

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
TIMBERLAND SOUTH MASON LIBRARY  
SHELTON, WASHINGTON

November 21, 1974

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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  
Donald Cox, Trustee, Pacific County  
Raeburn Hagen, Trustee, Grays Harbor County  
Elmer Keiski, Jr., Trustee, Thurston County  
Ruth Schmidt, Trustee-at-Large, Thurston County

STAFF PRESENT:

Louise E. Morrison, Director  
Virginia Barton, Assistant Director, Eastern Area  
Mary Stough, Assistant Director, Eastern Area  
Joy Ayres, Business Manager  
Barbara Bruhns, Book Selection Coordinator  
Elizabeth Gatlin, North Mason Library  
Mary Russell, Lacey Librarian  
Mary Ann Shaffer, Children's Librarian, Lacey  
Michael Sheafe, Community Relations Officer  
Doris Whitmarsh, South Mason Library  
Jay Windisch, Raymond Librarian  
Dorian Smith, Public Information Assistant  
Sharon Boring, Board Recording Secretary

OTHERS PRESENT:

Jim Miller, North Mason Friends of the Library  
Virginia McBride, Lacey Board  
Jeanette Ford, Lacey Board  
Ruth Tugby, Lacey Friends of the Library  
John McGimpsey, Lacey Board

The meeting was called to order at 7:45 p.m., by Chairperson, Ms. McArthur.

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- 1 Approval of Minutes of October 17, 1974 Meeting

DR. LAWRENCE MOVED ACCEPTANCE OF THE MINUTES OF THE OCTOBER 17 MEETING.  
SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

At this time Mary Russell introduced those present from Lacey and Ms. Stough introduced Jim Miller of the North Mason Friends and Elizabeth Gatlin, the North Mason Librarian.

Ms. McArthur said that the opening for the South Mason Library was very successful. She said many people have stopped her and commented in a positive way about the new building.

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2 Approval of Vouchers

MS. HAGEN MOVED THAT THE VOUCHERS BE APPROVED. SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY.

3 Reports

A. Board

1) Policy Committee

Mr. Keiski said the committee had met late in October to review several items that had accumulated. The items discussed were a proposed building use policy, a board policy dealing with union negotiations, and a policy regarding grants to contracting cities which are developing plans for new library facilities. He said the policies would be discussed later in the meeting.

2) Status of Union Negotiation--Mr. Keiski

The Negotiation Committee had not met in November. Mr. Keiski said that he had hoped the negotiations could have been finished in November but he had not heard from the union. Ms. Morrison said that Mr. Bernethy had told her that he had not heard from Ms. Piva since the last negotiating meeting. Dr. Lawrence commented that he hoped the negotiations would be concluded by the next board meeting.

B. Staff

1) Director--Ms. Morrison

Ms. Morrison said the staff had received before the primary election a request for information on the Trustees from Mr. Bonker for a mail-out. She said that she had just written to Mr. Bonker, congratulated him on his victory and told him she hoped he would be library conscious. Ms. Barton said the same information on the Trustees also had been sent to the other candidates.

Ms. Morrison read a letter from the Thurston County Auditor advising that the Board of County Commissioners by a majority vote had re-appointed Elmer Keiski to a seven-year term on the Timberland Regional Library Board effective December 1974.

Ms. Morrison read a letter of resignation from Michael Sheafe. Mr. Sheafe has resigned effective December 20, 1974 for personal reasons. Dr. Lawrence asked Mr. Sheafe to prepare an appraisal of his job pointing out strengths and weaknesses and any recommendations he might wish to make for his successor.

Ms. Morrison reported that Esther Brunick had submitted a request for an extension of retirement. She has eleven months left before she would be eligible for vested interest in the retirement system. This was added to the agenda under new business.

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Ms. Morrison said that the library community does not know what will be in the Governor's budget when it is presented and whether the options which have been proposed for the statewide library system will be in. The Washington Library Association Executive Board set priorities at its meeting earlier this week. The priorities are (1) aid to public libraries, (2) network development and implementation, (3) funding for major resource centers, (4) money for planning, and (5) centralized storage of materials. The WLA Board also adopted a resolution which supported Option I; if the Governor's budget supports Option II they would support Option II. If neither is in the budget, they would support the introduction of legislation which would lead toward the adoption of Option I which is 100% state funding for a statewide system of public libraries.

The Richland Board wired the Governor their support for Option I and a group of trustees in Area 9 (Spokane area) also drafted a resolution supporting Option I. Ms. Morrison said she had not prepared anything of this nature for the Timberland Board as she was not sure what the Board would wish to do. Dr. Lawrence felt Option II would be more realistic in terms of attractiveness to a legislator and would be a smoother way of breaking into a statewide system, partly because of the phased funding.

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

Ms. Stough introduced Ms. Whitmarsh and Ms. Loertscher who work in the new South Mason Library. Ms. Whitmarsh said they had checked out 50 books per hour for the first 56 hours opened: 2,812 items. The bookmobile goes out from South Mason Library and its circulation has been good too. Ms. Whitmarsh said the programs have been very popular and have brought in good crowds (150 for the Williams Puppet Show).

Ms. Stough reported that Mr. Rowe had made an excellent presentation to the Olympia City Commission asking for money for planning for the new library. The Commission did not wish to grant the request for money for a consultant but said there would be \$5,000 the library board could use if necessary for specific things having to do with the old building, building sites, etc. The library board must come to the city to request the money. The city agreed to put the library bond issue on the ballot in November of 1975 and agreed to support it. Ms. Morrison said Mr. Rowe would see that a renewed letter of intent from the city commission comes to Timberland so that if any state/federal construction money under the Library Services and Construction Act comes to Washington State, Olympia will be on the list.

Ms. Russell reported that the Lacey Library had the Nisqually Middle School Drama Club put on a play in the library in celebration of Children's Book Week. At the same time the library patrons had a birthday party for the library cat, Koyange. She said they had approximately 175 children and 30 or 40 adults in attendance. It was a successful program and the Friends supplied a sheet cake. Ms. Russell said copies of an article in today's paper about the proposed utility and B & O taxes had been distributed to board members. Ms. Ford said the Lacey Board plans to meet with City Manager Bob Williams and hear from him directly about it. The City Manager had a

proposal for the city commissioners involving two new taxes. The utility tax would be for building construction; for example the new city hall/police building and the new library. The B & O tax would be for the development of the city's commercial area; for example, traffic flow, etc. This had been presented to the Chamber of Commerce and the reaction to both taxes was negative.

Ms. Stough said the Friends of the North Mason Library met for a business meeting. They have a cash balance of \$1,745 on the land they are purchasing for a new library. Ms. Stough turned the report over to Ms. Gatlin. Ms. Gatlin introduced Jim Miller, who had volunteered to draw plans for the proposed library. Mr. Miller showed the plans to the Board. He showed a land use drawing maintaining most of the natural native area. It would have a minimum of maintenance and landscaping. Mr. Miller also reviewed the floor plans of the 2200 square foot building with the Board. Dr. Lawrence was impressed with the idea of having a natural setting with a minimum of landscaping. He said the North Mason Friends did a tremendous job of getting themselves organized. Dr. Lawrence suggested that Mr. Miller meet with Mr. Andrews of Farwest Homes to see if the building could be a pre-packaged type. Mr. Miller said they had made a rough estimate of \$65,000 or less than \$30.00 a square foot. An eight foot extension would probably add about \$10,000 to the cost. Ms. Gatlin presented the Board with a copy of the floor plans. Dr. Lawrence cautioned the Friends group to have a careful examination of the building in terms of capability of construction and costs before pictures are published to the public. He said that the Friends group might be locked into a building design and appearance that may not be a reality when the building is built. He asked them to withhold publication of the picture until the Board has had more time to study the plans. Ms. Gatlin said they could put a story in the newspaper about Mr. Miller coming to the Timberland Board with a proposal of plans that the North Mason Friends are looking at and invite the patrons to come in the library to look at the picture. At that time Ms. Gatlin could talk to the patrons about the new library. Dr. Lawrence asked her to convey the Board's thanks and interest and excitement about the steps which have been taken. Dr. Lawrence said that if the North Mason Friends felt something should be published, the site plan would be the one. He said the momentum that has been built up in the Belfair area needed to be sustained and maintained. He said the site plan and that concept should be publicized now and become a rallying point for North Mason. He said until the Timberland staff can do some study on the interior of the building Timberland should ask them to withhold publication of the elevation drawing. Dr. Lawrence said Timberland would get back to the North Mason Friends.

Ms. McArthur said Ms. Ford had represented the Lacey Board at the opening of the South Mason Library. Ms. Whitmarsh said 293 people signed the register during the open house.

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

Ms. Barton asked Mr. Windisch to report on the proposal he had submitted to the Raymond City Commission. Mr. Windisch said he would like to open

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up a 21' x 21' room in the downstairs area of the building with an asphalt ramp so that elderly people could get in. He said the proposal also included magazine racks, shelving, and carpeting for the upstairs and downstairs. The suggested total was \$7500.00. He said the city had not formally considered or adopted it but had set aside \$10,000 of revenue sharing funds for library remodeling. He said that two commissioners had called to say they were in favor of it. Dr. Lawrence said it should be the function of the Raymond Board of Trustees to keep pressure on the commission.

Ms. Barton asked the Board Members to read her written report. Since writing the report, Ms. Barton heard an announcement on the media that 12 construction supervisors for the Satsop project would be moved to Elma on the 1st of December. They will set up an office and hire personnel. They expect to have the permit to start building by the middle of December.

Ms. Barton said several of the small so-called "circuit cities" in Grays Harbor County have been sharing what they call a "circuit riding" city manager. This city manager has been handling the city management for these cities on a combined basis and all are pleased with the arrangement. They are considering sharing other kinds of operations the cities couldn't afford otherwise such as a city engineer.

Aberdeen is being fully and completely carpeted this week. Next week they will open with gold carpet throughout.

The Hoquiam High School shop students are expected to present a contract proposal for a package price on the wooden construction toys. Hopefully they will be able to produce a set by February 1.

Ms. Barton said she received a letter from a school librarian in Richland. The librarian said they are sharing book review meetings, attending one another's organizations (public libraries and school libraries), and are in the process of producing a slide/tape presentation to show all audiences the services available at all kinds of libraries.

Ms. Barton reviewed some of the circulation figures with board members so that they could note the growth in use of the libraries.

Mr. Keiski said he had seen something about the children using the Taholah library but not the adults. Ms. Barton said she is trying to think of ways to encourage the growth of adult circulation, which is starting slowly as expected.

Ms. Barton said Ms. Keeler, a staff member, and her husband were each awarded the Bishop's Cross, the highest accolade from the Episcopal Church, for lay service during almost 30 years.

Mr. Keiski said he noticed in the report on the Northwest Adult Education Association Meeting that Bell Telephone Company has a training program and pays 90% of the cost of continuing education if employees earn at least a

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C grade. He asked about the staff development fund that had been discussed for Timberland. Ms. Morrison said it was hung up in the personnel policy. Mr. Keiski asked if it could be removed from the personnel policy.

4) Business Manager--Mr. Ayres

Mr. Ayres said the warrant interest for the month of October was \$27.04.

The Revenue figures through October are:

General property taxes:	\$639,584
Intergovernmental revenue	194,247
Contracts for institutional services (The money in this last category was not shown on the chart since it is for 1975 service.)	13,110
Contract cities:	349,855
Xerox and other copiers	7,810
Other miscellaneous revenues	40,531

The Expenditure figures through October are:

Administration	151,071
Public Service	1,139,742
Organization of materials	132,766
Facilities	41,558

5) Northwest Adult Education Association--Ms. Barton

Ms. Barton said it was a very good conference as usual. She said in conversations two suggestions were made which she will follow through to check. One would be a regional supervisor for agricultural extension services working out of Puyallup. This would be to develop more programming in the rural libraries. The supervisor for continuing education for the Northwest area felt the libraries could do more informing of continuing education classes on campuses they serve. Someone could go to the first session of each class to talk about the information available in the library.

6) Progress Report on Legislative Workshop--Ms. Stough

Ms. Stough said invitations had been sent to the elected legislators immediately after the election about a workshop with the Timberland Board and staff. She said it was short notice for the meeting and only one positive answer was received. Many said they would have liked to

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come but did not have enough notice. Ms. Stough said the meeting has been rescheduled for December 12 at the Service Center. So far two legislators have said they will attend and two have said they will not attend. Ms. Stough said the meeting is Board-sponsored and the staff hopes the Board Members will be able to attend. Ms. McArthur said if the meeting enables Board Members and staff to get some communication going with even two legislators, it would give Timberland some key people to work through. The Board agreed to have the meeting even if only two people can attend since no other date would be available before the legislative session. Mr. Keiski agreed to take charge of presenting some of the information at the meeting. Ms. McArthur said she hoped all the Board Members would share in the cost of the meeting.

4 Communications

A. Letter from County Commissioners

This letter regarding Mr. Keiski's reappointment was read earlier in the meeting.

B. Letter from Mrs. Frank Pavelko

Ms. Morrison read a paragraph from Mrs. Pavelko's letter. Mrs. Pavelko is a "star correspondent" from Lilliwaup. She has used all the services Timberland offers and has never felt the services are limited. However, she is thrilled with the new facility in South Mason. She said Timberland is giving good service and not to worry about it.

At this time the Board spend considerable time discussing the proposed North Mason facility and who is responsible for what.

6 New Business

A. Consideration of Resolution Re Use of Meeting Rooms

MR. KEISKI MOVED THAT THE RESOLUTION BE REFERRED BACK TO COMMITTEE FOR ADDITIONAL STAFF INPUT. SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY.

Mr. Cox left the meeting at this time.

B. Consideration of Resolution Re Participation in Cost of Planning Library Buildings in Contracting Cities

MR. KEISKI MOVED THAT THE RESOLUTION REGARDING PARTICIPATION IN COST OF PLANNING LIBRARY BUILDINGS IN CONTRACTING CITIES BE ADOPTED. SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY.

Ms. Morrison read the motion made at the August meeting granting Olympia and Lacey each \$1,000 for planning their new libraries. Since the \$5,000 set aside for the Olympia Library by the city commission was not for planning, there was a question whether Timberland would be obligated to give them \$1,000 since there is no planning money available.



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Ms. McArthur said Mrs. Schmidt had suggested that the Trustees have a special study session to discuss the many things that have come up. The study session will be December 5 at 6:00 p.m. at the Service Center. The Board Members decided the following subjects would be covered: (1) North Mason, (2) the meeting with the legislators, (3) discussion of job description for Community Relations Officer, and (4) critical path for the planning on the Service Center. Dr. Lawrence said he meant deadlines for certain actions by the Board which would result in the construction or leasing of a Service Center and moved into by January 1, 1976.

Ms. Stough asked what the Board wanted to know from North Mason for the meeting. Mr. Baker said the staff needs to identify the square footage as this would affect the cost. Dr. Lawrence said the Board needs to know North Mason's perception of how they are going to proceed or how they want Timberland to proceed. He asked that Ms. Davis, president of the North Mason Friends, write a letter or memo to the Board stating their plans.

Mr. Keiski said he hoped he would have a response from the union so something could be done to finalize the contract. The chairperson gave Mr. Keiski permission to write a letter of ultimatum to the union.

Ms. McArthur said she plans to write a letter of recommendation for Mr. Sheafe.

D. Approval for TRL Attorney to Draft North Mason Property Agreement

MR. BAKER MOVED THAT THE TRL ATTORNEY DRAFT THE NORTH MASON PROPERTY AGREEMENT. SECONDED BY MS. HAGEN AND PASSED UNANIMOUSLY.

If the TRL attorney cannot get the agreement done by the December 5 meeting. Dr. Lawrence and Mr. Keiski asked that another attorney be hired.

At this time Mr. Baker had to leave.

C. Consideration of Resolution Re Procedures for Negotiation with Employee Organizations

MR. KEISKI MOVED THAT THE RESOLUTION REGARDING PROCEDURES FOR NEGOTIATING WITH EMPLOYEE ORGANIZATIONS BE ADOPTED. SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY.

E. Introduction of Irene Davis, President of North Mason Friends of the Library to Show Architectural Drawings of North Mason Library

Ms. Davis was not at the meeting but this item was moved up on the agenda earlier in the meeting and presented by Ms. Gatlin.

F. Certificate of Appreciation for Vicki Baker (Former Ilwaco Library Board Member)

The certificate was signed.

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G. Authorization to Offer Used Projectors for Bid

Ms. Morrison said Timberland's A-V specialist suggested that eight 16 mm sound projectors be put up for bid. These projectors are surplus due to the fact that they are costing more money than they are worth to maintain. Three were purchased in 1963 and five in 1970.

DR. LAWRENCE MOVED THAT THE PROJECTORS BE DISPOSED OF. SECONDED BY MR. KEISKI AND PASSED UNANIMOUSLY.

Dr. Lawrence asked the chairperson to have the Director prepare a letter for inclusion in Ms. Blumberg's file. This would be a note of appreciation for the planning and execution of the plan for the South Mason Library. Ms. Morrison said letters of appreciation should also be included in Ms. Barton's and Ms. Stough's files and other people's as well. Dr. Lawrence said that would be fine but he did not feel they needed the letters of appreciation.

7 Additional Agenda Items

A. Extension of time for Esther Brunick

Ms. Morrison said Ms. Brunick lacks eleven months of having vested interest in the retirement system to collect retirement in monthly form. She would have to take a lump sum payment. In the past the Board has not extended time, but may do so if it so desires.

DR. LAWRENCE MOVED THAT THE BOARD DISALLOW THE REQUEST. SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

B. Resolution re Statewide System of Public Libraries

Dr. Lawrence said this would be a matter for discussion. The Board decided this should be discussed at the study session as it would tie in with the meeting with the legislators.

Ms. Barton said that her job description for planning duties next year was quite broad and she would like to know what the Board would like her to focus on.

Ms. McArthur asked how the Board wanted to approach the grants requests from Weyerhaeuser, Simpson and Rayonier. Dr. Lawrence said further exploration was needed with Roland Vincent as resource person. Ms. McArthur asked Ms. Barton, Ms. Stough, Ms. Morrison and Dr. Lawrence to meet with Mr. Vincent and ask for guidelines, then report back to the Board.

Mr. Keiski requested a Certificate of Appreciation for Homer Hedgepeth retiring Thurston County Commissioner. Dr. Lawrence asked Ms. Morrison to acknowledge the letter regarding Mr. Keiski's reappointment.

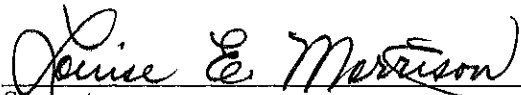
Mr. Sheafe discussed the rough outline of a proposal the staff wanted the Board to accept or reject. The objective of the program would be to present a symposium on nuclear power with all sides represented. These


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people would expect Timberland to sponsor the program. Mr. Sheafe recommended to the Board that these people be given the go ahead to write a full proposal and that Timberland still have the option at the time of signing the grant proper. The grant would come from the Washington Commission for the Humanities. Dr. Lawrence said this would not be outside the general charge of the libraries. Mrs. Schmidt suggested tabling it until the December meeting. The Board asked for additional details at the next meeting. Dr. Lawrence said a committee balanced between the pros and cons should plan the symposium.

The Board applauded Dorian Smith, Public Information Assistant, for the five-year brochure.

There being no further business to come before the meeting, the meeting was adjourned at 11:20 p.m.

  
Secretary

  
Chairperson