

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Service Center, 415 Tumwater Blvd. SW, Tumwater, WA 98501-5799  
Wednesday, November 28, 2007

MINUTES

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

STAFF PRESENT: Jodi Reng, Michael Crose, Sally Nash, Gwen Culp, Jeff Kleingartner, Mike Wessells, Rich Park, Tim Mallory, Victoria Wortberg, Cheryl Heywood, Jinny Burns, Christine Peck, Mary Thornton, Kathleen Ringenberg, Barb Durney, John Ponsford, Jon Pitchford and Marian Thompson.

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

President John Braun welcomed everyone and then called the meeting to order at 7:15 p.m. following the Public Hearing on the Proposed 2008 Budget.

AGENDA ITEM

1. Jo-Ann Andrews led the pledge of allegiance.
2. Self-introductions of all present were made.
3. Approval of Agenda –  
07-43 DICK NICHOLS MOVED TO ACCEPT THE AGENDA FOR THE MEETING AND BOB HALL SECONDED THE MOTION. MOTION APPROVED UNANIMOUSLY.
4. Focus on the Computer Services Department – Gwen Culp introduced those members of her seven-member staff who were able to attend the meeting and described their duties for the various systems such as servers, PCs, printers, wi-fi, as well as the connection to the Intranet, Horizons library system, the entire phone system in the libraries, the system that sends out the hold notices, the cataloging system to check the collection through the Internet, the web filtering, purchasing and installing hardware and software on the staff and public computers as well as the door security system on the Service Center doors. In addition, the Events Calendar has recently been placed on line for the public and another version for staff training. Ms. Culp also explained that costs are coming down but two years from now, we may need to upgrade the network and we may be doing that piecemeal so the costs should be manageable.

## 5. Correspondence/Public/Board Comments

- a. There was no correspondence.
- b. There was no public comment.
- c. Board Comment - Bob Hall stated that he went to Westport when Mike Gregoire, the State First Gentleman, toured the library. He spent 45 minutes visiting. He was very interested in the library and seemed to enjoy himself. In addition, the First Gentleman stated that he was going to visit the Ilwaco Timberland Library on December 3.

Edna Fund stated Secretary of State Sam Reed visited the Chehalis library on Friday and read to the children .

## 6. Executive Director's Report

- a. Jodi Reng reminded the Board that they had received the final State audit report in their packets. Michael Crose stated this was Timberland's 14<sup>th</sup> audit (covering 28 years) without findings.
- b. Gwen Culp distributed a document explaining E-Rate. The 1996 program was set up to provide, among other things, low cost telecommunications for schools and libraries. It is a very involved, laborious and intense process but in 2007, E-rate actually saves TRL approximately \$250,000 (which is a 71% discount.)
- c. Service Stories – Dick Nichols stated that the story from Salkum about their Friends making a donation to the Chehalis Friends for their Building Fund really shows their understanding of a rural library system. The Board requested that staff continue sending the stories in because they are so uplifting.
- d. Buildings Report – Michael Crose stated that the Aberdeen annexation will be on the Aberdeen ballot on May 20, 2008. Our Communications department is working on a fact sheet to help get the information out. The City of Centralia is going to re-carpet the library in December. The library will be closed for a few weeks – the published re-opening date is January 2 but the library may have a soft opening before then. Edna Fund requested that staff consider opening Chehalis Library on Sundays and Mondays during the period of the closure in Centralia.

In Chehalis, the Notice to Proceed from the City of Chehalis has not been given to the general contractor but we think it will be issued shortly. Michael has requested a new project schedule but it appears that we have lost approximately two months in the construction schedule.

On the Ilwaco remodel, TRL will have their final comments in by December 12. The project is short by approximately \$700,000 but the city of Ilwaco is submitting an application for a CTED grant of \$500,000. After that, fund raising will begin in the local community to make up for any shortfall.

John Braun sent a letter to Lacey Mayor Virgil Clarkson. Lacey will acquire the site if the TRL Board approves the budget. Another meeting will be scheduled after the first of next year.

Mr. Crose and Gwen Culp met with the Mayor and City Administrator of Yelm on the proposed library site. The Yelm City Council will meet for a workshop and decide what will happen with the library.

- e. Mike Wessells stated that the focus of the Friends is on how to more effectively support the Friends as they support TRL. The Friends and Board Forum has been scheduled for April 26 at the Shelton Civic Center. They have secured a great speaker, Sally Gardner Reed, President of Friends USA.
- f. Chehalis Capital Campaign – Victoria Wortberg stated the Foundation is still working on fund raising. They are currently soliciting funds from the alumni of West High School. The capital campaign is also bringing more public awareness of the library and the Friends. The current I Love My Library program will also help. Ms. Wortberg also presented a brief summary of future programs scheduled by the Foundation for next year.

The President called for a 10 minute break during which Gwen Culp conducted a tour of the Computer Services Department. Meeting came back to order at 8:45 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.
- 9. Consent Agenda  
07-44 PEGGY JOHNSON MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDES THE MINUTES OF THE OCTOBER 24, 2007 BOARD MEETING, PAYROLL VOUCHERS #46376 THROUGH #46539 IN THE AMOUNT OF \$1,117,649.28; AND OTHER VOUCHERS #88212 TO #88580 IN THE AMOUNT OF \$698,335.56); JO-ANN JOHNSON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

10. Unfinished Business – Bob Hall brought a newspaper article to share with the Board concerning the gifts an Indian tribe has bestowed on certain community groups. He felt it supported the argument that the Nisqually Reservation may have money to pay for a kiosk rather than TRL paying for it and suggested that we continue our talks with the Nisqually with that possibility in mind. John Braun stated that the matter had been referred to staff for a report back at the next Facilities Committee on December 13.
11. New Business – No new business
12. Discussion Item –
  - a. Set Date and Location of the 2008 Board Meetings - After reviewing the list prepared by staff, it was suggested that the meeting to be held in Tenino should be September or at the latest October because of the concern with weather conditions later in the year. Also, the new Chehalis library may not be ready by September and Tenino could be the alternate site in that event.  
After discussion

07-45 MOTION BY DICK NICHOLS, SECONDED BY JO-ANN ANDREWS THAT THE DATES AND LOCATIONS OF THE 2008 BOARD MEETINGS BE AS PRESENTED WITH THE CHANGE IN THE MONTH OF THE TENINO MEETING AND THE NOVEMBER MEETING TO BE HELD AT THE SERVICE CENTER. MOTION CARRIED UNANIMOUSLY.

Dick Nichols requested that the date for the Executive Session to discuss the Executive Director's Performance Evaluation be changed from December 12 at 5 p.m. to December 13 at 5 p.m. Because December 13 is also the Facilities Committee, it was decided to change the time of that meeting to 3 p.m. and immediately follow that with the Executive Session.

[Consequently, Marian Thompson worked with the Board members to set Monday, December 17, at 3:00 p.m. for the Annual Evaluation of the Executive Director.]

- b. Nominating Committee – After discussion, it was determined that Judy Weaver has the most seniority of the trustees that have not served as an officer. John Braun said that he would contact Judy to see if she would be willing to serve as Vice President of the Board for 2008.
13. Board Reports –
  - a. Policy Committee –
    - i. Hiring Retirees – Edna Fund reported that the Policy Committee had approved Policy 6H61 entitled “Hiring Washington DRS Retirees”.

07-46 MOTION BY JO-ANN ANDREWS, SECONDED BY DICK NICHOLS TO ADOPT BOARD POLICY 6H61 ENTITLED "HIRING WASHINGTON DRS RETIREES". MOTION CARRIED UNANIMOUSLY

- ii. Unattended Children Policy – Peggy Johnson described Policy 3UN1 entitled "Unattended Children". After discussion, grammatical errors were corrected in paragraph 4.

07-47 MOTION BY DICK NICHOLS, SECONDED BY EDNA FUND, TO ADOPT BOARD POLICY 3UN1 ENTITLED "UNATTENDED CHILDREN" WITH CORRECTIONS TO PARAGRAPH 4. MOTION CARRIED UNANIMOUSLY.

- iii. Building Fund Policy – Edna Fund described Policy 7B86 entitled "Building Fund". Jo-Ann Andrews requested that in the future when a policy is brought back to the Board for consideration that there be a "red line/strike-out version" to make it easier to understand what has changed.

07-48 MOTION BY DICK NICHOLS, SECONDED BY PEGGY JOHNSON, TO ADOPT BOARD POLICY 7B86 ENTITLED "BUILDING FUND". MOTION CARRIED UNANIMOUSLY.

President John Braun stated that there was no need for an Executive Session. The meeting was adjourned at 9:26 p.m.

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President



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Secretary

