

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

January 22, 1976

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M I N U T E S

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

William H. Lawrence--Member-at-Large

STAFF PRESENT:

Louise E. Morrison, Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Joy W. Ayres, Business Manager
Janet L. Blumberg, Extension Services Librarian
Michael Hedges, Community Relations Officer
Sue Allison, Public Information Assistant
Margaret Casey, Assistant Supervisor, Central Services
Peg Coppinger, Olympia Librarian
Judy Green, Hoquiam Librarian
Alma Greenwood, Reference Librarian, Olympia
Linda Hansford, Montesano Librarian
John Keplinger, Service Center
Kenn Kohout, Service Center
Ann Marie Ratliff, Reference Librarian, Olympia
Mary Ann Shaffer, Children's Librarian, Lacey
Jay Windisch, Raymond Librarian
Lee Wittenbrink, Service Center

Beverly Walter, Board Recording Secretary

Chairman Keiski called the meeting to order at 7:35 p.m.

AGENDA ITEM
NO.

- | | |
|-------------|--|
| 1 | Approval of Minutes of December 17, 1975 |
| <u>76-1</u> | DON COX MOVED THE MINUTES BE APPROVED. RITA McARTHUR
SECONDED THE MOTION. |

Mrs. Morrison called the Board's attention to the fact that all motions now are numbered and this is a code for all motions passed by the Board.

PASSED UNANIMOUSLY.

2 Approval of Vouchers

76-2 MRS. McARTHUR MOVED THE VOUCHERS BE APPROVED. RUTH SCHMIDT
SECONDED THE MOTION.

Several vouchers were discussed by Board members, but concern was expressed specifically as to the subscription cost of the NATIONAL GEOGRAPHIC. Mrs. Schmidt asked Mrs. Morrison to check into the price being charged, as personal subscriptions were \$8.50, whereas the library was being charged \$10 a subscription, according to the voucher.

PASSED UNANIMOUSLY.

3 Reports

A. Board

Chairman Keiski asked Mr. Baker to report on his meeting with the Lewis County Commissioners. Mr. Baker reported that he, Mrs. Morrison, Virginia Barton, and Mary Stough met with the Lewis County Commissioners on Thursday, January 15, 1976. He stated they had not received an invitation, but heard they would be there through an article released by the commissioners in the newspaper. A week before the Lewis County Board of Commissioners had released an article to the newspaper stating that the levy for Timberland had not been certified, but when he and the others met with them on January 15, they found the levy had been certified two weeks previously by transmitting it to the county assessor. He presented a statement which had been prepared which he had made to the commissioners and released to the press and requested that it become a part of the record. It read as follows:

"In the world today there is a need for citizens to have access to information about what is going on locally, and especially in all aspects of government and in the state. The informational aspect of library service may indeed be the most important part of library service, more important than leisure reading or cultural activities. It may also be the most costly. However, public access to information should be one of our inalienable rights. Because of recent political events on the national level and continuing revelations about federal activities, each citizen now knows he should have ready access to information about his government, to help him to make right choices.

"As you know, the county commissioners of five counties approve the appointment of all regional library board members.

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"By law, the district board prepares and certifies the budget for the region. This budget is then sent to the commissioners of five counties who are required by law to make the tax levies for the purpose of the district.

"We are all bound by the state law which governs this regional library, as well as every other regional library in the state.

"The library district is allowed a maximum levy of 50 cents per \$1,000 of assessed valuation. For 1976, trustees have set the levy at 49 cents per \$1,000 of assessed valuation.

"We are sure you understand that in any kind of public service, a large percentage of the budget is in salaries and wages, the same as it is in school districts and as it is in the sheriff's department. This is not a failing of the people who make up these budgets, but a natural consequence of the service being performed.

"Because of Timberland's low salary schedule, the district is in the midst of a classification study by which the trustees hope to assure salaries more in line with business and other public service agencies. For instance, a clerk working for Timberland Regional Library earns \$435 a month as compared with \$616 for a Clerk I working for Lewis County.

"Besides being the 200th anniversary of this country, it is a time of self-examination. Citizens are demanding accountability from their government. The library as well as the state, county and city governments must be responsive to the constituents who demand services for taxes levied. Because of the increased cost of living, rising costs of library materials including books, the Board of Trustees would be derelict in its duty if they demanded that staff give the high level of service which library users deserve, without preparing a realistic budget."

Mr. Baker further stated that he had asked the Lewis County Commissioners to get in touch with the Timberland Board prior to contacting the newspapers in order to resolve problems which arose. Chairman Keiski stated that only today, January 22, 1976, the Board had received written communication from the Lewis County Assessor that the Timberland levy had been included in the tax statements.

B. Staff

(1) Director--Mrs. Morrison

Mrs. Morrison stated she had received a letter from Olympia Board Chairman, Ron Rowe, but would ask Ms. Coppinger to speak regarding same. She also presented a letter, which was circulated to the Board members, from the Lewis County Commissioners which had been written to them by Hemphill-O'Neill Lumber Company in Chehalis, congratulating the Lewis County Commissioners on their stand to control the Timberland Library "problem." She said that the letter did not complain about

3B

the quality of service of the library, but about the cost.

She further advised the Board that Oakville had submitted a request for a "Community Block Development Grant" and needed the Board's official approval on the plan to build a combination community center, containing a library with a children's nook, senior citizens area, lounge, activities room, etc. This will be considered later under Agenda Item 6B. She reported Lacey had set a new record for a single day in their new quarters--1,110 items on their first day open there. Tumwater was doing much the same thing with an increase since it was moved.

New records had been set at the Service Center for 1975--requests forwarded to the Service Center totaled 81,129; a new record was established for total use of materials--last year it was up 9.07%--new total for 1975 was 1,810,362; new record set in number of reference questions answered--112,632. She reported that South Mason would have to be put on the front page of the library reports in 1976 as it was rapidly becoming one of the larger libraries. In their first year of operation, there were 53,266 items borrowed and with only approximately 14,000 people in the unincorporated area of the county. Now with the film membership there as of January 1st, it was obvious things were really buzzing.

Mrs. Morrison reported on pending legislation and stated that a hearing would be held on Senate Bill No. 3094 which is the bill giving authority for the development of the network to the State Library Commission rather than the Data Processing Authority. Chairman Keiski requested that Mrs. Schmidt attend the hearing, if possible, along with Mrs. Morrison. Mrs. Morrison asked Sue Allison and Michael Hedges to speak regarding the Timberland entry for the John Cotton Dana Award.

Mr. Hedges reported that when Sue Allison was still a Clerk in Montesano, she had written "trivia" spots and had composed some 104 spots. He explained that the spot announcements were humorous and on a variety of subjects. The radio stations would run them, and they were broadcast at stations within the Timberland area, and some outside the area. All of these spots had been typed and put into the scrapbook for the award entry. Sue Allison further stated that one of the Aberdeen Radio Stations (KRKW) had taken their time and their tapes and had taped the "trivia" spots as they might sound coming directly from the station, such as breaking from news to trivia, from songs to trivia, etc. and had presented the tape to Timberland to send along with the scrapbook for the entry. She reported that the station had done an outstanding job. Mrs. Schmidt asked if a letter of thanks had been sent to the radio station, and Mrs. Morrison replied that she had written. Chairman Keiski asked if a news release could be prepared on the new records set for library services; and also requested that copies of the article which had appeared recently in the Daily Olympian regarding the new computer terminal be given to Mr. Baker for him to present to the Lewis County Commissioners. Mr. Baker was advised that this same article would be appearing in the Daily Chronicle, a Lewis County newspaper.

3B

(2) Assistant Director, Western Area--Mrs. Barton

Mrs. Barton apologized for not having a written report but stated that since the middle of December she had been working on the alternative plans which the Board had been discussing. She mentioned increases in circulation in various areas; and advised the Board that on the last day of 1975, the Aberdeen Library had received a check for \$5,000 from a donor (who wished to remain anonymous) for the library to purchase books. She further reported that a great deal of her time had been spent in building planning, particularly in the Centralia area, and also the Olympia area, and with the move in Tumwater and Lacey. Elma Mayor and Council had appointed a Board which had sponsored programs with great success--one being a Halloween party attended by 100 children and the board was thinking of further things to do. North Beach School District had written a letter of appreciation to Timberland for the work being done with schools. She advised the Board that she would prepare a written report and mail it to them.

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

Mrs. Stough advised the Board that her report was in their folders, but requested that when an agreement was made on the classification study and agreement between the Union and the Board regarding 1976 salary schedule, that the Board consider a one-year appointment of Sally Porter as film clerk in the South Mason Library. Justification for this appointment was: (1) increased circulation and (2) new film services the Board had agreed to provide, and with South Mason becoming a major library, these services could not be provided without a person.

Ms. Coppinger, Olympia Librarian, gave a brief report on the meeting of the Olympia Board with Mr. Mutschler and a number of interested citizens as to presenting the bond issue again in March for a new Olympia Library.

Mary Ann Shaffer, Lacey Children's Librarian, invited the Board to visit the new quarters and gave a brief report on the increase of patronage at their new location, and particularly the number of new patrons. As a point of humor, she advised the Board that when anyone asked where the new library quarters were located, she could reply it was "between Goodwill and the new Bingo Parlor."

Mrs. McArthur stated there were many people inquiring about the hours of the library at South Mason, and felt that the figures the Board received tonight did not reflect the true picture, as they would probably be higher with more hours open.

Mrs. Schmidt noted that Jan Blumberg was going to speak at North Mason at 7:30 p.m. on January 28 regarding the library network in Washington State. Jan stated that after discussions with Mrs. Morrison, and since the Board had approved funds for cassette players for training use,

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it might be a good idea to tape her report and then the Board members could go to their nearest library and listen to her report at their convenience.

(4) Business Manager--Mr. Ayres

Mr. Ayres reported that revenues actually received in calendar 1975 were \$1,743,371 and expenditures were \$1,820,334. He said that because of the time factor in receipt of mail, Timberland had ended 1975 about \$19,000 in the red on paper. Already in January of this year, money from 1975 in the amount of \$17,797 had been received from property taxes, and \$42,738 had been received from city contracts, which "put the red in the black again." Warrant interest for the year was \$5,564, and for the month of December alone it had been \$2,189. However, he called the Board's attention to an article which had appeared in the Daily Olympian stating that the Thurston County Treasurer would attempt to get his payments credited by the 10th of the month following the end of each quarter (which was required by law), and said that if all the counties would do so, it would make a difference to Timberland because receipts are always a month behind anyway. Mr. Keiski asked if there was any way the various county treasurers could be reminded that they were required by law to submit their moneys by the 10th of the month. Discussion followed regarding the complicated procedures in order to have timely payments. Mr. Ayres presented his charts with revenues and expenditures for each budget item. Chairman Keiski asked Mr. Ayres how the revenue picture looked for 1976 and into the future, and Mr. Ayres replied it did not look good, particularly with the legislature considering changes in the timber tax. Mr. Keiski stated that the Board's concern was how to continue the quality of service, particularly with increasing use of the libraries, inflation, and almost a status quo on revenue. Mrs. Morrison reported that as she saw it, if there were no substantial increases in revenue in 1977, there would have to be reduction in force. The Board then discussed the increases in health insurance, social security limits (both for the employer and the employee) and the percentage increase scheduled for 1977, and the increases in industrial insurance for the current year. Chairman Keiski stated that the Board had advised the Union that there would be no guarantee that Timberland could pick up the full tab on health insurance care with the increasing costs. Chairman Keiski stated he felt the supervisory staff should be ready to make recommendations within sixty days on various options to cut costs, such as reduction in force or hours, in contemplation of increased costs with no increase in revenues. Mrs. Morrison advised the Board that she had appointed a task force to study clerical routines, particularly in requests, to make it as efficient as possible and perhaps decrease costs. She also reported that the Steering Committee had been advised at the meeting on the 7th to consider all possible alternatives to use less staff time in their own libraries.

4

Correspondence

- A. Letter to Mr. Keiski from North Mason Friends of the Library dated January 12, 1976 inviting Board to meet at Belfair on March 25, 1976.

4A

The letter was read by the Chairman, and after discussion, Mr. Cox stated he felt the Board should meet at Belfair on that date. The Board concurred, and Chairman Keiski stated that the Board would be advised regarding transportation arrangements, etc.

B. Memorandum from Rod Swartz, State Librarian, dated December 23, 1975 re House Bill 1297 creating Washington Library Network.

The letter was read by Chairman Keiski.

Mrs. Morrison explained this bill, and the "revolving fund bill" before the legislature in detail, and explained to the Board the benefits and various uses of the data base, i.e., not having to keep dozens of files, eventual elimination of the need for card catalogs, ability to locate books speedily, less duplication of book titles, and total utilization of the books in all library locations. Questions were asked regarding development costs (which currently are being paid by the state) and a lengthy discussion followed.

5

Unfinished Business

A. Consideration of Amended Budget for 1976

Mrs. Morrison recommended the Board adopt a "continuing resolution" which would peg expenditures not to exceed revised 1975 budget levels until such time as a revised budget can be adopted following completion of negotiations.

76-3

BOB BAKER--I SO MOVE. RITA McARTHUR SECONDED THE MOTION.

Discussion followed regarding salary negotiations, the ability to file figures with the Auditor to authorize him to pay bills, and the \$30,000 book payment deposit to the State Library which the director had specifically pointed out earlier on the vouchers which had just been approved. Mrs. Morrison stated the many reasons that some real budget was needed at this time.

MOTION PASSED UNANIMOUSLY.

B. Consideration of Board/Senior Staff "Retreat Day"

76-4

BOB BAKER MOVED THE BOARD TABLE THIS ITEM UNTIL DR. LAWRENCE WAS PRESENT AT THE MEETING. SECONDED BY RUTH SCHMIDT. PASSED UNANIMOUSLY.

C. Appointment of Board Committees for 1976

Chairman Keiski stated he had not focused on all needs, but after discussion the following committees were appointed:

Job Study Committee - Rita McArthur, William Lawrence and Ruth Schmidt.

5C

Mrs. Morrison reported that a completed classification plan report with corrected job descriptions had been delivered by Mr. Hulbert and was available.

Employee Relations Committee (formerly Negotiations Committee) - Rita McArthur, Raeburn Hagen and Elmer Keiski as ex officio member.

Budget Committee - Mrs. Morrison stated that there was a need for someone to work with the staff on the budget for 1976 and Chairman Keiski appointed Bob Baker and himself.

Service Center Planning Committee - No action was taken yet regarding appointments to this committee but it was determined that there was a need for one.

D. Planning for new Official Bulletin format

Mr. Hedges passed around a copy of the proposed new format and there was discussion regarding content. The director stated that she had originated the bulletin several years ago because she wanted to find some mechanism to let the staff know what was happening. She requested Board authorization to proceed as the staff saw fit. It was the consensus of the Board that Mrs. Morrison could proceed as she saw fit with the new bulletin content and format.

6

New Business

A. Approval of Xerox Machine for W. H. Abel Memorial Library, Montesano

Mrs. Morrison explained that the A. B. Dick machine purchased with Fleet Memorial Funds some years ago was worn and repair bills were exorbitant. She stated that it was the only machine in town which was available to the public, and strongly recommended approval because the income from public use would balance the cost of rental, and there would be no more repair bills to pay.

76-5

DON COX MOVED TIMBERLAND CONTRACT THE XEROX MACHINE FOR THE MONTESANO LIBRARY. RUTH SCHMIDT SECONDED THE MOTION. PASSED UNANIMOUSLY.

Mrs. Morrison further suggested the old machine be sold and moneys put back into the Fleet Memorial Fund. The staff could handle this matter as the value of the machine was less than the amount required by law for bids.

B. Oakville Block Grant

Mrs. Morrison recommended the Board instruct her to communicate with the Executive Director of the Grays Harbor Regional Planning

6B Commission saying that Timberland Regional Library has reviewed this grant application and that the Board does indeed approve of it and does have an interest in the above project in that it will provide better quarters for library service. She said further that Timberland does not have any money to go with it, but is very supportive.

76-6 RITA McARTHUR--I SO MOVE. SECONDED BY DON COX. PASSED UNANIMOUSLY.

The Board then went into Executive Session at 9:10 p.m. to discuss labor negotiation progress.

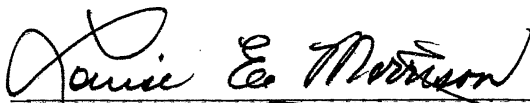
The meeting was reconvened by Chairman Keiski at 10:55 p.m. It had been necessary for Mr. Cox to leave before the meeting was reconvened.

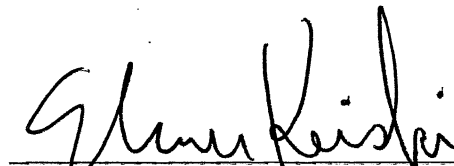
7 Additional Agenda Items

76-7 MRS. McARTHUR MOVED THAT A FILM CLERK POSITION BE FILLED AT SOUTH MASON LIBRARY. SECONDED BY MRS. HAGEN AND PASSED UNANIMOUSLY.

Mr. Keiski announced that there would be a special meeting of the Board of Trustees at 7:30 p.m. on Thursday, February 5, at the Service Center.

Meeting was adjourned at 11:00 p.m.


SECRETARY


CHAIRMAN

2-26-76