

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

May 18, 1983

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May 18, 1983

M I N U T E S

BOARD MEMBERS PRESENT:

Dorothy Voegel, 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 MEMBERS PRESENT:

Louise E. Morrison, Library Director
Mary Stough, Assistant Director for Public Services
Sally Loken, Assistant Director for Central Services
Michael Crose, Business Manager
Mary Ann Shaffer, Supervisor-Personnel Administration
Mike Brocha, Reprographics Operator, Service Center
Michael Darling, Graphic Artist, Service Center
Tom Joselyn, Technical Services Librarian, Service Center
Michael McNamara, Community Librarian, Montesano
Joyce Nichols, Tumwater Librarian
Christine Peck, Community Librarian, Hoquiam
Marian Osterby, Sr. Community Librarian, Centralia
Kitty Schiltz, Non-Book Materials Coordinator, Service Center
Betty Sholund, Reference Librarian, Olympia
Liane Bascou, Board Recording Secretary

GUEST PRESENT:

Betty Whitman, Olympia Timberland Library Board

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

AGENDA ITEM
NO.

1 Approval of Minutes of the April 20, 1983 Meeting

83-18 JEAN HAAKENSON MOVED TO APPROVE THE MINUTES OF THE APRIL 20,
1983 MEETING; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED.

2 Approval of Vouchers

Mrs. Voegel stated that payroll and payroll-related vouchers for April 1983 had amounted to \$265,455.90.

83-19 ALICE HARRIS MOVED TO APPROVE VOUCHERS NO. 12550 THROUGH NO.
12726 IN THE AMOUNT OF \$118,957.79; JEAN HAAKENSON SECONDED
THE MOTION.

- 2 Mrs. Haakenson asked if those vouchers to staff for transportation are strictly when staff use their own vehicles. Mr. Crose stated that in addition to reimbursement to staff for using their own vehicles, workshop registration fees or any other expenses associated with travel either in or outside the district are also included under transportation. Mrs. Haakenson asked if staff have to use their own vehicles often and Mr. Crose responded in the affirmative. Mrs. Fourre asked what WELSA (voucher No. 12616) stands for. Mrs. Morrison stated that this stands for West Library Service Area and that Timberland continues to be the custodian of WELSA's account. Mr. Parsons asked if Timberland has changed its audio-visual repair place (Forrester Electronics, voucher No. 12577) and Mr. Crose said that Timberland has always used Forrester Electronics for some items as far as he knows. Mrs. Fourre asked what Timberland is purchasing from Hartstene Women's Club in Shelton (voucher No. 12695) and Mrs. Harris said that she suspects that this is for a historical book put out by the club. [She was correct.]

MOTION CARRIED.

3 Reports

A. Board Committees

(2) South Mason - Alice Harris

Mrs. Harris reported that the South Mason Committee has not met since the Board received her February memo nor does the committee have any reason to meet until it receives some more direction from the Board. She said that the committee has completed its mission at this point. Mrs. Harris stated that since the next step could possibly involve the purchase of property, she would appreciate a short Executive Session following tonight's meeting. She said that, of course, no action would be taken, but it would give the Board an opportunity to discuss its options.

(1) Ocean Park - Paul Polillo

Mr. Polillo reported that he understands that the Ocean Beach School District's levy of \$475,000 failed yesterday. He said this is the second time this levy has been defeated. Mr. Polillo stated that the Ocean Park Committee will meet on May 26 at the Ocean Park School. He said that at the present time Timberland needs some information from Dr. Stara, Superintendent of the Ocean Beach School District, and he said he hopes that she will be notifying Mrs. Morrison as to what the school board plans to do. Mr. Polillo said that Timberland needs something in writing at this point. He said that the last he heard, the Ocean Beach School District plans to have kindergarten through fifth grade at the Ocean Park School again this year and if they do that, he said it will be very crowded. Mr. Polillo said that the school owns the building where the Ocean Park Library is located and that the school must come first. He said that it is his own personal feeling that Timberland should get out of the building as soon as possible as he thinks that there will be problems each year since school attendance keeps going up. Mr. Polillo suggested that the Board also discuss its options in regard to the Ocean Park Library in Executive Session.

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B. Timberland Attorney - Herbert H. Fuller

Mrs. Voege said that Mr. Fuller was unable to attend tonight's meeting.

C. Library Director - Louise E. Morrison

Mrs. Morrison said that the Board members would be interested in knowing that there is a "celebrity" in their midst. She referred to Mr. Parsons' article in the Spring 1983 Medium entitled "Stove Top Stuffing for Scrawny Vertical File."

Mrs. Morrison stated that she has nothing further to add to her weekly memos to the Board.

Mrs. Harris said that it was mentioned in one of Mrs. Morrison's memos that she will be attending a meeting in Los Angeles on June 25 with other library directors whose libraries contract with DataPhase. She said she would put it in the form of a motion, if necessary, but she feels supportive of this and that Timberland should underwrite the cost. Mrs. Voege agreed and said that this would be money well spent. Mrs. Fourre asked if Mrs. Morrison has attended other DataPhase meetings. Ms. Loken stated that this is the first meeting of the library directors; other meetings have been of technical services people.

Mrs. Morrison referred to the copy of Bob Macleod's editorial on KGY News in Depth on May 16, 1983. She said this was about the LOTT treatment plant and its computer problems, which reminds one of CALS' problems with automation.

Mrs. Morrison introduced Michael McNamara, the new Montesano librarian. Mr. McNamara said that he is pleased to be a part of the Timberland Regional Library system and that everything is going well and everyone has been very courteous.

D. Assistant Director for Public Services - Mary Stough introduces Michael Darling, Graphic Artist, and Mike Brocha, Reprographics Operator

Mrs. Stough said that from time to time she likes to introduce some of the people who are servicing the public sector. She introduced Michael Darling, Graphic Artist, and Mike Brocha, Reprographics Machine Operator. Mrs. Stough stated that they are responsible for the flyers and posters which Timberland distributes, as well as Timberland's forms, and she has asked them to tell the Board how they do it.

Michael Darling directed the Board's attention to the various flyers displayed on the table. Mike Brocha gave a history of the printing department. He said that about 10 years ago, Timberland purchased the offset press and electrostatic plate maker and got rid of the Gestetner which was a "glorified" mimeograph machine, and this started a new era for Timberland. He said this allowed Timberland's printing department to do a lot more of Timberland's own forms. He said that when Timberland moved to the new Service Center, it acquired the use of the Washington State Library's paper cutter. Mr. Brocha said that this allows him to cut the size paper needed rather than having to special order, which is faster and cheaper. He stated that about three years ago Timberland acquired a mercury plate maker which enables him to do

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much better plates for long press runs. For instance, the request form that Timberland uses is printed in the thousands and if this had to go out to a jobber, Mr. Brocha said it would be expensive. Mr. Brocha said that last year Timberland acquired a photographic enlarger and the graphics department can now do some of its own negatives, which is a further savings. He said that he was surprised to learn that Timberland has 228 forms as he had no idea that he prints up that many forms. He stated that one of these forms is a Printing/Publicity Request which is sent in by the staff in the libraries telling the graphics department what is needed, when it is needed, and what information should be included. Mr. Brocha said that sometimes he and Mr. Darling have an opportunity to go out to the libraries, particularly the Lacey, Olympia and Tumwater Libraries; and discuss their printing requests with them. For instance, he said that he thinks the face-to-face communication involved with the Fourth of July poster really helped that project come across better than it would have over the telephone. Mr. Brocha explained that when a printing request comes to the Service Center, it is approved by Mr. Crose and then one of the secretaries will type the information. He said it is then given to Michael Darling who comes up with ideas for the artwork and format. He said that sometimes Mr. Darling bounces his ideas off of him. Mr. Brocha further explained that when Mr. Darling completes his work, it comes back to the secretaries again for proofreading. He said it then comes to him and he runs it on the press or through the electrostatic plate maker. If it is a large run, Mr. Brocha said that sometimes it is taken downtown for a negative. He said that this is one restriction of the graphics department because staff is unable to make a negative of existing artwork very well, especially if it is typewritten. Mr. Brocha stated that if something goes on a metal plate, it is more involved. He said that the plates are generally photographic material on an aluminum base. After the printing is done, Mr. Brocha said that the material is either cut, folded, collated or stapled. He said that the material is then labeled and shipped off to the library requesting it, hopefully in time for the program. Mr. Brocha said that there are the in-house forms which are reprinted over and over again, which orders come directly to him and then the forms are sent to the supply clerk for distribution as needed.

Mr. Darling said that Mr. Crose approves printing requests in order to keep a "finger on the pulse" of what is going on. He said that eventually most printing orders reach the public, and if there are errors, Timberland hears about it, so it is important to stay on top of it. He said he likes having two editors check his work because there are days when he is able to work everything through without any problems and there are times when he needs a fresh set of eyes. Mr. Darling said that the diversity is what keeps him excited about his job. He said if he is not having fun in graphics, it shows and it is important that he enjoy what he is doing. Mr. Darling said that the dark room in the graphics department enables them to do so much more than most in-house printing departments. He said this not only saves Timberland money, but affords him a greater design tool and they don't have to rely on a third party. He said that one thing about design is that sometimes the easiest solution is the best.

Mrs. Voege asked how Timberland happens to have the State Library's paper cutter. Mr. Brocha explained that when Timberland moved to the

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new Service Center, the State Library rented some space in storage and also put their large paper cutter in storage. He said that at one time the State Library's mendery department was a joint one with the Service Center. When the State Library moved their materials out, he said that they did not have room for the paper cutter and left it at the Service Center for Timberland's use. Mrs. Morrison explained that this is an enormous "guillotine" type of cutter and it is actually the property of the State Senate. She said it has been on long-term loan to Gene Bismuti, who is head of Reader Services at the State Library, and Timberland is housing it for the State Library. Since Timberland is housing it, she said that Timberland keeps the blade sharp and uses it.

Mrs. Voegel encouraged everyone to look at the flyers on display. She said she is impressed with the quality of the work, the creative approach and the diversity. She asked how much lead time the printing department is supposed to have on orders. Mr. Darling said that they ask for 10 days, although there are times when it is necessary to do "rush" jobs. He said it depends on the work flow, but most of the time they are able to complete the orders quicker. Mr. Darling said that Mr. Crose also monitors the work flow. Mrs. Voegel asked if there is a budgetary limit for each library. Mr. Darling said that reason dictates the limit and the libraries can monitor themselves as to the amount of flyers they need. He said that if a library puts in one large order and has a lot of flyers left over, staff will learn from that. He said that forms are a different matter, since they are always needed. Mrs. Morrison explained that some libraries have combined their flyers, for instance North Mason and South Mason Libraries, and the flyers usually contain more than one program.

Mrs. Harris offered her appreciation and congratulations to the graphics department for the quality and design of their work. She said that she and her husband travel and whenever they see a library, they stop in and she picks up samples of their forms and flyers. She said she would put Timberland's against any of the ones she has seen in other libraries. Mrs. Harris said she thinks Timberland's flyers are great and she is very proud of them and proud that they are Timberland's.

Mr. Law asked how many FTE's are in the graphics department and Mr. Crose replied that there are 1.6 FTE's. Mr. Law asked if there is a specific amount budgeted just for graphics and Mr. Crose replied no. Mr. Crose said that he monitors the supply items that go into graphics, the paper products, and the employees' time. Mr. Law asked if Timberland rents any of the machines, and Mr. Crose replied no. Mr. Law asked if there is a significant expense for printing materials and for operating supplies. Mr. Brocha stated that he would say that probably operating supplies are about 1/4 to 1/3 the cost of the paper. He said that these days, paper tends to be more expensive than ink. Mr. Darling added that staff time costs more than supplies. Mr. Crose stated that a number of times he has asked the graphics department to cost out a project after completing it to see just what cost is involved. Mr. Law requested that Mr. Crose provide to the Board a cost breakdown of materials and FTE's so that the Board will have an idea how much the graphics department costs. Mr. Crose said that this would be no problem.

Mrs. Fourre asked if any attempt is made to monitor the number of forms as she knows how forms can get out of hand. Mr. Brocha said that he keeps a record of how many copies are made of each form. When a form

3D is reordered and the number seems excessive compared to the last time it was printed, he will question it. He said he tries to print the same amount each time. Mrs. Fourre said she really means the content of the forms. Mr. Darling said that the forms are revised when needed and the same form number is used and the date of revision is added. He said that he thinks the Service Center is involved with the forms more than the libraries. Mrs. Fourre said that she realizes that when the automated circulation system is fully operating that this will cut down on the number of forms.

Mr. Parsons said that when he was at the PNLA Conference in Vancouver, he saw a table of materials from different libraries and Timberland's did stand out.

Mrs. Voege thanked Mr. Darling and Mr. Brocha for their reports. She said she hopes that they saw in the minutes of the last Board meeting the comments made about how good a job they did on the Annual Report. Mr. Brocha invited Board members to visit the graphics department when they are at the Service Center and said that staff will be pleased to show them around.

E. Assistant Director for Central Services - Sally Loken

Ms. Loken said she was unable to prepare a written report for the Board this month. She said she has been involved in a number of meetings, one of which is the Procedures Committee which is functioning again after months of assessing ALIS to decide what procedures are needed. She said the Procedures Manual needs a complete overhaul.

Ms. Loken reported that she had an opportunity to work reference one day at the Olympia Library while the reference staff attended a workshop. She said she enjoyed it very much and hopes to have an opportunity to do it again.

Ms. Loken further reported that interviews are continuing for the Materials Selection Coordinator position and she hopes that this position will be filled and she will be able to introduce the new person by the next Board meeting. She said it is an interesting process and she is glad to have an opportunity to be involved in it.

Ms. Loken said that all the libraries now have ALIS terminals installed and the last two, Winlock and Ocean Park, are now in the process of converting. She said that the last statistics she has show that Timberland has converted 503,268 items. She was unable to obtain the number of temporarily converted items but knows that there are about 100,000 of those. Mrs. Voege asked for a clarification of temporary conversion. Ms. Loken stated that one reason for temporary conversion is that the database was a year old on April 20 and the reason it has not been updated sooner is because CALS has almost run out of disk space. She said that on Memorial Day weekend the new disk drive will be installed and once installed, CALS will be able to continue with the update tapes. Ms. Loken said the update will take quite a while to complete and she doesn't think the database will be completely up to date until sometime this fall. In the meantime many items have to be temporarily converted in order to lend them.

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Mrs. Fourre asked if CALS anticipated that a fifth disk drive would be needed this year. Ms. Loken said it was anticipated that CALS would purchase a fifth disk drive this year just to be on the safe side. She said that CALS staff didn't realize when they started the loading of the update tapes that they would consume as much disk space as they did. She said that CALS plans to purchase a sixth disk drive next year. Ms. Loken said that CALS staff was pretty much right on target with the amount of things that CALS intended to enter and had not underestimated the amount of storage space that would be needed. She said that temporary conversion allows Timberland to establish an item record to have in hand so that the books can be circulated. She said that Steve Metcalf has written a program which keeps track of the temporarily converted items. Ms. Loken said that if any of the Board members have seen books with red dots on the spine, it means they are temporarily converted. They are not in the database yet, but they will be. She said Mr. Metcalf's program gives a computer printout in title order with the OCR number and the library which currently has the book. Ms. Loken said that is why Timberland's request system is working so well again. She said that the CALS computer prints this once a month. Ms. Loken said that as of Sunday evening, Timberland had registered 66,480 patrons and this is now growing at the rate of about 1,000 a week.

With regard to the response time problem, Ms. Loken said this is the reason for the Director going to Los Angeles to meet with other Directors using the DataPhase system. She stated that staff should be given a pat on the back for the frustration they go through because of the slow response time. Ms. Loken said the problems that CALS is facing are not unique. In fact, she said the slow response time is being addressed at the New Orleans Public Library by DataPhase right now. She said if a larger computer is installed at the New Orleans Library and they get it up and running smoothly, then this will be a method that DataPhase will use for CALS. Ms. Loken said that the New Orleans Library is not the same size as Timberland and they have half the number of terminals that Timberland has. She said that CALS staff will be watching this very closely.

Mrs. Fourre asked if Tacoma Public Library is experiencing any problems and Ms. Loken replied no. She said they are still using the initial ALIS system.

Mr. Law asked what CALS is looking at in terms of time when staff can say that everything is installed and working. Ms. Loken said that she thinks CALS will reach this point by the end of the summer because they expect to have all of the libraries circulating on-line by that time. She said she does not know yet when the response time will be what it should be. She said that CALS will be using what it has as well as it can. Ms. Loken stated that the software which was expected at the end of December has arrived and this is supposed to allow CALS to do things which have not been possible to do before. She said one of the big improvements will be the "holds" function which is now in the testing stage and probably will be for some time. She said there are some problems with this function which DataPhase needs to solve before loading it into the real system. Ms. Loken said that the software delivery schedule keeps changing.

Mr. Law asked when Ms. Loken can expect to do an update analysis of costs of the ALIS system. Ms. Loken said that once the Service Center

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is back to full staff she plans to work on this. She said that she has already done some work on this. She said that there are some things that are quite different from the original estimates. For instance, she said that maintenance costs are four times higher than the best estimates originally given. Mrs. Morrison said that everyone recognizes what is happening with telephone costs and those costs, too, are going up faster than originally anticipated.

Mr. Parsons asked how Timberland handles students who do not have library cards when staff goes to the schools. Ms. Loken said that staff who work with schools make cards themselves on which they check out books for book talks. If the books are left in the classroom, Ms. Loken said they are checked out to "Mrs. Jones' Fifth Grade." If the books become overdue, the library's address is used so TRL is responsible for those. Ms. Loken said that if the books are checked out to the students on their own, a card is required and an application has to be filled out with the parent's signature. Mrs. Osterby said that at the Centralia Library, staff members know when school groups are coming to the library and staff sees that applications are sent to the teacher beforehand to give to the students to take home to get their parents' signatures.

F. Non-Print Materials Selection Coordinator - Video Experiment -
Kitty Schiltz

Ms. Schiltz said that she thinks that Board members have received her report regarding the video experiment. She said that the recommendations made by her, the Non-Print Materials Advisory Committee and the film clerks have been approved by Mrs. Morrison. Ms. Schiltz said that the recommendations are that the VHS experiment be declared a success; that Timberland continue to add this format to its non-print collection; and that sufficient funds be allocated within the non-print materials budget to purchase enough titles to form packets of 50-75 video cassettes in each film outlet by June 1983. Ms. Schiltz stated that she is in the process of implementing the recommendations. As part of these recommendations, Ms. Schiltz said there is quite a bit of background materials and statistics. Last year, she said that Timberland started out with the idea of spending 10% of the film budget on video cassettes and not to advertise that Timberland has them except through word of mouth, and see how well they circulate throughout the district. Ms. Schiltz said that Timberland started out with 18 titles in January 1982 and kept it at 18 until June when Timberland acquired 54 new titles, many of which were self-improvement tapes and feature films. She said that by the middle of last year, Timberland had 72 titles housed at the Olympia Library which circulated through the courier system to any library patron who requested one. Ms. Schiltz stated that the reasons Timberland has decided to purchase video cassettes is because of their low initial cost and the fact that they require low maintenance. When video cassettes circulate, Ms. Schiltz said that Timberland mostly relies on the patron to tell staff if something is wrong with the tape. When a film circulates, she said that every time it comes back to the library, the film clerks have to put it through an expensive machine to check it for damage, which takes a considerable amount of time. Ms. Schiltz said that another advantage of video cassettes at this time is that Timberland's 16mm collection is about the right size. She said that if the 16mm collection becomes much larger, it would become unmanageable and there would not be enough room to house the films. She said it was decided that the money could be used in a different format. Ms. Schiltz said that the 16mm

3F film collection is in good shape because the films are of better quality material. She said that staff was asked for their opinions on video cassettes and they were pretty much in favor of trying video cassettes out. Ms. Schiltz said there was some concern expressed that this would be serving only the rich who can afford video machines, but she said it turns out that people of all economic levels are using the cassettes. Ms. Schiltz said that a questionnaire was sent out to other libraries in the state asking how they handle their video collection. Based on all of the foregoing, Ms. Schiltz said that it was decided to purchase more.

Mr. Law said that Ms. Schiltz has indicated that the committee made a recommendation to the Director and the Director has unilaterally made a decision. He asked Ms. Schiltz if she is in the process of implementing the Director's decision and if so what has been done to implement this. Ms. Schiltz said that she is implementing the recommendation and she has purchased 191 titles. She said they have not arrived as yet. Mr. Law asked how many video cassettes had been purchased previously and Ms. Schiltz responded that a total of 88 had been purchased prior to the recent order of 191.

Mr. Law said that he brought this up a year ago and raised some questions at that time. He said there was a discussion of whether or not the decision to enter into a new major format for Timberland is appropriate for the Board to decide on. Mr. Law said it is a major long-term policy decision that will affect Timberland for a long time. He said that he had expressed his opinion that if that is not the type of decision for the Board to make, which he considers a policy decision, particularly as it relates to the budget, then what is the Board doing here, or is the Board just here to "declare 1972 automobiles surplus." Mr. Law said the whole matter, as he understood it a year ago, was put on hold with the idea that it is an experiment and it is premature to evaluate this because they don't have the results of the experiment, and only have a small number of titles and are just trying to get an idea of what the patrons think about video cassettes. He said that now what has happened is that with a memo from the Director between Board meetings, the Board has received the memo from Kitty Schiltz without the backup materials, and the Board is told in the memorandum that the Director has decided to approve the recommendation, which Mr. Law said he considers to be a unilateral decision, without so much as a question of the Board as to whether they have any feelings about this. He said that now he discovers that the decision is well along in terms of implementation and all of this has been done between Board meetings and without any consultation on the part of the Board. Mr. Law said that he resents this and he thinks it impinges upon the role of the Board and it raises some legitimate questions as to just what the Board is doing here. He said that he frankly finds it insulting that he has to come to the meeting after being told in the same memo from the Director that there are not many agenda items and next month the Board needs to declare some vehicles surplus, or something to that effect. He said that he has better things to do with his time. Mr. Law stated that he thinks that society demands that decisions like this deserve attention by the only people who are supposed to represent the public and that is the Board. He said he can't say that the Board has "dropped the ball" on this because the Board never even got a chance to "catch the ball" or "hold it." Mr. Law said the whole thing is on track before the Board even has a meeting. He said he thinks this is wrong and terrible. He stated there are a number of questions which have not even been discussed by the Board. He said that

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one of the things raised in some of the backup materials he thinks should be thoroughly discussed, and he personally is not impressed that the issue has been adequately discussed, and he is speaking from the position of a person who has been observing this market for about a year and who periodically rents a machine for the week end. Mr. Law said that he has noticed a change in the past year and that is that some places are going very heavily into a disk format. He said that he himself used to rent video tape machines. He said he will no longer do this or even touch a video tape because they are incredibly inconvenient. Mr. Law said the disk format is far more convenient to handle and far more convenient to display. He said he thinks one of the major things here that is part of this policy decision is which format to use. Mr. Law said there are two very heavily competing formats and they can't sort of go to one and sort of go to another since it is an either/or situation. He said they are in a market that appears to be in flux and he would think that simple fiscal prudence should dictate, particularly when they are getting reports of a terrible threat to the budget from the legislature with the timber tax. He asked what is going to happen when Timberland buys all of these titles and then discovers two years from now that the disk format will dominate the market. He said the point is that the people who have the disk machines will not be able to use the video tapes. Mr. Law asked if a disk is cheaper than a videotape and if so, how much cheaper. Ms. Schiltz said that she thinks a disk costs between \$12 and \$25 and a video cassette costs about \$55. Mrs. Fourre said that the disk has not been on the market long enough and most people own a video cassette machine. Mr. Law said that after using disks which he has been doing lately as a consumer, he would probably buy a disk machine if he decides to buy one. From a fiscal viewpoint, he said they are looking at a decision to go one way or the other. He said they are talking about a decision which will affect Timberland a decade from now. Mr. Law said this is a decision which was made unilaterally by the Director between meetings without consulting with the Board.

Mr. Polillo asked Mr. Law why Timberland hires these people [the staff]. He said that these people are hired to make these decisions. Mr. Law stated that the question is, "What do we hire these people to do?" and then he said he thinks a Board member needs to ask him/herself, "What is it that you as a Trustee are supposed to do if things like this are to be unilaterally decided completely outside our present consultation and decision making?" For instance, Mr. Law said he would raise the questions, "How much money is it going to cost to do this?" and "What percentage of the materials budget is being devoted to this?" He asked if this is known and if the Board made that decision. If this is known to the dollar, Mr. Law said this raises the question then as to a budget category that the Board had no control over and was unilaterally determined by the Director because Timberland's materials budget is a several hundred thousand dollar figure which is simply there and the Board is not deciding any of this. Mr. Law asked Mr. Polillo if he gets tired of declaring vehicles surplus at these meetings and asking questions about \$10 items when they approve the vouchers. He said that he gets tired of it and he thinks when they come to these meetings, the Board members should devote themselves to matters of substance and that this decision which was made unilaterally by the Director in the last several weeks totally without the Board's involvement was a major policy budgetary decision of this library Board and what occurred was wrong. Mr. Law said he wants the record to clearly reflect that he thinks this is terribly wrong and is a horrible public policy thing

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that has occurred in this library district in the past several weeks. He said he thinks the whole process should be stopped until the Board has a chance to totally review the subject.

Mr. Parsons said that Mr. Law has posed the question of what the Board is here to do. He said the Board is here to set policy for the library district. He said he has done some extensive research into this and clearly the question is, "Should the library Board set policy on every single format that is purchased?" Mr. Parsons said that Timberland has an audio-visual collection. He said the argument goes on and on. For instance, paperback books were banned in Boston, among other places, and he thinks that now in every library in the United States, a person will find a paperback in one form or another. Mr. Parsons said that Timberland has 16mm projectors and asked how many people own 16mm projectors. He said there are very few because they are very expensive and far more expensive than the video machines. Mr. Parsons said that he further thinks that Mr. Law's arguments clearly speak to why the Board has no business getting involved in this. He said that he, for one, has quite a bit of knowledge on different formats and he thinks that video cassettes will be around for at least another decade. He said he also has used the disks and he far prefers the video tape because he believes a person can do more things with it and the quality is better. Mr. Parsons said he doesn't see the Board getting involved in quality. He said he doesn't care what type of ink the graphics department uses and he doesn't care what kind of paper they use. Mr. Parsons said that Timberland hires experts to make these types of decisions. He said that about a year ago he called either the Directors or Chairs of the Boards of other library districts in the state and asked them if their decision to have video tapes was made by management staff or by the Board. In every instance, Mr. Parsons said it was an administrative policy and every Director and Board Chair that he talked with stated that it was just another format of service provided to patrons. He said that as Mr. Polillo has stated, people are hired to run the library and the question here is, "Is Timberland going to have A-V or not have A-V?" Mr. Parsons said that everyone has personal opinions on this and if he were the Director of Timberland, he would like to see that Timberland provide players to go out with the video tapes. He said that is his feeling, and that is not happening in Timberland and it is not his decision to make.

Mrs. Fourre said that she feels that if the Board gets involved in this, Board members would have to get involved in all materials selection and this is not the Board's place. She said that it is an administrative decision. Mrs. Fourre said that she thinks a good study was made of this, she is very much in favor of it, and she is very satisfied with it. As for disk vs. cassettes, Mrs. Fourre said that she thinks Timberland has to provide for what people have now.

Mrs. Harris said that if she understands what Mr. Law is saying, he is referring to the question of policy. She said she looks on this type of commodity for use in the library the same as everything else. She said she has every confidence in the world that if there is no demand for something, no one in the library will recommend spending money for it. Mrs. Harris said that she is pleased that staff has thoroughly looked into this and she does not feel it has been an arbitrary and sudden decision. She said that staff has entered into it with an open and questioning mind and a year's study has been given to it. Mrs.

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Harris stated that she is not knowledgeable enough about this to make this type of decision and she agrees it is an administrative decision. Mrs. Harris said this is a matter of policy that has to be determined by the Director and the people she asks to assist her, and she said she cannot see how the Board members can sit and pretend they know what should be put into the libraries.

Mrs. Haakenson said she does not feel that she can make a judgment as to what should or should not be in a library without full study. She said she thinks the Board hires the Director and the Director hires personnel to carry out what they think is best for the libraries. She said the end effect is that the Board has to evaluate the Director and the Director evaluates the employees. Mrs. Haakenson stated that in June the Board will be evaluating the Director and within that the Board members have to state what they feel is the direction they wish the Director to go and evaluate the Director on her performance from direction received from the Board. She said she does not want to stand in judgment on each individual item each month. She said she thinks that the Board does have to take a strong stance in representing the district and putting forth their ideas as to what the Director should or should not do and she thinks that is more in line with the evaluation and goals for the Director and not to pick out a certain item at a Board meeting. Mrs. Haakenson said she very strongly supports having these philosophies put forth in the Director's evaluation.

Mr. Parsons said he would like to clarify one thing. He said that the Board has already established the goals and objectives for the Director's evaluation and next month will just be an update and perhaps a revision of these goals and objectives and how Mrs. Morrison has accomplished or not accomplished the directions given to her the first of the year. Mrs. Haakenson said the Director receives direction from the Board and the Director can either act for or against and if there is no direction one way or the other, a Director certainly has to do what she/he thinks is best. She said any type of direction should be put forth to the Director at that point in time but she does not feel she is here to make a judgment each month on each particular item but she is certainly here to evaluate the Director.

Mr. Law said that what people are ignoring here is the budget. He said if other units of government operated in the fashion everyone would like, then the legislators would have gone home long ago. Instead, he said there would simply be a once-a-year evaluation of the governor. Mr. Law said he thinks the State of Washington operates in a manner where the legislature is responsible for priorities in the way dollars are spent. He said that City Councils struggle with their budgets and this goes on in every Council meeting. He said that County Commissions go through the same process and this is done routinely by every legislative body in the land. Mr. Law stated that the Board is the legislative body of Timberland and is the only legislative body of Timberland and he said he submits that what is going on here tonight is a recognition of what has been going on through all the years he has been on the Board and that is that the legislative process of determining budgetary priorities simply does not go on with this Board and it is that stark fact that bothers him. He said that what they are now discussing is one of the grossest examples that he has seen since he has been on the Board. Mr. Law said he is speaking in terms of a dollar amount and the fact that they are dealing with a budgetary commitment which is a long-term procurement

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that will go on for years rather than a one-shot decision. He said this is a decision that commits Timberland for many years and this Board, apparently in a conscious decision, consistent with everything else he has seen, has decided that this is all a matter of executive discretion. Mr. Law stated that if it is a matter of executive discretion, it sure makes the legislative process a lot easier. He said that perhaps some of the Board members should contact the state legislators and suggest this process for running the state.

Mrs. Haakenson said she would like to know what line item the video cassettes go into. Ms. Schiltz stated that there is a non-print materials budget within the materials budget and out of that they purchase art prints, records, films, etc. She said that non-print gets 13% of the materials budget. Mrs. Haakenson said that the amount of money spent on non-print is in the budget and their concern is if the budget is too high or not high enough. Mr. Law said that the budget the Board adopted did not determine the percentage between the book and non-book budget. Ms. Schiltz pointed out that the Board decided on the overall materials budget. Mr. Law stated that this is one of the things that bothers him because the Board is not involved in splitting the materials budget and does not determine where the priorities lie in the purchase of materials. He said the Board has no input and the Board has totally abandoned its budget setting mandate as a legislative body. Mrs. Haakenson asked where the 13% came from. Ms. Schiltz said that the American Library Association has guidelines that Timberland tries to follow as to how to break down the materials budget. Mrs. Haakenson asked who determines the breakdown of the materials budget, and Mrs. Morrison responded that the Materials Budgeting and Coordinating Committee decides this.

Mrs. Osterby commented that over the past 15 years at least, staff has divided the budget. She said that staff is not always eager to spend on A-V materials, especially when they look at the book budget. At the last District Meeting when Ms. Schiltz's report was submitted, as far as Mrs. Osterby knows, staff members were in favor of video continuing. She said that staff looks at the materials and decides what their patrons need and want and can use. Mrs. Osterby said that video is not a new item and is not a new expense, but is a different format and she thinks that professional staff should be the ones who decide these formats. She said she has checked with the A-V department in Centralia and the use of VHS format has increased in the last three months. She said she thinks that the library is serving people who do not use the library in any other sense. Mrs. Osterby said she sometimes calls these people "instant gratification people" and that is why she can hardly wait for the packet of video tapes to get to the Centralia Library, since the video tapes will be reaching people who have not been reached before, and this is a format that will suit these people.

Mr. Law said that he thinks there is a major public policy issue of literacy in our society and he thinks someone has to be accountable for the effect that the libraries would have in promoting this type of format in the libraries. He said he thinks this is a policy issue which makes this decision to abandon an experiment and make it a permanent part of the library and is another reason why this is not like buying pencils. He said this is a major policy decision. He said he thinks the question of literacy and what the library is doing to advance literacy or not advance literacy is something that he does not think the Board can cop out on but has to face up to as a system, and this is related to that issue.

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Mrs. Morrison said that Mr. Law has said policy several times in the last five minutes. She said there is a Book Selection Policy and there is a Policy Statement of the Board, and what the staff is doing is well within the parameters of overall policy. She said what the staff does is implement the Board's policies with day-to-day administrative policies. Mrs. Morrison stated that within both of those policies, a variety of materials is discussed in some depth and the means for selecting those materials is discussed in some depth. She said that both of these policies have been adopted by the Board and she frankly does not see what Mr. Law's problem is when he is talking about the Board setting policy because the policy has been set. She said the materials budget has been set and to the best of her knowledge she is operating and is asking staff to operate within the administrative policies which implement the policies set by the Board. Mrs. Morrison said she is really concerned if the staff is not doing that and if the staff is not responding to what the Board thinks staff should be doing. Mrs. Voegel said that in reviewing the Book Selection Policy, this is entirely within those limits.

Ms. Loken commented ALA has recommended a guideline of 20% as a portion of the materials budget to be spent on A-V materials. She said that TRL started out at about 5% and has never been higher than 13.5%.

Mrs. Fourre said she does not know if she should be amused or awestruck by Mr. Law's views of the legislators. She said she had worked for the State Library for 20 years and she doesn't believe one legislator cared about what the State Library had and, in fact, she said they do not know what the State Library has. She said the State Library is just a step-child of government and she thinks the legislators would just as soon have it go away. She said the legislators do not know what the State Library has in print or non-print, etc. and that is determined by the budget division. Mrs. Fourre said that legislators are not aware of how money is spent once it is given to a department and they do not get themselves involved in the policies. She said she thinks they have the same situation here.

Mr. Parsons said he is not here to solve the problems of the state and society at large. He said he thinks it is a slap in the face and that Timberland has done a tremendous job witnessed by the literacy award recently given to a member of the Friends group at the Olympia Library. Also, he said that there are other forms of literacy. Mr. Parsons said that as library Board members, they need to realize that the budget they have is providing the best library service for the patrons in the district. He said he does not think the library is in the business to make money. He said he is not sure that the Board wouldn't be doing a complete injustice, and he would be diametrically opposed to the Board's role to take the money put into video at this time and put it somewhere else. Mr. Parsons said he has a feeling that the opposite may be true and that video may be the best place for that money to be.

Mr. Law said that it is not the decision in terms of whether or not to spend money on video but it is the fact that the decision was made totally without the Board. He said it is obvious that his position on this is a minority of one and, therefore, he thinks the discussion which has taken place here is an affirmation that Mrs. Morrison has performed with the directions received from the Board. If anything, he said what has gone on here illustrates that and Mrs. Morrison should not be

3F criticized for doing what she did and deciding what she did. He said she has, in fact, acted in direct conformity with the directions she has received from a majority of the Board. Mr. Law said that is exactly what Mrs. Morrison is supposed to do and he wants to make it clear that his criticism of this process is directed toward this Board and not directed toward Mrs. Morrison. Mr. Law said he is a minority of one and Mrs. Morrison should not go by what he says. He said he thinks this should be clarified and he thinks that this issue he has raised is something that is representative of why there has been some concern on the part of the legislature about the structure of regional libraries. Mrs. Voegel said she did not know there is concern on the part of the legislature. Mr. Law said as a matter of fact there is a committee of the legislature and he would suggest that this Board not treat it as a joke. He said he thinks the money being put into the library system should be a matter of public concern. Mr. Law said he is a minority of one and he would consider the issue closed.

Mrs. Nichols said that she would like to give a warning of things to come. She said that she received three requests just last week by telephone asking if the library has a microcomputer to use. She said she understands that King County Library System has microcomputers.

Mrs. Voegel said that she thinks Timberland's professional staff has brought Timberland along to the high stature it enjoys, not just in the state but nationwide. She said she thinks that when the Board makes a policy and then does not feel that it can rely on that professional staff's judgment, TRL is in real trouble.

G. Business Manager - Michael Crose

Mr. Crose stated that he has already added a column to his written report in answer to Mr. Law's concern, which gives a percentage of the total budget.

4 Correspondence

A. Invitation to Dedication Ceremony of new Sequim Library

Mrs. Voegel urged all Board members to try to attend the dedication ceremony of the new Sequim Library on Saturday, May 21, at 10:00 a.m. Mrs. Fourre commented that she has seen this new library and will be interested in how energy efficient the building is. Mrs. Osterby stated that she met some Friends of the Sequim Library at WLA and they told her that the site was donated and much of the money raised by a subscription drive, as well as donated by the Rotary Club and other service clubs.

B. 5/17/83 letter from Thelma Thurman, Secretary, Westport Library Board

Mrs. Voegel stated that this letter confirms the no-host dinner in Westport on October 19, 1983, and that Beverly Westfall will provide the time and place.

5 Unfinished Business

A. Montesano Roof

Mrs. Harris requested an update on the Montesano roof. Mr. Crose stated

5A that this is still in the preliminary stages. Mr. McNamara stated that the architect visited the library yesterday and is going to make a preliminary sketch. He said that the architect told him that he doesn't foresee any problems with the roof. Mr. McNamara said that he thinks the architect is looking at having the work done in July or August. Mr. Crose commented that the last time he talked with the architect, the architect indicated that once he did a site inspection, the process would move quickly.

6 New Business

A. Amendment to CALS Interlocal Cooperation Agreement

Mrs. Morrison stated that the Interlocal Cooperation Agreement between the State Library, The Evergreen State College and Timberland concentrated heavily on the acquisition of the hardware and software and how the requests for proposals were going to come out. She said that at this point, CALS has been in existence as a cooperative for several years and the proposed amendments will update the agreement. Mrs. Morrison asked Mr. Law if he has had a chance to review this. Mr. Law stated that he is not proficient in this area. Mrs. Morrison stated that Timberland's attorney has reviewed this. Mrs. Voege stated that she has talked with Mr. Fuller about this on the phone and he told her that he feels very comfortable with the amendments. Mrs. Morrison recommended that the Board direct her to sign the proposed amendments to the agreement. Mrs. Voege requested that a copy of the amendments to the agreement be sent to each Board member and that this be on next month's agenda.

B. WLTA Survey

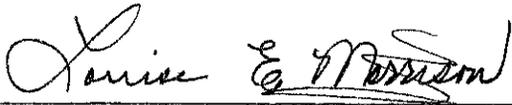
Mrs. Harris stated that she received the Washington Library Trustee Association Survey and has found that it is very difficult to answer. She asked other Board members if they have had a chance to review it. Mrs. Haakenson said that she answered it and sent it in. She said that she did not answer all of the questions. Mrs. Haakenson stated that she feels that WLTA is concerned about a newsletter and she feels that it is all right to have one if it is warranted. However, she said she receives a lot of information that she is either unable or unwilling to read. She said she thinks having good articles within the WLA newsletter addressing Trustees would be just as good as a separate newsletter. Mrs. Haakenson stated that she felt that committing herself to six meetings a year as a Steering Committee member was more than she could handle at this point. Mrs. Harris stated that she had served on the Steering Committee several years ago and she had found it interesting and it gave her a different perception of Trustees statewide than she had had before, but she said that when a group of people get together like that, they immediately begin to ask themselves how they can best serve the needs of the Trustees in the state. Therefore, she said something like this survey comes about. She said it is time consuming and the association wants desperately to do the best it can for the Trustees and so need some input from the Trustees. Mrs. Harris said that frankly she does not imagine many of the Trustees know what they want the association to do for them. She said if they have the time to put in being a Trustee, they are doing what members of this Board are doing. Mrs. Harris said she appreciates what the association is looking for in this survey and that Trustee leadership has worked hard to come up with this survey.

6B Mrs. Fourre said that the meetings and workshops for the Trustees seem to be involved with librarians and Directors and the Trustees never seem to have a time to just talk among themselves. She said she would wish for more time at WLA and PNLA conferences for the Trustees to devote to their own problems.

Mrs. Voegel commented that not always does it call for an organization when there are people with similar responsibilities. She said that she, too, had served on the Steering Committee.

Mr. Parsons said that he agrees with Mrs. Fourre and that he would like to be able to sit down with just Trustees and discuss their mutual concerns and how they handle problems. He said this would give them good insight into these types of things. Mr. Parsons said he does not want to get into a situation where WLTA "would give awards for nice things."

There was no further business and the meeting adjourned at 9:20 p.m. Mrs. Voegel requested that the Board reconvene in a few minutes for an Executive Session in regard to possible purchase of property.



SECRETARY



CHAIR