

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
1006 Sleater-Kinney S. E.
April 24, 1975

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BOARD OF TRUSTEE MEMBERS PRESENT:

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

BOARD OF TRUSTEE MEMBERS EXCUSED:

Robert Baker, Trustee--Lewis County
Dr. William H. Lawrence, Vice-Chairperson--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
Margaret Casey, Service Center
Margaret Coppinger, Olympia Librarian
Linda Hansford, Montesano Librarian
Michael Hedges, Community Relations Officer
Judy Green, Hoquiam Librarian
Yvonne Seidler, Chief of Reference
Jay Windisch, Raymond Librarian
Dorian Smith, Public Information Assistant
Sharon Boring, Board Recording Secretary

VISITORS PRESENT:

Grace Phillipson, former staff member
Art Pocklington, Hoquiam Trustee

The meeting was called to order at 7:39 p.m., by Chairperson, Mr. Keiski. The people present introduced themselves.

AGENDA ITEM
NO.

1 Approval of Minutes of the March 20, 1975 Meeting

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

2. Approval of Vouchers

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

Mr. Ayres commented that between 40 and 50 employees have signed up for the Colonial Health and Accident Insurance and the cancer insurance. He said that employees appreciated the Board allowing this to be put on payroll deduction.

3 Reports

A. Board

1. Tentative Specifications for Classification Study

Mr. Keiski read the motion made at the March 5 meeting which stated that the Board accepted the Director's recommendation to initiate a classification study. Ms. McArthur and Dr. Lawrence had been appointed to draw up tentative draft specifications. Since Dr. Lawrence had been in and out of the state on corporate business, Ms. Hagen had been asked to help out. During the study session, he said the Board had brainstormed some possible specifications. He gave each Board Member a copy of the specifications. Mr. Keiski said that procedurally, if Timberland is to have a staff classification survey done by an outside firm, the Board should tonight, if the Trustees are in agreement, accept a specifications list that any outside firm would have to meet to qualify for consideration for a firm contract. The next step would be to select a consultant firm as soon as possible so that by September Timberland would have a report. If the report made by the outside firm recommends upward changes in salary and classification which would affect the salary schedule or budget process of Timberland, the Board could try to come to grips with it by the October 1 budget deadline. If the Board waits much longer, the Trustees will be pressured with emergency requests by the staff to meet problems in many areas. Mr. Keiski said this is the basic problem the Trustees face and somehow they must get a grip on all the service needs, staff position needs, and workload in the system so that an orderly way can be set up to meet the requests.

Mr. Keiski reviewed the work sheet on "Draft Specifications for Classification Study" with the Board. Ms. Morrison said as far as payment to a consultant firm is concerned, Timberland would be limited by the statutes. Mr. Keiski asked if Timberland selects a firm and later is not satisfied with the work, could Timberland dismiss the firm. Mr. Cox asked if Timberland should make a suggestion as to what time Timberland wants the study completed rather than leave it open to the firm as to the time of completion. Mr. Keiski said this would be stated in the specifications. Mrs. Schmidt asked that the specifications say that it would be for all Timberland libraries and the Service Center so the firm would know ahead of time how many libraries and their locations. The wording was changed in item #1(a) to "Design of classification plan for all Timberland employees and work locations". Following this discussion, the Trustees decided to take action on this under unfinished business later in the agenda.

2. W.L.A. Conference--Ms. Hagen

Ms. Hagen said she was sorry so few of Timberland's trustees could attend the conference. She said that it was the best W.L.A. meeting she had attended. The program was worthwhile and the physical facilities and food were much better than last year.

Beth Jordan of the Ocean Shores library received the Trustee Citation. The program at the trustees' meeting was on the network with four professional librarians talking about the network system. Maryan Reynold's W.L.A. retirement banquet was both a happy occasion because it was beautifully done and very sad because she has given a great deal to library service. Rod Schwartz will be the new State Librarian. Ms. Hagen said part of her time at the meeting was spent at the legislature lobbying.

Ms. Hagen said she was pleased to see that many of Timberland's staff members were working diligently. Ms. Morrison said that Ms. Blumberg had been in charge of registration and she had recruited senior citizens to staff the registration desk. She said the senior citizens had enjoyed doing this.

B. Staff

1. Director--Ms. Morrison

Ms. Morrison and Ms. Stough attended the Trident Impact Meeting on March 31 at Belfair. She said it was a review of the status of planning and the proportions of the problem.

Yesterday Ms. Morrison met with a consultant from the State Library and the Director of Kitsap Regional Library. She said that they are trying to determine what the Trident-related needs will be. On the basis of the population Ms. Morrison said they figure an additional 16,200 square feet of added space in Kitsap and Mason Counties combined would be needed. In addition there would be extra service demands over an eight-year period as the Trident population builds up. She said they are getting the usual run-around from the federal government. She said they are trying to get approved and allocated to the State Library for distribution, monies for both additional service load and building needs at 100% federal funding. The State Library then would allocate these dollars to Kitsap and Timberland on the basis of specific grant requests. She said the amount would be about \$701,000 for services over the eight years based upon the 27,000 Trident-related population.

The Tumwater City Council on April 1 named Tumwater Timberland Board Member Rollo Walters as First Citizen in a brief but very impressive ceremony at the council meeting.

April 6 was the official opening of the new and absolutely beautiful Flora B. Tenzler Memorial Library in Lakewood. It has the most sophisticated A-V center of any public library in the state and is a credit to Pierce County Library.

Ten of Timberland's 25 libraries set new circulation records in the first quarter of 1975 for the highest months ever. Circulation in general for the first quarter was up 8½% over the first quarter last year.

On April 9 Ms. Morrison took a day of vacation which was spent getting information around to the legislators.

The State Library has submitted a request to the National Endowment for the Humanities on behalf of libraries in Washington State. This would provide for back-up programs and staff to encourage adults to do some thoughtful reading on the issues that affect our American Heritage. The funding would not allow for much in the way of equipment and materials so the State Library is looking for different ways to fund those things. The grant would provide eight out-reach staff members who would help train discussion group people at the local level, and Timberland hopes to be able to get in on some of that.

Ms. Morrison said one of the highlights of the W.L.A. Conference for her was to have Allie Beth Martin, president-elect of the American Library Association, there. Ms. Martin talked about libraries as centers for lifetime learning, which was the overall conference theme.

The new Seattle Public Library Director, Ron Dubberly from Sioux City, Iowa, had just been announced.

Ms. Morrison said the staff had been concerned with the classification plan, and she was pleased the Board had come to grips with it. She said the staff had been doing some preliminary investigation in regard to the possibility of some automation in the business office, especially payroll records. Also the locator file badly needs to be automated. This would keep Timberland from having to provide additional staff. She said the staff wants to move into real program budgeting and the work the Steering Committee has been doing along these lines will provide Timberland with the input in a year or so.

Ms. Morrison said that in each folder was a copy of a Bremerton Sun editorial in regard to a "dumb idea for libraries". The gist of the editorial was that libraries had no business circulating posters. Ms. Morrison said there was a classic letter-to-the-editor reply from Margaret Livingston of the North Mason Friends.

Ms. Morrison said the legislative update looks black, black, black. The House has carved a considerable amount from the Governor's budget for the State Library. They have taken out the monies which would have added the other public libraries, colleges and community colleges to the automated data base although they have retained the nine libraries which are currently on it (which is good). They allowed for development costs, which is good. They took out the the \$50,000 for a feasibility study for the central storage facility and the \$3.1 million aid to library districts. She said the staff does not know yet what is in the Senate budget. Senator Robert Bailey was very supportive of the Timber Tax Bill which was

proposed by Senators Gary Odegaard and Harry Lewis. She said the bill would double the timber roll value which would be nice for next year since it is 1970 assessed value.

Ms. Morrison said the first estimate of what it would cost to redo the interior of the building at Pacific Plaza so it could be used as the Service Center for a couple of years was \$14,000 to put the partitions in, etc., and another \$2,000 to remove them. At this point it looks as if it would be a bad investment for Timberland. She said the senior staff had talked about it in the afternoon and agreed that it would be "pouring money down a rat hole". She said they are almost double shifting to get some of the work done now and maybe double shifting might be a partial solution to the crowded facility. Ms. Morrison recommended that Timberland tell the owner of the building the Service Center would not be able to move there because of the prohibitive cost of remodeling. Mr. Keiski said this would be handled under unfinished business.

Ms. Morrison said after word was received that the Federal Way Library burned down on the eve of Easter, Timberland sent up a bookmobile for their use. The Federal Way Librarian said the "image" of libraries has gone up 100% there with one Pierce County bookmobile and one Timberland bookmobile circulating books as a King County branch. They are very appreciative for Timberland sending the bookmobile and in another month they expect to be ready to move into temporary quarters.

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

Ms. Barton said she had submitted a written report. She said the circulation statistics were impressive to say the least. The contract had been let for the Raymond carpeting.

The people at Quinault-Amanda Park had submitted a grant request for their community recreation center. The request was not funded because there were requests amounting to ten times the amount available for funding. They are still going to try and will see if they can get foundation grants from three sources. They still have library space included in plans for the building. A Friends of the Library organization had been formed in Cosmopolis.

The Areas I and III planning meeting will be on Saturday, May 17 in Bremerton. At the meeting it is hoped a planning council can be developed.

Ms. Barton attended the Washington State Association of School Librarians convention and submitted a written report. She said she will be going to the board meeting of WSASL on Saturday, May 10, and W.L.A. has agreed that it will be a joint committee. There are 14 corresponding members of W.L.A., on the committee for School and Public Library Relationships. She said committee hopes to do some more research and maybe publish a booklet on ideas for getting school and public libraries closer together.

Ms. Barton said Judy Green, the librarian at Hoquiam, has set up a mini-library in the ITT Rayonier mill in Hoquiam. It has been extremely successful.

Ms. Barton introduced Art Pocklington, chairman of the Hoquiam Board. Mr. Pocklington said the Hoquiam Board is looking toward a survey to see what the Board wants to do with the library. They hope to have the survey out within the next month. They want to find out how they can best benefit not only the patrons using the library now but senior citizens and those in wheelchairs, etc. He said the Hoquiam Board has been concerned about what the classification study will do for Hoquiam. The Hoquiam Board encouraged the Timberland Board to continue the classification study. He said Hoquiam has some qualified staff and their needs are not being met. Additionally, the Board is concerned with the overload on staff in Hoquiam. Mr. Keiski asked Mr. Pocklington to send Timberland a memo with Hoquiam's concerns so it could be shown to the classification team. Mr. Keiski asked if Mr. Pocklington had anything of an emergency nature for the Board to consider. Mr. Pocklington said it would be the overload of staff; that is, the staff at Hoquiam is spread too thin in many areas.

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

Ms. Stough said there were two things she had forgotten to put in her report. She mentioned the annual Friends of the Library meeting at the Olympia Library where Louis and Ruth Kirk made a presentation. She said there were around 130 people present. Michael Hedges and Ms. Stough had attended a meeting in Packwood where the librarian went to a senior citizens' meeting. The librarian presented a program, talked about the materials and services available and showed several films. Ms. Stough said the Yelm Library opens on May 17 in its new quarters.

4. Business Manager--Mr. Ayres

Mr. Ayres said Timberland has expenditures of \$461,861 and revenue totaling \$221,653 for the first quarter. Timberland was on interest-bearing notes for \$100.06. With the investments made in the early part of the year, the district is still \$340 ahead on interest income.

The tracking charts showed the following amounts for the first quarter:

RECEIPTS

General Property Taxes; received \$42,111.

Forest excise tax; received \$1,624

State forest yield; received \$2.00 in March for a total of \$22,458 for the first quarter.

City contracts; received \$28,400.

Other miscellaneous revenue; received \$20,706.

EXPENDITURES:

Administration; Expended \$46,640.

Public Service; Expended \$380,111.

Organization of materials; Expended \$16,820.

Facilities; Expended \$21,384.

Mr. Ayres said when the budget has been revised and the money is carried over from 1974, the accounts will no longer be in the red.

5. Report on Washington Library Network Planning--Ms. Blumberg

Ms. Blumberg was unable to attend the meeting due to illness.

6. New Service Center Up-Date--Ms. Blumberg

Ms. Morrison reported on this during her own report.

7. Federal Way Library Assistance Report (Fire Crisis)--Ms. Blumberg

Ms. Morrison also reported on this during her report.

4 Correspondence

- A. Card from J. Dacquisto re Westport Service

Ms. Morrison read the postcard from J. Dacquisto commending the librarian at Westport. Also he thanked Timberland staff for their promptness in sending books.

- B. Letter from Washington State Association of School Librarians

Mr. Keiski read the letter to Ms. Barton thanking the Timberland staff for conducting the sessions "Public Librarian and School Librarian--Complement and Supplement" at the WSASL Convention in Spokane. The letter was from the chairperson for concurrent sessions of the WSASL Conference.

- C. Letter from Grace Phillipson, Former Employee in Response to Invitation to Attend Board Meeting

Mr. Keiski read the letter from Ms. Phillipson, who was present at the meeting, thanking the Board for inviting her to the Board meeting. In the letter she said she would be happy to attend and tell the Board her reasons for leaving Timberland's employment.

Mr. Keiski called on Ms. Phillipson. She said she had enjoyed her year of working at Timberland. She said Timberland has a marvelous library system. Ms. Phillipson said she had been a Clerk II at Timberland and was able to get a Library Technician II job at Evergreen State College at a substantial raise. She said the space problem in the Service Center was one of her reasons for looking for another job.

5 Unfinished Business

A. Vehicle Replacement Proposal--Mailed to Board 3/14/75

Dr. Lawrence had requested the information on vehicle costs. Mr. Keiski said he had sent a memo to Dr. Lawrence asking what he wanted to do with the study the staff had made but a reply to the memo had not been received yet. Mr. Keiski said the Board would take the report under advisement.

Mr. Keiski reviewed the list on which he had recorded all the requests made by Trustees. A copy of the list had been mailed to Board Members. Mr. Cox asked about the Sears building which had been offered earlier for rental for the Service Center. Ms. Morrison said it would still be a rental in which considerable alteration would have to be made. The parking situation was not good.

Mr. Keiski asked what had been done about Tumwater's request. Ms. Morrison said a temporary Clerk I position had been filled so that the vacancy for Clerk II would not have to be filled at this time. The position is being accommodated on a temporary basis. An approved position will need to be done later for a full-time Clerk II.

Mr. Keiski asked about the request regarding the legality of the insurance broker. Ms. Morrison said the City of Olympia, City of Lacey, and County of Thurston all use insurance brokers. Ms. Morrison had talked with the assistant attorney general for the Insurance Commissioner's Office and he could see no reason Timberland could not use an insurance broker. Mr. Sinclair at the State Auditor's office saw no reason Timberland could not use the broker as it is a legitimate personal service. A formal answer from the Attorney General's Office should be received by the time the Board needs to make a decision on the insurance.

B. Proposed Specifications for Classification Study

After some discussion, MR. COX MOVED THAT THE BOARD ADOPT THE CLASSIFICATION SPECIFICATIONS AS PRESENTED SUBJECT TO COMMITTEE REVISION. SECONDED BY MS. HAGEN AND PASSED UNANIMOUSLY.

Mr. Keiski said unless additional input is received the specifications would be sent out, subject to editing for parallel structure, immediately. Mr. Keiski asked if the Board wanted to let the staff gather the responses, study them, and make recommendations on the top two to the

Board. Mr. Cox asked if the next meeting date would be May 22. Ms. Morrison suggested attaching the time-schedule to the specifications.

MS. HAGEN MOVED THAT THE MAY MEETING OF THE TIMBERLAND BOARD BE CHANGED TO MAY 22. SECONDED BY MR. COX AND PASSED UNANIMOUSLY.

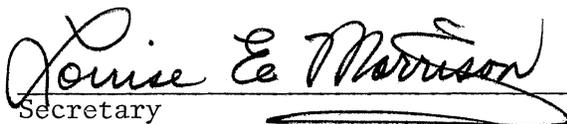
Mr. Keiski said it was the intent of the Trustees to follow the recommended time-line for the classification study which includes interviewing prospective consultants on May 22 with the classification study to be completed on or before August 31. Mr. Keiski said the Board Members would have a complete report by the first week of September if not before so the Trustees could study the report for budget implications prior to the September 18 meeting.

6 New Business

Ms. Hagen mentioned her pride at the W.L.A. Convention on what Timberland's staff had done and the staff's involvement on the state level. She said Ms. Morrison, Ms. Blumberg, and Ms. Green are nominees for state offices and that Ms. Barton is a real power in WSASL-WLA cooperation.

Mr. Keiski said Timberland normally budgets and tries to send at least one Trustee to the national conference. He asked about sending a Trustee to the San Francisco conference. Ms. Morrison said according to the schedule most of the Trustee activities would be just before the summer conference on June 27, 28, and 29. Mr. Keiski asked Mr. Ayres to see if funds could be found to send a Trustee if someone could go.

There being no further business to come before the Board, the meeting was adjourned at 9:20 p.m.


Secretary


Chairperson