

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
1006 Sleater-Kinney S. E.  
Lacey, Washington 98503

September 18, 1975

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MINUTES

BOARD OF TRUSTEE MEMBERS PRESENT:

Rita McArthur--Mason County  
Donald M. Cox--Pacific County  
Robert M. Baker--Lewis County  
Ruth K. Schmidt--Member-at-Large  
Raeburn M. Hagen--Grays Harbor County

BOARD OF TRUSTEE MEMBERS EXCUSED:

Elmer F. Keiski--Thurston County  
William H. Lawrence--Member-at-Large

STAFF PRESENT:

Louise E. Morrison, Director  
Joy W. Ayres, Business Manager  
Janet L. Blumberg, Extension Services Librarian  
Mary Margaret Casey, Assistant Supervisor, Central Services  
Peg Coppinger, Olympia Librarian  
Judy Green, Hoquiam Librarian  
Alma Greenwood, Olympia Reference Librarian  
Michael Hedges, Community Relations Officer  
Mary Russell, Lacey Librarian  
Yvonne Seidler, Chief Reference Librarian  
Mary Ann Shaffer, Lacey Children's Librarian  
Dorian Smith, Public Information Assistant  
Rosalie Spellman, Aberdeen Librarian  
Jay Windisch, Raymond Librarian  
Lee Wittenbrink, Delivery

Beverly Walter, Board Recording Secretary

OTHERS PRESENT:

Kay Evans, Aberdeen Board  
Ron Rowe, Olympia Board

In the absence of Elmer Keiski, Chairman, and Dr. Lawrence, Vice Chairman, Bob Baker made the following motion:

I MOVE RITA McARTHUR SERVE AS CHAIRMAN PRO TEM. DON COX SECONDED  
THE MOTION AND IT PASSED UNANIMOUSLY.

The meeting was called to order at 7:50 p.m., September 18, 1975.

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1 Approval of Minutes of August 21, 1975

Mrs. McArthur, Chairman Pro Tem, asked if there were any corrections or additions to the minutes. None were requested so they stood approved as mailed.

2 Approval of Vouchers

Mr. Ayres called the Board's attention to Voucher #2841 to the Centralia Library Board for professional services in the amount of \$500; Voucher #2847 from Donworth, Taylor & Company; and stated there was another voucher coming from the Energy Alternatives Symposium but it had not been received. He further stated Voucher #2865 was for payment for insurance for the ensuing year. Mrs. Morrison stated that the insurance payment is subject to specific Board approval because this covers materials collections which had not been covered in the past by Timberland, collections for Aberdeen, Hoquiam, Chehalis, Winlock, Centralia, etc. They were insured by cities previous to the existence of Timberland and in some cases, Timberland has always paid it. She stated she wanted the Board to be aware that the other collections are covered under the renewal of the insurance and if there is some objection, the warrant must be stopped now. Mr. Ayres advised the Board that the premium covers "equipment," and according to the insurance company, books are "equipment." This policy affords \$2,596,750 coverage, plus blanket coverage. Mrs. Morrison stated there was also a new clause covering materials and equipment in transit between libraries. Further discussion was had by the board regarding increases in premiums in this insurance package, and Bob Baker made the following motion:

I MOVE WE APPROVE THE VOUCHERS. MRS. SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

3 Reports

A. Board

1. Classification Plan Study--Gary Hulbert

Mr. Hulbert stated that he had been meeting with the Classification Study Group on a weekly basis, and during that period of time, thirty position descriptions had been reviewed and changes had been made based on the consensus of the Study Group. New salary structures had been developed on a preliminary basis in terms of the total program, and it was proceeding in an orderly fashion and approximately on schedule within one week of the target date of the end of September. At this point, he felt they were proceeding quite well. He commented on the effectiveness of the Study Group, and stated that he thought this was one of the most effective groups he had worked with over the past four to five years. Discussions had been good in terms of position content and other elements of the program, and he was very satisfied with progress. He stated he was looking forward to meeting with the Board in the near future to review the total recommendations and to arrive at what he felt would be a good, sound classification program. Mrs. McArthur thanked him for his

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report, and stated that she would like to get the meeting dates clear for the future. There was a Classification Study Group session scheduled for September 24 at 6:30 p.m., and the Board proposed this be changed to Thursday, September 25, and made a special meeting of the Board, rather than just a Classification Study Group meeting.

2. Report on North Mason

Mrs. McArthur asked Mrs. Morrison to report on the North Mason Library. Mrs. Morrison advised the Board, after several attempts, she had finally contacted Margaret Livingston. Mrs. Livingston had reconsidered regarding her request that all board members view the site; provided that the entire Board accept the recommendations of the Board North Mason Committee. Dr. Lawrence had been there and had examined the entire site. The North Mason Friends need to know which part of the property the Board would like and how much. Mrs. Livingston was concerned because she did not believe the community could raise the money to build the building, but the Friends want to clear title on part of the property and get the survey completed. However, they would rather spend the money on the property rather than on the survey. If the Board felt there was a possibility a building might be built in the near future, then they would want it surveyed and a legal description done for the property which they will give Timberland. It is a matter of full Board agreement with the Committee, but if the board members wish to inspect the site, they are welcome to do so. Mrs. McArthur stated that the Friends were concerned about having to pay for the survey and were concerned about the possibility of having to do two surveys, the overall piece, plus the acreage they are giving Timberland. Mrs. Morrison said that Mrs. Livingston felt it was important the Board advise them as to what property is needed. Mr. Baker stated that if the original piece of property is established as to boundary lines, the survey can be done for considerably less than \$1,500, but if you have to establish the original piece of property, then the cost could run into \$1,500. Further discussion was had by the Board. Mrs. Morrison stated that the North Mason Friends were concerned about getting some mutual assurances in writing, but she was concerned whether Timberland could legally have property surveyed which the district did not own. Mrs. Schmidt stated she thought that the Board should have received a written response from them, at least as to the matter of receiving the Board's letter of intent. She felt much talking had been done but that there is nothing to go on; she felt that the North Mason Friends needed to be on firm legal ground, and at present, had nothing to go on but the Board's "good intentions." Mrs. Morrison stated that Timberland might have to build the building or lease it. Discussion was then had by the Board as to whether Timberland was going to build the building, and whether the letter to North Mason inferred same. Mrs. McArthur then requested Mrs. Morrison to set a meeting with the Committee.

B. Staff

1. Director--Mrs. Morrison

Mrs. Morrison stated she had been busy with a number of meetings of the Classification Study Group, with much background work being done. She said that she is becoming more concerned about the service center. She

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felt that a target date must be set, and plans made. She said that the staff needs someone who knows something about structure of buildings and also needs the Board to say that the staff can get some help. This is a real problem which needs to be solved. By the first of January, she felt that Timberland must be getting into the planning process as to what the district is going to do about the service center. She also reported that she and Mr. Ayres have been examining and re-examining the income situation. It would appear now that we would be safe in giving up any idea of possibly having to cut 3-1/2 days at the end of December. She reported that the district had received two unexpected amounts of money from Grays Harbor County and Mason County. These are truly unexpected funds from stumpage, she reported. She reported that TRL had received \$19,000 in one piece, and \$16,000 in another from Grays Harbor and Mason Counties combined in the past month. It will remove the necessity of considering a staff cut of 3-1/2 days in December. She requested that the Board remove the freeze on materials as of this meeting.

The director reported that as far as next year was concerned, firm figures are beginning to come in. Further discussion was had on revenues for next year from the preliminary figures coming in on assessed valuations. Mrs. Morrison made suggestions on budgeting procedures for next year. She discussed the revenue from the Timber Excise Tax Reserve fund and advised the Board that the amount is based on harvest, and that if a great deal of timber harvesting had been done in Timberland counties, it would be a pretty large sum. She said that it would be a one-time piece of money which should not be used for something that has on-going effects. She felt the Board had several options for consideration in the final budget: (1) Establish a building fund with part of that (such as possibly providing funds for North Mason and the Service Center); and (2) it might help the equipment situation and books. She advised the Board on several other meetings she had attended, and in particular, the meeting with the library directors regarding automation. She discussed the computer terminal that would be delivered at the end of September to be used for the on-line acquisition system. Mrs. McArthur stated she would like a study session on automation for background information, and Mr. Baker and Mrs. Hagen agreed this would be a good idea.

2. Assistant Director, Western Area--Virginia Barton

Mrs. Barton submitted a written report which was self-explanatory. She stated she had been involved in the Classification Study Group which had been most interesting, educational and time consuming. She discussed her committee work with the Washington State Association of School Librarians.

As far as her work regarding planning, she said that Olympia is going on the ballot; Centralia is working with consultants and architects on redesigning their building; Hoquiam is studying what they have in their building and doing a great deal of thinking; Lacey hopes to move from one shopping center to another with twice as much floor space. Mrs. Barton stated that we do need to plan a service center. Mr. Baker asked

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Mrs. Barton if she was doing any long-range planning for Timberland itself, or if she had taken on additional planning duties. This was discussed.

3. Assistant Director, Eastern Area--Mary Stough

Mrs. Stough's written report was given to the Board members.

Mrs. Margaret Coppinger introduced Ron Rowe who said that the Olympia Library Board was very excited to have the Olympians for a 20th Century Library Committee. He stated they were meeting every Wednesday night and great strides had been made with the help of Herb Mutschler who had done a great deal in putting the entire package together. The City Commission had decided to go on the ballot without a specific site. This was with the recommendation of the consultant and the committee. The committee was very positive about the ultimate success of the bond issue, and appreciated the assistance of the local staff and Timberland staff. He wished to express the Olympia Board's appreciation and his personal appreciation for the monetary assistance of Timberland in providing the City of Olympia with a check for \$1,000 to help in planning which they received with much appreciation. He told the Board that if there were any questions, he would be happy to answer them and hoped to keep the Board up to date. Discussion followed. Mrs. Morrison commented that she thought the Board would be interested in the campaign slogan for the new Olympia library which was "THIS OLD HOUSE HAS HAD IT!"

Mary Russell, Lacey Librarian, added the following: Mr. Williams, Lacey City Manager, had asked the board and staff to work with architect Ron Rowe to draw up plans for remodeling the Coast to Coast Store and submit estimated cost figures. Mr. Rowe met with the Lacey Board and staff and had presented to Mr. Williams last week the plans and approximate costs for the remodeling. She further commented that an item had appeared in the paper that the budget committee of the Lacey City Council had written their priorities for the 1976 budget, in which the library was mentioned as a priority for the move. She felt this was very encouraging, and they are hopeful a decision will be made in the next several weeks.

4. Business Manager--Mr. Ayres

Mr. Ayres reported to the Board he had recently attended a meeting in Seattle on up-date of the BARS manual (Budgeting, Accounting, Reporting System) which had been very informative. He discussed with the Board the increase in costs of office supplies, and as a single example, advised the board that a box of paper clips increased from 7¢ a hundred to 32¢ a hundred, or about 675%. Mr. Ayres presented charts indicating revenues and expenditures to date and discussion was had with the Board regarding budget items.

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5. WATS Line Usage--Alma Greenwood

Mrs. Morrison prefaced Mrs. Greenwood's report by asking the Board to make a decision as to whether the WATS line should be kept or eliminated. She stated that it costs more to prepare a report than to pay for the line for one month. A complete report (written) was submitted by Mrs. Greenwood, and a discussion followed regarding the use of the line, increase in use, and the benefit to Timberland. Mrs. McArthur stated she agreed with the Director that a definite decision should be made as to whether it should be continued. Mr. Baker stated that even though the report was costly, he felt there should be some reporting system established for the Board, and suggested perhaps a simplified form. His reaction after reading the report and listening to the discussion and reviewing various items was that the WATS line was worthwhile, but until he reviewed the report, he had not known whether the Board was spending money wisely or whether people were using the line, and felt the Board needed some type of reporting. Mrs. McArthur thanked Mrs. Greenwood for the report and stated it was much appreciated by the Board members.

6. Ways of Communicating with Local Boards--Michael Hedges

At a previous meeting, the Board had requested that Michael Hedges review ways of communicating with local boards and present a report of alternatives and cost figures. Mr. Hedges advised it would cost about \$175 a year to send the Official Bulletin, including paper costs, at the present mailing rate, to the chairperson of local boards and Friends. A discussion followed--a question and answer session--on prices of mailings, what should be in the mailings, and staff time. Mrs. Barton stated as far as she was concerned it was worth every penny for public relations with local boards.

4 Correspondence

A. Letter from Aberdeen Board Regarding Christmas Closure and Budget Cuts

The letter was given to Board members, but was not read into the record because there would be no need for Christmas closure.

5 Unfinished Business

A. 1975 Budget

Mrs. Morrison stated that since the Board had taken action last month in freezing the purchase of materials, there should be action to "unfreeze" this month so that staff can proceed with purchasing. The paperback cuts which were recommended were still recommended, but hardbound cuts and cuts in salaries should be removed from the 1975 proposed budget revision.

A five minute recess was taken.

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The meeting was called to order and after discussion it was the general consensus of the Board to lift the freeze on materials.

B. 1976 Budget

Mrs. Morrison stated that the Board had adopted the figure of \$2,350,600 for the 1976 preliminary budget, and in the official notice in the newspapers in the district, it stated the budget would be available to the public at the September 18 meeting. She further stated they did not have final figures, and hoped to have them perhaps by Monday, as only one county out of five had reported assessed valuations. Discussion followed on levy problems. No further action was taken at this time.

6 New Business

There was no new business presented at this time.

7 Additional Agenda Items

A. Special Meeting September 25

Mrs. McArthur stated a need to discuss the special meeting which should be set to discuss classification plan study. A discussion followed, and Mrs. Hagen made the following motion:

I MOVE THAT THE TIMBERLAND REGIONAL LIBRARY BOARD HOLD A SPECIAL MEETING AT THE SERVICE CENTER IN LACEY AT 6:30 P.M. ON THURSDAY, SEPTEMBER 25, FOR THE PURPOSE OF DISCUSSING THE PROPOSED CLASSIFICATION PLAN. RUTH SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

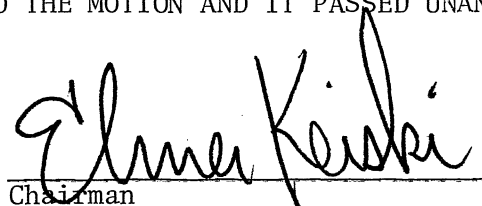
B. Special Meeting October 2

The Board discussed the special meeting on October 2, and also the possibility that the classification plan might be adopted. In order to comply with the provisions of the Open Meeting Law, it was decided to add to the agenda the possibility of adopting the classification plan. After discussion by the Board, Mrs. Hagen made the following motion:

I MOVE THAT IN ADDITION TO BUDGET ADOPTION OR POSSIBLE BUDGET ADOPTION, WE ADD TO THE AGENDA FOR THE THURSDAY, OCTOBER 2, SPECIAL BOARD OF TRUSTEES MEETING, THE ITEM REVIEW AND POSSIBLE ADOPTION OF CLASSIFICATION PLAN, INCLUDING ADMINISTRATIVE PROCEDURES. DON COX SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

Meeting adjourned at 9:25 p.m.

  
Secretary

  
Chairman