

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
415 Airdustrial Way S.W., Olympia, WA 98501
May 18, 1978

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TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
415 Airdustrial Way S.W., Olympia, WA 98501
May 18, 1978
M I N U T E S

BOARD MEMBERS PRESENT:

Elmer F. Keiski, Chairman - Thurston County
Donald M. Cox - Pacific County
Robert M. Baker - Lewis County
Alice Harris - Mason County
Dorothy Voegel - Grays Harbor County
Shirleen Johnson - Member-at-Large
Donald L. Law - 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
Delores Binion, Community Library Assistant II, Hoquiam
Barbara Foster, Community Library Assistant II, Lacey
Judy Green, Librarian, Hoquiam
Alma Greenwood, Sr. Reference Librarian, Service Center
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
Tom Joselyn, Library Associate, Service Center
John Keplinger, Central Services Assistant II
Harriet Lamb, Young Adult Coordinator, Hoquiam
Chris Morgan, Children's Librarian, Aberdeen
Joyce Nichols, Librarian, Tumwater
Gayle Palmer, Reference Librarian, Centralia
Therese Rice, Media Specialist, Service Center
Donna M. Schaan, Supervisor-Personnel Administration
Yvonne Seidler, Sr. Reference Librarian, Olympia
Mary Ann Shaffer, Children's Librarian, Olympia
Donna Stahl, Community Library Assistant II, Hoquiam

Jane Dowdle Smith, Timberland Attorney
Liane Bascou, Board Recording Secretary

Chairman Keiski called the meeting to order at 8:50 p.m.

AGENDA ITEM
NO.

- | | |
|--------------|---|
| 1 | Approval of Minutes of the April 27, 1978 Meeting |
| <u>78-26</u> | DONALD L. LAW MOVED THAT THE MINUTES OF THE MEETING OF APRIL 27, 1978 BE APPROVED; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY. |
| 2 | Approval of Vouchers |
| <u>78-27</u> | DON COX MOVED THAT VOUCHERS #2288 THROUGH #2416 IN THE AMOUNT OF \$46,700.06 BE APPROVED; ALICE HARRIS SECONDED THE MOTION. |

Mr. Baker questioned voucher #2305 to Commercial Sound Systems in the amount of \$1,350.93, and Mr. Ayres replied that this is for the portable PA system in the Board/Conference room. Mr. Ayres stated

- 2 that voucher #2312 to Educational Systems, Inc. in the amount of \$12,990.36 is for two film inspection machines and splicers. Mrs. Morrison explained that these machines and splicers will be for the Raymond and South Mason Libraries and will bring Timberland into compliance with regulations of the Washington Library Film Circuit. Mr. Ayres said that voucher #2338 to Isdell-Plemmons & Associates in the amount of \$4,744.00 is for the Trustees' liability insurance. Alice Harris questioned voucher #2370 to Pacific Northwest Bell in the amount of \$2,970.49 and Mr. Ayres stated that this is the normal monthly payment and the overpayment of last month has been adjusted in this billing.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith said that she has drafted a contract between Timberland and Walter Isaac according to the information she has received from him on the telephone today regarding consultant services for the North Mason Library. She distributed copies for Board members to review. She stated that his fee is limited to \$1,200 and there would be an additional fee of \$300 if Mr. Isaac has to do a major application that involves an environmental impact statement.

Mrs. Smith further reported that she is still trying to negotiate with another attorney on the damaged projector.

With regard to the Town of Bucoda's contract for services with Timberland, the only alternative Timberland has is to either ignore the situation or file a lawsuit. Mrs. Smith recommended that Timberland file suit since she feels that the contracts Timberland has with cities either mean something or they do not. Chairman Keiski stated that this will be discussed further under agenda item 5A.

B. Board Committee Reports

There were no Board Committee reports at this time.

C. Staff

(1) Director - Louise E. Morrison

Mrs. Morrison said she would be willing to answer any questions with regard to the budget revision which is on the agenda under new business. She reported that there has been a staff meeting to discuss what staff consider major needs.

Mrs. Morrison has received a letter from Phil Dale of R. F. McCann's office with regard to the parking lot problem which Don Law brought up at last month's Board meeting. Mrs. Morrison read the letter, which stated that the stalls and lanes do meet standards. Mr. Dale stated that he felt no change should be made.

- 3C(1) Mrs. Morrison recommended that the parking lot be left alone since the lanes are of sufficient width to meet the standards.

Mrs. Morrison said that there is in the Board's folders a copy of a letter from a Raymond patron to Mrs. Alma Greenwood expressing this patron's enthusiasm for Timberland's services.

Mrs. Morrison announced that the Service Center will be hosting library business managers on May 24. Library Directors will be having their quarterly meeting with the State Librarian on June 7 at the Service Center and the State Library Commission will be meeting here on June 8.

Mrs. Morrison reported that cleanup has been completed around the outside of the Service Center. The sign still has not been installed. Mrs. Morrison said that she had received several notes from people who regret that they cannot be here for the Grand Opening of the Service Center on Sunday, May 21, including one from former Trustee, Bill Lawrence.

Mrs. Morrison stated that the State Auditor is expected here on Monday morning, June 5, to begin audit of Timberland's books, including the EDA grant for the Service Center.

(2) Assistant Director, Western Area - Virginia Barton

Mrs. Barton commented that the new Centralia Library probably will not be opened until sometime after the first of July because of construction delays. She said that the Olympia Library construction is still on target and it is expected that the construction phase will be completed around August 19. Mrs. Barton further reported that the North Beach School District passed its levy which means that all children in kindergarten through 6th grade will be at the school in Ocean Shores and that Timberland will not be able to serve these children with story hours, etc. since Ocean Shores does not contract with Timberland. Mrs. Barton announced that the John Spellman Library is now the official name at the Grays Harbor College campus as of last night's college board meeting.

(3) Assistant Director, Eastern Area - Mary Stough

Mrs. Stough referred the Board to her report featuring the Tumwater Library. She stated that she included in her Eastern Area Report under White Pass a comment with regard to the citizens of Randle requesting that a library be built in Randle. This will be discussed further under Agenda Item No. 7.

(4) Business Manager - Joy W. Ayres

Mr. Ayres reported that due to the fact that Timberland has recently received a considerable amount of revenue from taxes, the investment fund is back up over \$300,000 which is very good for this time of the year. Through April, Timberland has received revenue of \$700,697.67 and had expenditures of \$978,021.03. The expenditures appear to be larger than revenue because Timberland came into the year with funds. Mr. Ayres reviewed the pie charts as follows:

3C(4)

REVENUE

General Property Taxes - Budgeted \$1,147,585; received \$213,840, which is 19%.

Forest Excise Tax - Budgeted \$559,689; received \$167,984, which is 30%.

State Forest Yield - Budgeted \$15,000; received \$2,556, which is 17%.

City Contracts - Budgeted \$741,892; received \$270,572, which is 36%. All of the contract fees for the first quarter are in except for Bucoda.

Sales of Fixed Assets - Budgeted \$25,000; received \$14,746, which is 59%.

Other Miscellaneous Revenue - Budgeted \$28,300; received \$19,205, which is 68%.

EXPENDITURES

Personal Services - Budgeted \$1,712,086; expended \$558,373, which is 33%.

Supplies - Budgeted \$59,649; expended \$26,485, which is 44%.

Other Services - Budgeted \$359,980; expended \$103,672, which is 29%.

Capital Outlay - Budgeted \$384,183; expended \$239,633, which is 62%.

Expenditures broken down in BARS are as follows:

10 - Administration - Budgeted \$292,009; expended \$82,988, which is 28%.

21 - Public Service - Budgeted \$1,918,024; expended \$668,397, which is 35%.

22 - Organization of Materials - Budgeted \$222,454, expended \$65,271, which is 29%.

50 - Facilities - Budgeted \$80,411; expended \$110,486, which is 137%.

Mr. Ayres said that these figures will be aligned when the Board revises the 1978 Budget tonight.

(5) Washington Library Network - Sally Settle

Ms. Settle said that as Timberland's representative to the Washington Library Network Representative Assembly, she attended a meeting on

- 3C(5) April 18. This was the 2nd meeting of the Representative Assembly and was an assessment of where the Network has come in the past year. The Representative Assembly includes a representative of each principal member and six representatives from each of the seven library service areas in the state. Two concerns had been expressed a year ago at the first meeting of the Representative Assembly: (1) increased communication so that more people would know what was going on; and (2) development of the computer network. Ms. Settle said that there has been a great deal of progress in those two areas in the past year.

At the April 18 meeting, she said that there were many concerns expressed by the group as to what direction they should go in the next year and there was a great deal of feeling from all over the state that the non-computer aspects of the Network should be stressed. Not every library will ever be able to afford to be on-line on the Computer system. Ms. Settle explained that the Network is a far broader concept than just what can be done with automation, but embodies a philosophy and way of thinking about library service. The focus is more and more on resource sharing. She said that the more Network-related meetings she attends, the clearer it becomes to her that Timberland is far ahead of most of the libraries in the state. Ms. Settle said that she attended a meeting yesterday at Bellingham for that service area representing five counties. She said she is proud of Timberland's part in the Network and that Timberland has a lot to offer to other libraries that are just beginning to understand the concept of what the Network can do.

The next thing that is going to happen for Timberland regarding the computer system is the acquisition system which should be available around the first of July. It is being tested now by Washington State University and the Washington State Library. This system will eliminate a lot of manual files and enable Timberland to have cost accounting capabilities, but is not expected to reduce the cost of acquisitions processes.

Mr. Keiski commented that perhaps new subscribers should not be added to the system for about a year to find out what this is all about. Ms. Settle explained that because of the financial base necessary for the system, the Network needs to have the equivalent of "three Washingtons" at the level of participation of the principal members the Network has right now to be financially stable. Originally, it was intended to be a state-funded Network. The library community in the state was totally behind the Network and they did get it passed by the Legislature. However, at the same legislative session, a gentleman in the House of Representatives who happened to chair the most important committee made sure that they passed a revolving fund bill which meant that all the money spent getting systems started would have to be recovered and from then on the system would be self-supportive. That is the reason that the Network cannot set its prices low enough yet to allow some libraries to become principal members right away. They are trying to figure out ways that the computer system can be even more useful for libraries of smaller sizes.

- 3C(5) Ms. Settle said that the bibliographic system is working beautifully and that is the base on which the whole rest of the Network is built. Other subsystems are beginning to be added now and the Network is being marketed outside the state in the Pacific Northwest Library Association member states and provinces. The WLN has received commitments from a library in Oregon and it is looking promising in Montana and Idaho. She said that two libraries in Alaska are already on-line.

Mr. Keiski said that the Trustees had asked before when they were asked to go into it if a monster was being created and that they had no idea what the costs were. Ms. Settle said it is not that discouraging because this is the best system in the country and is the only system that is user-oriented. Other systems have been designed for internal operations in the library and the end product is not necessarily finding material that is going to help a patron. Mr. Keiski expressed his concern that the Trustees understand what the Network is and said that they may need a refresher course on it.

(6) Summer Activities Program - Mary Ann Shaffer

Ms. Shaffer invited the Board members to peruse the Summer Activities Program materials. The theme this year is "Star Journey" and the centerfold of the activities sheet was designed by Barry Senter, TRL's graphic artist. Ms. Shaffer said that the Summer Activities Program attracts about 5,000 children in all the libraries. This summer, they have a special edition--Xl2, a robot, which was on display for Board members to see. This robot will accompany children in parades and publicize the programs offered.

4 Correspondence

- A. Letter dated 5/8/78 from Arnold G. Gangnes and Associates, Architects

Mrs. Morrison read the letter as follows:

"This is to introduce the firm of Arnold G. Gangnes and Associates, AIA, Architects. The firm is most interested in being considered as architect for the new Timberland North Mason Library Building at Belfair.

"The firm, although officed in Seattle, has a long history of design and/or consulting projects in Kitsap County. We have been involved with masterplanning in the Central Kitsap School District. We were the architects for the Madrona Heights School in the South Kitsap School District and the Library-Resource Center Addition to South Colby Elementary School.

"Currently, we have under construction a new elementary school at Manchester and have recently been hired to design a new elementary school at Sunnyslope to replace the existing Pleasant Valley Elementary at Gorst.

"You will understand therefore, that we are intimately involved in construction in the Belfair area, and fully knowledgeable about construction costs and availability of contractors. We

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pride ourselves on being extremely conscious of the quality of designs as they relate to the natural setting.

"I am personally concerned about these matters because I am a property owner on the North Shore of Hood Canal, approximately 14 miles from Belfair.

"May I offer to you as references of our ability, the following names:

"Mr. Hal Hoover, Assistant Superintendent, Central Kitsap School Dist.

"Mr. Bill Hoch, P.E., Projects Coordinator, South Kitsap School Dist.

"Mrs. Colleen Mey, Executive Director, Olympic Peninsula Enterprises, Gorst, Washington.

"I would appreciate the opportunity to meet with your Board and to be considered as architect for your project."

Mr. Law questioned the letter which Mrs. Morrison had received and read from Phil Dale in agenda item No. 3C(1). He stated that he had just gone outside and looked at the parking lot and does not agree with the letter. He thinks that it is just a matter of altering one island and doing some repainting and that the expenditure would probably be about 1/10 of what Mr. Dale has submitted it would cost. Mr. Law recommended that this be resubmitted to the architect for reconsideration. Mr. Cox said that he objects to the statement in the letter from Mr. Dale that the parking lot would not be as nice looking if this work is done and he felt that it is the architect's obligation to see that it is neat and clean regardless of what reconstruction they might have to do. Mrs. Morrison said that it does meet the standards and she knows of no complaints from staff. Mrs. Harris stated that she finds the parking lot awkward. Mr. Law said that he would like to know the reference material on the width standards. Chairman Keiski directed Mrs. Morrison to correspond again with the architect with regard to the parking lot.

78-28

DON LAW MOVED THAT THE TRUSTEES REJECT THE LETTER FROM R. F. McCANN AND COMPANY DATED MAY 16, 1978, REGARDING THE PARKING LOT PROBLEM AS AN UNSATISFACTORY EXPLANATION; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

5

Unfinished Business

A. Contract with Bucoda

Mrs. Smith said that the Town of Bucoda did say that they would make the payment for the last quarter of 1977 and Mr. Ayres stated that they have not paid this as yet. Mrs. Smith said that they are actually obligated for the entire year of 1978 since they did not give the proper notice to terminate the contract. Mrs. Stough said that Timberland is not providing service to the Town of Bucoda as of the end of December, 1977. Mrs. Stough reviewed the circumstances from the time Timberland first became aware that the Town of Bucoda had no intent to pay for 1978. After further discussion,

78-29

DOROTHY VOEGE MOVED THAT JANE SMITH WRITE A "STRONG" LETTER TO THE ATTORNEY FOR THE TOWN OF BUCODA REQUESTING THE FINAL QUARTER PAYMENT FOR 1977 WITH AN EXPLANATION THAT TIMBERLAND WILL PURSUE

- 5A THIS BY LEGAL MEANS IF NOT RECEIVED; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Chairman Keiski requested that Mrs. Smith provide Timberland copies of all correspondence she has had with the Town of Bucoda. Don Cox suggested that since Timberland is no longer providing service to Bucoda in 1978, that they just let this "die a natural death" but that they do collect for the final quarter payment in 1977 since Bucoda did receive service from Timberland through December, 1977.

- B. Contract for Walter M. Isaac (North Mason Grant)

78-30

DON LAW MOVED THAT THE CONTRACT BETWEEN TIMBERLAND REGIONAL LIBRARY AND WALTER M. ISAAC FOR MR. ISAAC TO SEEK A GRANT FOR THE TIMBERLAND NORTH MASON LIBRARY BE APPROVED; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

- 6 New Business

- A. Personnel Policy Revisions

Mrs. Morrison said that the Personnel Policy had not been revised following the 1977 session of the legislature and needs to be brought up to date to bring it in line with state law and contract negotiations. It has been redrafted and provided to all Timberland staff for input. The Board invited comments from staff present at tonight's meeting.

Gayle Palmer stated that after discussion, Centralia staff requested the following be brought to the Board's attention as suggested changes in the proposed revised Personnel Policy:

Section 500.040 Reduction in Work Force - Because reduction in force is involuntary, all staff should receive the same notice, no matter what range they are in, and the Centralia staff proposes that notice be 30 calendar days in all ranges. The reason for this is that it would take all employees an equal amount of time to locate another position. Mrs. Morrison explained to the Board that the Board had adopted the Affirmative Action Policy, but the Reduction in Force Policy was not adopted by the Board, although it had been discussed by the Board several times. Ms. Schaan stated that the last draft of the RIF Policy which the Board discussed has now been included in the revised Personnel Policy. Mrs. Morrison said that the RIF Policy is something that is distasteful for everyone to think about, but feels that it should be adopted when the possibility of RIF is so remote that people can look at it rationally.

Section 500.040 IV. A. (5) - Ms. Palmer felt that this paragraph is unclear and gives the impression that certificated librarians cannot "bump." It is also suggested that one of the options be that the employee be able to opt for a parttime position.

Section 500.050 Grievance Procedure - It is suggested that in paragraph (2), a representative from the bargaining unit be included on the Grievance Committee. It goes on to say in this same paragraph that if a grievant employee is not satisfied with the solution of the immediate supervisor, the employee will submit

6A

written notice to the Grievance Committee within ten (10) days of the date of submission of the grievance to the immediate supervisor. They would like that changed to fifteen (15) days. The reason for this is because the grievant employee has five days from the alleged occurrence to present it to his/her immediate supervisor, and the supervisor shall attempt to resolve it within five working days after receipt of the grievance. If the grievant employee is not satisfied with the supervisor's solution, then he/she has ten days of the date of submission to the immediate supervisor, which in fact really only leaves five days left to submit it to the Grievance Committee. Mrs. Morrison stated that this Grievance Procedure was negotiated with the Union. Chairman Keiski said that it was the Union's position in this to get the matter resolved as soon as possible. Mr. Law said that in one place it says five days and in another place it says five working days.

Section 500.010 Retirement - They do not feel that retirement being mandatory at age 65 is in compliance with the law.

Chris Morgan said that the Aberdeen staff discussed the following changes:

Section 400.150 Sick Leave--Accrual (5) Maximum Accrual - They feel that 90 days is not long enough for maximum sick leave accrual for some illnesses or a serious accident. Chairman Keiski said that this also is part of the Union agreement. He said that management's position was that the maximum accrual be reduced because of the cost factor to the district.

Section 400.180 Sick Leave--Terminal Pay - Aberdeen staff felt that 25% payment of accrued sick leave was O.K., but they are concerned about having sufficient sick leave if they need it. Alice Harris asked what they feel is a good figure, and Ms. Morgan thought that they would rather see something like six months rather than three months. Again, this had been negotiated.

Yvonne Seidler said that under Section 500.040 IV Options, it is not clear as to whether the options are the employer's or the employee's. She said that it seems more logical to bump someone in the same range than to fill a position at a lower range.

Alma Greenwood said she is concerned with the fact that the negotiated agreement with the Union covers only a small percentage of the staff. The Personnel Policy covers everyone in the district. Chairman Keiski said they are attempting to include everything in the Personnel Policy so that they will be in one document. Jane Smith stated that there are some problems on the theory of unfair labor practices and this is a field in which she would want to do some legal work so that the Board does not find itself in the position of engaging in unfair labor practices by discussing this. Chairman Keiski said that he is concerned that staff members have an opportunity to make comments on the Personnel Policy. Mrs. Morrison said that it states in the Personnel Policy that the Board will hold an open hearing. Ms. Seidler felt that the problem does not have anything to do with unfair labor practices, but rather that

- 6A what the Board agreed to with the Union, the Board passed along across-the-board to the rest of the staff.

Chairman Keiski had to leave and Don Cox took over as Chairman at 9:15 p.m.

- 6A Mrs. Barton said she is puzzled about Article VI - Rules and Regulations in the Working Agreement between Timberland and the Union where it states that the employer agrees to prior written notification to the Union of any changes in the employer's rules and regulations as specified in the Personnel Policy. Her understanding is that the entire Personnel Policy is subject to that. Mrs. Morrison stated that the Union and Timberland staff had been notified that the Board intends to revise the Personnel Policy and that they were given the required 20 days' notice.

Mr. Law suggested that the Board listen to staff comments and then meet in Executive Session. However, he is concerned with the 20 days' notice and it appears to him that if the Board does have an Executive Session to work on the Personnel Policy, they will have to give 20 days' notice, and perhaps representatives of the bargaining unit should be present. Mrs. Morrison suggested that the hearing just be continued.

With regard to Section 500.040 Reduction in Work Force, Judy Green stated that Hoquiam staff agree with Gayle Palmer's earlier comments regarding notice of separation. In item III in the Reduction in Work Force Policy (Employee's Seniority Determination), Ms. Green's personal opinion is that loyalty to Timberland is why many people work for Timberland for any length of time. If someone works for a city library for 10 years and then becomes part of Timberland, that person should not be able to bump a Timberland employee who has worked for Timberland for 8 years. Ms. Green said that loyalty is very important.

Chris Morgan referred to Section 100.020 Current Continuous Employment and said that in her personal opinion, it does not make any distinction between a person who has worked for Timberland, gone somewhere else, and come back to Timberland. She feels that this should be given some consideration.

Chairman Cox felt that the Board is in no position to adopt this Policy tonight. Ms. Schaan stated that since the time this revised Personnel Policy had been sent out, she had recommended some additional changes which are in the Board's folders. Mr. Cox said that this Personnel Policy will always be subject to revision. He suggested that the Board meet in Executive Session at 6:00 p.m. before the next scheduled Board meeting. Several Board members felt that they would need a considerable amount of time to spend on this.

B. 1978 Budget Revision

Mrs. Morrison said that the proposed budget revision was sent out to the Board members last week and that the changes were explained in a memo to the Board. Mrs. Morrison reviewed these changes. She recommended that the Board adopt the 1978 budget revision as presented.

6B

78-31

BOB BAKER MOVED THAT THE BOARD ADOPT THE 1978 BUDGET REVISION FOR A GRAND TOTAL BUDGET OF \$2,879,016; SHIRLEEN JOHNSON SECONDED THE MOTION.

Chairman Cox said that Mrs. Morrison and Mr. Ayres have done a commendable job of putting the dollars in the right areas. Mrs. Morrison stated that she had received staff input on this and they are trying to respond to as many needs as possible.

MOTION CARRIED UNANIMOUSLY.

C. Statement by American Library Association Executive Board

Mrs. Morrison recommended that the Board thank the American Library Association for their interest and also tell them that Timberland Regional Library does not indulge in labeling. ALA is requesting that purchasers of the film "The Speaker" disseminate a statement about the film and Mrs. Morrison said that she considers this labeling. This is contrary to the Library Bill of Rights. Mrs. Morrison asked that the Board instruct her to write a letter to ALA advising them that Timberland has no intention of distributing this statement with the film "The Speaker."

78-32

SHIRLEEN JOHNSON MOVED THAT MRS. MORRISON WRITE A LETTER TO THE AMERICAN LIBRARY ASSOCIATION ADVISING THEM THAT TIMBERLAND WILL NOT DISTRIBUTE THE STATEMENT ADOPTED BY THE ALA EXECUTIVE BOARD WITH THE FILM "THE SPEAKER"; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

7 Other Agenda Items

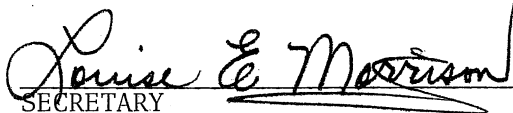
A. Library at Randle

Mr. Baker said that residents at Randle have been anxious for a library for some time now. He received a letter as well as a petition with several hundred names on it requesting that a library be established there. Mrs. Stough was asked to discuss this with residents of Randle and she was misquoted in a letter as "suggesting that the high school library be opened for the public to use." Mrs. Stough had in fact suggested that the high school library be opened for studying. She tried to tell people there that Timberland hears and appreciates their needs and hopes that sometime in the future Timberland can satisfy them, but right now cannot do so. She told them that Timberland has some long range plans and they had also discussed needs in other parts of the district. Mrs. Stough had asked them if there was anything else Timberland could do for them besides putting up a building. It was suggested that a letter be written over Mr. Baker's signature advising them that Timberland is aware of their needs but at this point Timberland cannot consider a building project in that area at this time.

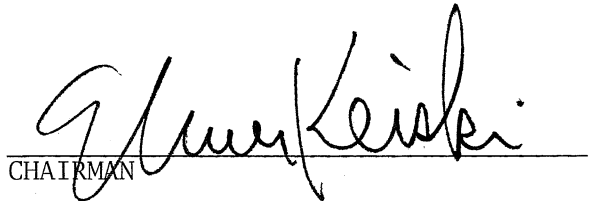
Mrs. Stough said that the matter of monthly reports from the Assistant Directors has been discussed before and she would like to bring this matter before the Board again and request that she and Mrs. Barton be relieved of the burden of preparing these monthly reports in this form. She would like to give a report

quarterly and would like a better avenue of communication with the Board than they have had with these reports. She said that she and Mrs. Barton cannot always put concerns they have in these reports and cannot always say them in a public meeting, but she does want to communicate these concerns to the Board. She said that by law, they must not discuss anything in an Executive Session unless it has to do with property or personnel. She would like to meet with the Board in Executive Session to talk frankly about recommendations regarding staff and other personnel matters. She would like to be able to ask the Board to allow for an Executive Session. Mrs. Barton said that she spent many hours pulling together a report this week and she could spend that time better doing other things. Alice Harris stated that as a new Board member, she finds these reports very interesting, but she does appreciate how time consuming they can be. Several Board members felt that perhaps these reports could be done quarterly.

There being no further business, the meeting adjourned at 9:55 p.m.



SECRETARY



CHAIRMAN