

Timberland Regional
LIBRARY 

BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd. SW
Tumwater, WA 98501
Wednesday, March 22, 2017
5:30 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Rebecca Connolly, Bob Hall, Stephen Hardy, Corby Varness, Joe Wheeler

BOARD MEMBERS EXCUSED: Brian Zylstra

STAFF PRESENT: Cheryl Heywood, Kristine Tardiff, Eric Lowell, Ryan Williams, Walter Bracy, Kim Storbeck, Alice Goudeaux, Kendra Jones, Brenda Lane; recorder

President Stephen Hardy welcomed everyone to Tumwater and called the Regular Board meeting to order at 5:32 pm.

AGENDA ITEMS

1. Joe Wheeler led the pledge of allegiance.
2. Welcome and self-introductions.
3. Approval of Agenda.

17-11 – REBECCA CONNOLLY MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – None
5. Public Comments – None

6. Board Comments – Trustee Varness shared that she talked with Joe Myer, Greater Grays Harbor, who is interested in speaking with Cheryl regarding library resources and other information. Trustee Blanton gave kudos to the small library branches that provide excellent service to our remote areas. He noted that he is always impressed by the amount of work they do and the difference they make in the lives of so many people. Trustee Wheeler shared that this is his first meeting and he is excited to be part of the board as he loves the library.

7. Director’s Report - Cheryl Heywood

Cheryl highlighted the following items in her report.

- Met with new trustee Joe Wheeler and reviewed finances, strategic plan, and Board of Trustee responsibilities.
- Congratulated Elma Library Manager Sarah Ogden who has been hired as the District Manager for User Experience, Innovation and Special Projects. Sarah will start her new position on 4/17.
- Congratulated Tumwater/Tenino Library Manager Donna Feddern who will start her new position as the Library Manager at Shelton and Hoodspoint on 4/3.
- Congratulated the graduates of the 2017 Leadership Development Program. Next program will begin in January 2018 and is open to all staff.
- The Library Card Art Contest winner’s library cards were shared and will be available until gone in all branches.
- She will be on vacation April 3-7.

a. Department Reports – There was a comment that it was very exciting to read about the internet upgrades at Mountain View and Packwood that will provide faster service.

8. Financial and Voucher Report – Eric presented the financial report and expense and payroll vouchers for review and approval.

9. Consent Agenda - Motion for approval.

17-12 -- REBECCA CONNOLLY MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE FEBRUARY 22, 2017 BOARD MEETING; PAYROLL VOUCHERS #58986 THROUGH #59031 IN THE AMOUNT OF \$243,260.31 AND DIRECT DEPOSIT ACH IN THE

AMOUNT OF \$683,554.49 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$243,260.31 FOR A GRAND TOTAL OF \$1,489,443.84; EXPENSE VOUCHERS #27740 THROUGH #28043 IN THE AMOUNT OF \$510,793.00. HAL BLANTON SECONDED. MOTION PASSED UNANIMOUSLY.

10. Unfinished Business

- a. Rochester Kiosk MOU – Cheryl asked for authority to negotiate a memorandum of understanding with the Rochester School District.

17-13 – REBECCA CONNOLLY MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE AND EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN THE ROCHESTER SCHOOL DISTRICT AND TIMBERLAND REGIONAL LIBRARY. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Metrics Priorities Discussion – President Hardy reviewed the recommendation last month which was to have further discussion. Cheryl noted that Josh has been working on Pharos installation in all the libraries and will have more time in the coming months to review surveys and analysis options. Her recommendation is to revisit the topic in late summer.

11. . New Business

- a. 2017 Action Plan - Cheryl had presented the 2017 Action Plan at the last meeting and asked for comments or questions. Trustee Varness asked about the term “thin client” in the Computer Services area and as Josh is not in attendance due to illness, Cheryl will ask him to address the question in his department report. Cheryl highlighted that on page 25, the Make Believe Map, has been completed and is at the printers. This was something that began many years ago with Ellen Duffy and will be sent to the branches to display and share with patrons. Cheryl also noted that LG is working on standardization on numerous items in facilities such as contracts, custodial, and landscaping. Trustee Connolly noted that the metrics we are developing can use these outcomes for action items for 2018.
- b. 2017 Committee Assignments - President Hardy noted that Trustee Wheeler needs to be assigned to a committee. As Trustee Connolly

is leaving the Board, it has been suggested that Trustee Wheeler serve on the Facilities Committee. Trustee Varness shared her enthusiasm for the committee and agrees that this committee is a good place to learn about what is happening at TRL.

17 – 014 - BOB HALL MADE A MOTION TO APPROVE THE AMENDED COMMITTEE LIST ASSIGNMENTS AS PRESENTED. CORBY VARNESS SECONDED. MOTION APPROVED UNANIMOUSLY.

- c. Approval of Legal Counsel Contract – Cheryl presented the contract for legal services with Craig Hanson noting the rate increase. Members agreed that the long-term relationship and institutional knowledge was important and agreed with approval.

17-15 – CORBY VARNESS MADE A MOTION TO APPROVE THE 2017 CONTRACT FOR LEGAL SERVICES WITH CRAIG HANSON FOR \$2,000.00 PER MONTH AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

12. Committee Reports –

- a. Policy Committee – Hal Blanton noted that the following policies were reviewed and recommended for the Board’s approval.
 - i. Capital Assets – Minor changes for compliance and what the standard is for the Auditors office and recommend a 10-year review date.

17-16 – HAL BLANTON MADE A MOTION TO APPROVE THE CAPITAL ASSETS POLICY AS PRESENTED. CORBY VARNESS SECONDED. MOTION APPROVED UNANIMOUSLY.

- ii. Dress and Appearance – no changes. Recommend 8-year review.

17-17 – HAL BLANTON MADE A MOTION TO APPROVE THE DRESS AND APPEARANCE POLICY AS PRESENTED. REBECCA CONNOLLY SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. Health, Safety and Wellness – Minor change to delete Human Resource Manager and change to Facilities Manager and recommend 8-year review date.

17-18 – HAL BLANTON MADE A MOTION TO APPROVE THE HEALTH, SAFETY AND WELLNESS POLICY AS PRESENTED. REBECCA CONNOLLY SECONDED. MOTION APPROVED UNANIMOUSLY.

- iv. Meals and Breaks – Clarification of RCW and recommend a 10-year review date.

17-19 – HAL BLANTON MADE A MOTION TO APPROVE THE MEALS AND BREAKS POLICY AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

- v. Non-Retaliation - No changes. Due for review. Recommend 8-year review date.

17-20 – HAL BLANTON MADE A MOTION TO APPROVE THE NON-RETALIATION POLICY AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

- vi. Hiring Washington DRS Retirees – Recommend to abolish the policy and follow current Washington state law.

17 -021 – HAL BLANTON MADE A MOTION TO ABOLISH THE HIRING WASHINGTON DRS RETIREES POLICY AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

- vii. Social Media - Complete re-do. 1-year review date in order to see how it is working.

17 -022 – HAL BLANTON MADE A MOTION TO APPROVE THE SOCIAL MEDIA POLICY AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

13. Final Board Comments -- Trustee Connolly thanked the Board and wished everyone good luck as this is her last meeting. Trustee Varness thanked Rebecca for her work on the Board and her attention to detail -- she will be missed. Trustee Blanton also shared that he too will miss Rebecca and her self-

proclaimed "nerdiness". Trustee Hall reminded everyone that there is still a question about the city of South Bend and the library building and Cheryl noted that we are working on a meeting with the city. Trustee Wheeler stated that he is glad to be here. President Hardy shared that he always sees the value in being a servant of the public and he appreciates everyone's commitment to the library.

14. Future Agenda Items – None.

15. Executive Session – There was no call for Executive Session.

16. Adjournment – At 6:58 p.m., with no further business, President Hardy adjourned the meeting.


Stephen Hardy, President


Cheryl Heywood, Secretary