

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
South Bend Timberland Library, First and Pacific, South Bend, WA 98586-0368

October 26, 2005

MINUTES

BOARD MEMBERS PRESENT: Edna Fund, President; John Braun; Peggy Meyer; Dick Nichols; Pat Shults-Runge; Jo-Ann Andrews (via teleconference); Gene Weaver (via teleconference)

STAFF PRESENT: Corene Aiken; Bette Anderson; Tracie Clawson; Judy Covell; Gwen Culp; Ellen Duffy; Alex Duncan; Norton Grant; Susan Hanson; Corene Jones-Litteer; Ivar Matheson; Rita Mueller; Emily Popovich; Jodi Reng; Tina Roose; JoAnn Rucker; Cherie Rusk; Sandra Sebbas; Bob Stalder; Diann Stewart; Valerie Talbert; Mary Thornton; Mike Wessells; Art Wuerth; Michelle Zilli

GUESTS PRESENT: Andrew Carlson; Jean Shadys; Vicky Young

The Board met in a workshop to review the 2006 budget, beginning at 6:05 p.m. Mr. Wuerth presented the preliminary budget dated October 26, 2005. A copy is attached to the original of these minutes. The Budget Workshop ended at 6:50 p.m. and President Fund called the regular meeting to order at 7:10 p.m.

AGENDA ITEM

NO.

1 Mr. Nichols led the Pledge of Allegiance.

2 Introductions were made.

3 Approval of Agenda

05-42 PAT SHULTS-RUNGE MOVED TO APPROVE THE AGENDA AS PRESENTED;
PEGGY MEYER SECONDED THE MOTION. MOTION CARRIED
UNANIMOUSLY.

4 Focus on Local Library

Ms. Rucker, community library supervisor at South Bend, welcomed the Board to the South Bend Timberland library. She presented a brief history of South Bend, and of the library. The present library was built in 1913, and is a Carnegie building. At this time, South Bend is fundraising for the purpose of installing a lift, so that access to the library is easily available for all. With the help of a local church and a grant from the USDA, South Bend is well on the way to achieving their goal.

5 Correspondence/Public/Board Comments

A. Public Comments

There were no public comments.

B. Board Comments

Ms. Meyer commented on the Timberland Reads Together event that was held at the Shelton Timberland library on Monday, October 24, by the Book-it Repertory theatre group. They will have two more events, Thursday, October 27, 2005, at the Hoquiam library, and Friday, October 28, 2005, at the Lacey library. Ms. Meyer encouraged everyone to attend those events.

6 Director's Report

A Public Services – September 2005 Statistics/Service Stories

Ms. Roose reviewed the 2005 statistics and service stories, making note of stories from Elma, Olympia and Salkum.

B Financial Reports

Mr. Wuerth presented the financial report.

C Void warrants

Mr. Wuerth presented background on a resolution that will be voted on in the consent agenda. The resolution will cancel warrants not presented within one year of the date of their issue.

7 Voucher report

Mr. Wuerth reported on several vouchers.

8 Consent Agenda

05-43 PEGGY MEYER MOVED TO APPROVE THE CONSENT AGENDA, (SEPTEMBER 28, 2005 MEETING MINUTES; PAYROLL VOUCHERS #41626 – #41856 FOR SEPTEMBER 2005 IN THE AMOUNT OF \$895,087.34; OTHER VOUCHERS #80694 - #81003 FOR SEPTEMBER 2005 IN THE AMOUNT OF \$602,629.71); JOHN BRAUN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

9 Unfinished Business

Ms. Reng discussed the mandate by the Board to conduct an organizational analysis. She then reviewed her recommendations (copy attached to these minutes).

05-44 DICK NICHOLS MOVED THAT THE TIMBERLAND BOARD ACCEPT THE ORGANIZATIONAL ANALYSIS STUDY AS COMPLETED BY SHARON HAMMER AND ASSOCIATES AND PRESENTED TO THE BOARD ON OCTOBER 20, 2005, AND FURTHER THAT THE STRUCTURE PRESENTED IN THAT DOCUMENT BE ADOPTED BY THE BOARD OF TRUSTEES WITH THE EXCEPTIONS AS RECOMMENDED BY THE DIRECTOR. JO-ANN ANDREWS SECONDED THE MOTION.

Discussion and clarification of questions followed.

- 05-44 PEGGY MEYER MOVED THAT THE ORGANIZATIONAL CHART BE AMENDED TO INCLUDE ANOTHER MANAGER OF PATRON SERVICES, IN ADDITION TO THE MANAGER ALREADY THERE, EACH RESPONSIBLE FOR HALF OF THE LIBRARIES, WITH THE ADULT SERVICES COORDINATOR REPORTING TO ONE, AND THE YOUTH SERVICES COORDINATOR REPORTING TO THE OTHER. PAT SHULTS-RUNGE SECONDED.

Discussion and clarification of the Manager of Patron Services position followed. Ms. Andrews called for a roll call vote on the amendment presented by Ms. Meyer.

The vote on motion 05-44 was as follows:

PEGGY MEYER VOTED IN FAVOR OF THE MOTION; JO-ANN ANDREWS, JOHN BRAUN, EDNA FUND, DICK NICHOLS, PAT SHULTS-RUNGE AND GENE WEAVER VOTED AGAINST THE MOTION. THE MOTION FAILED.

Ms. Andrews called for a roll call vote on the motion presented by Mr. Nichols.

The vote on motion 05-43 was as follows:

JO-ANN ANDREWS, JOHN BRAUN, EDNA FUND, DICK NICHOLS, PAT SHULTS-RUNGE AND GENE WEAVER VOTED IN FAVOR OF THE MOTION. PEGGY MEYER VOTED AGAINST THE MOTION. THE MOTION PASSED.

10 New Business

A. Director Evaluation Staff survey

Ms. Reng presented the Board with her suggestions for questions to be on the director evaluation survey that will be handed out to staff. The Board will review the questions. The evaluation will be sent out mid November.

11 Reports to the Board

A. Policy Review Committee

Ms. Meyer reviewed a copy of the Major Gift Solicitation Policy. It was suggested that it be sent back to the Policy Committee for rewording. The policy was tabled.

B. Facilities Committee Report

The Facilities committee will be meeting on November 9th, 10 a.m., at the Service Center.

C. Regional Planning Councils

i. Thurston Regional Planning Council

Mr. Nichols stated that the Thurston Regional Planning Council had not met since the last board meeting.

ii. Grays Harbor Council of Governments

It was reported the Weyerhaeuser plant will be closing. 352 people will be laid off.

D. Budget Committee Report

The workshop previous to the meeting covered the budget report.

E. Foundation planning

Mr. Nichols stated that the event at the Capital Rotunda was wonderful and very well planned.

F. Focus of the Month.

Ms. Hanson presented the Focus of the Month: TRL's Adult Programs – Timberland Reads Together, Inquiring Mind and the next District-wide event, Adult Winter Reading. Also presented was the Oxford English Dictionary (OED) and a reading suggestion *The professor and the madman: a tale of murder, insanity, and the making of the Oxford English dictionary* by Simon Winchester.

Action items from this evening's meeting:

The Major Gift Solicitation policy will be reworded and presented for action at the November Board meeting.

A date will be set in December for the Board to meet for the Director's evaluation.

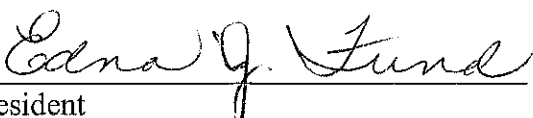
Action items carried forward:

Director will complete a financial and organizational review by December 2005 per the "Direction to Executive Director From the Board of Trustees December 2004."

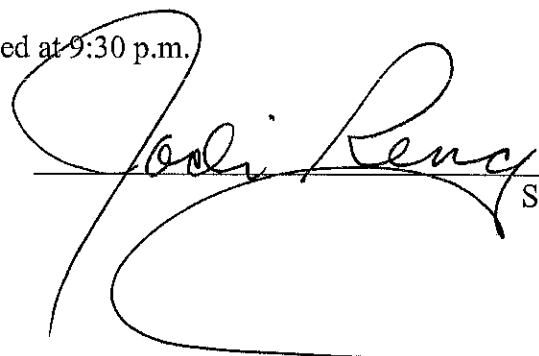
Trustees will be prepared to answer the question "What have you done for your library?" at the next meeting.

President Fund called for an Executive Session at 9:15 p.m. pursuant to RCW 42.30.110(b) to discuss labor negotiations. The Executive Session ended at 9:30 p.m.

There was no further business and the meeting adjourned at 9:30 p.m.



President



Secretary