

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

February 26, 1976

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M I N U T E S

BOARD MEMBERS PRESENT:

Elmer Keiski, Chairman--Thurston County
William H. Lawrence, Ph.D.--Member-at-Large--Lewis County
Donald M. Cox--Pacific County
Robert M. Baker--Lewis County
Rita H. McArthur--Mason County

BOARD MEMBERS ABSENT:

Ruth Schmidt--Member-at-Large--Thurston County
Raeburn Hagen--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
Janet L. Blumberg, Supervisor-Personnel Administration
Margaret Coppinger, Senior Community Librarian, Olympia
Judy Green, Community Librarian, Hoquiam
Alma Greenwood, Senior Reference Librarian, Olympia
John Keplinger, Central Services Assistant I
Mary Russell, Community Librarian, Lacey
Mary Ann Shaffer, Children's Librarian, Lacey
Lee Wittenbrink, Library Assistant/Driver, Service Center
Beverly Walter, Board Recording Secretary

Chairman Keiski called the meeting to order at 7:40 p.m.

AGENDA ITEM

- | <u>NO.</u> | |
|--------------|--|
| 1 | A. Approval of Minutes of January 22, 1976 regular meeting |
| <u>76-24</u> | BOB BAKER MOVED THE MINUTES BE APPROVED; SECONDED BY DON COX AND PASSED UNANIMOUSLY. |
| | B. Approval of Minutes of February 5, 1976 special meeting |
| <u>76-25</u> | DR. LAWRENCE MOVED THE MINUTES BE APPROVED; SECONDED BY RITA McARTHUR; PASSED UNANIMOUSLY. |
| 2 | Approval of Vouchers |
| <u>76-26</u> | RITA McARTHUR MOVED THE VOUCHERS BE APPROVED; SECONDED BY DR. LAWRENCE AND PASSED UNANIMOUSLY. |

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Reports

A. Board

(1) Union Negotiations--Mrs. McArthur/Mr. Keiski

Mrs. McArthur reported that the board team had met with the Union and presented the Board's package including the \$31.00, plus increments, and the Union asked for a statement that the longevity plan, which is a part of the personnel policy, be reaffirmed and continued. She said that board members had received a memo from the director saying that the Union had ratified the proposal. Chairman Keiski then stated that negotiations were concluded. Mrs. Morrison stated she assumed that in accepting the offer, the changes required in the personnel policy by the Classification Plan would be done automatically. Chairman Keiski advised her that there was no objection to the Classification Plan.

76-27

MRS. McARTHUR MOVED THAT THE BOARD RATIFY THE NEGOTIATION PACKAGE THAT WAS RATIFIED BY THE UNION. DR. LAWRENCE SECONDED THE MOTION AND IT PASSED UNANIMOUSLY.

(2) Lewis County Attitudes--Dr. Lawrence/Mr. Baker

Dr. Lawrence reported he was going to try and have lunch with Mr. Robert O'Neil regarding his unfavorable letter regarding library funding, and this was a follow-up letter to Bob Baker's and Chairman Keiski's letter. He stated he had not been able to arrange the luncheon, but would follow it up and try to get an understanding of what prompted his organization's letter. Mr. Baker asked for clarification of the Board's desire, whether they were concerned about Lewis County or concerned about the officers of Lewis County. He stated that other organizations, such as the fire department, had additional problems as a result of lack of coherent policy and a few other things. He stated the problems were not alone with the library.

B. Staff

(1) Director--Mrs. Morrison

Mrs. Morrison stated that board members did not yet have information which she felt would be important in terms of public relations in the district. The Resource Directory (or book catalog) accretion rate has been tremendous because of the number of titles added by participating libraries. In order to save money for the taxpayers of the state (and in this biennium it would come to a quarter of a million dollars), microfiche readers and microfiche will be used to replace the printed Resource Directory. The readers are expected to be delivered within a month. She said that it is a small simple machine in which you place a card and it blows a full page up on the screen. She said in addition to saving the taxpayers a quarter of a million dollars, it will provide quicker access to materials. Forty-five readers, which will belong to the State Library, will be placed in the Timberland libraries in the district, plus portable ones for

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bookmobiles. The only problem with the bookmobiles is that there should be a combination of battery and 110 volt/12 volt, which will plug into a cigarette lighter if needed. Dr. Lawrence asked if this would be a continuous strip of microfilm or a series of cards filed alphabetically; if it were cards, he expressed concern for keeping them in order and keeping people from dropping them. He stated there were many problems associated with individual cards if the untrained public were using them. He felt it did not do any good to have a series of cards and have them mixed up and some missing perhaps, but if there were a strip of microfilm one could crank it, back it up, etc. but felt there were real problems with cards. Mrs. Morrison replied that when you have 4,000 titles plus to crank through on a microfilm, it would take forever and it was also a matter of economics. Discussion followed as to the pros and cons of the microfiche. Mrs. Coppinger remarked that the problems stated by Dr. Lawrence were real problems, but the library had an education job to do again. She hoped a good PR program could be established and planned ahead of time, and that good workshops could be set up in as many places as possible. Mrs. McArthur asked for a clarification of the money being saved, if it was TRL funds or state funding, and was advised it was state funding and not coming out of the TRL budget. Dr. Lawrence registered his concerns about the patron use of microfiche, the hazards connected with its use; and hoped the staff would be asute enough and sensitive enough to point out shortcomings of such a system if in fact it did cause the problems people had identified. Further discussion was had particularly regarding the patrons' needs of personal service with this equipment. Mrs. Morrison deferred further in-depth reporting in order to allow ample time for the board to hear Ms. Blumberg's Area Planning Report, which had been postponed for several meetings.

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

Mrs. Barton stated she would like to add to her written report that at Quinault, there was a Committee of Jaycees which is trying to get money together from 17 different nonprofit sources to get a grant to build a recreation center. She said that the committee had asked for an extension of this since February 10 was the deadline. The group has asked if Timberland would be able to be one of the 17 different sources. Mrs. Barton's concerns were whether to pledge to help if the committee gets a grant. She reported that a story was published in the newspaper which stated the building would include a library--a portion of about 300 square feet. She felt this space was not adequate, and prior to making any commitment, she felt the Board should request specific footage which would be adequate, such as 1,200 square feet. Dr. Lawrence stated that he felt 2,500 square feet would be needed, and that a letter could be written stating that the Board would cooperate, since he felt the concept was good, and then the Board would not be committed at this time. Chairman Keiski said this item should be put under "new business." Mrs. Barton further reported that Westport was asking the government for a vacant building in the Coast Guard Station located away from town about two miles and was still hoping to obtain it, but the government was still stalling. She reported the staff was not in favor of using this building for a library because of the distance, and particularly because of the

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inconvenience it would cause for the elderly and mothers with small children. She said she just wanted the Board to be advised that the staff was not in favor of it. She also reported that Montesano had been reassessed and, for the first time, had come face to face with 106% limitation law and the City Clerk was letting Timberland know about it. Both the Department of Revenue and Timberland had informed the City Clerk that the contract fee is based on 49¢ per \$1,000 of assessed valuation, whether there is a 106% limitation or not. She also stated that two favorable letters had been written to the Editor of the Daily Chronicle, one of which was written by Moe Murray, and she read this letter to the Board.

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

Mary Stough asked Mrs. Coppinger to speak regarding the Olympia Library. Mrs. Coppinger stated they were ready to roll again with a Special Election on April 6 and the campaign gets into high gear next Tuesday night. At Olympia's last board meeting, the Superintendent of Schools in Olympia and his "right-hand man" had attended and shared their know-how and expertise with them regarding special levy campaigns. She stated that the Olympia board would have to cope with one million dollars less and had been urged to identify a priority site. Dr. Lawrence stated that he hoped the building would have a flexible design. Chairman Keiski questioned whether there would be room for the 16mm film servicing. Mrs. Coppinger stated she was hoping the district would have found a solution to its service center problem before the new library was designed in Olympia. Chairman Keiski stated the Trustees were at this time quite flexible on a site for the service center, and not necessarily located in a heavily populated area. There was further discussion regarding work space, service center, etc.

(5) Area Planning--Ms. Blumberg

Ms. Blumberg reported at some length regarding the activities in Planning Area I. This area includes the five counties in Timberland, Pierce, Kitsap, Jefferson and Clallam Counties. Ms. Blumberg stated that their discussion had centered on the two salient elements: "the network," "the statewide system." She defined the network as a computerized system which performs technical functions necessary for the acquisition, processing, cataloging, and circulation of library materials. This automated system includes production of book cards, pockets, labels and the Resource Directory. She said that what the automated system does not do is: it does not discuss basic funding of library service; it does not discuss the services which individual libraries may offer to the public; it does not consider by whom policies will be made; it does not consider any description of a geographic service area; and it does not consider administration and management functions.

Ms. Blumberg said that funding for the development of the automated system, which is now known as the Washington Library Network, has been provided up to now by state and federal funds. The legislature feels that eventually individual libraries should pay their fair share on a pay-as-you-go system. Dr. Lawrence questioned the cost involved in a

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"pay-as-you-go" system and Ms. Blumberg replied that this question leads into the other half of the problem which is not really an answer to his question but another question: who funds what kinds of services and what kinds of activities? There was long discussion on the pros and cons of individual effort of libraries as opposed to a state funded system. Dr. Lawrence was concerned that if the libraries were faced with the "real world" they would not be able to afford it. Ms. Blumberg replied that for Timberland it is even more difficult than for other libraries in the state because Timberland has never done its own cataloging and processing; instead the district has contracted for this service. This makes Timberland staff particularly interested in the legislature's proposal for cost reimbursement. She said that the overall concept among libraries was that the network should be state funded. Dr. Lawrence asked who controlled the overhead for the system. Ms. Blumberg stated that the state had paid the cost for development and that the state Data Processing Authority has control of the overhead. A bill which is now before the legislature, SB 3094, would transfer this responsibility from the Data Processing Authority to the State Library Commission. She said that there was another bill, HB 1313, which is also before the legislature regarding the pay-as-you-go provision. Mrs. McArthur stated that she had always thought that when the Washington Library Network was "up and running" service would be available to every citizen in the state. Ms. Blumberg replied that public libraries which have been funded have their current acquisitions included in the Resource Directory. In addition, the Washington State Library and The Evergreen State College now are part of the automated system. Mrs. McArthur asked if there was any provision incorporated into the network to bring service to citizens who do not have libraries. She said that one of the purposes for the formation of Timberland Regional Library was to provide library service to areas which did not have them. Ms. Blumberg replied that at this point you would have to have a library to automate to be part of the automated system. She said that the Washington Library Network is simply an automation of several technical aspects of the library.

Dr. Lawrence stated that he would be concerned with the administration of the automated system, since he felt that there might be a problem and wondered how the regional board could maintain an identity so that they would not get "swallowed up" in the computer. Ms. Blumberg replied that the Timberland Board would have to decide whether or not Timberland would continue to participate in the network. At this point Mrs. Morrison stated that the State Library Commission sets the rules and regulations which govern the expenditure of Library Services and Construction Act funds and that the Commission holds open hearings whenever there are changes in those rules and regulations. Don Cox stated that he felt the Board was considering the same question which the counties raised a few years ago when Timberland was being considered. Dr. Lawrence replied that there was a difference here because this was more centralized "big government." Mr. Cox replied that it was not more centralized or "big government" than the Timberland concept was at that time to the smaller county libraries. Ms. Blumberg stated

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that the confusing part of the automated system is that if it is limited just to the technical process and circulation services than we have not made much progress on bringing free access to everyone in what was originally envisioned in a statewide system of libraries, which would be fully state funded. She said that the complexity of the problems involved in considering a statewide system of libraries became too much to cope with and that currently what is being attempted is to get the automated systems up and running with the proposal that the library community can build in some solutions later to access, to major resources, and reimbursement. Mrs. McArthur stated that the real problem facing the state is that there is no support for libraries in 12 of the 39 counties and in 50 incorporated towns and cities in the state.

Dr. Lawrence again brought up the problem of funding and "big government." Ms. Blumberg said that her own personal feeling was that the only way in which any headway could be made in solving those problems is if the trustees continue to question and to consider. Librarians have perspective on efficient ways to get the job done and trustees are going to have to discuss with librarians and the people what job they want done. Some trustees are heavily involved and others are not even aware. She said that the Area Planning Council is spending a considerable amount of its time in exchange of information about what is happening in the various parts of the planning area. Ms. Blumberg concluded her report with an update on problems and successes in the various libraries and reported that Planning Area I is sponsoring a Friends Fair April 24 at the State Library to give an opportunity for Friends of the library groups to show off successful projects and also to learn about the kinds of things which she had just been discussing with the board.

(4) Business Manager--Mr. Ayres

Mr. Ayres was ill and was not present to report. However, Mrs. Morrison called the Board's attention to the fact that the Burroughs bookkeeping machine which had been purchased "used" and was delivered in February of 1970 had led a hard life. She stated the staff did not want a new machine, but wanted to explore the possibility of automating the payroll on a contract basis, and put it out to bid. Dr. Lawrence suggested that the director bring a proposal to the Board.

4

Correspondence

- A. Letter from Lilly Piva, Washington State Council of County and City Employees, AFL-CIO, dated February 14, 1976

Mrs. Morrison read the letter from Lilly Piva regarding labor negotiations which stated that the Union had accepted the Board's offer of February 6, 1976. Chairman Keiski requested that Mrs. Morrison send a letter to Mr. Hendershot thanking him for his services on the labor negotiations.

5 Unfinished Business

A. Consideration of Classification Plan and Compensation Plan
(salary schedules)

76-28

DR. LAWRENCE MOVED THAT THE BOARD ADOPT THE CLASSIFICATION PLAN;
SECONDED BY DON COX AND PASSED UNANIMOUSLY.

B. Board/Senior Staff Retreat

Dr. Lawrence stated that he had suggested the board and senior staff meet to thrash out budgets and personnel matters, and felt it would be wise to talk about our personal philosophies and where libraries would be going in the next five years, examine financial implications of expanding services, prepare questions and goals the board might have and do this in a surrounding conducive to being in rapport with one another. Bob Baker felt the meeting should be conducted away from external pressures. Mrs. Morrison stated she wished to speak for the senior staff, in that they had tried to cover much ground in a short while, and they would like to settle district goals, and several things in particular like the service center, North Mason, Amanda Park, etc. Mrs. McArthur felt the meeting would be a good idea in order for the board to establish priorities and make sure that they were working in harmony with one another and with the staff. Don Cox felt it was an excellent idea for each to see how the other thinks. Bob Baker felt the concept was excellent and suggested external guidance or chairmanship to get the most out of it. However, he said it was difficult for him to isolate that kind of time. After further discussion, Chairman Keiski stated that he and Mrs. Morrison would poll board members as to a conference on April 3 or 4 as possible dates and hold the conference at the Tyee. The matter of an outside conference leader was discussed. Mrs. McArthur suggested the board spend an hour together before an outside leader was even approached, and decide on what subjects the board wished to discuss. Chairman Keiski asked the Board members to send him a list of concerns for him to collate, and asked that they be sent to the Service Center and left sealed and he would go through them.

6 New Business

A. Commendation - Art Pocklington

It was the unanimous feeling of the board that a letter be sent to Art Pocklington for his faithful service on the Hoquiam Board as he was retiring from the board.

B. Mrs. Barton's question regarding Quinault

Dr. Lawrence suggested that this item of business be left to the Chairman of the Board to work with the Western Area Supervisor in composing a letter (being a PR release) stating that the board thinks the idea is good, but will not commit itself to something definite at this time and that a minimum of 1,200 square feet would be needed.

6

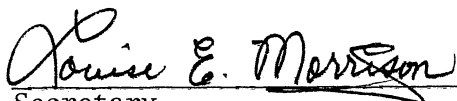
C. Rita McArthur - Suggestion of new meeting hours

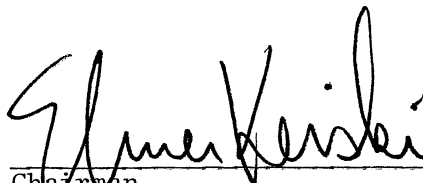
Mrs. McArthur asked the Board to consider the possibility of moving the meeting time up to 5:00 or even 4:30 p.m. so that the meetings do not last so late. She felt that pressure had been put on the staff, and there had been some unanswered questions because of the rush for time. After further discussion, it was agreed that this item would be discussed at the next meeting, with a suggestion of three meetings every two months.

Chairman Keiski reminded the Board that the next meeting would be held in Belfair on March 25th.

76-29

BOB BAKER MOVED TO ADJOURN THE MEETING; SECONDED BY DON COX; THE MEETING ADJOURNED AT 9:15 P.M.


Secretary


Chairman