Ms. Morrison said the keys to the new South Mason Library have been turned over to Timberland. She said not everything is completed; for example, the pipe under the kitchen sink had not been connected but that the move can begin while the finishing touches to the building and grounds are completed.

Ms. Morrison said on October 21, 22, and 23 she would be at the Management Seminar at Lake Wilderness and the week of October 28 she would be away two days attending a Washington State Advisory Council on Libraries meeting. She said she took three days vacation last week and will be taking two weeks as soon as South Mason is opened.

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

Ms. Barton said she had several reports in the folders including reports on the Area I Statewide Planning Meeting and the Legislative Workshop sponsored by the Washington Library Association.

Ms. Barton reported that the Ocean Beach School Board decided that following through with the invitation to share the quarters in the school library in Ilwaco would cost too much for lighting and heating so the school district has withdrawn the offer. She said there is an opening for a bookmobile supervisor at Montesano. Ms. Barton said there has been a problem at North Beach which is a concern to the librarian in charge and some decision must be made about what to do there. There was a molester there when the only person in the isolated building happened to be the woman who is the correspondent for the North Beach Beacon. The librarian is understandably nervous about being alone there at night. Ms. Barton reported that Westport's school levy passed for the first time in several years. Raymond has a new board member to replace Mrs. Gauger, who resigned upon her doctor's advice. The new member on the Raymond City Commission (replacing Joe Kusky) is Henry Rahko, Raymond correspondent for the Daily World.

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

Ms. Stough said the only two libraries really mentioned in her report are Centralia and Olympia because of their activity with their local commissions in regard to planning for new library buildings. She said the rest of her report concentrates on workshops.

Ms. Stough said since sometime last year the staff had been planning to have workshops in nine different places in the district. The workshops would be a combination of Timberland staff and school personnel to help each understand the other's problems, points of view, and to point out services Timberland offers which school personnel should know about. She said the staff has played to small but appreciative audiences. She said that they have been disappointed that more school personnel have not attended the workshops. Ms. Stough reported that the participants had been asked to evaluate the "day" anonymously and the consensus has been about 99% that it was worthwhile. Ms. Stough said the staff

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learned a lot from planning and executing the workshops and she felt they were worthwhile. However, she would like to figure out a way to interest more school personnel in coming. She said school librarians have been coming to the meetings but very few teachers. Mrs. Schmidt asked if Board Members could attend. Ms. Stough said they would be welcome. Ms. Stough said that she wanted to state publicly that the support the staff gives these workshops is tremendous. Ms. Morrison commented that the public praise is well deserved. Ms. McArthur stated that she is personally very proud of Timberland's employees.

Ms. Barton said that because of the workshops the staff has been doing, the staff has been invited to the Washington State Association of School Librarians state meeting in Spokane in March to do a "show and tell" twice for 1 and 1/2 hours each time in concurrent sessions. She said the prospect of having a captive audience of some 700 school librarians was an opportunity they did not want to pass up.

4) Business Manager--Mr. Ayres

Mr. Ayres said the District had another loss of funds in a burglary. He said since there was forcible entry on this one, it appeared it would be covered by insurance.

Mr. Ayres reported that all investments now have matured and Timberland received \$4,642.06 from these investments. So far Timberland has paid \$632.95 on interest-bearing notes in 1974 and further payment is anticipated before December 31st.

The Revenue figures through September are:

General property tax	\$ 585,135
Intergovernmental revenue	191,850
Contracts for institutional services (warrant received; will be credited next month)	-00-
Contract cities	263,511
Xerox and other copiers	7,080
Other miscellaneous revenues	36,800

The Expenditure figures through September are:

Administration	133,555
Public Service	1,024,790
Organization of materials	98,913
Facilities	36,030

5) Report on Area I Statewide Planning Meeting--Ms. Barton

Ms. Barton said a written report was in the folders. She said the meeting was interesting in several respects and that those in attendance

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got an overview of where we are in relation to some of the planning that probably will happen if the legislature funds it. The planning includes automating several crucial functions with an on-line system projected within the next several years. This would allow instant communication among the various libraries in the resource directory. She said that a computerized circulation system and acquisition system are being developed --the acquisition system at Washington State University and the circulation system at the University of Washington. Ms. Barton commented that one interesting prospect is that libraries would be able to plan better acquisition of materials; if another library already had a particular book, Timberland might not need to buy a copy or as many copies and could purchase another title instead. This would mean that the larger systems in the state could plan their acquisitions more wisely. She commented that development is expensive.

Mrs. Schmidt said Ms. Reynolds made it plain at the meeting that it will be a costly matter to fund the library system.

Ms. Morrison said one of the best things about statewide library planning and what is going on in terms of the future in the nation is that the Timberland Board and local boards within Timberland will be some of the most knowledgeable people around because information has gotten down to the local areas.

Ms. McArthur said she had a fact sheet from the city library in Shelton which had been put in the teachers' mailboxes. She said it is categorized as to services offered, etc. She said the fact sheet is interesting but slightly misleading because under "other services" were interlibrary loans and large print materials.

Ms. Morrison said Timberland has a sheet which is being planned as a handout telling who may use Timberland's services. She said that the handout will be available generally and also at South Mason. It has been kept very low key and included Shelton only as part of a group of non-contracting cities district-wide.

4 Communications

A. Letter from Centralia Board Chairperson requesting planning funds for Centralia

Ms. Morrison read the letter from Mrs. Merle Bridgham requesting that a similar amount as for Olympia and Lacey be allocated to the Board of Trustees of Centralia Timberland Library for the similar purpose of planning a new library.

Mrs. Bridgham said the Centralia Library Board has decided to be serious about planning as they are aware of the space problem. She said a patron survey was done in the spring and all patrons agreed that more space is needed almost none of them wanted to see the library leave the present building. Mrs. Bridgham said the library board had requested \$15,000 from the City Commission for planning. She said the full board along with several supporters from the community had attended the City Commission meeting to present the 1975 budget request.

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Mr. Baker asked if funds from Timberland might serve as a catalyst for the city commission to put some funds in. Mrs. Bridgham said it might. Mr. Rosa commented that people in the community feel that Timberland is one thing and the Centralia Library is another. He said it would be good psychologically to have Timberland commit the money. Ms. Morrison said she assumed that it would be contingent upon whether the city appropriated funds for the planning. After much discussion, Mr. Cox said he would like to see the Timberland Board establish a definite policy in regard to the subject of giving money toward the planning of contracting-city-libraries. Ms. McArthur asked the Board Members if it would be satisfactory to them to follow Mr. Cox's suggestion of establishing a written policy and then be prepared to take Board action at the November meeting. This was satisfactory both to the Board Members and to Mrs. Bridgham. Ms. McArthur said that she would appoint a committee to write a policy and she invited input from the Centralia Board Members for the policy. Olympia and Lacey also are to be asked for their input.

At this time Ms. McArthur called on Mr. Sheafe for his report, which was a video-tape presentation of a puppet play by the Williams Toy Theater called "The Adventure of the Removed Library." It is to be used as an introduction to the book catalog. The presentation was well received by the Board and staff. Mr. Sheafe said the play was produced at the Evergreen State College and that the script had been written by Bob Williams. Mr. Sheafe said he gave Mr. Williams a set of book catalogs, a request form, and explained how it worked. Two weeks later he had a script written. Mr. Sheafe said the presentation will be shown in color in schools where color sets are available. Ms. Stough said the film was made principally for the librarian to use in the classroom to introduce the book catalog and that it is designed to be viewed with a librarian present. Ms. Hagen said that she felt it would be good to use with adults too. Ms. McArthur asked that it be shown again when the full Board is present.

5 Unfinished Business

- A. Adoption of Personnel Policy Sections (with the exception of Vacation, Sick and Bereavement provisions)

Ms. McArthur requested that action on this be tabled until the full board is present.

6 New Business

- A. Request for funds for attendance at Northwest Adult Education Association conference--November 14, 15, & 16.

Ms. Morrison said she recommended that Ms. Barton be granted time and expenses to attend the conference. She said that Ms. Barton is an active member and the library district will benefit from it.

MR. BAKER MOVED THAT MS. BARTON BE GRANTED TIME AND EXPENSES TO ATTEND THE NORTHWEST ADULT EDUCATION ASSOCIATION CONFERENCE IN SPOKANE ON NOVEMBER 14, 15, AND 16. SECONDED BY MS. HAGEN AND PASSED UNANIMOUSLY.

7 Additional Agenda Items

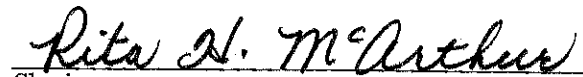
A. Site for November meeting

Ms. Morrison said it had occurred to her that with the South Mason Library opening on Sunday, November 3, perhaps the Board would like to meet there for the regular meeting next month on November 21. The Board Members agreed to meet there and Ms. Morrison will make the arrangements.

Ms. Morrison said the staff for the South Mason Library would be as follows: Doris Whitmarsh, in charge of the library; Patsy Humphres, in charge of children's work; Georgena Howe; Lola Loertscher; and James Bernethy. The bookmobile will be running out of the South Mason Library to release some of the space in the Olympia Library and cut bookmobile mileage. Ms. Morrison said the Centralia bookmobile would be picking up two Southern Thurston County runs and the bookmobile which will be based in South Mason would be continuing the Northern Thurston County runs.

There being no further business to come before the meeting, the meeting was adjourned at 9:15 p.m.


Secretary


Chairperson