

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

August 21, 1975

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August 21, 1975

MINUTES

BOARD OF TRUSTEE MEMBERS PRESENT:

Elmer F. Keiski, Jr., Chairman--Thurston County
Robert M. Baker, Trustee--Lewis County
Donald M. Cox, Trustee--Pacific County
Rita H. McArthur, Trustee--Mason County
Ruth K. Schmidt, Trustee-at-Large--Thurston County

BOARD MEMBERS EXCUSED:

William H. Lawrence, Ph.D., Vice-Chairman, Trustee-at-Large--Lewis County
Raeburn M. Hagen, Trustee--Grays Harbor County

STAFF PRESENT:

Louise E. Morrison, Director
Mary Stough, Assistant Director, Eastern Area
Deborah Achor, Centralia Staff
Joy W. Ayres, Business Manager
Janet L. Blumberg, Extension Services Librarian
Michael Hedges, Community Relations Officer
Gayle Lattie, Centralia Staff
Marian Osterby, Centralia Librarian
Ann Marie Ratliff, Olympia Staff
Therese Rice, Olympia Staff
Mary Russell, Lacey Librarian
Yvonne Seidler, Chief Reference Librarian
Mary Ann Shaffer, Lacey Staff
Dorian Smith, Public Information Assistant
Beverly Y. Walter, Board Recording Secretary

PUBLIC PRESENT:

Kathleen Carpenter
Teresa Pfaff
Theodore Schmidt

At the time the meeting was to open, Chairman Keiski had been detained and had been excused. It was necessary, therefore, to elect a Chairman pro tem to conduct the meeting.

BOB BAKER MOVED THAT RITA McARTHUR ACT AS CHAIRMAN PRO TEM.
RUTH SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

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1 Approval of Minutes of July 17, 1975 Meeting

Mrs. McArthur, Chairman pro tem, asked if there were any corrections or additions to the minutes. There being none, Mrs. McArthur stated they stood approved as mailed.

2 Approval of Regular Vouchers

Mr. Ayres called the Board's attention to Voucher #2587 in the amount of \$1,000 for the Olympia Library, and to Voucher #2605 which was an accounting procedure for advance travel. Mrs. Morrison called the Board's attention to the voucher from Donworth, Taylor and Company, and stated the former name of the company had been C. C. Donworth and Associates. Several other vouchers were discussed.

BOB BAKER MOVED THE VOUCHERS BE APPROVED; SECONDED BY DON COX, AND PASSED UNANIMOUSLY.

3 Approval of Vouchers for the Nuclear Power Symposium

Mr. Ayres discussed the vouchers for the Nuclear Power Symposium, calling the Board's attention to a voucher for \$41.17. He stated this represented an amendment to the original budget which had been confirmed and approved by the Washington Commission for the Humanities. He also notified the Board that there would be another voucher to be submitted in the approximate sum of \$500 for editing the video tape of the highlights of the symposium. Further discussion followed.

DON COX MOVED THE VOUCHERS FOR THE NUCLEAR POWER SYMPOSIUM BE APPROVED AND BOB BAKER SECONDED THE MOTION. RUTH SCHMIDT ABSTAINED FROM VOTING. THE MOTION CARRIED.

4 Reports

A. Board

1. Consultant, Classification Plan & Salary Survey--Mr. Hulbert

Mr. Hulbert reported briefly on the survey, and stated that 140 interviews had been completed with only one or two others to complete in the next week or two. The interviews completed the initial phase of the study. During the course of interviews and material received, Mr. Hulbert felt that he had established 31 separate and distinct positions within the Timberland Regional Library. As a result of the identification of the positions within the organization, he commented that the initial proposal was the development of approximately 22 written position descriptions and actually 30 of the 31 proposed had been prepared in their initial form and submitted to the Classification Study Committee. The position descriptions were tending to run longer and go into more detail due to (1) the nature of the operation and the variety of work; and (2) as these position descriptions are built and developed, much of the work is closely inter-related. He felt the descriptions must

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be sufficient to describe adequately the various positions. He stated that he would be through reviewing the written descriptions by next week with the Study Committee, and the next phase was the development of the salary data so that the salary plan portion of the program can be started. Twelve bench mark positions have been identified at this point. The bench mark positions are those positions within Timberland which can be identified with positions in other libraries. The target is approximately 14 such positions for a valid comparison with other positions outside Timberland. He stated that he would be presenting information pertaining to the salary portion of the program next Wednesday at the Study Committee meeting, and should be in a position on or about the 8th of September to identify the cost implications of the plan he would be recommending to the Board of Trustees. He stated that the plan was moving along on schedule and there is no sacrificing of quality for the time schedule. In terms of hours in relation to the original proposal, they had gone over in one area, and under in another. Mr. Hulbert explained the reasons for this to the Board and stated that in total hours, there is a meeting of the original estimates. Mrs. Morrison stated that she thought the Board members serving on the Study Committee were deserving of a vote of thanks. Mrs. Schmidt stated on behalf of the Board, she wished to thank Mr. Hulbert for his dedication and effort to fit his time with that of the staff and the Board. She felt he had not wasted a moment and had made his work meaningful, and felt the Board was very fortunate to have Donworth, Taylor and Company conduct this study. She made additional comments as to the benefits to Timberland. Rita McArthur "seconded" her statements.

The order of business was suspended and Mrs. McArthur stated that the Board had adopted some time ago the policy of giving employees who were leaving their employment with Timberland an opportunity to appear before the Board and discuss their reasons for leaving. At this time, Kathleen Carpenter and Teresa Pfaff were introduced to the Board members. Teresa Pfaff read a prepared statement as to the reasons she had terminated her position as Clerk I which she had held for one year and ten months with Timberland, and they were: (1) Malicious gossip; (2) extremely overcrowded working area; (3) poor supervision and supervisors; (4) low wages; (5) no chance for advancement; (6) discrimination on basis of sex; and (7) inadequate restrooms. Kathy Carpenter stated she agreed somewhat with all the reasons listed by Teresa Pfaff, and further stated she was at the end of her pay scale and had no place else to go. She felt it was useless to continue working if she was not able to progress. Mrs. Schmidt asked Teresa Pfaff several questions regarding her employment, whether or not her work had been evaluated, and if these problems had been discussed with her supervisors. Discussion followed. Mrs. McArthur, Acting Chairman, thanked both Ms. Carpenter and Ms. Pfaff for presenting their statements to the Board.

4A

2. Union Negotiation Progress--Mrs. McArthur

Mrs. McArthur reported that sometime in August she had met with Mrs. Piva from the Union and had gone over the items the Union requested. Both negotiating teams had agreed that they would wait until the

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completion of the Classification and Salary Study and the final word on what the funding picture would be before any further discussions were had. A tentative date was set for the last week in September, at which time the classification plan would be ready, and a better picture of funding available, and that is where it now stands. Mr. Cox asked when the present contract with the Union expires and was advised it is December 31, 1975.

North Mason Report

Mrs. McArthur asked for time to advise the Board regarding the North Mason project. She stated that she had talked with Margaret Livingston and that Ms. Livingston was very pleased with the Board's action in June in which they had set a time-line. At this stage, the Friends were reluctant to have the property surveyed for several reasons, and want the Board to make an on-site inspection to determine what part of the land they want to use for the library building. The survey would cost approximately \$1,500, and if the Board could select the site now, it would not be necessary to have the surveyor come back again and make another survey.

The Friends would like a date set during September when the entire Board could come and Mrs. McArthur said that she hoped that all members of the Board could inspect the site. She gave Mrs. Morrison some tentative dates for this inspection. Mrs. Schmidt stated she felt it would be very salutary to have the entire Board and staff inspect the site. Bob Baker asked for information regarding the survey and questioned the figure of \$1,500 for the survey. Mrs. McArthur stated that out of the 5 acres, the Friends would be donating the one acre for the building, and if it was necessary to come back and make another survey after the Board's selection, the cost would double. Mr. Baker stated that he might have an alternative that would save some money as he knew a surveyor who might work for less money. He stated that he would contact him to see if he could do it and the cost, and advise the Board. Mrs. McArthur stated she would leave the tentative dates with Mrs. Morrison and asked her to see about a possible scheduling for the Board to look over the property. She felt that it was a big commitment and she would like the full Board to be there. She also advised the Board that Mrs. Livingston had asked if the Board could help with the expenses of the surveyor. This item was tabled for the present.

B. Staff

1. Director--Mrs. Morrison

Mrs. Morrison said that she wished to call the Board's attention to the increase in use of materials (circulation) from January through July 31, as it was up 100,917 over the same period last year, which represented an increase of 10.2%. She had received several reports on the ALA conference and passed them around to the Board to review, rather

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than xeroxing all the copies. She also asked the Board members if they had received invitations to the retirement banquet for Maryan Reynolds on September 17, and if they had not received them and wished to attend, to please let her know immediately. She discussed her busy schedule during September and October because of an overlap of assignments due to her services on the WLA Executive Board and the Washington State Advisory Council on Libraries. She stated an amendment to the Nuclear Grant had been approved by the Washington Commission for the Humanities for payment and there would be another voucher next month. She further stated the Olympia building plan was progressing nicely. Mr. Mutschler had been in Olympia several times and met with Mrs. Barton, Mrs. Coppinger and herself and Olympia Board members. She said that they had firmed up a critical path for getting early planning done. At this point, she asked Mary Russell to comment on the Lacey Library move.

Mary Russell stated the "Lacey Library hoped to be moving to larger quarters" in the old Coast-to-Coast Store building which is owned by Panorama City. Mr. Williams, Lacey City Manager, was negotiating and with help of staff and board, floor plans, estimates, costs, size and need-size had been reviewed and sent to Mr. Williams. He had advised Ms. Russell after completing negotiations they should go ahead and plan for moving. They were told they should work with Ron Rowe and his architectural firm about remodeling and she said that everyone feels very excited about the move. They have asked Mr. Rowe to come to the Lacey Board meeting in September and feel they will have a very busy fall.

2. Assistant Director of Western Area--Mrs. Barton (written report)

Mrs. McArthur called the Board's attention to the written report submitted by Mrs. Barton, and the Board was advised that she was attending the PNLA conference in Big Sky, Montana, and was also taking a few days of vacation.

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

Mrs. Stough stated she had not much more to report other than what had been submitted in the written report, but discussed the excitement of the Lacey Library enlargement, and called the Board's attention to the fact there were six Timberland Regional Libraries which were building, enlarging or moving into larger quarters. This Saturday was the Tenino Library's 50th anniversary, and she stated it would not be 50 more years until they have a new building. She asked Marian Osterby from Centralia to report on the Centralia Library plan. Ms. Osterby stated they were having trouble finding the plans of the original building, and stated it would cost a great deal to "measure" the building (as their architect called it). They had contacted all agencies which might have a copy of the plan, and had written to the Carnegie Foundation. The city engineer had volunteered a couple of his people to help on this. Mrs. Stough also

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called the Board's attention to the extra report attached, regarding the success of the extended bookmobile stops out of Centralia, and particularly in Randle. She also stated she had Oakville calendars for sale which were produced by the Friends of the Library.

4. Business Manager--Mr. Ayres

Mr. Ayres reported regarding the budget, and informed the Board that this week \$172,000 had been received from Lewis County which brought them up through June. However, he said that because of timing, this money would not be reflected in the charts tonight. Mr. Ayres went through the charts explaining the present situation as to revenue and expenditures. Discussion followed.

At 8:30 p.m., Chairman Keiski arrived. The Board took a short recess and at 8:40 p.m. the meeting reconvened with Chairman Keiski in the chair.

4B

5. Community Relations Officer--Mr. Hedges

Mr. Hedges submitted a written report and commented briefly on how much the staff had enjoyed working at the fairs and particularly the Grays Harbor County Fair. He felt that they had reached many people. He also submitted a copy of the radio spots that had been on the air.

6. Non-Print Committee (requested by the Board at June 19, 1975 Meeting)

A written staff recommendation was submitted by Mary Russell and Ms. Ratliff reported it was their recommendation to continue to contract with the Washington State Library for acquisition, cataloging, and processing of most phono-records. She stated they had the best discount at 40%, and that in the long run it was less for cataloging and processing per album. She also felt the staff needed flexibility to make occasional buying trips to purchase records which are out of print. Discussion followed and the Board thanked the staff for the report.

Chairman Keiski at this time asked Jan Blumberg if she had a report to bring the Board up to date on area planning, and she advised the Board she would need the one hour study session, and will be happy to do this when more Board members are present.

5

Correspondence

A. Letter from Alverna Reed concerning Timberland service

Mrs. Morrison read the letter.

"I would like to thank the Timberland Libraries for their service. I have received many hours of enjoyment from your books. I hope that you will continue to provide the same quality of service in the future."

and made the additional comment that Alverna Reed lived in Olympia

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but the "thank you" letter was received by the Centralia Timberland Library.

- B. Letter from Herbert F. Mutschler, thanking Timberland for loan of bookmobile after fire at Federal Way

Mrs. Morrison commented briefly.

- C. Letter from Rosanne Bridgham, Chairman, Centralia Library Board concerning channels of communication between local boards and regional board

Chairman Keiski read the letter to the Board. Mrs. Bridgham's letter expressed concern for maintaining good communication between the Timberland Board and local boards of trustees. She suggested that the Timberland Board consider what she referred to as a "Let's Share Ideas" workshop for local trustees. She felt that the two-way communication would be beneficial for all concerned.

The letter was passed around to the Board members to read, and it was requested that this item be put on the agenda for discussion later.

- D. Letter from Rosanne Bridgham, Chairman, Centralia Library Board concerning planning moneys

Mrs. Morrison read the letter:

"The Library Board of Centralia Timberland Library voted June 11th to retain the services of an architect to conduct a feasibility study for renovating the present Centralia library and adding onto the building.

"Since the Regional Board has established a precedent in setting aside building planning monies for both Olympia and Lacey, we wish to request that a similar sum be allotted to the Board of Trustees of Centralia Timberland Library for planning purposes."

- E. Letter from Marian L. Osterby, Centralia Librarian, concerning planning moneys

Mrs. Morrison read the letter, which outlined specific details to amplify Mrs. Bridgham's letter:

"Mrs. Barton asked that the amount budgeted for planning be specified in writing to the Regional Board before action would be taken to grant any kind of planning funds to the Centralia Timberland Library Board.

"Planning funds totalling \$5,000.00 are in the current year's budget (January-December, 1975); Herbert F. Mutschler has

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been retained as Board Consultant and Harry B. Rich as Architect. These are firm commitments, although a formal agreement between the Board and Mr. Rich has not yet been drawn up. A formal agreement will be drawn after a meeting in late July.

"I will keep Mrs. Barton informed - indeed, I hope she will be available for most of our consultations - and I am sure she will inform the Timberland Board of Trustees of our progress."

Mrs. Morrison stated that this letter, plus the letter from Rosanne Bridgham, constituted a request for matching funds and the matching amount the Board should consider would be \$500. Mr. Cox asked if the letters fulfilled the specifications required by the Board's resolution for planning funds. This item was postponed for discussion under Additional Agenda Items.

Discussion of letter from Rosanne Bridgham

Mrs. McArthur stated she thought it would be wise for the Board to plan a "Let's Share Ideas" conference. Chairman Keiski asked the Director to select a suitable staff person and one trustee from Lewis County to plan such a conference.

Ruth Schmidt stated she was under the impression, and felt this was of great concern to this Board, that we were sending official Timberland Regional Library information bulletins to each chairman so that would help some of this communication gap. Mrs. Morrison stated the bulletins go to the libraries and the Timberland Trustees. After further discussion, Chairman Keiski requested Mrs. Morrison to take Mrs. Schmidt's concern into consideration and for Mrs. Morrison and appropriate staff to work out a practical proposal for the Board to review regarding the communication problem. Chairman Keiski also requested Mrs. Morrison to draft a letter (with his help) to reply to Ms. Bridgham, and put the item on the agenda for the September meeting when more of the Board members were present, and further requested a photocopy of Ms. Bridgham's letter be sent to Raeburn Hagen.

6 Unfinished Business

A. 1975 Budget Revision

Mrs. Morrison stated that staff members, supervisors, and Board members are all equally unwilling to take steps that have anything to do with staff salaries, but when you look at the figures for the proportions of this year's budget to make up funds unavailable, that 72% of the total budget is in personal services (salaries and benefits) in the present 1975 allocation, and just short of 11% is in library materials. At the time the '75 budget was adopted, the Board set its priority for getting

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salary schedules up to a more competitive level and accomplished this at the expense of materials budget, which took a 35% cut from last year. She had sent a memo to the Board last week regarding the proposed changes in the budget. Mr. Baker asked how much and from what was the shortage? Mrs. Morrison stated approximately \$30,000 was needed in order to balance out--revenues decreased by about \$55,000 from earlier estimates. An advisory ballot had been sent to members of the staff giving several choices on how to reduce expenses, and it had come back with a majority of the staff favoring a 3 1/2 day closure of the library, with no pay for the staff, during the Christmas week. Jan Blumberg made the statement that in terms of decisions, two factors should be considered: (1) Give low income employees time to plan if they have to take 3 1/2 days out of December pay check; and (2) we cannot sit too long until we know what we can do or how much money we can spend on materials. She requested a decision of the Board at this meeting whether or not the materials budget would be cut, and which alternative in salary cuts would be selected. The Board members felt very reluctant to cut any employee's salary. The Board and staff discussed the entire matter thoroughly. Chairman Keiski summarized the discussions by saying that the budget revision as proposed was tabled--no action taken--but directed Mrs. Morrison to freeze materials purchases temporarily and postpone action on December closure and employee related problems until December to take another look at the revenue picture. If it becomes necessary to cut salaries, it will be done on the December 3 1/2 day cut recommended.

7

New Business

A. Set Preliminary Dollar Estimate of Needs for 1976 Budget

Mrs. Morrison stated that every year the staff had gone through the process of working up a preliminary budget at a figure which is considerably higher because it is based on needs. The law does not require that the Board file a preliminary budget--it requires that the levy requests be accompanied by a supporting budget--and would like the Board to set a 15% increase to last year's preliminary budget which would be \$2,350,600 as a base estimate for next year's budget and use that base estimate (reflecting the needs of the district) and then work on the final budget which would be more productive in terms of staff hours and less confusing for Board members.

BOB BAKER MOVED THAT THE PRELIMINARY DOLLAR ESTIMATE NEEDS FOR 1976 WILL BE \$2,350,600; RITA McARTHUR SECONDED THE MOTION; IT PASSED UNANIMOUSLY.

B. Request for Removal from Library of Children's Book

A request from Lewis County had been received to withdraw the book by Thomas Rockwell entitled "How to Eat Fried Worms". The request had been initiated by Sally Cooper, a teacher, Linda Nanny, a school librarian, and Ralph Cournyer, a school principal. The complaint

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objected to use of words "Geez", "crap" and "bastard" in the book and the complainants felt that children might talk in this manner as a result of reading the book. Mrs. Morrison read the other statements in the complaint. Mary Ann Shaffer, TRL children's librarian, stated she had read the book, it was starred in THE LIBRARY JOURNAL as "first purchase", and was one of the most commonly checked out books. There was further discussion and Board members who had read the book and the director also reported regarding their views of the book.

RITA McARTHUR MOVED THE BOARD DENY THE REQUEST FOR REMOVAL OF THE BOOK; BOB BAKER SECONDED THE MOTION; RUTH SCHMIDT ABSTAINED FROM VOTING AS SHE HAD NOT READ THE BOOK; MOTION PASSED.

Chairman Keiski requested Mrs. Morrison to write a letter telling the complainants the request had been denied with further information regarding the discussions, and to encourage them to keep making suggestions.

8 Additional Agenda Items

A. Centralia Library Matching Funds

Chairman Keiski asked for staff recommendation and answers to Don Cox's question and Mrs. Morrison read the pertinent portions of the Board resolution governing this matter. Mr. Cox wanted to know what the requirements were for obtaining money from the Board, and Mr. Baker stated the money had to be appropriated and earmarked by the city. Mrs. Morrison stated the contribution would be 10% of local expenditure up to a maximum of \$1,000, so Centralia's amount would be \$500 since the city has appropriated \$5,000 for this planning. She also called the Board's attention to the portion of the resolution which read "which establishes a policy for participation in the cost of planning library buildings in cities which contracted with the library district." She said that it does not say "new library buildings" so enlarging and expanding libraries could also be included in the terms of the resolution. Discussion.

BOB BAKER MOVED THE BOARD HONOR THE REQUEST OF THE CENTRALIA LIBRARY BOARD FOR PLANNING FUNDS AND ALLOCATE THE \$500 FOR THAT PURPOSE. RUTH SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

B. Code of Ethics

Mrs. McArthur stated that for some time, and particularly while she was Board chairman, she felt a Code of Ethics for Board members should be adopted. She felt the Board was expecting the staff to adopt a Code of Ethics, at least by inference, and she read a Code of Ethics which she had prepared:

- "1. I will be a loyal supporter and promoter of the public library system.

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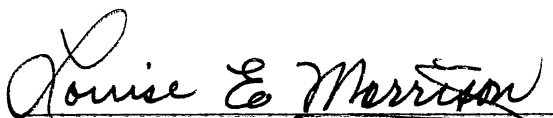
- "2. I will obey all national, state and local laws, rules and regulations regarding public libraries.
- "3. I will follow only legal, professional and ethical procedures to bring about desired changes.
- "4. I will make decisions and reach conclusions only after careful deliberations, and only after full public debate with my fellow board members in a public meeting.
- "5. I will recognize that my responsibilities are limited to policy making decisions, planning, budgeting, and evaluations.
- "6. I will work with the public whenever possible to promote, support and further develop the public library system.
- "7. I will participate in official board decisions and work with the official decisions once they have been made.
- "8. I will treat as confidential all information communicated from staff to board members for possible board action.
- "9. I will not endorse a censor, or represent the interests of special individual, organized or political views which are in conflict with the role of the library to serve the entire public.
- "10. I will accept the responsibility to work with the proper elected officials to insure adequate funding for growing public libraries and to maintain optimum library standards."


A discussion followed regarding same, and

RITA McARTHUR MOVED THAT THE TIMBERLAND BOARD OF TRUSTEES ADOPT THIS CODE OF ETHICS; DON COX SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

Mrs. Morrison felt that once again the Timberland Board had set a precedent as she did not know of any other board adopting such a code. She asked the Board members if a copy could be sent to the State Library as an example of Timberland leadership which might be useful to other libraries in the state. The Board agreed.

There being no further business, the Board adjourned at 9:55 p.m.


Secretary


Chairman Pro Tempore