



BOARD OF TRUSTEES MEETING
Hoquiam Timberland Library
420 7th Street, Hoquiam, WA 98550
Wednesday, June 27, 2012
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: John Braun

STAFF PRESENT: Gwen Culp, Rick Homchick, Felicia Wilson, Jeff Kleingartner, Bob Stalder, Mary Thornton, JoAnn Rucker, Ellen Duffy, Mike Wessells, Tim Mallory, Brooke Pederson, Jenny Grenfell and Brenda Lane; recorder.

GUESTS PRESENT: Mary Hughes, Ken Matheson, Paul McMillan, Jack Durney, Carla Armstrong, Andy Guise, Barb Carter, Lillian Matheson, John Larson.

President Emmett O'Connell welcomed everyone to Hoquiam 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.

12-37 – JUDY WEAVER MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. CORBY VARNESS SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus on the Library – Mary Thornton, Library Manager, welcomed the Board to Hoquiam and stated that the Hoquiam Library is entering a new era with an overwhelming passage of their November annexation vote. She reported that the City of Hoquiam is currently updating the library's HVAC system with contributions from TRL and PUD rebates. Mary reported that 88% of Hoquiam residents have library cards and staff sign up 5-6 people a day for library cards. Holds have increased 20% over last year, and there are over 600 bookings a year for the conference and meeting rooms. Mary introduced Mayor Jack Durney who welcomed the Board to Hoquiam and stated that the Hoquiam Library is one of the most beautiful in the TRL system. He said the library is a friendly place for the community and Mary and her staff is wonderful.
5. Correspondence – None.
6. Public Comments – None.
7. Board Comments – **Judy Weaver** attended the Montesano Community Conversation and it was a great group. She said it was very gratifying to hear that many of the things that the public thought would be great to have, TRL already has available. **Bob Hall** reported that he attended the Ilwaco Community Conversation and thought that Acting Director Gwen Culp did an exceptional job as facilitator. He also attended the Pacific County Commissioners Annual Report and thought it was the best one he has attended. Bob also asked about a Service Story that talked about missing holds and wonders what is being done about this problem. Gwen noted that we are currently analyzing missing items to determine whether they are stolen or not checked in or out properly. We are also changing the screens on the self-check-out stations to make them easier to use correctly. **Emmett O'Connell** thanked the Hoquiam Friends for a great dinner. **Steve Hardy** also thanked the Friends for the best potluck ever. **Corby Varness** reported that she attended the Library in the Park event in Aberdeen's North End Park and found it a dream come true. She said that kids were all over the Park and she was happy to see that a program like this exists.
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 reported that the contract with June Garcia has been signed. June will schedule a visit to TRL in the next few weeks. She will meet with Board of

Trustees as well as staff to help understand everyone's desired qualifications for the next Library Director. Gwen also reported that she has completed 4 of the 5 County Commissioner Annual Reports. Mason County is scheduled for July 3rd.

Gwen introduced Mike Wessells who gave a short summary of this career with TRL which highlighted that he has worked in some capacity almost every position in Timberland over his 30 year career. He reported that he has only two more days until retirement and will greatly miss Timberland, which he believes is the best library system around. He thanked the Board and the staff for their ongoing dedication to TRL, the patrons and their communities.

Gwen also introduced Bob Stalder, Aberdeen Youth Services Librarian who spoke about a great program; Library in the Park. This is a program that allows librarians to go out in the community and meet the kids. It also highlights our services such as program awareness, marketing, and public awareness of TRL.

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

12-38– 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, and provided updates on additional program information. Stephen Hardy will provide 2-day training on Crucial Conversations, which will be previewed by the Director's Council in an abbreviated

version the first week of July. He reported that the application process is under way, and he has met with the Public Services Team to work on their presentation components. There have been seven applications received so far with nine slots available. Applications may be received for an additional week.

- 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 – Steve Hardy mentioned that the subcommittee for the Director Search met with consultant June Garcia via phone to start the work on hiring a new Director. June will be in the district in mid-July to speak to board members and staff about the desired qualifications of a Library Director. Steve also reported that she wants to know if the Board wants only wants to see the final candidates. Bob Hall stated that he was content only seeing the final candidates and that the subcommittee should bring forth the finalist for full Board review. The Board agreed to a Special Board of Trustees meeting on Saturday, July 21st to talk with June about the process.
- d. Ocean Park – Rick Homchick presented the contract with Holmberg Construction for the Ocean Park library addition. The contract was sent to the Board prior to the meeting for review and Rick asked for comments. Judy Weaver asked that clause 3.3 be clarified as she did not believe our intent was to have a bonus paid to the contractor in the event of an early completion. Rick agreed, and stated that this has been clarified with both the contractor and architect, but he will have the contract reflect this change.

12 – 39 - STEPHEN HARDY MADE A MOTION TO APPROVE THE OCEAN PARK CONTRACT AS PRESENTED TO INCLUDE THE CLARIFICATION LANGUAGE TO 3.3. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

13. New Business:

- a. Surplus List Approval – A surplus list was presented for approval. Judy Weaver asked about the cargo van that was listed as surplus. Rick Homchick explained that the process to replace a courier van starts at 150,000 miles and averages about 175,000 miles once the new van is received. She asked if TRL requests bids for the courier van purchases. Rick responded that the current process is to receive quotes estimated at under \$25,000 for purchase once a year.

12-40 – BOB HALL MOVED TO APPROVE THE SURPLUS ITEM LIST AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

14. Committee Reports:

- a. Policy Committee – Emmett O’Connell reported that the Committee reviewed the Confidentiality of Library Records Policy and made the following changes: the word “legal” was added to guardian. In the case of an adult user with a designated legal guardian(s), such information will also be released to the legal guardians(s).

12-41 – EDNA FUND MOVED TO APPROVE THE CONFIDENTIALITY OF LIBRARY RECORDS POLICY AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Internet Policy Discussion – Emmett O’Connell asked the Board for discussion on the current Internet Use Policy. He stated that he finds that the current practices are allowed under the current policies but he would like to see the practices reflect the policies. He asked if the consensus was that the group wanted to tackle the subject now when it seems that current practices are working fine. Edna Fund stated that she prefers to address the issue now and does not want to wait. Bob Hall added that he could go either way on the issue but did state that he would be fine with filtering being applied to all computers. Corby Varness suggested that during the Library Director recruitment might not be the best time to address this issue. After a short discussion, it was decided that the determination on how to proceed should be discussed at the Policy Committee’s July 17th meeting. The Board asked that they bring back a recommendation for the Board to consider.
- c. Budget Committee Report – Stephen Hardy presented the 2013 budget priorities and stated that the theme for 2013 will be Strong Communities: Building Our Future. He stated that the priorities will be further developed as the budget process moves forward. He mentioned the need for long-term visioning and a coherent way to fund the special purpose funds. Gwen confirmed that the Board of Trustees wished to approve the priorities at the July meeting.

Steve confirmed that he would like to see it approved as it is in the Action Plan and we should proceed as outlined.

15. Future Agenda Items:

1. Judy Weaver requested a demonstration of the "Programs in a Box."

16. Final Board Comments: **Edna Fund** reported that she had attended the Morton City Council meeting and they are really excited about the possibility of a library. Some of these same folks are coming to Tourism Lewis County and the library was noted as a key source to knowing what is going on in the area. She also mentioned that there was an editorial originally from the Olympian that was printed in The Chronicle and she would have liked to have known about it in advance. Finally, she said that she had a constituent that asked if the Palmistry program in Chehalis was funded by public funds or by the Friends. **Bob Hall** once again reminded everyone that he feels we should be looking at trade-offs in our planning and might want to use this concept as we move forward with the budget process. **Emmett O'Connell** added that our acting Library Director did a great job during her presentation to the Thurston County Commissioners. **Stephen Hardy** said that he appreciates the updates the libraries are providing through their library Facebook. He loves "liking" his libraries. **Corby Varness** thanked everyone for the delicious dinner.

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 8:57 pm.



John Braun, President Elect



Gwen Culp, Secretary