



BOARD OF TRUSTEES MEETING
Tenino Timberland Library
172 Central Avenue W
Tenino, WA 98589
Wednesday, October 28, 2015
7:00 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Rebecca Connolly, Stephen Hardy, Bob Hall, Regina King, Emmett O'Connell, and Corby Varness.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Ellen Duffy, Rick Homchick, Bill Wilson, Walter Bracy, Jeff Kleingartner, Kristine Tardiff, Donna Feddern, and Brenda Lane; recorder.

President Blanton welcomed everyone to Tenino and called the Regular Board meeting to order at 7:00 pm.

AGENDA ITEMS

1. Library Manager Donna Feddern led the pledge of allegiance.
2. Welcome and self-introductions of Board members, staff, and the public.
3. Approval of Agenda.

15-53 – REBECCA CONNOLLY MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – Cheryl shared an email from a patron expressing their deep appreciation to Hoquiam Library Manager Mary Thornton. The patron asked Cheryl to share her comments with the Board of Trustees.
5. Public Comments – Betty Hutchinson, Morton resident, stated that TRL and the City of Morton have been working on a library in Morton for three years. She would like to know if TRL has set aside money in the budget for staff for a Morton library. Her concern is the length of time that discussions have been going on and would like to know how to push forward with a library in Morton.
6. Welcome and Focus on the Library – Library Manager Donna Feddern thanked everyone for coming to Tenino and shared some history and staffing changes from the past year. Donna shared some impressive statistics on attendance for adult programming and highlighted others that are coming up over the next few month. She stated that she was amazed at the level of attendees for a small library. Next she introduced Mayor Brett Broderson who spoke about the Tenino community and the importance of library services to its residents.
7. Board Comments – Trustee Connolly shared that she enjoyed reading the TWT book. She was visiting family recently and had the book with her to read and after she explained what it was, her family all wanted to read the book too. She shared that they were astounded at the great writing from our local authors. Trustee Hall also agreed that the TWT book was enjoyable to read. He shared that he attended the TWT event at the Washington Center and the most asked question was if TRL is going to do the book every year. It has been very popular, but he knows that it was a lot of work for staff.
8. Director's Report - Cheryl Heywood
 - a. Ellen Duffy, Summer Reading Program Report - In addition to the written report and statistics provided to the Trustees, Ellen shared the popularity of this year's theme with kids, parents, and staff. For staff it was so much fun to see everyone discover their inner super hero. It was such a joy to see the theme visible with kids, parents, and staff dressed in super hero capes and costumes with masks and shields. Even the Library Director dressed up as Bat Girl to present a storytime in Hoquiam.

b. In addition to her written report, Cheryl shared additional news going on in the district. Cheryl welcomed new HR Specialist Kandy Seldin, Olympia Library Manager Morgan Sohl, and IT Manager Josh Jordan to TRL. Cheryl reported that the Mountain View Library Manager interview and meet the candidate forum is November 6 at the Mountain View Library. She recognized the Shelton staff for their impressive work on a regional hiring event and its importance as a recent mill closure has left hundreds needing resume and job searching assistance. Cheryl asked the Board to look at the draft van wrap concept designed by TRL graphic designer Sarah Kellington. She stated that the first wrap should be in place before the end of this year. Other items to share is the availability of bus passes in the Grays Harbor libraries in partnership with the Grays Harbor Transit on November 2, and an ad in the Washington Center for Performing Arts schedule that highlights our downloadable services.

9. Financial Report – Rick Homchick presented the financial report.

10. Voucher Report – Rick Homchick presented the voucher statements.

11. Consent Agenda - Motion for approval.

15-54 – EMMETT O’CONNELL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE SEPTEMBER 23, 2015 BOARD MEETING; OCTOBER SURPLUS LIST; PAYROLL VOUCHERS #58645 THROUGH #58669 IN THE AMOUNT OF \$1,238,746.26; OTHER VOUCHERS #23113 THROUGH #23385 IN THE AMOUNT OF \$611,652.29. BOB HALL SECONDED. MOTION PASSED UNANIMOUSLY.

Break – At 7:35 p.m., President Blanton called for a 10 minute break.

At 7:45 p.m., President Blanton called the meeting back to order and Director Heywood asked to respond to the public comment from the Morton Friends which President Blanton approved.

Cheryl clarified that when TRL was working with the City of Morton and the Morton School District in 2013, TRL had allocated money in the budget for staffing. As those plans did not happen, a kiosk was put in place at Centralia

College East for the residents of Morton. She noted that there has been no further requests from the City of Morton for a full-service library and TRL has not allocated money in the 2016 budget for staff in Morton.

Trustee O'Connell shared that at the October Facilities Committee meeting there was a lengthy discussion about possibly changing the current Service Point Analysis (SPA) to include alternative services. This would be used when a service point does not meet the criteria for a full service library. Cheryl also shared that staff is working on a report that would include outreach visits, programming, and other services currently provided at the Morton kiosk. She is waiting for staffing levels to be complete before the data can be reviewed. She then addressed the Morton Friends, noting that we are in the process of reviewing budget requests for 2016, but any request for a library would have to come from the City of Morton as it is their responsibility to provide the space for a library. Her last communication with the Morton City Council was that they had voted to not provide a building for a library.

13. New Business – None.

14. Unfinished Business

- a. Preliminary Budget Approval – Rick Homchick presented the preliminary 2016 budget for review and comment. With no comments, the following motion was made.

15 – 55 – BOB HALL MADE A MOTION TO APPROVE RESOLUTION 15-010 ADOPTING THE 2016 PRELIMINARY BUDGET AND CERTIFYING TO THE COUNTY LEGISLATIVE AUTHORITIES ESTIMATES OF THE AMOUNTS TO BE RAISED BY TAXATION. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Staff Survey Review and Discussion – Trustee Hardy opened the discussion by reviewing why the Board does an annual staff survey. He noted that it is part of the Library Directors evaluation and assists the Board with knowing if her efforts have been effective, how employees view their conditions of work, and to assess overall performance. It also gives the Trustees an overall picture of key issues, concerns, and areas that need improvement. They know that is it a rough instrument to use, and they try to choose questions that will help identify how the Library is doing.

Trustee Hall spoke about how the survey does raise areas they need to explore further such as the Library Staffing Model and how it is working. Trustee Hall noted that he did like to see that the comments on the Union/Management relationship have improved. Trustee Varness thought more people seemed happy in general but especially happy at the local library level. She did note that there still seems to be a disconnect between the Service Center and the libraries. Trustee Connolly suggested that the Board look at the data portion as well as the comments in an effort to measure how to turn it into true data. She also felt that overall the survey was positive and overall things look pretty good.

15. Committee Reports

- a. Policy Committee – Rebecca Connolly reviewed two policies with the Board.
 - i. Lost and Found Policy – Updated and added disposition of lost and found property and timeframes for disposal. It was noted that the procedure will provide detail.

15 – 56 – BOB HALL MADE A MOTION TO APPROVE THE LOST AND FOUND POLICY AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- ii. Capital Assets – New policy that was requested by the Auditors and covers inventory procedures, small and attractive assets, and internal controls.

15 – 57 – BOB HALL MADE A MOTION TO APPROVE THE CAPITAL ASSETS POLICY AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Facilities Committee – Corby Varness
 - i. Amanda Park Update – A report was presented that shows that outreach efforts are bringing a jump in statistics for Amanda Park. This is a testament to staff reaching out to the community and additional programming. Cheryl shared that TRL has or will submit numerous grant applications to local and federal entities to help support the repairs and ramp project for the Amanda Park library.

- ii. Tumwater Interlocal Agreement - Administrative staff met with John Doan, Tumwater City Manager to discuss minor revisions for clarification purposes. Cheryl noted that the City wanted more specifics in the agreement and this does not usurp the annexation agreement but supplements it. Both entities have had their legal counsel review the changes. She noted that there are no changes to what we are currently doing.

15 – 58 – BOB HALL MADE A MOTION TO AUTHORIZE THE AGREEMENT BETWEEN THE CITY OF TUMWATER AND THE TIMBERLAND REGIONAL LIBRARY FOR BUILDING OPERATIONS AND LIBRARY SERVICES AND DELEGATE TO THE LIBRARY DIRECTOR THE AUTHORITY TO EXECUTE AND DELIVER THE AGREEMENT. REBECCA CONNOLLY SECONDED. MOTION PASSED UNANIMOUSLY.

- iii. Youth Refresh Project Update – Cheryl shared that a large order has been placed for new interactive and interchangeable toys and learning items. Since the order was done at one time, we were able to save \$16,000 to the overall price. The great thing about these items are that the libraries will be able to share items which will keep things fresh for children. This is a very exciting project as it is going to revitalize the youth areas in our libraries.
- iv. 2016 Facilities Project Priorities – Bill Wilson provided a document that outlined the priority facility projects for 2016. He noted that this is an overview of what we are doing and how we make our decisions.
- v. Grays Harbor Transit Bus Pass Pilot Update – Soft opening on November 2. Publicity has been done including posters in the libraries, an article in the TRL newsletter, our poster in The Daily World, and a news release announcing the availability of the bus passes at the libraries.
- vi. Grays Harbor Levy Buy Back Update – Trustee Varness noted that after reviewing the possible levy buy back situation with a subject matter expert, Attorney Brian Snure, there will be no impact to TRL.

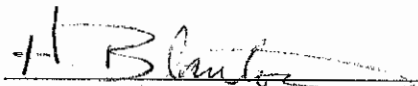
16. Final Board Comments –Trustee King shared how much she enjoyed hearing the authors speak at the Timberland Writes Together event at the Washington Center. It was a great evening and really fun. The authors were so generous with the audience and it made the stories come to life. Trustee Hardy stated that he is grateful for the impact of libraries and noted that a lot of people don't know what we are about and would like to see current data on what they think of us. Director Heywood noted that this is something that we are planning to do in the first quarter of 2016. Trustee Varness expressed her frustration that people don't know what we do and wondered how we get the message out to people. Trustee Hall again shared how much of a fan he is of our Mango database. He used it recently for an exchange student from Brazil. President Blanton praised the work done on the policies. He has seen how much work goes into them and recognizes that policies keep the TRL system working well. He also noted that Packwood staff member Chloe Renne-Freitas has announced her retirement and he will be sad to see her go.

17. Future Agenda Items – Trustee O'Connell asked to talk about adding a Finance Committee which would work on items throughout the year and would replace the twice a year Budget Committee. It was noted that this would be discussed in December when the Board talks about the 2016 committee assignments. There was also a reminder that reports are due in January on Open Hours and the Library Staffing Model in February.

18. Executive Session – At 8:59 p.m., President Blanton called for an Executive Session that would last approximately 30 minutes.

At 9:30 p.m., President Blanton announced to the audience that the Board would need an additional 15 minutes.

19. Adjournment – At 9:39 p.m., President Blanton notified the audience that the Board had completed their discussion and called the meeting back to order. At 9:40 p.m., with no further business, President Blanton adjourned the meeting.


Hal Blanton, President


Cheryl Heywood, Secretary