

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
1006 Sleater-Kimney S. E.
Lacey, Washington
January 16, 1975

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BOARD OF TRUSTEE MEMBERS PRESENT:

Elmer Keiski, Jr., Chairperson--Thurston 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
Ruth Schmidt, Trustee-at-Large--Thurston County

BOARD OF TRUSTEE MEMBERS ABSENT:

Rita McArthur, Trustee--Mason County

STAFF PRESENT:

Louise E. Morrison, Director
Mary Stough, Assistant Director, Eastern Area
Joy Ayres, Business Manager
Janet L. Blumberg, Extension Services Librarian
Christine Bradley, Children's Librarian, Olympia
Margaret Casey, Assistant Supervisor, Central Services, Service Center
Margaret Coppinger, Olympia Librarian
Yvonne Seidler, District Reference Coordinator
Jay Windisch, Raymond Librarian
Dorian Smith, Public Information Assistant
Sharon Boring, Board Recording Secretary

OTHERS PRESENT:

Judy Louderback
Roy Louderback

The meeting was called to order by the chairperson, Mr. Keiski at 7:31 p.m. The guests and staff members introduced themselves to the Board Members. Mr. Keiski requested that Board Members fill out the new motion form for any wordy or lengthy motions so the secretary will have the exact wording.

Agenda Item
No.

1 Opening of Sealed Bids for Sale of 16 mm. Movie Projectors

The Chair entertained a motion to reject any bids under \$200 on the 16 millimeter movie projectors since Mr. Ayres had been told the projectors are at least worth \$200 on the Seattle market.

MRS. SCHMIDT MOVED THAT THE BOARD REJECT ANY BIDS UNDER \$200 ON THE 16 MM. MOVIE PROJECTORS. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

Ms. Morrison opened the the bids on the board's instruction. The bids were as follows:

1. Herman Visser, 204 Downing, Centralia--bid of \$105 accompanied by money order in the amount of \$5.25.
2. Pacific Peaks Girl Scout Council, P.O. Box 4, Olympia--Bid of \$300 for all three Bell & Howell's accompanied by cashier's check for \$15.00.
3. Peace Evangelical Lutheran Church, P.O. Box 709, Chehalis--Bid of \$200 on Singer Graflex Serial No. 951819, 00761, 00763, or 00800 accompanied by cashier's check for \$10.00.
4. Bill Melzer, 1617 Graham Street, Olympia--Bid on Bell & Howell 540, Serial No. 90645 for \$62 with cashier's check for \$3.10; Bell & Howell Model 540, Serial No. AV90966 for \$64 with cashier's check for \$3.20; Bell & Howell Model 540, Serial No. 98090 for \$66 with cashier's check for \$3.30.
5. Maryann Koch,Enumclaw--Bid on Bell & Howell Model 540 for \$289.91 accompanied by cashier's check for \$14.50.
6. Ernie Schaaf--Bid on Singer Graflex of \$122.55 accompanied by a cashier's check for \$6.12.
7. Elizabeth Sholund--Bid on Bell & Howell for \$136.50 accompanied by money order for \$6.85.
8. Ronald V. Rice, Pastor, First Presbyterian Church, Centralia--Bid on Singer Graflex of \$151.75. A cashier's check for the full amount had been enclosed.
9. Mrs. David J. Cody, Olympia--Bid on Bell & Howell 540 for \$126.05 with a First Bank money order in the amount of \$6.30.
10. Mrs. David J. Cody, Olympia--Bid on Singer Graflex for \$133.13 with a First Bank money order in the amount of \$6.65.

Mr. Baker asked about the legality of establishing a minimum acceptable bid at this time instead of setting it at the time the projectors were advertised. Ms. Morrison said the Board had retained the right to reject or accept any and/or all bids; thus, according to the State Auditor's Office, it is not necessary to specify a minimum. The director said that she checked with the State Auditor also as to whether or not an employee could bid on the projectors. The reply was that there was no problem unless the staff member had something to do with the recommendation that the board declare the equipment to be surplus.

Mr. Ayres said Bid 3 and Bid 5 would qualify. Ms. Morrison said that since Timberland had advertised for bids on the projectors, the board could reject all other bids and accept the two high bids, then the other six projectors could be sold to a dealer or readvertised. Ms. Coppinger said the machines were beginning to cost the district for excessive repairs because of the heavy use they get but they should be satisfactory for home use.

Ms. Morrison recommended that the Board accept Bids 3 and 5. Mr. Keiski suggested that the Board accept Bids 3 and 5 and readvertise so the patrons in

the Timberland area would have a chance to purchase them.

MR. COX MOVED THAT THE BOARD ACCEPT THE TWO BIDS IN EXCESS OF \$200. SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY.

Mr. Keiski said the next question would be how to dispose of the remaining projectors.

DR. LAWRENCE MOVED THAT THE BOARD AUTHORIZE THE SALE OF THE REMAINING PROJECTORS TO THE GIRL SCOUT COUNCIL. SECONDED BY MS. HAGEN. THE MOTION FAILED.

The Board instructed the Director to put a notice in the paper stating that the bids had been opened, those that qualified had been honored, and the remaining surplus equipment was available at \$200, which was the appraiser's estimate of the value of the equipment. The equipment would be available on a first come, first served basis.

2 Approval of Minutes of December 19, 1974 Meeting

MR. BAKER MOVED THE MINUTES BE APPROVED AS MAILED. SECONDED BY MS. HAGEN AND PASSED UNANIMOUSLY.

Mr. Keiski said Ms. McArthur was excused from the meeting due to illness.

Mr. Baker and Dr. Lawrence expressed their displeasure at using the term "chairperson" when a man is now chairman. Mr. Keiski said the chairperson had taken the position that Timberland must abide by the Equal Opportunity Act of the Federal government. Mr. Keiski said he would research the question about using that title.

3 Approval of Vouchers

MRS. SCHMIDT MOVED THAT THE VOUCHERS BE APPROVED. SECONDED BY MS. HAGEN AND PASSED UNANIMOUSLY.

The regular order of business was suspended to allow Ms. Louderback from McCleary Realty to present her material. Ms. Morrison explained that Ms. Barton had been excused from the meeting to attend the circuit cities meeting in Montesano and that Ms. Barton had been discussing property and comparative land values with Ms. Louderback. Ms. Barton had asked Ms. Louderback to present this information to the Board for information and guidance in regard to a possible site for the Service Center in the future. Ms. Louderback presented the Board with information on several pieces of land now available in the Olympia area, in the Elma and McCleary areas. She invited the Board to call her if additional information was needed. The Board thanked her for coming.

Mr. Keiski asked for any comments about future Service Center location problems. Dr. Lawrence said at the intersection of U.S. 12 and I-5 there are some commercial properties available in 10 acre blocks through the realty company with which Mr. Thompson, who was the backer of the South Mason facility is associated. Dr. Lawrence suggested that the Board explore these possibilities. He said that the property is in Thurston County.

AGENDA ITEM
NO.

Mr. Keiski read a letter from Security State Bank, Chehalis, stating that there was a building available in Chehalis at \$1500 a month. The letter was circulated among the staff and Trustees. Ms. Stough said the building complied with Timberland's requirements for square footage and would have ample space for storage for books the staff would like to have off the shelves in libraries but still readily available. It has the necessary space for equipment, office space, and is on a main thoroughfare. Public parking is nearby, and there is a loading zone because it was a Sears building. The price is within reach. Dr. Lawrence questioned whether there would be adequate parking for vehicles and suggested checking on the loading situation. The building will be checked for adequacy.

Ms. Blumberg said in discussions with the professional staff about the Service Center two things had been mentioned. The professional staff felt it should be located where it would be the most efficient. In terms of the staff now and the supervisors, it would perhaps be more desirable not to leave this locality because of change in personnel. The question is whether there would be an adequate employee bank from which to draw in a different area especially in the Elma area. Mr. Keiski asked Ms. Morrison to compile the comments and information on the Service Center. The regular order of business was resumed.

4 Reports

A. Board

1) W.L.A. Board Meeting--Ms. Hagen

Ms. Hagen said she had attended the W.L.A. Board meeting that afternoon. Mr. Buffington of the State's Office of Program Planning and Fiscal Management had a legislative chat with members of the board and other interested librarians and library people. The approach he recommended and the one the W.L.A. Board voted upon favorably was to approach the legislators with the information that the entire budget as presented by the Governor is a "bare bones" budget and everything in the budget is necessary. He tried to get across the point that he felt this would be a year of severe budget cutting.

Ms. Hagen said that at one time W.L.A. had passed a motion saying it would like to write and sponsor a bill concerning the statewide system. It was decided at the meeting to postpone it until after this session as it was a little late. The bill should be in final form with an opportunity to go out to the library community before it is presented to legislators.

Ms. Hagen said W.L.A. passed a motion supporting the 1/10th of 1% sales tax which would go to local government with the hope that part of this money would go toward support of municipal libraries.

Ms. Morrison said she had drafted a letter to Senator Odegaard in reply to his question about reimbursement by Timberland to the State Library for additional work load. The amount for book processing from Timberland is budgeted as revenue in the State Library budget and this was the amount in question.

Ms. Blumberg said the state's salaries and wages are in a supplemental budget this year so the legislature has to pass the supplemental budget first or deal with the prospect of a strike. Ms. Morrison said one shift of employees at the Washington Correction Center had voted to strike. Ms. Blumberg said the Timberland employee there had asked if he could honor the picket line since he felt that it would harm his work with the other employees if he did not do so. Ms. Blumberg said he would be placed elsewhere during a strike. Mr. Keiski asked for any suggestions as to what Timberland's relationship would be if there were a state strike. He said this could be handled under new business. Dr. Lawrence asked if the professionals could handle the situation and not expose the union people to problems.

B. Staff

1) Director--Ms. Morrison

Ms. Morrison said Ms. Barton's written report covered some of the same ground she had intended to cover. The use of materials in the district as a whole for the year increased by 7.095%. Total use of materials including films in 1973 was 1,550,327; in 1974 it was 1,659,766. One of the most dramatic increases was in the area of film bookings which was 13,981 in 1973 and 16,262 in 1974. She pointed out also that in 1973 the film audience was 205,502; in 1974 it was over 399,000.

Mr. Keiski asked if someone on the staff was checking corporations and agencies which produce films for free copies of films. Ms. Morrison said Timberland has a number of deposit films through the Washington Library Film Circuit. Ms. Coppinger said they had not explored this area as much as they might. She said Mr. Windisch was also on the new Materials Selection Committee for Non-print Materials and they would take this suggestion back to the committee to explore further.

Ms. Morrison said that in hardbound book circulation it is almost equal for adult fiction and adult nonfiction. Since 1973 there has been a dramatic increase in the use of magazines. Many people have been cancelling their own subscriptions and using the library's magazines. Dr. Lawrence mentioned for the last six months he had not been able to find Playboy at Centralia because the magazine is stolen immediately. He asked if it pays for Timberland to have this kind of subscription. Ms. Stough said the current copy is normally kept behind the desk for safekeeping and handed to patrons who request it.

Ms. Morrison said there was an increase in the use of graphic equipment in 1974. She said it was partially reflected by the Evergreen grant for which Timberland did the printing. She said Timberland also ran some materials for the Washington Library Association for which Timberland was reimbursed. The number of impressions had gone up by 150,000 over 1973. She said 80% of all work required one other process for completion in addition to printing itself; 55% of it required two or more other processes for completion. All of the equipment is being used to its maximum.

Ms. Morrison said she was not ready to report to the Board in any depth on the responsibilities of committees which have been assigned for 1975.

Several of the committees are still working on additional charges and possible alterations in membership. The Children's Services Committee continues in 1975 with Chris Bradley as the new chairperson. The Materials Budgeting and Coordinating Committee will have representation from all committees which are involved in any materials selection. Mary Russell is the new chairperson of the Non-print Materials Selection Committee for 1975 with Ms. Coppinger serving as a resource person for the committee. Martha Jane Hill from Aberdeen and Therese Rice from Olympia, A-V specialists, will also be working on that committee. Harriet Lamb will continue to chair the Young Adult Services Committee. The Steering Committee will be trying to meet its charge of drafting goals and objectives in some sort of draft form for the Board to consider. If the staff does this preliminary work and brings it to the Board for approval or disapproval, the staff feels they will get down on paper some of the things they have been trying to do. Ms. Blumberg will chair an ad hoc Classification Plan Committee. This committee has been charged with developing the classification plan recommendation as required in the new personnel policy. The committee's deadline to get the recommendation to Ms. Morrison is April 30. As soon as the recommendation has come to Ms. Morrison and the staff Steering Committee has seen it, then at the May meeting, the recommendation will be brought to the Board for study, possible alteration, amendment, or thrown out entirely and "back to the drawing board". She said the staff feels this will be a way of expediting some of the work of the district without dumping the entire load on the Trustees' backs.

- 2) Assistant Director, Western Area--Ms. Barton (written report included in board folders)
- 3) Assistant Director, Eastern Area--Ms. Stough

Ms. Stough said she had been touch with the North Mason Friends and the dates they have available to meet with the North Mason Committee are Saturday and Sunday, January 25 and 26 and Saturday and Sunday February 8 and 9. They requested the meeting be held at the South Mason Library. Mr. Keiski suggested Mrs. Schmidt, Ms. McArthur, and Dr. Lawrence serve on the committee to work with North Mason. Ms. McArthur would be asked to serve as chairperson for the committee. The committee members present preferred January 25 for the meeting. Ms. Stough said she would check with Ms. McArthur. The other board members were invited to attend the meeting on the 25th if they wanted to. The committee will make the decision on the time of the meeting.

Ms. Stough and Ms. Barton have been in touch with the Social Security Office about the Emergency Employment Act. Timberland has a pretty good chance of getting some help from this, especially in Lewis County. The money is given on the basis of the level of unemployment in the area.

- 4) Business Manager--Mr. Ayres

Mr. Ayres said he had the new telephone credit cards to distribute to board members.

Mr. Ayres said as of January 14 Timberland had received its first and only December report from the counties, which was Thurston County. He said \$16,000 came in on this which skewered the revenue picture again. Mr. Ayres said he received a statement by telephone that Timberland had been on interest-bearing notes in the month of October that did not get in in time for November so the amount had been picked up in December. The amount was \$219.50, making a total for the year of \$880.49; the interest Timberland earned was \$4,642.06.

The tracking chart figures were as follows:

Revenue:

General Property Taxes:	Budgeted	\$984,535;	Received	\$916,807
Intergovernmental Revenue:	Budgeted	\$182,575;	Received	\$195,629
Library Services (Contract for Institutional Services):				
	Budgeted	\$ 13,110;	Received	\$ 14,923
Xerox and Other Copiers:	Budgeted	\$ 13,000;	Received	\$ 10,328
Other Miscellaneous Revenue:				
	Budgeted	\$ 13,062;	Received	\$ 58,283

Expenditures:

Administration:	Budgeted:	\$185,471;	Expended	\$180,697
Public Service:	Budgeted:	\$1,417,201;	Expended	\$1,334,683
Organization of Materials:	Budgeted	\$213,983;	Expended	\$173,148
Facilities:	Budgeted	\$ 59,555;	Expended	\$ 51,145

Timberland had an overall expenditure picture for 1974 of 93%. Some of the remaining 1974 money is committed and will have to be rebudgeted for 1975. Dr. Lawrence said the staff was to be complimented.

Ms. Hagen said it was mentioned at the W.L.A. Board Meeting that it was difficult to budget for the future because the regional libraries are on a calendar fiscal year and the fiscal year used by the state is July 1-- June 30. Mr. Buffington suggested it might be wise to go on a fiscal year. Ms. Blumberg said the state law says cities and counties must be on a calendar fiscal year. Ms. Morrison said one of the problems is that taxes are levied on a calendar year and this is probably the reason for the statute.

7 New Business

A. Judy Louderback, Mud Bay Realty (Comparative Land Prices and Availability of Pieces of Land)

This was taken care of earlier in the meeting.

B. Possible Revision to Personnel Policy--Workweek (Section 300.050 page 5 of Personnel Policy, second edition).

The director said since the adoption last summer of the standard workweek the staff has had some complaints from union personnel. She said she had sent a memo out in November which said that in an attempt to discover how the staff felt about the situation several staff members had been asked to

make statements for and against having the workweek start on Friday at midnight. Once these statements were completed, they were sent around to all the libraries with a list of people eligible to vote (those eligible to vote were both clerical and professional staff who work full-time, except for those in the Service Center who work Monday through Friday). The ballots were sent back and tallied. Ms. Morrison said her recommendation to the Board would have to be that the standard workweek be changed to begin at midnight on Sunday. There were 51 people in favor of Sunday to Sunday and 16 people in favor of Friday to Friday. Ms. Morrison recommended that the Board follow the wishes of the staff majority in announcing to the union the board's intent to adopt the change in the personnel policy at the next meeting.

MS. HAGEN MOVED THAT THE BOARD OF TRUSTEES ADVISE THE UNION OF ITS INTENT TO REVISE THE PERSONNEL POLICY AS FOLLOWS: SECTION 300.050(2)(c) WILL NOW READ "THE WORKWEEK IS DEFINED AS RUNNING FROM MIDNIGHT SUNDAY TO MIDNIGHT SUNDAY SEVEN CONSECUTIVE DAYS LATER." SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY.

C. Union Contract

Ms. Morrison said the union contract had been signed by the union president and staff representative. She said the only change from the 1974 contract was a change in the wording on the section on Wages and Working Conditions which now refers to the personnel policy, second edition, revised by the Board of Trustees on January 1, 1975. She said a motion was needed for Board approval.

DR. LAWRENCE MOVED THAT THE BOARD OF TRUSTEES RATIFY THE UNION CONTRACT. SECONDED BY MR. BAKER AND PASSED UNANIMOUSLY.

8 Other Agenda Items

The Board discussed the desirability of continuing study sessions. Dr. Lawrence felt it important to continue having study sessions and that they should be a matter of course. Mr. Cox said he has difficulty making the 6:00 study sessions and is concerned at not being as knowledgeable as he would be if he could attend. On the other hand, he said he is always interested that the meetings be of short duration if possible. He said his main concern would be that nothing be accomplished that should be done in a public meeting. All the Board Members felt there should be study sessions. Mr. Keiski said the next study session would be at 6:00 p.m. on February 20, the place to be announced later. Dr. Lawrence suggested meeting in the Country Cousin back room or the Hallmark VIP room. Mr. Ayres made a note of the suggestion. Mr. Keiski asked how to handle the guests and observers who will be at the meeting. The Board was favorable to having a 10 minute recess around 8:30 for coffee. Mr. Baker said the Trustees should be careful when the study session is held elsewhere to break promptly so that the meeting begins on time.

Ms. Hagen urged each Trustee to contact his or her legislators and really push for the amounts that are listed in the Governor's budget. She also urged them to contact the local trustees and Friends in their areas. Mr.

AGENDA ITEM
NO.

Keiski asked Ms. Morrison to have the names and Olympia addresses of all the legislators in the district in the next Official Bulletin.


Mrs. Schmidt called the Board's attention to Senate Bill No.2035 filed by Senator Guess on Monday of this week. The bill authorizes the Board of Library Trustees to provide library service to Indian tribes or supplement any library service of an Indian tribe. Ms. Morrison said the Spokane County Library had not been able to give service to the Wellpinit community since it is in Stevens County and not in Spokane County. This bill would provide for them to be able to do this.

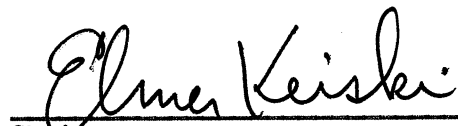
Dr. Lawrence asked about the status on the recruitment for Mr. Sheafe's vacancy. Ms. Morrison said there have been three applicants so far but the position had not been widely publicized. Ms. Morrison said one of the applicants seemed to be a good prospect. Dr. Lawrence said since it is a sensitive position he thought it would be desirable for the Board to have an opportunity to look at the top candidates. The Chair interpreted the request as "good housekeeping".

Ms. Barton called to say the Circuit cities meeting had gone very well and some constructive questions had been asked. They are pleased with the services they are getting and there are no problems.

There being no further business to come before the Board, the Chair entertained a motion to adjourn.

DR. LAWRENCE MOVED THAT THE MEETING BE ADJOURNED. SECONDED BY MR. COX AND PASSED UNANIMOUSLY. The meeting adjourned at 9:15 p.m.


Secretary


Chairperson