



BOARD OF TRUSTEES MEETING

Shelton Timberland Library

710 Alder Street

Shelton, WA 98584

Wednesday, July 26, 2017

5:30 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Bob Hall, Jenna Noll, Joe Wheeler

BOARD MEMBERS EXCUSED: Stephen Hardy, Corby Varness, Brian Zylstra

STAFF PRESENT: Cheryl Heywood, Eric Lowell, Jeff Kleingartner, Walter Bracy, Josh Jordan, LG Nelson, Donna Feddern, Brenda Lane; recorder

Past President Hal Blanton welcomed everyone to Shelton and called the Regular Board meeting to order at 5:30 pm.

AGENDA ITEMS

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

17-34 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. JOE WHEELER SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – Cheryl shared that she forwarded to the Board a letter from Suzanne Cofer of Lacey and her concern with the lack of capital facilities planning for additional services in Lacey.

5. Public Comments – Amy Davis, Shelton Library Board, addressed the Board and expressed her concerns with the condition of the Shelton Library building. The Board thanked her for her comments and noted that the Library Director will schedule a meeting with the Shelton Library Board.
6. Board Comments – Trustee Wheeler shared that he had also spoken to Ms. Cofer regarding the capital planning for the district and the city of Lacey. He shared that he is interested in exploring the needs of the Lacey community and all of Thurston County as well. He noted that TRL is currently working on a 10-20 year facilities plan and he will bring Ms. Cofer's concerns to the Facilities Committee that meets before the next Board meeting in August.
7. Focus on the Mason County Libraries – No comments
8. Director's Report - Cheryl Heywood
  - a. Cheryl highlighted the following items in her report:
    - All Staff Training Day is September 14. Cheryl asked the Board to RSVP to Brenda if planning to attend.
    - Working with the City of Tenino on updating the interlocal agreement.
    - A summary of the Organizational Survey conducted by Dr. Sol Uwadiale, of the Trafton Group was presented to the Admin. Team at a retreat at the end of June. She noted that Admin. Team is reviewing the recommendations from Dr. Uwadiale and will provide the results of the survey and the response of how Administration will address the survey.
    - Announced that MDK Construction was awarded the contract for the Centralia Library Youth area remodel.
    - Presented the 6-month Director report of meetings, presentations, and Library visits.
    - On vacation, July 28-August 15. Kristine Tardiff will be in charge of the district.
  - b. Department Reports – No comments or questions.
9. Financial and Voucher Report – Eric presented the financial report and expense and payroll vouchers for review and approval.
10. Consent Agenda - Motion for approval.

17-35 – JOE WHEELER MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE JUNE 21, 2017 BOARD MEETING; PAYROLL VOUCHERS #59094 THROUGH #59110 IN THE AMOUNT OF \$398,890.96 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$679,772.29 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$238,586.86 FOR A GRAND TOTAL OF \$1,287,250.11; EXPENSE VOUCHERS #28932 THROUGH #29168 IN THE AMOUNT OF \$464,170.59. BOB HALL SECONDED. MOTION PASSED UNANIMOUSLY.

11. Unfinished Business - Cheryl Heywood

a. 2017 Action Plan – Jan-June – Cheryl presented the 2017 Action Plan which includes our accomplishments from Jan-June. She asked the Board to read the report and bring any items or comments to the August Board meeting.

12. New Business – Cheryl Heywood

a. Approval to Sign and Execute MOU for business office software

Cheryl shared that the request for proposal is ready to be sent out and asked for authority to sign and execute the RFP. She noted that once proposals are received and reviewed, the final decision to authorize the contract will come back to the Board for approval.

17-36 – BOB HALL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN AND EXECUTE THE RFP FOR BUSINESS OFFICE SOFTWARE. JOE WHEELER SECONDED. MOTION APPROVED UNANIMOUSLY.

b. Staff Survey – Cheryl noted that it is the time of year that we start working on the staff survey and asked the Board to appoint an ad hoc committee. After a brief discussion, it was decided that Trustee's Hardy, Varness, and Wheeler will serve on the committee.

13. Committee Reports – Hal Blanton

a. Policy Committee – Hal noted that the Policy Committee met and discussed the following policies. He noted that edits were minor, review dates were pushed out to 5-8 years depending on the

recommendation from staff, and tracked and final versions are posted for review and comparison.

i. Animals in the Library – Review date 5 years

17-37 – BOB HALL MADE A MOTION TO APPROVE THE ANIMALS IN THE LIBRARY POLICY AS PRESENTED. JENNA NOLL SECONDED. MOTION APPROVED UNANIMOUSLY.

ii. Employee Use of TRL Equipment and Resources – Review date 5 years

17 – 38 – BOB HALL MADE A MOTION TO APPROVE THE USE OF TRL EQUIPMENT AND RESOURCES POLICY AS PRESENTED. JENNA NOLL SECONDED. MOTION APPROVED UNANIMOUSLY.

iii. Reference Check - Review date 8 years

17-39 – BOB HALL MADE A MOTION TO APPROVE THE REFERENCE CHECK POLICY AS PRESENTED. JOE WHEELER SECONDED. MOTION APPROVED UNANIMOUSLY.

iv. Signatory Authority – Review date 5 years

17-40 – BOB HALL MADE A MOTION TO APPROVE THE SIGNATORY AUTHORITY POLICY AS PRESENTED. JENNA NOLL SECONDED. MOTION APPROVED UNANIMOUSLY.

13. Final Board Comments – Trustee Wheeler welcomed Jenna to the Board and her first meeting, noting that we now have a full board. Trustee Blanton noted that there have been some great programs at the libraries for summer. He noted that at Packwood the tie-dye program and Jeff Evans have been especially fantastic and well attended.

14. Future Agenda Items - None

15. Executive Session – At 6:08 p.m., Past President Blanton called for Executive Session pursuant to RCW 42.30.110(i) to discuss potential litigation with legal counsel, noting discussion should take approximately 20 minutes.

At 6:28 p.m., Past President Blanton called the meeting back to order.

16. Adjournment –At 6:29 p.m., with no further business, Past President Blanton adjourned the meeting.

  
Stephen Hardy, President

  
Cheryl Heywood, Secretary