

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

December 17, 1975

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M I N U T E S

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 OF TRUSTEE 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
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Sue Allison, Public Information Assistant
Joy W. Ayres, Business Manager
Janet L. Blumberg, Extension Services Librarian
Mary Margaret Casey, Assistant Supervisor, Central Services
Peg Coppinger, Librarian, Olympia
Mark Davies, Olympia
Gary Mozel, Olympia
Mary Ann Shaffer, Children's Librarian, Lacey
Lee Wittenbrink, Service Center

Beverly Y. Walter, Recording Secretary

VISITORS PRESENT:

Lilly Piva

Chairman Keiski called the meeting to order at 7:30 p.m. and advised all in attendance that there would be an executive session of the board shortly to discuss union negotiations and the Classification and Salary Plan, and that those in attendance would be asked to move to the annex during the executive session.

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2 Approval of Minutes of November 20, 1975

Mrs. McArthur questioned the verbatim quotation of letters in the minutes, and Mrs. Morrison stated that the board had requested they be summarized. However, if they are read into the record, they must be entered. Further discussion was had regarding the format

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of the minutes.

75-84

MRS. McARTHUR MOVED THE MINUTES OF THE MEETING OF NOVEMBER 20, 1975 BE APPROVED; SECONDED BY RUTH SCHMIDT; PASSED UNANIMOUSLY.

3

Approval of Vouchers

Ruth Schmidt questioned Voucher #3902 to Adrian Alexander of Eye-5 in the sum of \$150. Mrs. Morrison advised her this was the annual support figure. Mrs. Schmidt also questioned Voucher #3895 from Donworth, Taylor & Co. Board discussion followed regarding this item, and several other vouchers.

75-85

BOB BAKER MOVED THE VOUCHERS BE APPROVED AS PRESENTED; SECONDED BY RUTH SCHMIDT; PASSED UNANIMOUSLY.

Chairman Keiski advised members, staff and visitors that Dr. Lawrence and Raeburn Hagen were excused because they were out of town and could not be present.

Mrs. Morrison requested that the record show that at the annual meeting there were four counties represented--Lewis, Pacific, Mason and Thurston in accordance with the By-Laws of the Board. The Chairman then asked staff and guests if they would care to identify themselves for the record.

At 7:50 p.m. the Board went into Executive Session with those present, including Board members, Mrs. Morrison, Mrs. Barton, Mrs. Stough, Mr. Ayres, and Lilly Piva and Lee Wittenbrink representing Local 2053.

At 9:25 p.m. the Board reconvened into regular session.

4

Reports

A. Board

(1) Union Negotiations - McArthur/Keiski

Mrs. McArthur reported union negotiations were still in progress at this time.

B. Staff

(1) Director--Mrs. Morrison

Mrs. Morrison reported that the majority of her time during the previous month had been spent on union negotiations and working on the Classification and Salary Plan.

(2) Business Manager--Mr. Ayres

Mr. Ayres reported that the 1975 revenue picture was not complete and said that he had no further comments until the final revision of the 1975 budget was considered on the agenda.

4B

(3) Extension Services Librarian--Ms. Blumberg

Ms. Blumberg reported that there were written reports (green sheets) in the folders for the Board members and asked them to review them at their convenience.

At this time, Mrs. Morrison mentioned the new official bulletin format which was in the planning and which she had asked the Community Relations Officer and Public Information Assistant to work on. Chairman Keiski stated he did not want any change in the official bulletin at this time until Dr. Lawrence was present. He stated the trustees were concerned about a number of other matters and would take any changes in the official bulletin under advisement at the next meeting.

5

Correspondence

A. Letter from Mrs. Barbara Bruhns

Mrs. Morrison read the following letter received from Mrs. Bruhns:

"To the Timberland Regional Library Board of Trustees:

"Thank you for your letter to me on my retirement. I deeply appreciate it.

"It has been a pleasure and an inspiration to work with the Director, staff and Board of Trustees of a library that has not only gone along with the rapidly changing library scene but has been among the leaders.

"I'm sure that Bill Ott will do more than fill the vacancy that I leave, and will help to lead TRL along new paths that the needs of the times point out.

"I wish you all success in the years ahead, and the exhilaration that comes from a job well done and a readiness to tackle new things."

B. Report on 1975 Summer Library Program from Eldon S. Lonborg, Supervisor, Learning Resources Services, Olympia Public Schools

Mrs. Morrison stated the letter was lengthy, but that it was a "thank you" letter for the successful cooperative summer program and summarized it for the Board. Copies of the letter were circulated to Board members.

C. Mrs. Morrison's letter of December 16, 1975 to Mr. Pearsall, Grays Harbor County Commissioner

Copies of the letter were in the folders for the Board members, and there were no comments from the Board at this time.

6

Unfinished Business

A. Final revision of 1975 budget

The revised budget as proposed by the Director was presented to the Board members.

6A

75-86

RUTH SCHMIDT MOVED THAT THE FINAL REVISION OF THE 1975 BUDGET AS PRESENTED BY THE DIRECTOR BE ADOPTED. DON COX SECONDED THE MOTION.

Mrs. Morrison gave her report on the revised budget and stated that the earlier revenue figure was pegged at \$1,802,000; the best estimate now is \$1,838,950 which was the figure anticipated in August. The revisions which were proposed in August had been sent to the Board on August 15 along with a memorandum from Mrs. Morrison with a summary of some projected actual expenditures. The CETA funds had not been budgeted earlier as there had been no actual figures submitted to be used at that time. A grant in the amount of \$7,615 had been received from the Washington Commission for Humanities which had been budgeted. There had been 1974 outstanding orders in various categories which came to over \$15,000; authorized personnel changes and salary corrections in all three major budget categories of about \$15,000; additional supplies of \$2,785; additional communications of \$5,840; Classification Plan consultant \$12,000; film inspection machine \$2,500; added building rental \$1,740; added travel \$387. Changes between the August figures and the present ones were slight; there was a shift of two staff members "on paper only," not from one library to another--between Organizations of Materials and Public Service; additional \$7,000 insurance which was not in the August one (referred board to correct page and item); additional sum under professional services to cover additional cost of Donworth, Taylor & Co. survey. This was a brief summary, and Mrs. Morrison proposed that the Board adopt it as those were virtually the actual expenditures for the year 1975. The Chairman called for the question.

MOTION PASSED UNANIMOUSLY.

Mrs. Morrison stated that certified copies of the budget revision would be sent out to various officials of each of the five counties the next day, and Chairman Keiski requested that news releases be sent to appropriate newspapers which had been following the budget by the Public Information Assistant.

B. Consideration of Classification and Salary Plan

Chairman Keiski stated it was his understanding that the plan was still under consideration; the report had been accepted but it had not been adopted or implemented.

C. Consideration of Board/Senior Staff "Retreat Day" (Saturday, January 10, 1976, proposed)

Mrs. Morrison stated this item had been placed on the agenda because it was something Dr. Lawrence felt very strongly about--that the Board might want to discuss the possibility of a Board/Senior Staff "retreat." A tentative date of January 10 had been set, and Mrs. Morrison wanted to know if Board members would be interested. Mrs. McArthur asked where

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6C the retreat would be held, and Mrs. Morrison replied there might be a possibility of Lake Quinault. Mr. Baker stated January 10 was a bad day for him because of the first-of-the-year inventories in his store. Mr. Cox asked what was the purpose of the retreat? Mrs. Morrison replied that the purpose would be to provide the senior staff and the Board with an opportunity for real communications on future planning for the district and to clear the air on mutual expectations; what the Board expects of the staff and what the staff expects of the Board. Discussion followed regarding the date, and Chairman Keiski suggested taking this item under advisement until a future date.

Mrs. Schmidt made the following motion:

75-87 I MOVE THE CONSIDERATION OF THE RETREAT DAY FOR BOARD AND SENIOR STAFF BE PUT ON THE AGENDA FOR JANUARY; SECONDED BY DON COX; PASSED UNANIMOUSLY.

7 New Business

A. Adoption of the 1976 Board Meeting Schedule

Mrs. Morrison advised the Board that there was a blue sheet in their folders which was the schedule of the Board meetings for the coming year, on the regular third Thursday. Chairman Keiski stated that Dr. Lawrence had expressed grave concern about his ability to remain on the Board, and Chairman Keiski had urged him to stay and suggested that the meetings might be moved to the fourth Thursday of each month, at least through the month of July, to accommodate Dr. Lawrence. Mrs. Morrison stated that she had been unaware of any conflicts and therefore the schedule had been set up for the third Thursday as usual. Discussion followed regarding selection of dates, and the fourth Thursday seemed to be no problem for any of the other Board members. The Board meeting dates were then revised to January 22, February 26, March 25, April 22, May 27, June 24, and July 22. The rest of the year would remain on the third Thursday at least for the time being. Mrs. Morrison stated that the news media would need to be advised of the change in the meeting dates and she would attend to this. In order to make the record clear, Mrs. McArthur made the following motion:

75-88 I MOVE WE ADOPT THE BOARD MEETING SCHEDULE AS AMENDED THROUGH JULY, 1976; RUTH SCHMIDT SECONDED THE MOTION; PASSED UNANIMOUSLY.

Mrs. McArthur then requested that the Board hold the election of officers for 1976.

1 Election of Officers

75-89 Mrs. McArthur nominated Elmer Keiski for Chairman; Ruth Schmidt seconded the nomination; Bob Baker moved the nominations be closed and that the secretary be instructed to cast an elective ballot-- PASSED UNANIMOUSLY.

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1 Rita McArthur then nominated Dr. Lawrence for Vice Chairman; Don
75-90 Cox seconded the nomination and it PASSED UNANIMOUSLY.

7 New Business

B. Appointment of Board Committees for 1976

There was discussion regarding appointment of Board committees for 1976, and Chairman Keiski stated that he would give the matter some thought and memos would be sent to Board members and that he would like to ask staff for additional advice on what committees the Board might set up to improve staff relations and assist the staff and the district.

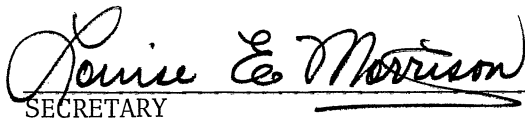
8 Additional Agenda Items

A. Classification and Salary Plan

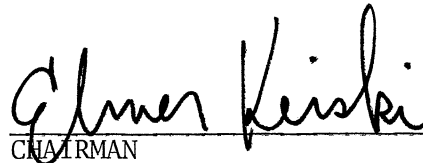
Chairman Keiski again brought up the matter of the contract with Donworth, Taylor & Co. for work on the Classification and Salary Plan. Mrs. McArthur made the following motion:

75-91 I MOVE THAT TIMBERLAND REGIONAL LIBRARY TERMINATE THE SERVICES OF DONWORTH, TAYLOR & CO., AND THAT MR. HULBERT BE REQUESTED TO FURNISH FINAL DOCUMENTS ON THE JOB CLASSIFICATION STUDY. RUTH SCHMIDT SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

Bob Baker moved the meeting adjourn. Meeting adjourned. (Time of adjournment was not recorded in the secretary's notes.)



SECRETARY



CHAIRMAN