



BOARD OF TRUSTEES MEETING
Lacey Timberland Library
500 College Street SE, Lacey, WA 98503
Wednesday, April 25, 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, Rick Homchick, Sally Nash, Ellen Duffy, Corine Aiken, Felicia Wilson, Nancy Schutz, Jeff Kleingartner, Pat Carnahan, Lhisa Reish, Kelsie Raddas, Ryan Williams, Victoria Rexford, Mike Wessells, Emily Popovich, Tim Mallory, Brenda Lane; recorder.

GUESTS PRESENT: Mayor Virgil Clarkson, Dannette York, Chris Hawkins, Suzanne Cofer, Tom Janel, Helen Spaulding, Brian Viasco.

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

AGENDA ITEM

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

12-18 – EDNA FUND MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus on the Library – Lacey Library Manager Mike Wessells introduced Lacey Mayor Virgil Clarkson who welcomed everyone to Lacey. Mike

noted that since the Board of Trustees last met in Lacey, the building has celebrated its 20th anniversary and conducted an extensive remodel that included new carpeting, lighting, and interior paint. He said that he is especially proud of his staff and they are known for their friendly, patron-centric service. Mike also said he is proud of the strong relationships he has with the City of Lacey, the local Library Board, and Friends of the Lacey Timberland Library.

5. Correspondence – None.
6. Public Comments – Kelsie Raddas, President-Elect and Lhisa Reish, Secretary of AFSME local 3758 introduced themselves and reported that they had a very positive meeting with management today and they appreciated the positive conversation. There was also a suggestion from the public that a line be created for quick checkouts, similar to a grocery store line with nine items or less and that handouts be available with instructions for computer logins and catalog searches.
7. Board Comments – **Bob Hall** noted the high quality of reports that the Board received this month. **Corby Varness** said that she was out this month visiting libraries and heard lots of good comments. She heard positive comments about the Service Center and that Acting Director Gwen Culp runs a good meeting. **Judy Weaver** thanked the Mayor and the public for attending the meeting. She also expressed appreciation for the high quality reports she received and felt very informed coming into the meeting. **Edna Fund** said that she has been on crutches due to an injury, but getting into the Centralia library has not been a problem with their new doors. She also said that she appreciated Centralia Manager Selina Gomez-Beloz coming to the Centralia City Council meeting and thought it was great to see the working partnership with the City. **John Braun** agreed with the great staff work for the meeting but that nothing less is expected of a great organization. **Steve Hardy** agreed with everyone's comments about the quality of the meeting materials.
8. Director's Report– Gwen Culp stated that both the Director's Report and staff Department Reports were posted on the public website prior to the Board meeting but would like to report on a few additional items. She said that it has been a very busy month. We are in the process of pulling together all the information generated from the Best Ideas sessions, as well as the surveys conducted in the first quarter which will be posted on the intranet for staff review and comment. Invitations to the Community

Conversations have been distributed and she hopes the Board can attend. Gwen identified four specific topics as well as the sub-topics that will prompt participants with ideas. She said that there will be a voting component so that participants can emphasize what they see as important priorities. There will be a "Name that Database!" contest in May. Five lucky winners will have a chance to win an e-reader. She noted that TRL staff and Trustees are not eligible to win.

Gwen introduced staff from Thurston County Public Health who gave a presentation on tobacco and smoke-free policies and campuses. The five counties within Timberland's district received through the Center of Disease Control a grant award from the Washington State Department of Health to encourage tobacco free policies. Gwen stated that a draft of the TRL Tobacco and Smoke Free Campus/Policy is being presented for background, but not for action. The policy will be discussed at the next Policy Committee meeting.

Gwen recognized Sally Nash who is retiring after 26 years with TRL and emphasized how much she will be missed. Cheryl Heywood has been hired as the Interim Public Services Manager and brings with her experience as well as endless amounts of energy.

9. Financial Report – Rick Homchick presented the financial report
10. Voucher Report – Rick Homchick presented the voucher statement
11. Consent Agenda - MOTION FOR APPROVAL

12-19- EDNA FUND MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED MINUTES OF THE MARCH 28, 2012 MEETING; PAYROLL VOUCHERS #51897 THROUGH #51943 IN THE AMOUNT OF \$1,198,614.47; OTHER VOUCHERS #12494 THROUGH #12730 IN THE AMOUNT OF \$476,892.46. 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 8:20 p.m.

12. Unfinished Business:

- a. Leadership/Staff Development Program – Nancy Schutz, Training and Staff Development Coordinator presented the program timeline and application for review. She said that a budget as well as program costs are being worked on, but it looks like the program will be cost-effective as we are using numerous in-house resources. John Braun asked about the timeline and Nancy responded that applications will be accepted June 3-29, and nine candidates will be selected. Stephen Hardy asked how a measurement of the program's effectiveness will be made. Nancy responded that the candidates will keep a notebook of what they are learning in the program and complete a final group project. A monthly evaluation will also be used.
- b. Action Plan Review/Status – Gwen reviewed the Action Plan Status report and noted recent activity.
- c. North Central Regional Library Internet Filtering Decision – Gwen noted that the NCRL internet filtering case has been decided in favor of the library. This means that they can continue filtering all of their public computers and will not be required to turn the filtering off for adults. Gwen emphasized that when/if we decide to review our internet policies that a great deal of discussion will need to take place. Emmett O'Connell voiced a need to at least have the policies reflect what we currently do and to review other policy documents that can be affected by the internet policy. He recommends that we begin the review as soon as we can. Judy, Corby, and Edna all agreed to start the discussion and move forward. A June Policy Committee meeting will be scheduled to start discussion.

12. New Business:

- a. State of the Library Report – Gwen gave a state of the library report that included library and district-wide statistics from the 2011 annual report, an overview on programs and initiatives, and data on patrons and patron services.
- b. WCIP/WCIF Agreements – Two interlocal agreements were presented for authorization.

12-20 – BOB HALL MOVED TO AUTHORIZE TIMBERLAND REGIONAL LIBRARY ACTING LIBRARY DIRECTOR GWEN CULP AND THE BOARD OF TRUSTEES PRESIDENT EMMETT O'CONNELL TO PROVIDE SIGNATURES

ON THE WASHINGTON COUNTIES INSURNACE POOL INTERLOCAL AGREEMENT. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

12-21 – CORBY VARNESSE MOVED TO AUTHORIZE TIMBERLAND REGIONAL LIBRARY ACTING LIBRARY DIRECTOR GWEN CULP TO PROVIDE SIGNATURES ON THE WASHINGTON COUNTIES INSURANCE FUND TRUST AGREEMENT AND BYLAWS. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

- c. Statistics – Discussion of statistics was tabled until next month.
- d. Director Search – Board members discussed the next steps in the Director recruitment. Bob Hall reported that he saw two of the consultants on the list at PNLA and recommends that we continue with Gwen Culp as Acting Director until a new Director is selected and send out requests for proposals to hire a consultant.

12-22 – BOB HALL MOVED TO AUTHORIZE TIMBERLAND REGIONAL LIBRARY TO CONTINUE WITH GWEN CULP AS ACTING DIRECTOR. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

12-23 – BOB HALL MOVED TO AUTHORIZE A SUBCOMMITTEE OF THE BOARD OF TRUSTEES, IN PARTICIPATION WITH THE DIRECTOR'S COUNCIL, FOR THE SELECTION OF A CONSULTANT AND COORDINATE APPROVAL WITH THE FULL BOARD FOR RECRUITMENT OF A LIBRARY DIRECTOR. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

Trustees Hardy, Varness, and Fund volunteered to serve on the Director Search Sub-Committee.

- e. Check Signature Authorization Approval – the following motions were made to approval changes in check signature authorization approval.

12-24 - JUDY WEAVER MOVED TO AUTHORIZE GWEN CULP ACTING LIBRARY DIRECTOR AND CHERYL HEYWOOD INTERIM PUBLIC SERVICES MANAGER SIGNATORY AUTHORITY ON THE CHECKING ACCOUNT AT

KEY BANK, AND THE IMPREST AND ADVANCE TRAVEL ACCOUNTS AT US BANK. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

12-25 – JUDY WEAVER MOVED TO AUTHORIZE PATRICIA AYALA ROSS, LIBRARY MANAGER, AND WILLIAM B. BRESNAHAN, SENIOR LIBRAIAN, AND PATRICIA CHUPA, CIRCULATION SUPERVISOR, SIGNATORY AUTHORITY ON THE LOCAL SAVINGS ACCOUNT HELD AT OUR COMMUNITY CREDIT UNION. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

14. Committee Reports:

Facilities Committee – John Braun provided an update on the March 6, 2012 meeting and stated that minutes of the meeting were available on our website. He stated that there are two action items with one needing a motion and one a recommendation.

- a. Ocean Park – The committee recommends that the Board authorize the funding of the re-model of the Ocean Park library. The Facilities Committee recommends up to \$700,000 for the project with some contribution by the local Friends group. The Board also agrees that we should move forward with the bid process.

12- 26 – BOB HALL MOVED TO AMEND MOTION 11-03 FROM JANUARY 26, 2011 BY AUTHORIZING TIMBERLAND REGIONAL LIBRARY TO UNDERWRITE CAPITAL IMPROVMENTS AT OCEAN PARK TIMBERLAND LIBRARY NOT TO EXCEED THE AMOUNT OF \$700,000 AND PROCEED WITH PROCEDURES FOR COMPETITIVE SOLICITATION OF BIDS.

- b. Oakville - Facilities Committee recommendation is that staff drafts a letter of understanding to the City of Oakville, the Oakville School district, and the Oakville Friends that specifically outlines where TRL stands on the proposed project. The letter will outline TRL's current and future commitment to the Oakville project. Gwen stated that the Board had been sent a copy of the draft letter for review.

12-27 – BOB HALL MOVED TO APPROVE THE LETTER OF UNDERSTANDING FOR THE CITY OF OAKVILLE, THE OAKVILLE SCHOOL DISTRICT AND THE OAKVILLE FRIENDS. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

Edna suggested that prior to the letter being sent out that Gwen call the City to let them know of our intentions. Edna also stated that we need to discuss Cosmopolis at the next Facilities Committee meeting as we have created an expectation and we need to communicate our intentions. John asked if Gwen would call the Mayor of Cosmopolis to let her know our next steps. It was agreed that the Facilities Committee will discuss and bring a recommendation on Cosmopolis, Rainier, and Morton to the May Board meeting.

Policy Committee- Emmett noted that five policies are being presented for review. These policies have minor changes or are scheduled for review.

c. Fees – Scheduled for review.

12-28 – STEVE HARDY MOVED TO APPROVE THE FEES POLICY. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

d. Library Card Usage and Library Cards – Scheduled for review.

12-29 – STEVE HARDY MOVED TO APPROVE THE LIBRARY USAGE AND LIBRARY CARDS POLICY. JOHN BRAUN SECONDED. MOTION APPROVED UNANIMOUSLY.

e. Dress & Appearance – added identification badges must be unmodified and worn at all times.

12-30 - STEVE HARDY MOVED TO APPROVE THE DRESS AND APPEARANCE POLICY. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

f. Interlibrary Loan – Scheduled for review.

12-31 - STEVE HARDY MOVED TO APPROVE THE INTERLIBRARY LOAN POLICY. JOHN BRAUN SECONDED. MOTION APPROVED UNANIMOUSLY.

g. Collections of Materials – Updated to include discarding of materials.

12-32 - STEVE HARDY MOVED TO APPROVE THE COLLECTIONS OF MATERIALS POLICY. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

15. Future Agenda Items:

1. Bob Hall asked to have the Policy Committee develop a policy on Emergency Succession and Emergency Draws.
2. Judy Weaver requested information on the leases for Mountain View and the Port of Olympia to understand the expiration terms.
3. John Braun asked to find out how our survey tool could be used to find out what our communities think regarding the Internet Policy.

16. Final Board Comments: **Steve Hardy** reinforced his understanding of the importance of the work we are doing and the need to encourage all to re-commit themselves so we can continue to serve. **John Braun** provided thanks for the leadership update and a very well done State of the Library presentation and looks forward to its presentation to the local county commissioners. He also thanked Sally Nash for her service and wished her good luck. **Judy Weaver** said that she appreciated the service stories and enjoyed reading about Olympia's use of teen volunteers. She also thanked staff for the PNLA reports. **Corby Varness** expressed thanks for the 2011 Annual Report, she thought it was attractive and clear. **Edna Fund** said she also enjoyed the Annual Report, but thought that TRL's phone number and website should be listed on it. **Bob Hall** noted that he read the Meeting Room Policy after a session at PNLA and thought it was fine.

17. Executive Session – Pursuant RCW 42.30.10 – No items for discussion.

18. Adjournment: With no further business President O'Connell adjourned the meeting at 10:28 pm.



Emmett O'Connell President



Gwen Culp, Secretary