

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

July 17, 1975

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MINUTES

BOARD OF TRUSTEE MEMBERS PRESENT:

Elmer F. Keiski, Jr., Chairman, Thurston County
William H. Lawrence, Ph.D., Vice Chairman, Trustee, At-Large--Lewis County
Robert M. Baker, Trustee--Lewis County
Raeburn M. Hagen, Trustee--Grays Harbor County
Ruth K. Schmidt, Trustee-at-Large--Thurston County

BOARD OF TRUSTEE MEMBERS EXCUSED:

Rita H. McArthur, Trustee--Mason County
Donald M. Cox, Trustee--Pacific County

STAFF PRESENT:

Louise E. Morrison, Director
Mary Stough, Assistant Director, Eastern Area
Joy W. Ayres, Business Manager
Judy Green, Hoquiam Librarian
Linda Hansford, Montesano Librarian
Michael Hedges, Community Relations Officer
Mary Russell, Lacey Librarian
Betty Sholund, Olympia Staff
Beverly Walter, Board Recording Secretary

GUESTS PRESENT:

Arden Deering, Lacey Library Board Member
Kay Evans, Aberdeen Library Board Member
Jeannette Ford, Lacey Library Board Member
Gary Hulbert, Consultant, C.C. Donworth & Company
Theodore Schmidt

The meeting was called to order at 7:40 p.m., by Chairman Elmer F. Keiski, Jr.

AGENDA ITEM
NO.

- 1 Approval of Minutes of June 19, 1975 Meeting

DR. LAWRENCE MOVED THE MINUTES OF THE JUNE MEETING BE ACCEPTED AS
MAILED. MS. HAGEN SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

2. Approval of Vouchers

Mrs. Schmidt questioned Voucher #2155 to B & B Mini-Storage for \$189.25. Mrs. Morrison stated this was a quarterly payment on storage for boxes which had been stacked in the Service Center and constituted an unsafe working condition. The Lacey fire inspector had criticized the Service Center earlier because of storage problems. Also, the director said that first aid kits had been purchased in the amount of about \$650, which was a requirement, and another requirement would be first aid training for staff which needs to be provided. Mr. Ayres also commented on revenue/expenditure figures for copying machines relating to Voucher #2260.

MRS. HAGEN MOVED THAT THE VOUCHERS BE APPROVED. DR. LAWRENCE SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

Vouchers #2264 through #2273 in the sum of \$3,355.69 were discussed. These vouchers related to the accounting responsibilities for the Nuclear Energy Symposium.

DR. LAWRENCE MOVED TO ACCEPT THE VOUCHERS. MR. BAKER SECONDED THE MOTION. MRS. SCHMIDT ABSTAINED FROM VOTING.

Dr. Lawrence asked Mrs. Schmidt to reconsider her "abstaining vote" since the payment was after-the-fact and a housekeeping detail. A discussion followed, with MR. KEISKI VOTING "AYE" TO THE MOTION AND IT PASSED.

3. Reports

A. Consultant Progress Report on Classification/Salary Study--
Mr. Hulbert

Mr. Hulbert submitted his progress report and stated he had completed the interview phase of the program, or approximately 99%, with 138 interviews completed as of this afternoon. He stated that staff cooperation was tremendous. The information he gained during this time was most important: The number of interviews was secondary only to the information and content of those interviews. In addition, he had an opportunity to talk with all but two of the trustees, Mrs. McArthur and Mr. Cox, and he would be visiting with Mr. Cox before the August board meeting. He would be in contact with Mrs. McArthur within the next two weeks. He said that he was taking the information from the interview phase and preparing the organization and number of positions, and would be recommending incorporation in the classification plan and laying out the content of individual position descriptions. He had begun to draft the individual position descriptions and requested a Classification Plan Study Group meeting next Thursday at 6:30 p.m. He further requested that meetings be scheduled for each Thursday evening on a weekly basis during the month of August, and he said the last two weeks of the month might require more than one weekly meeting. The one item he

particularly wanted to discuss with the Classification Plan Study Group would be a building block approach, building forward to the total plan itself. He advised the board that continuity was needed and suggested that alternates be considered for that period of time when Mrs. McArthur and Dr. Lawrence would be unable to attend. He stated that the plan was proceeding on schedule in an orderly fashion, and that he would be happy to answer any questions presented by the board. Dr. Lawrence stated that he was concerned that the board's working committee would be "underpersoned" in his absence and urged the Chairman to reconsider his appointment to the committee, or as an alternative, to put the program on ice until people get back. Mr. Hulbert advised him that in terms of scheduling, the program could not wait. Dr. Lawrence then suggested the committee be re-constituted. He would be able to meet next week, but would then be absent for five weeks. He stated that he was very pleased with the discussion he had with Mr. Hulbert at lunch, and suggested that the board meet with Mr. Hulbert in executive session to discuss personnel matters which should not be exposed to public scrutiny. He felt the board would benefit greatly from some of Mr. Hulbert's observations. Mr. Baker suggested that the Chairman of the Board sit in on the committee for Dr. Lawrence in his absence. Mr. Keiski stated that he would begin working on this matter and get in touch with Mrs. McArthur. Mrs. Schmidt thanked Mr. Hulbert for his time and told the board how worthwhile it was and how illuminating his comments were. Mr. Keiski stated he would set up an executive session. Mrs. Morrison stated she had benefited greatly from the discussion with Mr. Hulbert. Mr. Hulbert stated the discussions he had with the individual trustees were most appreciated and the openness of the members appreciated. The information and comments he had gained from individual trustees would be of direct benefit in terms of the study itself.

Mary Russell stated her staff at Lacey was a little uneasy when they were first told about the interviews, particularly since they were the last library to be interviewed. The comments she had from the staff after they talked to Mr. Hulbert, who allowed a great deal of time, were extremely good and the staff came away feeling it was a marvelous experience. Judy Green stated that Hoquiam staff members were not known for their timidity, and they were very pleased with the interviews and bubbled for two days afterward. Dr. Lawrence informed the board that the Trustees of Community College District #12 have a consultant who deals with labor relations matters and he had volunteered the comment that Timberland had shown considerable wisdom in its selection of a consultant, and independently complimented Timberland on its decision.

B. Board

1. North Mason Committee--Dr. Lawrence

Dr. Lawrence had received a report prepared by William Petty, of The United States Soil Conservation Service, that there were two soil types on the North Mason Library site, and also possible slight problems for septic and some concern for light foundation construction. He stated he was satisfied no septic problems existed

as the soil was porous and allowed for good percolation. He had been advised regarding the "perk test" on the library site. The problem with the construction was related to the lightness of soil which might require some special consideration in foundation and perhaps the use of heavy footings or pilings. Further contact with the Friends in Belfair indicated pilings probably were not necessary. However, he said that this is a construction detail he felt should be left up to the contractor. He thought the board had a "go" on that site. He was surprised to learn the church construction on adjacent lots was not proceeding and felt the next step was to examine some specific plans--the financial considerations relating to the construction of that unit. He stated that the board is not ready to talk to contractors and do have some in-house examining to do in terms of Timberland's financial condition, but must keep the momentum to keep the Friends' concerns satisfied. He said that he felt this was moving ahead. Mr. Keiski asked if Dr. Lawrence and Mrs. McArthur would continue to work on that committee.

Mrs. Morrison stated there was an addendum in the folders regarding the block grant requested from the Department of Defense. This is what was sent to the State Library in response to a request for more specifics. She discussed possible cost of the new building and population figures based on influx of Trident, as well as square footage needed for the new building at North Mason. She also stated it probably would be a different outlet in that it was fourteen miles from the Bremerton library, no bookmobile would be based at North Mason and the concern was to get something adequate now with the provision for expansion in the future if needed.

C. Staff

1. Director--Mrs. Morrison

Mrs. Morrison called the board's attention to the fact that use of library materials was up 7% this month, and 10% over the same January-June period last year. In terms of actual numbers, 83,000 more items borrowed over last year. Inter-library loan is busier than ever getting materials out to patrons and the staff should be commended for the efficient manner in which they are handling the increased workload. She stated that a brief report of the A.L.A. conference was in the folder, and the highlight for her was the John Cotton Dana Award which she accepted for Timberland. She also showed the Board a book entitled "Books for Public Libraries" and reported that she serves on the committee preparing the book.

2. Assistant Director Eastern Area--Mrs. Stough

Mary Stough discussed her report briefly and asked Mary Russell to discuss the new building in Lacey. Mary Russell stated that on July 11 she, Arden Deering and Mary Ann Shaffer had looked at the old Coast-to-Coast store as a possible temporary quarters. Bob Williams, the City Manager, asked them to do so. Yesterday she received the floor plans of the building and Mr. Williams had asked the staff and Board of Lacey to submit to him as soon as possible

some approximate costs to renovate the building which could be temporary quarters for two to three years. There were three or four major things that needed to be done, and there was a very good cooperative feeling between the City Manager, the building owners, and the library staff in the realization that all would work together on renovations. Panorama City, which owns the building, is willing to negotiate and stated that some of their people would help on projects such as woodworking groups, etc. They are also negotiating on lower rent. Miss Russell stated they felt encouraged, and there is 4,900 square feet of space which is double what they have now and much more usable. One problem was the bingo parlor next door as there is a question on the potential noise level. Good coverage had been afforded by the newspaper regarding the crowded conditions and new quarters, and public interest has developed.

4. Community Relations Officer--Mr. Hedges

Mr. Hedges reported that most of his activities were in the written report but he spoke briefly on the problems confronting him regarding fairs. It was difficult to get the Funmobile from one county to the next, and staffing was a particular problem. The staff had decided to do simple exhibits at small fairs and would cover Mason County, Pacific County and Grays Harbor County only. Questions were asked by board members and the matter was discussed.

3. Business Manager--Mr. Ayres

Mr. Ayres advised the board that the financial picture had changed very little since last month, with 104% expended and revenue collected 79%. The revenue picture had not changed because Lewis County funds had not been received. These figures were as of June 30. Dr. Lawrence requested that the tracking charts be dispensed with for this evening.

Dr. Lawrence stated he was still uneasy about WATS telephone service provided by Timberland and Betty Sholund spoke briefly to this. Mary Stough informed the board that if they wished a report, to advise her in advance and one would be prepared. Dr. Lawrence stated he wanted an evaluation of the line. Ted Schmidt stated the telephone company had some very fine people who could help the board get the answers they were looking for and would tell whether they had too much cost for service and could evaluate the problem. He further stated one had to be with them and then discover many things that could be saved on the telephone, and particularly on the WATS line as to rates and hours. He stated that they had been at it for years and it worked.

4 Correspondence

- A. Letter from Ron Rowe (re Olympia Library building planning) thanking Timberland Board of Trustees for financial support

Mr. Keiski read the letter from Mr. Rowe:

"The Olympia Library Board wishes to express their appreciation and thanks to the Timberland Regional Board of Trustees for the

vote of confidence and financial support expressed in the allocation of \$1000 for planning towards the proposed new Olympia Library.

"Your continued support and assistance is most welcome as we begin to finally fit all the pieces together for a successful campaign."

B. Letter from Paul Gillie (report on Nuclear Energy Symposium)

The letter had been duplicated for members of the board, and was not read into the record at the meeting.

C. Letter from Hoquiam Board re staffing

Mr. Keiski read the entire letter into the record:

"STAFFING PROBLEMS AT HOQUIAM TIMBERLAND LIBRARY

"For some time now the Hoquiam Library Board and I have been watching with alarm-pleased alarm but alarm nonetheless-

"1. The increase in circulation over the past few months (3,203 more for the month of April 1975 over the month of April 1974) and over the past few years (23,291 more for 1974 over 1969.)

"2. The number of mail-outs from Hoquiam in 1974 (besides Service Center, only Aberdeen, Montesano, and Olympia sent more.)

"3. The number of requests forwarded to Service Center in 1974 from Hoquiam (only Olympia, Centralia-which has a reference librarian-and Lacey-by 35 only-forwarded more in 1974).

"4. Mrs. Lamb's increased region-wide responsibilities which take her out of the building more than before now that she is region YA coordinator. She has been scheduled into the building one day a week for the past several weeks.

"These recent developments plus the following facts:

"1. We have two floors to maintain (the J-room is manned by a Page most Saturdays and one evening a week) and we are open the maximum number of hours a week possible (only Aberdeen, Centralia, Olympia and Hoquiam are open 63 hours a week.)

"2. There has been an increase in Outreach in the past year; more delivery of paperbacks and magazines to outside outlets, the opening of the mill library, films and booktalks to the rest home, and visits to the hospital.

"3. There has been no increase in full-time staff since 1970 when we had 6 full-time staff members as we do now. (Aberdeen has 10; Montesano

has 10; Centralia has 11, and Raymond has 9 3/4).

"All make it imperative in our opinion that another staff person be assigned to Hoquiam. Scheduling is very difficult; I have had to forego meetings in order to help man the main desk and I have had to ask my staff to work split shifts too often. If the staff were not so capable and enthusiastic we would not be able to function within these limitations. We are not saying that Hoquiam works any harder than any other outlet or the Service Center; we know that the job load has increased for everyone; we are saying we are terribly shorthanded."

Original signed by Judy Green, and members of the Hoquiam Library Board.

Mr. Keiski recommended that the letter be sent on for the study now being done and for the board to maintain its present position of no additions to the staff until the survey is completed. He advised the board that the director had taken some emergency action, but recommended that the board maintain its position. Judy Green advised the board that she was not asking for immediate action, only letting the board know in writing of their problems and looking for results from the classification study. Linda Hansford advised the board that Hoquiam has no staffing for the children's room on Saturdays and evenings, and it really creates a hardship. The matter was further discussed, and Dr. Lawrence agreed with the recommendations of the Chairman, and again asked the director to take some emergency action if possible to solve the immediate problem.

D. Letter from Lilly Piva, Staff Representative, Local #2053, AFSCME, AFL-CIO

The letter from Lilly Piva of the Union was discussed with her request for employees for 1976. Mr. Keiski asked that the board acknowledge her letter, and further, it might require some action--(1) Reappoint Rita McArthur and himself to act as negotiating team if the board approved, and (2) to go into executive session to look at certain parameters in the whole sphere of negotiation. Mrs. Piva was to be advised by the director that the board had taken her letter under advisement.

5 Unfinished Business

Mrs. Morrison advised the board of a matter which had just come up following a State Library Commission Meeting yesterday regarding South Mason. Timberland had applied to the State Library Commission for a fifth film packet some while ago. There was no adequate library serving Mason County, there was a lack of federal funds, and the staff did not anticipate availability of the film packet. Then one library had to drop its membership and this packet is now available. The cost would be for an electronic film inspection machine (approximately \$2,500) and half-time staff member, and fifth membership fee. She said that there has already been a request for a half-time person at

South Mason Library which is being held in abeyance pending the outcome of the classification and salary plan study. A discussion followed. Mrs. Morrison reminded the board that the Washington Library Film Circuit is owned and operated by public libraries in the state. Each membership pays a certain sum, i.e., \$1,150 this year for each membership. She said that there are four memberships in Timberland and the district gets rotating packets of films on deposit in libraries for one month--approximately 35 films--then it goes to the next member at the end of the month. She pointed out that the circuit provides material in excess of films one library could provide by itself. Mary Stough spoke on the ramifications for service and said that the board approved the new facility in Mason County; next year is the target date and this service is necessary. She said that staff and board talk film service in Timberland, but cannot give equal film service and this service in Mason County is not up to par. The staff recommended getting this membership now, even if it is costly. There was further discussion regarding the film packets, service, benefits, etc., and Mrs. Morrison advised the board that the matter would have to be acted upon at this meeting since another library wanted the packet if Timberland did not.

The board recessed at 9:05 and reconvened at 9:10

Mary Russell spoke as chairperson of the Non-Print Committee regarding the film packet. Dr. Lawrence stated he was concerned about levels of service between the counties, and here was an opportunity to reduce a discriminatory level of service in Mason County and the board should remove this discrimination and equalize the levels of service if possible. The director had recommended the purchase of the packet and machine. After further discussion by the board DR. LAWRENCE MOVED TO ACCEPT THE STAFF RECOMMENDATION TO BUY A FIFTH FILM PACKET FROM THE WASHINGTON LIBRARY FILM CIRCUIT. MR. BAKER SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

MRS. HAGEN MOVED THAT THE DISTRICT PURCHASE THE ELECTRONIC FILM INSPECTION MACHINE AT A PRICE NOT TO EXCEED \$2,500. RUTH SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

Mr. Keiski asked if there was a report on regional planning from Jan Blumberg, and Mrs. Morrison advised the board that there had been a death in Jan's family back east and she would not be back until next Wednesday or Thursday. Mr. Baker requested the study session on planning be postponed until the next regular meeting. Mrs. Morrison stated that Ms. Blumberg had been prepared to report to the board. Dr. Lawrence commented that he felt the chairman should appoint one board member to be a contact point for Ms. Blumberg to keep the board members advised as to what was going on and to allow that board member an opportunity to exercise judgment in contacting other board members on this matter. He was concerned that the board would find itself slowly committed to something trustees knew very little about and the board should provide expertise to the staff on this matter. Mrs. Hagen stated she would be willing to serve in this capacity, and Mr. Keiski asked her to work with Ms. Blumberg and keep the board up to date.

6 New Business

A. Establish price for TRL Video-tape "Adventure of the Removed Library

Mrs. Morrison stated that she had spoken with Chas Davies of The Evergreen State College regarding the call from Roberto Esteves from Video Research Center in San Francisco. A price of \$18 to \$21 for blank tape and she estimated \$2.00 worth of staff time at TESC would be needed to duplicate it, plus the first class postage fee. The board would be well within its rights to charge \$25 if people wished to purchase, but the board must establish a price as that is required by law. Upon Dr. Lawrence's recommendation and board discussion, Mr. Keiski instructed the director to charge the actual costs at the time the film is sent out to the purchaser.

B. Establish October, 1975 board meeting dates (October 2 Special Meeting for 1976 budget adoption, and change of date from October 16 to October 23 for regular October meeting).

The board discussed these meeting dates, and the matter of the budget adoption, and Mr. Keiski stated the board would stand on these dates.

C. Appointment of Standing Committees

Mr. Keiski made the following appointments: Facility Needs Committee (which would mean North Mason facility or any other facilities) Rita McArthur, Ruth Schmidt and Dr. William H. Lawrence.

Negotiations Committee--Elmer Keiski and Mrs. McArthur and any other trustee who wants to sit in.

Budget Committee--Bob Baker, Ruth Schmidt.

Area Planning Committee--Raeburn Hagen.

Dr. Lawrence again requested that a report be given to the board regarding the WATS line telephone at the September meeting.

7 Additional Agenda Items

A. Olympia AV Center for the District

Mrs. Morrison discussed the matter of the Olympia facility being the AV center for the district, and stated this would not reduce the space Olympia will need because the AV needs of the area can be met in a single building rather than duplication of same service over and over. She further felt there was not a basic conflict. Dr. Lawrence stated the matter was only questioned because when there is a regional

function he thought this board should understand what it is all about and when someone talked about locating a regional function in another library unit he was concerned. Mrs. Morrison stated the Service Center does not have adequate space and the Service Center is not open the hours the Olympia facility would be. Dr. Lawrence further stated that the board was responsible for the region and they should understand what is going on. The director agreed.

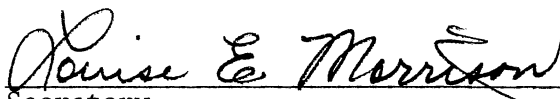
Mary Stough stated she had received a letter from a gentleman from The Department of Employment Security about a New Careers Program having to do with poverty level persons. It had to do with letting a person go to school and work on the job at the same time. Employment Security would pay one-half and the library would pay one-half. There is nothing the district would gain financially, but it gives a person an opportunity to work into a career and go to school at the same time. The board discussed the financing of the program as it pertained to the district and to federal funding, who would have control of the hiring, etc. Mrs. Stough stated she just wanted to know how the board felt regarding this matter so that she might reply to the gentleman who wrote her the letter.

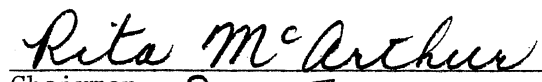
No action was taken at this time.

Mrs. Schmidt asked if Mr. Hedges had not received some special award at A.L.A. and Mr. Hedges reported on the Novia Award he had received which was for registration fee only.

There being no further business to come before the board the Board adjourned at 9:50 p.m.

Mr. Keiski called the board into executive session with Mr. Hulbert regarding personnel matters of the classification and salary study.


Secretary


Chairman *Pro Tempore*