

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

May 20, 1976

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M I N U T E S

Board Members Present:

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

Staff Present:

Louise E. Morrison, Library Director
Virginia Barton, Assistant Library Director, Western Area
Mary Stough, Assistant Library Director, Eastern Area
Sue Allison, Public Information Assistant
Joy W. Ayres, Business Manager
Janet L. Blumberg, Supervisor-Personal Administration
Judy Green, Community Librarian, Hoquiam
Michael Hedges, Supervisor-Public Information & Programming/Serials Librarian
John Keplinger, Service Center
Sally Settle, Supervisor-Central Services
Jay Windisch, Community Librarian, Raymond
Beverly Walter, Board Recording Secretary

Chairman Keiski called the meeting to order at 7:30 p.m.

AGENDA ITEM
NO.

- | | |
|--------------|---|
| 2 | Approval of Minutes of April 29, 1976 Regular Meeting |
| <u>76-44</u> | BOB BAKER MOVED THE MINUTES BE ADOPTED AS PRESENTED;
SECONDED BY DR. LAWRENCE; PASSED UNANIMOUSLY. |
| 3 | Approval of Vouchers |
| <u>76-45</u> | DR. LAWRENCE MOVED THE VOUCHERS BE APPROVED; SECONDED
BY RITA McARTHUR. |

Ruth Schmidt questioned Voucher #1666 to Gaylord Brothers and was advised this firm sold a large variety of library supplies. The Board also questioned Voucher #1727 to Western Elevators for \$646. Mrs. Barton advised the Board that an electrically operated dumb waiter is used in the Montesano Library for lifting books from one floor to the other, and it broke down between floors loaded with magazines and books and could not be moved. It was impossible to get a repairman, so it had to be left over the weekend. Over the weekend, the cables

broke, the dumb waiter fell, and the shaft bent and also damaged the entire housing. Dr. Lawrence asked if there was a way this situation could be prevented from happening in the future. Mrs. Barton stated the staff was aware of the load limit and extra caution would be used in the future. Mr. Ayres advised the Board that Voucher #1726 to the State Library was the balance for the first two quarter deposits of the TRL book fund following formal budget revision by the Board in April. Mr. Cox questioned the voucher from Pacific Northwest Bell as to whether the amount of \$1,696 was for the WATS line. Mrs. Morrison stated that the WATS line was the least of it and Mr. Ayres gave a breakdown of costs for the telephone bill. Mrs. Barton and Mrs. Stough answered further questions by the Board and a discussion followed regarding the WATS line and various telephone lines to the libraries.

MOTION PASSED UNANIMOUSLY.

4

Reports

A. Board

There were no Board reports presented

B. Consultant - R. F. McCann, A.I.A.

The Chairman advised the Board members that Mr. McCann was not able to be present and asked Mrs. Morrison to bring the Board up to date. Mrs. Morrison advised the Board that a report from the architectural firm was in their folders, and that on Tuesday, the 1st of June, the Service Center Building Committee would meet with the architect at 3:00 p.m.

C. Staff

(1) Director - Mrs. Morrison

Mrs. Morrison reported there were many things under consideration at the present time. She introduced to the Board members Mrs. Settle, the new Supervisor of Central Services; and John Keplinger, a new employee at the Service Center who searches requests in the locator file. She reported that the past two or three weeks had been spent alternately in working with Mr. McCann and each other in getting the service center building program to a finished product. She stated that by next meeting, she hoped to have a list of three attorneys who would be interested in representing the Board as legal counsel in negotiating the lease with the Port of Olympia, working on the architect's contract, and on the present lease at the service center. She stated that she felt it was necessary for the Board to have an attorney. Dr. Lawrence asked if Jane Dowdle Smith was not the attorney for the Board and Mrs. McArthur asked that she be contacted as to her availability. After discussion by the Board regarding fees, availability of attorneys, and someone with library knowledge, it was determined that Norman Stough should be contacted and the Board be advised regarding his fees. Mrs. Morrison stated that there would be several meetings coming up and she would bring back consensus to the Board; one was a meeting of Library Directors from all over the state with the State Librarian at which the library network would be discussed. Chairman

4C(1)

Keiski reminded the Board that Thursday, June 27, 1976, there would be a meeting at the Roadway Inn in Tacoma from 9:00 a.m. until 4:00 p.m. to set up procedures for examining the network system and what rules and regulations would be established for its operation. Chairman Keiski felt that it was imperative that a trustee attend in order to give a trustee viewpoint early. Mrs. Morrison stated that this would be an information and training session on what would need to be done to get the rules and regulations established. Mrs. Schmidt was asked if she could attend, and she stated that she would check her calendar. She also requested a short briefing session before the meeting. Dr. Lawrence and Rita McArthur agreed there should be a briefing session prior to the meeting, and Chairman Keiski requested that Mrs. Morrison have one arranged.

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

Mrs. Barton called the Board's attention to several items in her written report, and in particular, discussed the Kiwanis Club calling for volunteers to move furniture, equipment and patients from the old hospital to the new in Ilwaco. The Friends at Ilwaco had a book sale and collected \$400. She also noted that there would be ferry service between Westport and Ocean Shores beginning Saturday, May 22. She asked Judy Green to report about the Hoquiam Library, and Ms. Green stated that the contractor had checked the original drawings, and when he dug down had hit mud and ascertained there were three inches unaccounted for which indicated a foundation problem. If there were an addition constructed to the present building, additional work would have to be done. It will be necessary to dig through the foundation and through the walls of the children's room to try and locate the foundation problem, and Ms. Green will keep the Board advised as work progresses. Mrs. Barton further discussed the survey of Grays Harbor communities for information needed in future planning, and stated that one planner was reported as having said that life would never be the same when the Satsop project is completed. Dr. Lawrence asked what the estimated income from taxes would be, and Mrs. Barton stated it would be quite a few thousand dollars, but it probably would take ten years to get it finished and the question seems to be when it will be built.

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

Mrs. Stough submitted her written report and discussed briefly locations where building was progressing, i.e., Centralia, North Mason, and Olympia.

Dr. Lawrence asked what the status was at Shelton, and stated that he felt it was incumbent upon the Board to write an annual letter to them of the Board's interest in their association with Timberland. Discussion followed.

(4) Business Manager - Mr. Ayres

Mr. Ayres reported that through the end of April, the revenue had been \$567,114.64 and expenditures \$648,184.07, which left a deficit of \$102,013.18 because of the year-end deficit. He further stated that during the month of April, \$960.53 had been paid in warrant

4C(4) interest. He reported that the counties were catching up with their revenues, and the picture for the month of May should be much better, even to the point where money could be invested for the first time in 1976. Chairman Keiski dispensed with the tracking chart at this meeting.

1 Presentation of Washington Library Trustee Association Award to
Rita McArthur

Chairman Keiski advised the Board members, guests and visitors that the Washington Library Trustee Association had awarded Rita McArthur an Honor Roll Commendation. Chairman Keiski stated that Mrs. McArthur has been a long-time trustee and hard worker, and the award had been given to her for the following activities:

1. Her support for intellectual freedom has resulted in board resolutions adopting the Library Bill of Rights, Freedom to Read Statement, Timberland Book Selection Policy and Confidentiality of Library Records. In addition, she wrote and got board approval on the Timberland Library Trustee's Code of Ethics.
2. She has planned and helped to execute several trustee workshops for legislators and community leaders. In addition, she sets an example by her own communication with her county commissioners. Her support for libraries extends into every area of contact with lay people.
3. Mrs. McArthur was a supporter of the concept of networking long before it became fashionable and is a prime supporter for a national network of libraries. She is a member of ALA, PNLA and WLA and served as a member of the ALA Membership Committee. She has attended Association conferences whenever possible at state, regional and national levels and brings back information to other board members.
4. She strongly supports the "open shelf" concept of library service and has spent innumerable hours in budget committee meetings. Her constructive ideas and depth of knowledge in libraries are legendary.
5. She served from 1960 through 1968 as a member of the South Puget Sound Regional Library Board of Trustees and was appointed to the first board of Timberland Regional Library in December of 1968 when the new district was formed. She was reappointed to a second term in December, 1975, and is one of the state's most faithful board members.
6. During her last several years on the South Puget Sound Regional Library Board, Mrs. McArthur was instrumental in the participation of South Puget Sound Regional Library in the then Timberland Library Demonstration. She served as a member of the advisory council and worked for the vote to establish the new district.

Mrs. McArthur not only meets, but exceeds all of the criteria for Trustee awards.

Chairman Keiski presented Rita McArthur with the plaque on behalf of all trustees. Mrs. McArthur graciously accepted her commendation, thanked everyone, and stated that she was honored, embarrassed, and felt it belonged to all of the Board.

5 Correspondence

- A. Invitation from Yelm Timberland Board for August 19 Board Meeting in Yelm.

After discussion, Chairman Keiski requested that Mrs. Morrison advise the Yelm Board that the Timberland Board was tentatively planning to have the August meeting in Yelm.

- B. Invitation from Southern Pacific County Friends to meet in Ocean Park on July 22.

Mrs. Morrison read the letter from Winifred C. Doyer, Corresponding Secretary, which extended the invitation to the Board. The Friends indicated they would like to have a dinner for the Board and Administrative staff. After discussion, Mr. Cox was assured that the Board had concurred that the July meeting would be held in Ocean Park.

- C. Letter from Lee Goodin, Raymond, Washington.

Mrs. Morrison read the following letter from Lee Goodin:

"Dear Board Members,

"I thought I might take this opportunity as a regular user of the Timberland System to express my appreciation for your notable improvements in library service over the last few years and to bring to your attention a recently published book which some local artists and I thought was quite good: Master Class in Water Color by Edward Betts (Watson-Guphill). Although most branch libraries have a large collection of water color information, it is mostly addressed to the beginner. I feel there are many good water colorists in the area who would enjoy reading a water color book dealing with advanced techniques, and current trends as this book does. It also has color illustrations of recent works by important artists.

"I might also commend you on your acquisition of Fine Art Reproductions (N.Y. Graphic Society). The color reproduction is excellent and is a very easy source of reference.

"Please keep up the good work and thank you for your time.

"Sincerely,

"Lee V. Goodin"

Mrs. Morrison advised the Board that Timberland does have a copy of the book and was advising Mr. Goodin. After discussion, Chairman Keiski requested that Mrs. Morrison write a letter using her diplomatic skills, and present Mr. Goodin with the entire packet.

- D. Letter from Roderick G. Swartz, Washington State Librarian

Chairman Keiski advised the Board that the letter had been received

5D stating specific examples of getting more service out of the network system with diminishing costs. The following portion of the letter was read:

"1. Reduction in the costs of acquiring and readying materials. By use of the WLN computer system, the State Library has already encountered a cost avoidance of \$44,000 in staff costs, which can now be rechanneled into cost activities.

"2. Increased productivity of staff. The combination of human and technical skills allows staff to be used in more productive ways, for example, release of staff for public service.

"3. More access points to information, resulting in a greater use of each library's resources with its system, and increased capability to share library resources. By the use of the Resource Directory and in the future, the on-line catalog, there is and will be a better use of the total resources within the state. Several libraries have noted a remarkable increase in inter-library loans, items borrowed for its users as well as items loaned.

"4. Potential for cooperative collection development which would assure Washington residents maximum coverage of current publishing.

"5. Better management information. The network will allow for up to date statistics and comparative data to effect further effective savings."

A short discussion followed, and Dr. Lawrence stated that he felt the last reason was far reaching.

6 Unfinished Business

A. Change in Classification Plan in Regard to Job Study Group

Chairman Keiski asked Mrs. Morrison to define the problem, although the material had been circulated to the Board members. Mrs. Morrison stated that "formal" approval at an official meeting had not been given for the change in the wording in the classification plan. Although there was agreement that it was all right, there was nothing reflected in the minutes, and she stated that she would feel more comfortable if the motion were passed at a regular meeting.

76-46

DR. LAWRENCE MOVED THE BOARD ACCEPT THE DIRECTOR'S RECOMMENDATION ON THE JOB STUDY GROUP AND HOPED THIS IS THE LAST TIME WE WILL HAVE TO GO OVER THAT GROUND; SECONDED BY DON COX; PASSED UNANIMOUSLY.

Dr. Lawrence questioned whether the Board could offer assistance to Ilwaco. Mrs. Barton stated that the City was going to wire the building for heat, which would cost between three and four thousand dollars, and the City was going to pay the costs. After discussion, it was suggested by Mr. Cox that the Board wait until Ilwaco sent a specific request, rather than the Board just making an offer.

Mrs. Hagen questioned an item in the bulletin which stated that the staff had to get permission from the director to get elected to offices. Mrs. Morrison informed her

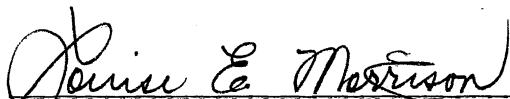
that it was a matter of checking with the director so that the staff would not be stripped if several people got elected to a position, and further, this was just professionals within working hours--it had nothing to do with an elected office outside of employment.

Chairman Keiski commended Sue Allison for the article on author Ken Kesey in THE DAILY OLYMPIAN Sunday supplement, and felt it was good quality and upgraded the magazine section considerably. He also requested copies of the article be made and forwarded to the board members in the next mail-out. Chairman Keiski, Dr. Lawrence and Ruth Schmidt also commended Ms. Allison on the high quality of press releases.

76-47

DR. LAWRENCE MOVED THE BOARD ADJOURN; SECONDED BY DON COX
AND PASSED UNANIMOUSLY.

The meeting adjourned at 8:27 p.m., and Chairman Keiski announced that the next regular meeting would be held in the Hoquiam Timberland Library on June 24, 1976.


Secretary


Chairman