

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

May 19, 1982

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May 19, 1982

M I N U T E S

BOARD MEMBERS PRESENT:

Dorothy Voege, Chair - Grays Harbor County
Doris Fourre - Thurston County
Jean Haakenson - Member-at-Large
Alice Harris - Mason County
Donald L. Law - Member-at-Large
Larry Parsons - Lewis County
Paul Polillo - Pacific 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
Becky Dasen, Service Center Staff
Glenda Garrett, Tumwater Staff
Doug Gelis, Service Center Staff
Barbara Glandon, Service Center Staff
Alma Greenwood, Sr. Reference Librarian, Service Center
Jo Hagen, Centralia Staff
Helga Holmes, Centralia Staff
John Keplinger, Service Center Staff
Chapple Langemack, North Mason Librarian
Dianne Loomis, Service Center Staff
Ione Mason, Centralia Staff
Andrea Matchette, Olympia Staff
Paddy Lu Mullins, Centralia Staff
Joyce Nichols, Tumwater Librarian
Chris Peck, Hoquiam Librarian
Rosa Reeves, Service Center Staff
Mary Russell, Lacey Librarian
Linda Schade, Olympia Children's Librarian
Kitty Schiltz, Non-Book Materials Coordinator
Karin Schumaker, Service Center Staff
Mary Ann Shaffer, Montesano Librarian
Betty Sholund, Reference Librarian, Olympia
Mike Wessells, Aberdeen Children's Librarian
Bob Zimmerman, Reference Librarian, Centralia
Harlan Zinck, Olympia Staff

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

GUEST PRESENT:

Coke Funkhouser, Chair, Olympia Library Board

Mrs. Voege called the meeting to order at 7:35 p.m.

- 1 Approval of Minutes of the April 21, 1982 Meeting
- 82-32 DON LAW MOVED TO APPROVE THE MINUTES OF THE APRIL 21, 1982 MEETING; JEAN HAAKENSEN SECONDED THE MOTION. MOTION CARRIED.
- 2 Approval of Vouchers
- 82-33 ALICE HARRIS MOVED TO APPROVE VOUCHERS NO. 10552 THROUGH NO. 10734 IN THE AMOUNT OF \$143,400.09; PAUL POLILLO SECONDED THE MOTION.

Mrs. Fourre stated that although it is not a large amount, she wonders what sort of operating supplies Timberland is buying from "The Button Lady" (Voucher No. 10568 in the amount of \$279.84). Mrs. Morrison stated that this is for Summer Reading Club buttons. Mr. Law questioned the legality of the necessity that the Board actually sign off and approve these vouchers each month. Mrs. Morrison stated that the actual vouchers are signed by the Business Manager and the Director. The Board signs a cover voucher which encompasses these vouchers. Mr. Law said it does not make any sense that the law requires that the Board specifically approve vouchers. He asked if there is any way to delegate this. Mrs. Voege stated that the Board delegates the payroll vouchers to the Director and Business Manager. Mr. Polillo stated that the Board is responsible for these vouchers. Mr. Law asked if these vouchers could be mailed to the Board several days before the meeting so that Board members could review them beforehand. Mrs. Harris asked Mr. Law if he ever had any reason after a meeting to question one of these vouchers. Mr. Law stated that he has never seen a voucher disapproved since he has been on the Board. He said he has not questioned a voucher after a meeting. Mrs. Fourre said that it does not bother her to take the time at each meeting to review these vouchers and in fact she thinks it is rather interesting. Mr. Parsons said he has been to several school board meetings and vouchers are handled in the same manner. Mr. Law asked again if these could be mailed to the Board before the meeting. Mr. Crose said this would not be possible and in fact the vouchers list was just typed this afternoon. He said it could also probably represent a further delay in the process of payment. Mr. Law said that sometime ago there was concern with small vendors having to wait so long for payment.

MOTION CARRIED.

- 3 Reports
- A. Business Manager - Michael Crose

Mr. Crose had nothing further to add to his written report. Mr. Parsons asked about 1982 revenue, No. 350.00, Fines and Forfeits, and whether the \$246.00 received this year to date is about the same as it was this time last year. Mr. Crose stated he would have to check the records. Mr. Parsons said that it seems that as large as Timberland is, this is fairly low and he wondered if this encompasses books that are lost and people pay for. Mr. Crose stated that fines and forfeits actually encompasses temporary deposits. He said that Timberland does not charge fines and that

3A reimbursement for lost books falls into another BARS category.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller reported that several meetings ago, at the time the annexation elections in various cities were taking place, Timberland was very careful to draw up a list of "dos and don'ts" for staff and Board members with regard to the elections. He said that it turns out that it was good that this was done because a complaint did come in to the Public Disclosure Commission from a citizen in Westport. Mr. Fuller said that Timberland was able to show that staff was aware of the rules and regulations in the law and staff was so instructed. He stated that the Public Disclosure Commission investigator has reviewed this matter, and he will recommend to the Public Disclosure Commission that it find no violation (on the part of Timberland). The investigator also stated that it is not necessary that Timberland be represented at the hearing. Mr. Law stated that he thinks Timberland's attorney and staff deserve a pat on the back in the way the whole matter was handled.

C. Board Chair - Dorothy Voegel

Mrs. Voegel stated that she has been doing some reading on duties, rights and responsibilities of Boards of Trustees that she would like to share with the Board. She said that in any job, everyone needs a refresher from time to time. Mrs. Voegel said that decision making authority is vested in the Board of TRL, and not in the individual Board member, and the Board exists only when members meet together officially. She said it is important for a Trustee to enter into Board service with the idea of seeking the cooperation of other Board members and that in doing this the members use persuasive powers as well as courtesy and consideration for differing views. Mrs. Voegel stated that no individual member can bind the Board. She said she thinks that the most important job of the Board is the hiring of the Director and, with the Director, to make policy decisions. Admittedly, she said there is a very fine line between policy-making and administration but it is a very important line. She said that Board members do not have the training or the time or the expertise to run a library. She said that instead the Board makes policy decisions based on recommendations from the Director and these recommendations would come after consultation with those who would be most affected by the policy. She said an example of that currently is the Ad Hoc Task Force on RIF report. Mrs. Voegel stated that the Board can amend, accept, modify or reject the recommendations of the Task Force. She said once adopted, the Director is responsible for the implementation. Mrs. Voegel further said that the responsibilities of the Trustees is not to run Timberland Regional Library but to see that it is well run. She said the Board's relationship to the rest of the staff would, she hopes, be cordial and friendly. However, she said the Board's communication with staff is through the Director and the staff communications with the Board are through the Director. She said that individual Trustees should never consult with staff members about matters of internal management without the knowledge of the Director, which Mrs. Voegel said is a direct quote from the Trustees Manual. She said that Trustees often need supporting data

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for decision making and each Trustee has the right to request from the Director information in addition to that which has been supplied. Mrs. Voegel asked Mrs. Morrison to make an assessment of time needed for lengthy requests and to be in touch with her so that she, Mrs. Voegel, can see if this is what the Board, as a whole, wants done. Mrs. Voegel said she does not want the Board's requests to become burdensome to the staff. She stated that the staff cannot function with several individual bosses. Mrs. Voegel said that Trustees are not perfect people nor are Trustees cast from the same mold, which is why they need tolerance and a certain generosity of spirit, which she said is again quoting from the Trustees Manual. In working together, Mrs. Voegel said the Board can hang onto the same high standards with which Timberland has been functioning.

Mr. Parsons said he has some concerns that he would like to see on the agenda tonight with regard to lines of communication. This will be discussed under New Business, Agenda Item 6B.

Mr. Law said that at the last meeting, he proposed that the Trustee Code of Ethics be repealed and this was done by motion. He said this was done for a reason that he thinks was fairly clear to everyone involved. Mr. Law said that the letter received from the Thurston County Board of Commissioners regarding the Code of Ethics states the matter as well as he ever could. He said the concern he has is that other bodies that have no official capacity be put in a position where they are in fact exercising authority over how Timberland does things. He said he says that because references have been made to the Trustees Manual. Mr. Law said he does not accept the Trustees Manual as a way to do things for the Timberland Board. He said that manual has never been adopted by the Timberland Board. Mr. Law stated that it may be that the Trustees Manual has a lot of good things to say but he thinks as a Board what Board members have not done and what they need to do is have a compilation of Board policy that lays out in some kind of understandable format just what the Board's policies are that they have adopted. Mr. Law said he has utilized the example of the Olympia School District which is typical of school districts in the state and the most comparable to Timberland, where they have official policies put in a notebook and each board member has a notebook and all key staff people have a notebook and the public is welcome to see the notebook. Mr. Law said that there are a lot of things that need to be clarified. He said that once the Board makes up its mind on something, he is perfectly willing to accept that. Mr. Law said the problem is that in many cases there is a huge void and the Board has not expressed itself. He said the Trustees Manual is not something that is a policy of the Timberland Board. Mr. Law suggested that if the Board decides how things should be done, then go through a policy setting determination and as a Board, decide what they are going to do. He said that apparently there has been a decision that when a request for information comes in from the Board, it will now be reviewed by the Director to determine how much time will be involved in creating that information. Apparently, if he understands what Mrs. Voegel has said, if he as a Board member requests information regarding how Timberland is being run, Mrs. Morrison will report to Mrs. Voegel how much time this will take and Mrs. Voegel will decide whether or not it will take too long and he will or will not get the information requested.

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Mr. Law said he strenuously objects to this. He also pointed out that the Board has not decided on this as a policy and the Board needs to be careful to give themselves credit as a Board to set policies and clear up the voids so that the staff, the Board, the public, book vendors, cities, and everyone know what Timberland's policy is. Mr. Law said the Board should have a broad spectrum of policy and play its proper role, but do it in a formal, organized basis.

Mr. Parsons stated that this is a good example of how Board members do a terrible job of communicating. He said they need to communicate and what Mr. Law has said is valid and has a point and needs to be on the agenda somewhere. Mr. Parsons said he thinks the Board is taking a shotgun approach and is crying for some type of lines of communication.

D. Library Director - Louise E. Morrison

Mrs. Morrison stated that Mr. Fuller has already referred to the letter received from Mr. Beaton who is the Open Government Examiner with the Public Disclosure Commission and who has determined that it is not necessary that Mrs. Morrison attend the hearing on May 25 inasmuch as she has replied to his question and the findings are that she has done as she was supposed to do.

Mrs. Morrison reported that Mrs. Barton will be retiring from Timberland on May 28, 1982. She said there have been lengthy discussions among Management Team and she has requested input from supervisors. Mrs. Morrison said she thinks there has been almost universal recognition of the unique experience and unique personality of the incumbent and all of these things taken into consideration, the Management Team reached a decision not to fill the Associate Director for Research and Planning position at the level Mrs. Barton has been filling it. She said a number of duties can be assigned to other members of the Management Team and other staff members in the district. Mrs. Morrison said she has several ideas in mind for possible administrative reorganization which she plans to discuss with the supervisors and at such time as planning on that begins to come together, a recommendation will be brought to the Board for approval. In the interim, there is one duty which the Management Team feels will require more time than they are able to siphon off from what other people are doing. From June 1 through December 31, 1982, she thinks the public information function will be assigned, probably half-time, to some existing staff member as an experiment to see if this is a valid approach. Mrs. Morrison said the Board and staff will need to know with Virginia Barton's departure, that the person second in command as of June 1, 1982 will be Sally Loken.

Mrs. Morrison introduced Mike Wessells, the new Children's Librarian at the Aberdeen Library. Mrs. Voege said Aberdeen is very enthusiastic about Mr. Wessells and what he has already done for Timberland.

Mrs. Morrison thanked the members of the RIF Ad Hoc Task Force for finishing a difficult task early: Alma Greenwood, Tom Joselyn, Sally Loken, Ione Mason, Andrea Matchette, Tom Mayer, Chris Peck, and Betty Sholund. She gave a brief history of RIF in Timberland. Mrs. Morrison said that on page 21 of the Personnel Policy for 1978, there is a section which is a Reduction in Force Policy. She said

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the entire staff worked on this and was involved in commenting and in discussion and this policy was adopted by the Board of Trustees in July 1978 to be effective on January 1, 1978 because it was always the Board's intent to have it in effect as of the first of the year. Mrs. Morrison said that the Personnel Policy applied to the entire staff at that time. Subsequent to formation of the Staff Association, there was included in the contract a short article on RIF composed of bare bones which are statements which are not expanded in any way. Because this came up in the agreement between the district and the Staff Association, Mrs. Morrison said that the part that was in the Personnel Policy was moved into the new Personnel Policy so that it now appears only for exempt employees. She said she thinks that what must be recognized here is that there are no procedures for rank and file employees where once there were procedures which applied to them. Mrs. Morrison said that no one wants RIF, that she does not, she believes that the Board does not want RIF, and she knows that the staff does not. However, Mrs. Morrison said that if the time does come when there is no other way, that the mechanisms need to be already in place. If a disaster hits, Mrs. Morrison said it would be too late to get the mechanisms in place with any concern for what the staff's feeling was. Mrs. Morrison thanked the Task Force for working through staff's concerns and she said it will make an extremely complicated subject easier for the entire staff to understand by having had the Task Force involved in the process so that staff is aware and cognizant of what the problems are.

At the end of the Library Director's report, Mrs. Harris commented that she is pleased that Sally Loken is willing and will be second in command after Mrs. Barton retires.

E. Associate Director for Research & Planning - Virginia Barton

Mrs. Barton referred to several reports which she has written. She said that everything done in the past 14 years has been part of a plan from the very beginning. She said she is happy she had undertaken some of the training she had, which was post-master's degree training at the School of Librarianship at the University. It had to do with such things as planning, methods analysis, industrial engineering, automation, personnel administration, and building design. Mrs. Barton referred to her report entitled "Position Paper: Is public library support really necessary?". She has stated that there is one place in society where people can get access to information and that is the public library and it is the basis of our intellectual dialogue. She said that frequently people equate knowledge with power. She stated that limiting the budget of the one institution which makes the whole range of knowledge available to everyone equally renders the common man powerless as he would be in a totalitarian society. Mrs. Barton said that funds are being cut for all kinds of public service and to put this in perspective, she pointed out that the cost of three Trident submarines would fund all of the public libraries in the nation. She said that isn't much as far as dollars are concerned, but is enormous when looking at the sociological implications of not having libraries in our society. Mrs. Barton said some of the things she has said in her reports are her personal convictions which she has reached over the past several decades. She said one of the most

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telling experiences was when she lived through the depression in California where they always had public libraries. She said they didn't have a great many material things but they always had intellectual freedom and access to public libraries. She said she hopes everyone does not forget that.

Mr. Parsons said he can still remember when he first got a job as a school librarian with the Ocosta School District and he received a call from Mrs. Barton who told him that she would like to welcome him to the area and let him know about Timberland. They set an appointment and Mrs. Barton explained to him how Timberland and the schools could work together and he said that when she left, he was awestruck. Mr. Parsons said that school libraries in particular will miss a friend. Mrs. Voegel said that everyone will miss Mrs. Barton. She said it is not necessary to be redundant in telling everyone what contributions Mrs. Barton has made in the past 14 years. She said that Timberland is in fine shape and moving in neat directions today, and Mrs. Barton has been a large part of that. Mrs. Voegel wished Mrs. Barton well.

F. Report on All-Staff Training Day, April 28, 1982

Mrs. Harris said she was able to attend part of the All-Staff Training Day which represented a fine effort for Mrs. Stough and her committees, who worked to put it together. She said it was a pleasure to be present. Mrs. Harris said she thinks it was a very productive day. She said she had an opportunity to talk with some staff casually and as one person said, "I didn't want to come because I knew there would be a lot of work piled up the next day, but now I am so glad I did." Mrs. Harris said she thinks the Board should approve an annual All-Staff Training Day. Mrs. Voegel said that things like this go on in the district and Board members don't usually get an opportunity to take part. She said she was present for awhile at the All-Staff Training Day and she, too, was impressed. Mrs. Voegel said it is too bad that more Board members can't take part in this. Mrs. Stough said that her written report this month is on the All-Staff Training Day and she referred to the last paragraph of the report in which she is requesting that the Board approve an annual All-Staff Training Day rather than having such days sporadically. See Agenda Item 6C, New Business, All-Staff Training Day.

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Correspondence

There was no correspondence.

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Unfinished Business

A. Reduction in Force Policy Discussion

Mrs. Voegel expressed the Board's thanks to the Ad Hoc Task Force on RIF. She said it was an important job and it appears that the Task Force did it well.

Mr. Mayer noted that in all of the committees he has served on, he has never seen a Task Force or committee before which was 100% in attendance. He added his thanks as the Chair of the Task Force. He said that the Task Force spent a lot of time going at each other and some of the discussions became fairly heated. Mr. Mayer said he thinks that was good because it built toward a climax and everyone finally realized that the staff's concerns were truly coming out and they began to solidify in terms of expression. Mr. Mayer said he

5A would particularly like to thank Andrea Matchette who served as secretary for the Task Force. He said that he has noted on the agenda that this is discussion of the RIF Policy and he added his request that the Board consider this very carefully. Mr. Mayer said that he thinks that this is an issue which is highly technical, highly complex and requires a great deal of consideration. He requested that the Board take all the time necessary to look at this closely, even if it means more than one meeting. Mr. Mayer said that if the Board has questions on the report or a specific procedure, he will try to answer them. He said that in many instances it will be more appropriate for some member of the Task Force to answer questions.

Mr. Polillo asked if this report is strictly a report from the staff. Mr. Mayer said that is correct and he signed it himself because he was appointed Chair of the Task Force and it is appropriate for the Chair of any committee to sign reports. Also, the Service Center is the only building in the district that has secretarial assistance and the report was typed just last week in order to get it out to Board and staff before tonight's meeting.

Mrs. Voege asked how the Board and staff would like to proceed on this. She said the Board really has one policy making area which is "bumping." Mr. Law stated that he does not believe it is appropriate to discuss this matter in anything except an Executive Session. He said he thinks it is improper for them as managing directors of the Board to discuss a matter like this in a public meeting. He said this type of thing is the subject of labor negotiations and that has always been handled in an Executive Session. Mr. Law said he has no questions on the report because he would not want to ask questions on this in a public meeting. He said that this is a management thing and he thinks this should be handled by management and the Board.

Mrs. Fourre stated that the Board ultimately has to adopt the policy. She said she has no qualms about discussing this publicly because she said she would much rather have the staff be part of the discussion since it concerns them. Mr. Polillo said that the staff believes in this report, otherwise they would not have put in all the time and effort. He said he thinks that the Board should at least review the report. Mr. Parsons said he has mixed feelings. He said he has read through the report a number of times and there are several things that he has questions about. He said he does have qualms about discussing this in public since a Board member may say something that should not be said in a public meeting. Mr. Parsons said the Board has the staff's input and the Board has to make the final decision. He said the Board has to take into serious consideration the views of the staff and that this is of the utmost importance. He said he does not think the Board can make any decisions at this time. Even by asking some questions, Mr. Parsons said he may voice some prejudices that he has and he is not sure that is appropriate. Mrs. Haakenson said that she thinks the Board should meet in Executive Session so that Board members can state their ideas, find out where they are coming from, and come up with areas that will need further explanation rather than each of the Board members putting forth his/her own opinions and as Mr. Parsons said, perhaps saying something they should not. She said the point was made that

5A

the Trustees should act as a Board and she does not think individual questions at this point are warranted. She said that since this is a negotiable matter with labor, she thinks that the Board should have a firm footing as a whole.

Mrs. Harris said she would like to hear a recommendation from the Director. Mrs. Morrison said she has not made a recommendation as yet because there are several places in the report where she has a problem and she has not had an opportunity to discuss this with the Management Team. She said this would give the Board more time to formulate some of the questions they might want to ask. She said she does not know how the Board wants to approach this.

Mrs. Fourre said that several people have mentioned negotiable items and she asked what is negotiable and what is not. Mr. Mayer said that the right to make a decision about a reduction in force is a management right and this has been upheld in the courts. The effects of a reduction in force are negotiable between management and the union. Mrs. Fourre asked if there is any distinction made between union and non-union with regard to reduction in force. Mr. Mayer said that there are none as far as recommendations from the Task Force. For example, Mr. Mayer said there is language in the contract with the Staff Association which states that seniority is the principle by which reduction in force will be implemented. Also, he said it is very clearly spelled out that management has the prerogative to decide if a reduction in force is necessary.

Mr. Parsons said that in order to put this in perspective for staff members present, that there is nothing "cloak and dagger" about his concern and he is sure the rest of the Board feels the same way. He said his concern is that the Board has the staff's viewpoint and he would like to hear from the Management Team and then as a Board they should have an Executive Session once they have all the data to go over at length all of the documents concerned. Mr. Law said that Mr. Parsons' point is well taken that people understand that this is not a cloak and dagger operation. He said he was alluding to the fact that as with every other governmental and private entity that manages, the Board works as a team. The Board has always worked in total and complete unity with regard to labor negotiations. He said the Board has always discussed positions fully. Mr. Law said the problem with going into an extended discussion on this matter now is that it is premature. As he understands it, this report from the Task Force is a communication solely of what the non-management staff thinks the Board should do. Several people in the audience replied that this is not true. Mrs. Fourre said that as she understands it, there were both management and non-management members on the Task Force. Mr. Law asked the staff if it is their understanding that this RIF procedure report has been agreed to by the management team members on the committee. He asked if this report is simply a communication to the director of what the non-management staff concerns were and in no way reflects the opinions of the management team members on the committee. He said if he is wrong, he would like to be corrected publicly. Sally Loken said that it may or may not. She said the point is that the Task Force was asked to develop procedures that would address concerns of the staff as a whole whether they are eligible for the union or not. She said there were four members on the Task Force from the Staff

5A Association and four from non-union. Ms. Loken said that this report reflects to the best of those 8 people's ability what the staff's concerns are. Mr. Mayer said there are also items in this report which do not have the unanimous consent of all the members of the Task Force. Mr. Law asked if it is the staff's understanding that this report is the agreement of the committee as a whole, including staff and management team members on the committee. Staff in the audience replied that that is their understanding. Mr. Mayer agreed but added that the report does not reflect a management decision.

Mrs. Harris said that she herself had said previously that she would not think of making any kind of decision until she hears a recommendation from the Director.

82-34

JEAN HAAKENSON MOVED THAT THE BOARD TABLE DISCUSSION ON THE REDUCTION IN FORCE POLICY UNTIL THE BOARD HAS A REPORT FROM THE DIRECTOR AND THE BOARD HAS MET IN EXECUTIVE SESSION;
ALICE HARRIS SECONDED THE MOTION.

Mrs. Voege said there is no discussion possible on a motion to table.

ALICE HARRIS, JEAN HAAKENSON, DON LAW, PAUL POLILLO AND LARRY PARSONS VOTED IN FAVOR OF THE MOTION; DORIS FOURRE VOTED AGAINST THE MOTION. MOTION CARRIED.

Mrs. Fourre asked if Executive Sessions are to discuss specific personnel problems and specific people or if a policy which is to be adopted by the Board can be discussed. Mrs. Voege asked Mr. Fuller to address this. Mr. Fuller referred to the opinion which he recently prepared on this matter. He said one of the subjects in that opinion is what topics are permissible for discussion in Executive Session. He said the applicable statutory provision is RCW 42.30.110. The Board can discuss in Executive Session the appointment, employment or dismissal of a public official or employee. Mr. Fuller said that this is a very narrow sort of thing, but there is one case in which that is construed which is a 1977 case, Port Townsend Publishing Co. vs. Brown. In this case some things were discussed in private and the Port Townsend Publishing Co. sued the city or county (he doesn't remember which it was) and said that the governing body had no right to consider this in Executive Session. They were discussing the availability of funds and the advisability of retaining or hiring specific employees without mentioning names. The court held that it was not a violation and it was permissible to discuss the availability of funds, whether or not they should hire more CETA employees, or whether they should cut back some of the employees they had. The publishing company made a point of the fact that this wasn't a discussion about a specific employee, but it was a general policy matter affecting several employees. Mr. Fuller said that it was admitted that the legislature seems to have a clear declaration of legislative intent and purpose and it is said that it is difficult to envision a broader exception. When talking about matters affecting appointment, it is quite broad. Mr. Fuller said that with this broad interpretation, which has been thus interpreted by most of the state boards that he knows of, it gives these boards the right to discuss in Executive Session policy matters which would be the subject matter for collective bargaining. Mr. Fuller said this

5A is not a complete answer but he hopes this guideline is helpful. He said it would appear that this matter can be discussed in either open session or Executive Session. Mrs. Fourre said that is the reason she voted against tabling this matter because she wants to be sure that since they are developing a policy that they are not in violation of the law if it is discussed in Executive Session.

Mr. Law said he recommends that the Board retain a labor consultant for upcoming negotiations. Since Board members will be facing reduction in force policy anyway in the next few months, and this would be in the realm of a labor consultant, he suggested that the Board have a recommendation for a labor consultant by the next Board meeting. It is his understanding that the Board will be negotiating with the Staff Association for a whole new contract.

In an aside, Mr. Parsons asked Bob Zimmerman if the Centralia Commission has formally moved to put the Centralia Library annexation issue on the ballot. Mr. Zimmerman said that he did not attend the last Commission meeting and he is not aware that this has been done. Mrs. Fourre said that she talked with Mayor Moeller several weeks ago and he had told her that this has been approved, as well as the question of funding for 1983. Mr. Parsons suggested that Timberland find out.

5 Unfinished Business

B. Invitations to meet at Lacey and North Mason

Mrs. Voege said that the Board needs to make a decision on when it will meet at Lacey and North Mason. Mrs. Harris suggested that the Board meet at Lacey in July and North Mason in August. Mr. Parsons said that the Board should keep one date open in the summer in the event the Board is invited to meet again at Centralia. However, Mr. Parsons said he may not be able to attend the July Board meeting. Mr. Law said that every effort should be made to accommodate the convenience of the Board vis-a-vis Executive Sessions, particularly for out-of-town meetings, before making commitments in terms of extra things such as dinner. Mrs. Haakenson said she has no problem with regard to meeting in other libraries, but they should leave the dinners open. Mrs. Harris said that the North Mason invitation included dinner.

82-35

Alice Harris moved to accept Lacey's invitation and to meet there in July and to accept North Mason's invitation and to meet there in August and that the Board accept North Mason's dinner invitation; Jean Haakenson seconded the motion.

Mr. Law said he would prefer holding off the dinner invitation until such time as the Board knows what its Executive Session's needs might be in August which they should know three weeks before the meeting. Mrs. Haakenson suggested that the Board could go the other way around and instead accept the dinner invitation and in the event something critical comes up, they could then cancel with sufficient advance notice.

Alice Harris, Jean Haakenson, Paul Polillo, Larry Parsons and Doris Fourre voted in favor of the motion; Don Law voted against the motion. Motion carried.

6

New Business

A. Audio-Visual Discussion

Mrs. Voege said that Mr. Law had requested that this be on the agenda. Mr. Law said that he actually requested some materials and indicated that he might ask that this be on the agenda. However, he did not really wish it to be on tonight's agenda because of the time factor and other matters which would be discussed tonight. Mrs. Voege asked Mr. Law if there is something specific that he wishes to discuss. Mr. Law said he could lay the foundation for discussion at a later meeting. He said he has a particular concern regarding what he sees as some voids in the Board's policy setting area. He said he has been witnessing in the Olympia Library the past several months a situation where approximately 90% of the young children in the audio-visual/children's area are watching the A-V machines. He said sometimes the TV is also going. Most of the time he has seen them watching cartoons. Mr. Law said that one of the reasons he sought the position on the Board is because he is concerned about reading on the part of young people. He said he thinks the whole area of audio-visual purchases, particularly concerning the expenditure of money for commercial films (an example he gave is "Cat Ballou"), is a policy which the Board should consider at a later meeting. Mr. Law said he has become particularly concerned about this because at the last meeting the book budget was discussed and it has gone down in the past several years. He said he would have a preference for a change.

Mrs. Fourre said that it sounded as if Mr. Law has a personal problem and that there are avenues available for private individuals to make complaints to the Board. She said that personally she is incensed when anyone challenges freedom of information in any way, whether it is written or pictorial. Mrs. Fourre said she does not want the Board to get involved in any censorship situation and she said she resents this. Mr. Law said he has supported the freedom to read and the freedom to view and he will continue to do so. He submitted that the purchase policy of films, not which films, as to whether Timberland spends money on the purchase of commercial films and how much is spent is a subject for the Board to consider. To consider this censorship, as far as he is concerned, he said is raising a red herring. Mr. Law said he thinks this is a proper subject for the Board to consider in the context of a library system that has spent such a paltry sum on the purchase of books in the past few years and the trend in book purchases going down as much as it has. He said he thinks this is a legitimate budget question for the Board and to call it censorship is ridiculous. Mrs. Voege said that she thinks the difference between censorship and Board concern might be numbers. She said when one feels deep concern, that might be censorship. Mrs. Voege said that if the Board shares this concern and feels that this is the direction the Board should go and take Board time for it, then it does become a Board concern. Mrs. Harris said she is not sure if she understands what Mr. Law is talking about, but that in April, Ms. Loken in her report mentioned the video experiment that is going on. Mrs. Harris asked Mr. Law if this is what he is referring to. Mr. Law said he has not been educated about all the details. He said he is raising this simply as a preliminary point. He said that if he as a Board member would like to have an

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item considered by the Board on the agenda, he would think that the Board would consider this an agenda item. Mrs. Voege stated that they have and it is on the agenda. Mr. Law said that Mrs. Voege just suggested that this may or may not be appropriate as an agenda item. He said the Board should make a distinction between whether it is an agenda item and whether he can sell his concerns to the majority of the Board. Mr. Law said they are talking about communication and said they should be concise about what they are talking about. He said he would like to have this on next month's agenda. He will probably ask more questions in the intervening period and if he thinks it will be worth the Board's consideration, he will request that it be on the agenda and he will expect that when a Board member requests something be on the agenda that it will be.

Mr. Parsons said that he believes the library is much more than words on the printed page in this age of information explosion. He said that he himself works with audio-visual materials. When a library considers spending \$400 for a film and can get the same material in the format of a video tape, it seems to him that the library would want to purchase materials that will be used by a lot of people. Mr. Parsons said that if 90% of the children in the library are having good feelings and good vibrations watching cartoons, he thinks that format is excellent. He said he is very much a proponent of television. He said he is also concerned about censorship. Mr. Parsons asked what the library should purchase if it has limited dollars. He asked if other Board members have an opinion that Timberland is wasting money on something. Mr. Parsons said that librarians are hired to do the selection and it is not the Board's duty to do the selection. He said that Timberland has had films for as long as it has existed. He stated that he thinks video is an excellent place for expenditures. He added that he thinks the circulation statistics are up very well from just word of mouth and he is pleased with this.

Mrs. Harris asked Mr. Law again if he is objecting to the video tapes. Mr. Law said that at the first meeting he attended as a Board member, he stated one of his concerns is the literacy level of young people. He said he does not see why this concern is out of line and he does not see why the Board cannot set goals in terms of directives they would like to set in terms of encouraging this or that. Mr. Law said that he happens to believe that showing and making available as what he sees a distraction to reading next to the children's section is something that is contrary to the goal of encouraging reading among young people. He said that he asked prior to this meeting a copy of the policies that the Board has regarding subjects related to that. He received what he is sure is a complete response given the voids that Timberland has in its policies. Mr. Law said he is not objecting to anything that is going on. In fact, he said he did not even ask that it be on tonight's agenda.

Mrs. Voege asked Mr. Law if he is suggesting that the Board formulate a new audio-visual policy. Mr. Law said he does not yet know and that is why he did not want it on the agenda yet. He said it is also one of the reasons why he has repeatedly asked when subjects of such complexity are coming before the Board that the Board does not make a decision right away but consider them for a period of time. Mrs. Fourre said that she thinks that the Freedom to View adopted by the

6A Board December 18, 1980 covers this.

The meeting recessed at 9:00 p.m. and reconvened at 9:15 p.m.

The Management Team and the Board presented a scroll to Virginia Barton entitled "Ode to 'Leadfoot' Barton" which Mrs. Morrison read to everyone on the occasion of Mrs. Barton's impending retirement.

6 New Business

B. Lines of Communication

Mr. Parsons said that he is concerned about lines of communication. He said he thinks Board members have done a poor job in communicating with each other, with the Director and with the Board Chair. He said he thinks the Board should adopt some lines of communication on such things as how to get items on the agenda, how to get work from staff members if research is needed, who to contact if a Board member has a simple question. Mr. Parsons presented several items for the Board to consider. He said that if he has something that he would like to have put on the agenda he would like to call the Chair at least a week or 10 days prior to the meeting. If the Chair is unavailable at that time, Mr. Parsons suggested that a Board member contact the Director. Mrs. Haakenson asked what the purpose of the Vice-Chair is and Mrs. Fourre stated that the Vice-Chair conducts a meeting in the absence of the Chair. Mrs. Harris said that she thinks the Board is belaboring something that is very simple. She said that as long as the Chair is available, contact her, and if not, call the Director. Mrs. Harris said that if the Director has any problems, she will get hold of the Chair or Vice-Chair and discuss this. Mr. Parsons said that a point to consider is that the Board can usually reach Mrs. Voegel and can always reach someone from the Service Center. Mr. Parsons said he would like to see a tentative agenda at least one week before the meeting. He said that the Chair and staff have a lot of work to do to prepare for a meeting and the Board should be considerate of them. He suggested also that any pertinent items with regard to what will be discussed on the agenda also be mailed. One thing which bothers Mr. Parsons but which has improved is getting materials in the Board's packet on the night of the meeting and being asked to make a decision that night. Mrs. Voegel said that the longer a person is on the Board, the more knowledge the person has to draw upon. Mr. Law said he concurs with having lead time on the agenda. Mrs. Harris said that it is good to set up the agenda in advance, but Board members must keep in mind that there will be something that comes up at the last minute and the Chair and the Director need an opportunity to discuss this at the last minute, get it on the agenda, and no one should question this. Mrs. Harris said that Mrs. Morrison is good about putting things in her memos that come out each week stating that certain items may be on the agenda, or asking Board members if they wish certain items on the agenda. Mrs. Harris said everything is not always cut and dried ahead of time. Mr. Law asked if anyone else receives the tentative agenda and Mrs. Morrison replied that this is only sent to the Board. Mr. Law suggested mailing a tentative agenda to any number of people. For instance, he said that the school district maintains

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a list of people who can request copies of the agenda be mailed to them prior to a meeting. Mr. Parsons said that this would involve a large amount of mailing and perhaps stepping on some people's toes by forgetting to include something and someone. He noted that Timberland covers a huge area. Mrs. Harris said she also has a concern that if something is not on the tentative agenda and it shows up on the agenda the night of the meeting, people might feel deceived. She said this is not the intent, but items do come up at the last minute. Mrs. Harris said she would feel cautious about sending out something that says "such and such" will be discussed at the meeting and it does not always turn out that way. Mrs. Fourre said that traditionally New Business is where subjects can be introduced that need to be discussed, and if the Board wishes, it can discuss it at that meeting or table it for a later meeting.

Mrs. Morrison said that staff tries its best to get the agenda items together ahead of time and get them in a news release. Unfortunately, there are times when she may be on vacation and this does not get done and there are times when things fall through the cracks. She said staff tries to get all of the known agenda items in a news release and sends this to newspapers in the Timberland area. Mr. Law asked if these press releases are routinely picked up by the newspapers. Several Board members responded that they see these in newspapers in their areas. Mrs. Morrison said she has also sent copies of press releases to the Board.

Mr. Parsons said another of his concerns is communication between the Board and staff, in particular the Management Team. He suggested that the Board consider as a rule of thumb that if a Board member has a question of staff that is a simple question and doesn't require a lot of time to find the answer, that the Board member call that specific person. He said he talks to Mr. Mayer about negotiations and to Mr. Crose about budget matters. However, if a Board member wants specific work done by any member of the staff, including the Management Team, Mr. Parsons said that he thinks those should all go through the Director. For instance, major requests, analysis of situations, position papers for input, anything that will take a fair amount of research, Mr. Parsons said he thinks should go through the Director. Mrs. Fourre added that this should go through the Chair to the Director. She referred to a particular situation where a council member was always going over the head of the mayor and city manager directly to staff and was getting to be a nuisance to both the council and the staff. She said that the council finally had to set a policy since this was interfering with work schedules and now each council member has to go through the mayor or city manager. Mrs. Fourre said that the Board members could go to a lot of members of the staff to satisfy their questions and Board members would just be getting in the way. She said if a Board member would ask Mrs. Voegel to initiate a request to the Director, then the Chair could decide if it is something that all the Board members should know. Mrs. Fourre said if it is potentially involved, then the Chair can find out how much time it will take which she said is another time-consuming element. She said she thinks this would be a lot better for the staff if requests come from the Director. Otherwise, she said the Board can get into areas where they do not belong as individual Board members. She said there simply has to be a chain of command. Mrs. Fourre said

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that the Director is responsible for running the library. Mrs. Harris suggested that Mrs. Voege discuss this with the Management Team and let the Management Team make a recommendation. Mr. Parsons said that perhaps the Board should receive a position paper from the Management Team on this.

Mr. Parsons said another concern of his is the Management Team's communication with the Board. He said he thinks this is excellent, such as the reports received, weekly memos from the Director, communications from the attorney, and he wants to see this continued.

Mr. Law said it is interesting to see the question being raised about the amount of work that goes into a request. He said his request was for the Board policies regarding audio-visual materials and youth services, and he is pleased to hear that it was quite easy to put these together and put in the mail. Mr. Law said the reason he has raised the example of school district policies is because he thinks it is desirable for the Board to have a compilation of Timberland's policies. He said he concurs with the suggestions Mr. Parsons has made.

Mr. Parsons asked for input from the Management Team for their ideas on communication. He said he thinks the Board should get something going and stick to it. Mrs. Voege suggested that a committee of the Board be appointed to work with the Management Team. This was agreeable to the Board and Mrs. Voege appointed Mr. Parsons as Chair and Mrs. Haakenson to work with him on a communications committee. Mr. Parsons and Mrs. Haakenson said they would try to have this ready for Board's consideration by the June meeting.

Mr. Law suggested that the committee also work on recommendations on how communications can be improved in Executive Sessions. For instance, there have in past Executive Sessions been some unfortunate misunderstandings and perhaps the Board should have some sort of memorandum of understanding done at the end of each Executive Session or have someone take minutes.

Mr. Polillo said he would like to point out that being a Board member is a tough job. For instance, in the situation tonight regarding the RIF policy, Mr. Polillo said a lot of work went into the report and the Board did not discuss it, which he said has probably created some bad public relations between the Board and staff. Mr. Polillo said part of the job of the Board is making decisions and he wanted to point out that it is not easy to make these decisions on short notice.

C. All-Staff Training Day

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Alice Harris moved that the Board authorize an annual all-staff training day; Larry Parsons seconded the motion.

Mrs. Haakenson asked if this needs to be stated at the discretion of the Director. Mrs. Harris said that staff comes to the Board for permission to have an all-staff training day and she thinks the staff should have permission to do this yearly. Mr. Law said that he is surprised that this matter has to come before the Board

- 6C because he thinks this is in the Director's discretion. Mrs. Harris said that the Board has to make the decision to close all of the libraries on that day.


MOTION CARRIED.

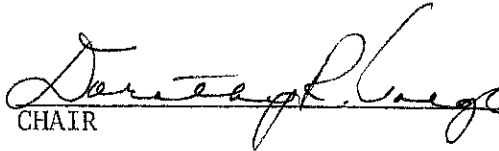
7 Other Agenda Items

- A. Certificate of Appreciation for Richard Werttemberger (Hoquiam Board)

Mrs. Voege said that Mr. Werttemberger has been a fine board member in Hoquiam and he has already left the Board. She requested that Chris Peck take on the responsibility of seeing that Mr. Werttemberger receive the Certificate of Appreciation.

There was no further business and the meeting adjourned at 9:40 p.m.


SECRETARY


CHAIR