

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Winlock Public Library, 322 1st St., Winlock, WA 98596

February 21, 1980

M I N U T E S

BOARD MEMBERS PRESENT:

Alice Harris, Chairperson - Mason County  
Elmer F. Keiski - Thurston County  
Paul Polillo - Pacific County  
Robert M. Baker - Lewis County  
Dorothy Voege - Grays Harbor County  
Shirleen Johnson - Member-at-Large  
Donald L. Law - 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  
Alice Blenn, CLA II, Winlock  
Su Chapple, North Mason Librarian  
Michael Crose, Business Manager  
Jeanette Davis, Winlock Librarian  
Harriet Lamb, Young Adult Services Coordinator, Hoquiam  
Tom Mayer, Supervisor-Personnel Administration  
Edmunda Waller, CLA I & Substitute, Winlock  
  
Jane Dowdle Smith, Timberland Attorney  
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Arlene Bay, Winlock Library Board  
Floy Blum, Chairperson, Winlock Library Board  
Harold Brown, Mayor of Winlock  
Susie Burrington, Winlock Library Board  
Tisha Ribar, Teacher, Winlock  
Violet Smith, Packwood

Mrs. Harris called the meeting to order at 7:30 p.m. She thanked the Winlock Library Board for the invitation to meet at the Winlock Library and for the dinner which preceded the meeting. Mrs. Blum, Chairperson of the Winlock Library Board, welcomed everyone and said that the Winlock Friends of the Library also helped with the dinner. Introductions were made.

AGENDA ITEM

NO.

- 1 Opening of Bids for 1971 Matador

Mrs. Harris opened a bid in the amount of \$315 from William D. Mayoh. This was the only bid received. Mrs. Morrison said that Mr. Mayoh is an employee of Timberland but he had no part in the decision to declare this vehicle surplus. Mrs. Morrison recommended that the Board accept this bid.

1

80-8 PAUL POLILLO MOVED TO ACCEPT THE BID OF \$315 FROM WILLIAM D. MAYOH FOR THE 1971 MATADOR; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

2 Approval of Minutes of the January 17, 1980 Meeting

80-9 SHIRLEEN JOHNSON MOVED TO APPROVE THE MINUTES OF THE JANUARY 17, 1980 MEETING; DOROTHY VOEGE SECONDED THE MOTION.

Mrs. Harris requested an addition to the January 17, 1980 Minutes on page 5 in the second paragraph. She asked that it be noted that she had asked Mrs. Morrison, if she has time this year, to complete the TRL study that she did an outline for and which Mrs. Morrison referred to as an "enabling document."

MOTION CARRIED UNANIMOUSLY.

3 Approval of Vouchers

Mrs. Morrison corrected a statement she made at the January Board meeting regarding Allcare Janitorial Service at Belfair. The building is cleaned once a week rather than three times a week. Mrs. Harris stated that the janitor does not charge by the hour but charges a flat rate and she works at it until she is finished. Mrs. Morrison said also that the janitor furnishes her own cleaning supplies according to Timberland's specifications.

Mrs. Voege questioned voucher #5958 to Overall Laundry Services in the amount of \$48.18. Mrs. Morrison stated that this is for the rags used in the reprographics area. Shirleen Johnson asked if vouchers #5950 and #5951 to Mason County Engineer and Mason County Garbage Co. were for both the North Mason and South Mason Libraries. Mrs. Morrison said that #5950 is for fuel for the bookmobile at South Mason. Mr. Crose stated that #5951 is for garbage pickup at both North Mason and South Mason Libraries. Mrs. Harris questioned voucher #6082 to Elaine Day LaTourelle & Associates in the amount of \$86.61. Mrs. Morrison said that this is for travel and telephone costs and possibly some postage costs. She reminded the Board that the contract with LaTourelle covers expenses also. Mrs. Johnson asked if this is the last payment to LaTourelle and Mrs. Morrison said there may be one more inspection trip.

80-10 DOROTHY VOEGE MOVED TO APPROVE VOUCHERS #5898 THROUGH #6083 IN THE AMOUNT OF \$107,640.06; ELMER KEISKI SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

4 Reports

A. Report of Attorney re 1978 damaged 16mm projector - Jane Dowdle Smith

Mrs. Smith reported that she has written the gentleman several times regarding this matter. She also sent a certified letter and he would not accept it. Therefore, she is in the process of garnishing his wages to collect on this judgment.

4 B. Board Members

(1) Legislative Day February 13, 1980 - Alice Harris

Mrs. Harris reported that she thought this meeting with legislators was worthwhile. Bob Shirley spoke to them either before they were scheduled for lunch with legislators or before meetings which were set with legislators. Mr. Shirley appreciated those Trustees and Friends who came because he is there all the time asking legislators for support. Two Friends of the North Mason Library also were there. They did not have lunch with their legislator but did have an opportunity to speak with their Senator and he assured them that he would back the Senate Bill. They left messages with representatives and received word from one representative's wife and one secretary that they were in favor of and would back the library bills.

Mrs. Harris reported that Karen Goettling from the State Library did a good job in setting up the legislative day. Mrs. Harris encouraged everyone in the various districts to become aware of library legislation and to talk to legislators. During the time they were in the reception room several representatives spoke to them. Mr. McDermott pointed out to them that there are several people working in the House that do not use libraries. He said that until recently, he had not been aware that there were problems in the library world. Mrs. Harris reported that the bill to make up the \$266,000 for the blind and handicapped service seems to be in good shape. Mrs. Morrison stated that this has passed in the House and is now in the Senate. Mrs. Harris said that the Senate Bill for public library funding does not involve any money this year but would provide a method for distribution of state financial assistance to public libraries. Mrs. Morrison stated that Senate Bill 2667 is dead in this session but there is still hope that the Senate will pass the bill as an amendment to the library service to the blind and physically handicapped. Mr. Keiski asked if it would be in order for staff to do a study paper on the impact of a possible change in forest excise tax. Mrs. Morrison stated that it would mean a loss of \$83,262 to Timberland based on 1979 revenue. Total loss to library districts in the state would be about \$143,000. Mrs. Morrison said she would send this information out to Trustees.

(2) North Mason - Don Law

Mr. Law said he has been unable to get to North Mason in the past month. He has walked this additional six acres and he is in favor of accepting this land from the Friends. He sees no potential liability which would arise in accepting this land. He recommended that the Board accept this gift from the North Mason Friends

7 New Business

A. Land Gift from North Mason Friends

80-11

DON LAW MOVED THAT THE TRUSTEES ACCEPT THE GIFT OF SIX ACRES FROM THE NORTH MASON FRIENDS; PAUL POLILLO SECONDED THE MOTION.

Mr. Law said that as he understands it the Friends wish the area left as is. He asked what the communication has been regarding this offer. Mrs. Harris stated that she brought this before the Board at the January

- 7A meeting on behalf of the Friends. Mrs. Morrison said that there has been some discussion previously by the Friends to put in nature paths.

MOTION CARRIED UNANIMOUSLY.

4 Reports

C. Staff

- (1) Library Director - Louise E. Morrison

Mrs. Morrison said that she has covered everything in her weekly memos to the Board and has nothing further to report at this time.

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

Mrs. Barton's written report was in the Board's folders.

- (3) Assistant Director for Public Services - Mary Stough

Mrs. Stough introduced Harriet Lamb, who is Coordinator of Young Adult Services. Mrs. Lamb stated that the Board has her written report in their folders.

Mrs. Lamb reported that the Young Adult Services Committee is made up of Judy DuPuis, Centralia; Marian Osterby, Service Center; Betty Sholund, Centralia; Patsy Humphres, South Mason; and herself of the Hoquiam library. She said that it is well worth the time, effort and money that goes into young adult services since young adults are the voters of tomorrow and will have a say in the policies of the future. Mrs. Lamb cited some statistics--1/5 of the total population are young adults; a recent survey in California found that about 60% of the library users were young adults; an earlier study had shown 93% of young adults interviewed used the library as opposed to 27% of those in the 41 to 64 age range. Young adults are considered to be between the 7th and 12th grades.

Mrs. Lamb said that young adults, as well as parents and adults who work with young adults, need all the help they can get and that the library as a community resource should respond to this challenge and provide an environment where they will feel welcome. Staff members who work with young adults need a broad knowledge of services available through the library and other agencies in the community. Libraries must provide staff members who are trained in reference work, good reader background, have patience and are good listeners. School curricula have become more sophisticated in the last several years. Demands for current material to fill individual study assignments and school reports means that staff has to be constantly aware of new materials and trends. Students are not always sure what they want and the wrong approach can turn them off libraries forever.

Mrs. Lamb said that to serve young adults better, services are sometimes taken to schools. Staff members give book talks on special subjects to students, teachers and school librarians. Mrs. Lamb said this contact is important for Timberland staff since they find out what the students are reading and what they need to fill their school reports. Book talks

4C(3) are given at detention centers and paperbacks are made available. Timberland staff has trained students and school staff in the use of microfiche. Mrs. Lamb said that often it is suggested that a student representative sit on the city library board. Where this has been done it has been successful. A student representative can make recommendations and it gives a student the opportunity to see how a community operates a city department and how libraries are funded. In Hoquiam, where they do have a student representative, two surveys were done by the student, the student compiled the answers and brought the results before the Hoquiam library board.

Mrs. Lamb said programming for young adults is very demanding. Programs must be exciting, short, topical and free. Also the programs must be of little cost to the library because no money is available. A program that is a success in one area may not be successful in another area. Mrs. Lamb reviewed some of the programs given for young adults in Timberland which have been successful. In the five counties, in grades 7 through 12, just in public schools, there are 11,923 students in Thurston County, 2,774 in Mason County, 6,586 in Grays Harbor County, 1,618 in Pacific County, and 5,551 in Lewis County. Mrs. Lamb referred Board members to the table in her report of students in grades 7 through 12 who are enrolled in Title I reading program in the five Timberland counties which is for students measurably low in reading skills. The higher the grade, the lower the number of students in the program and this is because of the drop-out rate of the students.

Mrs. Harris thanked Mrs. Lamb for her report.

(4) Assistant Director for Central Services - Sally Loken

Ms. Loken's written report on the ALA Mid-Winter Meeting in Chicago had been previously mailed to Board members. Mr. Keiski asked what has come about in ALA in terms of thinking of a political action committee. Ms. Loken said there was nothing discussed at the ALA meeting which would provide a new direction in political promotion of libraries. It was a strengthening of the ability of the ALA Washington office to get on with the recommendations of the White House Conference on Library and Information Service. Ms. Loken said one of the major things was getting the National Library Act Bill. This is still being developed. Mrs. Barton pointed out that the Washington Library Association and the Washington Library Media Association are going to combine in a political action committee in Washington State. Ms. Loken said there is a legislative day scheduled in April when all state library associations and all organized library groups are urged to either come to Washington, D.C. to help lobby or send contributions to help support those who do come.

Mr. Law asked what kind of communication is coming from the WLA lobbyist. Ms. Loken said there is a toll-free hotline available. Mr. Law asked if he could inquire directly of someone which legislators he should talk to, which ones are for libraries, which ones are against, and which ones are "on the fence." Ms. Loken said the lobbyist could furnish that kind of information and several library staff should also be able to furnish that information. Mrs. Harris suggested that Bob Shirley come back and talk to the Trustees again. Mrs. Johnson said the legislative day was a good thing and so is the hotline, but the best thing to do is write to the legislators. Mr. Law asked if the Washington Library Association

- 4C(4) is doing anything about getting to those legislators who are against libraries. Ms. Loken said this is being done but it is still up to the people living in those districts to write to their legislators. Mrs. Harris said that if the legislators in the Timberland area feel enough pressure for libraries, they can put pressure on other legislators. Ms. Loken said that quite often negative votes come from legislators in districts which are under-developed in libraries.

Mr. Keiski asked about the position of an Assistant Secretary for Library and Information Services which is being proposed in the Department of Education. Ms. Loken said this came out of the White House Conference through a resolution passed by delegates to the White House Conference and the American Library Association passed a resolution endorsing this position. Mr. Keiski asked who they should write to if they wish to support this concept. Mrs. Harris requested that Mrs. Morrison inform the Trustees in memo on how to support this position.

(5) Business Manager - Michael Crose

Mr. Crose said all payments for 1979 from contract cities are in. He requested that Trustees make a correction in his written report under expenditures. In the supplies column, it should state repair and maintenance supplies rather than repairs and maintenance.

5 Correspondence

- A. Letter from Grays Harbor County Commissioners confirming Paul Polillo's appointment

Mrs. Morrison said they have not received confirmation from Thurston County as yet. Mrs. Harris read the letter from Grays Harbor County Commissioners as follows:

"Pursuant to your request of January 10, the Board of County Commissioners for Grays Harbor County confirmed the appointment of Paul Polillo to a seven-year term on the Timberland Regional Library Board of Trustees."

6 Unfinished Business

- A. Approval of Grant from Washington State Arts Commission  
No. MINI AD-T-227

Mrs. Morrison said that the Board has previously authorized staff to seek this grant for \$450 for performances by the Mica Mime Troupe in March. She requested that the Board move to authorize Mrs. Morrison to sign the contract with the Washington State Arts Commission.

80-12

BOB BAKER MOVED TO AUTHORIZE MRS. MORRISON TO SIGN THE CONTRACT WITH THE WASHINGTON STATE ARTS COMMISSION FOR GRANT NO. MINI AD-T-227 FOR PERFORMANCES BY THE MICA MIME TROUPE IN MARCH, 1980; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

- B. Acceptance of North Mason Building "Substantial Completion"

Mr. Law said it is his understanding that the Building Department is to

6B inspect the electrical and plumbing work prior to sheetrock being put on. Apparently the "cover" was already on when the inspector came to inspect the electrical and plumbing work at North Mason. The inspector will approve it in the sense that Timberland can use the building, but it will be a conditional approval. Su Chapple, North Mason librarian, stated that the state electrical inspector and the electrical contractor are both expected at the library on Monday. There have been problems with the lighting going on and off at will, noises and lights falling out. She said it is frustrating because the electrical contractor comes back and "fixes" the problems but they are not fixed and she cannot get any answers from him as to why they are having these problems. Mr. Keiski suggested that depending on the report on Monday, if the lighting is still not satisfactory, then Timberland's attorney should write a letter to the general contractor and the electrical contractor advising them of the problems, that Timberland wants the problems taken care of, and that the subcontractor should cease making inane comments to staff. Mr. Law said that staff should not have to bear the pressure of these problems. He said that when the sheetrock was put over the wiring that had not yet been approved, that is the general contractor's responsibility. Mr. Law recommended that they not surrender any more money until these problems have been taken care of. He suggested that the letter from Timberland's attorney clearly indicate that any questions regarding this should be directed to the Board of Trustees. Mrs. Harris said that personally she would like to see no more money paid until every single detail has been taken care of. It was agreed that the Board would wait until the electrical inspector and the electrical contractor come to the library on Monday and depending on how that turns out, they may ask Jane Smith to write a letter.

C. Formal Acceptance of Service Center Roof and Guarantee From Arctic Foam

Mrs. Morrison has discussed this roofing guarantee with several people in the roofing business and she has been advised that this is a standard roofing guarantee and the Board will not be able to get a better one. If contents are destroyed in the building because of a leak which may develop in the roof, then Timberland's insurance would not cover that type of damage nor would the roofing company. If there is structural damage to the roof due to a natural disaster, then Timberland's insurance would cover the damage done to contents inside the building. Mr. Law suggested checking into how much it would cost for coverage to building contents in the event the roof leaks. Mrs. Voegel asked what the projected life of the roof is. Mrs. Morrison said it is her understanding that the roof should last 10 to 15 years before it will have to be resurfaced. Mrs. Morrison recommended that the Board accept the roof and guarantee from Arctic Foam so that the contractor can release his retainage funds.

80-13

DON LAW MOVED THAT THE BOARD GRANT FORMAL ACCEPTANCE OF THE SERVICE CENTER ROOF AND GUARANTEE FROM ARCTIC FOAM; PAUL POLILLO SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

The meeting recessed at 8:50 p.m. and reconvened at 9:00 p.m.

6 Unfinished Business

D. Resolution Amending 1980 Budget

80-14

BOB BAKER MOVED TO ADOPT RESOLUTION NO. 80-2 AMENDING THE 1980 PRELIMINARY BUDGET SETTING THE BUDGET AT \$3,281,646; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison said that this resolution and copies of the budget will be sent to the five counties by certified mail.

7 New Business

A. Land Gift from North Mason Friends

This matter was discussed in agenda item No. 4B(2). Mrs. Harris requested that Mrs. Morrison write a letter to the North Mason Friends advising them that the Board has accepted the gift of the six acres.

B. Memorandum of Understanding re Use of Vacation Leave Between Timberland Regional Library and Timberland Regional Library Staff Association

80-15

SHIRLEEN JOHNSON MOVED TO APPROVE THE MEMORANDUM OF UNDERSTANDING REGARDING VACATION LEAVE BETWEEN TIMBERLAND REGIONAL LIBRARY AND TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION; BOB BAKER SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

C. Contract with General Administration for SCAN Lines

Mrs. Morrison said that last fall she had mentioned to the Board that the State Library Commission recognized the fact that if their budget did not get passed as submitted, they would have problems continuing to fund the SCAN lines for major public libraries in the state. At this point, their budget is getting tighter and SCAN line support is one of the things which has had to be cut out of the Commission's budget. Mrs. Morrison stated that Mrs. Barton has been discussing this with Len Trautman of General Administration who handles SCAN lines for the state. Mrs. Barton has recommendations for places where Timberland would put in SCAN lines and arrangements must be made soon since the Commission will no longer fund SCAN for public libraries as of June 30. Mrs. Morrison recommended that Timberland enter into an Agreement for Scan Services with the State Department of General Administration. Mrs. Barton said that she recommends that SCAN lines be placed at Aberdeen, Hoquiam, Centralia, possibly Chehalis, the Service Center and Raymond. She doesn't recommend SCAN lines at Olympia, Lacey and Tumwater since they are in the immediate area and toll free to the Service Center. She doesn't recommend it for smaller libraries either since they are open only 20 hours. Mrs. Barton said they can make arrangements in the planning to relay calls from one library to another and by means of the SCAN lines they can contact them back again at a cheaper rate. She said there are ways Timberland can structure use of long distance calls to try to get as much use of the SCAN lines as possible. Mrs. Morrison said this is a standard agreement for governmental entities to contract for the SCAN service and Timberland can only save money by doing it. She said if Timberland tries to pick up the cost of long distance



7C calls without SCAN, the phone bills will go up a great deal. Mrs. Barton said that it is recommended that at locations where Timberland does install SCAN lines, that they also put in Olympia extended service on those lines.

80-16 PAUL POLILLO MOVED TO ENTER INTO A CONTRACT WITH GENERAL ADMINISTRATION FOR SCAN LINES AND THAT MRS. MORRISON BE DIRECTED TO SIGN THE CONTRACT AND COMPLETE ARRANGEMENTS; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

D. Liability Insurance Limit Increase

Mrs. Harris referred Board members to the copy of the letter from Isdell-Plemmons & Associates, Inc. Mr. Baker asked if anyone saw a need for the increase. Mr. Law stated that there is absolutely a need for it and he suggested that the Board consider raising it even more in the future since the cost would probably be minimal and requested that Mrs. Morrison check into the cost of raising this to \$5,000,000.

80-17 SHIRLEEN JOHNSON MOVED TO INCREASE THE LIABILITY LIMITS FROM \$1,500,000 TO \$2,000,000 WITH AN ADDED COST OF \$350 ANNUALLY; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

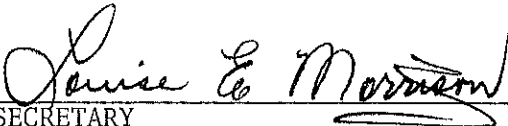
E. Certificate of Appreciation for Ronald Bell, Aberdeen Board

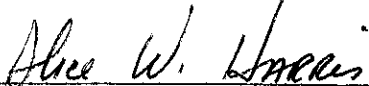
Mrs. Morrison said that Mr. Bell has served two full terms on the Aberdeen Library Board and has done a fine job and provided excellent leadership. Mrs. Harris signed a Certificate of Appreciation and it was requested that Dorothy Voege present the Certificate to Mr. Bell.

Mrs. Voege, on behalf of the Board, thanked Harriet Lamb for taking the time to come to the meeting and report to them. Mrs. Voege pointed out that Mrs. Lamb has been with the library district for over 10 years and has developed the Young Adult program. She said that Mrs. Lamb has received plaudits from school people who are grateful for this kind of program, and she has done a lot to awaken the interest in books and libraries and reading in Grays Harbor County. Mrs. Voege said that by listening to Mrs. Lamb you can catch a sense of her awareness and her enthusiasm for what she has done. Mrs. Voege said she has heard nice things about Mrs. Lamb.

Mrs. Harris reminded Board members of the Trustee Workshop in Centralia on Saturday, March 1, from 9:30 to 4:30. She also reminded Board members of the next regular Board meeting on March 20 at the Service Center. Mrs. Harris said the April 17 Board meeting will probably be at the Aberdeen Library. Mrs. Voege will firm this date with the Aberdeen Board and she said it will be a dinner invitation as well. Mrs. Harris asked Board members to keep in mind the WLA conference in Spokane May 7-10, and the PNLA conference in Calgary August 6-9.

There being no further business the meeting adjourned at 9:20 p.m.

  
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SECRETARY

  
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CHAIRMAN

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Winlock Public Library, 322 1st St., Winlock, WA 98596

February 21, 1980

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