

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

December 19, 1974

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December 19, 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  
Elmer F. Keiski, Jr., Trustee--Thurston County  
Ruth Schmidt, Trustee-At-Large--Thurston County

BOARD OF TRUSTEE MEMBERS ABSENT:

Dr. William H. Lawrence, Vice-Chairperson, At-Large--Lewis County

STAFF PRESENT:

Louise E. Morrison, Director  
Virginia Barton, Assistant Director, Western Area  
Mary Stough, Assistant Director Eastern Area  
Joy Ayres, Business Manager  
Margaret Casey, Service Center  
Marian Osterby, Centralia Librarian  
Alma Greenwood, Reference Librarian, Olympia  
Sharon Boring, Board Recording Secretary

OTHERS PRESENT:

Roseann Bridgham, Chairperson, Centralia Board  
Gayer Dominick  
Robert Toy  
Lanny Carpenter  
Ann Beug  
Dave Nicandri

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

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1 Election of Officers for 1975

Ms. McArthur said she had appreciated being chairperson for the time she had but felt it was time for someone else to assume the leadership.

Mr. Baker nominated Mr. Keiski. MR. COX MOVED THAT NOMINATIONS BE CLOSED. SECONDED BY MS. HAGEN AND PASSED UNANIMOUSLY. Mr. Keiski will be chairperson for 1975.

Mr. Baker and Ms. Hagen were nominated for vice-chairperson but both declined. Mr. Baker nominated Dr. Lawrence. MRS. SCHMIDT MOVED NOMINATIONS BE CLOSED. SECONDED BY MS. HAGEN AND PASSED UNANIMOUSLY. Dr. Lawrence will be the vice-chairperson for 1975.

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2 Approval of Minutes of the November 21, 1974 Meeting.

Since there were no corrections to the minutes as mailed, the minutes stood approved.

At this time the people presenting the proposal regarding the nuclear power symposium were introduced.

3 Approval of Vouchers.

Mr. Ayres said this was the first year that there would be no December Final Bills.

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

4 Reports

A. Board

1) Negotiation Committee--Mr. Keiski

Mr. Keiski said at the last session two items of tentative agreement were initialed; one regarding a salary plan and the other the concept of bereavement leave up to five days depending on the travel distance. The negotiating team advised the union that the Board might be making some other adjustments in sick leave. The union had advised Mr. Keiski that they had ratified the proposals which had been initialed. Mr. Keiski recommended that the Board adopt the items which had been negotiated. This would be taken care of later in the meeting. Ms. Morrison said the president of the union had received the other proposed sections of the personnel policy which were mailed September 27, 1974.

Mr. Keiski said during the process of negotiation he had inadvertently asked Ms. Morrison not to distribute the Board's proposals and he had forgotten to tell her to distribute them after they ceased to be confidential. Communication with the staff was not what it should have been. Later in this meeting he said that the staff could ask questions.

The regular order of business was suspended so the visitors could present their proposal.

6C Discussion of Proposal re Nuclear Power Symposium

Mr. Toy asked the Board to refer to the proposal distributed to Board Members last month. He said their committee was asking for support for the nuclear power symposium to bring different points of view and different information on this vital subject to which affects everyone today. He said the public needed to hear these views in an orderly way and in an atmosphere where they could make up their own minds. He said that to do this the committee needed the support of groups that have great "respectability". The committee asked for Timberland's name as sponsor to provide the public with a place where they could know they were getting facts from all sides.

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Mr. Toy referred to one basic change in the program as proposed. He said that the starting time had been moved back to 11:00 a.m., ending section II of the program at 4:30 p.m., inserting the displays on alternative methods of generating power in the 4:30 spot and lasting until 7:30 p.m. This would give people time to circulate around the room and visit the displays, where informed people would be available to talk about the displays. The displays would include not only alternative technologies but alternatives such as conservation, efficiency, etc. He said there was a minor change in that he typed up the wrong name for the film. The name of the film is "Energy: The Nuclear Alternative".

Ms. Morrison said that she had checked and the State Auditor told her there would not be any problem in having Timberland handle the proposed grant funds of \$7,530. Ms. Morrison asked how the committee would see Timberland's responsibilities. Mr. Toy said the committee would take the burden of writing the proposal and would forward the proposal to Timberland, as sponsor, for review. Timberland would write the checks and keep the accounts. Mr. Toy said the planning and actual physical work in putting on the meetings would be the responsibility of the committee. Ms. Morrison asked what plans there are for evaluating the success of the program. Mr. Toy said some of the basic ways would be attendance, comments from the people, and media response.

Mr. Dominick gave the Board more information about the group. He said the committee considered itself a group of interested citizens who want everyone to be informed about what decisions will be made in terms of energy in Washington. The committee consists of nine people but they hope to recruit more members.

Ms. McArthur commended the committee for the work which had gone into preliminary planning. At this time the Board spent considerable time discussing the proposal. Mr. Cox was concerned with how the program would be "balanced". Ms. Morrison said if the program was "unbalanced" the humanities commission would never approve it.

Ms. Hagen said she did not want the library to be put in the position of presenting a "loaded" program. She said she did not like the name of the film and asked if another film could be used instead. Mr. Toy said any film would be previewed by the Timberland staff so Timberland would have a say over what film would be used. The general feeling of the Board Members was they were concerned about the objectivity of the proposal. They were afraid the program would come out stacked against nuclear power or pro nuclear power. Ann Beug said by the time the grant proposal would be submitted the speakers list would be tentatively finalized with the background of the speakers. There would be an equal number of people on both sides of the question. Mr. Toy said all films and materials would be donated to the library system after the programs. Ms. Morrison said that she felt there are enough safeguards built in to allow them to go ahead with developing the final proposal.

After much discussion and after the Board Members expressed their thoughts, Ms. Morrison recommended encouraging the committee to go ahead under the sponsorship of Timberland because public involvement is something all

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libraries have been working toward. She said this type of awareness could not hurt Timberland's image.

MR. COX MOVED THAT THE BOARD ENDORSE THE CONCEPT OF THE GRANT PROPOSAL AND ENCOURAGE THE COMMITTEE TO PROCEED WITH DEVELOPING THE FINAL PROPOSAL WITH THE PROVISIO THAT THE BOARD WOULD RETAIN THE FINAL "GO/NO GO" WHEN THE COMPLETED PROPOSAL IS IN HAND; SECONDED BY MR. KEISKI. MR. BAKER, MR. COX, MS. HAGEN AND MR. KEISKI VOTED YES; MRS. SCHMIDT ABSTAINED. The proposal will be presented to the Board at the February meeting so that it can be submitted to the Washington State Commission for the Humanities by the March 17 deadline.

The regular order of business was resumed.

4 B. Staff

1) Director--Ms. Morrison

Ms. Morrison said the requests for bid proposals have gone out to the newspapers for the Bell & Howell and Singer Graflex Projectors. The bids will be opened at the Service Center at the regular Board meeting in January.

Ms. Morrison said a group of library directors and staff members from throughout the state had met and reviewed the requirements for the automated circulation system which is in the planning stages. The planning for the automated acquisition system, which is part of the Washington Library Network, has already been completed and it should be operative next year. Funding will be at the state level.

Tonight the Governor was giving his budget message. Ms. Morrison said she was particularly interested in what was approved for the State Library budget.

Ms. Morrison said that next month the staff would have a review of 1974 ready for Board Members, both statistical and "what happened", in written form. She said a small two-sided report would be put together as the annual report (circulation, number of people using films, income, expenditures, who the Board Members are, etc.).

For the year the circulation of materials is up 6.29% over the same period last year. The total cumulated circulation for 1973 was 1,446,742; the total cumulated circulation through November 1974 was 1,537,450.

Ms. Morrison mentioned the resume she will be sending out to staff members showing compensation both direct and indirect for 1975. The Board Members had received a copy of this resume in their folders.

Ms. Morrison said that Mr. Sheafe had just called from Bellingham. He asked Ms. Morrison to thank the Board on his behalf and tell Board Members how much he had enjoyed working with them.

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

Ms. Barton mentioned the memo she had written to the staff giving the staff an idea where Timberland would be in a year when fewer dollars were available for materials in 1975.

She reported that former board member, Marcel King is in the hospital at Astoria and will have surgery in about three weeks.

She said that the mayor of Raymond was very favorably disposed toward the renovation of the room downstairs in the Raymond Library. The cost of the project would be about \$7,000; the cost to Timberland would be one-half of a Clerk I. It could be done by changing a half-time position to a full-time position. She hoped the Board would agree to this.

Ms. Barton said that she understood the funds for the Satsop project had been appropriated last week. She said there is a lot of feeling against it in the Elma area. The project supervisors arrived the first of December, and construction is to start after the first of the year.

Ms. Barton and Ms. Stough visited the "circuit riding" city manager of Grays Harbor County. He gave them some interesting information about the Housing and Community Development Act of 1974 and gave them a photocopy of the Act. She said they have advised some of the communities that they might want to pursue this as a way of getting some money for community centers. Libraries per se are strictly deleted from this law, but it does not say anything about libraries if they are part of community centers.

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

Chehalis is doing a spectacular job in a community way by creating an art gallery on the second floor with the help of other community interests.

Oakville is in the process of recalling its mayor and city council and is having some difficulty over two books in the school library. The Friends of the Oakville Library had a Christmas party in their "mansion" and invited senior citizens.

Ms. Stough said South Mason was probably the smartest thing Timberland has ever done. She said the staff had requested the establishment of a full time 40 hour position instead of a 30 hour one. Also a new clerk would be desirable as soon as possible. Ms. Hagen asked if the opening of South Mason had resulted in less WATS line telephone calls. Ms. Casey replied that it had increased the number of calls because more people know about the services Timberland provides.

Ms. Stough mentioned Tumwater in her report because it was an example of what other cities have been going through with their budgets. Ms. Stough said an inquiry regarding Timberland service had been received from Rainier.

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Ms. Hagen said she had talked to Bob Charette, representative from Grays Harbor County, and thanked him for the letter he had written to Ms. McArthur about his inability to attend the Legislative meeting. In the letter he said that he thought it would be very wise to get into the local areas and explain Timberland. Ms. Stough said the staff tries to get the boards in the local areas to go to the council meetings. Mr. Keiski asked that a copy of Mr. Charette's letter be made for each Board Member. Ms. Hagen said Mr. Charette also agreed that it is good for local people to work with the local people.

Ms. McArthur said Representative Charles Savage has a malignancy and it is not known yet what the prognosis is.

At 9:15 the Board recessed to light the six candles on Timberland's birthday cake and have some cake. The meeting resumed at 9:30 p.m.

4) Business Manager--Mr. Ayres

Mr. Ayres reported that in November Timberland was not on interest-bearing notes and in December it was possible to make a small investment. He said the staff received word from the Department of Labor and Industries on December 18, 1974 that State Industrial Insurance rates will go up 33% on January 1, 1975.

5) Community Relations Officer--Mr. Sheafe

In Mr. Sheafe's absence, Ms. Morrison said Mr. Sheafe had been tying up loose ends, cleaning out files, and getting things finished up. She said the recommendation to her by Mr. Sheafe regarding the Community Relations Officer position had been seen by the Board Members.

5 Correspondence

A. Letter from Ms. Bridgham, Chairperson, Centralia Timberland Board  
(Invitation to Hold February Board Meeting in Centralia)

Ms. Morrison read the letter from the Board of Trustees of Centralia Timberland Library which extended an invitation to the Timberland Board of Trustees to hold their regularly scheduled February Board Meeting in Centralia.

MRS. SCHMIDT MOVED THAT THE BOARD ACCEPT THE KIND INVITATION OF MS. BRIDGHAM AND HOLD THE FEBRUARY 1975 BOARD MEETING IN CENTRALIA WEATHER CONDITIONS PERMITTING. SECONDED BY MS. HAGEN AND PASSED UNANIMOUSLY.

B. Letter from Dan Fellows (Appreciation for Timberland Regional Library Reference Department).

Ms. Morrison read the letter from Dan Fellows which expressed his appreciation for the helpfulness of the Timberland Reference Department in answering the many questions asked by himself and his friends.

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C. Letter from North Mason Friends re Land for Future Building Site.

Ms. Morrison read the letter from Ms. Irene Davis in which she said the Friends would like to defer any written legal agreement regarding the land in Belfair until after their annual meeting in February. She said the Friends Executive Board needed to meet with Timberland administrators and Board Members to discuss the options concerning the use of the entire acreage as well as possibilities for financing a library building.

Ms. Morrison said that in reading back through minutes of an earlier meeting she thought that Timberland had misinterpreted what North Mason was saying. They were suggesting Timberland draft an agreement, not an attorney to draft an agreement. This could come later if necessary.

D. Letter from the Mayor of the City of Olympia.

Ms. Morrison read the letter from the mayor which said Olympia had taken the initial steps toward fulfilling a community need, a new Olympia Municipal Library Building. The City Commission has directed the Olympia Library Board to prepare a plan of action.

Ms. Morrison said the Board would need to approve this because Olympia was asking for any assistance the Board could give them. The Board would need to say that Timberland is behind the new building and would write immediately to the State Library Commission, sending the Commission a copy of the letter from the mayor.

MR. BAKER MOVED THAT MS. MORRISON INFORM THE STATE LIBRARY COMMISSION OF OLYMPIA'S INTENT TO BUILD A NEW LIBRARY AND THE BOARD'S APPROVAL. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.

The chairperson will write to the mayor thanking him for his letter. Ms. Morrison said she would call Ms. Coppinger to let her know the letter had arrived.

6 Unfinished Business

A. Personnel Policy, 2nd edition (Revised)

MR. KEISKI MOVED THAT THE REVISED AND NEGOTIATED PERSONNEL POLICY BE ADOPTED. SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

Ms. Greenwood asked if there would still be sick leave for illness in the family. Ms. Morrison said there still would be.

Ms. Greenwood felt someone should be representing the professional staff too. The Board spent some time talking about this subject. The staff felt there was a lack of communication about what was being negotiated, and the union did not inform the employees. Mr. Keiski said all employees will have to wake up to the fact that the union may be representing only a minority of the staff but makes claims which affect the entire staff. He said legally the Board has to meet with bona fide employee organization or organizations. Ms. McArthur said the Board had repeatedly invited the union representatives and staff members to attend the Board Meetings. The union officers are on the mailing list for every meeting.



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B. Resolution Relating to Use of Meeting Rooms/Areas.

MS. HAGEN MOVED THAT THE BOARD ADOPT THE RESOLUTION RELATING TO USE OF MEETING ROOMS/AREAS AS REVISED. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.

C. Discussion of Proposal re Nuclear Power Symposium

This decision was made earlier in the meeting.

7 New Business

A. Final Revision of 1974 Budget

Ms. Morrison reviewed some of the revised budget with the Board.

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

B. Judy Louderback, Mud Bay Realty (Comparative Land Prices)

Ms. Louderback was not at the meeting so this was not discussed.

C. A.L.A. Midwinter--Morrison

Ms. McArthur said if the Board would request that Ms. Morrison attend the meeting she could have some income tax deductions on the amount she spent. She said there was money in the budget for this.

MS. HAGEN MOVED THAT MS. MORRISON BE INSTRUCTED AND FUNDED TO GO TO THE A.L.A. MID-WINTER CONFERENCE. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.

8 Other Agenda Items

A. Mr. Sheafe's Recommendation Regarding Position #913

Ms. Morrison recommended going ahead on this since the Public Information Assistant has done a tremendous job. She said that it would be a change in step but it would not be a change in grade.

MR. BAKER MOVED THAT DORIAN SMITH BE CHANGED FROM RANGE 9, STEP 1 TO RANGE 9, STEP 3 IN RECOGNITION OF ABILITY AND SERVICE RENDERED. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.

B. Response to North Mason's Letter

Ms. Stough was asked to write a letter stating that the Board had asked her to respond to their letter and set up a meeting with them sometime after the Timberland Board holds its January meeting and before the February meeting. Mr. Keiski, Mrs. Schmidt, Dr. Lawrence, and Ms. McArthur will meet with them as before. Ms. McArthur suggested that the North Mason Friends decide whether it should be a dinner meeting and where to meet. Ms. McArthur asked Ms. Stough to get several possible dates from North Mason, then poll the Board Members who will be meeting with them.

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C. Action on the South Mason Position

Ms. Stough said South Mason needed an additional 10 hours and an additional new clerk. She said it is the clerk duties that bog the staff down.

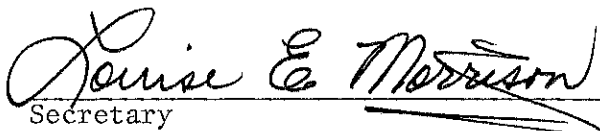
Ms. Schmidt said a raise had just been voted for the Public Information Assistant. She suggested having him get publicity out about everyone accepting his responsibility of borrowing from Timberland, mentioning that if the patrons return the books on time it cuts down on the costs and makes the material available to the next person. This would put the responsibility where it belongs--not on the clerical help but on the people doing the borrowing. Board Members agreed that this was a good idea.


MS. HAGEN MOVED THAT THE BOARD GRANT THE EXTRA 10 HOURS FOR SOUTH MASON AND DEFER ACTION ON THE ADDITIONAL CLERK. SECONDED BY MRS. SCHMIDT AND PASSED UNANIMOUSLY.

D. Action on Raymond Request

MS. HAGEN MOVED THAT THE HALF-TIME POSITION IN RAYMOND BECOME FULL-TIME WHEN THE DOWNSTAIRS ROOM IS COMPLETED. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.

There being no further business to come before the Board, the meeting was adjourned at 10:30 p.m.

  
Secretary

  
Chairperson