



BOARD OF TRUSTEES MEETING  
Administrative Service Center  
415 Tumwater Blvd, Tumwater, WA 98501  
Wednesday, December 19, 2012  
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: None.

STAFF PRESENT: Gwen Culp, Rick Homchick, Rich Park, Jamie Allwine, Ted Nash, Jeff Kleingartner, Felicia Wilson, Ryan Williams, Tim Mallory, Ellen Duffy, Lisa Cipolla, Cheryl Heywood, Brenda Lane; recorder.

GUESTS PRESENT: Sally Nash.

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

AGENDA ITEMS

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

12-69 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence – None.

5. Public Comments – None.
6. Board Comments – None.
7. Program in a Box Presentation

Staff gave a quick presentation on Programs in a Box. Lisa Cipolla highlighted a youth program, Ellen Duffy a teen program, and Tim Mallory gave an overview on an adult program that shows how to use eReader devices. John Braun stated that this is a great way to use our staff and their skills and he encouraged staff to use any opportunity to share these great programs with the public.

8. Director's Report

Acting Director Gwen Culp noted the written Director's Report and the Department reports are posted on the TRL website. She shared that the Department reports are highlights of 2012 and although it captures a lot, it does not include everything that has been done this past year.

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

12-70– JUDY WEAVER MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE NOVEMBER 28, 2012 MEETING; PAYROLL VOUCHERS #52233 THROUGH #52272 IN THE AMOUNT OF \$1,193,437.83; OTHER VOUCHERS #14532 THROUGH #14746 IN THE AMOUNT OF \$671,890.33. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

12. Old Business

- a. Ocean Park Project – Gwen Culp shared that the inspection was done today and we have been issued a temporary certificate of occupancy. There is still a punch list of items that needs to be done such as landscaping and paving the parking lot, but the building looks great. Before the meeting, she shared a slide show of photos that she had taken of the building with the Board. A grand re-opening celebration will be

scheduled sometime in the next few months. She said she is excited for the staff and the community – the space is light, bright, and beautiful.

- b. Action Plan Status Update – Gwen Culp shared that this month's update shows that our focus in December has been the Ocean Park project, the 2013 Budget and 2013 Action Plan, and the Employee Survey.
- c. Leadership Development Report – Rich Park reported that the Leadership class is between sessions 4 & 5. Last month the Leadership class toured the State Library and met with State Library staff and heard presentations about the relationship between Directors and Board members, and leadership in the workplace.
- d. eReaders Report – Felicia Wilson, Collection Services Manager presented a report on a new service planned for 2013 – the lending of eReaders to patrons. TRL will purchase Nooks and select the content; Barnes & Noble will manage the content, and some eReaders will have material preselected and preloaded. Her report also included draft procedures for checking out eReaders. She stated that she hopes TRL will start lending of these devices in March 2013.

### 13. New Business

- a. Items for Surplus – Rick Homchick presented a list of items scheduled for surplus.

12-71- JOHN BRAUN MADE A MOTION TO APPROVE THE SURPLUS LIST AS PRESENTED. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Adoption of final 2013 Budget – Rick Homchick presented the final 2013 budget for approval.

12-72 – JOHN BRAUN MADE A MOTION TO ADOPT RESOLUTION 12-04 APPROVING THE 2013 FINAL BUDGET WITH APPROPRIATIONS IN THE AMOUNT OF \$21,214,846 IN THE GENERAL FUND; \$539,996 IN THE BUILDING FUND; \$130,060 IN THE AUTOMATED CIRC FUND; \$21,000 IN THE UNEMPLOYMENT COMPENSATION FUND; AND \$50,000 IN THE MAJOR GIFT FUND BALANCE. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

- c. Resolution adopting 2012 property tax levy rate for 2013 collection.

12-73 – BOB HALL MOVED TO ADOPT RESOLUTION NUMBER 12-05 TO AUTHORIZE AN INCREASE IN THE REGULAR PROPERTY TAX LEVY TO BE COLLECTED IN THE 2013 TAX YEAR. THE DOLLAR AMOUNT OF THE INCREASE OVER THE ACTUAL LEVY AMOUNT FROM THE PREVIOUS YEAR SHALL BE \$14,179.33 WHICH IS A PERCENTAGE INCREASE OF 0.077696% FROM THE PREVIOUS YEAR. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

- d. Resolution certifying the 2012 levy rate for 2013 property collection.

12-74 – JUDY WEAVER MOVED TO APPROVE RESOLUTION 12-06 CERTIFYING THE 2012 REGULAR TAX LEVY RATE FOR 2013 COLLECTION IN THE FIVE COUNTY DISTRICT OF \$18,654,939.52 AND CERTIFIES A 2012 UNIFORM REGULAR PROPERTY TAX LEVY RATE VALUATION FOR COLLECTION IN 2013 AND THAT THE TRUSTEES OF TRL FOR THE PURPOSES OF CALCULATING THE POPULATION OF THE TIMBERLAND REGIONAL LIBRARY TAXING DISTRICT IS MORE THAN 10,000. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

- e. Resolution setting the Non-Resident borrower fee for 2013.

12-75 – EDNA FUND MOVED TO ADOPT RESOLUTION 12-07 ESTABLISHING THE 2013 NON-RESIDENT BORROWERS FEE BASED ON THE USUAL FORMULA AT \$83.00 PER YEAR, EFFECTIVE JANUARY 1, 2013, WITH THE OPTION OF A SIX MONTH CARD AT \$42.00 OR A THREE MONTH CARD AT \$21.00 AND A ONE MONTH CARD WOULD BE AVAILABLE FOR \$7.00 FOR PATRONS WHOSE SPECIAL CIRCUMSTANCES MAKE PURCHASING A THREE MONTH CARD UNDESIREABLE. CORBY VARNES SECONDED. MOTION APPROVED UNANIMOUSLY.

- f. 2012 Building Fund Spending Fund Authorization Amendment

12-76 – BOB HALL MOVED TO AMEND THE 2012 FISCAL YEAR BUDGET ADOPTED BY MOTION 11-50 BY REVISING THE AMOUNT AUTHORIZED FOR APPROPRIATION IN THE BUILDING FUND FROM \$1,030,000 TO \$1,190,000. JOHN BRAUN SECONDED. MOTION APPROVED UNANIMOUSLY.

- g. Election of 2013 Officers – President O’Connell opened the floor for discussion on next year’s officers. At this time, President-elect John Braun announced that he was resigning his position on the TRL Board of Trustees effective December 31, 2012. After a short discussion, Emmett O’Connell made the following motion:

12-77 – EMMETT O’CONNELL MADE A MOTION TO ELECT CORBY VARNES PRESIDENT AND BOB HALL AS PRESIDENT-ELECT FOR 2013. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

- h. 2013 Board Meeting Schedule Approval

12-78 – BOB HALL MADE A MOTION TO APPROVE THE 2013 MEETING SCHEDULE AS PRESENTED. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

- i. 2013 Committee Assignments – After a short discussion, it was decided to leave the current Committee assignments until the new Board members come on board.
- j. Compensation Package Negotiation with Library Director Candidate Cheryl Heywood

President O’Connell reported that he and TRL Attorney Craig Hanson met with Cheryl Heywood to negotiate a compensation package for the position of Library Director. He said that in discussion with Cheryl, she asked that a 90-day transition notice be added to her contract. The 90-day transition notice is in the event the Board wants to replace Cheryl as Director and it is for her protection. John Braun stated that he felt the contract is fair and is fine with it. Corby Varness also agreed that it is fair to both TRL and Cheryl and she is happy with it. Edna Fund stated that she felt uncomfortable with paying someone for 90 days if they are let go for cause. After a short discussion, Emmett O’Connell stated that he was not in support of adding any language to the contract. He feels that what Cheryl is asking is fair. Bob Hall, John Braun and Corby Varness agreed.

12-79 – JUDY WEAVER MADE A MOTION THAT TIMBERLAND REGIONAL LIBRARY ENTER INTO AN EMPLOYMENT CONTRACT WITH CHERYL HEYWOOD THAT WOULD APPOINT HER AS THE LIBRARY DIRECTOR EFFECTIVE JANUARY 1, 2013, UNDER THE FOLLOWING TERMS:

1. AN ANNUAL SALARY OF \$120,000.
2. TO EVALUATE HER PERFORMANCE NOT LESS THAN ONCE PER YEAR.
3. TO TRANSFER HER EXISTING SICK LEAVE AND VACATION LEAVE ACCUMULATIONS TO HER IN THE NEW POSITION.
4. TO CONTINUE TO VEST 12 DAYS PER YEAR OF SICK LEAVE AND 20 DAYS PER YEAR OF VACATION LEAVE.
5. TO PROVIDE A MONTHLY CONTRIBUTION TO THE FOLLOWING MAXIMUM AMOUNTS: FOR MEDICAL INSURANCE UP TO \$795.00; FOR DENTAL INSURANCE UP TO \$55.77; FOR VISION INSURANCE UP TO \$8.93; FOR MONTHLY GROUP LIFE INSURANCE UP TO \$3.60; FOR DISABILITY INSURANCE UP TO \$5.86 WITHOUT WCIF MEDICAL PLAN AND UP TO \$5.36 WITH WCIF MEDICAL PLAN; AND UP TO \$221.00 FOR A HEALTH SAVINGS ACCOUNT IF ENROLLED IN A WCIF HIGH DEDUCTIBLE HEALTH SAVINGS PLAN.
6. TO RECEIVE PAID HOLIDAYS CONSISTENT WITH LIBRARY POLICIES AS WELL AS 2 PERSONAL HOLIDAYS PER YEAR.
7. TO PROVIDE A 90 DAY TRANSITION NOTICE IF THE BOARD INTENDS TO REPLACE HER AS THE LIBRARY DIRECTOR.

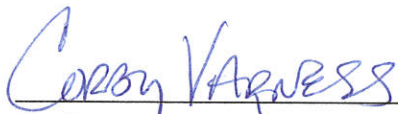
BOB HALL SECONDED. ROLL CALL VOTE: EDNA FUND – AYE; JUDY WEAVER – AYE; EMMETT O’CONNELL – AYE; BOB HALL – AYE; STEPHEN HARDY – AYE; CORBY VARNES – AYE; JOHN BRAUN – AYE. MOTION APPROVED UNANIMOUSLY.

Steve Hardy stated that he was grateful that we have a highly qualified person who is asking for a fair and equitable package and he looks forward to her leadership.

k. Board Recognition

Emmett O’Connell recognized Judy Weaver, Edna Fund, and John Braun who are all leaving the Board. The three Board members shared how much the Board has taught them, and that they will miss being on the Board. They praised the staff for their passion and dedication to the patrons, Gwen Culp for stepping up and leading the organization this past year, and thanked the staff for all the work they do and will continue to do on behalf of the public.

14. Committee Reports – None.
15. Future Agenda Items - Stephen Hardy asked for a review of the expectations of the Director.
16. Final Board Comments – None.
17. Adjournment - With no further business President O'Connell adjourned the meeting at 9:46 pm.

  
Corby Varness, President

  
Cheryl Heywood, Secretary