

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

May 24, 1979

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M I N U T E S

BOARD MEMBERS PRESENT:

Elmer F. Keiski, Chairman - Thurston County
Alice Harris, Mason County
Robert M. Baker - Lewis County
Donald L. Law - Member-at-Large

BOARD MEMBERS ABSENT:

Donald M. Cox - Pacific County
Dorothy Voegel - Grays Harbor County
Shirleen Johnson - Member-at-Large

STAFF PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Associate Director for Research & Planning
Mary Stough, Assistant Director for Public Services
Sally Loken, Assistant Director for Central Services
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
Joyce Nichols, Tumwater Librarian
Therese Rice, Media Specialist, Service Center
Mary Ann Shaffer, Children's Librarian, Olympia
Betty Sholund, Reference Librarian, Olympia
Jay Windisch, Reference Librarian, Aberdeen

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

GUEST PRESENT:

Charlyn Ashmore, Elaine Day LaTourelle & Associates

Chairman Keiski called the meeting to order at 7:55 p.m.

AGENDA ITEM
NO.

- | | |
|--------------|--|
| 1 | Approval of Minutes of the April 19, 1979 Meeting |
| <u>79-43</u> | DON LAW MOVED TO AMEND THE MINUTES OF THE APRIL 19, 1979 MEETING AS FOLLOWS: MOTION NO. 79-35 SHOULD READ FOUR VOTED IN FAVOR OF THE MOTION AND THREE OPPOSED. BOB BAKER SECONDED THE MOTION AND MOTION CARRIED. |
| 2 | Approval of Vouchers |
| <u>79-44</u> | BOB BAKER MOVED TO APPROVE VOUCHERS NO. 4288 THROUGH NO. 4427 IN THE AMOUNT OF \$146,226.18; ALICE HARRIS SECONDED THE MOTION. |

Mrs. Morrison said that the vouchers can be expected to be higher each month rather than every three months because of the change in paying for materials. Instead of making quarterly deposits to the State Library, Timberland will be paying for the materials as they are

2 delivered. Mr. Ayres referred the Board to voucher #4367 to Telephone Utilities of Washington in the amount of \$441.99. Where it used to take three vouchers, it will now only take one. Mrs. Harris asked if voucher #4322 to Ira F. Hurlburt & Co. in the amount of \$723.58 completes Timberland's payments for their services in negotiations. Mrs. Morrison referred to Mr. Ayres' written report in which Mr. Ayres has indicated that to the best of staff's knowledge, this is the final payment for the union contract in the amount of \$4,240 labor and \$848.62 expenses for a total of \$5,088.62. Mr. Baker said he understood that the contract with Ira F. Hurlburt & Co. was in the amount of \$4,000. Mrs. Morrison replied that it was for \$4,000 plus expenses. She said it amounted to more because of the impasse and it was her understanding that the Board did give Mr. Yok implicit permission to go beyond the \$4,000 because of the impasse. If this is not the case, then she said she would deal with that. Mr. Law requested a copy of the contract for his review. In the meantime, Mrs. Morrison referred the Board to voucher #4389 to the Washington State Library in the amount of \$24,734.82 and indicated that this would be the last of the large payments to the State Library, which is for the first quarter of processing before it was moved to the Service Center. Mrs. Morrison noted that the Network charges are down from last month also. Mr. Law questioned voucher #4408 to Joe Webb's Stables in the amount of \$53.72 and Mrs. Morrison stated that this is for books and materials on horse training. Approval of the vouchers was postponed until the agreement with Mr. Yok could be reviewed again by the Board.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith had nothing to report at this time.

B. Board Committee Reports

(1) North Mason - Alice Harris

Mrs. Harris reported that she went by the building site today and she is very pleased with how construction is progressing. Construction seems to be on schedule. Mr. Law commented that he is pleased with how the trees he was concerned about have been saved. Mrs. Harris stated that she had attended a community affair in Belfair and several people from that area commented on the new library. She referred the Board to the copy in their folders of the numerous change orders that should be taken care of tonight.

(2) White Pass - Bob Baker

Mr. Baker said he finally contacted Mr. Stoker after numerous tries and Mr. Stoker told him that he wanted the library in his building and the Board should not be concerned about possible eviction. Mr. Baker reminded Mr. Stoker that the library has been without a lease for more than a year and has been having difficulty with Mr. Stoker's attorney in getting a lease drawn up. Mr. Stoker told him that he is not pleased with the way his attorney has been handling the matter. Mr. Stoker said his costs are up and he has \$250 a month expenses with the building

3B(2) including insurance, taxes, depreciation, etc. Mr. Baker said he told him that Timberland had originally negotiated with him for \$230 a month and Mr. Stoker said that was for 90 days; Mr. Baker said that he was sure it was for 120 days and that Mrs. Morrison could confirm this and this is what the library has been paying since April, 1978. Mr. Baker suggested that the library pay the \$250 per month, but Mr. Stoker said that would not give him any profit at all. Mr. Baker then suggested \$275 a month to give Mr. Stoker a profit on it if that is what he is after and get this matter settled once and for all. Mr. Baker suggested that Timberland's attorney write the same kind of lease as before since that seemed to be a satisfactory lease for both parties. Mr. Stoker stated that he felt this would be all right. Mr. Baker told him that a Board meeting was scheduled for May 24 and if Mr. Stoker could get back to him right away, the Board could approve this lease. Mr. Stoker has not gotten word back to Mr. Baker yet as he promised to do.

Mrs. Smith said that when she last talked with Mr. Stoker's attorney, Mr. Barnes, the attorney had indicated that "the library was on its way out." Chairman Keiski suggested that Mr. Smith draw up the contract with the \$275 per month rental written into it and that it be sent to Mr. Stoker in Palm Springs. Mr. Baker suggested that a cover letter over his signature be sent indicating that this was what was discussed in their telephone conversation and that it was not confirmed in time for the Board meeting, but that the contract with the necessary provisions is enclosed.

79-45

ALICE HARRIS MOVED THAT NORTH MASON CHANGE ORDERS BE ADDED TO THE AGENDA UNDER UNFINISHED BUSINESS; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

C. North Mason Change Orders

Mrs. Morrison referred the Board to the May 8, 1979 letter from Elaine Day LaTourelle listing the proposals for Change Orders. The Board agreed to act on these Change Orders individually as follows:

Item 3 - Revise Toilet Rooms, with a cost change of \$300 less.

Mrs. Morrison stated that this change will mean that there will be two rest rooms, each with handicapped facilities, rather than three rest rooms, one of which would have been for handicapped, and this would cost \$300 less.

79-46

DON LAW MOVED TO REVISE THE TOILET ROOMS WITH A REDUCTION IN COST OF \$300; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Item 9 - Revise Power to Building, with a cost increase of \$2,989.

Mrs. Morrison recommended that the Board reject this cost change and specify that the Director or the North Mason Committee be given the power to negotiate this item with a maximum not to exceed \$2,000. Mr. Law said he had been under the impression that the wires were going to

- 5C be underground and that this was based on several discussions with the architects on the nature of the area. He felt that the architects "dropped the ball" on this matter in the sense that if in fact they were going to have overhead power, this should have been pointed out to the Trustees. He feels that the figure of \$2,989 is too high, and that they will be able to negotiate on this. He said that perhaps since this is a library, there might be some category that PUD could put them under. It was pointed out that in some counties there is no extra charge for underground wiring. Mr. Law said he checked with an Assistant Attorney General today who represents the Utilities and Transportation Commission, or at least the public in the hearings, and he inquired of him of this extra charge, and Mr. Law was told that it is up to the utility in terms of how the rates are set. Mrs. Morrison said she talked with the electrical engineer with PUD and was told that they go as far as the transformer and that the contractor goes from the transformer to the building. Charlyn Ashmore stated that she has talked with Mike Doyle of PUD and asked him if they would install a transformer near the building. Mr. Doyle told her that because of the size of the facility, they won't install a transformer next to the building. Mrs. Morrison said that the architect has recommended that the Board reject this amount and negotiate on this Change Order. Mr. Law suggested that the PUD may have a policy of reimbursement when more amperage is added. He felt that they should explore this further. It was also suggested that perhaps the Board could find someone in the area who would be willing to dig the ditch for free. Ms. Ashmore said she would call Mr. Robinson tomorrow and find out what the cost breakdown on this is.

79-47

DON LAW MOVED TO REJECT THE AMOUNT OF \$2,989 TO REVISE POWER TO THE BUILDING AND THAT THE NORTH MASON COMMITTEE NEGOTIATE ON THIS NOT TO EXCEED \$2,000 AND BE AUTHORIZED TO PROCEED. BOB BAKER SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Item 7 - Add Asphalt "Commercial Approach" and two Parking Stalls with cost change of \$2,349.

Mrs. Morrison said that there is no choice on this since it is required by the Department of Transportation. Since there was confusion on what had been deducted from the original bid in deduct #7 and what this Change Order entails, it was agreed that the Board would recess the meeting for a few minutes so that Board members could review this with Ms. Ashmore.

The meeting recessed at 8:45 p.m. and reconvened at 9:00 p.m.

- 5C Mrs. Harris said that it looks as if the largest part of the \$2,349 is for the approach off the highway. Ms. Ashmore advised the Board that the loading dock is not required by the Department of Transportation but the handicapped stalls are. Mrs. Harris said that the amount for the loading dock is so small that it would not make that much difference if it was deleted. Mr. Law said he is only concerned that they not end up with concrete in one place, asphalt in another, as that would not look good.

79-48

ALICE HARRIS MOVED TO APPROVE CHANGE ORDER TO ADD ASPHALT "COMMERCIAL APPROACH" AND TWO PARKING STALLS IN THE AMOUNT OF \$2,349; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

- 5C Mrs. Morrison said that items 8 (relocate fire alarm cabinet), 11 (revise bifold doors #12, 13, 14, and 15), and 12 (change color of parapet wall from dark blue to orange rust) are not cost items and recommended that the Board approve these items.

79-49 BOB BAKER MOVED TO APPROVE CHANGE ORDERS TO RELOCATE FIRE ALARM CABINET, REVISE BIFOLD DOORS #12, 13, 14, AND 15, AND CHANGE COLOR OF PARAPET WALL FROM DARK BLUE TO ORANGE RUST; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Item 10 - Revise Window Types "C" and "D" from 4'-6" high to 5'-0" high at a cost change of \$78.00

79-50 BOB BAKER MOVED TO APPROVE CHANGE ORDER TO REVISE WINDOW TYPES "C" AND "D" AT A COST INCREASE OF \$78.00; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Item 2 - Add Check-Out Cabinet at a cost change of \$2,196.

Mrs. Morrison stated that they had hoped to be able to pay for this out of the furnishings budget but there will not be enough.

79-51 BOB BAKER MOVED TO APPROVE CHANGE ORDER TO ADD CHECK-OUT CABINET AT A COST CHANGE OF \$2,196; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Item 4 - Add Provision for Stove at a cost change of \$1,487.

Mrs. Morrison said that the Friends of the North Mason Library have agreed to pay for the cost of the stove. Chairman Keiski read a letter from Christina Mathiasen, President of the North Mason Friends of the Library, as follows:

4 Correspondence

- A. Letter from North Mason Friends of the Library dated May 21, 1979 re wood burning stove

"This is to officially notify you that the North Mason Friends of the Library do wish to have a wood heater in the meeting room of the new North Mason library.

"The Friends will purchase the heater specified in talks with the architect. At this time will you arrange for the proper work change order so that the building contractor can do all work necessary for the installation of the stove, i.e., tile flooring providing ample room for stove, chimney of an insulated type and dripless single wall stove pipe to the ceiling.

"The Friends understand and do agree to pay for these additional building costs in the sum of \$1,415.00 including sales tax."

- 5C Mrs. Morrison recommended that the Board approve this change order and the Friends of the North Mason Library will reimburse the library for this cost.

5C

79-52 BOB BAKER MOVED TO APPROVE CHANGE ORDER TO ADD PROVISIONS FOR STOVE FOR A COST CHANGE OF \$1,487; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Item 1 - Add Counters and Valances for a cost change of \$1,253.

79-53 ALICE HARRIS MOVED TO APPROVE CHANGE ORDER TO ADD COUNTERS AND VALANCES FOR A COST CHANGE OF \$1,253; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Item 5 - Add Entrance Sign with Lighting for a cost change of \$2,088.

79-54 BOB BAKER MOVED TO APPROVE CHANGE ORDER TO ADD ENTRANCE SIGN WITH LIGHTING AT A COST CHANGE OF \$2,088; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Item 6 - Add Wood Deck and Metal Handrail at a cost change of \$2,715.

79-55 ALICE HARRIS MOVED TO APPROVE CHANGE ORDER TO ADD WOOD DECK AND METAL HANDRAIL AT A COST CHANGE OF \$2,715; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison referred the Board to a letter from Elaine Day LaTourelle dated May 23, 1979 regarding a Change Order item to provide and install 2 cooktops and 1 refrigerator at a cost of \$631. Mrs. Morrison said that the Friends of the North Mason Library may be able to pick up this cost item. It will be necessary to provide staff with a place for lunch since this is in an isolated area.

79-56 BOB BAKER MOVED TO APPROVE CHANGE ORDER TO PROVIDE AND INSTALL 2 COOKTOPS AND 1 REFRIGERATOR AT A COST CHANGE OF \$631; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

79-57 ALICE HARRIS MOVED TO ALLOW EXTENSION OF 14 DAYS FOR A TOTAL OF 164 DAYS ON THE NORTH MASON CONSTRUCTION CONTRACT; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison advised the Board that color samples are available for their review.

2 Approval of Vouchers

The Board reviewed the contract letter from Larry Yok regarding union contract negotiations and it states in the letter that the fee would be \$40 per hour not to exceed \$4,000. Mr. Baker said that the Board would be putting itself in a position of overpaying a contract which the State Auditor certainly would pick up. He felt that this should be adjusted, and voucher No. 4322 to Ira F. Hurlburt & Co. should be \$483.58 instead of \$723.58.

79-58 BOB BAKER MOVED TO ADJUST VOUCHER NO. 4322 TO IRA F. HURLBURT & CO. FROM \$723.58 TO \$483.58; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

2

79-59

ALICE HARRIS MOVED TO APPROVE THE VOUCHERS AS AMENDED MAKING A TOTAL AMOUNT OF \$145,986.18; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

3

Reports

C. Staff

(1) Library Director - Louise E. Morrison

Mrs. Morrison had nothing to report at this time which was not in weekly Board memos.

(2) Associate Director for Research & Planning - Virginia Barton

Mrs. Barton referred to her written report. She said part of her report deals with the meeting of the planning group in the City of Lacey. She checked with the County Auditor and there are 6,526 registered voters in the City of Lacey. Of that amount, 3,511 voted in the last general election. Forty percent of that amount would be 1,405 and 60% favorable would be 843 votes required if a bond issue for a new Lacey library is put on the ballot. In other words, there would have to be 1,405 Lacey City residents voting and 843 of those votes would have to be in favor of a new library. The Daily Olympian had stated in an article that the planning group had made a decision to put this on the ballot, but this is not correct. It is still in the talking/planning stages. They don't agree with Mrs. Barton's recommendation as to the size of a new library. It would be more economical if the City of Lacey built a new library behind the new city hall since the city already owns this property.

Mrs. Barton attended the third annual conference of the Washington Community Education Association in Vancouver. She has reported on community education over the past several years. At this last conference an award was given for Community Agency of the Year to Timberland Regional Library. Mrs. Barton presented the plaque to the Board. She said that a few days after this conference, the Montesano Community Education Council recognized W. H. Abel Memorial Library in Montesano for providing services such as suggesting materials, making meeting room space available, staff serving on councils, etc.

Chairman Keiski suggested that awards given to Timberland Regional Library be displayed in the conference room. Mrs. Morrison said that next month she hopes that the portraits of the libraries in Timberland will be on the wall for the Board to see and that it looks as if a trophy case may be needed as well.

Mrs. Barton reported that Dory Whitmarsh of the South Mason library did a survey on how many rural mail boxes there are in Mason County and found that there are 7,761, which means that the population is increasing rapidly.

3C

(3) Assistant Director for Public Services - Mary Stough

Mrs. Stough said that the attachments to her written report represent a sampling of what some of the libraries are doing. With regard to community education, she said that Bonnie Sayce in Ocean Park works closely with community education, which is located in the same building as the library.

(4) Assistant Director for Central Services - Sally Loken

Ms. Loken said that she mentioned the computer terminal problem in her report. A repairman was at the Service Center and he told her that the problem is not with the Hazeltine terminal but it is with the one that was added recently on which cataloging products are ordered. There is too much static and the repairman suggested that they spray Downey on the carpet around the terminal and it may be necessary to put partitions around this particular terminal.

Ms. Loken further reported that staff is expecting to put a terminal in the Olympia library around the first of June. Olympia staff members who will be using the terminal are scheduled to train at the Service Center. This terminal will increase staff efficiency and staff is eagerly awaiting patrons' response to seeing this in their building.

Ms. Loken mentioned in her report a few of the meetings she attended at the Washington Library Association Conference and called attention to the written reports from Siggy Johnson and John Keplinger, Service Center staff who also attended the conference. Ms. Loken said she was very pleased that they went to the conference and with what they learned. She said that Therese Rice was on the program on selection, use and maintenance of equipment for using the WLN Resource Directory and custom catalogs. Ms. Rice is going to be in demand all over the State of Washington to do training on equipment. Steve Metcalf, another Service Center staff member, also participated in a program.

(5) Business Manager - Joy W. Ayres

Mr. Ayres reported that Timberland has made its first unemployment payment in the amount of \$572 covering two former employees. Per Board's wishes, a chain guard has been put across the entrance and exit at the Service Center. Mr. Ayres further reported that per Don Law's request, he has checked into the deductible for the Board liability policy and has been advised that the maximum deductible available for this size risk is \$5,000.

5

Unfinished Business

A. Award bid for North Mason Library shelving

Mrs. Morrison said that the bids and specifications have been studied and she recommends that the Board award the shelving bid to Timmerman Company of Kirkland for Aetnastak shelving, in the amount of \$9,525, with delivery from the factory within 90 days. This was the lowest of the three bids received, and is still the best shelving they can buy for this amount.

5A

79-60

ALICE HARRIS MOVED TO AWARD THE SHELVING BID FOR AETNASTAK SHELVING FOR THE NORTH MASON LIBRARY TO TIMMERMAN COMPANY OF KIRKLAND IN THE AMOUNT OF \$9,525; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Approve itemized list of surplus property

Mrs. Morrison recommended approval of the itemized list of surplus property to be sold on Saturday, June 2, 1979. Staff has carefully gone through the property and looked it over several times to decide if there would be any possible use for it any place in the district. They have found those items listed to be surplus. Instead of paying an auctioneer, they will set prices on these items. Mr. Ayres stated that this sale has been advertised in the newspapers in the five counties.

79-61

BOB BAKER MOVED TO APPROVE THE ITEMIZED LIST OF SURPLUS PROPERTY FOR SALE ON SATURDAY, JUNE 2, 1979; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

6

New Business

A. Montesano roof repair

Mrs. Morrison said that since this estimate is over \$5,000, the roof repair will have to be put out to bid and requested that she be authorized to call for bids for reroofing the W. H. Abel Memorial Library with a new 2 ply cap sheet system.

79-62

DON LAW MOVED TO CALL FOR BIDS FOR REROOFING THE W. H. ABEL MEMORIAL LIBRARY IN MONTESANO ACCORDING TO THE SPECIFICATIONS OUTLINED BY THE DIRECTOR; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Raise ceiling for Imprest Fund checks from \$10 to \$25

79-63

ALICE HARRIS MOVED TO RAISE THE CEILING FOR IMPREST FUND CHECKS FROM \$10 TO \$25; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

C. Resolution re Policy on long overdue books

Mrs. Morrison requested that the Board take this under advisement and move on it at the next meeting. She felt that a full Board should be present when this is discussed. This matter was tabled until the next meeting.

D. Resolution re loan from General Fund to Building and Site Acquisition Fund

Mrs. Morrison reviewed the Resolution. It is necessary to transfer these funds to meet payments on the North Mason building construction by May 31, 1979. Mr. Ayres said that up through March, Timberland has realized \$3,250.46 on the \$125,000 investment which matures on June 15, 1979.

6D The money which has been borrowed so far from the General Fund has cost \$388.62 in interest so far to be paid to the General Fund.

79-64 BOB BAKER MOVED TO APPROVE RESOLUTION NO. 79-8 RELATING TO A LOAN FROM GENERAL FUND NO. 657.00 TO THE BUILDING AND SITE ACQUISITION FUND NO. 657.03; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison advised the Board that the husband of the graphics artist, Diane Robertson, recently had a stroke and is in critical condition. She said Board members may also be interested to know that Bonnie Sayce from the Ocean Park library recently lost her father-in-law.

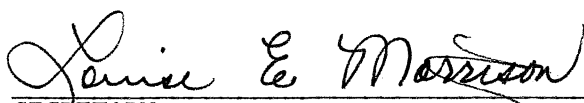
A packet of materials being used in the 1979 Summer Activities Program was available for Board preview and comment.

Alice Harris gave a brief report on the Washington Library Association Conference in Richland which she attended. She attended the breakfast for library trustees and said she enjoyed the conference. She reported that the State Library is being asked to consider two resolutions made at the Trustee session. One would be to hold about four workshops a year for Trustees and that the State Library develop the format for these workshops. Also, it was requested by Trustees that when they are first asked to serve that they be given some idea of the amount of time that will be required of them to serve as Trustees.

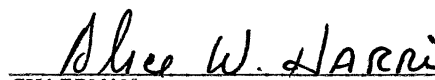
Mrs. Morrison said that the Board should consider raising the mileage again because of the high cost increase for gasoline. She said she would draft a resolution for the Board to consider at the June meeting.

79-65 IT WAS MOVED AND SECONDED THAT THE MEETING ADJOURN; MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 9:50 p.m.



SECRETARY



CHAIRMAN