

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING

Timberland South Mason Library, 11840 Highway 101, Shelton, WA 98584

April 21, 1982

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TIMBERLAND REGIONAL LIBRARY
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Timberland South Mason Library, 11840 Highway 101, Shelton, WA 98584

April 21, 1982

M I N U T E S

BOARD MEMBERS PRESENT:

Dorothy Voege, Chair - Grays Harbor County
Jean Haakenson - Member-at-Large
Alice Harris - Mason County
Donald L. Law - Member-at-Large
Larry Parsons - Lewis County
Paul Polillo - Pacific County

BOARD MEMBER EXCUSED:

Doris Fourre - Thurston County

STAFF PRESENT:

Louise E. Morrison, Library Director
Virginia Barton, Associate Director for Research & Planning
Mary Stough, Assistant Director for Public Services
Sally Loken, Assistant Director for Central Services
Tom Mayer, Supervisor-Personnel Administration
Mike Crose, Business Manager
Peg Coppinger, Olympia Librarian
Alma Greenwood, Sr. Reference Librarian, Service Center
Patsy Humphres, South Mason Librarian
Tom Joselyn, Chehalis Librarian
Chapple Langemack, North Mason Librarian
Dusty Linder, South Mason Staff
Andrea Matchette, Olympia Staff
Joyce Nichols, Tumwater Librarian
Chris Peck, Hoquiam Librarian
Linda Schade, Olympia Children's Librarian
Kitty Schiltz, Non-Book Materials Coordinator
Mary Ann Shaw, South Mason Staff
Betty Sholund, Reference Librarian, Olympia
Dory Whitmarsh, South Mason Staff
Patty Wilson, North Mason Staff
Harlan Zinck, Olympia Staff

Herbert H. Fuller, Timberland Attorney
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Jim Dick, Lewis County Planning Commission
Mrs. Jim Dick
Stan Finkelstein, Association of Washington Cities

Mrs. Voege called the meeting to order at 7:30 p.m. Introductions were made.
Mrs. Voege thanked the South Mason staff for dinner.

1 Approval of Minutes of the March 17, 1982 Meeting

82-27 LARRY PARSONS MOVED TO APPROVE THE MINUTES OF THE MARCH 17, 1982 MEETING; DON LAW SECONDED THE MOTION. MOTION CARRIED.

2 Approval of Vouchers

Mrs. Voegel stated that payroll and payroll-related vouchers for March 1982 had amounted to \$241,910.24.

82-28 JEAN HAAKENSEN MOVED TO APPROVE EXPENSE VOUCHERS NO. 10372 THROUGH NO. 10551 IN THE AMOUNT OF \$164,330.57. PAUL POLILLO SECONDED THE MOTION.

Mr. Crose referred Board members to voucher No. 10372 to Pacific Northwest Bell in the amount of \$2,428.29 and stated that this is a replacement voucher for a bill paid in February 1982. The February warrant was lost in transit and it has been canceled and reissued.

MOTION CARRIED.

3 Reports

A. Business Manager - Michael Crose

Mr. Crose had nothing further to add to his written report.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller reported that he has written an opinion and presented it to the Director regarding what constitutes a public document and what constitutes a public meeting, and what sort of matters can be labeled confidential and what matters can be discussed in executive session. He said that Mrs. Morrison will provide copies of the opinion to each Board member.

C. Library Director - Louise E. Morrison

Mrs. Morrison had nothing to add to her weekly memos.

D. Assistant Director for Public Services - Mary Stough

In addition to her written report, Mrs. Stough stated that she wanted an opportunity to say something about the South Mason library building and the people who work at South Mason. She recalled when previous TRL Trustees met with City of Shelton officials to discuss a possible joint facility in Shelton. Because they found no common ground, Timberland started the WATS line for free telephone service for everyone in Timberland but Mason County was first, used as an experimental area for the WATS line. Timberland then started looking for a place to build the South Mason facility. Mrs. Stough said the big question was "Will it be successful?" She stated that Mason County residents were accustomed to a bookmobile and at first there was some resentment on the part of residents

3D in the county when the bookmobile service was cut back. She said one thing Timberland did right was the selection of the staff at South Mason. She stated that Dory Whitmarsh was the first supervisor of the South Mason Library and she had years of experience on the bookmobile. Patsy Humphres carried on the children's programs at South Mason as she had done from the Olympia Library. Mrs. Stough said excellent choices were made in clerical staff as well. She said that the hours have been increased twice since opening. Mrs. Stough said that Timberland is proud of this library and staff. She stated that the circulation statistics are one measure of success and there is no longer any question.

4 Correspondence

- A. Letter from Winlock Library Board thanking Timberland Trustees for memorial gift book

Mrs. Voegel explained that Shirleen Johnson is a former TRL Board member and when her husband died, the Trustees donated a book, "The NBA's Official Encyclopedia of Pro Basketball" in his memory.

- B. Letter from Lacey Library Board inviting the Timberland Board to meet at the Lacey Library

Mrs. Voegel stated that the Lacey Library Board has invited the Timberland Board to meet at the Lacey Library in May, August or September. Mrs. Harris suggested that since the Board has met away from the Service Center the past two months, that it should meet at the Service Center in May. Mr. Parsons said that it is all a part of Timberland and he likes meeting in various libraries.

Mrs. Voegel stated that the Board has received another invitation.

- C. Letter from North Mason Librarian inviting Timberland Board to meet at the North Mason Library

Mrs. Voegel read the letter as follows:

"The North Mason Friends of the Library have asked me to extend to you and the Board of Trustees an invitation to hold, at your convenience, a forthcoming board meeting at the Timberland North Mason Library.

"Though we know that all of Timberland is scenic beyond compare, the Friends thought that one of the summer months might be an especially pleasant time to visit lovely North Mason.

"The Friends would also like the members of the Board and the management team to be their guests for dinner at the library prior to the meeting.

"If this meets with the approval of you and the Board, we will look forward to seeing you in the near future at the North Mason library."

4B & C Mr. Parsons said Board members may wish to keep some time open in the event they are asked to meet in Centralia again regarding annexation. Mr. Law suggested that the Board not make a decision tonight. Mr. Polillo suggested that the Board meet at the Service Center in May and at that time decide when to meet at Lacey and North Mason. Mrs. Voegel asked Board members to be thinking about this between now and the next Board meeting.

Mr. Law asked what has happened to the letter that came from the Thurston County Commissioners in the past several days regarding the Trustee Code of Ethics. He requested that this letter be recognized at this time and that it be copied in the minutes. Mrs. Voegel said that for some reason the Thurston County Board of Commissioners has been reviewing the Timberland Trustee Code of Ethics and this is the first chance the Board has had to see this letter. Mr. Law said it is his intention to move to repeal the current Trustee Code of Ethics. In light of what he considers to be the significance of this move, Mr. Law said he had a lengthy discussion with the Thurston County Commissioners about three weeks ago and the Code of Ethics came up. Mr. Law said he raised this because one of the reasons for his opposition to the Code of Ethics is that he believes it interferes with the powers of the County Commissioners as appointing authorities. Thurston County Commissioners requested a copy of the Code of Ethics and Mr. Law said he sent them one and this letter resulted from that. Mrs. Voegel said she would like to consider this but she has not had a chance to read the whole letter. Mr. Law said this is significant correspondence and he requests that it be recognized as correspondence received by Timberland and inserted in the minutes as traditionally done with other correspondence received by Timberland.

D. Letter from Thurston County Board of Commissioners regarding Trustee Code of Ethics

The letter is as follows:

"We are aware that the Timberland Regional Library Board is reviewing its 'Code of Ethics' that has been in use for several years. We compliment you for undertaking this review.

"We encourage the Board to either abolish this 'Code' or to substantially modify it to eliminate reference to what public policy the Board members will adopt.

"The Code of Ethics, if you feel you must have one, should be limited to what public office holders must take as an oath, which is to uphold the constitution and laws of the Nation and the State and the local jurisdiction(s) involved. Timberland Library Board members are, in effect, direct delegates of elected officials and should feel free to address all public policy issues with an open mind and in a manner which continually responds to changing public needs and priorities. Any limitation on a Board member should be no more than the limitations of the elected officials who appoint them or other limitations imposed by law.

"If the Board feels it would like to have a Code that goes beyond this, it should be strictly limited to procedural matters such as meeting attendance, agreement to review materials in advance of meetings, etc.

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"Our comments about specific provisions in the Code are as follows:

- "1) Not a legal requirement for appointment. Contains a variety of policy implications. Should be eliminated.
- "2) Probably ok.
- "3) Ok.
- "4) Ok.
- "5) This may not include the full list. Are there not some personnel matters? Should be eliminated and reference made to State law and intergovernmental agreements for their duties.
- "6) Same as #1.
- "7) Second half may be an inappropriate limitation on political freedom.
- "8) Appears to be directly in violation of the State statutes pertaining to open public records and open meetings. Should be eliminated.
- "9) Limits political freedom. Should be eliminated.
- "10) A policy issue. Should be eliminated.

"We hope our perspective will be useful to you."

5

Unfinished Business

A. Trustee Code of Ethics

Mr. Law stated that he has distributed to the Board members two motions which he would like to make tonight.

82-29

DON LAW MOVED THAT THE TIMBERLAND REGIONAL LIBRARY "TRUSTEE CODE OF ETHICS" ADOPTED BY THE BOARD OF TRUSTEES ON AUGUST 21, 1975, BE REPEALED. PAUL POLILLO SECONDED THE MOTION.

Mr. Parsons requested that Mr. Law review the history regarding the Trustee Code of Ethics for the benefit of the people attending tonight's meeting. Mr. Law stated that he came on the Board in January 1978. On August 21, 1975, the Board of Trustees adopted by motion the Trustee Code of Ethics. Mr. Law said he raised this subject over a year ago for the first time on the basis that it is his feeling that no Board of Timberland's nature can impose upon a Trustee positions of policy or positions of illegality. He said he says illegality because it is his feeling and it was the feeling of the Thurston County Commissioners that provision No. 8 which states that Board members will not disclose communications received from the Director and which are to be kept confidential would be a violation of the public disclosure law. Mr. Law said he did not subscribe to the Code of Ethics when he came on the Board and

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he will not subscribe to it. He said he considers it to be a violation of his political freedom by a Board that existed before he came on the Board and he does not believe it to be the position or authority of the Timberland Board or any other Board to require the new Trustee or old Trustee to accept something entitled a "Code of Ethics" which is simply the imposition in many respects of a political philosophy on that Trustee. Mr. Law said he thinks this not only restricts the Trustee, but it also restricts the appointing authorities because he believes that the County Commissioners, who are Timberland's only tie with the populace, have every right to appoint people who have whatever persuasion they have and he thinks it is inappropriate to impose substantive views upon those appointees.

Mr. Parsons said that to him there were some things in the Code of Ethics that the Board could not live with but they wanted to have something. He said he likes the idea itself of a Code of Ethics but there are parts of it that he thinks all the Trustees have trouble with. Mr. Polillo asked Mrs. Morrison to explain where this Code of Ethics came from. Mrs. Morrison stated that Rita McArthur had been, for several years before she proposed this Code of Ethics, the Chair of the Timberland Board. She said she thinks Mrs. McArthur had been attending a workshop at Columbia University when she went to ALA the summer of 1975 and she came in the evening of the Board meeting in August 1975 and asked that the Code of Ethics be added to the agenda. Mrs. Morrison said the Code of Ethics was discussed and adopted at the August 21, 1975 meeting. She said it has been given to new Board members when they have come on the Board. Mrs. Harris stated that this Code of Ethics was adopted before anyone who sits on the Timberland Board now became a member of the Board. She said there was undoubtedly some reason why that Board decided this was a good Code of Ethics at that time. She stated that when this Board previously discussed the Code of Ethics, it was the feeling that some of the items should be eliminated and it should be reworked. Mr. Law said that three people on the present Board of Trustees have not subscribed to this Code of Ethics. In his case it is because he won't subscribe to it and in the case of the last two Trustees appointed after he originally raised the issue, it has been held in abeyance. His proposal is that the current Code of Ethics be repealed and that when a Trustee comes on the Board there should be a ceremony of some kind which he thinks is different from a Code of Ethics which recognizes the seriousness of the position. To provide this Mr. Law said it is his intent to make another motion regarding an oath of office. He said that as he understands the letter from the Thurston County Board of Commissioners, they request that the Code distinguish between procedural matters which he said he does not particularly object to since it would not interfere with his political freedom. Mrs. Voege asked that the motion repealing the Code of Ethics be voted on.

MOTION CARRIED.

Mr. Law said his next motion has to do with the formality of the procedure. He has used the oath of office taken by county officials when they are sworn in.

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82-30

DON LAW MOVED THAT AN OATH OF OFFICE BE TAKEN BY EACH NEW TRUSTEE AT THE FIRST MEETING WHICH HE OR SHE ATTENDS AS A TRUSTEE; THAT THE OATH BE ADMINISTERED BY A MEMBER OF THE JUDICIARY OR OTHER PUBLIC DIGNITARY; AND THAT THE OATH BE THE SAME AS TAKEN BY COUNTY OFFICERS, MODIFIED TO READ: "I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF TRUSTEE OF THE TIMBERLAND REGIONAL LIBRARY TO THE BEST OF MY ABILITY." JEAN HAAKENSON SECONDED THE MOTION.

Mr. Polillo asked Mr. Fuller for his opinion. Mr. Fuller said it sounds fine to him. He said that no one can be forced to take this oath of office. In some offices, it is a requirement to take an oath, but Mr. Fuller said he is not aware of any such requirement that a library Trustee needs to take an oath. He said that a library Trustee is a valid appointee and can be told that he/she will be asked to take this oath. Mrs. Harris asked how workable this would be to always try to have someone administer this oath. She said she has no problem with the wording, but she questions inviting a judge to come to a meeting to administer the oath. Mr. Law said that there are a number of superior court judges in Thurston County but he also added the language of other public dignitary. He said that it might add a nice communication if a photographer were also present. Mrs. Haakenson said they have been trying to get good communication and perhaps this could be something that would be a way of getting some public output. She said there is only one new Trustee appointed each year and she thinks that this would be workable. Mr. Parsons said he does not consider his position on the Board as a political plum nor to be used as a pawn in the PR game. He said he thinks he is there to insure that Timberland provides good library service to the people of all of the five counties. He said that there is some irony here somewhere, and perhaps it is escaping him, to have his picture with a dignitary appear in the paper. Mrs. Harris said that judges' calendars are extremely full and she would like the motion reworded leaving that part out. Mr. Law said the language is open ended and the oath could be administered by a mayor or county commissioner. Mrs. Veoge said she "blushes" at the thought of having a public dignitary administering an oath to new Board members when it is an oath that they do not have to take.

82-31

LARRY PARSONS MOVED TO AMEND MOTION NO. 82-30 AND MOVED THAT AN OATH OF OFFICE BE TAKEN BY EACH NEW TRUSTEE AT THE FIRST MEETING WHICH HE OR SHE ATTENDS AS A TRUSTEE; AND THAT THE OATH BE THE SAME AS TAKEN BY COUNTY OFFICERS, MODIFIED TO READ: "I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF TRUSTEE OF THE TIMBERLAND REGIONAL LIBRARY TO THE BEST OF MY ABILITY." ALICE HARRIS SECONDED THE MOTION. ALICE HARRIS, JEAN HAAKENSON AND LARRY PARSONS VOTED IN FAVOR OF THE AMENDMENT TO THE OATH OF OFFICE; PAUL POLILLO AND DON LAW OPPOSED THE AMENDMENT TO THE OATH OF OFFICE. AMENDMENT STANDS. AMENDED MOTION CARRIED.

Mrs. Haakenson asked if this would stop the Board from asking whoever they wish to administer the oath and it was agreed that it would not.

5 B. Reduction in Force

Mr. Mayer stated that it is his understanding that the Board wishes the Reduction in Force Task Force to complete its work in time for the Board to have the report at the May meeting. Mrs. Voegel asked if this would be possible, and Mr. Mayer stated that it would be.

6 New Business

A. Possible 1982 Budget Reduction

Mr. Crose stated that staff was asked to be prepared, if necessary, with decision packages that would result in reductions in the 1982 budget. He has worked for some time on reviewing the 1982 budget and has shared some of the responsibility with other management team members. Mr. Crose said that Timberland has a pretty tight 1982 budget. He stated that Timberland is in the process of installing an automated circulation system and aside from that there is very little budgeted for capital expenditures. He said that most of the areas of the budget are fixed costs. Mr. Crose said that he had determined in his review of the budget that the only area which could be cut, other than personal services, would be in books and materials. However, Mr. Crose said he does not see any reason for the Board to concern itself with any necessity for budget cuts. He said that Timberland is within one-tenth of one percent of what he projected for revenue to date. In fact, Mr. Crose said Timberland is at exactly 25% of this budget year's revenue so revenue is right on target. Mrs. Voegel asked then if there would be any need for cutting the 1982 budget and a reduction in staff and Mr. Crose stated he sees no need for this. Mr. Mayer said that Mr. Crose prepares a statement for him at the end of each month with regard to personal services and at the end of March, which is 25% of the way through the year, Timberland was at 24.1% on actual expenditures. Mr. Mayer said he is completely satisfied that Timberland is exactly where the district wants to be at this time of the year in terms of actual expenditures in personal services.

Mr. Parsons said that he thinks the Board has an obligation to determine its direction and goals in the event there is a shortfall in revenue. He said that they are discussing a RIF policy, Timberland has to pay for services from PNBC now, LSCA grants are perhaps a way of the past, and Timberland has a lot of expenditures now that it may not have had in the past, combined with inflation.

Mr. Crose stated that when he first came to work for Timberland just over two years ago, he recognized a need for a different method of budgeting. Traditionally what had been done was to extend the line items on the budget by percentage based on the rate of inflation. He said that this method of budgeting presupposes that the library will continue with all existing programs in the event of a revenue shortfall. Mr. Crose said he had suggested to the Management Team that Timberland should use a zero base budget system or program budget system so that individual functions can be broken down within the district so that it would be known what each item costs. Mr. Crose said the service in the district is intertwined and individuals are not assigned to do

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one specific function necessarily. He said the whole budget has to be unraveled and allocated to the different services Timberland provides. Mr. Crose said that if the Board has this knowledge and is aware that certain programs cost "X" number of dollars, then the Board is in a position to make policy decisions with input from the Management Team and staff as to which direction should be taken. He said that across the board budget cuts would be foolish because Timberland would then be providing substandard service in all areas rather than cutting out individual services. Mr. Crose said that he is working on tearing the Timberland budget apart function by function and allocating dollars to each individual area. He hopes that this year he can come up with that entire package for the Board in time for 1983 budget planning. This will give the Board an opportunity to examine every single function in the district and decide if the revenue levels projected, based on what is going on in the economy, are reasonable and if the budget proposed seems workable. Mr. Crose said after the first of 1983, whether revenues do or do not come in, there would be decision packages available to the Board and the Board can then make a decision as to what direction Timberland should go.

Mrs. Haakenson said that she thinks it is the Board's responsibility to look at the budget and look at the problems and solutions before the problems arise. She said she thinks Timberland is in a good situation for 1982 and she thinks the discussions on the budget have generated input for the 1983 budget, at least on her behalf. She said she hopes to get the most out of the dollar Timberland is given and she said she thinks Mr. Crose's approach is excellent and will be well received. Mrs. Harris said she is appreciative of the time Mr. Crose has spent on this and she said she thinks it will be very helpful to the Board.

Mr. Law said that he thinks the Board needs to recognize that times are tough and if there is one fact which looms out, it is that, unlike the state, Timberland's revenue sources are unrelated to income and are dependent almost entirely on property taxes and those property taxes are not dependent upon a particular family's ability to pay at a given time. He said one reason the state is in a financial crisis is because people are not spending money to generate sales tax. Mr. Law said the state budget has adjusted to the fact that these are tough times and Timberland has not. He said that no matter how bad times are, no matter how many people are unemployed, no matter how strapped people are and no matter how much inability people have to pay taxes, Timberland will still have the revenues unless people just start giving up their property. Mr. Law said what bothers him the most is he sees Timberland's process of budgeting is one which is simply based entirely on revenue and to set up Timberland's budget, they look at the revenue and having determined how many dollars will come in, it is a simple process of knowing how much Timberland can spend. Mr. Law said he will be seeking in the next couple of months to have that process reversed and to have the preliminary budget which Timberland has historically started in July not be a prediction of how much money Timberland is capable of taking in the form of taxes, but how much money Timberland needs to serve the district. He said if it turns out that the predictions

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show that Timberland will need more than it will receive, then they will obviously have to reduce what they need to what they will receive. Mr. Law said he does not think there should be the one direction budgeting based solely on revenue. Mr. Law referred to the Board minutes of September 1981 in which Mr. Crose gave a summary of how Timberland reaches its budget. He said the reason the budget is late each year is because the Board is waiting to find how much revenue it will receive instead of waiting to find out how much Timberland needs. Mr. Law said he found the information received by the Board very helpful and he would like to think this is the beginning of a process where the Board looks at where Timberland is going and where the increase in costs has been. He said he would like to look at other jurisdictions and see how they prepare their budgets and how much their budgets have increased. Mr. Law said Timberland's budget has increased about 60% in four years and he said that bothers him a great deal. He said he does not think people's income has gone up 60% in four years. He said he would like to know how much the counties are spending now compared to 1978, how much cities are spending now compared to 1978, and how much the income in the Timberland region has gone up in the past four years. Mr. Law said he finds the comparison between Timberland's 1978 and 1982 budget to be very helpful to him because it raises something very troublesome to him. He said he is under the impression that one reason why Timberland has to spend more is because books cost more. Yet, he said the budget figures he sees show that in actual dollars, Timberland is spending less on books now than in 1978. Mr. Law said that he thinks that they as Trustees owe it to the patrons to really put time and effort into looking at these various components and perhaps it might mean that they as Trustees might make a decision that they should spend more on one thing or another. He said he looks upon this as the very beginning of what he would like to see as a thorough evaluation of the budget. Mr. Law stated that he is delighted with Mr. Crose's planned efforts in this area and he said he hopes that by the next meeting, the Board will have some more information that will be helpful and they can make more and more comparisons of what other jurisdictions are doing. He said that in the personnel area, which is a major component in the budget, he is most interested to know how much people in other library systems are being paid. He said he would like to see comparisons between Timberland's salaries and other governmental entities and the private sector.

Mr. Law said the Board was presented tonight with copies of a letter Mr. Law picked up from Charlie Earl who is the chief administrator in Thurston County showing how Thurston County's budget has increased in the last four year. He said that he would like the Board to look at what they need to spend and set the budget accordingly and not look at how much Timberland can tax. Mr. Polillo asked Mr. Law if he is suggesting that Timberland cut services in the libraries. Mr. Law said it is a matter of procedure and perspective. He is suggesting that the Board decide what they need to spend in 1983 and go about the budget accordingly. He would like to see the 1983 budget based on what Timberland needs to spend and not based on projected revenue.

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Mr. Crose said he would like to take exception to some of Mr. Law's comments. He said that Timberland has one source of population generated revenue which is property taxes. He said all Board members are aware of the fact that Timberland is limited by the 106% levy lid which is the same problem cities face, or any taxing district faces. Mr. Crose said that property taxes in 1982 make up about 42% of Timberland's budgeted revenue. When talking about increases, Mr. Crose said they are not talking about increases in just property taxes. He said that in the last four years, with inflation running in excess of 12%, and Timberland's property tax levy amount has gone up about 10% annually, Timberland is losing ground in property taxes. Mr. Crose said he is a taxpayer and property owner and he agrees that people would like to pay fewer taxes. He said if he owns a \$100,000 piece of property and Timberland's levy rate is 37.68¢ per \$1,000 of assessed valuation, it would cost him \$37.68 a year for library service. Mr. Crose said if Timberland were to cut 10% to 20% of the levy rate, 10% would save him \$3.77 and 20% would save him \$7.50, which are not significant amounts. Mr. Crose said most of Timberland's revenue is non-population generated, such as timber taxes, which is being paid not by individual taxpayers, but principally by corporations. He said if Timberland cuts its levy amount which is the basis for determining what Timberland would receive in timber taxes, Timberland would be cutting its throat in two different ways--Timberland would not be allowing itself the dollars it is entitled to from property taxes, but also lowering its position as far as receipts from forest taxes which don't necessarily affect individual taxpayers. Mr. Crose said that if Timberland should cut its levy rate, it would not be doing the taxpayers any great favors. Mr. Crose said he is concerned about how Timberland budgets, but he is not saying that Timberland has excessive revenues. He said that Timberland's budget represents about 2.1% of property taxes in the five counties, which is not a significant amount. He stated that if Timberland had the money, he does not think any Board member would want to limit the books and materials budget. Mr. Crose asked what the upper limit on books and materials is. He said that the \$400,000 allocated to books and materials in 1982 for the whole district is obscene, but unfortunately Timberland is in a position of restricted tax revenue since Timberland does not have other tax sources that other taxing entities have. Mr. Crose said that Timberland's budget has to be balanced in either personal services or books and materials. He said that Timberland provides public service and so it has to have the staff to serve the people Timberland serves, and the materials to serve them with. Mr. Crose said that libraries nationwide are underfunded. This is not just a Washington State problem.

Mr. Law said that he agrees with Mr. Crose's comments, but all he is saying is that Timberland spend what it needs and not what it can tax. He said this would set a timing difference on Timberland's budget. Mr. Crose said that he thinks the Board should be more involved in the process of setting up the budget because he thinks the process is somewhat different than the Board is picturing. He said he has spent a great deal of time in the district asking what staff's capital needs are for the ensuing budget year only to find that there are not sufficient dollars to go around for the items requested.

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Mrs. Voege stated that it seems to her that any realistic budget process would begin with the recognition of a realistic figure to work with and she thinks that is equally true of any budget the size of Timberland's or of any purchase that any individual wants to make. She said that one consideration is how much a person has to spend and then the person works from that. Mrs. Harris said that she hears what Mr. Law is saying and the angle he is coming from is very idealistic and would be a good way to approach the budget if Timberland had more funds. She said that the law requires that Timberland have a balanced budget each year so regardless of what Timberland's needs are, the district has "X" amount to work with. She said she does not see any extras in any of the libraries, but she thinks that after the Board looks at the needs of the district, it will have to cut back to what the income is, just like people have to do at home.

Mr. Law said that he thinks this education process is important. For instance, between 1978 and 1982, the book budget was reduced by 7% and the amount paid to the professionals to administer Timberland increased by 117%. Mr. Parsons said that he thinks Timberland has been a training facility for the State Library. He said he thinks Timberland has lost a lot of good people because of budget problems. He said he does not think Timberland should get good people, train them, and lose them to other libraries or industries. He said that for years salaries have been fairly low in Timberland. Mr. Parsons said he agrees that it is a travesty that the book budget is so low and he would like to see this increased. Mr. Parsons asked what the Board members would do if they take a real hard and serious look at the budget and instead of finding that they can save a little here and there, they instead find that to provide adequate library service for the five counties, they might have to do as Pierce, King County, North Central, Fort Vancouver and lift the 106% lid. Mr. Parsons asked if they could go to the counties and cities and ask for 50¢ per \$1,000 of assessed valuation. He said that somewhere down the line, if Timberland continues with the 106% lid, the levy rate will be less and less each year. He asked Mr. Law if he would be willing to increase the budget if it is needed and Mr. Law answered yes. Mr. Law said there is no evil in looking at these things and if the Board can go through this process over the next several months, he thinks it will be much more extensive than in previous years. Mr. Law said that if he thinks the budget is appropriate, he will vote for it.

Mrs. Voege commented that when she first came on the Board, she was appalled at the salaries, and she was equally appalled by librarians who said that the book budget could not be touched. Her feeling was, why not touch the book budget. She said Timberland was having tremendous turnover because the staff was not being paid adequately. She asked why people should be penalized for working for Timberland. Mrs. Voege said that slowly Timberland is doing better, and she feels it was a necessary "evil" to cut the book budget to increase salaries.

Mr. Law said he would like to know why there is a 117% increase in salaries to professionals during the past four years. Mr. Mayer said that the statistic Mr. Law has cited is a spectacular

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one but there are some good reasons for this that everyone should be aware of. He said everyone has to keep in mind that the difference between 1978 and 1982 figures in administration and professional salaries are made up of two things primarily. For one, he said that Sally Loken's salary was taken out of budget category 22 and put into category 10 where it rightfully belongs, which is administration. He said that is only an accounting change and there was no increase in administrative staff. Mr. Mayer said that he is a professional librarian and the BARS Manual says that all professional librarians must go in one category and not two categories. He said that his predecessor in personnel administration was not a professional librarian. Therefore, Mr. Mayer said there are two entire "extra" salaries in that category that were not there in 1978. He said that explains the largest part of the difference, plus there have been salary increases. Mrs. Harris said that as long as she has been on the Board, the Board has tried every year to try to get the staff's salaries up and it has been a hard and slow process. She said that staff may not realize it, but there were lots of times when the Board was ashamed of the kind of money Timberland was able to pay. She said from a purely monetary standpoint, in her particular background, she is well aware of how expensive it is to train people and when Timberland kept losing people to higher paying positions elsewhere, it cost Timberland more than just replacing that person. Mrs. Harris said she is glad to see the salaries better and wishes, too, that the book budget could be higher, but she said she does not think that the Board needs to apologize at all for that variance in percentage.

Tom Joselyn said one thing the Board might wish to consider is to look at the circulation statistics. He said that from 1980 to 1981, Chehalis' circulation increased by 20% but the staff was not increased. He said that, in effect, is absorbing a cut in expenditures.

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Other Agenda Items

A. WLA/OLA Conference

Mrs. Voege said several representatives from Timberland attended the joint WLA/OLA Conference in Portland last week.

Mrs. Morrison reported that it was one of the most successful conferences she has attended in the past several years. She said there were almost 900 people registered which enabled program planners to get several interesting programs. She said she feels that one of the better speakers was Patrick McGrady. Mrs. Morrison said she felt that he did an excellent job of waking up people's minds about what happens the minute a person's guard is relaxed in regard to intellectual freedom. Mr. McGrady said that people have to go out and fight for it and sometimes obscenity is not that bad.

Mrs. Voege said this was the first library conference she has attended. She said she was extremely impressed with the professionalism of the people involved in the programs as well as

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the professional attitude and commitment of those attending. She said she heard Dr. William Pemberton, who is running for the Senate and who is a neurolinguist from Orange County, California. He dealt with stress and Mrs. Voege said she got a great deal out of his session.

B. Meeting in Lewis County

Mrs. Voege stated that she and Larry Parsons, Jean Haakenson, and Mrs. Morrison met with the Lewis County Commissioners and Mayors of Centralia, Chehalis and Winlock on April 20. She said she felt this was a productive meeting and that the people involved had a positive attitude toward trying to work together.

Mr. Parsons said that a lot of questions needed to be answered and he was pleased with the meeting and felt it was a productive meeting.

Mrs. Haakenson said that she thinks this meeting was probably one in a series and it was good that everyone was there to hear first-hand (without going through a second person) what they perceive to be problems. She said that hopefully these communications will continue and things can be worked out.

Mrs. Voege introduced Jim Dick who is with the Lewis County Planning Commission and who was active in the discussion at the April 20th meeting. Mr. Dick said that everyone rehashed some points but there were some tidbits which came out that he had not been aware of before. Mrs. Voege said that Mr. Dick is going to be meeting with Mrs. Barton and Mr. Crose to discuss some of his concerns and questions.

C. Announcements

Mrs. Voege announced that the Volunteer Recognition Luncheon will be held on Friday, April 30, at 1:00 p.m. at Oaksridge Restaurant located at the golf course near Elma. She asked that if anyone knows of any volunteers in their libraries who might be interested, to let Mary Stough know.

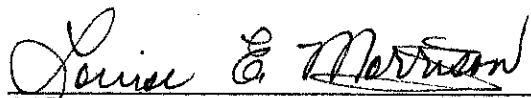
Mrs. Voege announced that the Washington Library Trustee Association is putting together a workshop to learn how to evaluate a measurable performance by an employee. She said that Karen Goettling of the State Library is organizing the workshop which will be given in four different parts of the state. Mrs. Voege stated that one will be held at the Olympia Library on Saturday, June 12.

Mrs. Voege announced that the PNLA Conference will be in Vancouver, B.C. in August. She said she hopes that representatives from the Board will be able to attend. Mrs. Harris said she would like to go and said that it sounds like a good program is being planned for Trustees.

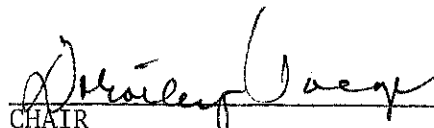
Mrs. Voege announced that Sunday, May 16, is the Governor's Writers Day in which Washington writers are honored. It will be held at the State Library. Trustees, staff and public are invited.

As a parting comment, Mrs. Barton stated that she lives in an area where there is continual griping about taxes supporting public services. She said her feeling is that people are paying for civilization and they either have it or they don't.

There was no further business and the meeting adjourned at 9:00 p.m.



SECRETARY



CHAIR