

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

April 21, 1977

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TIMBERLAND REGIONAL LIBRARY
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April 21, 1977

M I N U T E S

BOARD MEMBERS PRESENT:

Elmer F. Keiski, Chairman - Thurston County
Mary Thurston - Mason County
Robert M. Baker - Lewis County
Shirleen Johnson - Member-at-Large

BOARD MEMBERS ABSENT:

Donald M. Cox - Pacific County
Mary Mayr - Grays Harbor County
Ruth K. Schmidt - Member-at-Large

STAFF PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Assistant Director, Western Area
Mary Stough, Assistant Director, Eastern Area
Joy W. Ayres, Business Manager
Peg Coppinger, Olympia Librarian
Alma Greenwood, Olympia Reference Librarian
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
Bill Ott, Book Selection Coordinator
Donna M. Schaan, Supervisor- Personnel Administration
Sally Settle - Supervisor-Central Services

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Steven Hallberg, Directed Field Work Student, University of Washington
Walter M. Isaac, EDA Project Coordinator
Irvin McArthur
Rita H. McArthur, Former TRL Board Member
Ellen Read, Former TRL Employee
Jane Smith, TRL Attorney

Chairman Keiski called the meeting to order at 7:40 p.m. He suspended the order of business and called on Ellen Read to address the Board.

AGENDA ITEM
NO.

3 Reports

D. Staff

(7) Comments by Ellen Read (resigning staff member)

Mrs. Read said she came to this meeting to tell the Board things that perhaps have been said in letters. She stated she had started working for Timberland Regional Library at a Range 3 and had been promoted to a Range 7. She was pleased to have a salary increase and was not looking for another job. She had sometime ago put an application in with the state and received a call asking if she would be interested in a position with the state. She accepted this position and is now working as a library

3D(7) technician for the House Democratic Communications Office. Mrs. Read explained what this position entails, and said that it is exciting and challenging for her. She said as a clerk for Timberland at a Range 3, she was making \$476 per month and brought home about \$368. When she was promoted to a Range 7, she made \$577 per month and brought home \$438. She is making \$895 per month in her new position with the state. She further explained that her husband has a good job and that her income is a second income and they do not need to live on her income. She said she is glad they did not have to live on the salary she was receiving from Timberland and does not think they could. She said there are people working for Timberland who do live on what she was making, or less. Mrs. Read said she is looking at this from her point of view, as she does not fully understand the ramifications of the budget.

Chairman Keiski said he appreciated Mrs. Read's willingness to come to the meeting and share with the Board her concern. He stated that the Board will certainly take her comments under advisement as they continue to move in the area of salaries and staff assignments. Mr. Keiski said if the library could get a secure base of revenue and some sort of equity in terms of what other governmental agencies are getting out of the legislature for support, he thinks then that the Board can address the salary issue. He said the Board is trying to keep the salaries within 75% of the total budget leaving 25% for supplies and materials for patrons and this makes a tight rope to walk. He said Timberland does not want to lose good people, but they know that they are going to. Mrs. Read stated that most of the people working for Timberland realize that they cannot be given exorbitant salaries, but they do want a more comfortable way of life. She said she knows of two letters written by former employees, Sue Allison and Mark Davies, and they both recommended pruning the deadwood and taking into consideration the people who have talent.

Chairman Keiski said he would like to address the Board to former trustee from Mason County, Rita McArthur, and take a few moments to celebrate her contributions to Timberland. He said it was at Mrs. McArthur's insistence that better service be provided to Mason County, and a facility was opened at South Mason, and he is confident that a new facility will open soon at North Mason. Mrs. Morrison asked, "What can you say to someone who has given so much for so long?" She thanked Mrs. McArthur for all the times she steadied and guided them, patted them on the back, and "rapped them on the knuckles" because it has all helped Timberland grow. Mrs. Morrison read a memento which the senior staff put together. Please refer to the minutes of March 17, 1977, page 16, at which time Mrs. Barton was asked to read this document into the minutes. Chairman Keiski recessed the meeting at 7:50 p.m. for coffee and cake to commemorate this event. Mrs. McArthur thanked everyone. During the recess, Mrs. Morrison also showed some slides of the progress of the construction of the new Service Center.

The meeting reconvened at 8:05 p.m.

1 Approval of Minutes of Meeting of March 17, 1977

Chairman Keiski referred the Board to the minutes, copy of which was in each Board folder, in order to determine whether or not the minutes adequately reflect the questions and discussion of R. F. McCann's fees.

77-29

BOB BAKER MOVED THE MINUTES OF MARCH 17, 1977 BE APPROVED. SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

2 Approval of Vouchers

Mr. Ayres referred the Board to voucher #421 which is for the two new station wagons which have recently arrived. Voucher #508 to Rainier National Bank and Venture Construction is for the retainage fee which Timberland must place in escrow and will get back in December from EDA. Jane Smith explained that this retainage fee is 10% of the first \$100,000, and 5% of the rest of the grant, which the contractor gets and earns interest on. The contractor designated Rainier National Bank. Mrs. Smith said Timberland is advancing this since EDA will not allow any funds to be advanced. Shirleen Johnson questioned voucher #520 for Jane Smith's fees, and referred the Board to the sheet in the Board folders with a breakdown of Mrs. Smith's fees and questioned the dates. She asked if this brings Timberland up to date and if voucher #520 is included in this breakdown. Mrs. Smith explained that there is a \$100 per month retainer and the other is hourly time. She broke it down to show how much is for EDA work and how much for Timberland. She is keeping careful track of the extra work she does with regard to the EDA grant. Mr. Ayres referred to voucher #552 to the State Library for processing and #561 which is for the audit for the years 1974, 1975 and 1976 in the amount of \$931.73. Mr. Ayres referred the Board to page 4 on which is shown the amount of the April EDA vouchers and the April Timberland vouchers, for a total of \$98,116.58 with a statement below regarding the \$44,158.50 which Timberland will be reimbursed from EDA.

77-30

SHIRLEEN JOHNSON MOVED THAT THE VOUCHERS BE APPROVED. MARY THURSTON
SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith said she had no report at this time.

C. Report of Negotiating Committee - Elmer F. Keiski

Mr. Keiski stated that the bargaining process took considerable time because of interruptions and delays. A package was put together within the guidelines which the Trustees set up. He said that they have a clearer document in terms of a contract than ever before, and they were able to resolve the dollar amounts on salaries and fringe benefits within the Board parameters, keeping in mind that they have to keep some money in the library program for services and materials, and they tried to stay within a percentage figure on employee salaries and fringe benefits. Mr. Keiski said this is becoming more difficult because of skyrocketing costs on medical insurance, etc., but this year they were able to give a salary increase without any reduction in staff or cutback in services. He stated that he felt comfortable with granting the same salary increase to all employees, but thinks the time is going to come, as Mrs. Read previously stated tonight, that the primary focus will have to be on the lower ranges. Mr. Keiski suggested to the Union that they meet between now and the next bargaining session to talk about the salary structure. It has been two years since the Classification Study was done and the Trustees should be aware that there might be a need to address themselves to adjustments and inequities. He said he does not think they could have reached agreement as easily if it had not been for Mr. Ayres, Mrs. Morrison and Ms. Schaan, as they did all the research they were asked to do.

3 Reports

D. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison said that in spite of her weekly memos to the Board, apparently two months in a row, staff has brought surprises to the meeting, which is not their intent to do. Tonight, they would like to discuss the work of the Western Library Service Area and since Sally Settle is Timberland's official delegate to the Representative Assembly, she will ask Ms. Settle to address this. Mrs. Morrison said that because of the time schedule in trying to get the Representative Assembly set up so that there is someone authorized to do things within the service areas, and in trying to get something ready for the State Library Commission meeting on May 20, she had made copies of Ms. Settle's memo to her dated April 18, 1977, and distributed copies to the Board. Mrs. Morrison requested that this be put on the agenda later in the meeting, but in the meantime, she would like the Board to have the benefit of information. She called on Ms. Settle.

Ms. Settle apologized for springing this on the Board tonight, since it was not staff's intention, and said that this is happening to other libraries in the state also. She said the West Library Service Area includes all of Timberland, Pierce County, Kitsap County, Jefferson County, and Clallam County. Jefferson County is the one county which does not have county library service. She said that many people, including librarians, people affiliated with county and city government, etc., who were interested in library service and total human service started meeting in May, 1975, and that group has evolved into the West Library Service Area. They have incorporated the planning council they had before into the new structure required by the law setting up the Washington Library Network, so that this same group of people can meet, discuss their concerns, and how they can work together for better library service.

The Area Assembly learned in March that there would be money available for each of the seven library service areas in the state for grants for cooperative projects, which projects would encourage cooperation of libraries working together to provide library service and to encourage the growth of the Library Network. The Advisory Council had asked the State Library Commission to set aside money for this purpose out of the anticipated federal LSCA money which Washington State received this year. The State Library Commission made \$175,000 available for the seven library service areas. This would be \$25,000 apiece, if it is divided equally. The service areas were invited to submit proposals and come up with ideas for things which would be helpful in the various areas. Several groups came to a West Service Area meeting with proposals at which time the guidelines finally had been stated and a committee then was appointed to study the various proposals. The one selected is the one she would like to tell the Board about tonight since she is on the committee to put this proposal in completed form.

Ms. Settle said that in the West Service Area, they would like to develop a model for interlibrary cooperation which would have as its primary focus the provision of library service in rural Jefferson County. Jefferson County's situation has been one of the prime concerns of the West Library Service Area since the Planning Council was begun 2½ years ago, and it was

3D(1) a natural focus for their thinking. The plan involves, at this point, the cooperation of all of the libraries in the counties surrounding Jefferson County, and one library within Jefferson County, which is Port Townsend; the schools within that county (there are four school districts, in addition to the one in Port Townsend itself); the community college in the area; the Evergreen State College; and special libraries in the West Library Service Area. These libraries would like to see what they can all do together to provide not only an example of what library service would be like in Jefferson County, but an example of what libraries can do working together to meet specific needs and to give incentive and encouragement to people in Jefferson County as they pursue this goal of library service. Ms. Settle said that the geography in Jefferson County is unusual in that the Olympics divide the county in half. There are about 6,000 people in rural Jefferson County, and about 5,000 people in Port Townsend. The West Service Area would like to get a commitment from one-school districts to open their school libraries to the public of rural Jefferson County and extend their hours, with the various libraries named above contributing either equipment, materials, programs, or staff support for a one-year project. Ms. Settle said the Jefferson County residents who have been involved in the programming are very excited about this. The criteria set down by the Advisory Council stressed heavily the in-kind contributions of the libraries cooperating in these projects. She said \$25,000 will not buy a great deal, because probably half of that would have to go to a professional coordinator for the project, if it is indeed funded by the Library Commission, and the rest would go for expenses which cannot be donated in-kind by participating libraries. The types of things they expect to be donated are deposit collections of books, which collections would be replenished every 3 or 4 weeks, depending on their use, the programming, and bookmobile runs.

Ms. Settle said that the residents of Jefferson County are advising their County Commissioners of this proposed project and how they feel about library service. While they cannot guarantee the formation of a library district in Jefferson County, the outcome might be that the Commissioners would decide to contract with Timberland for one part of the county, North Olympic for another, and Kitsap for another. Mr. Baker asked if this is the objective of this project, and Ms. Settle said they have not written the proposal as yet, but this is certainly one of their objectives, and if they can say it, they will.

Mr. Baker said it is commendable that libraries are willing to share their facilities and equipment with people who have none, but this brings to his mind a legal question: Can Timberland tax people in its area to provide library service to people in another area? He said fire districts are not able to do this. Mrs. Morrison stated that this should be researched. Mr. Baker said they have just talked about not being able to pay Timberland employees adequately and it has always been a fight to provide service adequately with the money they have. Mrs. Morrison said that one problem is that there are no longer any funds available for a demonstration such as Timberland had. She said she has totaled Timberland's own assets as a result of LSCA grants, and it comes to \$339,746, and she thinks if there is any hue and cry from people, they can remind them of the help Timberland received.

Mr. Keiski said he shares Mr. Baker's concern on the legality of this, and suggested that this be taken up again under new business. Mary Stough

3D(1) said that citizens of Jefferson County technically can get materials anywhere in the state through interlibrary loan right now through Port Townsend. Mr. Baker said this proposed project is different from interlibrary loan. He asked if this is a "preliminary" to getting the West Area in better shape to participate in the Library Network. Ms. Settle said the West Library Service Area is the area with the most principal members in the Network, but they will be utilizing the Network to provide this service to Jefferson County by placing microfiches in the county. She said basic membership in the Network is reference and referral and interlibrary loan. Therefore, a library which cannot be a principal member and may never be able to afford principal membership can yet agree to provide the interlibrary loan, reference and referral by, for instance, providing a WATS line. This project would enhance the use of the Network on the Olympic Peninsula, and will probably result in those school districts joining the Network. Chairman Keiski said that while Timberland has committed itself to the Network, they have not seen any kind of costs. Mrs. Morrison said they have cost estimates which the Board received a month ago, and also have a request in for firm costs for contracts which will provide for performance standards, and provide for budget information in sufficient time for the Board to work on it. She said that the new Network director has just recently arrived.

Mr. Keiski asked about the coordinator of the project. Ms. Settle said they are assuming that they will have to hire one to coordinate this since it will take a considerable amount of time to keep this project going. Mr. Baker felt that this is a Network problem, and Ms. Settle said that it is in a way since it is resource sharing. Ms. Settle read the objectives for proposals to be submitted to the State Library Commission:

1. To encourage libraries to become members of the Washington Library Network by providing an incentive to participate.
2. To broaden the conception of the Network which has previously emphasized the computer system within the library community.
3. To improve services to consumers of library information services.
4. To stimulate pilot projects that may become prototypes of new methods of delivery of library information services.
5. To increase communication among libraries of various types in library service areas by involving them in a joint project.
6. To develop, document and evaluate approaches to library services which are based on multi-type library cooperation and coordination.

Mr. Keiski asked about the possibility of a contract with Indian Nations in the Quinault area, like Timberland has in Taholah. He can see extending service if Timberland has some kind of contract understanding, and that this would be a safer, legal way to go. Ms. Settle said she does not think there would be any legal problems in Jefferson County, as she does not think it is any different legally in lending books to residents of Jefferson County than there was in the Timberland Demonstration, when currently existing libraries made their materials available to Timberland

- 3D(1) without any money being paid by the taxpayers of the unincorporated area. Mrs. Morrison agreed with this.

3 B. Report of EDA Project Coordinator - Walter M. Isaac

Mr. Isaac reported that the first quarterly progress report has been made to EDA. The highlights of the report were that the grant was accepted by the Timberland Board, and the architect design agreed upon immediately after acceptance of the grant. Construction was begun within the first 90 days and well ahead of it. The bid came out about \$70,000 more than what was available, and we have reduced the scope of the project, keeping the 25,300 square foot building intact by reducing in other areas, specifically the asphalt pavement, the service building, lowering the building, and some of the outside utilities. All the permits needed have been obtained. The only problem which has come up is that it was not anticipated that the library district would have to put up some money for the retainage fee, and the interest made on that money goes to the contractor. Mr. Isaac said the project is going along smoothly. Most of the footings have been poured and within a month the contractor will be starting on the domes.

D. Staff

(2) Assistant Director, Western Area - Virginia Barton

Mrs. Barton said she has written fairly completely about the area and the planning happenings. She said she received a phone call today with regard to Amanda Park. The site has been leveled, the gravel spread, and work is proceeding. The community is most anxious to have the library open, and staff hopes to open the facility in June.

With regard to the Centralia building, the City Commission has decided to continue with the street widening, but has shifted it so that it is more on the opposite side of the street rather than so much on the library side. The City does intend to have one-way traffic on Locust and Main, and wants Silver Street as a connector between those two.

Mrs. Barton asked Mrs. Coppinger to talk about the Olympia project. Mrs. Coppinger brought with her a model of the building, and a designer sketch of the floor plan. She said that they had a meeting today with the consultant and interior designer, and they are getting ready to think about colors, carpeting, drapes, etc. She said that she thinks they won't be going out to bid for another month. They have run into some soil problems and also the three City Commissioners want to switch from electrical heat to oil heat. This would be another \$15,000 cost that they had not anticipated. This is slowing down some of the final planning. They hope to be moving in about the same time as the Service Center building is completed.

(3) Assistant Director, Eastern Area - Mary Stough

Mrs. Stough said she inadvertently missed South Mason and Tumwater libraries in her written report. She said South Mason continues to increase in circulation. Their film bookings are high, which reflects the use by the Washington Corrections Center. For the second year in a row, Tumwater is "graduating" a staff member to library school. Mrs. Stough referred to her programming report in Grays Harbor County. When the bookmobile ceased

- 3D(3) operation in Grays Harbor, a box holder information sheet went out to let people know how they can receive library service. The former bookmobile supervisor, Marge Bell, is working on programming and is doing an excellent job. Ms. Bell has been working with the County Extension Service on programs, and also has been using professors from Washington State University as speakers.

Mrs. Stough also reported on the staff exchange program. She is receiving evaluations on this from staff who took part. She said Alma Greenwood was very helpful in setting this up. They know of mistakes they made, and plan to improve and continue this program. Mrs. Stough said there are two workshops coming up to be put on by the Library for the Blind and Physically Handicapped in two areas in Timberland, for Timberland staff and for other organizations in the community which work with blind and physically handicapped. The Library for the Blind will bring machines to the workshops and demonstrate how they should be used. Mrs. Stough said that she had also contacted Mike Sheafe, a former Timberland employee, to help with programming for small libraries, where the librarian has a Friends group or a board which will act as a Friends group to ferret out people in the community for ways to put on programs when a budget is not available, get free programs, find out what a community wants, how people will respond to it and how to do it. Mrs. Stough asked Alma Greenwood to report on the genealogy programs she has been involved in.

Mrs. Greenwood said people are responding, in a way, to "Roots." So far, Timberland has sponsored programs on genealogy in Ocean Park, Hoquiam, Yelm and Chehalis, and the response was amazing. Week after next, there will be a program in Montesano. They have just completed a brochure which can be handed to patrons as they come into the libraries who are interested in genealogy. This will help staff in the libraries who don't know much about genealogy.

Shirleen Johnson said the Board should congratulate staff on doing such a good job in Grays Harbor County so fast. Mrs. Stough said it did go together nicely, and much of it is due to Marge Bell's know-how. She knows the people and has a talent for this. Also the box holder brochure was very helpful. The children's librarians are going to the schools and explaining to the teachers how they can access Timberland's materials. Ms. Settle commented that Selma Nielsen had gone out to a school with a microfiche reader and instructed the children on how to use it and received an overwhelming response. Mrs. Barton said transit buses financed by sales taxes are now traveling in Grays Harbor County to Camp Grisdale and to Brooklyn once a week so that people can travel to Aberdeen for shopping.

Mrs. Barton added that on April 30 at the WLA Conference, the Ilwaco Library Board will be receiving the Trustee of the Year award. The chairperson of that board, Charles Doupe', will be given an Honorable Mention award as individual Trustee of the Year.

3 D. Staff

(4) Business Manager - Joy W. Ayres

Mr. Ayres reported that Timberland has \$212,658 invested and Timberland has received \$3,049 investment interest this year. Mr. Ayres reviewed the flow charts:

3D(4)

REVENUE

General property taxes, budgeted \$1,022,842, quarterly figure of \$255,710, received through March \$64,597, which is 25%.

Forest Excise Tax, budget figure of \$559,098, quarterly figure of \$139,774, received \$194,938, which is 139%. He said that much of this money was credited from last year.

State Forest Yield, budget figure of \$15,000, quarterly figure of \$3,750, received through March \$2,644, which is 71%.

Contract Cities, budget figure of \$638,315, quarterly figure of \$159,579, received \$171,392, which is 107%. Again, much of this had come in from last year. Mrs. Morrison said that one city also wanted to pay half a year at once.

Sale of Fixed Assets, budget figure of \$21,000, quarterly figure of \$5,250, received \$7,846, which is 149%. The revenue from the sale of the station wagon also will appear in this account when it is sold.

Miscellaneous receipts, budget figure of \$24,805, quarterly figure of \$6,201, received \$8,878, which is 143%.

EXPENDITURES

Personal Services, budgeted \$1,492,388, quarterly \$373,097, expended \$329,359, which is 88%.

Supplies, budgeted \$57,200, quarterly \$14,300, expended \$10,784, which is 75%.

Other Services, budgeted \$382,984, quarterly \$95,746, expended \$41,928, which is 44%.

Capital Outlay, budgeted \$375,872, quarterly \$93,968, expended \$153,848, which is 164%. This is a larger amount because Timberland deposits book funds a quarter in advance.

Mr. Ayres then broke down the expenditures according to BARS accounts:

Administration, budgeted \$268,202, quarterly \$67,051, expended \$48,194, which is 72%.

Public Service, budgeted \$1,702,636, quarterly \$425,659, expended \$450,698, which is 106%.

Organization of Materials, budgeted \$249,498, quarterly \$62,375, expended \$21,838, which is 35%.

Facilities, budgeted \$85,608, quarterly \$21,402, expended \$15,189, which is 71%.

Mrs. Morrison said that last October she received a travel advance and she didn't get a voucher turned in for it. In the meantime, the auditor was here. She tracked it back to see why she had forgotten it and subtracted from her travel voucher this month is that \$40.00 because as it turned out, WIA had paid her to go to the Advisory Council meeting that month, so it has now been cleared.

3D

(5) Washington Library Network - Sally Settle

Ms. Settle did not report at this time. Please see her report in agenda item 3D(1).

3D

(6) Materials Budgeting & Coordinating Committee - Bill Ott

Mr. Ott referred the Board to his written report. Mr. Ott said the materials budget is essentially what money is left after everything else is paid. It is one item that has to wait until all of the fixed costs actually are fixed. His committee is just a materials budgeting committee and they don't really coordinate anything. He said in November of each year, his committee gets an estimate from the director as to what the materials budget is likely to be, and then the committee divides that into allocations for all of the particular materials that Timberland offers. The committee does this by having a member on the committee who represents each of the materials types and each of the type of service areas. In addition to hardback books, paperback books, and non-print, there are representatives from the Children's Committee and Young Adult Committee. Basically what they do is argue about who gets what piece of the pie. In determining this, they use ALA standards as applicable. Their primary concern is the needs of Timberland's patrons, and where those needs dictate, they modify ALA standards. One area is young adult materials and ALA's recommended percentage for books is 60% for the adult book budget, 30% juvenile, and 10% young adult, which seems to apply as far as hardbacks are concerned. But they have found that teenagers are more apt to read paperbacks than hardbacks, and consequently, they budget more for the young adult paperback budget. Once this division has been done, his committee's job is over. Mr. Ott talked about selection, which is not part of the Materials Budgeting & Coordinating Committee's duties. He covered this in his report. His job is adult book selection, as well as coordinating all book selection. Adult book selection is done by one individual rather than a committee, because requests on adult books are so high and because the primary aim in supplying materials is to offer what the public wants. It is not feasible to have a committee do this since the orders have to go in when the materials are in demand. He has input from the district, from the patrons, and particularly from requests to help him. He thinks that in public libraries, the immediate concern is demand, and so what he is trying to do is predict what that demand will be so that the book will be available at the time the demand arises. Mrs. Morrison stated that Mr. Ott is uncanny in his accuracy in predicting the demand, and the State Library puts our orders in first since they are there ahead of everyone else's. That is one reason why Timberland has one person doing this. Mr. Keiski asked about non-fiction. Mr. Ott said the problem there is what the area of emphasis is going to be since you never know what the next fad is going to be. In non-fiction one tries to achieve some sort of balance. A non-fiction title is not something Timberland puts in every single outlet, but in the collection as a whole, and he attempts to have all new areas represented.

4

Correspondence

- A. Letter from Thurston County Commissioners confirming appointment of Mary Thurston
- B. Letter from Pacific County Commissioners confirming appointment of Mary Thurston

Chairman Keiski said these letters merely confirm the appointment of Mary Thurston to the Board.

- 4 C. Letter from Marva Whitaker - reply to invitation to address the Board
Chairman Keiski read the letter as follows:

"Thank you for the invitation to attend the April board meeting. However, since the reason for my leaving the Hoquiam staff is simply because my husband and I both feel my place at this time is with our daughter, I do not feel that I need attend.

"I would like to say that I have truly enjoyed working with the Timberland staff as a whole, but especially the staff at the Hoquiam library. Please give my regards to everyone as I will miss my associations with them all.

"Thank you again for your interest."

- D. Letter from Lilly Piva confirming Union acceptance of Contract

Chairman Keiski read the letter as follows:

"Our Committee met with the membership on Friday, April 8th and presented the new Contract with a recommendation for acceptance. After discussion, the members did accept by a majority vote.

"I have signed the contract and Mr. Bernethy will come into the center to also sign. Please return two (2) copies to me for my file.

"On behalf of our Council and the membership of Local 2083 (sic) thank you and your committee for your cooperation in reaching a settlement."

Chairman Keiski said the Board has received copies of the agreement and will formally ratify the agreement tonight.

- 5 Unfinished Business

- A. Approval of 1977 Union Contract

77-31 MARY THURSTON MOVED THAT THE 1977 UNION CONTRACT BE APPROVED. BOB BAKER SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

Mr. Keiski signed the agreement as Chairman of the Board.

77-32 BOB BAKER MOVED THAT THE BOARD APPROVE THE PAYMENT OF SALARY AND FRINGE BENEFITS EMBODIED IN THE 1977 UNION CONTRACT TO THE DIRECTOR, ADMINISTRATIVE AND PROFESSIONAL STAFF OF TIMBERLAND REGIONAL LIBRARY SO THAT THE SAME SALARY AND FRINGE BENEFITS APPLY TO ALL STAFF OF THE TIMBERLAND REGIONAL LIBRARY. SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

Mr. Keiski stated again that next year, the Board may not be able to do this, and will want to review this.

6 New Business

A. Environmental Assessment and Declaration of Non-Significance for
Proposed North Mason Library

Mrs. Morrison said the Environmental Checklist Form has been filled out and at the end is a Declaration of Non-Significance of this building. Then it is up to the Mason County Building Department to approve or disapprove this. It is up to the agency which is going to build the building to declare that it is non-significant in terms of environmental impact.

77-33

BOB BAKER MOVED THAT THE ENVIRONMENTAL CHECKLIST FORM BE FORWARDED TO THE MASON COUNTY PLANNING DEPARTMENT ALONG WITH THE DECLARATION OF NON-SIGNIFICANCE STATING THAT THE NORTH MASON BUILDING WILL BE NON-SIGNIFICANT IN ENVIRONMENTAL IMPACT, AND FURTHER MOVED THAT THE DIRECTOR BE AUTHORIZED TO ACT AS AGENT FOR THE TRUSTEES IN THE SIGNING OF THE NECESSARY FORMS. SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

B. Declaration of 1970 Plymouth station wagon as surplus.

77-34

SHIRLEEN JOHNSON MOVED THAT THE 1970 PLYMOUTH STATION WAGON BASED AT RAYMOND BE DECLARED SURPLUS. BOB BAKER SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

77-35

MARY THURSTON MOVED THAT THE 1970 PLYMOUTH STATION WAGON BASED AT RAYMOND BE ADVERTISED FOR SALE. BOB BAKER SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

Chairman Keiski requested that Mr. Ayres handle this.

Mrs. Morrison stated that the Board declared the manual paper cutter surplus and has received two offers. The auditor told her that the minutes should reflect that an offer is accepted. Mrs. Morrison recommended that the Board accept the offer of \$75.00 for the manual paper cutter.

77-36

SHIRLEEN JOHNSON MOVED THAT THE BOARD ACCEPT THE OFFER OF \$75.00 FOR THE SURPLUS MANUAL PAPER CUTTER. MARY THURSTON SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

Mr. Keiski reminded Board members to let Mr. Ayres know of their mileage and meals to date.

Chairman Keiski asked that Board again look at the matter of service to Jefferson County as previously reported by Ms. Settle.

6 C. West Library Service Area

Mrs. Morrison said that there will be virtually no financial burden to Timberland. It would mean an extra bookmobile run, supplying a small collection, and supplying request forms. Mr. Keiski recommended that Mrs. Morrison proceed with this cautiously and if the cost or staff time appears to amount in excess of say \$500.00, that the Board receive a report at the next meeting as to what is going on and a very detailed checklist of what is involved. Mrs. Morrison said the grant proposal

6C

will be available at the next Board meeting on May 19 and the State Library Commission meets May 20. She said that the Board can trust staff's professional judgment that they will not go way out on a limb. Mrs. Smith stated that she did not feel there would be any legal problems since legislation has gone further and further to encourage interlibrary cooperation. Mr. Baker expressed his concerns with staff time used on this project. Mrs. Johnson said that as trustees, they have always promised to promote library service wherever and whenever. Mr. Baker said he is not against this project, but he wants to be sure that it is on a good sound legal basis. He said he thinks that staff members have a tendency to get carried away in their enthusiasm, and they have to be realistic. Mary Thurston said she is all for the idea, but would like to know how the taxpayers would feel about it. Mrs. Johnson said Timberland has already joined the Network, so in that sense, Timberland is already a part of this. Mr. Baker said what is troubling him is someone pointing a finger at Timberland for spending taxpayers' money in this way. Mrs. Morrison said one way to counter that is to say that Timberland last year borrowed 15,000 items from other libraries from all over the state and all over the United States. Mr. Baker said he felt this is different, and Ms. Settle said she did not agree. She cited some statistics on requests which came through the Service Center, and how many were sent to other libraries. She said that she felt the time has come when libraries are committed to sharing what they have. Mr. Ott said he would rather, from the point of view of someone who works with handling requests, do the minimal work involved in putting a collection together for this project than the work involved in handling each interlibrary loan request. He agrees that they are not the same and how they are not the same is that interlibrary loan is more time consuming and more costly. Mr. Baker said there is no question that this may be a justification. Mr. Keiski said he would like to see Jefferson County become part of TRL, or part of it become part of TRL, with some sort of contract with the County Commissioners. He senses an uneasiness on the part of the Trustees extending service beyond Timberland boundaries. He feels that the Trustees are interested in providing additional service, but hesitant. Ms. Settle asked that if Boards from other library districts agree to this, would Timberland be willing to share? She said if this project is going to work, Timberland has to help because Timberland borders a large area of Jefferson County and, geographically, it is not feasible for another district to take over service contiguous to Timberland's service area. Alma Greenwood pointed out some of the problems Timberland already has since many children from Jefferson County attend schools in Grays Harbor County, and they spend a lot of time trying to determine who does and who does not live in Jefferson County. She said that they are getting service anyway by subterfuge.

Mr. Keiski said they should also pursue with the Jefferson County Commissioners some type of contract or letter of understanding so that the Commissioners recognize that Timberland is providing this service. He feels the Board would be on solid ground with Timberland taxpayers to lay a paper trail on this, and that is why he asked the question about the Indian Nation. Perhaps they can tie up with someone who has huge resources through Indian funds and federal projects which might expand Timberland's scope. He said all the Trustees are not here tonight and they may have concerns about this. Mrs. Morrison asked the Board to authorize staff to continue with the planning contingent on determination of legality. Mrs. Smith said that it would not take her a great deal of time to research this as far as she knows. Mr. Keiski said the Trustees

- 6C must be careful that other groups which Timberland is affiliated with, such as the Network, WLA, or some subcommittee of the State Library structure do not get the Trustees committed further than the Trustees are willing or ready to go. That is where his concern is with the Network, because when the dollar figures hit them, that is another reality the Trustees will have to face and whether they can afford it.

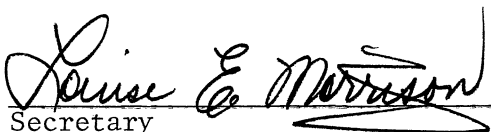
Mary Thurston asked about the possibility of something happening on the premises and who would be liable if negligence were involved. Ms. Settle said it would be the responsibility of whoever insures the property. Mrs. Smith said one problem is that this is a group of libraries and not just Timberland, and whether a letter of understanding should be given to the group. Ms. Settle said she felt there should be an official letter to the County Commissioners from the coordinator of the project or from Port Townsend Library as administrator of the grant, since documentation of the project is important and the libraries want the County Commissioners to know the dollar value of every service provided. Mr. Keiski said he felt that Timberland can do this unilaterally and lay a paper trail that protects the Trustees. Mrs. Smith said certainly the Trustees can go on record by writing to the Commissioners, citing these items. Mr. Keiski said that he is concerned with the amount of work being put into this by Timberland. Ms. Settle said she is giving her own time and she will be taking one day of Timberland's time because she is Timberland's delegate to the Area Assembly. Mr. Baker said they need a legal opinion, and if Mrs. Smith finds that there are no legal problems, then it is fine with him. He wished to say again that librarians are enthusiastic about developing library service, and rightfully so. He said firemen are very enthusiastic about putting out anyone's fire, and it is frustrating to stand on the borderline of the district and not be able to put out a fire, but this is what has to happen.

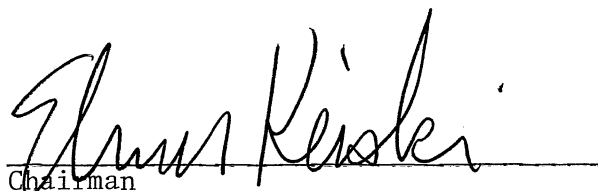
Mrs. Morrison said that she had neglected to introduce Steven Hallberg, who is a directed field work student from the University of Washington Library School. She said that he has been working for Timberland for four weeks and will be finishing tomorrow, and then going back to the University of Washington to finish up his courses. He spent virtually all of his time at the Olympia Library. He spent some time at the Service Center, as well as going out into the district with Mrs. Stough and Mrs. Barton, and to the processing center at the State Library. Mr. Keiski asked that a letter be sent back with Mr. Hallberg commending him for being with Timberland. Mrs. Morrison stated that an evaluation form must be filled out which will be a combination of Timberland's evaluation of him and his evaluation of Timberland.

77-37

SHIRLEEN JOHNSON MOVED THAT THE MEETING ADJOURN. MARY THURSTON
SECONDED THE MOTION AND MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 10:20 p.m.


Secretary


Chairman