

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

June 24, 1985

I N D E X

<u>AGENDA ITEM</u> <u>NO.</u>		<u>Page No.</u>
1	Approval of Minutes of the May 22, 1985 Meeting	2
2	Approval of Vouchers	2
3	Reports	
	A. Board Committees	
	(1) Budget Committee - Paul Polillo	3
	B. Timberland Attorney - Herbert H. Fuller	3
	C. Assistant Director, Public Services - Mary Ann Shaffer	4, 8
	(1) Reference Services - Reference Staff	5
	D. Assistant Director, Central Services - Sally Loken	8
	E. Assistant Director, Management Services - Michael Crose	9
4	Correspondence	
	A. 6/18/85 letters from TRL Staff Association	11
5	Unfinished Business	
	A. Invitation to meet at Winlock Library	10
	B. Invitation for dinner at North Mason Library in July	10
6	New Business	
	A. Consideration of Resolution authorizing issuance of tax anticipation notes	10
	B. Discussion of Annexation of City of Montesano to Library District	11
	C. Temporary appointment of Secretary to the Board	9
7	Other Agenda Items	
	A. Certificate of Appreciation - Karen Swingle, Aberdeen Board	11
	B. Certificate of Appreciation - Marcheta Bean, Olympia Board	11

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
415 Airdustrial Way S.W., Olympia, WA 98501
June 24, 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 Voege - Grays Harbor County

STAFF PRESENT:

Mary Ann Shaffer, Assistant Director, Public Services
Sally Loken, Assistant Director, Central Services
Michael A. Crose, Assistant Director, Management Services
Vicky Campbell, Lacey Librarian
Sandy Dimler, Elma Librarian
Barb Durney, Community Library Assoc., Aberdeen
Barb Glandon, Community Library Asst. I, Lacey
Alma Greenwood, Sr. Reference Librarian, Olympia
Ruth Henry, North Beach Librarian
Rose Jetter, Youth Services Coordinator
Tom Joselyn, Technical Services Librarian
Dianne Loomis, Community Library Asst. II, Yelm
Cynthia Mayfield, Community Library Asst. II, Yelm
Joyce Nichols, Tumwater Librarian
Chris Peck, Aberdeen Librarian
Sue Plummer, Children's Librarian, Hoquiam
Caitlin Robinson, Systems Librarian
Suzanne Rowe, Community Library Assoc., Lacey
Kitty Schiltz, South Mason Librarian
Betty Sholund, Reference Librarian, Olympia
Maralee Simons, Community Library Asst. I, Aberdeen
Donna Stahl, Sr. Community Library Asst., Aberdeen
Bev Westfall, Westport Librarian
Jay Windisch, Reference Librarian, Aberdeen
Bob Zimmerman, Reference Librarian, Centralia

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

GUESTS PRESENT:

Judy Bowe, Westport Library Board
Lon R. Dickerson, Library Director (effective 8/12/85)
Nancy Dietrich, Westport Library Board
Coke Funkhouser, Olympia Library Board
Jean Gerry, Westport Friends
Ross Gerry, Westport Friends
Evelyn Hawes, Westport Library Board
Nat Hawes, Westport Friends
George Heidlebaugh, Westport Friends
Rebecca Heidlebaugh, Westport Friends
Karen Herrell, Westport Library Board
Bob McCausland, Westport Friends
Ruth McCausland, Westport Friends
Steve Metcalf, CALS System Manager
Steve Reynvaan
Kathleen Ringenberg, Westport Friends

Mrs. Haakenson called the meeting to order at 7:35 p.m. She introduced new Library Director Lon R. Dickerson who is visiting the area for a few days and who will officially begin work at Timberland on August 12, 1985. Mr. Dickerson said that he is delighted to be here and is looking forward to coming back on a permanent basis.

1 Approval of Minutes of the May 22, 1985 Meeting

85-32 DOROTHY VOEGE MOVED TO APPROVE THE MINUTES OF THE MAY 22, 1985 MEETING; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

2 Approval of Vouchers

Mrs. Haakenson stated that payroll and payroll-related vouchers for May 1985 had amounted to \$271,127.38.

85-33 DOROTHY VOEGE MOVED TO APPROVE VOUCHERS NO. 16794 THROUGH NO. 16980 IN THE AMOUNT OF \$167,563.45; CAROLYN DOBBS SECONDED THE MOTION.

Mrs. Fourre noted vouchers No. 16803 and No. 16806 to Chevron and Exxon for fuel for vehicles #15 and #16 and asked if staff uses one credit card per vehicle. Mr. Crose said that each vehicle has a full range of credit cards. He said that he thinks that these vouchers are noted this way because there is a problem in the business office computer which needs to be corrected, and the fuel is in fact for all the vehicles in Timberland. Mrs. Fourre questioned voucher No. 16864 to Marcel King in the amount of \$351.03 and asked if this is for the extra strip of property which needs to be purchased. Mr. Crose stated that this is the monthly payment for the initial property purchase which is a five-year contract. He said that the purchase of the other piece of property will result in no additional cost to Timberland since Timberland is not at fault on the survey.

Mrs. Voege questioned voucher No. 16897 to Capitol City Press in the amount of \$107.80. Mr. Crose stated that this is for printing associated with the parent education grant. He explained that Timberland is not able to accomplish all printing jobs in-house. Ms. Dobbs questioned voucher No. 16908 to Emil Spahr in the amount of \$201.56 and Mr. Crose responded that this is for quarterly maintenance of audio-visual equipment. Mrs. Fourre asked for clarification on this month's WLN bill (voucher No. 16915 in the amount of \$18,414.56). Ms. Loken explained that if \$5,000 is subtracted for the computer terminal which TRL pays for and is reimbursed for under a grant, and if the price of the catalog is subtracted, the regular ongoing bill of elements which TRL pays each month comes to \$5,873, which she said is the lowest those costs have been for some time. Ms. Loken said she credits this to users of the system doing a better job. She said the bulk of this bill is for the catalog which is produced three times a year.

Mrs. Haakenson questioned voucher No. 16928 to the Daily Chronicle for books and materials in the amount of \$479 and Mr. Crose stated that this is for eight newspaper subscriptions for the Daily

- 2 Chronicle. Mr. Parsons noted voucher No. 16963 to Seattle Public Library for books and materials in the amount of \$63 and Mr. Crose stated that this is for three interlibrary loan books which were not returned. Mr. Parsons asked if Timberland charges other libraries for lost interlibrary loan materials and Ms. Loken responded that only those libraries which charge Timberland are charged for lost materials.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Board Committees

(1) Budget Committee - Paul Polillo

Mr. Polillo reported that the Budget Committee met again last week at the Raymond Library. He said that this afternoon the full Board met for four hours in a shirt-sleeve work session to discuss the 1986 budget. He stated that the Board is working toward adopting a preliminary 1986 budget at its September meeting. Mr. Polillo said that the Board is looking at all areas in the budget for possible reductions and at the present time is considering cuts up to 15%. He said that the Board knows that revenues will be down but it does not know how much as yet. He said the Board is looking at possible reductions in library hours and staff. Mr. Polillo said the Board wants to keep the libraries as sound as possible, but it knows that the budget will be tight for the next several years. Mrs. Voegel commented that she is sure that anyone present is aware that the state is having financial problems, as are the counties and cities, because revenues are down. She said that Timberland is having the same problems and since Timberland operates on a balanced budget, obviously some cuts are going to have to be made. Mrs. Voegel stated that the Budget Committee has met three times and has gone over the budget very carefully. She said it is very difficult because of how various cuts interplay with others.

B. Timberland Attorney - Herbert H. Fuller

Mr. Fuller reported that he has been working on the survey problem at the Ocean Park Library. He said he has had conversations with Mr. Neva who did the original survey, and Mr. Neva has admitted on the telephone that he made an error in the survey. Mr. Fuller said that he has told Mr. Neva that Timberland does not know the full extent of the cost to Timberland which would result because of this error, but that Mr. Neva indicated a general willingness on the telephone to pay for damages caused by his error. Mr. Fuller said that he has drafted a letter to Mr. Neva which he would like Mr. Polillo and Mr. Crose to review before it is sent.

Mr. Fuller further reported that he has reviewed all of the documents prepared by the attorneys regarding the tax anticipation notes. He said these documents are usual in this type of transaction and he recommends that the Board adopt the resolution in Agenda Item 6A.

3 C. Assistant Director, Public Services - Mary Ann Shaffer

Ms. Shaffer reported that staff has been kept informed of the work of the Budget Committee. She said that the professional staff has met twice and the Small Libraries Group has met once and as a result of that there is a contingent present this evening from the Westport Timberland Library who would like to speak to the Board about the planned budget cuts in 1986.

Evelyn Hawes of the Westport Library Board spoke on behalf of the group as follows:

"I know we are friends. All of us discovered in childhood the companionship of books and those of us who love books. We knew early that we were a vast fraternity, exclusive yet open to all. Those of us from Westport and Grayland and Tokeland and South Beach are here in friendship and we are asking for your consideration. We simply need your attention. A study of the Westport Timberland Library indicates this library is growing. It is one room and looks like maybe the one room school house used to look and just as good people come out of there. The figures for the first four months of 1985 indicate that the book circulation will increase in 1985 over 1984. The use of the library both for reference and for programs will be greater in 1985 according to the first four months. We know this is variable but it is an indication of the future. This library is becoming visible. The active Friends of the Library have added an attractive garden and benches at one entrance and they did it themselves by bake sales, by book sales, and the dues certainly aren't much, but they earned this money. And the community earned it too because we all know right now money is hard to get. . . . The Friends of the Library are upgrading the library and it is a tremendous thing they are doing, and it is hard work and they are doing most of it themselves. We of the board find increasing interest in the latch key children. . . . If they find there is a nice place to go such as the library this is great. . . . The programs at the library are certainly terrific. The efforts of this little library, and I hesitate to call it small, are far reaching. The community and countryside there are struggling for survival along with a lot of other communities. We don't believe that one person can handle all the programs of this library, as well as the circulation. It is growing and at the same time we don't think one person can fill all the needs of the community. We hope you will find it possible to continue giving our library assistance that will insure the library's contribution to our community. We don't want to see a single program dropped because they are so successful. Mrs. Beverly Westfall, librarian, has compiled complete statistics for your consideration and study."

Mrs. Hawes introduced all of the people present from the Westport Library Board and Friends group. She thanked the TRL Board for listening and said she hopes the Board can give them some consideration. She said they understand that the TRL Board has problems, too, but the Westport Board and Friends are willing to help.

3C Ms. Shaffer said that she does not think in the years she has worked for Timberland that she has seen such a large contingent from such a small community.

Ms. Shaffer said that the next portion of her report is the last of the public service reports to the Board; the first was a report on the parent education grant, the second on youth services, the third on outreach and bookmobile services, and tonight's report is on reference services.

(1) Reference Services - Reference Staff

Alma Greenwood, Betty Sholund, Jay Windisch and Bob Zimmerman read a poem which was published in the Morning Olympian in 1914 which illustrates the continuing diversity of reference questions. Mrs. Greenwood said the poem also shows one of the basic problems facing reference staff in a time of financial difficulty --- how to determine what to do when there is not staff available to do what is wanted. She said if one of the questions is less important so it should not be answered, who decides -- the library, the reference staff or the patron? She said another problem of the reference staff is illustrated by the cartoon on the cover of the reference report prepared for tonight's meeting. Since reference staff's basic commitment is serving people, they have a difficult time in doing any other activities which require their attention. Mrs. Greenwood said that all of the meetings at which staff prepared this report began at 7:00 a.m. and she especially wanted to acknowledge Betty Sholund's, Jay Windisch's and Bob Zimmerman's efforts because they considered this so important that they worked on this at odd times. Despite the difficulty in finding the time to prepare this report, she said they found it was an extremely valuable experience for them. Mrs. Greenwood said the report is divided into three sections and each of them will speak to particular aspects. Bob Zimmerman from Centralia will discuss reference services and regular activities, Betty Sholund from Olympia will talk about support activities, and Jay Windisch from Aberdeen will talk about statistics. She said that experience is a particularly valuable quality for reference staff and together the four of them represent 42 years of experience. Mrs. Greenwood also invited everyone to examine their display.

Mr. Zimmerman referred to Appendix A in the report which is examples of questions asked. He reviewed some of the questions and explained the difficulties in answering them. For instance, he said that a title request is not always a correct title. Sometimes the patron has it wrong and Mr. Zimmerman said that it does take experience, knowledge and lots of sources to run down the title. He said that there are lots of happy patrons when staff goes beyond Timberland's sources. Mr. Zimmerman said the interaction between the patron and the reference librarian is the heart of the activity, and the knowledge, skill and judgment of both parties to that interview condition the success of that transaction and are the key to the successful reference service that Timberland offers. He said medical questions are sometimes particularly difficult. He cited an example of a woman who requested information on a type of cancer. The question is from what view she is requesting this information, as a doctor or as a patient. He said she volunteered the information that this was the type of cancer she had and this cast a different light

3C(1) on the request, particularly since this is a type of cancer where there is little chance of survival.

Betty Sholund said that when reference staff began thinking about the support activities necessary to the provision of reference service, they surprised even themselves at the variety and number of things they try to accomplish. She said the display includes samples of the files, indexes and special collections which seem to be a necessary adjunct to good reference service. She said they are basically shortcuts to information. However, in order to get the shortcuts, she said it sometimes takes a long time to compile the information. For instance, she referred to the "Blue Book" which gives a listing of organizations. Ms. Sholund said that the one that the Olympian compiles each year was actually started at the old Olympia Library. Ms. Sholund said that Alma Greenwood reduced the last one and used her home computer and did some alphabetizing and indexing. She said that other support activities include less tangible things such as staff training, book reviews, radio talks and writing news columns. Ms. Sholund said that this lets the communities know what resources are available and gives the library feedback on what patrons would like.

Jay Windisch said that there is a wide range of things that reference staff does and there are a lot of things they are responsible for. He said that they have to keep a count of reference questions answered. He said that originally there was a wide variety of methods and ways of counting so it is not possible to make good comparisons. Mr. Windisch said that Timberland has gone through various stages in trying to identify what a reference question is. He said that the Reference Committee compiled guidelines on how reference questions should be counted. He stated that Output Measures had a section on counting reference questions but these have not been compiled as yet. However, Mr. Windisch said he did glean some information from the reference section to compile the tables in the report, and Caitlin Robinson is working on the software to compile these statistics in full at a later date. He said that he found that in some areas there were no statistics available so in individual libraries, staff set up a project where they counted certain things such as whether questions were coming from walk-in patrons, from other libraries, or by telephone. He said they also timed how long it took to answer questions. Mr. Windisch said a lot of this information has not yet been fully compiled. He pointed out that the staffing section in the report is based on the 11 largest libraries because it is very difficult to determine how much time staff in the small libraries spends on reference. However, he said that it is still difficult to determine how much time is spent on reference in the large libraries because there is time spent on answering questions and time spent on the support services to help reference staff do their job well. Mr. Windisch said the TRL Planning Task Force also sent out questionnaires which included implications for reference services in Timberland. He said the results of those questionnaires are also in process so there is a lot more data that has not been fully analyzed.

Mrs. Greenwood talked about the future of reference services. She said that it is important to realize that although staff needs to continue to provide the same high quality service, staff cannot keep using the same materials and methods. She said that the library

3C(1) cannot ignore current sources in technology. Mrs. Greenwood stated that economic development is something sorely needed and libraries need to provide information and assistance to businesses. In order to do this, she said libraries need the latest information and that is often only possible by way of computer data bases and expensive specialized materials. She said it is very difficult to decide whether or not to buy something new and costly at the same time the Board is facing the budget decisions it is, but if TRL is going to survive in the future, the library will need to go to this expense. She said that they also need to be able to retrieve the materials that are already available and this requires more indexing. Mrs. Greenwood said microcomputers are especially suited to this task and staff needs to have them available. Since these things cost money, she said that they must be made more visible to the business community so that the business community will be willing to support them. She said this can be done by participating in local business organizations, by providing speakers and bibliographies and by writing columns in newspapers. At the same time libraries adopt the tools of the future, Mrs. Greenwood said libraries must continue using traditional sources and skills that make all of the library resources available to everyone.

Mrs. Fourre asked how many questions come from businesses per day. Mrs. Greenwood responded that this is difficult to determine because staff doesn't always know. Mrs. Fourre said that in order to develop a business collection, TRL would have to know its needs. Mrs. Greenwood said she has been working with the director of the business development center at South Puget Sound Community College and with a gentleman responsible for all business development centers trying to determine how the library can fit into the total picture. Mrs. Fourre asked if Mrs. Greenwood is referring only to the Olympia area. Mrs. Greenwood said that anything done at the Olympia Library is for Timberland because the reference process in Timberland is a cumulative process that begins at whatever level, and if it cannot be satisfied somewhere along the line, it always ends up at the Olympia Library.

Mr. Parsons asked about the "funny file." Mrs. Greenwood said that these are answers to questions that are hard to find and these files are sometimes referred to by other names such as ready reference or tickler files. Mrs. Fourre asked if clerical staff answers reference questions. Mrs. Greenwood stated that the Olympia Library has paraprofessionals that work at the reference desk. She said that they try to get patrons to go to the reference desk in libraries that have reference centers because reference staff is more likely to know the collection. She said that everyone that is hired by Timberland goes through at least two orientation sessions which include some reference training and there are other reference training sessions that include a large number of staff. Mrs. Fourre asked if staff refers patrons to where they might find their answers or if staff does the work for them. Mrs. Greenwood said that usually patrons like to look up the information themselves, but some request staff to find the information and some request staff to show them how to look it up.

Mrs. Voegel said she had occasion to refer a friend to the Aberdeen reference center and she commended the Aberdeen reference staff on the good job they did.

3C Mary Ann Shaffer announced that the Ocean Park Library grand opening is scheduled Sunday, June 30, 1-4 p.m. She said the library has already been open for two weeks although staff is still arranging everything. She said that apparently most of the landscaping has been completed. It was provided through donations, including interior plants.

D. Assistant Director, Central Services - Sally Loken

Ms. Loken reported that early in June there were some problems with the automated circulation system. She said that three disk drive motors burned out in a week and the problems appear to have been related to instability of power at TESC. She said that there apparently was no damage to the disk packs and no data was lost. Steve Metcalf, CALS System Manager, added that last Friday, CALS' field engineer replaced some more of the circuit boards in the disk drive and everything appears to be back to normal.

Ms. Loken further reported that the theme for this year's PNLA conference is "Models in Excellence." She said libraries were asked to submit ideas for exhibits to display. Ms. Loken stated that Rose Jetter and Susan Jamison submitted an idea for an exhibit of the parent education program, Mary Ann Shaffer wrote about the Ocean Park Library building project, and Tom Joselyn wrote about the computer program that was used last year to automate the central requests system. Caitlin Robinson said that Tom Joselyn's display also includes a yet unfinished program regarding automated reference.

Ms. Loken said that she met with the Winlock Library board and city officials regarding application for an LSCA grant to remodel the Winlock Library. She said that the city had originally planned to move the city offices to the old grocery store across the street. However, she said the city is now hoping to get an LSCA grant to remodel the front 60 feet of the old grocery store for the library. She said that the city would take over the rest of the building. Ms. Loken said city officials are well aware of how competitive it is to obtain LSCA grant funds. If the city does not get a grant, then the library will stay in its present location, and the city will move into the old grocery store. Mrs. Voegel asked if the library stays in its present location if it can expand into the area the city now occupies. Ms. Loken said this would not be possible immediately. She said the restrooms are in the center of the building and they would have to be moved in order for the space to be well utilized, and for proper supervision of the library.

Ms. Loken asked Joyce Nichols to speak about the LSCA grant to purchase materials for the Thurston County Jail library. Mrs. Nichols said that she, Doug Gelis, and Yvonne Seidler went to four different places and bought materials for the new jail library. She said these materials have been delivered to the jail and trustees helped remove old materials from the shelves and unpack the new materials. She said that a female prisoner is acting as the librarian. She stated that staff went back a week later and already a lot of the materials have been checked out and it is obvious they have to purchase more. Mrs. Nichols said that the inmates are interested in the self-education materials and they have also developed lists of materials they would like to have. Mrs. Voegel

3D asked how this is going to be monitored. Mrs. Nichols said that they have been requested not to discard anything, no matter what kind of shape it is in, so that staff can get an idea of the types of things that are used the most. She said that staff bought multiple copies of educational materials. She stated that everything has to be in paperback and some of the titles requested are not available in paperback. Mrs. Nichols said that each cellblock has its own phone and inmates have free access to it so they will probably be calling the local libraries. She said that there are mostly young males in Thurston County Jail. She said the library service will be different than before because inmates will be there longer. Mrs. Fourre asked if there are any statistics on how many have completed high school. Mrs. Nichols said staff was told that a lot of them have completed school, but they read at the eighth grade level, and a lot of them are dropouts. Ms. Loken added that this was a \$7,000 grant and staff has spent about half of the money. She said TRL is getting good discounts so the money is going further than originally anticipated. She added that the selection for the literacy grant which Timberland received is also going well.

E. Assistant Director, Management Services - Michael Crose

Mr. Crose stated that Board members received his written report last week recapping revenue and expenditures through May 1985. He said that TRL is once again operating "in the black."

Mr. Crose further reported that he has completed all of the paperwork necessary for the tax anticipation notes. However, he said there is one problem. At last month's Board meeting, the Board appointed the three Assistant Directors as Co-Directors until the new Director begins work. Mr. Crose said that no one has been designated as secretary of the Board to sign legal documents. He said he would like the Board to appoint him temporarily as secretary of the Board.

6 New Business

C. Temporary Appointment of Secretary to the Board

85-34 DORIS FOURRE MOVED TO DESIGNATE MICHAEL A. CROSE AS SECRETARY OF THE BOARD TEMPORARILY UNTIL LON R. DICKERSON BEGINS WORK ON AUGUST 12, 1985; LARRY PARSONS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

3 Reports

E. Assistant Director, Management Services - Michael Crose, cont.

Mr. Crose reported that he and Ron Rowe, architect, visited the Ocean Park Library last week and made a list of things to be completed so that the building can be accepted by the Board. He said that this will probably be a July agenda item.

Mr. Crose said that senior staff will be meeting with Tenino Library Board and town officials tomorrow evening to discuss application for an LSCA grant to remodel the bank building which the town council has designated as the new library. He said this looks like a prime

- 3E candidate for an LSCA grant because the present library is not accessible to the handicapped.

Mr. Crose said he is continuing to work with county assessors and treasurers in developing projections of revenue in 1986.

5 Unfinished Business

A. Invitation to meet at Winlock Library

Ms. Loken said that Jeanette Davis, Winlock librarian, called and said that the Winlock Library Board would like the TRL Board to meet at the Winlock Library in 1986. Ms. Shaffer said that it might be preferable to wait and see what happens with the grant before deciding when to meet at Winlock. It was agreed that a decision on this will be postponed.

6 New Business

A. Consideration of Resolution authorizing issuance of tax anticipation notes

Mr. Crose stated that the Board authorized him to proceed in developing the paperwork necessary for tax anticipation notes. He said the Board is now required to adopt a resolution authorizing issuance of tax anticipation notes. Once the resolution is adopted, Mr. Crose said that Jean Haakenson as Chair and Larry Parsons as Vice-Chair have to sign associated documents.

85-35

PAUL POLILLO MOVED TO ADOPT RESOLUTION NO. 85-4 AUTHORIZING ISSUANCE OF TAX ANTICIPATION NOTES FOR THE PURPOSE OF PAYING DISTRICT EXPENSES PENDING THE RECEIPT OF GENERAL DISTRICT TAXES AND OTHER REVENUES; CREATING A TAX ANTICIPATION NOTE FUND; AND PROVIDING FOR THE SALE OF SUCH NOTES TO RAINIER NATIONAL BANK OF SEATTLE, WASHINGTON. DOROTHY VOEGE SECONDED THE MOTION.

For those not aware of this procedure, Mr. Crose explained that this will allow Timberland to borrow \$690,000 against anticipated revenue. He said that this note is due and payable on December 31, 1985.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

B. Invitation for dinner at North Mason Library in July

Mrs. Harris said that the North Mason Friends wished to extend an invitation to the Board to have dinner with them at the North Mason Library on July 24 before the Board meeting. She said that Vicki Armstrong, North Mason Librarian, was going to get an invitation to the Board in time for tonight's meeting but apparently the letter has not arrived yet. Mrs. Harris said she thinks the invitation is for 6:00 p.m.

4 Correspondence

A. 6/18/85 letters from TRL Staff Association

Mrs. Haakenson read the three letters as follows:

- (1) "The TRL Staff Association wishes to thank the TRL Board of Trustees for encouraging Staff participation in the Director selection process.

"Availability of vital, large group meetings with staff, applicants, and board members, and access to audio tapes of interviews all helped personnel feel a part of this important decision."

- (2) "The TRL Staff Association wishes to go on record as unalterably opposed to RIF as a means of confronting fiscal deficiencies.

"Keenly aware of the possible impending budget shortfall, the Association pledges its willingness to work with the Board of Trustees and TRL Management in finding creative means to meet the needs of our district."

- (3) "Recognizing management rights and prerogatives, the TRL Staff Association, at its annual meeting, voted to protest the use of District funds to employ a contract negotiator.

"In a time of severe budget constraints, and in view of Timberland's excellent retained legal counsel, it seems the funds could be applied to other areas."

7 Other Agenda Items

A. Certificate of Appreciation - Karen Swingle, Aberdeen Board

Mrs. Haakenson said that she has already signed this Certificate of Appreciation and that Mrs. Voegel has already presented it to Ms. Swingle.

B. Certificate of Appreciation - Marcheta Bean, Olympia Board

This Certificate of Appreciation was given to Alma Greenwood to present to Ms. Bean.

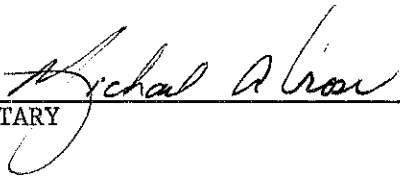
6 New Business

B. Discussion of Annexation of City of Montesano to Library District

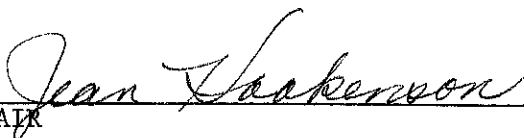
Mr. Crose reported that the City of Montesano has adopted an ordinance indicating its intent to annex to the library district. He said that the city officials wanted the Board to act on this tonight, but unfortunately, there were two problems in the city's action. The city had stated in the ordinance that the annexation would become effective January 1, 1986, but it could not become effective until January 1, 1987. Also, the city had not discussed this with the local library board and obtained its concurrence which is a

6B requirement of the annexation process. Mr. Crose said he has discussed this with the Montesano librarian, Mike McNamara, and it is hoped that this will be ready for the Board's action at the July meeting. He said that if the TRL Board adopts a resolution at its July meeting, then the city should be able to get this on the September ballot. Mrs. Fourre asked if it will be a problem for the city to pay its contract fee in 1986 since this would not become effective until 1987 and Mr. Crose responded that apparently this will be no problem for the city.

There was no further business and the meeting adjourned at 9:10 p.m. Mrs. Haakenson invited everyone to stay for refreshments and the opportunity to visit with the new Library Director.



SECRETARY



CHAIR