

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

March 27, 1985

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

March 27, 1985

M I N U T E S

BOARD MEMBERS PRESENT:

Jean Haakenson, Chair - Member-at-Large  
Carolyn Dobbs - Member-at-Large  
Doris Fourre - Thurston County  
Alice Harris - Mason County  
Larry Parsons - Lewis County  
Paul Polillo - Pacific County  
Dorothy Voegel - Grays Harbor County

STAFF PRESENT:

Louise E. Morrison, Library Director  
Mary Ann Shaffer, Assistant Director, Public Services  
Sally Loken, Assistant Director, Central Services  
Michael Crose, Assistant Director, Management Services  
Vicki Armstrong, North Mason Librarian  
Vicky Campbell, Lacey Librarian  
Susan Jamison, Parent Education Consultant  
Rose Jetter, Youth Services Coordinator  
Caitlin Robinson, Systems Librarian

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

GUESTS PRESENT:

Elma Lu Roberts  
Charlotte Wood

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

AGENDA ITEM  
NO.

1 Approval of Minutes of the February 20, 1985 Meeting

85-16 LARRY PARSONS MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 20, 1985 MEETING; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

2 Approval of Vouchers

Mrs. Haakenson stated that payroll and payroll-related vouchers for February 1985 had amounted to \$261,701.05.

85-17 ALICE HARRIS MOVED TO APPROVE EXPENSE VOUCHERS NO. 16196 THROUGH NO. 16394 IN THE AMOUNT OF \$167,370.34; DORIS FOURRE SECONDED THE MOTION.

2

Mr. Crose commented that this is the first attempt at a computer-generated voucher approval cover sheet. He said that he thinks the accounts payable process will be fully operative with the April warrants.

Mr. Parsons noted that two vouchers have been voided and Mr. Crose explained that they appear to be voided but are actually issued from funds other than the general fund. Mr. Crose explained that there are still some "bugs" in the computer. He noted voucher No. 16267 to Washington Library Network in the amount of \$16,895.69 and said that as of this afternoon TRL has been reimbursed \$8,000 of that total because of the grant for replacement of WLN terminals. Mr. Parsons asked what the average cost per month of WLN is. Ms. Loken responded, and said that TRL has budgeted \$128,000 for WLN for 1985 and she thinks that about \$96,000 of that amount is for microfiche. Mr. Parsons asked how much the cost of WLN has increased over the past several years. Mr. Crose stated that WLN expenditures have not increased that significantly and, in fact, the amount budgeted for WLN has not changed in the last three years. He explained that the WLN billing fluctuates with the various activities in the district; for instance, TRL's materials budget is reflected in the WLN billing. Ms. Loken said that the overall increase for WLN for the past two fiscal years has been 5% each year, but she said that does not mean that everything across the board has gone up 5%. Mr. Parsons asked how heavily WLN is used for cataloging and Ms. Loken responded that she estimates that about 95% of TRL's cataloging is done through WLN. Ms. Loken said that the Board will be hearing an in-depth report from Tom Joselyn, Technical Services Librarian, later this year and he will be able to answer a lot of these questions. Mr. Parsons asked if staff knew how much it costs to catalog a book. Caitlin Robinson said that because she used to work for WLN, she knows that the regional average for just cataloging alone is a little less than \$2.00 per title but Timberland's cost is slightly less because of some cost-efficient things that TRL is doing.

Carolyn Dobbs questioned voucher No. 16245 to Recognition Equipment, Inc. for "nose cones" in the amount of \$173.14 and Mr. Crose said that these are part of the light wands for the ALIS terminals. Doris Fourre questioned voucher No. 16303 to the Olympia Credit Bureau in the amount of \$19.43 and Mrs. Morrison explained that TRL sometimes uses the Credit Bureau to collect for lost books and that TRL pays the Credit Bureau a percentage of the amount collected.

MOTION TO APPROVE EXPENSE VOUCHERS CARRIED UNANIMOUSLY.

Mr. Crose explained that the Board needs to approve some additional vouchers--a replacement warrant which is an expenditure that the Board has already approved to Hulbert Associates, Inc. in the amount of \$718.59, and four warrants which represent the total of all the other vouchers drawn against TRL's general fund. Mr. Crose explained that these four warrants will need to be registered because TRL currently has no money in its general fund. He said that these warrants are made payable to TRL and will be deposited in the general fund. He explained that the reason for this is so that

2 the Treasurer's office will only have to register four warrants rather than over four hundred warrants. Mr. Crose said these warrants will be redeemed in \$100,000 blocks as revenue comes in.

85-18 DORIS FOURRE MOVED TO APPROVE VOUCHER NO. 16395 IN THE AMOUNT OF \$718.59 AND VOUCHERS NO. 16396 THROUGH NO. 16399 IN THE AMOUNT OF \$396,522.59; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mrs. Haakenson suspended the order of business with the consent of the Board and moved to Agenda Item 6.

6 New Business

A. Patron complaint on book "The Man From Ironbark"

Mrs. Haakenson stated that Elma Lu Roberts has filed a written complaint on the book "The Man From Ironbark." Mrs. Roberts said that she has written her comments, which she distributed to the Board, as follows:

"I thank you for your time and attention. My purpose in being here is to share a concern about a children's book, The Man From Ironbark, by A. B. Paterson.

"I often read books from the Olympia library to the children in my room and feel that it may be the only opportunity some of them have to be exposed to books other than the ones they see all the time in the school library.

"I was feeling that this would be an especially fun book for some of the roughie-toughies in my room, and told the children that 'if we get our work done by 2:30 today, we'll have a treat and enjoy a special book I brought.' I was well into the story, with the children sitting on the floor beside me, when I found myself reading about the barber's heating the straight-edge and laying it across his customer's throat, seeming to have cut the man's throat and wanting him to believe that.

"I looked at the children. They were just sitting there, staring at me. I tried to explain and lighten it. It didn't work. I couldn't stop, because their imaginations could still go on. So I finished the story and laid it up.

"It isn't just the reaction of the children that concerns me. I know that one single story is probably not going to influence any later acts of a person. Yet, what we teach human beings does make a difference. And children of the age group for which this book was written are still moldable. They are also visual in their learning. The pictures that attract readers to the story are also, I feel, a large part of the problem.

"What is the purpose of the book? To teach that it is funny to seem to be cutting a man's throat? And if not this, then what is the purpose?"

6A Mrs. Roberts read the book up to the point where she said it became "sticky" for her. Mrs. Morrison then asked Rose Jetter, Youth Services Coordinator, to comment on this book.

Ms. Jetter stated that "Easy" books cover a wide age range from preschoolers up to the fourth grade. She said that in her opinion this particular book has many colloquialisms and she does not consider this a good book for beginning readers, but rather for an older child. Ms. Jetter said that this book could be used when talking about tall tales, talking about tricks people play on one another, read to boys because there are so many male characters in the story, or when studying about Australia. She said this story was written about 80 years ago by the same man who wrote "Waltzing Matilda." Ms. Jetter had a copy of "Grimm's Fairy Tales" with her to compare with "The Man From Ironbark." She said these stories are read to children all the time the world over and some of the things which happen in these fairy tales are even more gruesome.

Carolyn Dobbs stated that she thinks that part of Mrs. Roberts' concern is not being forewarned beforehand. She suggested that perhaps Mrs. Roberts preview the books before reading them to the children. Ms. Jetter stated that TRL staff preview books they read to children. However, she said it is not possible for staff to watch for passages which might upset someone. There was discussion on the possibility of putting something in the front of the book warning that it might upset children, but Mrs. Voege pointed out that it would be impossible for TRL staff to mark books in such a manner. Mrs. Voege said that it would be interesting if Mrs. Roberts read this story again to the children now that they know that the man's throat is not really getting cut. She said that sometimes children catch the feelings of adults and perhaps the children felt that Mrs. Roberts was appalled. Alice Harris said that there is a very practical lesson in this story that sometimes practical jokes go too far. Mrs. Voege said that she went to the Aberdeen Library this week to see this particular book and discussed it with Mike Wessells, who is Aberdeen Library's Children's Librarian, and also a well-known storyteller. She asked Mr. Wessells what he thinks about this particular book and Mr. Wessells told her that he thought it had gratuitous violence but was a rather charming tale, and that some children might be startled by it. She said that Mr. Wessells did not have any strong feelings that it was something he would not use.

Mrs. Haakenson thanked Mrs. Roberts for coming to the meeting and spending the amount of time she has to state her ideas. She said that she thinks that the discussion boils down to the fact that people have to decide what they want to read and what they want to read to others. Mrs. Fourre said that she appreciates Mrs. Roberts' concern for violence in children's stories.

B. Patron complaint on book "Free Rein"

Mrs. Haakenson stated that the Board has received a written complaint from Vila A. Pruner regarding the book "Free Rein" and she asked Mrs. Morrison to address this. Mrs. Morrison said that Mrs. Pruner's objection is in regard to where this book is placed

6B in the library. Rose Jetter stated that youth services staff are moving several books which have been classified as J's to a YA section. She said that YA books are for more mature children, usually ages 12 to 20 and usually deal with adult-type situations. She said that "Free Rein" is by an English author who usually writes more sophisticated stories. Mrs. Morrison said that she spoke with Mrs. Pruner on the telephone today and Mrs. Pruner said she could not see any particular reason to attend tonight's meeting. Mrs. Morrison said that she discovered during their discussion that Mrs. Pruner had misunderstood her conversation with Judy DuPuis, Centralia Library's Children's Librarian, and thought that Mrs. DuPuis had said that "Free Rein" was recommended for sixth graders but instead Mrs. DuPuis had said that the section where this book was placed is for children fourth through sixth grade and up to the ninth grade. Mrs. Voegel said that she read this book and she does not recommend it for young children. Ms. Jetter said that she thinks this book should be moved to the YA section and that this will be accomplished.

Mrs. Haakenson stated that she would hope that any patron who has a complaint would feel that it can be brought before the Board. She said that the discussion tonight shows how two different complaints have been handled. She said she hopes that any action which is taken assures patrons that their comments are heard and are viable.

C. TRL Board meeting at South Mason Library

Mrs. Haakenson stated that the Board has received an invitation to meet at the South Mason Library which she read as follows:

4 Correspondence

A. 3/1/85 invitation from South Mason Friends of the Library

"The Friends of the South Mason Library would like to invite the Board to hold one of your fall meetings here. We will host a dinner at the library just before the meeting. Please let me know which month will be most convenient for you, and what time would be best to serve the dinner. We are all looking forward to this with pleasure. Thank you."

/s/ Helen J. Timm, Secretary for  
Friends of South Mason Library

6 New Business

C. TRL Board meeting at South Mason Library

The Board agreed to meet at the South Mason Library on October 23, 1985, and that details can be worked out later.

D. Check signing authorization

Mr. Crose stated that in 1983 the library district assumed responsibility for signing all of the warrants issued by TRL which previously had been accomplished by the Thurston County Auditor. He

6D

said that a facsimile of Mrs. Morrison's signature is placed on each warrant by machine. Since Mrs. Morrison will be retiring the end of May and a new signature will be required on the warrants, Mr. Crose requested that until a new Library Director is hired that he be authorized to place his signature on the warrants. He said that it takes about six weeks to accomplish this since the signature has to be registered with the state.

Mr. Crose requested that signatures of all three Assistant Directors be authorized on the Imprest Fund and Advance Travel Fund checks. He said that on the other accounts only one signature is required, but both he and Mrs. Morrison have to sign the Imprest Fund and Advance Travel Fund checks. Also, Mr. Crose said that he would like the voucher form to require his signature and the signature of one of the other Assistant Directors. He said that the signatures of both Assistant Director, Public Services and Assistant Director, Central Services, would be valid on that form but only one other than his would be required.

Mrs. Dobbs asked if this is an interim measure and Mr. Crose replied that the authorization for signature on the payroll and expense warrants should remain in effect until the new Director's signature is authorized. He said the signatures of the three Assistant Directors should continue to be valid on the Imprest Fund and Advance Travel Fund checks.

85-19

DOROTHY VOEGE MOVED THAT MICHAEL CROSE'S SIGNATURE BE AUTHORIZED ON THOSE WARRANTS WHICH ARE RUN THROUGH THE CHECK PROTECTOR; THAT THE SIGNATURES OF THE ASSISTANT DIRECTOR, PUBLIC SERVICES AND ASSISTANT DIRECTOR, CENTRAL SERVICES BE AUTHORIZED ON THE VOUCHER FORM, ALL OF THIS TO BE ON AN INTERIM BASIS UNTIL THE NEW DIRECTOR'S SIGNATURE IS AUTHORIZED. IT WAS FURTHER MOVED THAT THE SIGNATURES OF THE ASSISTANT DIRECTOR, PUBLIC SERVICES AND ASSISTANT DIRECTOR, CENTRAL SERVICES BE VALID ON THE IMPREST FUND AND TRAVEL ADVANCE FUND CHECKS. LARRY PARSONS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

3

### Reports

#### A. Board Committees

##### (1) Ocean Park - Paul Polillo

Mr. Polillo referred the Board members to the copy of the news article which includes a picture of the construction of the new Ocean Park Library. He said that Bonnie Sayce told him yesterday that over \$7,000 has been received to help Timberland furnish and equip the new library. Mary Ann Shaffer said she was at the site last week and that it is amazing how many local people come by to visit the site. She said that the Friends of the Library produced a "Wish Book" which was distributed in the community to let people know what is needed in the library. Ms. Shaffer said that Bonnie Sayce is actively seeking contributions from clubs in the area and there are two garden clubs vying for space to do landscaping. Mr. Crose reported that construction is 30 days ahead of schedule.



3A (2) South Mason - Alice Harris

Mrs. Harris said that she was in the hospital the day that Mrs. Morrison and Mr. Crose called her to let her know that the papers had been signed for purchase of the South Mason Library property. Mr. Crose said that he has some basic plans for possible expansion of this facility, but TRL will have to take this one step at a time. He expressed his relief along with Mrs. Harris that this transaction has finally been closed.

(3) Library Director Search Committee - Dorothy Voege

Mrs. Voege announced that the Search Committee reviewed 64 applications and that five candidates have been chosen as follows: Thomas Ballard, Plainfield, New Jersey; Lon Dickerson, Moorhead, Minnesota; Sarah Loken, Olympia, Washington; David Smith, Hopkins, Minnesota; and Robert Ward, Des Moines, Iowa. She said the Board is meeting with its evaluation consultant, Charlotte Wood, in Executive Session following tonight's meeting. Mrs. Harris commended the Search Committee for the good job which it did. She said she spent a lot of time herself just reading the resumes of the five finalists and she appreciated the work the committee did to get to that point.

5 Unfinished Business

A. Evaluation of Library Director

Mr. Parsons distributed to the Board members copies of the March 21, 1985 memo from him and Mrs. Morrison regarding the Library Director Evaluation Conference. He said that the Board met in Executive Session at the February meeting regarding this and then he and Mrs. Morrison met on March 19. Mrs. Haakenson thanked Mrs. Morrison and Mr. Parsons for the amount of work that went into this evaluation process. She said this process was begun two years ago with this year being the first evaluation done. She said that she thinks the time spent in getting the mechanics worked out for evaluating the Library Director has been well worth it and the Board will have a good base to work from when the new Director is hired.

3 Reports

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller reported that he met with the Director regarding RCW 42.17.260 which is part of the Public Records Act. He said that it was the feeling of the Director that since TRL is an information agency, that some sort of effort should be made to advise the public how to learn about TRL. Mr. Fuller said that the Director showed him how the voluminous material is filed and how it is located. He said he was unaware that TRL files each year a statement pursuant to another section of the RCW where the library has to state its purpose, etc. Mr. Fuller said there is a need to put this in some sort of statement to let the public know what indices TRL has, what the charge would be to make copies of these documents, etc. He said he expects to have this done by the next Board meeting. Mr. Fuller said that guidelines would have to be established so that there will

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not be an unreasonable invasion of privacy. For instance, he said that personnel matters would not be a matter of public record. He said that the more people who know about the library's policies, the better. When this is completed, Mr. Fuller said the public will have a chance to know what TRL has and how they can get a look at what they may look at.

Mr. Fuller further reported that he has discussed the book "Show Me" with the Library Director since there has been quite a bit of publicity about this book in Seattle. He said that he reviewed the book so he could get some idea as to its legality or illegality. Mr. Fuller said that he is in contact with the Seattle City Attorney's office to see what work that office has done regarding this book. He said that the Director requested that he put together a motion for the Board to consider because it was felt that it might clear the air ahead of time if the Board stated its position regarding this book. Mr. Fuller read the motion as follows: "I move that the book 'Show Me' be retained and circulated until such time as a court of competent jurisdiction declares the retention and circulation to be contrary to law."

Mr. Fuller said that his daughter is now working with him and he is having her, without charge to Timberland, annotate all of the Attorney General opinions pertaining to libraries, which he believes will be the only complete set in the State of Washington.

There was further discussion on the book "Show Me." Mrs. Morrison said that she would like this book to be for library use only because there are a number of requests waiting for it. Mrs. Voegel agreed that it should be library use only because this sudden interest might bring in people who might take the book and the library will never see the book again. She said she thinks this would be unfair and not the way to solve what is seen as the problem.

85-20

DORIS FOURRE MOVED THAT THE BOOK "SHOW ME" BE RETAINED AND CIRCULATED UNTIL SUCH TIME AS A COURT OF COMPETENT JURISDICTION DECLARES THE RETENTION AND CIRCULATION TO BE CONTRARY TO LAW; PAUL POLILLO SECONDED THE MOTION.

Mr. Parsons said he is concerned about the library use only and treating some books differently than others. Mrs. Morrison said that TRL has several books which are library use only. Mrs. Dobbs said that there are two discussions going on--one is whether or not this book is for library use only and the other has to do with some statement that the Board believes the book should be retained in the library until it has been ruled legal or illegal. She said she wonders if these two items should be separated. Mrs. Dobbs said that she would vote to keep this book in a section available for patrons, but she said she does not think she would be comfortable taking a stance before there has been much action locally about the book. Mrs. Fourre pointed out that having the book for library use only is an administrative decision and that the book can be circulated from one Timberland library to another.

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DORIS FOURRE, PAUL POLILLO, DOROTHY VOEGE, ALICE HARRIS, LARRY PARSONS AND JEAN HAAKENSON VOTED IN FAVOR OF THE MOTION; CAROLYN DOBBS ABSTAINED. MOTION CARRIED.

C. Library Director - Louise E. Morrison

Mrs. Morrison said that since the Board had heard from her at length in the past month, she had nothing further to report.

D. Assistant Director, Public Services - Mary Ann Shaffer

Ms. Shaffer referred to her written report. She introduced Susan Jamison, Parent Education Consultant, who gave the first in a series of reports by public services staff.

(1) Parent Education Grant - Susan Jamison

Ms. Jamison reported that last April Timberland received a grant to be spent by the end of May of this year to design training and written materials and give workshops throughout the district on the importance of reading to children. She said that several Timberland staff (Vicky Campbell, Lacey; Sue Plummer, Hoquiam; Mike Wessells, Aberdeen; Mary Ann Shaffer, Service Center; and Rose Jetter, Service Center) and Robin Dunn, Thurston/Mason County Headstart, did a lot of the groundwork before she took the project over in September.

Ms. Jamison stated that formal parent education projects have been developed in libraries throughout the nation, a lot of it due to the literacy statistics which the report "A Nation At Risk" had addressed. She said that one of the easiest ways for children to learn to read is to be read to. Ms. Jamison had a display of literature on programs going on in the nation. She said that last fall there were three staff training sessions for Timberland staff which covered the needs and interests of parents, the developmental stages of children, appropriate books to choose from, individual differences in children, and how learning in families differs from that in libraries or schools. She said that staff training also included a panel of people who are involved in parent education. Ms. Jamison said she has made a lot of connections that had not been made before.

Ms. Jamison said that most of the Timberland libraries now have a parent shelf in the children's area which includes parenting books and books which are good to read aloud to children. She said the feedback she has received on these shelves has been positive, and she thinks that staff is learning what parents are interested in reading about. Ms. Jamison said that she has just begun to speak to parent groups and so far she has spoken to about 100 parents. She said that National Library Week this year is called "Family Read Aloud Week" and there are several programs scheduled in the libraries during that week. Ms. Jamison said that she has published articles in Family Times, which is a family oriented newspaper in Thurston County, as well as in Parenting Support: The First Year, which is a newsletter which goes out to new parents in Grays Harbor County. She said there have also been several newspaper articles written about the grant itself.

3D(1)

Ms. Jamison said that Judy DuPuis, Centralia Children's Librarian, has been experimenting with a program where she mails out packets of books every two weeks to rural families who live too far out to come to the library. She said this has been very time consuming but she thinks that the people being served in this manner like it. However, Ms. Jamison said that she thinks there will have to be a few changes made because it is also quite expensive.

Ms. Jamison said that Timberland is in the process of printing several bookmarks. She said there will also be a read-aloud packet which will be used for programs, and three brochures, one for parents of newborns to take home with them from the hospital, one for grandparents, and one concerning use of the library for school-age children.

Ms. Jamison further reported that a conference is being planned for October 5. She said that Jim Trelease has written a book called "Read Aloud Handbook" and he has agreed to speak at this conference. Also, she said that Spencer Shaw, who teaches storytelling and is on the faculty of the University of Washington Graduate School of Library and Information Science, will be another speaker at the conference. She said that Susan Christian, who worked on a life history project, will speak on how to get your own life story into a book to share with children. She said that there are still two speaker slots to be filled for this conference.

Ms. Jamison said that the grant has an orderly evaluation process. She said that the Advisory Board for the grant will be making a formal recommendation to the Board on whether or not to continue this program. She said that she had several suggestions on how this program could be continued at little cost. She said she would like to see a parent advocate appointed for at least two years who would keep parent education in staff's minds and see that it is integrated into regular programs. She suggested that it be someone who is on the Youth Services Committee. As part of this suggestion, Ms. Jamison said that this year for Summer Reading Club a letter has been written for distribution to parents, and for the first time, Timberland will keep track not only of the number of books which children read, but also how many books parents read to their children. Ms. Jamison recommended that the name of Youth Services be changed to Youth and Family Services to include parents and grandparents. She also recommended the inclusion of a parent education component in required training that youth services staff now attend and include other staff as appropriate. She recommended that time be set aside to review the handouts and booklists. She said that there should be enough money available in this grant to print new lists. Ms. Jamison also recommended that Timberland cooperate with community college parent education programs in writing new materials. She further recommended that there be added to the Youth Services Goals and Objectives a requirement that there be one parent program per year in the small libraries and two programs per year in the large libraries. Her last recommendation was to update parenting collections in each building as necessary.

Ms. Jamison pointed out that if a trained staff member prepares for and gives a story to 12 children, then 12 children have been served.

3D(1) She said that if that same staff member gives a program to 12 parents and they each have several children who they go home and read to, then that staff member's time has been used in a much more effective way.

Mr. Parsons asked if any effort has been made to contact the home schools. Ms. Jamison said that she has thought about this but has not had the time to pursue it. Mr. Parsons said that he can give her some names of people to contact. Mrs. Fourre said that she is concerned about efforts being made to reach people who do not come to the libraries. Ms. Jamison said that right now they are reaching those parents who are interested in the program, but her theory is that if this is successful then staff will have the experience and can then go out and try to reach those people who are harder to reach. Mrs. Haakenson asked if there are any materials available for teachers to use. Ms. Jamison said that she assumes that teachers could use the same materials given to parents. Mrs. Haakenson said she is thinking about the problem that Mrs. Roberts had with the book "The Man From Ironbark" and she was wondering if a list of books could be made available without her having to read through the entire book. Ms. Jamison said that there are many booklists available in Timberland. Mr. Parsons commented that a good school library program could do wonders for these kinds of problems as well as provide lists, but he said that the State of Washington has not seen fit to fund school libraries at this time.

Mrs. Haakenson thanked Ms. Jamison for her report and said that she is looking forward to further reports from public services staff. She said that personally she would like to see this program continued and she is glad that Timberland is addressing this.

E. Assistant Director, Central Services - Sally Loken

Ms. Loken referred to her written report. She announced that the Service Center Friends of the Library are having a book sale on April 13 and 14 at South Sound Shopping Mall.

F. Assistant Director, Management Services - Michael Crose

Mr. Crose said that Board members received both his January and February 1985 reports. He said he will be providing the Board with a cash flow analysis for 1985 which will include a proposal from Rainier Bank for issuance of tax anticipation notes by Timberland. Mr. Crose said that this is something that Timberland has not utilized in the past but tax anticipation notes are commonly issued by taxing entities. He said that he will provide the Board with a complete explanation of these notes and how they can help Timberland.

G. Budget Committee

Mr. Crose reported that he has included in the Board's folders a copy of his memo to Mrs. Morrison reviewing the Budget Committee's first meeting. Mr. Polillo urged Board members to read this memo carefully and perhaps at the next Board meeting the Board can discuss it further. Mr. Crose said that he will be sending to

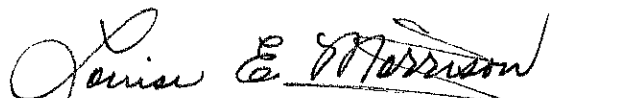
3G Board members the revised version of the BARS Manual which he prepared for the Washington State Library. He suggested to the Board that when they read this manual that they think of it in terms of a revenue and expenditures budget for 1985. He said that at the end of the year the Board will have to revise the 1985 budget which will incorporate the changes in the BARS codes. Mrs. Haakenson commended Mr. Crose for the fine job he did in preparing this manual.

7 Other Agenda Items

- A. Certificate of Appreciation - Charles Murray, Hoquiam Library Board
- B. Certificate of Appreciation - Carl Wilson, Hoquiam Library Board

Mrs. Haakenson requested that Dorothy Voege present these Certificates of Appreciation to Mr. Murray and Mr. Wilson. Mrs. Voege commented that she is familiar with both of these gentlemen's library work and that they had both served on the Hoquiam Board for several years.

There was no further business and the meeting adjourned at 9:15 p.m. Mrs. Haakenson announced that the Board will be meeting in Executive Session with Charlotte Wood, the Board's Evaluation Consultant, to discuss the candidates for the Library Director's position.

  
\_\_\_\_\_  
SECRETARY

  
\_\_\_\_\_  
CHAIR