

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd SW, Tumwater, WA 98501
Wednesday, February 22, 2012
7:00 pm

MINUTES

BOARD MEMBERS PRESENT: Stephen Hardy, John Braun, Bob Hall, Judy Weaver, Emmett O'Connell, Corby Varness, and Edna Fund.

STAFF PRESENT: Michael Crose, Rick Homchick, Gwen Culp, Sally Nash, Felicia Wilson, Jeff Kleingartner, Toni Costa, Pat Carnahan, Ellen Duffy, Ryan Williams, Gail Park, Brenda Lane; recorder.

GUESTS PRESENT: None.

President Emmett O'Connell welcomed everyone to Tumwater and called the Regular Board meeting to order at 7:00 pm.

AGENDA ITEM

1. Bob Hall led the pledge of allegiance.
2. Self-introductions of Board members, staff, and public were made.
3. Approval of Agenda.

12-07 – JUDY WEAVER MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence – None.
5. Public Comments – None.
6. Board Comments – **Judy Weaver** went to the Tumwater Library and was surprised to find that the book drops were closed during open hours. Gail

Park, Tumwater Library Manager, was in the audience and reported that the one book drop should have been open unless it is a holiday. **Edna Fund** wanted to clarify for the public that the laptops being used by the Trustees were not purchased for the Trustees to use at Board meetings. They are laptops from the training labs that TRL already own. **Corby Varness** thanked Mike and the staff for the AEDs that have been installed in all the libraries. She also thanked the staff for making the Board documents available earlier this month. It was nice to be able to read them prior to the meeting. **Bob Hall** asked that the organizational chart be included in the Board books when they are updated and returned to the Board. **John Braun** would like the organizational chart and the Board book to be online.

7. Director's Report– Mike Crose referred to his written Director's Report which was posted on the public website prior to the Board meeting. He asked if there were any questions on his report. There were none.
 - a. Morton – Mike reported about recent activity in Morton. Community members are passing out flyers to get the information out about the possibility for a library. Levy information will be discussed at an upcoming Morton Chamber of Commerce meeting. The local Boys and Girls club and high school are sites under consideration. Jeff Kleingartner and Architect Larry Smith will be evaluating the building on Thursday, February 23, 2012. Approximately \$37,000 in taxes would be collected from Morton.
 - b. Oakville – Mike also reported that there will be a town hall meeting in Oakville on March 20th to discuss the building project. Mike and Jeff Kleingartner met with David Barnett at the Chehalis Tribe. David mentioned the possibility of around \$50,000 as seed money for the Oakville project. They have four professional grant writers who help with grants for the Tribe as a co-grantee with the city, school district, and library. Mike wants to talk to Emmett about TRL Board members meeting with the school and Tribe regarding agreements that need to be in place.
 - c. Policies – Mike reported that policies have been reviewed and those that are due for review will be distributed to the Board and then discussed at a Policy Committee meeting.

- d. Facilities Plan – Mike said that he wants to meet with the Facilities Committee to outline the Facilities Plan.
- e. Legislative News – Mike reported that he attended a legislative hearing on Tuesday, February 21, 2012, regarding EHB 2602 on junior taxing districts.

Mike asked if there were any questions. John Braun stated that the Board needs a monthly, succinct status of the Action Plan in the Director's Report. He also asked about the status of the Leadership Development Program. Mike deferred to Rich Park, Human Resources Manager who stated that HR is planning a meeting on the topic with Mike at the end of March. John noted that a progress report was promised for April.

- 8. Departmental Reports - Reports were posted on the TRL website prior to the meeting. John Braun asked why we are doing another TRL surplus sale and not using the State surplus sale which was previously agreed upon by the Board. Steve Hardy also agreed that we should be using the State surplus instead of holding our own. Mike said that this was his mistake and agreed that we will only use the State surplus sale. John also noted that there are scheduled dates and locations for the Community Conversations and he would like to have a report on who and how many attended. He is interested in getting input from a fair sampling of the community in addition to regular users. John asked about the Learning Express database and said that he is interested in the database contest because he thinks they are probably underutilized. He referenced Greg Carter's facilities assessments and asked if they are only addressing ADA issues. Mike confirmed that it was just an ADA assessment in TRL-owned building so far. Edna Fund asked if we are using people with disabilities to evaluate the buildings for accessibility. Mike stated that we are not currently, but that it would be beneficial and is a great idea.
- 9. Financial Report – Rick Homchick presented the financial report
- 10. Voucher Report – Rick Homchick presented the voucher statement. Bob Hall stated that he has some concern about posting the vouchers on the AV Capturall site. John Braun commented that there is some risk of confusion by members of the public, but the scrutiny is ok. It was decided that staff will work on this for the next Board meeting.

11. Consent Agenda -

12-08 – STEVE HARDY MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED MINUTES OF THE JANUARY 25, 2012 MEETING; MINUTES OF THE FEBRUARY 10, 2012 SPECIAL MEETING; PAYROLL VOUCHERS #51812 THROUGH #51856 IN THE AMOUNT OF \$1,181,379.22; OTHER VOUCHERS #11995 THROUGH #12229 IN THE AMOUNT OF \$437,271.33. JUDY WEAVER SECONDED. MOTION CARRIED UNANIMOUSLY.

President O'Connell called for a 10 minute break.

President O'Connell called the meeting back to order at 8:05 p.m.

12. Unfinished Business:

- a. SharePoint demonstration – Gwen Culp provided a demonstration of the TRL SharePoint Intranet as a follow-up to Bob Hall's request at the January Board meeting to see it.
- b. Internet Filtering – Mike stated that four documents regarding internet policy and procedure had been distributed as attachments to the online agenda. He reported that there is no new information on the North Central Regional Library filtering case. Corby Varness stated that these policies may be more important when we have a public library inside a school building. John asked about the possibility of filtering by community. Mike stated that the State Supreme Court decision that ruled in favor of NCRL will stand unless overturned.
- c. Social Media – Jeff Kleingartner reviewed the status of TRL's use of social media with the Board. Emmett O'Connell asked how posting is handled on the local library Facebook pages. Jeff indicated that the library managers and designated staff are the local administrators. He noted that we also have staff guidelines for what to post, share, and delete.
- d. Statistics Update – There was a problem with the holds placed/filled statistics presented in January. Corrected statistics were distributed.

13. New Business

a. Community Conversations – Jeff Kleingartner

Jeff reported that Community Conversations are scheduled in seven locations in all five counties in May. They will be 60-90 minutes long with conversation tables on four topics that attendees can visit. Moderators will report to the whole group at the end of the meeting. Jeff said that in June staff will compile the information and in September will report to the Board the results. It should be clear on how we address our growth for 2013.

b. Approval of Notice for TRLF Agreement – Rick Homchick presented a proposed motion for the Board to authorize the Board President to sign the Notice of Termination for the Foundation Agreement. John Braun asked if this action would satisfy the Finding from the State Auditor. Rick stated that the Finding was related to our compliance with the Agreement, so this should address the concern.

12-09 - JOHN BRAUN MADE A MOTION TO AUTHORIZE THE
TIMBERLAND REGIONAL LIBRARY BOARD PRESIDENT TO SIGN THE
NOTICE OF TERMINATION FOR THE AGREEMENT HELD WITH THE
TIMBERLAND REGIONAL LIBRARY FOUNDATION. BOB HALL
SECONDED. MOTION PASSED UNANIMOUSLY.

14. Committee Reports

a. Facilities – Mike stated that he has already talked about the
Facilities Plan in his Director's Report.

15. Future Agenda Items:

1. Dashboard of key indicators of the District.

16. Final Board Comments:

Emmett O'Connell and John Braun announced that they would not be at
the next Board meeting.

John Braun thanked the staff for the calendar of the Board and Committee meetings and asked for Outlook invitations. He asked about the source of the questions in the Patron Survey. Jeff stated that they are standard questions which allow comparison with other libraries that use the service. John asked for a detailed explanation of the survey results at a future meeting. Edna Fund reported that next Wednesday she and Corine Aiken, Chehalis Library Manager, will be presenting to the Chehalis

Rotary. Corby Varness thanked the staff for their detailed Departmental Reports.

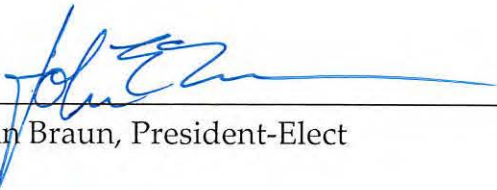
17. At 9:05 pm, pursuant to RCW 42.30.10, President O'Connell called for Executive Session to discuss the Director's evaluation.

At 11:24 pm, President O'Connell called the meeting back to order.

12-10 – EDNA FUND MADE A MOTION TO PLACE THE DIRECTOR ON A PAID ADMINISTRATIVE LEAVE TO ENSURE AN ATMOSPHERE WHICH ALLOWS THE BOARD TO EXPLORE THE ASPECTS OF HIS PERFORMANCE. JOHN BRAUN SECONDED. MOTION APPROVED UNANIMOUSLY.

Steve Hardy asked Michael Crose if he had a preference regarding delegating his responsibilities during his leave and Mike stated Gwen Culp. The Board then asked Gwen if she would serve in the Director capacity and she agreed. Mike also asked how long the administrative leave would be. The Board responded that they hoped to move quickly in the investigation but could not give a definitive answer.

With no further business President O'Connell adjourned the meeting at 11:26 pm.



John Braun, President-Elect



Gwen Culp, Secretary