

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

August 20, 1981

I N D E X

<u>AGENDA ITEM NO.</u>		<u>Page No.</u>
1	Approval of Minutes of the July 16, 1981 Meeting	1
2	Approval of Vouchers	2
3	Reports	
	A. Business Manager - Michael Crose	2
	B. Timberland Attorney - Herbert H. Fuller	2
	C. Library Director - Louise E. Morrison	2
	D. Assistant Director for Central Services - Sally Loken	3
4	Correspondence	
	A. Letter from Winlock Library Board (Invitation)	4
	B. Letter from Hoquiam Timberland Library Board (Invitation)	4
	C. Letter from Olympia Mayor Lyle T. Watson re Olympia Sunday Hours	4
5	Unfinished Business	
	A. Olympia Sunday Hours	6
	B. Change of Regular Board Meeting Dates	8
	C. Public Relations	11
6	New Business	
	A. Adopt Preliminary Budget for 1982	9
	B. Acceptance of Classification Plan Review	9
	C. Adoption of Vehicle Replacement Schedule	9
	D. Decision re Winlock Library Board Invitation - September	9
	E. Decision re Hoquiam Library Board Invitation - October	10
	F. Consider Renewal Authorization for North Beach Lease	10
	G. Consider Adoption of Policy Statement re Instruction in the Use of Libraries	10
	H. Appointment of Bargaining Team for Management	11
7	Other Agenda Items	
	A. Consider Changing Special Budget Adoption Meeting from Thursday, September 24, to Wednesday, September 30	10

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M I N U T E S

BOARD MEMBERS PRESENT:

Alice Harris, Chair - Mason County
Elmer F. Keiski - Thurston County
Larry Parsons, Lewis County
Paul Polillo - Pacific County
Dorothy Voege - Grays Harbor County

BOARD MEMBERS EXCUSED:

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
Tom Mayer, Supervisor-Personnel Administration
Michael Crose, Business Manager
Barbara Durney, Library Associate, Hoquiam
Shirley Hake, Book Selection Coordinator, Service Center
Steve Metcalf, Sr. Central Services Assistant, Service Center
Christine Peck, Hoquiam Librarian
Linda Schade, Children's Librarian, Olympia
Katherine Schiltz, Raymond Librarian
Betty Sholund, Reference Librarian, Olympia
Jay Windisch, Reference Librarian, Aberdeen
Herbert H. Fuller, Timberland Attorney
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Ann Albohn, Olympia Friends of the Library
Eleanor Aspinwall, Olympia Friends of the Library
Ruth Tugby, Olympia Friends of the Library
Lyle Watson, Mayor of Olympia

Mrs. Harris called the meeting to order at 7:40 p.m.

AGENDA ITEM
NO.

1 Approval of Minutes of the July 16, 1981 Meeting

81-54 LARRY PARSONS MOVED TO APPROVE THE MINUTES OF THE JULY 16,
1981 MEETING; PAUL POLILLO SECONDED THE MOTION. MOTION
CARRIED.

Mrs. Harris welcomed everyone and introduced the Board members.

2 Approval of Vouchers

Mrs. Harris stated that payroll vouchers for July 1981 totaled \$218,460.92.

81-55

ELMER KEISKI MOVED TO APPROVE EXPENSE VOUCHERS #9041 THROUGH #9238 IN THE AMOUNT OF \$104,546.25; LARRY PARSONS SECONDED THE MOTION.

Mrs. Harris asked if voucher #9128 in the amount of \$23,262.01 is the final payment to Schwiesow Construction and Mr. Crose replied that it is. Mr. Parsons questioned voucher #9158 to the Washington Library Network in the amount of \$6,402.82 and asked how often the Network is paid. Mrs. Morrison stated that this is a monthly payment.

MOTION CARRIED.

3 Reports

A. Business Manager - Michael Crose

Mr. Crose had nothing further to add to his written report. Mr. Keiski commented on the unemployment compensation fund and suggested that perhaps the Board should look at reducing this fund. Mr. Crose stated that when the state examiner was in last year, Mr. Crose discussed this with him. The state examiner told Mr. Crose that until Timberland went through the worst of its economic crisis, it would be prudent of Timberland to have a ceiling of \$100,000 in this fund. Mr. Keiski suggested that the Board look at this again in next year's budget.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller had no report.

C. Library Director - Louise E. Morrison

Mrs. Morrison had a copy of the Lacey, Olympia, Tumwater coloring book available. She said 500 gift copies were distributed in those three libraries.

Mrs. Morrison referred to an article in the Shelton-Mason County Journal featuring Patsy Humphres of the South Mason Library.

Mrs. Morrison introduced two staff members, Shirley Hake, who replaced Judy Metcalf as Book Selection Coordinator, and Steve Metcalf, who will be the new Library Automation Project Librarian.

Mrs. Morrison announced that next week is the PNLA Conference and several staff, as well as one Board member, Alice Harris, will be attending.

3

D. Assistant Director for Central Services - Sally Loken

Ms. Loken had a video tape available on the CALS project (automated circulation) which was prepared by The Evergreen State College. She said that George Rickerson, who is the CALS Project Manager, is narrator in the film. Ms. Loken stated that this video tape is being used in staff meetings and will be booked for Boards and Friends groups in the fall.

After the tape was shown, Ms. Loken showed samples of library cards available which will have to be issued to Timberland patrons sometime this fall. Mr. Keiski asked if a library can legally require patrons to have a library card. Mrs. Morrison stated that the law says that the Board can set such rules and regulations as are necessary for the orderly operation of a library.

Mr. Polillo asked how much training will be required for staff. Ms. Loken stated that the vendor will supply a certain amount of training which is specified in the contract. She said that typically the vendor provides thorough training on the operation of the computer itself for the staff responsible for that and a certain number of staff will need to know what to do when something goes wrong. Ms. Loken said that training is tailored to each function in the library. She said she thinks that the proposed contract provides for 20 TRL staff to be trained and they in turn will train others. Ms. Loken said the circulation system is not as difficult to use as it may look.

Mr. Keiski commented that the term "broken" was used in the film rather than saying a computer is "down." He said that he feels CALS should be careful in how this is worded since computers have technical problems which are adjusted but it does not necessarily mean the computer is "broken." Mr. Keiski said also that patrons must be assured that data gathered in the computer is kept confidential since people are becoming more and more concerned about data they give to institutions. He said that when he was at the American Library Association Conference at the end of June, people who have had experience with computers told him that computers free librarians to do what they are really supposed to do. Mr. Keiski stated that if the computer delivers information to the patrons faster, better and more efficiently, that is what the library is after. He said that many commercial firms are now considering charging for distribution of information because of the information explosion and it is a struggle for libraries to maintain information on a relatively free basis. Mr. Keiski stated that when Timberland gets this computer, it will get closer to the control of the vast amount of information available. Ms. Loken commented that the Washington State Library already subscribes to over 100 commercial data bases and Timberland has access to those. She said that the day is coming when more and more information will only be available on-line and won't even be in printed format.

Mr. Parsons asked how Timberland is going to handle the matter of due dates once the automated circulation system is installed. Ms. Loken said that Su Chapple of North Mason is chairing a committee to solve this problem. She said that she (Ms. Loken) and Mrs.

3D Barton have started planning the public information on the circulation system and there will be an ongoing program of handouts for the public.

4 Correspondence

A. Letter from Winlock Library Board (Invitation)

Mrs. Harris read the letter as follows:

"The Winlock Library Board would be pleased to have the Board of Trustees hold their September or October board meeting at our library and to be our guests at a potluck preceeding the meeting.

"Please advise us of the time and date most convenient for you."

/s/ Arlene Bay, Secretary

See Agenda Item No. 6D.

B. Letter from Hoquiam Timberland Library Board (Invitation)

Mrs. Harris read the letter as follows:

"On behalf of the Hoquiam Library Board and myself, we would like to extend an invitation to the Timberland Regional Library Board to meet at the Hoquiam Timberland Library for a monthly meeting this Fall. Please let us know which month would be convenient for you.

"We would also like to invite Board Members to the activities we have planned for our 70th Anniversary, August 24th-29th. Please see the attached flier."

/s/ Christine M. Peck, Librarian

See Agenda Item No. 6E.

C. Letter from Olympia Mayor Lyle T. Watson re Olympia Sunday Hours

Mrs. Harris read the letter as follows:

"For your review we are forwarding a letter received from the Olympia Library Board with their supportive recommendations for Sunday library service.

"The Olympia City Commission agrees with the Library Board and Friends of the Library that Sunday openings will be responding to a proven public desire for such library service. The public usage on Sunday openings during the trial period was above expectation, and the library patrons included a balance of family groups as well as the usual mix of seniors, youth, and adults. Users came from the three-city area as well as the unincorporated areas of Thurston County since the Olympia library serves as the

4C

regional library for an extensive area and population.

"We cannot be too generous in extending appreciation to the Friends of the Library for the substantial staffing assistance they provided during the 1981 trial period. We are hopeful that in response to this showing of Sunday service demand it will be possible for Timberland Regional Library to provide essential staffing with continued assistance from the Friends.

"Your favorable consideration of the Olympia Library Board's recommendations will be sincerely appreciated by the library users of the wide community served by the Olympia Library facility."

Mrs. Harris also read the letter from the Olympia Library Board referred to in Mayor Watson's letter as follows:

"At the meeting of the Olympia Library Board of Directors on June 30, 1981, the recent project of Sunday openings was reviewed by the Friends of the Library and the Olympia Library Board of Directors.

"After reviewing the comments of some of the participants and examining the statistics, the following is the recommendation of the Board of Directors.

- "1. Four members believe that the Sunday opening should continue with one member remaining uncertain due to the practical considerations of financing the additional open hours.
- "2. That openings should be during the school year of September through May, except for those occasions where a holiday falls on a Sunday (example: Easter).
- "3. Preferably, the Library would not be closed on Thursday evenings, as was done during the project.
- "4. The hours for opening on Sunday would be 1:00 to 5:00 p.m.

"The public response to a Sunday opening was more than that which was anticipated at the commencement of the project. There appears to be little doubt that the community prefers Sunday openings and that those openings meet a public need and fulfill a public service. Of course, the costs of these openings must be resolved with the Timberland Regional Library System.

"However, it is the recommendation of the Olympia Library Board that Sunday openings will serve the public interest."

5 Unfinished Business

A. Olympia Sunday Hours

81-56

ELMER KEISKI MOVED THAT TIMBERLAND REGIONAL LIBRARY ADJUST OLYMPIA TIMBERLAND LIBRARY'S HOURS OF SERVICE TO INCLUDE SELECTED SUNDAY OPENINGS PREDICATED UPON STAFF COOPERATION AND/OR EMERGENCY BUDGETARY REDUCTIONS; DOROTHY VOEGE SECONDED THE MOTION.

Mr. Keiski said that he thinks Timberland has to demonstrate flexibility within the budget and contract cities' preceived needs. He said that he personally feels that in the tri-cities area, the patrons deserve the chance to utilize at least one public library in the Tumwater, Olympia, Lacey area on selected Sundays. Mr. Keiski said he thinks a Sunday opening in this area would promote goodwill and good use of a public service at a time when many public services are being withdrawn. He said another point is that Olympia wants it. Mr. Keiski said Olympia Friends met Timberland's initial trial request faithfully and patrons, volunteers, Olympia Board, members of the committee and staff cooperated. He stated that a survey was done and he thinks that the data from that survey can support a Sunday opening. Mr. Keiski said that if a survey of each library in Timberland were done as thoroughly as the Olympia one was on a daily basis, it would probably provide as much evidence to reduce hours or even days of service.

Mrs. Voege asked what Mr. Keiski means by selected Sunday hours in his motion. Mr. Keiski said as he understands it, Olympia is just asking for Sunday openings during the winter months excluding holidays. Mrs. Harris asked if the intent of Mr. Keiski's motion is to make every effort to have Sunday hours at Olympia. Mr. Keiski stated that the intent of his motion is to attempt to meet Olympia's request as it was outlined within the level of staff cooperation and budget. He said if there is a serious budget problem, it may not be possible, but he said he thinks Timberland should be able to adjust.

Mrs. Voege said that she is supportive of Sunday openings. She said that Timberland belongs to the people of the five counties it serves and if the people are saying they want Timberland to be responsive that is the way to go. She said, however, she is surprised by the sudden motion. Mr. Parsons said that he personally would like to see Sunday openings sometime down the line. He stated that Mr. Keiski referred to the tri-city patrons. Mr. Parsons said they also have the Aberdeen/Hoquiam patrons, the Centralia/Chehalis patrons, the Raymond/South Bend patrons, etc., who would, indeed, like to avail themselves of Sunday openings. He said that at this time Timberland is not prepared to do this as there are some problems which have to be dealt with, such as a backlog of work for other workers since the Service Center will be closed on Sundays, computers will be closed down, they won't be able to interface with WLN, reference referral would have to keep a file for whoever comes in Monday morning, staffing

5A

problems with volunteers, and types of services available. Mr. Keiski said he thinks the staff will be able to come up with some answers. He said he does not perceive adding hours to Olympia's weekly service schedule, but rather perceives a trade-off with some other hours in the week. However, he said he does not know how to tell staff that they have to work Sundays.

Mrs. Harris asked Mrs. Morrison to comment on this. Mrs. Morrison said that there is certainly no doubt that the service on Sundays was well used. She said the Olympia Friends and staff were as faithful and wonderful as anyone could possibly be. If she has any reservations, she said it has to do with when Sunday hours would be implemented. Mrs. Morrison stated that next year is fraught with so many problems that she looks at staff and wonders how she can put more burdens on their backs. She said it makes another day for supervision, another day for cleaning up books that came in the day before, another day when the library cannot be closed to convert to the automated circulation system which in itself is going to be a tremendous challenge. If she makes any recommendation at all, it would be to postpone this for at least a year. Mrs. Morrison said that if the Board feels that it is absolutely necessary to respond to this now, then staff will try to find a way, although she said she doesn't know what that might be. She said whatever will best serve the needs of the patrons is what staff members are trying to do but she said she thinks there are limitations as to how much they can do.

Mrs. Morrison asked Betty Sholund, who did work Sundays during the experiment, to make comments. Ms. Sholund said this is a very difficult thing to address. As a professional, she said she wants to serve and be open as much as possible and respond to patrons' needs. She said that staff wants to have quality service and full service when the library is open and not just open the doors and let volunteers do things and patrons wander in. Ms. Sholund said that Mr. Parsons had pointed out earlier some of the problems Sunday openings would create. She said that she personally dislikes working on Sundays. She said she agrees with Mrs. Morrison in that she sees a lot of pressures this next year and does not think that staff is ready to jump into another. Mr. Keiski said he does not think anyone sees full service on Sundays. Ms. Sholund stated that this makes it difficult as staff saw a certain amount of resentment on patrons' part because some services were not offered. Mr. Keiski suggested that down the road administrators should look at the possibility of hiring floaters to work on Sundays in different libraries.

Mrs. Stough said that the tape they saw earlier tonight on the automated circulation system makes everyone aware of what the impact will be next year. She said it will mean closing libraries for short periods for converting to automation. The impact will be in the labor-intensive area which is circulation. Mrs. Stough stated that she thinks that next year it will be too difficult to try to handle both automation conversion and Sunday hours. Mr. Polillo agreed and said that he thinks they should hold off on this.

5A

Mr. Parsons said that the Board needs to express its gratitude to the Olympia Friends and Olympia Board for their enthusiasm for libraries. However, he said he feels at this time it may not be in the best interest of the district to do this because of the other problems confronting the library district in the near future. Mrs. Voegel suggested that perhaps the Board can review this again next spring for the possibility of implementing Sunday hours next fall. Ms. Loken said that the problem with this is that the staff anticipates that the Olympia Library will be on the automated circulation system by May of 1982. She said that they need to get the conversion done and be actually operating the system before they will really be able to assess staffing patterns in the building. Ms. Loken suggested that about a year from now would be a good time to review this.

Mr. Watson stated that he concurs with Mr. Keiski that the Board should look at what would best serve the public and be flexible in library hours and adjust the hours to meet the needs. He said he wants the Board to look seriously at this because the public has shown that this is what they would like to have, and he would appreciate careful consideration of this request. He said he did not notice any complaints on the Sunday he worked on lack of full service, and he thinks people can adjust to this. Mr. Watson said most people seemed grateful for the service they were getting.

Mr. Keiski said that his motion leaves open by using the term "selected Sunday openings" the actual period of time the library would be open. He said it might start in September or it might start in October. Mr. Keiski asked if there has been any official response from the bargaining group about their members working on Sundays. Mr. Mayer said there has not been anything official but part of the present proposal from the Union deals with special compensation for Sunday hours. It was suggested by one of the Olympia Friends present that in future employment it be specified that there would be a possibility of Sunday hours. Mrs. Voegel asked if the motion includes the use of volunteers. Mr. Keiski said he is trying to keep the motion as open as possible and this would have to be determined by staff assessment. Mrs. Voegel asked how supportive the Friends would be over a long haul. Ms. Albohn stated that Eleanor Aspinwall spent a lot of hours making sure that Friends volunteers were available.

ELMER KEISKI AND DOROTHY VOEGE VOTED IN FAVOR OF THE MOTION.
PAUL POLILLO AND LARRY PARSONS VOTED AGAINST THE MOTION. IT
WAS NECESSARY THAT THE CHAIR VOTE TO BREAK THE TIE AND ALICE
HARRIS VOTED IN FAVOR OF THE MOTION. MOTION CARRIED.

Mrs. Harris said she is well aware of the problems involved with this and she cannot foresee how soon it can be worked out. She said she does feel that Timberland needs to work toward Sunday hours since it is a service that is in demand. Mr. Watson thanked the Board. Mrs. Harris asked that Mr. Watson and the Olympia Friends be patient with Board and staff while they are trying to work this out.

B. Change of Regular Board Meeting Dates

- 5B Mrs. Harris said this was discussed sometime ago and no decision was made on it.
- 81-57 LARRY PARSONS MOVED THAT THE BOARD CHANGE ITS REGULAR BOARD MEETING DATES FROM THE THIRD THURSDAY OF EACH MONTH TO THE THIRD WEDNESDAY OF EACH MONTH BEGINNING IN JANUARY 1982; DOROTHY VOEGE SECONDED THE MOTION. MOTION CARRIED.
- 6 New Business
- A. Adopt Preliminary Budget for 1982
- 81-58 ELMER KEISKI MOVED TO ADOPT A PRELIMINARY BUDGET FOR 1982 IN THE AMOUNT OF \$5,466,710; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.
- B. Acceptance of Classification Plan Review
- Mr. Keiski asked if the people that Donworth Taylor suggested be reclassified have been notified. Mrs. Morrison said this report has not been distributed to staff and the Management Team is asking the Board to accept the report and authorize the Management Team to share the report with the staff and to implement the recommendations. Personnel Supervisor Tom Mayer said an official meeting will be called of all building supervisors on Wednesday to discuss the report and he will advise the individuals recommended for reclassification just prior to that meeting. He will request that the supervisors go back and immediately discuss the report with their staff. Each building will receive a copy of the report in its entirety with the exception of several appendices, which are extraneous. Mrs. Morrison stated that there are some positions which would only be changed when an incumbent leaves the position since there are several which have incumbents at a higher level than recommended in the study. She said people will not be downgraded, but positions may be. The reclassifications upwards would be implemented with the incumbents presently in those positions.
- 81-59 PAUL POLILLO MOVED TO ACCEPT THE CLASSIFICATION PLAN REVIEW AS PROPOSED BY DONWORTH, TAYLOR & CO.; ELMER KEISKI SECONDED THE MOTION. LARRY PARSONS ABSTAINED FROM VOTING BECAUSE OF HIS UNFAMILIARITY WITH THIS. MOTION CARRIED.
- Mr. Parsons said he would like to discuss this with Mr. Mayer at a later date.
- C. Adoption of Vehicle Replacement Schedule
- 81-60 ELMER KEISKI MOVED TO ADOPT THE VEHICLE REPLACEMENT SCHEDULE AS OUTLINED IN MICHAEL CROSE'S MEMO OF AUGUST 13, 1981; DOROTHY VOEGE SECONDED THE MOTION. MOTION CARRIED.
- D. Decision re Winlock Library Board Invitation - September
- 81-61 LARRY PARSONS MOVED THAT THE BOARD MEET FOR ITS REGULAR MEETING ON SEPTEMBER 17, 1981 AT THE WINLOCK LIBRARY; ELMER KEISKI SECONDED THE MOTION. MOTION CARRIED.

7 Other Agenda Items

- A. Consider Changing Special Budget Adoption Meeting from Thursday, September 24, to Wednesday, September 30

Mrs. Morrison said that figures will not be available in time for a meeting on September 24 but they may be available by September 30. She said if necessary, the meeting later could be canceled. Mr. Polillo said he would not be able to attend either of the September meetings.

81-62

ELMER KEISKI MOVED THAT THE SPECIAL BUDGET ADOPTION MEETING BE CHANGED FROM THURSDAY, SEPTEMBER 24, TO WEDNESDAY, SEPTEMBER 30; LARRY PARSONS SECONDED THE MOTION.

Mr. Parsons asked what would happen if the figures are not available by September 30. Mrs. Morrison said the meeting would be canceled. She said Timberland is supposed to have the figures so that the uniform levy can be set by the Wednesday next following the first Monday in October. She said no one keeps the schedule anymore, but the Management Team is still hoping they will have the figures in time.

MOTION CARRIED.

6 New Business

- E. Decision re Hoquiam Library Board Invitation - October

81-63

ELMER KEISKI MOVED THAT THE BOARD MEET FOR ITS REGULAR OCTOBER 15, 1981 MEETING AT THE HOQUIAM TIMBERLAND LIBRARY; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED.

- F. Consider Renewal Authorization for North Beach Lease

81-64

DOROTHY VOEGE MOVED THAT TIMBERLAND EXERCISE ITS OPTION FOR A 5-YEAR RENEWAL OF THE LEASE IN 1982 ON THE NORTH BEACH FACILITY AT THE MONTHLY RATE OF \$550; ELMER KEISKI SECONDED THE MOTION.

Mr. Keiski suggested that the Board might be shortsighted if it did not indicate interest in the rest of the building in which the North Beach Library is housed. Mr. Crose said that he had lunch with the owner of the building recently and was told that that option is always open to Timberland as long as Timberland is leasing that building. There is property surrounding the building and the building can be expanded.

MOTION CARRIED.

- G. Consider Adoption of Policy Statement re Instruction in the Use of Libraries

Mrs. Morrison stated that Timberland has been doing this for years but the adoption of this policy statement would formalize it.

6G

81-65

LARRY PARSONS MOVED TO ADOPT THE POLICY STATEMENT ADOPTED BY THE AMERICAN LIBRARY ASSOCIATION COUNCIL JULY 2, 1980 REGARDING INSTRUCTION IN THE USE OF LIBRARIES; DOROTHY VOEGE SECONDED THE MOTION. MOTION CARRIED.

H. Appointment of Bargaining Team for Management

Mrs. Harris stated that Virginia Barton and Tom Mayer have been on the bargaining team for management in the past and it seems advisable to appoint another member. She said she would like to appoint Michael Crose to join the bargaining team for management and she would also like Dorothy Voegel to continue as Board liaison in labor relations. Mr. Keiski asked if it would be possible for one of the Trustees, if Dorothy Voegel was unable to, to occasionally sit in on negotiating sessions. He said the Trustees should not lose contact with the concerns of staff. He said that management has a bargaining team and the union has a bargaining team and occasionally the Board loses the perspective and feel of staff concerns. Mrs. Harris agreed and said that she thinks she had a better feel of what was going on in negotiations when Mr. Keiski was reporting to them and she thinks it would be good to have a Board member sit in from time to time to keep closer to the situation.

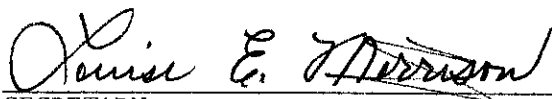
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Unfinished Business

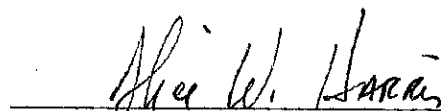
C. Public Relations

Mrs. Harris stated that sometime back the Board received a memo from Larry Parsons regarding public relations. She said Mr. Parsons is chairing the committee on city contracts and this ties into public relations. She stated that once this matter is settled and they are back to a full Board, she would like to discuss public relations again.

Mrs. Harris reminded Board members of the PNLA Conference August 26-28; the Hoquiam Timberland Library's 70th anniversary celebration on August 29; the meeting with contract cities representatives on September 3; regular Board meeting at the Winlock Library on September 17; special Board meeting on September 30 at the Service Center; regular meeting on October 15 at the Hoquiam Timberland Library. There was no further business and the meeting adjourned at 9:30 p.m. Mrs. Harris called for an Executive Session to discuss city contract negotiations.



SECRETARY



CHAIR