

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Mountain View Timberland Library
210 Silverbrook Road, Randle, WA 98377-0340
Wednesday, September 19, 2007

MINUTES

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

BOARD MEMBER EXCUSED: Judy Weaver.

STAFF PRESENT: Jodi Reng, Michael Crose, Mike Wessells, Rich Park, Toni Costa, Mary Proffit, Virginia Squires, Elizabeth Squires, Corine Aiken and Marian Thompson.

GUESTS PRESENT: Wes Johnson and Board Attorney, Craig Hanson.

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

AGENDA ITEM

1. Jo-Ann Andrews led the pledge of allegiance.
2. Self-introductions of all present were made.
3. Approval of Agenda –
07-34 DICK NICHOLS MOVED TO ACCEPT THE AGENDA FOR THE MEETING AND JO-ANN ANDREWS SECONDED THE MOTION. MOTION APPROVED UNANIMOUSLY.
4. Focus on the Local Library – Mary Proffit gave a brief history of the library and the area it serves. She stated that the Mountain View Librarians are thankful that years ago the Board chose the name Mountain View rather than Broad Bottom which is the name of the valley the library is located in. Ms. Proffit also read Killen Creek Falls, a poem which describes the area written by Jeania Coleman, a local writer and personal friend.
5. Correspondence/Public/Board Comments
 - a. No Correspondence.
 - b. There was no public comment.

- c. Board Comment – Peggy Johnson commented that she really enjoys the newspaper clippings about TRL and all its programs in the five counties. After discussion it was decided that the articles will be scanned and e-mailed to the Trustees in the future.
6. Executive Director's Report
 - a. Jodi Reng reminded the Board that they had received her monthly progress report with their packets and she was available to answer any questions they might have.
 - b. Dick Nichols reminded those present that it is important to reduce the number of cars on the road and stated that federal mandates are such that the Thurston County Regional Planning Council is instituting a 35% single-occupant trip reduction program. In addition, the city of Tumwater is developing its own plan to get people out of cars and walking. Mr. Nichols suggested TRL could look into van pools among other ideas. Jodi Reng stated that TRL has been doing many things to aid in reducing traffic congestion including staggered work schedules, staff working four 10 hour days per week, some employees come early, others late. TRL has installed bike racks and several employees ride their bikes to work, and walking to work is encouraged. We are also checking to see if we can get a transit pass price reduction.
 - c. Toni Costa, Human Resources Specialist, stated that in April TRL's Health and Wellness Committee challenged employees to step up their activities to the next level and report the time spent outside of work exercising in some manner. Out of 400 employees, 129 signed up and to date have registered 541,466 minutes of exercise which amounts to 182 minutes per person per week of physical activity outside of work. One employee lost 50 pounds, others lowered their cholesterol. Prizes were awarded each week and the grand prize winner will be announced at All Staff Training Day. The prizes were made possible from a grant given by Washington Counties Insurance Funds. TRL Grays Harbor County employees had the highest participant level.
 - d. Service Stories – Ms. Reng suggested that the Board read the Service Stories at their leisure.
 - e. Buildings Report – Michael Crose stated that the new Chehalis building is proceeding on schedule and site work is almost finished.

Mr. Crose stated that the Ilwaco building remodel should go out to bid in January with work commencing in March 2008. A temporary site will be available on the first of November and Gwen Culp and Mr. Crose will continue working with the space planner. We will be in the temporary building for approximately one year.

Mr. Crose informed the Board that a former resident of Raymond who had fond memories of the libraries and wanted to do something in memory of her parents and gave TRL a cashier's check in the amount of \$20,000 which will be used to paint the Raymond Timberland Library next year.

A meeting is being scheduled with the City of Lacey officials on the possible new library site in Hawks Prairie.

The survey of Olympia residents concerning another library in Olympia has been completed according to Mr. Crose. The survey results have been presented to the Olympia Local Government Committee and now must go to the City Council to be placed on their 10 year Capital Improvement Projects list.

The construction firm of Christensen Construction has been chosen to build the new Chehalis Library and Mr. Crose stated that many major construction projects in Olympia were built by Christensen Construction. They have also handled remodeling projects at the Service Center. Mr. Crose also mentioned that he had received a call from the historical registry about the demolished Chehalis Library. In addition, Director's Council members met with the interior designers that were hired by the Smith family. On October 17, there will be a cornerstone laying for the new library with a celebration to follow.

Mr. Crose reported that he and Jodi met with John Thompson, property manager of the Yelm library. TRL has been invited to vacate the library site in five years. Mr. Crose also met with a developer who is building homes in Yelm and we believe they will donate a 2-acre site to Timberland. Discussions will continue. After a question from Jo-Ann Andrews, Mr. Crose stated that it will take approximately 16 – 20 employees to work at the new Hawks Prairie library at a cost of approximately \$1,250,000 a year including overhead.

- f. Community Reports – Mike Wessells stated that he and the Library Managers had invited many organizations to attend the Community Chats that will take place in October. Mr. Wessells stated that he was visiting all of the partnership sites and meeting with officials to ascertain what more is needed. He also stated that he had been working with the County Commissioner of Wahkiakum County but that gentleman has passed away. After the election, Mr. Wessells intends to meet with the new Commissioner on library service needs in Wahkiakum County. As far as Rainier and Morton are concerned, Mr. Wessells feels he needs to wait until after the Mayoral elections to pursue library needs in those locations.

Mr. Crose stated that if we are able to site the library in Yelm on the proposed new site, it would only be 4 miles from Rainier on a good thoroughfare.

Dick Nichols stated that if we could build the Oakville Library west toward Rochester, the Grand Mound area would only be four miles away. In addition, Mr. Nichols believes Tenino is going to grow rapidly in the next few years.

- g. Chehalis Capital Campaign – Dick Nichols presented the Chehalis Capital Campaign which indicates a possible endowment of funds left over after the building is finished. The Foundation office is applying for many grants in the next few months. At 4:30 p.m. on October 17, there will be a cornerstone laying and photo op for the Board and the celebration follows at 5:30 at the old Washington Hotel and all are invited.
- h. Other - Mike Wessells stated that a Tumwater Eagle Scout had selected as his project to put in a garden and sitting area outside the Tumwater Library.

The President called for an 10 minute break. Meeting came back to order at 8:14 p.m.

- 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. Mr. Crose commended Gwen Culp, Information Technology Manager, for her diligence in reviewing the voluminous e-bills.
- 9. Consent Agenda
07-35 PEGGY JOHNSON MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDES THE MINUTES OF THE AUGUST 22, 2007 BOARD MEETING, Payroll Vouchers #46010, #46035 through #46210 in the amount of \$1,095,245.10; and other Vouchers #87581 to #87851 in the amount of \$368,933.23); JO-ANN ANDREWS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 10. There was no Unfinished Business.
- 11. New Business – Modified Agreement with the City of Chehalis – Michael Crose explained that in order to be apply for \$500,000 from the Community Trade and Economic Development (CTED) that was included in the Governor’s Budget, CTED is requiring assurance that there will be a library in Chehalis for 10 years. After a short discussion,

07-36 EDNA FUND MOVED TO APPROVE THE AGREEMENT WITH THE CITY OF CHEHALIS AND JO-ANN ANDREWS SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.

12. Discussion Item – Security Update and Guidance - Jodi Reng stated that we have security guards at two libraries (Olympia and Aberdeen) and have problems at a few other libraries. In the Olympia area we have a private security guard and in Aberdeen, because we could not find a security guard, we have hired an off-duty police officer, to provide security. Because security is an expensive issue, it was suggested that a task force be formed including Jo-Ann Andrews, Dick Nichols, Jodi Reng, Michael Crose and Sally Nash to look at various security issues at TRL libraries. The task force will meet after the first of next year.

13. Board Reports –

a. Edna Fund reported that the Policy Committee has reviewed and approved two policies: Health, Safety and Wellness and Chemical Hazard Communication. After a brief discussion,

07-37 IT WAS MOVED BY EDNA FUND, SECONDED BY BOB HALL, THAT BOARD POLICY **6H345**, HEALTH, SAFETY AND WELLNESS, BE APPROVED. THE MOTION WAS UNANIMOUS.

07-38 IT WAS MOVED BY DICK NICHOLS, SECONDED BY BOB HALL, THAT BOARD POLICY **7C42**, CHEMICAL HAZARD COMMUNICATION, BE APPROVED WITH A CHANGE TO PARAGRAPH 3g TO READ “MSDS CHEMICAL LIST AS MAINTAINED BY THE ADMINISTRATIVE SERVICES MANAGER.” WITH THIS CHANGE, THE MOTION WAS PASSED UNANIMOUSLY.


b. Bob Hall stated that the budget information had been covered earlier by Michael Crose.

The President called for an Executive Session at 8:44.

The President called the meeting to order at 9:29 and there being no further business, the President adjourned the meeting at 9:30 p.m.



President



Secretary