

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

May 15, 1980

M I N U T E S

BOARD MEMBERS PRESENT:

Alice Harris, Chair - 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
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
Tom Mayer, Supervisor-Personnel Administration
Michael Crose, Business Manager
Su Chapple, North Mason Librarian
Vivian Fetty, Children's Services Coordinator
Betty Sholund, Centralia Librarian

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

Mrs. Harris called the meeting to order at 8:10 p.m.

AGENDA ITEM
NO.

- 1 Approval of Minutes of the April 17, 1980 Meeting

80-32 BOB BAKER MOVED TO APPROVE THE MINUTES OF THE APRIL 17, 1980
MEETING; SHIRLEEN JOHNSON SECONDED THE MOTION.

Mrs. Voege requested a correction on the last page of the minutes in motion #80-31 regarding TRL stationery. She said she abstained and, therefore, the motion did not pass unanimously. Mrs. Morrison requested that the correction be made by the secretary tomorrow by opaquing and that the minutes be signed this evening so that they can be printed and distributed. This was agreeable to the Board.

MOTION CARRIED UNANIMOUSLY.

- 2 Approval of Vouchers

Mrs. Harris stated that payroll vouchers for April, 1980 had totaled \$210,804.41. She said expense vouchers #6459 through #6630 total \$56,111.13. Mrs. Harris questioned voucher #6500 to General Binding Sales Corp. in the amount of \$62.65 and Mr. Crose stated that this

- 2 is for maintenance on mending equipment. Mrs. Johnson questioned voucher #6536 to Olympia Glass Co. in the amount of \$419.09. Mr. Crose said that there were leaks in several windows in the Service Center which Olympia Glass Co. sealed, and the problem has been solved.

80-33 DOROTHY VOEGE MOVED TO APPROVE VOUCHERS #6459 THROUGH #6630 IN THE AMOUNT OF \$56,111,13; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Business Manager - Michael Crose

Mr. Crose referred Board members to his regular monthly report and the three additional supplemental reports--Forest Excise Tax Determinations; State Forest Yield and Stumpage Revenues; and TRL Vehicle Depreciation. He stated that TRL has received more Forest Excise Tax revenue this year than anticipated and pointed out that revenue from this source can fluctuate from year to year and the same is true for State Forest Yield and Stumpage revenue.

Mrs. Harris advised Board members that she has suggested a change in the agenda which is reflected in tonight's agenda. She has asked that the Business Manager's report follow approval of the vouchers. In the future, she suggested that if anyone on the Management Team wishes to be on the agenda, he/she should advise Mrs. Morrison.

3 B. Board Attorney - Jane Dowdle Smith

Mrs. Smith had no report.

C. Library Director - Louise E. Morrison

Mrs. Morrison distributed to Board members copies of a resolution passed by the Washington Library Association supporting the School of Librarianship. This resolution and a letter from the President of the Washington Library Association were sent to the President of the University of Washington, William Gerberding, with a request that the President of WLA and a small delegation seek a meeting with the President of the University to see in what ways they can help to continue the excellence of the School of Librarianship and strengthen the program. Mr. Baker asked Mrs. Morrison to clarify what the problem is with the School of Librarianship. Mrs. Morrison stated that the support of the school has been eroding, both in financial and staff support. For instance, they have no money support for terminals for the Washington Library Network which needs to be taught in the School of Librarianship. There is a possibility that a school library media faculty position may not be refilled. They have lost the faculty position which was previously occupied by Irving Lieberman and they have lost some clerical support staff, including the Counselor on Admissions, which was an extremely critical position. Mrs. Harris asked if there is something that the TRL Board can do to indicate support of this resolution by the Washington Library Association. Mrs. Morrison said that the Board could send a letter to the President of the University. She said that she is a member of the delegation which is seeking a meeting with the President. Mr. Law asked what the enrollment picture

3C

is. Mrs. Morrison said she thought the enrollment is fairly stable, although enrollment in the summer has dropped. Ms. Loken stated that one result of the two year program is that the school has fewer students but they are there longer. There are also fewer applicants. Mrs. Johnson stated that she is sure the whole TRL Board supports Mrs. Morrison as a member of the delegation.

80-34

SHIRLEEN JOHNSON MOVED THAT THE TRL BOARD SEND A LETTER TO THE PRESIDENT OF THE UNIVERSITY OF WASHINGTON IN SUPPORT OF THE RESOLUTION PASSED BY THE WASHINGTON LIBRARY ASSOCIATION SUPPORTING THE SCHOOL OF LIBRARIANSHIP, UNIVERSITY OF WASHINGTON; DOROTHY VOEGE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

It was agreed that this letter would go over the Board Chair's signature.

Mrs. Morrison referred Board members to the copy of Tax Initiatives by People for Fair Taxes in Washington. She said there are five initiatives now circulating which need 123,711 signatures each. All would affect property taxes. Copies of these initiatives will also be distributed to the TRL libraries.

Mrs. Morrison passed around to Board members the article regarding the Chehalis Library which appeared in The Daily Chronicle and a copy of Mrs. Morrison's letter to The Daily Chronicle in appreciation of the article.

Mrs. Morrison showed Board members samples of proposed letterhead and Trustee Newsletter masthead. She also advised Board members that the Fifth Edition of the Personnel Policy is in the Board's folders. She referred Board members to a copy of her April 18, 1980 letter to Trevor W. Thompson, Property Tax Program Coordinator, requesting an official ruling regarding adjustment of TRL's 1981 levy as a result of erroneous assessed valuation quotations in one county and a rollback as a result of a court decision in another county. Mr. Thompson has responded, and Mrs. Morrison and Mr. Crose are going to make an appointment with Mr. Thompson since he seems to have missed the point.

4 Correspondence

There was no correspondence.

5 Unfinished Business

A. Ted Stenholm Complaint

Mrs. Harris stated that during the April Board meeting, the Board received a formal complaint from Ted Stenholm regarding a book his child had checked out. Mrs. Harris said she has since sent Mr. Stenholm a letter and she has asked Jane Smith to advise the Board this evening from a legal standpoint.

Mrs. Smith said that the Board has properly followed its own policies which have been duly adopted. She said she was on the library Board for about 15 years when it was the Thurston/Mason Library which was the predecessor of TRL and at that time the same basic policy was in

5A effect, which was that no censorship of any kind would be exercised. She recalls only two requests at that time that books be withdrawn and they were both denied. The policy adopted by Timberland in August 1969 sets forth the policy that the basic purpose of the library is to provide a wide variety of materials; that the Board has adopted the Library Bill of Rights and the Freedom to Read Statement as adopted by the American Library Association. Mrs. Smith said the most concise document is the Library Bill of Rights which sets forth in 6 sentences that the basic purpose of the library is to provide books and resources for the whole spectrum of people, regardless of their national origin or prejudices. She said it is clear that once censorship is exercised regarding any subject matter, it will inevitably lead to further violation of the basic concepts. Mrs. Smith said this leads back to the people's constitutional rights and freedom of speech. People should have available anything they want to read and the prejudices of the Board or librarians should have no impact. Mrs. Smith said the foundation of the country is that people have the freedom to read anything they want. She said that in Mr. Stenholm's case, he is an interested father and has a concern for his child, but that sort of "censorship" has to be exercised by the parent, and not by the library. Mrs. Smith said that the Library Bill of Rights and the Freedom to Read Statement says it numerous times and in different ways that there shall be no censorship or any attempt to regulate what is available in the public library or who can read it. Mr. Baker asked if Mr. Stenholm has made any further presentation. Mrs. Harris said that he has not, to her knowledge, but she feels that it is necessary that the Board go on record firmly backing and adhering to the Library Bill of Rights and the Freedom to Read Statement. Mr. Law asked if there is any indication of any action which Mr. Stenholm has taken such as letters to the editor, and Mrs. Harris replied that she knows of none.

80-35

DOROTHY VOEGE MOVED THAT THE BOARD REAFFIRM ITS BELIEF IN AND SUPPORT OF THE FREEDOM TO READ STATEMENT AND THE LIBRARY BILL OF RIGHTS; SHIRLEEN JOHNSON SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Expression of Intent to Cooperate (TESC, TRL, WSL)

Mrs. Morrison said that this was originally called a Memorandum of Understanding and has changed to an Expression of Intent to Cooperate by virtue of the Assistant Attorney General who is responsible for The Evergreen State College.

While copies of this document were being made, the Board moved to Agenda Item 5C.

C. Exterior lights at North Mason

Mrs. Harris advised Board members that they have two alternatives available to them with regard to exterior lights. They can hire the same electrical company which did the underground wiring and they will put in the poles and lights; or they can pay PUD a monthly rate and PUD will put in the poles and lights and service them. Mrs. Harris said that TRL would probably pay PUD for about 15 years before they would have as much money invested in the lights as they would pay to

5C Miklethun Electric to do the work. Also, if Miklethun Electric does the work, then monthly charges will go through TRL's meter. If PUD does the work, it will not go through TRL's meter. If Miklethun Electric does the work, TRL would be responsible for the poles and lights. Mr. Baker asked if they could get a commitment from PUD for any future rate increases and Mrs. Harris said that they will not give this kind of commitment. There has been a rate change effective in April. Mrs. Morrison said that these exterior lights are expensive. Mr. Law stated that in comparing the two, they should consider the interest factor. He said that PUD seems the better deal. Mrs. Harris stated that with these exterior lights, they could cut back on use of the spotlights around the building which are on TRL's meter.

80-36

DON LAW MOVED THAT THE BOARD REQUEST MASON COUNTY PUD TO INSTALL THE EXTERIOR LIGHTS AT THE NORTH MASON LIBRARY; DOROTHY VOEGE SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Expression of Intent to Cooperate (TESC, TRL, WSL)

Mrs. Morrison stated that this is not a contract, which is explained in the last paragraph. The purpose of this document is to "establish a cooperative relationship with regard to an automated circulation system." This document will establish a general framework for the three institutions to continue planning for the development of a joint service which the three will pay less for than if any one of the three tried to do this on its own. The joint goals are laid out succinctly. The legal rights of each institution are protected. Mrs. Morrison recommended that the Board approve this document. Mr. Baker stated that he thought that the Board had approved this document last month. Mrs. Morrison said the Board had approved the development of the present document.

80-37

PAUL POLILLO MOVED TO APPROVE THE EXPRESSION OF INTENT TO COOPERATE AMONG THE EVERGREEN STATE COLLEGE, TIMBERLAND REGIONAL LIBRARY, AND WASHINGTON STATE LIBRARY WITH REGARD TO AN AUTOMATED CIRCULATION SYSTEM; DOROTHY VOEGE SECONDED THE MOTION.

Mr. Keiski asked about No. 6 in the joint goals and asked who would set the costs. Mrs. Morrison stated that the three institutions would. The costs are what it takes to cover the operation and whether they would add any enhancement or equipment or whatever. The three would share the costs according to use of the system, and obviously Timberland would be the biggest user. Mr. Keiski asked about No. 4 in the joint goals and asked who would determine the portion. Mrs. Morrison said that again, the three institutions would calculate this together; it would be a joint effort.

Mr. Baker stated that he didn't think that the Board could delegate the authority to the director to apportion the costs but that it would have to be decided by the Board. Mr. Law said that once the TRL portion is figured out, it would come back to the Board for approval since it would be a budget item. Mrs. Smith said that she thinks the Board would have to approve the costs. Mrs. Morrison stated that this is not a contract but this allows them to go ahead with the planning and move toward a contract. Mr. Keiski expressed concern with the possibility that TESC or WSL would decide they didn't wish to be involved

5B in this anymore. Ms. Loken said that in the work that the task force did, there was a lot of thought given to how to arrive at an equitable distribution of the costs. TRL's share of the initial start up cost for the system using Dataphase figures is 43.8%. Ms. Loken said Timberland needs the system, as do TESC and WSL. Mr. Law said as he understands No. 5 in the joint goals, there will be followup paperwork and that paperwork will then specify the rate of funds to be determined, which will be much more specific than this Expression of Intent to Cooperate. Mrs. Morrison said that was correct.

MOTION CARRIED UNANIMOUSLY.

D. Landscaping at North Mason

Mrs. Morrison said that the agenda item should have read simply "North Mason."

Mrs. Harris said she has several items to discuss with the Board regarding North Mason. She talked with the electrical inspector and Jim Robinson, the contractor, today. Mr. Robinson feels that everything is completed and he could have the state inspection card in hand so that the Board could give final acceptance to the building tonight. However, the electrical inspector is on vacation this week. Mrs. Harris said she had told Mr. Robinson that she felt she could speak for the Board that they would not release the retainage funds until they have the final O.K. of the electrical inspector. She said that she also told Mr. Robinson that she would ask the Board if direction could be given that once this is accomplished that Mrs. Morrison could instruct the Business Manager to release these funds rather than wait for another month for approval. Mr. Baker asked if the problems have actually been solved. Mrs. Harris said they won't know until the electrical inspector comes. They were working on the problems yesterday. Mr. Baker said that as a matter of common sense that even though they get the electrical inspector's report, they should wait for another month in the event any more problems occur. He said it is unfortunate for Mr. Robinson but it is not Timberland's fault that they are having these problems. Mrs. Harris asked Su Chapple her opinion. Ms. Chapple said she would prefer that the Board wait another month since she is not convinced that even if the building passes inspection that all of the electrical problems are over. The Board agreed that they should wait another month. Mrs. Harris instructed Mrs. Morrison to send a letter to Jim Robinson to this effect.

Mr. Keiski asked about putting some kind of fence around the heat pump to avoid the possibility of rocks and sticks being thrown into the pump. Mrs. Harris said she has done some checking into this and this matter is still on the list of things to do. Mr. Law suggested this might be something appropriate for the Friends to take care of. Mrs. Harris said she talked with someone who has experience with heat pumps and he cautioned about several things such as air needing to circulate around it and the type of thing they should put in. Mrs. Harris suggested that this be discussed later.

Mrs. Voege asked about the news article Mrs. Morrison referred to in her Board memo regarding the federal GSA and Art Metal USA. Mrs. Morrison said that GSA has been trying to get Art Metal off the list

5D of contractors for the U.S. Government as there have been such things as bribery connected with Art Metal personnel. Art Metal manufactures Aetnastak shelving which is the shelving used in the North Mason Library. Mrs. Morrison said Timberland still has not received the tops of the shelving. She said she is still pursuing this matter with Timmerman and Co.

6 New Business

A. Administrative Travel Expenses

Mrs. Harris referred Board members to the memo from Mr. Crose regarding budget for administrative travel expenses which has been used heavily. So far 40% of the amount budgeted has been used. Mr. Crose recommended that \$3,000 additional be budgeted for this. Mrs. Morrison stated that in the past, there was usually an average of 5 to 6 Board members present at meetings, but this year, there has almost always been a full Board present. Also, Board members are taking an interest in local affairs. Mrs. Morrison said this is good, but it has caught them short in this category. Also, when Sally Loken was transferred from Organization of Materials to Administration, they did not allow for the additional travel expenses she would need.

80-38

SHIRLEEN JOHNSON MOVED TO BUDGET AN ADDITIONAL \$3,000 TO ADMINISTRATIVE TRAVEL EXPENSES; PAUL POLILLO SECONDED THE MOTION AND MOTION CARRIED UNANIMOUSLY.

B. Change in Management Team Reporting

Mrs. Harris said that she does not mean to indicate to Management staff that they need to make reports to the Board to justify their jobs. It is a source of information to the Board that the Board does not wish to lose. She thinks the Board unanimously feels that they would like to receive written reports a week prior to the meeting rather than on the night of the meeting. The Board did not come to any agreement on how often they should receive these reports. Mr. Baker asked for input from staff. Mrs. Barton said the reports do take a lot of planning and time. Anyway the Board wishes to have them is all right with her. She suggested that one possibility would be to submit written reports alternate months or every three months and give Mrs. Morrison information at other times to include in her weekly memos. Mrs. Stough asked if the Board received the reports ahead of time if they would be public reports. She said this would make a difference in what she writes. Mr. Baker said perhaps they should have both, whatever the occasion requires. Mr. Law suggested that the Board receive public reports a week ahead of time and if staff has something to report which is not for the public, then it can be incorporated into Mrs. Morrison's weekly memos or attached to her memos. Mr. Baker stated that there are many things the Board should be informed of which cannot be publicly exposed. Ms. Loken said she would like the freedom to do either type of report, depending on what is happening. Mrs. Harris suggested that staff be allowed to rotate the reports and get them in the mail a week ahead of time. If something comes up in the meantime they feel the Board should know about, they should advise Mrs. Morrison and ask to be put on the agenda for the meeting. Mrs. Johnson said she likes hearing reports every month. She feels it is part of her job and part of staff's job to keep her informed. She said it is not

6B

necessary that the reports be so detailed. She is unwilling to be in favor of something that is very loose around the edges. She wants to know when the reports are coming. Mr. Baker stated that once every three months is not often enough. Mrs. Stough said she understands what the Board is saying. She thinks that staff is so close to what they do every day and the things she says in her report are reflected so many ways in other materials and it is redundant. Mrs. Johnson said that she is aware of this and perhaps that is why they should do briefer and more concise reports. She said she also realizes there are perhaps not that many things of earth shaking importance to the Board each month. Mr. Keiski said that the purpose of the reports is to inform and educate the Trustees. If it takes a few words or several pages, that is the purpose of the reports. Mrs. Stough said she deviated from her reports by having other people report on services provided since she thought this would be more valuable to the Board. She would like the Board to consider this in lieu of her report. Mr. Baker and Mrs. Harris both agreed that this is an excellent way of reporting. Mr. Keiski stated that the Trustees are very pleased by the performance of top management and they don't need the reports to justify their jobs. Mrs. Stough said she will report however the Board wishes her to report, but she wants the reports to be meaningful. Mr. Baker said they want to know of the problems, goings on, feelings of staff. Mrs. Barton said there are things they want the Board to know about but they are sensitive enough items that sometimes staff members do not wish them to be included in public reports. Mrs. Harris reviewed what she thought was the general consensus of the Board: the Board will still receive monthly reports which will be sent to the Board a week before the meeting; the reports do not need to be long reports if nothing has happened that month that has not already been reported in other ways, with the exception of Mike Crose. His report should be given to the Board on the night of the meeting. Mr. Law clarified that reports sent to the Board ahead of time should include special reports from other staff, such as a report on children's services. Mrs. Harris said that they usually don't ask Mr. Mayer to report, but she wanted him to know that if he has anything to report he should also ask to include this with Mrs. Morrison's memo or ask to be put on the agenda.

7

Other Agenda Items

A. Comments on the WLA Conference

Mrs. Harris reported that she thought the conference was marvelous. She said it was nice to go from one meeting to another and find Timberland staff working hard. Mrs. Harris said that she thought the programs were good and that the conference was well planned and beneficial to her. She encouraged other Board members to attend conferences. She said it is not that hard to do once the decision is made and that it is very worthwhile. Mrs. Morrison stated that Senator Owens was a very forceful speaker. Mrs. Harris said that Bill Fraser from Bainbridge Island who was a delegate to the White House Conference was also a speaker. She said there was a feeling that people worked hard on recommendations for the White House Conference but they are not sure anything is being done about them. Ms. Loken stated that the WLA Board passed a resolution to give all its effort to take action on the White House Conference resolutions that the State Library Commission considers

7A appropriate for WLA. The Commission will be discussing this at its June meeting. Mrs. Harris said a program was given by John Viers who is a banjo player. Mr. Viers did not learn to read until he was 22 years old and he learned in a library. He is willing to go anywhere to talk about the worth of reading and the worth of libraries. Mrs. Harris said she attended an afternoon program where Mr. Viers talked at length about literacy. Mrs. Barton commented that Mr. Viers is going to be at the school librarians conference in November. Ms. Loken explained the Certification proposal which was debated at WLA. Librarians are presently certified in Washington by virtue of being graduates of an ALA accredited library school. As such a graduate, they may apply to the Certification Board and become certified librarians. A library cannot get an LSCA grant approved unless all librarians on the staff are certified. The WLA Certification Committee has presented a draft of a proposed change in the law. Librarians would not be issued a certificate for life, but continuing education would be a requirement. The draft also proposes certification of paraprofessionals. However, they need to first define "paraprofessional." WLA voted overwhelmingly to endorse the concept to require continuing education. She said the debate process on this has just officially begun and Board members will be hearing more about this.

B. Calendar

- (1) State Library Commission Meeting - June 6 - Seattle Area
- (2) ALA Annual Conference - June 28-July 5 - New York
- (3) PNLA Conference - August 6-9 - Calgary


C. Board Notebooks

Mrs. Harris stated that from now on all materials going to the Board will be punched with holes for inserting into notebooks. It was agreed that Board members would arrange their own notebooks.

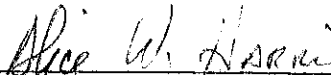
D. Board Consultant

Mrs. Harris announced that the Board, at its Executive Session, made a decision to hire a consultant for negotiations with the Timberland Regional Library Staff Association. Three or four consultants will be interviewed prior to next month's meeting. Mrs. Harris requested that Board members receive copies of all the resumes. Once the Board hires a consultant, the negotiating team will consist of Tom Mayer, Virginia Barton and Elmer Keiski. Dorothy Voegel, Mike Crose and Becky Morrison will act as backup and be available to answer questions.

There being no further business, the meeting adjourned at 9:40 p.m.



SECRETARY



CHAIR

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

May 15, 1980

I N D E X

<u>AGENDA ITEM NO.</u>		<u>Page No.</u>
1	Approval of Minutes of the April 17, 1980 Meeting	1
2	Approval of Vouchers	1
3	Reports	
	A. Business Manager - Michael Crose	2
	B. Board Attorney - Jane Dowdle Smith	2
	C. Library Director - Louise E. Morrison	2
4	Correspondence	3
5	Unfinished Business	
	A. Ted Stenholm Complaint	3
	B. Expression of Intent to Cooperate (TESC, TRL, WSL)	4, 5
	C. Exterior lights at North Mason	4
	D. Landscaping at North Mason	6
6	New Business	
	A. Administrative Travel Expenses	7
	B. Change in Management Team Reporting	7
7	Other Agenda Items	
	A. Comments on the WLA Conference	8
	B. Calendar	9
	C. Board Notebooks	9
	D. Board Consultant	9