

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Lacey Public Library, 4516 Lacey Blvd., Lacey, WA 98503

July 21, 1982

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July 21, 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

BOARD MEMBER EXCUSED:

Paul Polillo - Pacific County

STAFF PRESENT:

Louise E. Morrison, Library Director  
Mary Stough, Assistant Director for Public Services  
Sally Loken, Assistant Director for Central Services  
Tom Mayer, Supervisor-Personnel Administration  
Mike Crose, Business Manager  
Vicky Campbell, Coordinator of Youth Services  
Peg Coppinger, Olympia Librarian  
Judy DuPuis, Children's Librarian, Centralia  
Ardith Gordon, Yelm Librarian  
Chapple Langemack, North Mason Librarian  
Christine Peck, Hoquiam Librarian  
Mary Russell, Lacey Librarian  
Linda Schade, Children's Librarian, Olympia  
Harlan Zinck, Community Library Assistant II, Olympia  
Herbert H. Fuller, Timberland Attorney  
Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Dick Bever, Lacey City Council and Lacey Library Friends  
Sylvia Bryan, Treasurer, Lacey Library Friends  
Joan Cleland, Program Chair, Lacey Library Friends  
Coke Funkhouser, Chair, Olympia Library Board  
Elmer Keiski, Public Relations, Lacey Library Friends  
Olga McIntosh, Secretary, Lacey Library Friends  
Haruko Moniz, Chair, Art Exhibits, Lacey Library Friends  
Mary Ellen Pangle, President, Lacey Library Friends  
Eileen Parsons  
Suzan Reisman, Hoquiam Library Board and Hoquiam Friends  
Maryan Reynolds  
Sue Schaufler, Secretary, Lacey Library Board  
Brenda Stoner, Vice Chair, Hospitality, Lacey Library Friends  
Vernon Stoner, Lacey City Manager

Mrs. Voege called the meeting to order at 7:35 p.m. Introductions of Board, staff and guests were made. Mary Russell, Lacey Librarian, welcomed the Board to the Lacey Library and stated that the Lacey Friends were pleased that the Board was able to meet at the library.

1 Approval of Minutes of the June 16, 1982 Meeting

82-44 ALICE HARRIS MOVED TO APPROVE THE MINUTES OF THE JUNE 16, 1982 MEETING; DON LAW SECONDED THE MOTION. MOTION CARRIED.

2 Approval of Vouchers

82-45 LARRY PARSONS MOVED TO APPROVE EXPENSE VOUCHERS NO. 10895 THROUGH NO. 11045 IN THE AMOUNT OF \$97,770.29; DORIS FOURRE SECONDED THE MOTION.

Mr. Parsons questioned voucher No. 10931 to the Imprest Fund in the amount of \$1,212.18. Mr. Crose stated that there is a \$2,000 ceiling on this fund for miscellaneous supplies and all libraries are supplied imprest funds out of this amount monthly. Mrs. Morrison called the Board's attention to voucher No. 10987 to the University of Washington in the amount of \$1,000. She explained that the University of Washington has taken over the duties of the Pacific Northwest Bibliographic Center as a temporary measure to serve the resource sharing needs of the Pacific Northwest. She stated that PNBC is defunct as of July 1, 1982 and Timberland and other libraries have been paying for the service since it could not be included in the Washington State Library's budget. Mrs. Morrison stated that this is paid once a year and this is Timberland's estimate of what the service will cost for the next year. Mrs. Fourre questioned voucher No. 10992 to the Washington Library Network in the amount of \$6,179.89 and recalled that there was a payment made to WLN last month also. Mrs. Morrison stated that this is a regular monthly billing. Mrs. Harris asked what the miscellaneous tax is for in voucher No. 10993 to the Department of Revenue in the amount of \$7,993.20. Mr. Crose stated that this is a quarterly payment to the Department of Revenue and basically is for sales tax on materials Timberland purchases out of state.

MOTION CARRIED.

3 Reports

A. Board Committees - Larry Parsons, Communications Committee

Mr. Parsons reported that he and Jean Haakenson were appointed to a committee to look at lines of communication between Board members, Board to staff, and staff to Board. He referred to the committee's report in the Board's folders. He stated that he had asked Mrs. Morrison to inquire of other library districts in the state as to whether or not they have a policy on lines of communication. Mr. Parsons stated that he and Mrs. Haakenson have a slight difference of opinion as to whether or not the Board should have a formal policy on lines of communication. Mr. Parsons asked for the Board's input.

Mr. Law stated that he does not disagree with any part of the committee's recommendations, but he questions whether or not the Board should have this as a policy. Mrs. Haakenson said the committee was asked to come up with "lines of communication." She said it was not difficult to come up with the recommendations in the report. She stated that she and Mr. Parsons discussed overall the function of the Board, what Timberland has previously done, what they as committee members think Timberland should do. Mrs. Haakenson said she and Mr. Parsons

3A were surprised to find that several other library districts have no policy on lines of communication but if Timberland does come up with one, they "would be interested in seeing it." She said some library districts had a detailed policy and some had very vague policies. She said one library district responded that it does not have a written policy but set out the procedures it follows. Mrs. Haakenson said the committee felt that the recommendations in their report are a general idea of what lines of communications should be. Mrs. Harris suggested that the Board adopt these recommendations as guidelines to give the Board a framework within which to work. She said everyone would have to use their own judgment. She stated she does not have any problems with the recommendations. Mr. Law asked what the Board could do in terms of a structure if it isn't a policy. He said there are not many other categories this could go under. He stated that if the Board adopted this and puts it in a more formal process, it might be more helpful to other library districts which have requested copies. Mr. Law suggested that staff put these recommendations in a policy form with a heading, "It is the policy that these be the guidelines" with the idea that this be an agenda item at the next Board meeting.

Mrs. Voege said that for the benefit of the audience, the Board is talking about clearing up any snags and difficulties that might have existed in communicating with one another. She said it was felt that perhaps there is a need that the Board make some kind of definite statement or guidelines or policy that the Board would adopt. Mrs. Voege said she has been thinking for the past several months that perhaps the first item of business each month should be the adoption of the agenda and that would come before any other business is conducted. She said if a Board member wishes to add something to the agenda and if it is the general wish of the Board, it could be done at that time. However, she said if it is something that more Board members than not felt they are not ready to discuss or consider publicly without more time, then it could be rejected as an agenda item. Mrs. Haakenson asked what Roberts Rules of Order says about this and Mrs. Voege replied that this is included. Mrs. Haakenson asked how this would affect the agenda if something comes up later during the meeting which would be a spinoff of another agenda item, and if this would prevent the Board from discussing it. Mrs. Voege stated that she did not think this would be a problem. She cited an example of where one Board member might have researched something for sometime and then at a Board meeting requests that it be added to the agenda and the rest of the Board has not had an opportunity to think about it. Mr. Parsons stated that he thinks the more formal the Board gets, the more hung up on procedural formalities the Board will become. He said he thinks that Timberland has been doing a pretty good job in the past. Mr. Parsons read the recommendations as follows:

- "AGENDA ITEMS:
1. Call chair
  2. Call director if chair is unavailable
  3. Items should be given to the chair 7-10 days prior to the meeting (10 days are preferable)
  4. Tentative agenda sent to board members 4-7 days prior to meeting

- "BOARD TO BOARD:
1. Telephone
  2. Correspondence or other materials that need to be duplicated should be given to the director in a timely manner so that the

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director may designate an employee to do the task in such a way as to not interfere with the employee's work load.

- "BOARD TO STAFF (MGMT):
1. Go to direct person involved for easily answered questions. Suggested rule of thumb: if work needed takes less than 10 min. go to the Mgmt. team member directly involved (eg. 'Mike, in which budget category do we account for payments of lost books?')
  2. Board member wishes for major requests, analysis of situations, position papers, etc.; she/he should go through 1.) Director; 2.) Chair; 3.) Agenda.
  3. Existing memos are excellent. [This is actually staff to Board.]

- "BOARD TO STAFF:
1. Be conscious that our position may in itself be threatening and therefore cause stress. Although we do hold decision making positions we should not abuse whatever power we may have.
  2. Staff concerns should go through existing chain of commands; the final two links should be the 1.) Director; 2.) Board."

Mrs. Voege said she has a concern with a Board member going directly to a Management Team member. She said she thinks it would be wise that any questions go to the Director and she can deal with them in any way she sees fit. Mrs. Morrison stated that this is no real problem for her nor does she think it would be a problem for the Management Team. She said the Management Team would see that she knows what is happening in any case. Mrs. Haakenson stated that the reason the committee recommends that any major requests go to the Director first and then the Chair is so that the Director has the option to call the Chair. She said this would save time having to call the Chair on every single item and the Chair in turn having to call the Director.

Mrs. Fourre said her concern is only in major areas where Board members should be asked if they want information. Mr. Law stated that if a major request came to the Director, she would get on the phone quickly and discuss it with the Chair and he thinks it would almost be a courtesy kind of call to the Chair.

Mrs. Haakenson stated that when she and Mr. Parsons were discussing this, they wanted these to be general guidelines and not to take into account specific items. She said there is always an exception and where do you stop? She said she personally thinks the Board should have lines of communication that just spell out the Board's intent and if there is a problem in any category, the Board can address that problem. Overall, Mrs. Haakenson said these recommendations should take care of 99% of their communication.

The Management Team members all agreed that they would be comfortable with these guidelines. Mr. Law agreed that these should be guidelines but asked how the Board could adopt guidelines without making a policy decision. He said perhaps the vehicle might be a policy but that the policy be clearly stated that these are guidelines.

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82-46

DORIS FOURRE MOVED THAT THE BOARD ADOPT A POLICY SETTING INFORMAL GUIDELINES FOR LINES OF COMMUNICATION AS SET OUT IN THE COMMITTEE'S 5/27/82 REPORT; JEAN HAAKENSEN SECONDED THE MOTION.

Mr. Law said that in light of the fact that these guidelines might possibly be communicated in writing to other library systems, it might be appropriate to lay these guidelines out in a more formal format. Mr. Parsons suggested that Mrs. Morrison write the guidelines out using the recommendations of the committee. Mrs. Morrison agreed to this and agreed to share this with other libraries.

MOTION CARRIED.

B. Business Manager - Michael Crose

Mr. Crose stated he has nothing further to add to his written report. He said that right now Timberland is in the middle of an audit and he has been devoting most of his time to accommodating the examiner. He said he hopes to have a report out to the Board next week recapping the first six months of the fiscal year and he said he will be working on the 1983 budget, putting together revenue projections and setting up a framework of expenditures. Mrs. Harris expressed her appreciation to Mr. Crose for his 1983 and 1984 revenue projections which he put together for the Board and which she said she thinks gives a good picture. She said she appreciates the work which went into this. Mrs. Harris asked Mr. Crose how the audit is progressing and Mr. Crose replied that the examiner should be wrapping up the audit Friday afternoon and will have a conference with Mrs. Morrison and Mr. Crose Tuesday morning. Mr. Law asked when the Board can expect the preliminary 1983 budget to be discussed. Mrs. Voegel stated that this is usually discussed in August. Mr. Law said he hopes the Board will receive the budget at least a week before the August meeting and Mr. Crose assured him that this would be the case.

Mrs. Voegel said that there had been an oversight earlier and introduced former Washington State Librarian, Maryan Reynolds.

3 C. Timberland Attorney - Herbert H. Fuller

Mr. Fuller said he has been working with Mrs. Morrison on the Centralia Resolution for annexation. He had nothing further to report at this time.

D. Library Director - Louise E. Morrison

Mrs. Morrison reported on the Governors Conference for Rural Development which she attended on July 8 and 9 at Yakima. She said that libraries had been sorely neglected despite the efforts of library people to have them included in the report of the conference. Mrs. Morrison commented that Governor Spellman had mentioned libraries six times in his speech and libraries now were included in the developmental recommendations for rural development.

Mrs. Morrison further reported that Washington Library Network Principal Members will be meeting at King County Library on Friday, July 23,

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and she will be attending this meeting. She said that the group will be considering the possibility of forming a Washington State users' group.

Mrs. Morrison referred the Board to their folders which includes "Agenda for the 80's" which is a discussion paper prepared by the Washington State Library. She requested that Board members read this and consider the proposals and let her know their reactions. Mrs. Morrison said she thinks this will be adopted by the State Library Commission at its December meeting.

Mrs. Morrison reported that there is consideration underway now for the formation of a Pacific Northwest Library Network. She said this will be discussed at the PNLA Conference at Vancouver, B.C. on August 25, 7:30 p.m., place yet to be announced. Mrs. Morrison said she will distribute communications of the Joint Planning Team to the Board. She said that the Chair of that committee is Maryan Reynolds.

Mrs. Morrison reported that as she had previously mentioned, the University of Washington is now fulfilling the resource sharing "switching center" function as far as requests are concerned which the Pacific Northwest Bibliographic Center had been doing since 1936. She said this comes partly as the result of library automation because the old manual PNBC files are becoming too expensive to handle.

Mr. Parsons commented that he had signed up for an intellectual freedom workshop and one of the speakers was Mrs. Morrison. He said that he heard her in a different light and many of the workshop participants talked about her speech.

E. Youth Services - Vicky Campbell, Coordinator; Book Talk Demonstration by Judy DuPuis and Ardith Gordon

Mrs. Stough said that she is happy to be able to present a demonstration on public service. She said this would be more meaningful to everyone to actually see the people in action. Mrs. Stough introduced Vicky Campbell, Youth Services Coordinator.

Ms. Campbell referred Board members to the report on book talk statistics in Timberland for 1981 and 1982.

Ms. Campbell stated that TRL provides a number of services to the students at schools within the district, including tours, microfiche training and storytelling. She stated that probably the most pervasive and emphatic service Timberland provides is book talking. Ms. Campbell said that book talks consist of taking books into the classroom and telling the students enough about the books to make them want to read them. She said the books are left in the classrooms where the children can then have ready and easy access to them. Ms. Campbell stated that each person in Timberland who does book talks tries to go to each school within her/his jurisdiction at least once and repeat visits are made by invitation from the classroom teachers. She said that book talks are perhaps the most demanding and time consuming of all the services Timberland provides to children. She stated that the presenters are required to be familiar with hundreds of titles and then they must prepare a presentation that will make the books appealing to the children. Ms. Campbell said that this can require 100 or more hours

3E of staff time and when combining this with other duties, it represents a major commitment on the part of TRL staff. Ms. Campbell explained that the reason why Timberland does book talks is because staff feels strongly that book talks are an effective means of exposing children to books and promoting voluntary reading by the children. She said it also represents an opportunity to promote the library with children who are not currently library users. She stated that by showing children that reading can be entertaining and pleasurable and not merely an onerous school-related activity, Timberland hopes to create life-long readers and library users out of these students. Ms. Campbell said that staff members realize that they do not succeed with every child, but by going out and actively encouraging and seeking readers rather than passively waiting for them to come to the library, staff feels that Timberland is taking a major step in an effort to promote children's reading. Ms. Campbell said that in order to give everyone a first-hand opportunity to see/hear book talking in action, Judy DuPuis, Children's Librarian at Centralia, and Ardith Gordon, Community Librarian at Yelm, will each give a brief demonstration.

Ardith Gordon stated that going into a classroom is very much like playing Santa Claus. She said the children look forward to seeing Timberland staff come in and talk about books. Ms. Gordon gave book talks on a picture book for very young children, one in a series of books called "I can reads" with limited vocabulary and done with a few words on a page and a lot of space between the words, a sample of a book that deals with what children do and experience, a 1928 classic, and a picture book that not only appeals to very young children, but to older children as well.

Judy DuPuis gave talks on books for 5th, 6th, junior high and high school students. She said that this is an age that is more difficult to give book talks to since they have pretty much decided whether or not they like to read. Mrs. DuPuis said that this age group has a tendency to act up during the book talks and it is necessary to keep their interest. She presented a fairytale, a pioneer story, a story set in the 18th Century, and one that is used mostly in junior high and high school which takes place just before and during WWII.

Mrs. Stough commented that the children's librarians who do book talks read these books 99% at home and do not read them at work because they are too busy at work with other duties.

Mrs. Haakenson commented that coming from a rural community near Onalaska, she noted that Onalaska is not shown in the statistics. Judy DuPuis replied that book talks are done at Onalaska and are shown under Centralia's statistics. She said she thinks that staff is scheduled to give book talks at Onalaska four times next year. Mr. Parsons stated that a lot of the book talks depend on how active the teachers and school librarians are in getting Timberland Library staff to the schools. He commented that this is an excellent service provided by Timberland.

F. Assistant Director for Central Services - Sally Loken

In addition to her written report, Ms. Loken displayed the brochure received by everyone who attended the stamp ceremony at the American Library Association Conference. She said that a resolution was adopted



3F endorsing the new national library symbol and she had a sample of the symbol in color available.

4 Correspondence

A. Letter from Rita Niesen, Secretary, Ilwaco Library Board

Mrs. Morrison requested that before the Board takes action on this, she would like to advise them that she received a call from the Winlock librarian on Monday, who asked if the Board would be giving Winlock a reply this month to their invitation to the Board to hold a meeting at Winlock. Mrs. Morrison stated that apparently Timberland never received the invitation which the Secretary of the Winlock Board had mailed in March to the TRL Chair in care of the Service Center. She said that the invitation invited the Board to meet at Winlock sometime between July and October. Mrs. Morrison said that she thinks the Board should respond to this invitation first before considering the Ilwaco invitation. Mrs. Voege then read the invitation from Ilwaco as follows:

"The Ilwaco Timberland Library Board extends an invitation to hold your October meeting here in our library. We will be pleased to serve you."

Mrs. Voege stated that she assumes this means dinner? Mrs. Voege reminded Board members that there are some heavy items coming up on the agenda in the next several months and that the Board is scheduled to meet at the North Mason Library in August. She also reminded Board members that Ilwaco now is considering possible annexation. Mrs. Haakenson asked how many meetings are scheduled in September. She was advised that there are two meetings scheduled in September, one of which is a budget meeting. However, Mrs. Morrison pointed out that the September budget meeting will probably have to be canceled since Timberland does not usually receive the figures from the five counties in time. Mr. Law stated that when the Board receives an invitation, he feels compelled to accept it. Mrs. Haakenson stated that she thinks the invitations should be accepted in the order they come in and the Board should go to Winlock first.

82-47

DON LAW MOVED THAT THE BOARD MEET AT THE WINLOCK LIBRARY ON SEPTEMBER 15, 1982, AND AT THE ILWACO LIBRARY ON OCTOBER 20, 1982; JEAN HAAKENSON SECONDED THE MOTION.

Mrs. Fourre pointed out that the weather may be bad in October to travel to Ilwaco, but Mrs. Voege stated that the Ilwaco invitation is extended for October.

MOTION CARRIED.

B. Letter from WLTA Telephone Tree Committee

Mrs. Voege read the letter as follows:

"The Washington Library Trustee Association is attempting to organize a statewide Information Network for the purpose of better communication with Library Boards and Friends groups. By means of a telephone tree we hope to inform all Trustees and Friends in the state about conferences, workshops, and other things

4B of importance to all of us in the Library world. We anticipate having to make about 4 calls a year and we are asking you to be one of the 'key' people in this network.

"Our plan should work like this. The WLTA Steering Committee members will serve as activators, each committee member having a list of 'key' people to call to disseminate the necessary information. If that 'key person' should be you, and you were serving as a trustee in a Library with a single Board or Friends Group, it would be your responsibility to see that the other Board members were informed. On the other hand, if you were the 'key person' on the Board of a Regional or County System, you then would form your own 'sub' telephone tree to get the information to all the boards of trustees in your system. Each member of your Regional/County Board could be responsible for contacting several of your branch Library Boards.

"If you are willing to assist us in this endeavor, either as a 'key person' or by choosing someone else on your Board to be that person, will you please fill in the enclosed Information Network form with the appropriate data and return it to us before July 15 to ensure your inclusion in WLTA's Information Network. We are grateful for your participation in this necessary and important effort and would be happy to receive your comments or suggestions.

"Please do involve your Friends Groups."

Mrs. Voege said that she was singularly unenthusiastic about this since she felt that it would be difficult to organize. She asked Doris Fourre to serve as the Timberland Board's representative and Mrs. Fourre agreed.

The meeting recessed at 9:05 p.m. and reconvened at 9:15 p.m.

5 Unfinished Business

A. Consider Adoption of Reduction in Force Language as Section 500.050 and 500.060 of the Personnel Policy

Mrs. Voege stated that the Board approved the recommendations of the RIF Task Force with one change last month and the Board needs to consider the adoption of the Reduction in Force language for the Personnel Policy. She asked Mr. Mayer to speak to this.

Mr. Mayer stated that all the Board members have received copies of the language to be included as Sections 500.050 and 500.060 of the Personnel Policy. He said that he had incorporated the Task Force's recommendations into the Personnel Policy under the appropriate section numbers and insofar as possible, he had tried to keep the style the same as in the Personnel Policy but yet use verbatim the recommendations of the Task Force. Mr. Mayer stated that he had suggested in a memo to Mrs. Morrison that the Board adopt the two new sections, delete the two old sections, and retitle one other section so that the Personnel Policy will be consistent. Mrs. Harris referred to paragraph (7) under Section 500.060 regarding counseling and asked Mr. Mayer how he anticipates this will work. Mr. Mayer said that the reason the Task Force felt this to be important was because the members in their discussion realized how complicated the ramifications and consequences of RIF become and they wanted Timberland to spell out

5A the alternatives for the employee. He said that this is the primary purpose of the counseling and to inform the employee of his/her unemployment rights. Mr. Mayer stated that he would be the one who would counsel employees.

82-48 LARRY PARSONS MOVED TO ADOPT SECTIONS 500.050 AND 500.060 AND DELETE SECTIONS 5000.010 AND 5000.020 OF THE PERSONNEL POLICY AND CHANGE THE TITLE OF SECTION 5000 TO GRIEVANCE PROCEDURE; ALICE HARRIS SECONDED THE MOTION.

Mr. Law asked if this language has been run by Timberland's Labor Relations Consultant and Timberland's attorney. Mr. Mayer said that it has not to his knowledge.

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

6 New Business

A. Consider Adoption of Resolution Accepting Annexation Election in Centralia on September 14, 1982

Mrs. Morrison recommended that the Board proceed and approve Resolution No. 82-2 as sent out to the Board last week. She said this resolution contains the same language as the Board's other annexation resolutions. She stated also that Mr. Fuller had reviewed the resolution and finds no problems with it. Mrs. Morrison said that the Board also has to consider the building maintenance Agreement in the event the annexation passes.

82-49 JEAN HAAKENSON MOVED TO ADOPT RESOLUTION NO. 82-2 ACCEPTING THE ANNEXATION ELECTION OF CENTRALIA ON SEPTEMBER 14, 1982; LARRY PARSONS SECONDED THE MOTION. MOTION CARRIED.

82-50 LARRY PARSONS MOVED TO APPROVE THE BUILDING SUPPORT AGREEMENT WITH CENTRALIA; JEAN HAAKENSON SECONDED THE MOTION.

Mrs. Haakenson asked if there has been any further discussion with Centralia on this matter. Mrs. Morrison stated that the City forwarded the building support Agreement, which has been signed by the City, to Timberland for approval.

MOTION CARRIED.

B. Consider Adoption of the Public Library Trustees Handbook (1980)

Mrs. Voegel stated that the Board had discussed the guidelines set out in the Public Library Trustees Handbook. She said that these guidelines have not been adopted by Timberland as a policy. She stated that although she is not suggesting adoption at tonight's meeting, she requested that the Board consider adopting this as policy for the Timberland Board of Trustees.

Mr. Law asked who proposed this and Mrs. Voegel replied that she requested that this be on the agenda. Mrs. Fourre asked if it is necessary that the Board adopt this. Mrs. Voegel stated that it is

6B customary with some Boards in the state but in the past it has not been considered necessary for the Timberland Board, but there are some Board members who do consider it necessary. She said that the Timberland Board does not have a policy which guides the Board's relationship, its behavior, and modes of action. Mr. Law asked if this handbook makes a distinction between library boards that are advisory to public bodies who levy taxes and those library boards which in fact levy taxes themselves and Mrs. Voegel replied that it does. Mrs. Harris stated that she wholeheartedly approves of this handbook and that a lot of work has been put into it. She stated that she does not know if the Board needs to adopt it as a policy. She said as she understands it, the purpose of the handbook is that it was put together so that the materials that boards need are in one place and that boards are invited to use whatever parts of the handbook necessary. Mrs. Harris stated that the handbook does address different types of boards and it is a marvelous reference for any questions which the Board might have. She said that certainly the Board should show its appreciation of having this handbook done for them and its support of it. Mrs. Harris said she sees no reason why the Board should object to any of its contents and that the Board should use it. She said that no Board member would want to have to look up and compile these materials into one source as this handbook has done. She said she cannot imagine a better document for the Board to rely on than this handbook. Mrs. Haakenson said she would like an opportunity to read the handbook further before commenting.

Mr. Law asked when this matter was put on the agenda and Mrs. Voegel replied that she added it to the agenda in the past few days. Mrs. Voegel stressed again that this is not being presented to the Board for action tonight, but for the Board's consideration. She requested that Board members read through the handbook and discuss it again at next month's meeting. Mr. Parsons stated that he thinks the handbook is a good tool and he used it extensively when he first came on the Board. He said that the handbook delineates the role of the Board as opposed to administration, and what the Board's responsibilities are. Mr. Parsons stated that the Board received something similar to this from the Mid-Columbia Library. Mr. Law said that he is fearful that the Board might be getting into the same area as they did with the Code of Ethics. He said he does not know what the idea is that the Board would do in terms of action next month and several Board members have made proper and appropriate comments about this handbook being a valuable resource. He said he is curious as to why the Board has to go beyond recognizing it other than that this is a good resource the Board can look to. Mr. Parsons pointed out that it sets out the Library Director's responsibilities, it cites the RCW, what the Board's role should be, what the Director's role should be, and he personally finds it to be an extremely helpful tool. He said this goes back to lines of communication and how formal the Board wants to be.

Mrs. Voegel said that a few months ago she picked through this handbook and reminded the Board of some of their responsibilities and the comment was made that this is not the Board's policy and that the Board did not need to adhere to it. She said it was her thinking that perhaps this should be made the Board's policy. Mr. Law said his concern is that when something like this is adopted as the policy of the Board, the implication is that it is imposed on the will of the individual Trustee and he stated before that he will go to the wall to protect the First Amendment and he will not have his rights be infringed upon

6B in that context. He said this is very sensitive to him and there has already been a lot of talk on this this year. Mr. Law said he becomes fearful when the Board gets back into the quagmire they were in several months ago. Mrs. Voegel asked Mr. Law what rights he is referring to. Mr. Law replied freedom of speech and freedom of thoughts. Mrs. Harris asked Mr. Law if he has read this handbook thoroughly. Mr. Law said he has but it has been awhile and he did not know that it was going to be on tonight's agenda. Mrs. Harris said that she thinks what the Board needs to know is what in the handbook seems questionable and objectionable. She said that much of what is included in the handbook is state library law spelled out for the Board and what the Board must adhere to. She said that in order for her to see what Mr. Law's problems are with the handbook, she will need more specifics. Mr. Law said that he does not know that he has a problem. He said he would not like to see some of the same problems and discussions the Board has had fairly recently. He stated he is not sure that he sees what necessarily is going to be accomplished by some kind of Board action relative to this particular handbook. He said that he thinks the Board recognizes that it is a very helpful and useful resource, but he questions going beyond that. Mr. Law said that obviously in the interim he will have to go through this handbook line by line to see if he can agree with it. He asked that the Board members and staff members, so that he does not have to restate it, look at the December 1981 Board meeting minutes in which he expressed his feelings about this subject and how he feels it infringes upon his right as a Trustee and the rights of the Commissioners of the county who appointed him. Mrs. Fourre said that she had read this handbook several times before she came on the Board and since she has come on the Board and she fails to see why the Board has to adopt it as policy when it is designed mainly to assist the Board. She said there are a lot of things included in the handbook for other types of boards which would not concern the Timberland Board. Mrs. Fourre said she likes the handbook as a reference book but does not see why the Board has to adopt it as a policy. She said that most of the things included are law, which the Board has to follow. Mrs. Voegel requested that the Board members read through the handbook and be prepared to discuss this further next month.

7 Other Agenda Items

A. Committee Appointments

Mrs. Voegel made the following committee appointments: Management Negotiating Team--Tom Mayer, Mike Crose and Sally Loken. In addition, Mrs. Voegel said that it is necessary to have someone on the Board to serve on the Employee Relations Committee, which Trustee would be the liaison person between the negotiating team and the Board. This Board member would help to keep the Board informed of negotiations. She said she herself had filled this role for several years. She appointed Jean Haakenson as the Board's liaison. Mrs. Voegel stated that for some time there also has been discussion about a formal process for evaluating the library director. She said it is necessary to have a formal procedure. She said that she, Alice Harris, Larry Parsons and Mrs. Morrison recently attended a workshop on evaluation of library directors. Mrs. Voegel appointed Alice Harris and Larry Parsons to serve on a committee for evaluation of the Library Director. She said that if any other Board members are interested in serving on this committee to let her know. She said the goal of the committee will be to put together an instrument and a process through which the Board can evaluate

7A the Library Director on an annual basis. Mrs. Voegel requested that this committee be prepared to report to the Board at the September meeting.

8 Announcements for Board Members

A. P.N.L.A. Conference, August 25, 26, 27, 1982, Vancouver, B.C.

Mrs. Voegel strongly urged any Board members who could to attend the PNLA Conference this year. Larry Parsons and Doris Fourre stated that they are both planning to attend.

B. TESC Computer Facility Tour, 2:30 p.m., Tuesday, July 27, 1982.  
Meet in TESC Library lobby

Mrs. Morrison requested that Trustees let her know if they will be able to take the computer facility tour at TESC. She said that this had been planned as a get together of State Library Commissioners, State Library management staff, as well as Boards and staff of TESC and TRL. She stated that it will be a sort of celebration.

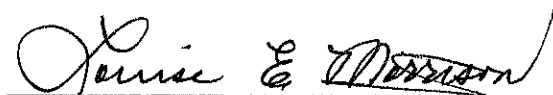
Mrs. Voegel stated that while she was at the Service Center this afternoon, while waiting in the outer office, she was looking at the awards which have been received by Timberland and she urged other Board members to take a look at them, too.


Mrs. Voegel announced that there will be an Executive Session following tonight's meeting for the purpose of receiving union and Timberland negotiation information.

Mrs. Harris requested that Board members plan to be at the North Mason Library at 5:30 p.m. on August 18 so that they will have an opportunity to visit and tour the facility. The Friends will serve dinner at 6:00 p.m. Mrs. Voegel said that it is also possible that the Board will need to meet in Executive Session after the August meeting.

Mary Russell invited everyone to look around the Lacey Library tonight. Mrs. Morrison commented that the Lacey Library is the second or third busiest library in Timberland. Mrs. Voegel thanked the Lacey Friends and Board for the invitation to meet at Lacey.

There was no further business and the meeting adjourned at 9:45 p.m.

  
SECRETARY

  
CHAIR