

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

July 19, 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
Dorothy Voegel - Grays Harbor County
Shirleen Johnson - Member-at-Large
Donald L. Law - Member-at-Large

BOARD MEMBER EXCUSED:

Donald M. Cox - Pacific County

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
Joy W. Ayres, Business Manager
Barbara Durney, Library Associate, Hoquiam
Michael Hedges, Supv.-Public Info. & Program./Serials Librarian
Darlene McLernan, Secretary, Service Center
Chris Morgan, Children's Librarian, Aberdeen
Joyce Nichols, Librarian, Tumwater
Jay Windisch, Reference Librarian, Aberdeen

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

GUEST PRESENT:

Mike Oakland, Daily Olympian

Chairman Keiski called the meeting to order at 7:35 p.m.

AGENDA ITEM
NO.

- 1 Approval of Minutes of the June 21, 1979 Meeting

Mrs. Harris had called the Service Center previous to the Board meeting requesting a correction be made in the June 21, 1979 minutes on page 7 immediately following Motion #79-70. The minutes had read "Mrs. Harris requested that Board members remain after the meeting for rewording of this resolution." Mrs. Harris corrected them to read "Mrs. Harris appointed Bob Baker and Don Cox to meet with Mrs. Morrison following the meeting in regard to the proper language for the resolution." This correction was made by the Board Recording Secretary and copies provided for Board members to insert tonight in their copies of the minutes.

79-73

DOROTHY VOEGE MOVED THAT THE JUNE 21, 1979 MINUTES BE APPROVED:
SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

2

A. Approval of July Vouchers

79-74

ALICE HARRIS MOVED TO APPROVE VOUCHERS #4615 THROUGH #4832 IN THE
AMOUNT OF \$212,299.46; DOROTHY VOEGE SECONDED THE MOTION.

Mr. Ayres referred the Board to voucher #4615 to James H. Robinson Co., Inc. in the amount of \$62,428 which the Director had earlier informed the Board was taken off the June vouchers so that there would not be an overdraft in the Building and Site Acquisition Fund. Mrs. Morrison said that the Thurston County Treasurer suggested that this voucher be voided in June and put into the July vouchers since it would cause no extra paper work and would still get Robinson's construction costs paid on time.

Mrs. Johnson questioned voucher #4624 to Bernie's Custom Paint in the amount of \$845 and Mrs. Morrison stated that this was for repainting the South Mason bookmobile. She said that the Centralia bookmobile has just been repainted also. Mr. Law asked what year and make the South Mason bookmobile is and Mr. Ayres stated that it is a 1973 International. Mrs. Harris requested the amount of miles on this vehicle. Mr. Ayres said that as of December 31, 1978, this vehicle had 142,282 miles on it.

Chairman Keiski asked if the account with the State Library for materials has been transferred to Timberland. Mrs. Morrison stated that the voucher has been signed and this will be ready for budget revision at next month's Board meeting.

Mrs. Voege questioned voucher #4688 to R. R. Bowker in the amount of \$88 and Mrs. Morrison said that this was for advertising a position vacancy in the LJ Hotline. Mr. Law asked if Timberland had received much response to this ad and Mrs. Morrison said they received some response but not from candidates as well qualified as she would have liked.

Mrs. Morrison noted that Timberland paid out \$74,738.10 for books and materials during the month of July. Mrs. Morrison noted that the total fee to Roberts, Shefelman, Lawrence, Gay & Moch, attorneys for the Coupon Warrant transaction for the North Mason Library, was \$590.65 and the Board had authorized up to \$650. She also noted that the James Robinson Co. check is also down considerably for July.

MOTION CARRIED UNANIMOUSLY.

B. Approval of change in June Vouchers

Mr. Ayres said that the total of the June vouchers was \$164,809.04. The voucher to James H. Robinson Co., Inc. in the amount of \$62,482 was taken out as explained above and a voucher which had inadvertently been omitted in the amount of \$350 to Olson/West Pac Investment Co. was added for a revised total of \$102,732.04.

79-75

ALICE HARRIS MOVED TO APPROVE THE REVISED JUNE VOUCHERS IN THE
AMOUNT OF \$120,731.04; SHIRLEEN JOHNSON SECONDED THE MOTION AND
MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith had no report at this time.

B. Board Committee Reports

(1) North Mason - Alice Harris

Mrs. Harris had with her the clipping from the Belfair Herald of the picture and article written about the day that the North Mason Building Committee, Board Chairman, Director, Contractor, and Architect had visited the building site. Mrs. Harris reported that the drywall is in the process of going up and the windows are all in on the west end. Chairman Keiski asked about the aggregate vs. asphalt in the front of the building. Mrs. Harris referred the Board to the copy of the proposed Change Order options regarding this. Mr. Law said he was pleased to learn that the concrete indicated in the middle of the drawings is really exposed aggregate and that the price is very close to the other alternative.

Chairman Keiski noted that in Mrs. Barton's report she had indicated added pressure on the South Mason library. He suggested that any changes or suggestions for improved service in terms of building needs there be referred to the same Board committee that has been handling the North Mason project. Mrs. Morrison said that staff had earlier investigated the possibility of enlarging the South Mason building, but it would double the current rental and staff had not prepared a board report because there was agreement that Timberland could not take this on at this point.

Chairman Keiski said there is also a committee for employee relations composed of Dorothy Voegel and Don Cox. He requested that this committee meet informally with members of the Staff Association soon to hear comments and questions.

Mrs. Harris reported that there are road changes taking place in Belfair and she had hoped that it would extend past the library but apparently it will not. She does not know how these changes came about, but she requested that the Board go on record that they would like to see a third passing lane extended past the library. Mrs. Harris said there are several other businesses on this road including schools, churches, doctors' and dentists' offices, the library, and several other small businesses. Since the bridge across the Canal is out the traffic load is much greater. Mr. Law stated that these decisions are usually based on available funds. Also, it is hoped that a new temporary bridge across Hood Canal will be built within the year which will relieve the traffic. Mr. Law suggested that perhaps the Board could make a written statement to the Highway Department to the district office in Tumwater. Chairman Keiski requested that Alice Harris and Don Law work with Mrs. Morrison on this statement. Mr. Law suggested also that Mrs. Harris could talk with local Belfair people to get additional support.

3B

(2) White Pass - Bob Baker

Mr. Baker reported that Mr. Stoker finally called him last Sunday and agreed to the \$300 per month rental and agreed to the \$230 per month from April 1, 1978 to April 1, 1979. They did not discuss the second year rental and Mr. Baker noted that it has been set at \$345 per month in the lease. Mr. Stoker told Mr. Baker to go ahead and make the changes in the lease that Mr. Stoker's attorney sent, sign it and forward directly to Mr. Stoker for his signature. It will not be necessary to go through Mr. Stoker's attorney again. Mr. Baker said he has read the new lease and finds no problems with it except that if Timberland is considering a new facility for the White Pass library, they may not want to be tied into a two year lease. Jane Smith made a minor change on page 1 of the lease and added another paragraph regarding termination notice.

C

Staff

(1) Library Director - Louise E. Morrison

Mrs. Morrison referred the Board to a memo dated July 18, 1979 addressed to the Board regarding the Montesano library roof. Mr. Andring, the architect, did call Mrs. Morrison yesterday morning and he will be reporting his findings in writing. He summarized his findings to Mrs. Morrison on the phone so that she could relay them to the Board tonight. Mr. Andring recommends the following: Given Timberland's financial constraints in 1979, he feels that the roof should be carefully patched and sealed. The cost should not exceed \$1,000 to have this done by Mr. Crites and should take care of the problem for two or three years. At the end of that time, Timberland should plan to put enough slope in the roof to allow complete drainage. Mr. Andring said this can be accomplished by building up the roof with insulation and this would also improve the energy efficiency of the building. Mr. Andring estimates this major overhaul could be done today for about \$15,000 and he agreed with Mrs. Morrison that adding 10% per year to that estimate for budgetary purposes would be a good estimate of what the cost will be. Mrs. Morrison recommended that the Board proceed in this manner and this will be discussed further in agenda item 5C.

Mrs. Morrison further reported that the North Mason budget will be about \$3,000 to \$4,000 short because when it comes to payment of interest on the Coupon Warrants, which is due January 1, 1980, it will have to be issued in 1979. This will be included in the budget revision next month.

Mrs. Morrison said that she had written in a memo to the Board the need for a change in the payment schedule for materials. Some jobbers are not capable of waiting several weeks for payment. The Thurston County Auditor and Treasurer are willing to issue a second set of warrants each month and Mrs. Morrison suggested that the Board also delegate the authority to sign the materials vouchers to the Director and the Business Manager, which would be similar to the payroll vouchers. Mrs. Morrison said she has checked with Jane Smith and has been advised by Mrs. Smith that there is no problem with the legality of this, if the Board wishes to delegate it.

- 3C(1) Mrs. Morrison requested that the Board meet in Executive Session this evening to discuss a personnel matter which has come up.

Mrs. Morrison reported that the White Pass lease is ready for the Board to sign this evening if the secretary can type a new signature page and then tomorrow make the two needed revisions. Mr. Baker said he would like the Board to sign the lease tonight and get it sent to Mr. Stoker as soon as possible.

Mrs. Morrison announced that the Raymond library is holding its 50th anniversary on July 26, and Board members are invited. Mrs. Voege indicated that she is planning to attend and Mrs. Harris said she would like to attend also.

Mrs. Morrison also announced that the Children's Services Coordinator position has been filled by Vivian Fetty, Raymond librarian, and Ms. Fetty will be starting September 1, 1979. This will leave a vacancy in Raymond. The new Supervisor-Personnel Administration is Tom Mayer and he will be starting August 1, 1979. Interviews are in progress for the North Mason position. Chairman Keiski asked when the North Mason position will start. Mrs. Morrison stated that it has been budgeted to start August 1, 1979. Even though the library will not be completed, it will give staff an opportunity to train the person who fills this position.

Mrs. Morrison advised the Board that the resolution regarding travel/mileage/per diem has been redrafted and is agenda item 5A. She said that Jane Smith and Don Law have both revised it.

Mrs. Morrison said there is on the agenda under new business formal approval for L.S.C.A. Grant request for West Library Service Area. This won't be difficult for Timberland to handle since it should only involve a couple of warrants.

Mrs. Morrison presented the John Cotton Dana Library Public Relations Award to the Board which Chris Morgan, Aberdeen staff, had accepted on behalf of Timberland at the ALA Conference in Dallas.

Mrs. Morrison reported that Jefferson County Library now has a Board of Trustees and Library Director, who is Sharon Bodkin. Timberland should be receiving a contract fee shortly which will provide some additional revenue to take care of the North Mason budget Mrs. Morrison referred to earlier.

Mrs. Morrison advised the Board that Fred Tilker, Sr. Management Auditor of the Legislative Budget Committee, recently visited the Service Center. He was interested in Timberland's view as a user of the Washington Library Network. She said that Mr. Tilker left impressed.

Mrs. Morrison reported that Timberland is furnishing some temporary desk space to Maryan Reynolds, former Washington State Librarian. She will be using the desk that Charlotte Wood has been using. Ms. Wood will be working the next several years at the University of Washington. She will be working there in connection with a grant from the Kellogg Foundation for "Career Development for Women Librarians." Ms. Reynolds had been charged by the Washington State Library Commission to write a history of the State Library. Timberland is also furnishing some temporary space in the storage room for Ms. Reynolds to store archival materials as she sorts them for disposition.

3C

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

Mrs. Barton referred Board members to her written report. She said that an addendum is included regarding the Olympia West side. Mr. Keiski this evening gave her a name of someone to contact on the West side regarding library service to the West side. Mrs. Barton said that Timberland is in no position at this time to consider a branch on the West side and referred the Board to her written assessment of the situation.

Bookmobile supervisors have reported to Mrs. Barton that use of the bookmobiles has increased and fuel supplies are dwindling, particularly in Lewis County. There may be a need for some special planning for bookmobiles in the future. Bookmobiles average about 6 or 7 miles to the gallon. She said that staff may have to shorten the routes and request that people meet the bookmobiles at halfway points. Something will have to be done about the mechanical structure of the Lewis County bookmobile. Next year it will need a new transmission, differential, and new engine. They are considering a larger gas engine or diesel engine. Mr. Law asked if any thought has been given to large gas tanks. Mrs. Barton said they have but the problem is that with the bookmobiles, they would need three locations. The problem in Lewis County is that traditionally, the County Commission has refused to allow Timberland to buy gas at the county pumps. Apparently there is no problem in Pacific County or Thurston County. Chairman Keiski said that he has noticed that the state is going into the gasahol experiment and he is wondering if Timberland might be considered for testing. Joyce Nichols said that one consideration is switching to propane and that the vehicle can also use gas. Mrs. Barton said she has been advised that this is not a good way to go and that mechanics are behind on the orders for conversion.

Mrs. Barton further reported that Centralia will have a new Mayor in the fall since Mayor Naismith has said he will not run again. Also the incumbent mayor of Raymond has resigned. His replacement will only finish out the term. Local Raymond people anticipate that former Mayor, Mr. Briggs, will run again. He is currently Manager of the Port of Willapa Harbor.

(3) Assistant Director for Public Services - Mary Stough

Mrs. Stough's written report was in the folders. Chairman Keiski commented that between Mrs. Stough's report and Mrs. Barton's report on population growth and the memo to Board regarding long range planning for an automated circulation system, that the Trustees should start getting something more definitive on this in terms of a critical path.

(4) Assistant Director for Central Services - Sally Loken

Ms. Loken reported that she expects to have for the Board by next week or the week after the rest of the cost for an automated circulation system and the cost to run it. She is working on a flow chart and analyzing various methods used in the district and how they will be changed. Staff recently met with Ray DeBuse discussing costs of this system. Ms. Loken said it will cost a lot of money, but the more staff learns about it, the more they are convinced that it is something that has to be done.

- 3C(4) Ms. Loken further reported that two workshops for staff were recently held on MARC which is Machine Readable Cataloging format. The last training session on the terminal was held today. The system costs are going up and staff will have to keep a lid on this for the balance of the year.

Ms. Loken said that she, Virginia Barton, Barbara Durney, and Suzanne Rowe have all been involved in revising the Procedures Manual which is a district-wide manual explaining how everything is done in Timberland. They are also working on procedures for the new person who will be going out and retrieving overdue materials. They have had good results so far since this new position has been added. The staff member has been working on interlibrary loan overdues and overdue books that are in high demand. Timberland is getting back not only its books, but books from various schools and even from other states. This has resulted in a spinoff which other types of libraries are appreciating. Sally Loken said that Mike Oakland wrote an excellent article regarding this in the Daily Olympian. At least three libraries in the state are watching this process to see how it works for Timberland. Staff is keeping statistics. Ms. Loken reported that the person in this position seems to have a good telephone technique as he has not actually had to go out and retrieve a book yet.

Mrs. Voege asked how it is determined which books he will go after, because it seems that in libraries there is personal touch with patrons and that this might result in favoritism. Ms. Loken said there will be discretion and good sense used. Staff members are being particularly careful about how they are handling children's overdues as they do not want to frighten the children or discourage them from using the library. Mrs. Barton pointed out that Timberland staff is treated the same way as any other person when it comes to checking out materials and overdues. Jay Windisch of Aberdeen staff reported that the retriever seems to be more successful in getting books returned to Aberdeen than Aberdeen staff has been. Dorothy Voege said she was "aghast" at the high percentage of overdues and overdue notices that are sent out. Mrs. Morrison said that it is expensive and that this money could be better used for other things. Mr. Ayres reported that he has been receiving quite a bit of money in the Imprest Fund as a result of this since people are paying faster for lost materials. Ms. Loken explained that when the retriever calls patrons, he tells them that the book must be returned within the week and if not, he will call on them which will require a \$10 fee in addition to payment for the book, if it is lost.

(5) Business Manager - Joy W. Ayres

Mr. Ayres said he has prepared the flow charts for the Board this month rather than a written report. Timberland has earned \$8,109.36 interest from investments with an expenditure of \$659.23. Expenditures through June are \$1,488,282.21 which is 48% of the budgeted amount for operation of \$2,886,558. Revenue is \$1,449,933.78 which is 52% of the budgeted amount of \$2,795,357. Second quarter city contract fees are in with the exception of two cities. Mr. Ayres reviewed the charts as follows:

3C(5) REVENUE

- 310 - General Property Taxes - Received in June \$230,036, for a cumulative total through June of \$669,884 which is 52% of the budgeted amount of \$1,281,792.
- 311.50 - Forest Excise Tax - Received in June \$54,885, for a cumulative total of \$277,878, which is 50% of the budgeted amount of \$553,484.
- 335.40 - State Forest Yield - Received in June \$1,057, for a cumulative total of \$2,126 which is 14% of the budgeted amount of \$15,000. He said that Mrs. Morrison is going to call the Department of Natural Resources and find out what the future is in this category for the rest of the year.
- 338.72 - City Contracts - Received in June \$116,017 for a cumulative total of \$431,183, which is 56% of the budgeted amount of \$768,000.
- 364 - Sales of Fixed Assets - Received no money in June; cumulative total is \$18,346 which is 52% of the budgeted amount of \$35,300.
- 369 - Other Miscellaneous Revenue - Received in June \$12,406 for a cumulative total of \$50,516 which is 36% of the budgeted amount of \$141,781.

EXPENDITURES

- Personal Services - Expended in June \$150,039 for a cumulative total of \$923,422; budgeted \$2,005,976 - 46%.
- Supplies - Expended in June \$9,241 for a cumulative total of \$46,058; budgeted \$88,501 - 52%.
- Other Services - Expended in June \$38,737 for a cumulative total of \$306,696; budgeted \$337,566 - 61%.
- Capital Outlay - Expended in June \$48,423 for a cumulative total of \$211,422; budgeted \$454,815 - 46%.
- The expenditures according to BARS are as follows:
- 10 - Administration - Expended in June \$30,614 for a cumulative total of \$155,684; budgeted \$319,727 - 49%.
- 21- Public Services - Expended in June \$182,887 for a cumulative total of \$1,029,915; budgeted \$2,224,705 - 46%.
- 22 - Organization of Materials - Expended in June \$23,741 for a cumulative total of \$131,779; budgeted \$229,061 - 58%.
- 50 - Facilities - Expended in June \$7,742 for a cumulative total of \$67,743; budgeted \$107,365 - 63%.

In the North Mason budget they have expended in June \$6,331 for a cumulative total of \$99,359; budgeted \$292,870 - 34%.

Chairman Keiski commented that he likes to see the flow charts periodically as it helps Board members focus on where they are in the budget.

4 Correspondence

- A. Letter from North Mason Friends of the Library dated 6/19/79 re cooktops and refrigerator for North Mason Library

Mrs. Morrison read the letter as follows:

"Re: Provide & install 2 cooktops and 1 refrigerator, as shown on the contract drawings, complete with necessary wiring, cost charge \$631.00 refer alternate 12 of bid documents:

The North Mason Friends of the library have had a motion made, seconded and passed; that we will pay for the purchase of above cooktops & refrigerator & installation of same at the cost charge quoted as \$631.00.

Please; will you see that the above described is done for us."

Signed Sharon McKnight, Secretary
North Mason Friends of the Library

Mrs. Morrison said that the Change Order for this had already been approved by the Board.

The meeting was recessed at 8:55 p.m. and reconvened at 9:10 p.m.

5 Unfinished Business

- A. Resolution re Travel/Mileage/Per Diem

Mrs. Morrison said that Bob Baker and Don Cox had been appointed at last month's meeting to work with her on better language in this resolution. Both met with her and it was agreed that Don Law should work with her instead since he is closer. However, they could not arrange their schedules to get together. Jane Smith worked with her on it today and Mrs. Morrison read it to Mr. Law on the phone. Mr. Law said he is impressed with the brevity of the resolution and it appears to be simple to understand. He had suggested at last month's meeting that they tie in with the state system in the sense that there is a re-evaluation by the state always upward. That way the Board would not have to keep amending the resolution. However, he thinks that the state system right now is too slow and the Board can be more responsive, and they should keep in mind always any increases in mileage and per diem. There was discussion on paragraph 3 in the resolution and it was agreed that the Board would continue with the Agenda and come back to this matter later.

- B. Lease for White Pass Library

79-76

BOB BAKER MOVED TO APPROVE THE LEASE FOR THE WHITE PASS LIBRARY AS REVISED BY ATTORNEY JANE SMITH; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

- C. Montesano Roof

Mrs. Morrison suggested that the Board put a \$1,200 limit on the roof repair and authorize her to contact Mr. Crites to go ahead with this repair. She has already written to Mr. Crites requesting his estimate

5C of the repair.

79-77

ALICE HARRIS MOVED THAT MRS. MORRISON BE AUTHORIZED TO PROCEED WITH REPAIR OF THE MONTESANO LIBRARY ROOF AND THAT A LIMIT OF \$1,200 BE SET FOR SAID REPAIR; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

D. Formal approval for Change Order #5 for underground power service for North Mason Library

Mrs. Morrison said she needs the Board's formal authorization for her to sign this Change Order. The cost for underground power service is \$1,213 less \$150 to delete overhead power service to the building; there is an additional charge of \$59 for an electrical outlet to the check-out counter which had apparently been overlooked, for a total of \$1,122, which does not include Washington State Sales Tax.

79-78

BOB BAKER MOVED FOR APPROVAL FOR CHANGE ORDER #5 FOR UNDERGROUND POWER SERVICE FOR NORTH MASON LIBRARY IN THE AMOUNT OF \$1,122; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

E. Service drop for West Olympia

See Agenda Item 3C(2).

6

New Business

A. Washington Library Network Contract Extension

Mrs. Morrison said that this is the standard annual extension which comes with the adoption of the new charges for the Network. She recommended that the Board authorize her to sign this Contract Extension and forward it to the State Library as soon as possible. Mr. Baker asked how much the cost increase is. Ms. Loken replied it depends on the use of the system. \$48,000 is budgeted for 1979 and staff is trying very hard to stay within that budget.

79-79

SHIRLEEN JOHNSON MOVED TO AUTHORIZE MRS. MORRISON TO SIGN THE WASHINGTON LIBRARY NETWORK CONTRACT EXTENSION; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Formal approval for L.S.C.A. Grant request for West Library Service Area

79-80

BOB BAKER MOVED TO APPROVE THE L.S.C.A. GRANT REQUEST FOR WEST LIBRARY SERVICE AREA FOR IN-SERVICE TRAINING AND COMMUNICATIONS; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

C. Authorization for Change Order re changes for area in front of North Mason Library

Mrs. Harris said that it has been recommended that Option B should be used for the area in front of the North Mason Library.

79-81

ALICE HARRIS MOVED TO APPROVE CHANGE ORDER OPTION B FOR THE AREA IN FRONT OF THE NORTH MASON LIBRARY; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Resolution re Travel/Mileage/Per Diem

Mr. Law recommended the following change in this resolution:

Paragraph 3 should be changed from "If a staff member is instructed/authorized to attend meetings/conferences outside the library district when the staff member is not in per diem status, the following meal limitations shall apply:" to "If a staff member attends meetings when not in a per diem status, a subsistence for meals shall be provided when authorized in advance by the Director with the following limitations:" Also, he recommended that paragraph (3) (d) should read "Actual cost of banquet meals" and that "PROVIDED authorization has been obtained in advance" should be deleted.

Mr. Law said a resolution from the Board should be broad and it should be up to the Director to be responsible for the budget. Mrs. Harris agreed.

79-82 DON LAW MOVED TO ADOPT RESOLUTION NO 79-11 AS REVISED RE TRAVEL/MILEAGE/PER DIEM; ALICE HARRIS SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Chairman Keiski asked for comments from anyone in the audience. Mr. Law also said that he encourages anyone in the audience to make comments during the meeting.

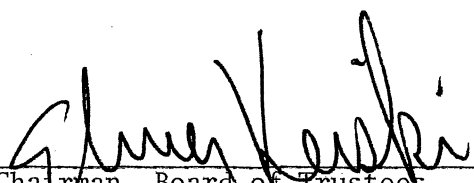
Chairman Keiski said they overlooked one item and that is giving Mrs. Morrison and Mr. Ayres authority to sign vouchers for materials. Mrs. Morrison said they will need to draft a resolution for next month's meeting.

Chairman Keiski announced that the next Board meeting will be August 23, 1979.

The Board went into Executive Session to discuss a personnel matter.

There being no further business, the meeting adjourned at 10:00 p.m.


Secretary


Chairman, Board of Trustees