



BOARD OF TRUSTEES MEETING
Shelton Timberland Library
710 Alder Street, Shelton, WA 98584
Wednesday, May 23, 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, Ellen Duffy, Cheryl Heywood, Felicia Wilson, Patty Ross, Rich Park, Alice Goudeaux, Nancy Triplett, Tim Mallory, Pat Carnahan, and Brenda Lane; recorder.

GUESTS PRESENT: Lynn Busacca, Jeannie Gruber, Claire Voskell, and Pat Kevin.

President Emmett O'Connell welcomed everyone to Shelton and called the Regular Board meeting to order at 7:02 pm.

AGENDA ITEM

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

12-33 – JOHN BRAUN MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus on the Library – Patty Ross, Library Manager, welcomed the Board to Shelton and stated there had been a remodel since the Board last met there in 2009. She said that she is proud of the results and mentioned the

teen area as a stand out area in the library. Patty thanked her staff for their contributions toward great service to the patrons and community every day. Patty highlighted the Bucket of Books program which takes leftover books from the Friends book sales and places them in "buckets" that have been placed strategically throughout the community with TRL bookmarks inside. She noted that these are books that would have been thrown out but now have a new purpose. Emmett O'Connell inquired about the Book Crossing program that Patty had mentioned in 2009. Patty explained that this is a program that leaves books in public spaces with a sticker that says to leave it in another public place when done. You can also log on an internet site to log information on where the book has been. She said the program is very popular and it is fun to see where these books "travel".

5. Correspondence – None.
6. Public Comments – None.
7. Board Comments – **Edna Fund** went to the Chehalis and Salkum Community Conversations and found the discussion was interesting and diversified at each one. **Judy Weaver** said that she always reads the Service Stories and is amazed at how awesome the staff is and how well they provide for the patrons. The Service Stories are always the first thing she reads and she enjoys reading them each month. **Emmett O'Connell** reported that he attended the Lacey Community Conversation and was pleased with the attendance and discussion. **Bob Hall** attended the Friends and Board Forum and was impressed how Acting Director Gwen Culp conducted the Community Conversation. He said that one comment that was brought up was the concept of "trade off's" meaning that if you want to add a service or program, you may need to reduce another service or program. He also is planning to attend the Ilwaco Community Conversation. **Corby Varness** shared that she has been telling everyone in the community to attend the Community Conversation in Montesano. She told Patty that it is thrilling to see all the activities that she is doing in the Shelton community.
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 there was a bidder's pre-construction conference for the Ocean Park library addition held May 21st and six bidders attended. The conference was a requirement for the contractors. She welcomed Cheryl Heywood, Interim Public Services Manager who started on May 14th. Gwen noted the importance of the Service Stories and agreed with Judy, that they connect us to what is happening in the libraries. Stephen Hardy mentioned that there is a lot on the agenda for the Director's Council and he asked if the issue of capacity has come up and how they are going to manage the Board's expectations. Gwen responded that she feels that we are currently at maximum capacity for projects and that we have begun prioritizing our work. Steve asked that Gwen let the Board know if there comes a time that staff is at capacity with additional projects they can manage. Gwen stated that she felt we are currently at capacity, and doesn't feel that we can take on any additional projects at this point.

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

12-34– STEPHEN HARDY MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED MINUTES OF THE MAY 23, 2012 MEETING; PAYROLL VOUCHERS #51944 THROUGH #51985 IN THE AMOUNT OF \$1,189,305.62; OTHER VOUCHERS #12731 THROUGH #12973 IN THE AMOUNT OF \$456,999.12. 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 7:57 p.m.

12. Unfinished Business:

- a. Leadership/Staff Development Program -- Rich Park, Human Resources Manager, provided program updates which include the addition of two program components – Ethics, and Crucial Conversations. He said that he and Nancy Schutz, Training Coordinator, met with consultants from the University of Washington and they are working with us on a session on

Leadership Principles. He said that Leadership program applications are due back the first part of July.

- b. Action Plan Review/Status – Gwen reviewed the Action Plan Status Report and noted recent activity. The Action Plan Status Report is posted on the TRL website.
- c. Director Search Update – Corby Varness reported that the sub-committee met today to review the proposals from 3 consultants that would work with TRL on a Director search. She reported that they reviewed all the proposals, and after extensive discussion, recommends that the Board of Trustees approve a contract with June Garcia. She stated that June has a good resume that is relative to our needs, knows libraries, and is a good fit for Timberland. Gwen confirmed that the sub-committee of Trustees would remain the same and work in conjunction with staff on the next phase of the process and working with June.

12-35 – BOB HALL MOVED TO APPROVE THE LIBRARY DIRECTOR RECRUITMENT SUB-COMMITTEE'S RECOMMENDATION TO HIRE CONSULTANT JUNE GARCIA, AND TO AUTHORIZE THE SUB-COMMITTEE OF THE BOARD OF TRUSTEES, IN PARTICIPATION WITH THE DIRECTOR'S COUNCIL, TO FORMULATE A PROCESS FOR RECRUITMENT OF THE LIBRARY DIRECTOR WITH THE CONSULTANT. CORBY VARNESS SECONDED. MOTION APPROVED UNANIMOUSLY.

John Braun asked what the timeframe would be for the Director search and Rich Park stated that the consultant's proposal estimates 16 weeks.

12. New Business:
 - a. Surplus List Approval – Rick Homchick presented a list of surplus equipment for approval.

12-36 - JOHN BRAUN MOVED TO APPROVE AS SURPLUS THE ITEMIZED LIST AS PRESENTED. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

14. Committee Reports:

Facilities Committee – John Braun reported that the Ocean Park remodel project is currently being bid with June 5th as the scheduled date for bid

openings. The main discussion of the meeting was to review and evaluate the Service Point Assessment (SPA) document which is used when adding a new TRL service point. He said that the SPA document was used to evaluate Morton, Cosmopolis, and Rainier. In reviewing the SPA, it showed that Morton is a good candidate and would go forward in the next steps of planning. Rainier and Cosmopolis would not. John said a major factor is the distance from other TRL service points. Gwen will contact Cosmopolis and Rainier to share the outcome of the SPA and continue the conversation about what level of service is appropriate for those communities. Next action in Morton includes Gwen sharing the SPA with the City of Morton and that the type of service point hasn't been decided yet. Emmett asked how broadly we are going to share the SPA and Gwen stated that we were waiting for the Board to review and approve before contacting anyone. She said we discovered that there is a need for further consideration of requirements for kiosks to get the best outcome for TRL and the communities. John stated that the Facilities Committee will continue to work on the SPA criteria.

John reported that the letter of understanding to Oakville was mailed and there has not been any response or comments. Corby mentioned that the Grays Harbor Council of Governments might be a possibility for the Oakville project funding.

John also reported that there was a request from a local library board member to attend a Facilities Committee meeting. He said that the Committee would like to pose the request to the Board for discussion. After a short discussion, it was decided that since committee meetings are working meetings, a member of the public could attend but could not participate or comment in the meeting. It was decided that if problems arise, the decision would be reviewed. The meetings are currently listed on the Board meeting agendas and we would not initiate other means of advertising. John finished by stating it feels like we are making progress on identifying our facilities priorities and can now focus on moving those forward. He is very pleased with the work that is being done.

15. Future Agenda Items:

1. Steve Hardy requested a summary report for the Community Conversations.

2. John Braun asked for an update of the Director Search process. Rich Park noted that he hoped to have a timeline and that there could be a possible visit from the consultant at the next Board meeting.
 3. Edna Fund recognized that June is Lacey Library Manager Mike Wessells' retirement and we should recognize him for his 30+ years of service.
16. Final Board Comments: **Steve Hardy** said that it is great to be in Shelton and knows that everyone recognizes the value of the library in this community. **John Braun** added that as we start the 2013 budget development, we need to consider how we fund various funds long-term. He also thanked Brenda Lane, Executive Assistant for scheduling the annual visits to the County Commissioners.
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 8:37 pm.



Emmett O'Connell President



Gwen Culp, Secretary