

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
William G. Reed Public Library  
710 W. Alder Street, Shelton, WA 98584-2571  
Wednesday, March 28, 2007

MINUTES

BOARD MEMBERS PRESENT: John Braun, Jo-Ann Andrews, Edna Fund, Judy Weaver, Peggy Johnson, Dick Nichols, and Bob Hall.

STAFF PRESENT: Jodi Reng, Mike Crose, Sally Nash, Susan Hanson, Gwen Culp, Mike Wessells, Rich Park, Tim Mallory, Victoria Wortberg, Victoria Rexford, Roseanne Thompson, Nancy Triplett, Pat Chupa, Judy Anderson, Patty Ayala Ross, Marian Thompson.

GUESTS PRESENT: Craig Hanson, Elspeth Pope, Ben Trowbridge, Betty Bergman, Pat Carrolls.

President John Braun called the meeting to order at 7:00 p.m. and thanked everyone for coming to the meeting.

AGENDA ITEM:

1. Jo-Ann Andrews led the pledge of allegiance.
2. Self-introductions of all present were made.
3. Focus on the Local Library – Patty Ayala Ross welcomed everyone to Shelton and stated that the cookies for the break were from the local bakery, Olympia Bakery. Patty also had a message from Mayor Tarrant and County Commissioner Pannell who were unable to attend. Both the Mayor and Commissioner Pannell expressed their thanks for all that TRL does for this community. Both were sorry that they could not attend the dinner or meeting due to previous commitments. Ms. Ross then gave a brief PowerPoint presentation showing the history of the Shelton Timberland Library (William G. Reed Public Library), highlighting current programs and agencies that partner with the library.
4. Approval of agenda.  
07-09 MOTION BY DICK NICHOLS, SECONDED BY JO-ANN ANDREWS, TO APPROVE THE AGENDA. MOTION WAS UNANIMOUS.
5. Correspondence/Public/Board Comments

- a. Correspondence – none.
- b. Public comment - none.
- c. Board Comment – none.

6. Director's Report

Jodi Reng called attention to the Service Stories, especially the story from Salkum where a family had held a memorial service for their three year old daughter. It was another example of how important the library is to our communities.

- a. Legislative Update – Mike Crose stated that most of the bills that would affect libraries have died in committee or didn't pass from the house of origin but he would continue monitoring the rest of the legislative session. Jodi Reng mentioned that she, Edna Fund and Jan Walsh testified at one of the committee hearings against legislation allowing for a weighted vote by library trustees and that particular bill did not get out of the house of origin.
- b. Classification Study Update – Rich Park stated that all employees had received a copy of their job description and all job descriptions are posted on the intranet. In addition, the Classification Study and the Staff Association contract with the salary plan from the Classification Study has also been posted on the intranet. The Staff Association voted 119-6 to accept the contract with the salary plan becoming effective January 1, 2007. Rich Park and Mike Crose were commended for doing such a good job. Dick Nichols also commended Jodi Reng for her leadership of the organization that allowed this to come to fruition.
- c. PLA Symposium – Sally Nash gave a briefing on the PLA Symposium that she and several other TRL employees attended in San Jose from February 28 through March 3.
- d. Phone System Update – Gwen Culp explained the latest update to the TRL telephone system and the new capabilities we now have to free up staff to assist patrons in the library by having an automated phone system whereby a caller can quickly access the open hours of the library, as well as the address and directions to the library, or by following the vocal prompts, immediately be connected to Central Reference or speak to a staff person.
- e. Buildings Report – Mike Wessells reported that the Chehalis building plans were on schedule and construction should begin this year. Jodi Reng distributed a copy of a design concept for the new Chehalis Library. After discussion,

07-10 MOTION BY BOB HALL, SECONDED BY PEGGY JOHNSON, TO  
AUTHORIZE THE EXECUTIVE DIRECTOR TO SEND A LETTER TO THE CITY

OF CHEHALIS APPROVING THE DESIGN CONCEPT AS SHOWN ON THE DRAWING DISTRIBUTED AT THIS MEETING. MOTION WAS UNANIMOUS.

Victoria Wortberg distributed a Capital Campaign Statement of Activities for the period ending March 20, 2007 and briefly explained the current fund raising goals and timelines for obtaining grants. The Board requested that TRL be identified as a contributor by moving the funds set aside for the project to the Foundation. Mike Wessells agreed to work with the City of Chehalis to bring a request for release of funds.

- f. Community Report - Mike Wessells reported that he had attended a Friends library meeting in Oakville. They are still raising funds. However, Oakville is not ready to go forward at this time with a new building.

Mr. Wessells also reported on a meeting that he, Michael Crose and Jodi Reng had with the Chehalis Tribe. After discussion with the Tribe about the possibility of a kiosk for their library, we are waiting for a formal request to bring to the Facilities Committee.

Mr. Wessells also reported on the success of the first anniversary of the Rochester kiosk. Judy Weaver reported she not only was one of many people at the celebration, she is now also a volunteer at the Rochester kiosk.

Dick Nichols asked about the Literacy Network and any relationship TRL might have with that organization. Tim Mallory gave a brief update on the TRL literacy program and a possible grant that TRL had applied for. Mr. Mallory will update the Board at future meetings.

- g. Susan Hanson, had requested that item 12a be taken out of order because she had to leave the meeting. Susan informed the Board that she felt the TRL logos did not accurately represent our identity or mission. One is the trl. initials which she felt was very dated and the other was the evergreen tree with the sun in the background. She asked the Board to consider the development of a new graphic identity. The cost would not be prohibitive and would only be used as we printed new forms, etc. The communications staff would eagerly design some designs for the Board to review. After a lengthy discussion, it was determined that the Board would be willing to look at other designs but not necessarily change to a new design.

07-11 MOTION BY BOB HALL, SECONDED BY DICK NICHOLS, TO HAVE STAFF DESIGN A LOGO AND COME BACK TO THE BOARD FOR A VOTE. IT IS VERY IMPORTANT TO THE BOARD THAT THE CURRENT LOGO BE INCLUDED IN THE COMPETITION. ALL STAFF SHOULD BE POLLED ABOUT THE DESIGN. MOTION WAS UNANIMOUS.

Jodi Reng reminded the Board of the Friends and Board Forum at the Aberdeen Museum on April 28 from 9:30 to 3:00 with lunch provided.

7. Financial Report - Michael Crose presented the financial report, highlighting various expenses and revenues that have occurred during the normal course of business.
8. Voucher Report - Mr. Crose presented the voucher statements and declared that the voucher report showed the normal flow of business.
9. Consent Agenda  
07-12 PEGGY JOHNSON MOVED TO APPROVE THE CONSENT AGENDA; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
10. Unfinished Business.
  - a. Renewal of Personal Services Contract with TRL Attorney – after minimal discussion,

07-13 JO-ANN ANDREWS MOVED, SECONDED BY EDNA FUND, TO RENEW THE CONTRACT WITH CRAIG W. HANSON FOR LABOR RELATIONS, COLLECTIVE BARGAINING AND OTHER GENERAL LEGAL MATTERS EFFECTIVE APRIL 1, 2007 THROUGH MARCH 31, 2008, AND AUTHORIZE THE DIRECTOR TO SIGN THE CONTRACT. MOTION PASSED UNANIMOUSLY.

- b. Declaration of Additional Surplus Items - Jodi Reng stated that in cleaning out the storage annex, additional surplus items were found for the surplus sale on April 21, 2007 at the Service Center. Rather than have two lists, the additional items were added to the list presented at the last Board meeting.

07-14 MOTION BY PEGGY JOHNSON TO DECLARE THE ITEMS ON THE SURPLUS AND DEPROCESSED LIST SURPLUS ITEMS NO LONGER NEEDED BY TRL SO THAT A SURPLUS SALE COULD BE HELD ON APRIL 21, 2007. JO-ANN ANDREWS SECONDED THE MOTION WHICH PASSED UNANIMOUSLY. A COPY OF THE LIST TO BE ATTACHED TO THE MINUTES.

11. New Business
  - a. New Staff Association Contract - Rich Park reported that the Staff Association had voted on the new contract with the result 119 in favor and 6 opposed.

07-15 DICK NICHOLS MOVED THAT THE AGREEMENT BETWEEN TRL AND THE TRL STAFF ASSOCIATION FOR THE PERIOD 2007 THROUGH 2009 BE ADOPTED. JO-ANN ANDREWS SECONDED THE MOTION WHICH WAS PASSED UNANIMOUSLY.

12. Discussion Items

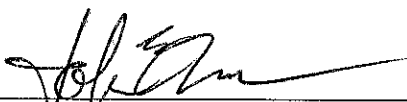
- a. Changes to the Strategic Plan – Jodi Reng stated that the changes the Board had made to the Strategic Plan were included in their packets and if there are no further changes by the Board, would become part of the Strategic Plan. Mr. Braun stated that no motion was necessary to incorporate the Board changes.

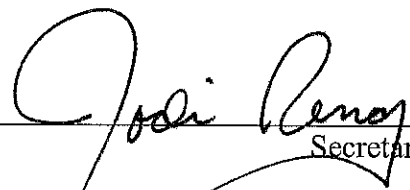
13. Board Committee Reports

- a. Policy Committee – Judy Weaver reported that the Policy Committee had reviewed three policies: Library Cards; Confidentiality of Library Records; and Friends of the Library. Because the Friends and Foundation had not had the opportunity to review the Friends of the Library policy, the Committee would not be bringing that policy forward at this time.  
After a brief discussion,

07-15 IT WAS MOVED BY EDNA FUND, SECONDED BY JUDY WEAVER, THAT THE LIBRARY CARD POLICY BE ADOPTED AND THAT THE CONFIDENTIALITY OF LIBRARY RECORDS ALSO BE ADOPTED WITH AN AMENDMENT TO PARAGRAPH C1 WHEREBY THE WORDS "SEEK TO" BE INSERTED BEFORE THE WORD "QUASH". MOTION WAS UNANIMOUS

There being no further business, the meeting adjourned at 9:18 p.m.

  
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President

  
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Secretary