

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

March 20, 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  
Donald L. Law - Member-at-Large

BOARD MEMBER EXCUSED:

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  
Michael Crose, Business Manager  
Judy Green, Book Selection Coordinator  
Tom Mayer, Supervisor-Personnel Administration  
Joyce Nichols, Tumwater Librarian  
Chris Peck, Hoquiam Librarian  
Therese Rice, Audio-Visual Technician  
Mary Russell, Lacey Librarian  
Betty Sholund, Centralia Librarian  
  
Jane Dowdle Smith, Timberland Attorney  
Liane Bascou, Board Recording Secretary

Mrs. Harris called the meeting to order at 7:45 p.m.

AGENDA ITEM  
NO.

- 1 Approval of Minutes of the February 21, 1980 Meeting
  
- 80-18 DOROTHY VOEGE MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 21, 1980 MEETING; PAUL POLILLO SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.
  
- 2 Approval of Vouchers  
  
Payroll vouchers for the month of February, 1980 amounted to \$172,501.25 which are approved by the Director and the Business Manager. Mr. Keiski questioned voucher #6155 to Platt Electric Supply Co., Portland, Oregon, in the amount of \$1,305.15. Mr. Crose stated that this is for audio-visual supplies for a year. Therese Rice said that Timberland owns

2 over 50 16mm projectors, close to 50 microfiche readers, about a dozen microfilm readers, and slide, filmstrip, and overhead projectors. She said they only buy six lamps at a time for the microfilm readers since they are quite expensive. They save money by buying in quantity. Mr. Keiski asked if there was a local dealer they could purchase these items from. Ms. Rice stated that they cannot get a better price than from Platt Electric, which is through the state contract.

Mrs. Harris questioned voucher #6148 to Pacific Northwest Bell and asked what this covers. Mr. Crose stated that this is for all the telephones serviced by Pacific Northwest Bell. Mrs. Morrison noted that voucher #6168 to James L. Stoker in the amount of \$345 shows the increase in rental from \$300 to \$345 per month per contract. Mr. Crose brought the Board's attention to voucher #6194 to the Washington Library Network in the amount of \$11,252.48 and stated that this is for two months. Mrs. Morrison said that it also includes about \$2,000 for production of TRL's custom catalog update. Mr. Law questioned voucher #6270 to University Microfilms International in the amount of \$4,525.70. Mrs. Morrison stated that this is for periodicals on microfilm which are much easier to store and are much more accessible. These are available at the Aberdeen, Centralia and Olympia Libraries, which are the three reference centers.

80-19

ELMER KEISKI MOVED TO APPROVE VOUCHERS #6084 THROUGH #6274 IN THE AMOUNT OF \$93,705.01; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Report of Attorney - Jane Dowdle Smith

Mrs. Smith reported that she is still trying to find the man who damaged the Tumwater projector so that she can serve garnishment papers on his employer. She said she had garnishment papers prepared and found out that he had quit his job and this time she is preparing the papers without putting in the employer's name and will fill that in as soon as her "detective" finds out where the man is working.

B. Board Committee Reports

(1) Trustee Workshop March 1, 1980

Mrs. Harris reported that four Timberland Trustees (Paul Polillo, Shirleen Johnson, Dorothy Voegel, and herself) attended this workshop. Mrs. Voegel was part of the program. Mrs. Harris said there were about 50 in attendance and she thought that everyone felt it was worthwhile. Mr. Law asked if most of those in attendance were from Timberland, and Mrs. Harris stated that there was a good representation from Timberland local boards but there were several other libraries represented also. Mr. Polillo said he personally gained a lot from this workshop since he is a new Trustee. He especially appreciated the opportunity to talk with other people who share the same problems. Mrs. Harris said she felt that one advantage of having workshops is having the opportunity to get a chance to talk with people about problems.

3B

(2) North Mason

Mr. Law reported that Mrs. Morrison had talked with him on the telephone and as a result of the telephone conversation, Jane Smith sent a letter to the general contractor regarding the electrical problems. Mr. Law said he was pleased with the letter and the response. Mrs. Harris said there are still several things which need to be done. They are in the process of making inquiries into exterior lighting. She said that after the annual Friends of the Library meeting, which was held at night, it was impossible to see the parking lot and she is convinced that something must be done about the exterior lighting. Mr. Law said that from what he understands the meeting room is being utilized. Mrs. Harris said the meeting room has been very well received and the stove is being used. Mrs. Morrison referred Board members to the February 1980 circulation report and noted that North Mason's circulation has increased by 74.5% over the same month last year.

C. Staff

(1) Library Director - Louise E. Morrison

Mrs. Morrison stated that there are several items she would like to speak to as they come up on the agenda. She reported that King County Library System lifted its 106% limitation with a 67.2% majority. She stated that Jefferson County Library will be seeking a contract for some services from Timberland similar to what Timberland has been providing in the past. There is a meeting scheduled with Sharon Bodkin, Jefferson County Library Director, to work out the details. Mrs. Morrison further reported that North Olympic Library System has announced the arrival of its new Library Director, Theresa J. White, who is from St. Louis, Missouri. Mrs. Morrison stated that Pierce County Library is going to attempt to lift its 106% limitation.

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

Mrs. Barton's written report was in the Board's folders. Staff is pursuing communication with Washington Public Power Supply System regarding Satsop impact. Mr. Law asked Mrs. Barton for further information on this. Mrs. Barton said that under the law, WPPSS is supposed to reimburse any public agencies impacted by WPPSS-related growth in population. WPPSS is supposed to provide information needed to base planning on. Mrs. Barton said WPPSS has done a poor job of this and Timberland is not the only agency which is having problems obtaining this information. She said that Mrs. Morrison wrote two letters several days ago and there has been some response and staff is hoping that WPPSS will follow through with some information. Mrs. Barton said that Timberland cannot make a claim unless the library has information to work from. WPPSS claims that they give a questionnaire to all their employees but these questionnaires are not always returned. Also, many of the employees are living in motels while trying to find permanent residences so the information is no longer accurate. Employees come and go and are hired and rehired depending on what phase of construction the project is going through.

Mrs. Barton further reported that there will be an attempt in Mason County to arrange a meeting with people from the Highway Department to

3C(2) see what can be done about the road past the South Mason library before there are some fatalities. Mr. Law said they should not be optimistic about getting any substantial improvement on this. He suggested that they make inquiries at Washington Corrections Center and the school to stagger the times that employees and students leave. Mrs. Morrison asked if the Board would like to instruct her to write to the Department of Transportation expressing the Board's concerns. Mrs. Harris suggested that they wait until after Mason County Planning meets with the Highway Department before they address this and Mr. Law agreed that this would be wise.

Mr. Keiski asked if there would be a possibility of getting a copy of Ben Bagdikian's lecture which Mrs. Barton referred to in her report. Mrs. Barton stated that she would obtain a copy.

Mr. Law asked Mrs. Barton about her report on the study of high schools. He asked what kind of formal instruction is given relative to resources available at the library. Mrs. Barton said they have a number of things going on in the district such as training on use of the microfiche, bussing children to the library, etc. She said that in some places TRL staff has very good relationships with school librarians who do a fantastic job of promoting the library services which TRL gives. Some schools don't have a librarian at all. Mr. Polillo commented that in the area he lives in they have a school librarian who has been there several years and the schools have received a lot of help from the bookmobile. He said that a few years ago the elementary schools could not afford libraries and the bookmobile came in. He stated that school districts differ. Mr. Law asked if there was something that could be done, particularly in weaker school districts. Mrs. Stough said that next month Vivian Fetty, Children's Services Coordinator, will be giving the Board an overall report on what Timberland has been doing in children's services and she said that this should answer many of Mr. Law's questions. Mr. Law said he would like to see a listing of all school districts in the Timberland area and, if possible, a one sentence summation of what programs are available. Mrs. Barton advised Board members that the Willapa Valley High School in Menlo, which has had a dismal library situation for the past several years, now has a part-time high school librarian and the school was fortunate enough to receive a grant. Mrs. Barton said that she and Nancy Motomatsu, who is a consultant with the Superintendent of Public Instruction's office, are going to Willapa Valley High School and give guidelines on how to select materials. Also, Ms. Motomatsu has asked Mrs. Barton to go with her to South Bend to see how Ms. Motomatsu evaluates a school program under Title IV federal funding for learning resources for schools. Mrs. Stough mentioned that Harriet Lamb of the Hoquiam staff recently went to the high school for a remedial reading group. Mr. Law said he would like to see a policy set to see that something is being done in every school district. He said there obviously is a tremendous variety of approaches which have to be taken. Mrs. Morrison said that Timberland must be careful in this regard. She said there are 256,394 people in the Timberland district and about 60,000 of them are students. Timberland is the only library adults have so they have to keep it in balance. Mr. Baker reminded everyone that moneywise this is not Timberland's responsibility to provide libraries to schools. He said that Timberland has done a marvelous job helping schools but schools have their own library funds and Timberland money cannot be used for school libraries.

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(3) Assistant Director for Public Services - Mary Stough

Mrs. Stough's written report was in the Board's folders. She stated that she had forgotten to mention in her report the annual meeting of the North Mason Friends and that Mark Bridgham played and sang at the Friends meeting. She said that although she didn't mention any specific programs at Westport, there was a program on wood stoves scheduled. The gentleman who set it up became ill and he called the other people who were involved in the program but forgot to advise the library. Mrs. Stough said it was an uncomfortable feeling for the Westport librarian when people showed up for the program and there was no program.

(4) Assistant Director for Central Services - Sally Loken

Ms. Loken's written report was in the Board's folders. Mrs. Morrison said that Ms. Loken was excused from the meeting because she is working on the collection at South Bend.

(5) Business Manager - Michael A. Crose

Mr. Crose reviewed what is being done with the reserve funds. In account 657.06, Vehicle Reserve Fund, there is a balance of \$18,249.98 which is divided into three areas: Certificates of Deposit, \$10,000 drawing 14.5% interest; Repos, \$8,000.00 drawing 13% interest; and a cash balance of \$249.98. In account 657.09, Unemployment Fund, the balance is \$75,187.84 which is broken down into four areas: Pass Book Savings, \$3,013.69 drawing 5% interest; Certificates of Deposit, \$66,000.00, \$36,000.00 of which is drawing 13.6% interest and \$30,000 drawing 14.5% interest; Repos, \$6,000.00 drawing 13% interest; and a cash balance of \$174.15. The Unemployment Fund earns approximately \$2,520.00 quarterly. To date \$666.88 has been used this year in the Unemployment Fund and the fund has earned interest of \$695.66. Mr. Crose advised Board members that if Timberland had decided to carry its unemployment insurance through the state, the first quarter payment to Employment Security would have been \$15,924.60. Mr. Crose said that the nature of the general fund, account 657.00, usually precludes any long term investments. Currently there is \$258,000.00 in the Repo account and Mr. Crose said he works closely with the Treasurer's office on the investments in the general fund, and the balance in this fund changes almost daily. The money in the Repo account, which earns 13% interest, is transferred to the cash account as it is needed.

4

Correspondence

- A. Letter from Mason County Board of Commissioners confirming appointment of Paul Polillo
- B. Letter from Thurston County Commissioners confirming appointment of Paul Polillo

These letters were acknowledged.

- C. Letter from Friends of the North Mason Library offering gift of further property

Mrs. Harris read the letter directed to Mrs. Morrison as follows:

4C

"At the Executive Board Meeting of the North Mason Friends of the Library on March 13, 1980, the secretary was directed to reply to your letter of February 25, 1980.

"The North Mason Friends of the Library do hereby offer to the Timberland Regional Library, as a gift, the additional six acres of land adjacent to the Timberland North Mason Library. The conditions imposed upon this gift focus on keeping the land undeveloped and as nearly natural as possible.

"We presume the TRL board will draw up the necessary legal papers. Please inform the Friends of any additional information, documents, etc. that we need supply."

Mrs. Morrison requested that the Board instruct Jane Smith to draw up the necessary documents to complete this transaction.

5

Unfinished Business

A. Additional North Mason property gift

80-20

PAUL POLILLO MOVED THAT TIMBERLAND ATTORNEY JANE DOWDLE SMITH DRAW UP THE NECESSARY DOCUMENTS TO COMPLETE THE TRANSACTION OF THE GIFT OF SIX ACRES OF LAND FROM THE NORTH MASON FRIENDS OF THE LIBRARY; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison advised the Board that she would notify the North Mason Friends of this.

B. Development of a Memorandum of Understanding with The Evergreen State College and the Washington State Library for sharing an automated circulation system

Mrs. Morrison said the three agencies, TRL, WSL, and TESC, are at the place where they need some sort of general agreement and something on paper so that each agency, with their governing bodies, can proceed in an orderly manner to develop what will eventually lead to a contract. They see this as a Memorandum of Understanding which will say that these three agencies wish to plan together to develop a shared automated circulation system. The costs would be shared according to use and Timberland would pay the largest share since Timberland's circulation is higher and Timberland's collection is larger. Mrs. Morrison recommended that the Board authorize her to continue to plan with TESC and WSL to get a request for proposal put together for computer companies to bid on. That proposal has to be airtight to cover everything and the final report of the task force addresses everything.

80-21

DON LAW MOVED THAT TIMBERLAND PROCEED WITH DEVELOPMENT OF A MEMORANDUM OF UNDERSTANDING WITH THE EVERGREEN STATE COLLEGE AND THE WASHINGTON STATE LIBRARY FOR SHARING AN AUTOMATED CIRCULATION SYSTEM; BOB BAKER SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mrs. Morrison stated that they are pretty much in agreement that the main machinery should be housed at The Evergreen State College since they have the staff expertise and the space. Mr. Baker asked why these particular agencies are working on this together. Mrs. Morrison said

5B they are all in the same geographic area and have many of the same needs. Each agency checks out books and sends out overdues, for example.

Mr. Baker asked when this becomes operative if the small libraries will be working by telephone line only. Mrs. Morrison said that they hope there will be the possibility of using a portable scanner in the smaller libraries which could go from one library to another and the material can be put on tape and fed into the machine in the evenings when computer traffic is slow. She stated that the preliminary costs have been predicated upon using a full size terminal at each library.

Mr. Keiski expressed his concern with the possibility of losing contract cities because of their financial difficulties, lack of federal revenue sharing funds, etc. and how that would impact Timberland. Mrs. Morrison stated that contract city support is less than 30% of the total TRL budget. Mr. Law stated that ultimately it seems that this system will save TRL money. Mrs. Morrison said that there probably will not be a saving of money so much as cost avoidance as workloads increase.

The meeting recessed at 8:40 p.m. and reconvened at 8:50 p.m.

6 New Business

A. Approval to proceed with L.S.C.A. Grant proposal development.

Mrs. Morrison said she had sent this information out to the Board in last week's memo. The concept of support for production cost of the WLN Resource Directory has been accepted by the Washington State Library Commission and the Commission has requested that this be expanded into a full proposal. Mrs. Morrison said she needs TRL Board's permission to proceed with this since the letter of intent was submitted by Timberland.

80-22

DOROTHY VOEGE MOVED TO PROCEED WITH L.S.C.A. GRANT PROPOSAL DEVELOPMENT FOR SUPPORT FOR PRODUCTION COST OF THE WLN RESOURCE DIRECTORY; DON LAW SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Resolution No. 80-3 transferring moneys from Vehicle Reserve Fund to Operating Budget

Mr. Crose reviewed the specifications on the vehicle Timberland would purchase through state bid. He said that Mrs. Stough put 8,614 miles on her personal vehicle in 1979 and a second passenger vehicle is needed at the Service Center.

80-23

PAUL POLILLO MOVED TO ADOPT RESOLUTION NO. 80-3 TRANSFERRING MONEYS FROM THE VEHICLE RESERVE FUND TO THE OPERATING BUDGET; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

Mr. Keiski asked about the books which Marian Osterby has been clearing out of the libraries in the recon project. Mrs. Morrison said that Mrs. Osterby is working on the non-fiction collection now and clearing out the out-of-date books.

Mr. Keiski said he is apprehensive about Timberland's revenue because of forest taxes being down and cutbacks in revenue sharing. He was wondering if there is someone on Timberland staff who has this under control and whether or not the Board

members should be worried about this. He said he is concerned with funding for public libraries. Are libraries looking at a potential crunch with this possible initiative coming up to reduce state expenditures and possible reduction of forest excise taxes and reduction of federal revenue sharing funds? He said he is under the impression that funding for public libraries over the next two or three years could be shaky. Mrs. Morrison said that is why they must try to get this automated circulation system as soon as possible. She said that "Timberland is being killed by its success." Mr. Keiski said his overall concern is the general funding pattern. Mrs. Morrison agreed but added that her overall concern is keeping enough materials in the district to be able to serve the people, which is what Timberland is all about. In order to do this, they have to be able to lend materials and get them back. Mrs. Morrison said that in the February "Administrator's Digest" there was an article which she thinks was taken from the Chicago Tribune. It was said that Chicago Public Library has approximately \$1,900,000 worth of materials that have not been returned in the last three years. One of Timberland's biggest problems at the moment is that with its present circulation system, while it could handle a steady flow of patrons, when patrons are backed up, clerks can make errors in the rush. Mr. Keiski said he understands the circulation problems and thinks they will have to go to automation to get control of it. He said that libraries have been asking the legislature two sessions in a row for some money to fund libraries and they have not gotten it. Where will libraries be two or three years down the line? Mrs. Morrison said she hopes she will have a better idea by the time the Technical Advisory Committee submits its findings to the Governor's Task Force on Reforming the Tax Structure.

Mrs. Morrison compared libraries with fire districts. She said that in 1979 libraries spent less than \$13,000,000 and fire districts had \$31,000,000. Libraries have paid employees whereas for the most part fire protection districts are staffed by volunteers. Fire districts have equipment expenses which could be put on special levies. Could some of this money be released for other taxing entities and make provision for the fire protection districts to get the equipment they need? She said cities, counties, libraries, fire districts, etc. are all having problems and they all have to be addressed at once and they all have to do with property taxes. Mr. Baker explained that every fire district in the state has considerable cumulative funds for equipment purchase. The normal practice is to save vehicle reserve funds until they have enough for a downpayment and buy a piece of equipment on contract. Instead of going by the intent of the law which is to spend tax money for operating expenses and when equipment is needed go to bonding or other direct measures for funds, they instead have excessive revenues and their reserve funds are far in excess of any sensible needs.

Mrs. Morrison said there is an element of risk involved in the study but she does not see the use of the library slacking off or the situation improving otherwise.

Mrs. Harris reminded Board members of the budget workshop being held in Tacoma on April 11. She also reminded Board of the all staff in-service training day on April 9 at the Service Center and urged Board members to attend if possible. Mrs. Harris said the next Board meeting is on April 17 at the Aberdeen Library. Mrs. Voegel said that the Board would be invited for dinner also. Mrs. Harris again announced the WLA Conference May 7-10 in Spokane. She said she is planning to attend this conference. She also announced the ALA Conference in New York in July.

Mrs. Voegel asked if there is a blanket closure of all libraries when there is snow. Mrs. Morrison said generally there is not. Staff has been working on a snow closure policy.

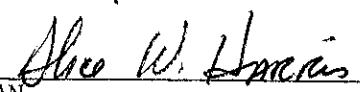
Mrs. Voegel said that at the Trustee Workshop on March 1, she heard comments from local board members that they felt they were in a position of being ineffective.



She said that this is something that the TRL Board may wish to think about and deal with. Mr. Law asked if local board members feel a lack of contact with the TRL Board. He said he had suggested sometime ago to put TRL Board members' names on the letterhead. He personally has not met with many local trustees. Mrs. Voege said one local trustee said that he felt that local board members are charged with some responsibilities under the law and that the Timberland Board might be wish to be aware of those laws. Mr. Keiski stated that the TRL Board sets the wages, sets the hours of operation, Personnel Policy, book selection policy, etc. and he sees how this can be a problem for local board members. Joyce Nichols stated that she tries to stress to the Tumwater board that they are the mayor's representatives. The mayor appoints them and if there are problems, it is up to the local board to take them up with the mayor and council. She said she tells them that the local board is a liaison between the library and the city and the mayor and council have the power to come to the TRL Board. Judy Green said that the contracting city librarian helps the board prepare the budget which includes the contracting fee and that she sees this as their only power. Mrs. Stough said that Jan Blumberg brought out at the Trustee Workshop that the law is almost in conflict with itself in what it says a board should do. It is not clearcut and Mrs. Stough said she can appreciate local board members' frustrations. Mrs. Harris said that where she lives there is no board but there is a Friends group and it is an entirely different feeling. Friends groups know they are only a supportive help group and she can understand why a local library board has a different feeling and they are looking for what they are there for and what they can do. Mr. Baker asked if this workshop cleared the air for the local board members as to what their role is. Mrs. Harris said that she felt it did help and gave them a place to air their problems. Mrs. Harris said it had not occurred to her to get in contact with each individual library board but that they certainly can come to any TRL Board meetings and can contact any TRL Trustee or contact the librarian. Jane Smith said this has been a legal problem for a long time and there are a couple of good Attorney General opinions out on this subject. She said there have been conflicts even within cities about what responsibility the city library board has. Because a Board in a regional library such as Timberland has complete legal power to take care of business, there is confusion. Mrs. Smith said the law does not give the city library boards any authority. They are just a unit of city government so they are under the mayor and the council's control. Mrs. Morrison said that everyone would like the best of all possible worlds and if the best is the best possible library service they can give for the money they spend for it, perhaps they have to make sacrifices along the way. She said that for some of the older library boards, it must be difficult since they once had control and were able at one time to set policies and then when they started contracting with Timberland they lost these powers without any intent on TRL's part. Mr. Law said that almost everything the TRL Board considers is considered on a district-wide basis. He said if the local boards appreciate this in that perspective, they might understand better what the TRL Board is doing. Mrs. Harris said the Board needs to be aware of this and needs to try to do something positive about it.

There being no further business, the meeting adjourned at 9:25 p.m.

  
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SECRETARY

  
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CHAIRMAN

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

March 20, 1980

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