

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

May 22, 1985

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TIMBERLAND REGIONAL LIBRARY
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May 22, 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 A. Crose, Assistant Director, Management Services
Vicki Armstrong, North Mason Librarian
Marge Bell, Grays Harbor Outreach, Montesano
Vicky Campbell, Lacey Librarian
Susan Jamison, Parent Education Consultant
Rose Jetter, Youth Services Coordinator
Tom Joselyn, Technical Services Librarian
Ione Mason, Community Library Associate, Centralia
Joyce Nichols, Tumwater Librarian
Christine Peck, Aberdeen Librarian
Caitlin Robinson, Systems Librarian
Virginia Robinson, Thurston County Outreach, Lacey
Edie Shea, Lewis County Outreach, Centralia

GUESTS PRESENT:

Corinne Ackley
John Robinson

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

AGENDA ITEM

NO.

1 Approval of Minutes of the April 24, 1985 Meeting

85-26 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE APRIL 24, 1985 MEETING; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

2 Approval of Vouchers

Mrs. Haakenson stated that payroll and payroll-related vouchers for April 1985 had amounted to \$264,357.09.

85-27 DORIS FOURRE MOVED TO APPROVE EXPENSE VOUCHERS NO. 16603 THROUGH NO. 16792 IN THE AMOUNT OF \$182,716.53; ALICE HARRIS SECONDED THE MOTION.

- 2 Mr. Parsons asked what Central Stores Revolving Fund purchased are (vouchers No. 16610 and No. 16611 in the amounts of \$2,713.75 and \$6,389.00, respectively). Mr. Crose stated that Timberland purchases supplies through the state and this is what the state calls its account and it is not a fund of Timberland's. Mrs. Fourre questioned voucher No. 16617 to First Janitorial Services in the amount of \$60.00 and Mr. Crose replied that this is for the North Beach Library. Mrs. Voegel questioned voucher No. 16662 to The Evergreen State College in the amount of \$10,052.65. Mr. Crose stated that this is Timberland's share of the sixth and final disk drive for the ALIS system. He said that this disk drive was planned and was included in the 1985 budget and, in fact, Timberland had actually budgeted more than \$10,000. Mr. Crose pointed out that the Washington Library Network voucher (No. 16676 in the amount of \$11,992.75) includes another WLN PC and Timberland will be reimbursed \$4,000 of that amount from a grant. Mrs. Haakenson asked what all of the vouchers for training are for and Ms. Shaffer stated that most of them are for reimbursing staff for Washington Library Association conference expenses. Mrs. Voegel questioned voucher No. 16729 to CUP Foundation in the amount of \$99.00. Mr. Crose stated that this stands for Clarion University of Pennsylvania and is for documentation used to analyze output measure statistics. Mrs. Fourre questioned voucher No. 16791 to First Municipal Leasing Corp. in the amount of \$1,130.36 and Mr. Crose stated that this is for the update on the computer system for CALS. He said that TRL maintains the lease and is reimbursed by the other two CALS members for their share.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Board Committees

(1) Budget Committee - Paul Polillo

Mr. Polillo reported that the Budget Committee met last week. He said the committee would like the Board to meet for a four-hour work session to review the budget problems. He suggested that the work session be held after June 12. Mr. Polillo said that there will be meetings of library staff on June 3 and June 12 at which staff will discuss the budget and will give input. He said that the Budget Committee itself will be meeting again on June 18. The Board members agreed to have a four-hour work session on Monday, June 24, 1:00-5:00 p.m. at the Service Center. Mr. Polillo pointed out that the committee is not making any definite decisions at this time but is reviewing a number of options.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller was excused.

C. Library Director - Louise E. Morrison

Before Mrs. Morrison gave her report, the Board members presented her with a retirement gift (a red hat to match the purple dress and red boa which Mrs. Morrison previously had received from the Senior

3C Administrative Team). Mrs. Morrison proudly wore the hat the rest of the Board meeting.

Mrs. Morrison said that she has received two letters of appreciation for Timberland staff members which she wished to share with the Board. She read the first one from Hau Pham as follows:

"I'd like to thank you for the excellent service you have done for me.

"Thanks to your special help, last week, I had a chance, after 21 years, to see my short stories that I wrote for the Vietnamese magazine Pho-Thong.

"I lost all my properties, my job, my child and my native country in 4/1975 when I escaped from Viet Nam to the U.S.A.

"You have given to me the best gift I have had. Thank you very much and please forward my sincere thanks to your staff: Ms. Becky Egen & Ms. Karin Schumaker for their time and their kindness."

Sally Loken commented that the staff Mr. Pham has mentioned are the interlibrary loan staff at the Service Center.

Mrs. Morrison read the second letter from Nancy Richards as follows:

"Our family is here while my husband is on a nine month sabbatical leave from the University of California Cooperative Extension program in Santa Barbara, California. During our stay here, we have made many visits to the Tumwater library and have been very impressed with the friendly, courteous, helpful staff. My youngest daughter has attended the last two story hour sessions and has enjoyed them immensely. The children's librarian is wonderful with the children and my daughter really looks forward to Tuesday morning. I am involved with a brownie troop in Tumwater. Last October, the troop came to the library for a story session and a tour of the library which they really enjoyed. The times I have needed reference material or help with finding material for a special project, I have been helped with much consideration and courtesy. One more item I'd like to mention is the time a book was placed on order for me and arrived in the mail, to my surprise, two days later. Such quick service.

"Many thanks to the staff at Tumwater library."

Mrs. Morrison reported that the "Show Me" issue in Seattle is far from quieted down entirely. She said that Dr. Andrea Vangor is now apparently going after the light romances which she thinks are a waste of library funds. Mrs. Morrison said that she believes that more will be heard on this. She said that Dr. Vangor is also head of the new group which is now trying to see if they can get library boards elected rather than appointed.

Mrs. Morrison announced that the City of Bellevue just annexed to the King County Library System.

3C Mrs. Morrison said that she would like to repeat some of the things she said at her retirement party on May 19 at the Tyee to make them a matter of record. She stated that if Timberland has amounted to something, it has been due partly to staff, partly the director, and it has been partly assistance from other libraries; but she said a great part of it has been due to the Board itself. She said that the Board has been very supportive and she appreciates it.

D. Assistant Director, Public Services - Mary Ann Shaffer

Ms. Shaffer reported that some of the carpeting should be in the new Ocean Park Library by Friday, and the heating and air conditioning is in. Also, she said that a square dance was held in the building last Friday. Ms. Shaffer stated that the cabinet makers will be there next Tuesday and it appears that there will be a grand opening of the library sometime in June. She said that Mrs. Morrison will be making her first trip to see the new library on Tuesday.

Ms. Shaffer further reported that Susan Jamison, Parent Education Consultant, will complete her work the end of May and she has met all the objectives of the grant. She said that Vicky Campbell, grant administrator, will be writing a final report in June and then the advisory committee will meet with Susan Jamison and Vicky Campbell to talk about making a recommendation about the program to the Board.

Ms. Shaffer announced that the Ocosta School bond election passed last night by 80%. Mr. Parsons commented that the school has been condemned and there is concern as to what they will do in the interim until the new school is built. Ms. Shaffer announced that the school bond at North Beach failed by an overwhelming 74%. She said the anticipated location of that school would have been at Hogan's Corner, probably behind the North Beach Library.

Ms. Shaffer referred to her written report regarding outreach services. She said the report reflects the types of patrons whom Timberland serves in an outreach capacity and the ways they are served. She said that although this is an expensive service, many outreach patrons would have no library service if TRL did not provide it. She said her written report reflects circumstances where services have been reduced because of enlarged libraries and reflects expanded service to the growing elderly population in the five counties.

(1) Outreach Services - Outreach Staff

Ms. Shaffer said that Ione Mason will talk about bookmobile service in Lewis County.

Ms. Mason said that bookmobile service started in Lewis County in 1964 during the Timberland Demonstration. She said this was the first time that Lewis County had rural library service, and because this was during the demonstration, the bookmobile went to every community in the county. At that time she said there were 10 runs Monday through Friday and staff worked 8 to 10 hour days. When Timberland officially became a library district, Ms. Mason said that several of the cities and towns in Lewis County did not contract with Timberland so the schedules had to be altered. In approximately 1974, Ms. Mason said that the Lewis County bookmobile picked up some of the Thurston County runs because the Thurston County bookmobile was moved to the South

3D(1) Mason Library. She said that at that time, the schedule was also cut from every two weeks to every three weeks because of the gasoline shortage. She said that eventually the Thurston County runs were eliminated with the exception of Rochester. Because of demand, Ms. Mason said that the schedule eventually was changed back to every two weeks. She said that all 14 schools in Lewis County were served by bookmobile some years ago but this has been cut to 4 schools which include schools that have very small libraries and limited collections.

Ms. Mason said that the Lewis County bookmobile is staffed by three people, including herself, the driver and a clerk. Ms. Mason said bookmobile staff also work in the Centralia Library but the driver and herself spend a little over half of their time on bookmobile activities and the clerk spends about a quarter of her time on the bookmobile. She said that the statistics in the written report for Lewis County were accumulated by her for about eight months. However, she said that sometimes these statistics don't give the real picture. For instance, where it indicates the average number of patrons at a stop is 3, this does not necessarily mean the same 3 people every time. Ms. Mason said that sometimes the bookmobile delivers materials which patrons request by telephone, and oftentimes patrons return materials to the bookmobile because it is more convenient. She said that the bookmobile contains the same types of materials that the libraries have and staff also takes requests.

Ms. Mason stated that the bookmobile provides some outreach service at a retirement home and she also keeps a paperback rack stocked in the lobby of the retirement home. Also, she said that there are several patrons who are unable to walk to the bookmobile so she takes books in to them. She noted that the bookmobile has just begun to serve an American Veterans facility in Rochester. Also, the bookmobile stops at the Glenoma School for family film night which is well attended. She said that the bookmobile also offers the Summer Reading Club program.

Ms. Mason said that she feels that the children whom Timberland serves are our future. She said that several adults who use the bookmobile now used the bookmobile when they were children. Unfortunately, she said that not every parent in Lewis County will transport their children to a library and she feels that a lot of children are able to use the public library because of the bookmobile. She said she thinks that some people feel more comfortable using the bookmobile instead of going to a library. She stated that she thinks that the bookmobile is a definite link between the rural people and the library and a lot of people have become library users because of it. Ms. Mason said that there are a lot of elderly people who do not have transportation or someone to drive them to a library and they depend on the bookmobile. She said she feels that there should be some physical evidence of Timberland in rural Lewis County, but if the bookmobile is ever discontinued, she feels that a branch should be established in eastern Lewis County, probably in the Glenoma area because of the good response there. However, people at Randle, Salkum and Mossyrock have also inquired about a branch in their area. She said that personally she would prefer a branch in eastern Lewis County in a rural area rather than in a town.

3D(1) Mr. Parsons asked how the bookmobile runs are advertised and Ms. Mason responded that whenever there is a change in the schedule, it is published in the newspapers. She said that two schedules are printed each year, one for fall/winter/spring, and one for summer, and these schedules are available at the libraries and she also leaves them in grocery stores to be picked up.

Ms. Shaffer next introduced Virginia Robinson who she said will talk about different types of outreach.

Mrs. Robinson said that most of the time people hear about outreach through word of mouth. She said that people qualify for outreach if they are handicapped, have a physical disability, or are confined to their homes. In other words, those people who have no browsing ability. She said that outreach has no age barriers. She stated that outreach used to include just nursing homes, but now people are staying in their own homes longer. She said this is attributed to state boarding homes, state day care homes, low cost retirement homes and communities. Also, she said that staff puts patrons with special needs in touch with community agencies such as meals on wheels and social workers. She said outreach staff also register people in their homes and in their work places. Mrs. Robinson said that sometimes relatives help out but sometimes they don't want to. Also, she said that sometimes neighbors help out, but again, this is on a temporary basis.

Mrs. Haakenson asked how many people are registered for outreach and Mrs. Robinson said she cannot give that statistic, but she serves about 50 shutins on a one-to-one basis in Thurston County. She said she serves state boarding homes, a retarded youth home, she goes to the hospital on occasion, nursing homes and senior centers. She stated that she works 20 hours a week and she has a volunteer, Dorothy O'Loughlin, who works alongside her, also 20 hours a week. Mrs. Robinson said she doubts she could do all this work without Mrs. O'Loughlin's help.

Ms. Shaffer said that Marge Bell will talk about outreach service in Grays Harbor County and will amplify on what Mrs. Robinson talked about.

Mrs. Bell expressed her appreciation for the opportunity to talk about outreach services. She said that Grays Harbor County is one of Timberland's largest counties. She shared the outreach motto "Reading is for Everyone." She said that outreach service includes hospitals, physically handicapped, nursing homes, manors, treatment centers, jails, day care. Mrs. Bell said that the outreach staff present tonight has spent 20 or more years working in the library, even before Timberland was formed. She said that on All-Staff Day this year, all staff who have worked 20 years or more for Timberland were honored as unsung heroes.

Mrs. Bell said that outreach service is to reach special people and to meet their special needs. She said it makes a brighter world for many people and is a far cry from a dreary existence. By special people, she said she is referring to people who are handicapped, who have impaired vision and many other health impairments. She said that there are materials available which will provide individuals with a sense of accomplishment and reinforce the positive aspects of their

3D(1) personalities and encourage their feelings of self-worth which is very important. Mrs. Bell said that she finds the basic need of all people is to be able to communicate so staff searches every avenue in this field. She said that libraries have an obligation which is to provide free library service to everyone and providing this equal access to library information to homebound individuals encourages development of such services.

Mrs. Bell said that the outreach program in Timberland has been in effect for only a few years and is comparably new to the communities. Just handing out bookmarks, she said is not the answer to this type of service. She said newspaper articles are read, but still outreach service is vague. Mrs. Bell said this may be because every social service department in the State of Washington has an outreach program, but nonetheless the advantage for Timberland is to take its services to the people by being involved in the communities. She said that Grays Harbor County has taken its outreach services in through other organizations, which she said keeps her very busy. She said one of these is the Olympic Area Agency on Aging which involves Clallam, Jefferson, Grays Harbor and Pacific Counties. She said she attends at least nine grange meetings in Grays Harbor County every year. She said she is in touch with the Emblem Club of the Lady Elks, Veterans of Foreign Wars Posts and Auxiliaries, and the Community Action Council which gives staff an "in" with meals on wheels and other health programs. Mrs. Bell said that if an outreach patron is found lying on the floor or complains about being hungry, outreach staff have authority to call the Community Action Council and also the health department. She said she also talks to the Eagles, Moose, Lions and Grays Harbor County Extension. Mrs. Bell said she also belongs to the Literacy Council. She said staff also participates in special features in Grays Harbor County such as mall fairs, health fairs, and the county fair. She said Timberland also has displays at display centers, senior conventions and senior centers. Anytime staff finds someone going house to house, such as meals on wheels and the healthmobile, the library asks them to distribute flyers which saves staff time. She said sometimes she leaves flyers in stores and other places where she thinks people will be reached.

Mrs. Bell said that with the economic conditions in Grays Harbor County, library staff are finding themselves busier. She said Timberland accepts donations of paperbacks and magazines or bequests and monetary gifts. Mrs. Bell said that for the second year the Montesano Lady Eagles will be presenting her with a check for \$200 to buy books and equipment for outreach. She said the Friends of the Library and the Veterans of Foreign Wars Posts and Auxiliaries also have assisted with costs and programs. Area wise, she said she thinks that Grays Harbor County is the largest in outreach service. She said she has the availability of a Timberland vehicle which has helped make this possible and the staff in the Grays Harbor County libraries are very cooperative. Mrs. Bell said books are pulled from all the libraries in Grays Harbor County when needed. She said she does not have a volunteer on a regular basis. However, sometimes at the manors and senior centers she will get some assistance. Mrs. Bell said that the jails are very grateful for the materials they receive.

Mrs. Bell said that outreach staff is trained to handle many circumstances and are trained in CPR, have taken geriatric courses, including a week of training at Seattle Community College, have

3D(1) received jail service training, and have attended special workshops sponsored by TRL as well as workshops that outreach staff request to attend regarding new outreach services. She said that since outreach staff's cycle of work can be depressing, new things act as a motivator for them. She said that staff has no intentions of becoming nurses or nurses aides, but it is helpful to have this background training. Mrs. Bell said that outreach services are badly needed, it is a very special service, and it is very much appreciated by many people. She said that although some people may not have the use of their bodies, they can still read.

Ms. Dobbs noted that in the written report that Grays Harbor outreach includes ITT Rayonier in Hoquiam and she asked if this was requested by ITT. Mrs. Bell said that she takes paperbacks there and puts them on racks. She said these are not brand new materials but usually materials that have been discarded by the libraries, but staff dresses them up and most of them are returned. She said that ITT learned of the outreach program and requested this, and this service is especially nice for people who have to work all night.

Ms. Shaffer introduced Edie Shea who she said will talk about the public relations advantages of outreach services.

Ms. Shea said that she works in outreach in Lewis County. She said that in spite of all of the statistics showing how many books are circulated, how many patrons staff sees, how many places they go and how great the need is, staff realize that essentially TRL is a "business" and as a public agency is accountable to the public for spending public funds in a responsible manner. She said there is no way that staff can use cost-accounting or any other method of accounting to justify outreach. Ms. Shea said that many service professions get their most efficient advertising, not through newspapers, billboards, radio or TV, but by being out in the communities. She said that the outreach programs not only serve patrons who are unable to come into the library to make their own selections, but outreach serves a larger purpose which is public relations. She stated that every day somewhere in the county those people who pay taxes see a visible sign that the library is out in the community. She said the library must be visible and every day people are reminded that the library exists whether they use it or not. Ms. Shea said that when people in the hospitals, jails, or nursing homes see the cart of books brought to them through outreach, it is a moment of silent conversation that would not otherwise take place and no grapevine works better than that. She said that whether it is outreach service, film service, bookmobile service in areas that have no other library service, or children's programs in schools, these are services that people who may not be library supporters see or hear about that in the long run may mean success or failure for Timberland. Ms. Shea stated that one of Timberland's weak spots is having no PR person, but even that, she said, will not have the PR value for the general community that outreach programs do. She said that outreach programs are an easy target in a time of revenue shortfalls because they do not have a lot of popular backing and they do not serve the same numbers of people per staff member as other services do and are least able to prove their value by statistics, but of all the library services available, outreach is probably the most valuable in the long run in keeping TRL's image for the non-users who are the most difficult to convince.

3D(1) Ms. Shaffer asked Joyce Nichols to report on service to jails. Mrs. Nichols said that when Thurston County Jail discovered it is now a state law to provide library service, they contacted the TRL Service Center and requested service. Right now, she said that TRL is in the process of spending LSCA grant funds on new materials for the library sections in the new Thurston County Jail. She stated that there are many things to consider when purchasing materials, such as they must be paperback, they must not have spiral bindings, and they cannot provide certain types of how-to materials. For the past two years, she said that most of the materials taken to the Thurston County Jail have been donated paperbacks and magazines. Mrs. Nichols said that she hopes the new materials being purchased will enable inmates to do some class work so TRL staff are purchasing high school equivalency study materials, dictionaries, manuals on basic math, how-to manuals with pictures, and craft and amusement things that do not require equipment of any kind. She said there will be three library areas in the new jail: one for the women; a fairly open section in the men's area for "softcore" inmates; and an area in the lockdown side for the "hardcore" inmates. Mrs. Nichols said the guards tell them that a lot of the inmates do not have good reading skills so staff is trying to choose materials on that basis. Because of the change in the state laws and the mandatory sentencing, the inmates will be there longer so the library materials provided are important.

Ms. Dobbs asked if because of the reading levels of the inmates if children's books are provided. Mrs. Nichols said that most of the inmates are young males so there is the "macho image" problem. She said staff tries to pick materials that look adult but are easy to read. She said there are subject areas the inmates are interested in and there is no point in taking in materials that they won't use. She said they are aiming at a 6th to 8th grade reading level. She said they like to read westerns, science fiction and mysteries. Mrs. Nichols said the inmates do not damage the materials but they do wear them out. She said the jail staff also use the materials.

Mrs. Voege asked what kinds of comments staff receives from the inmates. Mrs. Nichols said that staff does not serve them directly so they don't get direct feedback, but they do get feedback from the guards. She said the guards can tell staff what materials are being used.

Mrs. Shea said that staff was going to the Lewis County Jail every three weeks, and Timberland staff members are starting their own library there with the Literacy Council's help. After having library service, she said the prisoners have asked for service at least once a week.

Ms. Dobbs commented that she appreciates the work that outreach staff are doing and she does not see how they manage to do all that they do. Virginia Robinson said that outreach staff, being public relations people, hope they get lots of votes for libraries. She said that many people who use outreach services are very concerned right now what is going to happen to outreach and staff tries to reassure them and tell them not to worry, but that TRL is short of money. She said that maybe TRL will get a donation.

3D(1) Ms. Shaffer announced that Rivkah Sass, Chehalis Librarian, received word from a patron that he and his wife have just changed their wills to leave \$50,000 to the Chehalis Library to be used as the library chooses.

3 E. Assistant Director, Central Services - Sally Loken

Ms. Loken referred to her written report, including the collection statistics on converted items in 1984. Also attached to her report was a Mailgram from Data Phase which Ms. Loken said was not unexpected. She said that Caitlin Robinson was recently in Kansas City meeting with the Data Phase Users Group and she asked Ms. Robinson to speak about the Mailgram.

Ms. Robinson said that UTLAS, which has assumed responsibility for ALIS III, is now owned by an international corporation, and is moving in a big way into library automation. She said that Data Phase continues to be very positive about what this will mean to ALIS II users. She said that CALS will continue working with Data Phase, but staff are watching this very carefully. Ms. Robinson said that Data Phase is a little behind with software releases, but Data Phase says that with the next release, Data Phase will consider CALS circulation system complete and they will then want to negotiate the final steps of the contract. She stated that one thing staff are carefully watching is what will happen with Data Phase personnel. Since CALS is one of the largest ALIS II users, CALS should have more negotiating power. Mr. Parsons requested that the Board be kept informed on this.

F. Assistant Director, Management Services - Michael Crose

Mr. Crose referred to his written report. He said that warrant interest in 572.90 is a two-month accumulation of interest which TRL pays on its registered warrants. He said TRL is doing as well revenue wise as can be expected this time of year and TRL should receive approximately 50% of its revenue by the end of June.

Mr. Crose said he has heard some concerns about the work of the budget committee. He stated that the budget will not be prepared in isolation of the staff but will be a document of the staff and the Board and there will be involvement from all areas. He said the committee is in an information-seeking period and no decisions are being made at this time. Mr. Crose said that costs associated with services need to be discussed and he knows that the Board is open to information from staff at all levels. Mr. Crose recommended that the preliminary operating budget not be adopted until September rather than August this year. He said he thinks it is important that the new Library Director, Lon Dickerson, have an opportunity to review the work that takes place between now and when he begins working with Timberland. Mr. Crose said that everyone is interested in public services primarily and he thinks this is an opportunity for everyone to work together and make it a reasonable process.

Mr. Parsons asked if the adoption of the preliminary budget in September will still be the same as in past years by budgeting the dollars needed to do the job as Timberland would like it to be done. Mr. Crose said he thinks the preliminary budget should be a reflection of the optimum situation but he said he thinks the budget

3F should also include several packages, including what TRL can realistically anticipate in 1986. Mrs. Fourre asked if TRL will begin from a zero base and build. Mr. Crose said he does not believe in zero base budgeting, but he thinks Timberland should use zero base techniques, and establish a base that is approximately 84% of 1985 levels.

4 Correspondence

There was no correspondence.

5 Unfinished Business

A. Confirmation of appointment of Lon R. Dickerson as Library Director effective August 12, 1985

Mrs. Haakenson stated that Mr. Dickerson has accepted the position of Library Director and that the Board needs to confirm this appointment for the record.

85-28 DORIS FOURRE MOVED TO CONFIRM THE APPOINTMENT OF LON R. DICKERSON AS LIBRARY DIRECTOR EFFECTIVE AUGUST 12, 1985; DOROTHY VOEGE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Appointment of three Assistant Directors as Co-Directors in absence of a Director

Mrs. Haakenson stated that until Mr. Dickerson arrives the Board has appointed the three Assistant Directors, Mike Crose, Sally Loken, and Mary Ann Shaffer, as Co-Directors. She said that she thinks this interim period will be a trying time for everyone and the Board is asking for everyone's help and support. She requested that staff give their support and help to the Assistant Directors. She said she thinks with the information generated from all staff, that the Board can address the budget and programs and keep the ball rolling until Mr. Dickerson arrives. Mr. Polillo suggested that this be confirmed by Board motion.

85-29 DOROTHY VOEGE MOVED TO CONFIRM THE APPOINTMENT OF THE THREE ASSISTANT DIRECTORS AS CO-DIRECTORS IN THE ABSENCE OF A DIRECTOR; PAUL POLILLO SECONDED THE MOTION.

Mrs. Voegel asked what kind of reporting the Board will require from the Assistant Directors. Mrs. Fourre said she understands that they plan to report to the Board weekly in the same manner as Mrs. Morrison has done. Mrs. Harris said that it is her understanding that the three Assistant Directors will work together as they have been and will try to keep things running as smoothly as possible without making any major changes until Mr. Dickerson arrives. Mr. Crose said that they will respond to any problems that the Director would respond to. Mrs. Harris said that she is sure that arrangements can be made to keep in touch with Mr. Dickerson. Mr. Crose said that they plan to have conference calls with Mr. Dickerson weekly. Mrs. Voegel suggested that one of the Assistant Directors keep in daily contact with Mrs. Haakenson as chair of the Board. Mrs. Haakenson said she does not feel it is necessary to have daily contact, and she would hope that all seven Board members would be available in emergency situations. Mr. Crose said that the Assistant

- 5C Directors probably will be working in their areas of expertise and will consult with one another before calling the Board. Mrs. Haakenson said she would be comfortable if the Assistant Directors want to touch base with her when they feel it is necessary, but she hopes they would not wait to contact the Board until there is an emergency. Mrs. Morrison commented that she has a great deal of confidence and faith in the three Assistant Directors because she has worked with them for a long time.

MOTION CARRIED UNANIMOUSLY.

- B. Consider Resolution establishing guidelines for responding to disruptive patron behavior

Tom Joselyn referred Board members to written comments on the types of disruptive behavior which libraries have experienced. He said this is in response to the Board's request for more information. He said he understands that the Board has also received a copy of a draft of the Disruptive Patron Manual itself. Mr. Joselyn stressed that the problems that libraries experience concern a small percentage of the population of library users. He said that the staff has a high regard for Timberland's patrons. Mr. Joselyn reviewed some of the problems the libraries have experienced. Chris Peck said that if the Board adopts this resolution, it will allow staff to say to disruptive patrons that this is a Board policy.

85-30

DORIS FOURRE MOVED TO APPROVE RESOLUTION NO. 85-2 ESTABLISHING GUIDELINES FOR RESPONDING TO DISRUPTIVE PATRON BEHAVIOR; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- D. State highway sign for North Mason Library

Mrs. Harris said that sometime ago people who use the North Mason Library had inquired about a state highway sign for the library. She asked Mr. Crose if he has had an opportunity to check into this. Mr. Crose said he has not checked into it yet but that he will try to do this as soon as possible.

6

New Business

- A. Consider Resolution establishing a policy for public access to library records

Mrs. Morrison said that this is one of the missing policies she identified when she was working on the Board Policy Manual. She said that she and Herb Fuller, Timberland's attorney, discussed this and Mr. Fuller drafted a resolution for the Board's consideration. She said this resolution would give staff parameters within which to operate when the public asks for library records. She said this resolution would center access to most information through the Service Center.

85-31

ALICE HARRIS MOVED TO ADOPT RESOLUTION NO. 85-3 ESTABLISHING A POLICY FOR PUBLIC ACCESS TO LIBRARY RECORDS; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 B. Invitation to meet at the Winlock Library

Mrs. Haakenson said that the Board has received an invitation to meet at the Winlock Library late in 1985 or in early 1986. The Board agreed that March 1986 would be a good time but decided to postpone a decision on this until a later meeting.

There was no further business and the meeting adjourned at 9:30 p.m.

Michael A. Cross
SECRETARY

Jean Haakenson
CHAIR