

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Vernetta Smith Chehalis Timberland Library  
400 N. Market Blvd, Chehalis, WA  
Wednesday, March 28, 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: Gwen Culp, Felicia Wilson, Tim Mallory, Ellen Duffy, Sally Nash, Deb Baker, Jeff Kleingartner, Rich Park, Rick Homchick, Nancy Schutz, Emily Popovich, Selina Gomez Beloz, Corine Aiken, Brenda Lane; recorder.

GUESTS PRESENT: Jean Gordon, Marilyn Chinchilla, JC Hewett, Mayor Tony Ketchum, Keith Blackwell, Peggy Stewart, Pat Golden, Pat Uhile, Robin Holt, Barbara Winfree, Jan Sterner, Bill Scholar, Donna King, Kyle Spehr; The Chronicle, Art Wuerth.

President-Elect John Braun welcomed everyone to Chehalis 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. Chehalis Mayor Tony Ketchum addressed the crowd and welcomed everyone to Chehalis.
3. Approval of Agenda.

12-11 – STEPHEN HARDY MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence – None.

5. Public Comments – Pastor Bill Scholl, from Oakville, spoke on moving forward with the Oakville Library project. He wanted to let the Board and the public know that they are anxious to move forward. Donnie King, also from Oakville, spoke on how much the citizens of Oakville use the library and also hopes that the project continues to move forward.
6. Focus of the Chehalis Library – Corine Aiken, Chehalis Library Manager, welcomed everyone to the Vernetta Smith Chehalis Timberland Library and expressed how lucky she is to work with the dedicated staff at the library. She encouraged everyone to walk around the library and noted the artwork that was donated in memory of a local art teacher. There is also a commissioned water-color piece with an image of Vernetta Smith’s daughter who was unable to visit the old library due to a disability. It was also noted that Chehalis has the only drive-through window in the state. Corine closed by emphasizing that staff are about access, making connections, stories, and being an integral part of the community.
7. Board Comments – **Edna Fund** said that she is a docent for the LC Historical Museum and when she takes children on tours she encourages them to use the library. She is very proud of the Chehalis Library and Corine and the library staff. **Bob Hall** offered his congratulations to Sally Nash and her planned retirement May 11, 2012. He said she will be missed. He also said that he has heard from Marty Lemke, with the TRLF, and she asked what is happening with the Ocean Park Library expansion project. Bob also noted that he just returned from the PLA conference and found some timely topics on Emergency Succession Planning and hiring Consultants for a Director Search. **Corby Varness** thanked the Chehalis community for a genuinely accessible library. **Judy Weaver** thanked the Chehalis staff and Friends for the gracious hosting of the meeting. **John Braun** also thanked the Chehalis staff for their hospitality.
8. Director’s Report– Gwen Culp referred to her written Director’s Report which was posted on the public website prior to the Board meeting. She gave an update on the 2012 Action Plan and reported that the Council of Libraries met recently and discussed their “Best Ideas” with anticipation of input into the budget and Action Plan development. She said she participated in the meeting and it was a great to get input from all the Library Managers and Coordinators. She also reminded the Board that the Community Conversations will kick-off April 28 at the Friends Forum in Westport. Seven other dates are also scheduled throughout the District in

May. She also reported that staff is working on getting the Board policies posted on the TRL website. She will continue to provide updates as this project moves forward.

9. Departmental Reports - Reports were posted on the TRL website prior to the meeting. Gwen thanked all the department heads for their reports and their efforts to let the Board know what is happening in the District. Judy Weaver asked about the grant from the Weatherwax Remainder Trust in Aberdeen for the READY! For Kindergarten program. Ellen Duffy, Youth Services Coordinator, responded that the grant includes early learning toys and materials. The grant offers opportunities to work with families and their children from the time they are very young to kindergarten, she said that three events will occur during the fall, winter, and spring of 2012-13. John Braun noted the migration from SharePoint 2007 to 2010 and asked if the transition has been smooth. Gwen stated that staff did research and tests prior to going live and that the public site has already migrated with no issues. She anticipates the same process and success for the internet upgrade which is our next step. Steve Hardy asked about the status and whole picture of current facilities projects. John stated that there would a report later in the agenda from the Facilities Committee on this topic.
10. Financial Report – Rick Homchick presented the financial report
11. Voucher Report – Rick Homchick presented the voucher statement
12. Consent Agenda - MOTION FOR APPROVAL

12-12– BOB HALL MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED MINUTES OF THE FEBRUARY 22, 2012 MEETING; PAYROLL VOUCHERS #51857 THROUGH #51896 IN THE AMOUNT OF \$1,188,342.86; OTHER VOUCHERS #12230 THROUGH #12492 IN THE AMOUNT OF \$422,665.92. JUDY WEAVER SECONDED. MOTION CARRIED UNANIMOUSLY.

President-Elect Braun called for a 10 minute break.

President-Elect Braun called the meeting back to order at 7:55 p.m.

12. Unfinished Business:

- a. 2012 General User Survey Results – Jeff Kleingartner, Communications Manager, presented a summary of the survey results for the TRL user general satisfaction survey. Jeff said that nearly 2,500 people completed the survey and more than 6,000 comments were provided. TRL rated very high, and Jeff pointed out that the results are encouraging and a real boost for morale by showing staff what a great job they are doing. The next steps are to sort and post the comments on the intranet in April and develop a summary of the results by this summer for input into the 2013 Action Plan.
- b. Action Plan Review/Status – Gwen reviewed the Action Plan Status report and noted the intent is to provide the Board a cumulative succinct monthly status update. John Braun said it is encouraging that we are showing progress and he is happy that it will be cumulative. Edna Fund recommended that the status be posted on the public website. Gwen said that both are currently posted on the website.
- c. Leadership/Staff Development Program – Rich Park, Human Resources Manager, presented a draft Leadership and Staff Development program document for review. He mentioned that this program is not only about leadership but also job-related training and personal development. The Leadership program will be a 12-month program and work is currently being done on the individual modules. The first half of the program will deal with basic leadership principals, TRL history, and working with the Board of Trustees. The second half will focus on individual departments and how the district functions. Corby Varness asked how the selection process will work and Rich responded that it would be through an application process. His department is still working on selection criteria, application process and requirements, and monthly agendas. His plan is to have the application and selection criteria available at the April Board meeting. John Braun asked for a cost analysis of the program and if there are any other organizations we can partner with. Rich stated that he is looking into both of these questions and hopes to have the answers soon. John stated that it was a good start. Edna Fund added her appreciation of having the Trustees included in the program. A comment from a member

of the audience said that a session on ethics should also be included.

13. New Business

- a. Craig Hanson Legal Services Contract Renewal – Rick Homchick reported that Craig Hanson’s contract is up for annual review and asked the Board for approval to renew the contract. He noted that Mr. Hanson is an integral part of our organization with vast institutional knowledge and has not raised his fee over the past few years. John Braun did clarify that that any hours over 132 would be payable in addition to the monthly retainer. He would also like to see this position added to the succession planning as well.

12-14 - STEPHEN HARDY MADE A MOTION TO AUTHORIZE THE TIMBERLAND REGIONAL LIBRARY ACTING DIRECTOR GWEN CULP TO SIGN THE AGREEMENT FOR LEGAL SERVICES BETWEEN TIMBERLAND REGIONAL LIBRARY AND CRAIG HANSON. BOB HALL SECONDED. MOTION PASSED UNANIMOUSLY.

- b. SPSCC Agreement Approval – Rick Homchick presented a renewal of an Agreement for a TRL Kiosk at SPSCC Hawks Prairie Campus for Board approval. He noted that an addition to this Agreement covers TRL couriers carry small cash amounts between SPSCC campuses.

12-15 – BOB HALL MOVED TO AUTHORIZE TIMBERLAND REGIONAL LIBRARY ACTING DIRECTOR GWEN CULP TO SIGN THE INTERLOCAL AGREEMENT FOR LIBRARY SERVICES BETWEEN TIMBERLAND REGIONAL LIBRARY AND SOUTH PUGET SOUND COMMUNITY COLLEGE. CORBY VARNESSE SECONDED. MOTION PASSED UNANIMOUSLY.

- c. Approval of Quarterly Surplus List – Rick Homchick presented a list of items for surplus.

12-16 – EDNA FUND MOVED TO APPROVE THE ITEMIZED SURPLUS LIST AS PRESENTED. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

d. Out of Class Pay for Acting Director – Rich Park stated that he wanted to make the Board aware that TRL will be paying Gwen Culp out of class pay during her appointment as Acting Director by the Board of Trustees. This is an established TRL procedure to compensate an employee that is working out of class. As Acting Director, Gwen Culp will be paid per the TRL salary scale effective February 23, 2012. All members agreed and asked John Braun to sign the approval on behalf of the Board. Both Bob Hall and John Braun agreed that it is good for everyone to know what is happening and to be as transparent as possible.

#### 14. Committee Reports

- a. Facilities – John Braun provided an update on the March 6, 2012 meeting and stated that minutes of the meeting were available on our website. The focus of the meeting was how to address some facility projects in order to provide staff with guidance and prioritization. Background documents were reviewed from 1999-2005, as well as the Building Fund and Facility policies. Next step is to go through current projects, review policies, and give a status update on the current projects. The committee has also asked for a report on the Building Fund as well as financial projections as we look at current projects. After a short discussion, John noted that the committee hopes to have some recommendations at the next Board meeting.

#### 15. Future Agenda Items:

1. Update on the Leadership Plan
2. Report from the Facilities Committee

16. Final Board Comments: **Judy Weaver** stated that she appreciated all the information provided to the Trustees this month and the hard work from the staff. **Corby Varness** emphasized that she recognizes the urgency the communities feel for forward progress and thanked the public for their attendance. **Steve Hardy** commented that he knows that organizations go through stress but grow and learn and become more responsive in achieving their mission. He hopes that this time will be used as an opportunity to grow and learn in preparing us to serve better. **Bob Hall** commented on the high quality reports from staff this month and that he appreciated their responsiveness to questions. **Edna Fund** thanked the public for attending. **John Braun** echoed the thanks to staff in particular

Gwen Culp for her solid leadership. He noted that despite the challenging times, staff has been rock solid.

17. At 9:04 pm, pursuant to RCW 42.30.10, President-Elect John Braun called for Executive Session to discuss the Director's evaluation.

At 10:22 pm, President-Elect John Braun called the meeting back to order.

John stated that the Board of Trustees has completed the evaluation of Library Director Michael Crose. He stated that Craig Hanson and Emmett O'Connell were in attendance via telephone in Executive Session and joined the regular meeting for the next order of business via telephone.

John said that there were a number of concerns brought to the Board concerning the work of Michael Crose. The Board directed Craig Hanson, with the assistance of staff, to investigate those concerns and give Mr. Crose the opportunity to respond. After discussing these results, and based on the result of the investigation, the Board concludes that Mr. Crose has violated Timberland Policies 6c 64-2 which is the Ethics Policy and 2e85 which is the use of Timberland Regional Library time and equipment for non-Timberland Library purposes. That his performance is below required standards; that he has shown poor professional judgment by taking advance salary payments; by his efforts to change his leave records; and by his extraordinary use of Timberland Regional Library time and equipment for non Timberland Regional Library purposes. He asked for comments from the Board.

Edna Fund stated that she has lost faith in Michael Crose as Director of Timberland and like all at Timberland, feels like we are all at a loss in terms of his competency, and we need to move on.

Corby Varness stated that she is sorry to find that Mr. Crose has shown some very poor professional judgment in the performance of his job and she has lost confidence in his ability to hold the position as a result of that.

Judy Weaver stated that she agreed with both Corby and Edna and she too has lost confidence in Michael Crose.

Bob Hall stated that he spent a lot of time reading the results of the investigation and reading Mike's detailed response to his evaluation

which was substandard. As a result of those things, he too has lost confidence and does not feel that Mike has a place in this organization anymore.

Stephen Hardy stated that he shares the opinion that Michael Crose can't hold a position in public trust at the Library.


Emmett O'Connell stated that he echoes the assessment of the rest of the Board, and that he too has lost faith in Mike Crose's ability to lead the district.

John Braun asked for additional comments and Bob Hall made the following motion.

12-17 - BOB HALL MOVED FOR THAT REASONS WE HAVE DISCUSSED HERE TONIGHT, AND WHICH HAVE BEEN PRESENTED TO MICHAEL CROSE, THAT THE EMPLOYMENT OF MICHAEL CROSE AT THE TIMBERLAND REGIONAL LIBRARY DISTRICT BE TERMINATED EFFECTIVE MARCH 28, 2012. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

John asked to complete a couple of additional items of business and apologized for the late hour. The Board asked Gwen Culp if she would continue serving as Acting Director and she agreed. After a short discussion, the Board asked staff to prepared options for the Board to consider for hiring the Library Director position. John also asked Gwen to work with Rich Park to have Mike notified of the Board's decision.

With no further business President-Elect Braun adjourned the meeting at 10:28 pm.

  
\_\_\_\_\_  
John Braun, President-Elect

  
\_\_\_\_\_  
Gwen Culp, Secretary