

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

October 2, 1975

I N D E X

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MINUTES

BOARD OF TRUSTEE MEMBERS PRESENT:

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

BOARD MEMBERS EXCUSED:

Raeburn M. Hagen--Grays Harbor County

STAFF PRESENT:

Louise E. Morrison, Director  
Virginia Barton, Assistant Director, Western Area  
Mary Stough, Assistant Director, Eastern Area  
Michael Hedges, Community Relations Officer  
Mary Margaret Casey, Assistant Supervisor, Service Center  
David Levine, Service Center  
Lee Wittenbrink, Service Center  
Liane Bascou, Board Recording Secretary pro tem

PUBLIC PRESENT:

Jere Pennell, Washington State Film Librarian

The meeting was called to order at 7:30 p.m. by Chairman Elmer F. Keiski.

AGENDA ITEM

NO.

1      CONSIDERATION OF THE CLASSIFICATION PLAN

Mr. Baker said he had thought Mr. Hulbert was going to be at the meeting and, therefore, felt that since Mr. Hulbert was not there, nothing could be done on the Classification Plan. Mr. Cox asked when the next board meeting was scheduled and was told October 23. Mr. Keiski asked if there were any other concerns regarding the progress of the Classification Plan. Dr. Lawrence said he thought Mr. Baker and Mr. Cox deserved an explanation as to why this item was not on the active agenda, and Mr. Keiski said he would like to know also since he had read in the Tacoma News Tribune that it was going to be on the agenda.

As Dr. Lawrence recalled, in the main topic of discussion after presentation to the Classification Study Group of an exempt salary schedule, that in discussion about changes, he had raised the question: How do we manage release of this information? Some time was then spent developing a proposed schedule for a series of dates for this purpose. Even though the Job Study Group got through the presentation and was anxious for the board to see this, Mr. Hulbert said he could not be ready to get the final report to the board for discussion tonight and would need more time. Dr. Lawrence asked if this was correct. Mrs. Schmidt said Mr. Hulbert apparently had some figures and positions to fit in and after their last meeting with him, Mr. Hulbert said he could not get it completed for the board tonight.

Dr. Lawrence said Mr. Hulbert reported that he would be ready by the next meeting date to present this to the board. The Job Study Group decided it would accept his report, which meant that Mr. Hulbert would submit it and the board would accept it. He said that acceptance does not have anything to do with implementation or necessary modifications. It only means Mr. Hulbert has completed his report, he presents it to the board and the chairman will accept the report and that is all. There is no discussion of the report then, and no opening of the report for the staff. Then the board will go into executive session and discuss the things that Mr. Baker is concerned about. Dr. Lawrence said there is a time lapse of 20 days needed to hold a public hearing according to the provisions of the Timberland Personnel Policy. The board would have an executive session to dissect the report and during that 20-day interim, Mr. Hulbert would go around to all the libraries and explain what the classification system is all about. It was decided that the job description and classification system would be presented first. Mr. Hulbert then would visit TRL libraries and prepare slips for each employee of their present position and their new job title and a description would be given to each employee, provided the board approved this. Then 20 days after the executive session, the board would meet again and hold a public hearing to receive input from the staff and public as to their reaction to the classification system. Then the board would close the public hearing and go into executive session to adopt or modify the classification system. Then nothing will happen until after the holidays at which time the board will reconvene in executive session and go through the salary schedule and will then have a financial analysis of what the proposed salary structure will do to the system. Dr. Lawrence said the board is under no obligation to accept the salary structure or classification structure. The Job Study Group thought it would be advisable, if there are going to be salary changes, rather than have the normal step increments take place, the whole salary schedule be frozen until the board sorts this out and until after the first of the year when the board can address the financial aspects of the study. He said that the board then can either unfreeze the salaries and take care of the increases called for by the study, or unfreeze the salaries and allow for the normal steps and whatever else takes place. But during this period, Dr. Lawrence said the board is in negotiation with the union about salaries so it did not seem advisable to deal with the salary study until after there is some kind of input from the union. Dr. Lawrence asked if he had conveyed this proposed schedule correctly.

Mrs. Barton asked Dr. Lawrence if he mentioned that on November 7, the classification plan would be published. Dr. Lawrence said he did not mention any dates. He only mentioned that the board would have a crack at the study at the executive session and decide if they will release it. Then the classification plan will be published. Mr. Baker asked what published meant; did he mean in the public media? Mrs. Morrison said it means it will be sent around to the various Timberland libraries. Dr. Lawrence said Mr. Hulbert would then go around to the libraries and discuss it. Each staff member will be told what his present classification is and what any new one will be. Then 20 days later the board will hold a public hearing. Dr. Lawrence said this is the policy developed in the Personnel Policy. He said they did not even consider this until the study session meeting at which time it was brought up that the board does have some ground rules established by the Personnel Policy that the board has to observe.

Mr. Baker said there is one thing missing. He felt the board needed another meeting with Mr. Hulbert before the meeting at which they would accept the report so board members understand it. Dr. Lawrence said the board would understand the report in the executive session. Mr. Baker said before the board receives it, he wants to have a preliminary understanding of the study. Mr. Keiski said he was under the impression that tonight the board would hear more fill-in on the plan. Mr. Baker said at the last meeting with Mr. Hulbert, the board stopped him after about three hours because members could not absorb any more, so Mr. Hulbert has more to present to the board. Mrs. Schmidt said Mr. Hulbert indicated he had only about one more hour to present and he questioned whether it could not be presented at another time. Mrs. McArthur felt that what Mr. Baker meant is at the meeting last Thursday, the schedule said they would have recommendation and review.

Mr. Keiski then asked the board to focus on Dr. Lawrence's outline of the procedure for handling the classification plan and the board's feeling on this.

Mr. Baker said the board can accept this plan up to the point of "acceptance" of the report on October 23, but anything beyond that depends on the board's determination at that time. Dr. Lawrence said these were just a series of proposed dates that would have to be followed if the board is to get it done by the end of the year. He said if in the executive session the board says it will not go on this plan, that is the stopping point. Mr. Cox asked if the November 6 date is set to study the report accepted on the 23rd. Mr. Keiski said the board could go into executive session on the 23rd if it so desired. Mrs. McArthur said the reason the November 6 date was set was because it was felt it would take too long to take care of it on the 23rd. Dr. Lawrence said that this is not an "agenda" the Job Study Group wants the board to adopt, but is a series of possible dates for a sequence of activities.

Mr. Keiski asked if the board would accept October 23 as the time for Mr. Hulbert to hand the board the report. Mr. Baker said that he would, provided Mr. Hulbert can give 1 to 2 hours explanation previous

to the board accepting the report, which he had thought Mr. Hulbert would be doing tonight. Mr. Baker said he does not want to receive the report physically until he knows more about it. Mr. Keiski felt the board would have to "receive" the report and then examine what Mr. Hulbert has to offer. Mr. Baker then asked why they were having these informational meetings. Dr. Lawrence said that he could understand Mr. Baker's disappointment in coming to a meeting and expecting something he is not getting, but the Job Study Group thought it was acting in the best interest of the board in trying to establish some kind of outline in which this winding down of the study could be managed. If Mr. Hulbert felt he was not ready to come down tonight and deal with the subject, then, Dr. Lawrence said, the Study Group accepted his feelings in the matter.

Mr. Cox recollected that almost for lack of a motion, they almost didn't even get this matter on the agenda for tonight. He recalled that the board discussed it and almost didn't open the door to have it come up. The board had to pass a motion at the last meeting to get it on the agenda, but they almost did not do it and almost had this meeting strictly a budget meeting. As he understood it, they did not say they would have it, but it made it possible to have it. He came to the meeting tonight half expecting it to be on the agenda, but on the other hand, he thought this was primarily a budget meeting. The door was open, so that if the study presentation was ready tonight, they could include it because they published it as an agenda item for the special meeting.

Mr. Keiski asked when the board wanted to meet with Mr. Hulbert, whether it should be on October 23 or a meeting before that time with Mr. Hulbert for additional information. Dr. Lawrence said a meeting could be scheduled prior to October 23. Mrs. Morrison said this would be all right assuming Mr. Hulbert can fit it into his schedule.

Mrs. Schmidt said she is concerned about this, as she had looked at the original schedule in which it was supposed to be finished up on September 6. She said she is getting anxious about the bill. The board is responsible for the bill and for answering to the taxpayers. Dr. Lawrence said he agrees they cannot keep extending it but also in all fairness, the question was asked of Mr. Hulbert where they are on Mr. Hulbert's tracking schedule and Mr. Hulbert said they were still under the estimate. Mrs. Schmidt said this is not over so the board really doesn't know.

Mr. Keiski suggested Mr. Hulbert perhaps meeting with a concerned trustee or trustees on a regional basis, or sending something to the board by a certain time, or meeting with all the trustees. He asked about meeting on the 23rd as the next meeting regarding the classification plan. He also suggested October 9 or October 16. Mr. Keiski said October 23rd is the next regular board meeting. Mr. Cox asked what was on the agenda for the 23rd. Mrs. Morrison said it looks as if the plan could be presented on that date without any difficulty. Dr. Lawrence suggested October 16th, assuming Mr. Hulbert could come at that time. Mrs.

McArthur said it would have to be a public meeting if a quorum of the board is present. Dr. Lawrence said this is true unless it is declared an executive session. Mrs. Morrison said the board also requested a one-hour report from Jan Blumberg on area planning at the meeting on the 23rd. Mrs. Barton asked if the board could meet and discuss the conversion plan without discussing compensation because it is a personnel matter without having a public meeting, but rather an executive session. Mr. Keiski said any time the board discussed personnel matters, the chair can rule it an executive session. He said if a quorum is not present, the board could reschedule a Study Committee. The board could also meet in Chehalis to accommodate other board members. Dr. Lawrence asked if it would make Mr. Baker more comfortable to have another contact with Mr. Hulbert before formally accepting the report. Mr. Baker said he would feel more comfortable meeting with Mr. Hulbert as he does not want even to look at the final report without a more basic understanding of it. He feels this is so important that every board member should thoroughly understand it. He said to date, Mr. Hulbert has not told the board his method, objective or philosophy of the plan. It was agreed by all board members present to meet with Mr. Hulbert on October 16. Mr. Keiski said the chair is of the opinion that a quorum of the trustees can attend a meeting on October 16 to convene at 7:30 p.m. at which time the board will hear a report on the classification plan from the consultant to deal with personnel matters in executive session and consider matters of interest to patrons. Mr. Keiski asked if Jan Blumberg could present her report on area planning at that time and Mrs. Morrison said she and Ms. Blumberg were scheduled to be attending a WLA meeting in Bellingham on that date. Mrs. Morrison asked if she could call Mr. Hulbert and make sure this date is agreeable with him. That date was agreeable with Mr. Hulbert.

Mr. Keiski said he wanted to be sure all the trustees' concerns were on the agenda and if anything goes to the news media, they are not bound in any way to discuss other items. He said he envisions the meeting short on public meeting and long on executive session. Dr. Lawrence asked if this executive session will suffice in terms of the executive session scheduled in November and it was agreed that it would not. Mrs. Schmidt said this would give Mr. Hulbert the time between the 16th and the 23rd to make the necessary changes. Mr. Keiski announced the regular meeting would be on October 23. Mr. Keiski said he does not anticipate a study session on October 16, but that the meeting will start at 7:30 p.m. and then the board will go into executive session. The board felt that the meeting should be at the Service Center.

Mr. Keiski said the agenda will be as the board articulated--presentation of the job classification plan, consideration of items by patrons, and executive session to consider personnel matters. Mr. Keiski asked Mrs. Morrison to make a notebook for each board member of all essential study papers that the board can use as a basic reference document for the presentation of classification matters on the 16th. Dr. Lawrence emphasized that this should come from Mr. Hulbert's office because they are now getting down to consideration of security of this study, and rather than having it done at the Service Center, he felt that it should be done in Mr. Hulbert's office.

Mr. Keiski asked if there were any other concerns on the classification plan. There being none, the board proceeded to the next agenda item.

2 ADOPTION OF 1976 BUDGET AND CERTIFICATION OF UNIFORM LEVY

Mr. Keiski asked for Mrs. Morrison's recommendations on the budget.

Mrs. Morrison said the board members have calculations for the uniform levy in their packets. For the third year in a row, the staff has no final figures by the date the budget is to be adopted, however, the board can levy the 49¢ per \$1,000 which must be done. She said that staff has used the preliminary budget of September 18, 1975, until there are final figures on assessed values. The possibility of changes in the budget is going to make it such that it won't make that much difference anyway. Mrs. Morrison said that she recommended that the board adopt the levy of 49¢ per \$1,000 of assessed value and send the assessors, auditors, treasurers and commissioners of the 5 counties the 9/18/75 budget without the revenue figures inasmuch as the staff does not know what the revenue will be.

Mr. Baker asked for an explanation of the 106% limitation.

Mrs. Morrison explained that the 106% limitation was intended to keep taxes from skyrocketing at a time when assessed values were going up at a very rapid rate. Therefore, Timberland is limited by statute to no more than 6% growth over the total dollars from property taxes we had a year before. It is allowed to use "new construction" multiplied by last year's levy in addition to the total dollar figures times 6% from last year. Mr. Baker asked if Timberland is allowed an increase on taxable amount plus increase of new construction. Mrs. Morrison said yes, which makes up the total allowable revenue from property taxes. Then you take the total assessed value of the unincorporated areas of the five counties and divide the allowable dollars by the assessed value and that gives you the number of cents per \$1,000 which can be levied. By statute, Timberland is allowed 50¢ per \$1,000, but this year is limited to 49¢. Last year we lost a little because of fractions and this year we will gain a little. If it is 5/10 or more, it is considered 1. The figures come out closer to 49¢ than 48¢ for 1976.

DR. LAWRENCE MOVED THAT THE BOARD ADOPT THE DIRECTOR'S RECOMMENDATION CONCERNING 49¢ PER \$1,000 ASSESSED VALUE FOR THE PROPOSED 1976 BUDGET AND THAT THE BOARD ADOPT THE DIRECTOR'S RECOMMENDATION CONCERNING THE 1976 BUDGET DATED 9/18/75.

Mrs. Schmidt asked if this is the proposed budget and was told it was the preliminary proposed budget.

MRS. SCHMIDT SECONDED THE MOTION.

Mr. Keiski asked if the motion has met legalities and was assured that it does.

Mr. Baker said he knows we have 49¢ per \$1,000 but asked how we arrived at the \$2,000,000+ figure. Mrs. Morrison said there is no relationship between this figure and the 49¢ per \$1,000. She said there will be an increase over last year, but \$315,000 of that revenue is from the distribution of the Forest Excise Tax Reserve fund which is a one-year shot and will not be available in 1977. Mrs. Morrison said she thinks revenue will be around \$2,197,000.

Mr. Keiski advised the board that once the board adopts this motion, the meeting will have to be adjourned as the board is bound by the published agenda items.

He reminded them that within the proposed budget, there are sorts of topics and questions the board might want to bring up about the operation of Timberland or administration or operation or services. He asked the board to look through the pages of the proposed budget to see if they had any questions. Mr. Keiski suggested taking the budget page by page. He said since this deals with the entire program of Timberland, he did not think it would be out of order.

Mrs. Morrison asked to make one comment. She said this is based on the originally budgeted 1975 figure which has never been revised because the revised figure for 1975 was tabled. She said that on the revised budget, it would not be as far between these figures as it would appear to be from this, but since this is still the official document, staff had to use it.

Mr. Keiski asked that everyone look at the first page of the proposed 1976 budget, the summary of expenditures.

Mr. Baker asked if line 519.62 Debt Service was the estimated warrant interest Timberland will have to pay. He asked if the district has been breaking even on this. Mr. Ayres said before this year, yes, but not this year. He said we are already up to \$3,000 for 1975. Mrs. Schmidt asked if there were anything the district could not buy so we would not have to be throwing \$5,000 out of the window. Mrs. Morrison said we also show interest earned in our revenue figures which covers more than half of that amount. Mrs. Schmidt said that she meant could not the district do its big buying when we get the first quarterly payment. Mrs. Morrison said if you do that you will lose the price break, and if you are running low on supplies, you have to buy in smaller quantities and pay a higher price. Mr. Baker asked if you could negotiate a contract to pay in 60 days. Mrs. Morrison said that would depend on whether our jobbers could get contracts negotiated with their wholesalers. Dr. Lawrence said to take the trustees' concern and say there will be a standard performance to reduce the debt service to zero. Mrs. Morrison said staff has been doing everything possible to hasten the payment from the cities and counties. One county is behind schedule.

Mr. Keiski asked if there were any questions on the second page, numbered 572.10 Total Administration. Mrs. McArthur asked how you total the



costs for personnel when you have entries under 572.10.10 Personal Services and under 572.10.31 Professional Services, and on each page under these categories. She asked at what point are all personal and professional services together in one lump sum so you know how much it costs. Mrs. Morrison replied that there is not any place. Mr. Ayres said according to the BARS system, you are not supposed to think along those lines, but in Administration, Public Services, etc. Mrs. Morrison said there are professional services usually in each category of the budget. Some professional services have to do with cataloging and processing of the books, as in 572.22.31, and in 572.10.31 for this year, the amount is not correctly budgeted here because the 1975 budget has not been revised and the total should be about \$13,000 or \$14,000, part of which is the Classification and Salary Study. She said in 572.50, which is buildings, the professional services are janitorial service. There is no provision for bringing it together because items are unrelated. The Personal Service item is what you pay your own staff and the Professional Services are specialized services which you pay someone else, from outside the district, to do for you.

Mrs. McArthur then asked about the statistics in which Timberland pays 65% of its budget to personal services. Does that include all of these? Mrs. Morrison said it includes everything that is in item 10, which is total personal services. She said in the BARS manual, which we are required to use, professional services are not performed by staff and are not included under personal services; it is a contract service. It is required by the BARS manual to be called Professional Services.

Mr. Keiski had a question on the second page regarding industrial insurance, whether this went up because salaries go up or because of a tax, and Mr. Ayres said that is figured on staff hours and, of course, when the staff increases, then that goes up too.

Mr. Keiski asked why the insurance is up and Mrs. Morrison said that is because of taking on additional libraries and additional collections which we should have been insuring and were not until this year.

Mr. Keiski asked if anyone had questions on the next page, 572.21 Public Service. Dr. Lawrence asked if we were still maintaining fairly close the percentages for services vs. materials. Mrs. Morrison said we are down this year because of a cut in the book budget. Mrs. Morrison said next year, at least on the proposed budget, the relationship is much better because on the proposed budget there is almost \$100,000 back in materials. She said we have about 66% in personal services, 16% to 17% in materials, and the rest in other services, but the income is not realistic.

Mr. Baker asked what communication involved. Mrs. Morrison said that is telephone and postage and that is for telephones in every building in Timberland.

Mr. Baker commented that about 12% of wages is for employee benefits, and Mrs. Morrison said it is probably closer to 14% or 15%.

Mrs. Schmidt asked if item No. 39 Rentals included film rentals or what. Mrs. Morrison said that figure is down considerably because in the past the BARS manual put the McNaughton books under "Rentals" and they are now included under capital outlay for books at the bottom, whether they are rented or purchased. This is still money spent to provide materials. The BARS manual moved that, which brings one figure up and the other one down. Rentals include Xerox machines, occasional cooling fans, etc.

Mr. Keiski asked what item 42 Miscellaneous included. Mr. Ayres said this includes film memberships, among other items.

Mr. Keiski asked for questions on the next page, 572.22 Organization of Materials. Mrs. Morrison asked the board to note the operating supplies as opposed to office supplies under 20. She said the relationship is entirely different in Organization of Materials, which is in the Service Center, than it is in administration. There is much heavier use of operating supplies which include specialized library forms--stickers, plastic jackets, etc.--whereas pencils, rubber bands, etc. come under office supplies.

Mr. Baker asked about line 64 Machinery & Equipment. Mrs. Morrison said there was nothing specifically programmed for that amount, except usually it is for several replacement typewriters.

Mr. Keiski asked for questions on the next page, 572.50 Facilities. He asked if there is a priority established for item 62 Buildings. There was discussion on whether it is Belfair, Service Center, or both.

Dr. Lawrence asked when Timberland is going to address itself to ways to cut back and Mrs. Morrison said she believes it will be done for next year's budget. Dr. Lawrence said he is interested in how the district is going to identify opportunities for reduction in operating costs so that there is more money available for salaries or for books. Mrs. Morrison said there are a number of recommendations in from staff for changing services and doing things differently, which she thinks may result in at least holding the line. Dr. Lawrence said there are a lot of things which could be done; for instance, telephones. He thinks we can take out at least a dozen or more telephones in the system. He said there are a lot of these kind of discipline actions which we will have to take and he does not feel that anyone is addressing themselves specifically to these things. Mrs. Morrison said many of these things have been examined; for example, they figured it was costing more in staff time to run to a phone in another part of the library rather than having a phone closer to the staff. Dr. Lawrence said he is not convinced that the telephone system is worth what we are paying for it. Mr. Baker said there was a report given at the last meeting and he thinks it was justified. He said he had to be able to defend his and Dr. Lawrence's position because it was felt by others that it was costly and unnecessary to make the report, but Mr. Baker said he had, for the first time, a feeling of whether it was good, bad or

indifferent whereas before he did not know. Mr. Keiski asked Mrs. Morrison to make a note of this along with Mrs. Schmidt's concern over the debt service figure. He said that this is the time for board members to make their concerns known to the staff so that the staff can think about these and see if there is a way to address themselves to it. Dr. Lawrence said if you do not manage telephone use, it can "get away" from you. He said that board and staff have to start thinking about these kinds of things and equating them with how many people go to professional meetings, for example. Mrs. Morrison said staff has already heard this from her and that Timberland has passed the expansion stage and now will have to find ways to cut back in line with shrinking buying power.

Dr. Lawrence said he would like to go on record that no one should come to the board to say that it cost too much to give a report. He said he is distressed with this attitude. He does not think that the staff should make that sort of editorial comment. First of all, they did not know what the telephones were costing in terms of service. Mrs. Morrison said that she made the comment herself at the last meeting and it was strictly about the WATS line. Reports had been made twice before and were reflected in the minutes and this one was made in such depth that it probably took about 2 1/2 to 3 days of Ms. Greenwood's time. What she meant was during the time it took to prepare that report, the public was not as well serviced since we were eating up Ms. Greenwood's time and that was her only point in the comment. Dr. Lawrence asked how the board is to find out about such items unless they ask the staff. Mrs. Morrison said this had been reported twice before in some depth. Mr. Baker said a system could be set up for reporting without as much cost because this report was made by research rather than accumulation and that is why it was so costly. Mr. Baker said if we are going to use the WATS line for services, then we do need this kind of report, for without it we don't know where we are going. He thinks it can be accumulated rather than researched. Mrs. Morrison said if it is something to be reported regularly, the district would devote the staff time to keeping the records, and updating them monthly. Dr. Lawrence said he would like to read the minutes of the last meeting and then perhaps he would have some further comment.

Mr. Keiski said there would be an audio-visual presentation by Michael Hedges before the budget was adopted because there might be items of concern to the trustees regarding the services and budget.

Mr. Hedges presented a program of slides which he had narrated on the Non-Print Committee's feeling of using media to supply information to a broader cross-section of the public, and the percentage of budget spent by Timberland for this type of service.

Mr. Keiski asked if Timberland's film programs which are presented to nursing homes do what TV cannot. Mrs. Morrison said that it does since there are films which are educational as well as interesting and takes care of old classics which you don't get on TV, so patients are seeing familiar and funny things like W. C. Fields and Charlie Chaplin rather than the tragic and violent things on TV.

Mr. Keiski asked if the staff is reviewing the drain on our film resources by public school teachers. Mrs. Morrison said yes, except that when a teacher comes in and checks out films, unless she says she is a teacher and is taking them out for classroom use, Timberland has no way of knowing. Mrs. McArthur said she doubts that teachers are using the films that much because they have films available through the E. S. D. Galvin Film Center which all Timberland counties and cities belong to. Mrs. Morrison said in some parts of the district the films are used fairly heavily by teachers. She said staff is monitoring them to the best of their ability.

Mr. Keiski asked if there are further questions or comments before voting on the motion, because once the budget is adopted there was no further business, except the possibility of executive session for personnel matters.

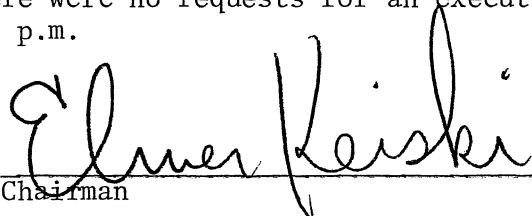
Mr. Hedges said that if the board should adopt the budget with the \$30,000 in non-print and decide to cut it from the final budget, Timberland will end up as this year with no funds for films. Mrs. Morrison said she recommends the board accept the recommendation of the Steering Committee that 20% of the materials budget be allocated to non-print materials. Dr. Lawrence said this is not the time to do this; the time to do this is when the board begins to put together the real dollar. Dr. Lawrence said he did not want the board's flexibility in dealing with budget matters curtailed by some special items percentage, but would suggest rather that the board appreciates Mr. Hedges' efforts in this area and to keep this in mind and remind the board at the time it begins to put allocations into specific items. He said that he views this budget as an exercise to satisfy some legal requirement, and this budget has no real bearing on what Timberland's operating budget is going to be. Mr. Hedges said the budget does reflect how the board feels about how Timberland spends money for materials. Dr. Lawrence said he really did not agree with this and that by the time the board and staff work this into an operating budget, there is not much relationship. Dr. Lawrence said he would be glad to make a motion to put \$50,000 into non-print, but that would not mean it would be provided.

Dr. Lawrence called for the question on the motion to adopt the 9/18/75 budget.

MOTION WAS UNANIMOUSLY ADOPTED.

Mr. Keiski said the only other option he had at this point was to call an executive session regarding any personnel matters. There were no requests for an executive session and the meeting was adjourned at 9:00 p.m.

  
Secretary

  
Chairman