

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Service Center, 415 Tumwater Blvd. SW, Tumwater, WA 98501-5799  
Wednesday, February 27, 2008

MINUTES

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

BOARD MEMBERS EXCUSED: Dick Nichols.

STAFF PRESENT: Michael Crose, Sally Nash, Jeff Kleingartner, Mike Wessells, Rich Park, Ellen Duffy, Tim Mallory, Judy Covell, Gwen Culp, Kristin Blalack, Frank Flores, Dale Young, and Marian Thompson.

OTHERS PRESENT: Craig Hanson and Gudrun Aurand.

President Jo-Ann Andrews welcomed everyone and then called the meeting to order at 7:10 p.m. On behalf of the Board, Jo-Ann Andrews welcomed back Jodi Reng, Executive Director, who had been on medical leave.

AGENDA ITEM

1. Judy Weaver led the pledge of allegiance.
2. Self-introductions of all present were made.
3. Approval of Agenda –  
08-04 EDNA FUND MOVED TO ACCEPT THE AGENDA FOR THE MEETING AND JOHN BRAUN SECONDED THE MOTION. MOTION APPROVED UNANIMOUSLY.
4. Focus on the Courier Department – Frank Flores, Courier Supervisor, introduced Dale Young, Courier, and gave a brief summary of their job. The couriers start at 7 a.m. and usually return to the Service Center by 3 p.m. and then spend about 30 minutes unloading the boxes. The boxes weigh approximately 35# each but can be as heavy as 50# and each courier averages 300 boxes per day (Dale has the record of moving 725 boxes in one day). The couriers move approximately 10,500 boxes/367,000 pounds in one week. Service Center couriers drive on an average 800 mi. weekly/42,000 mi. annually. Pacific County courier drives on an average 650 mi. weekly/31,000 mi. annually. Shortest route is 78 miles: SC, TU, OL, LA, OL, TU, SC, TE, YE, LA, OL, SC. Longest route is 220 miles: SC, CH, WI, SA, MV, PA, SC.

## 5. Correspondence/Public/Board Comments

- a. Rich Park spoke on the TRL Wellness Program and stated that we had won a Silver Level Award from the Thurston County Chamber for the WorkWell Healthy Workplace Designation Program. Jodi Reng read a letter from the Thurston County Commissioners commending TRL for being designated a WorkWell Healthy Worksite.

Ms. Reng also read a letter she received from Janet Brown, Teacher Librarian at Komachin Middle School, commending Susan Person for a week of wonderful book talks for the school.

- b. Public Comment – No public comment.
- d. Board Comment – Judy Weaver commended the Press Release prepared by Leanne Ingle on North Mason's 10<sup>th</sup> anniversary celebrations. Edna Fund commended staff who have been helping flood victims throughout the District to get the information they need to start the recovery process.

## 6. Executive Director's Report

- a. Jodi Reng reminded the Board of several dates and programs that may be of interest to them.
- b. 40<sup>th</sup> Anniversary Plans – Jeff Kleingartner stated that the planning committee, consisting of staff of all five counties, would be meeting to start planning the actual celebration in December 2008 and all activities throughout the district leading up to that event as well as using the opportunity to remind residents what TRL does for them everyday. Edna Fund requested that Bill Lawrence be included in the celebration planning and that we start the celebration with the kick off of the new Chehalis library. Ms. Fund also suggested that historical research should be done on each library on how and when they started and then highlight one library each month.
- c. Service Stories – Ms. Reng suggested that the Board read the Service Stories at their leisure.
- d. 2007 Annual Statistics – Edna Fund pointed out some discrepancies in the Patron Count statistics that indicated possible errors. After discussion, Sally Nash stated that she would look into the matter and would get back to Ms. Fund.
- e. Buildings Report – Michael Crose informed the Board that the concrete has been poured in Chehalis. Although the project is a week behind at this point, the contractor feels he can easily make up the time if the weather

remains good. The Ilwaco temporary facility is working out fine and the library will be at that location for at least a year.

- f. Community Relations Report – Mike Wessells reminded the Board that his written Community Relations Report had been in their packets, as well as in their binders, and asked if anyone had questions. The Board commended Mike, and the other staff members, who have prepared their reports in advance for the Board review before the meeting and they liked seeing the list of community organizations that have had TRL representation at their meetings. Mr. Wessells also told the Board how Hillary Richrod had gone out of her way to keep the Boistfort patrons supplied with books during the flooding. Jo-Ann Andrews requested that a letter be prepared for her signature thanking Hillary for her efforts on behalf of TRL.
  - g. Legislative Update – Michael Crose informed the Board that there were two bills that were still moving along that would affect TRL if we go for a levy lid lift. The legislation requires full disclosure of the terms in the ballot language if an entity wants to go for a six year levy lid lift. If there is not full disclosure, the levy lid lift can only be for two years and would revert back to a much lower rate at the end of two years.
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  
08-05 JOHN BRAUN MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED THE MINUTES OF THE JANUARY 16, 2008 BOARD MEETING, PAYROLL VOUCHERS #46849 THROUGH #47004 IN THE AMOUNT OF \$1,181,254.18; AND OTHER VOUCHERS #89084 THROUGH #89419 IN THE AMOUNT OF \$809,598.56); EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- The President called for a 10 minute break. Meeting came back to order at 8:17 p.m.
10. Unfinished Business – none.
  11. New Business –
    - a. Agreement with Craig Hanson for Legal Services – Jodi Reng informed the Board that the agreement with Mr. Hanson would be brought forward on March 19 for action and that the matter was on this agenda for information

only purposes. Jo-Ann Andrews commended Mr. Hanson for his work with the District and stated that the Board appreciated his attendance at Board meetings.

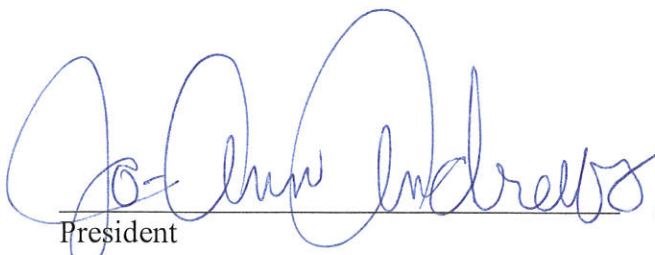
- b. Board Budget Workshop – Michael Crose stated that he would like the Budget Workshop to be divided into two 2-hour segments: Budget 101 (basics) and Budget 102 (projections for the next five years). After discussion, it was agreed that the Workshop would be conducted at the Service Center on Wednesday, May 21, from 10 until 2 p.m. with a light lunch being served. John Braun stated that the Board must have the projected 2009 Budget no later than the September Board Meeting.
- c. Declaration of Surplus Property – Ms. Reng stated that it is that time of year again when we sell surplus equipment. The date of the sale will be April 26. At the March 19, 2008 Board meeting, the Board will be asked to declare items and equipment as surplus to be sold. At this meeting, a partial list of computer equipment, which is approximately five years old, was given to the Board. A more complete list of surplus equipment will be forthcoming.

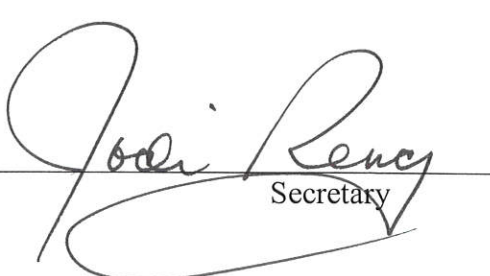
## 12. Committee Reports

- a. Facilities Committee – Michael Crose stated that a meeting will be held with Yelm soon. He will offer to have the Foundation provide information and tips on fund raising for a new library but the Foundation will not actually do fund raising for them. A meeting has been scheduled with South Puget Sound Community College to discuss the grant application that was not funded by the State. After that meeting, a meeting with the City of Olympia will be scheduled. At the next meeting of the Facilities Committee, staff will bring forth a policy on kiosks after the District's Attorney has reviewed it.

b. Policy Committee Report – The Policy Committee met and approved the Background Check policy (Policy 6B12). After discussion,  
08-06 MOTION BY EDNA FUND, SECONDED BY JUDY WEAVER, THE BACKGROUND CHECK POLICY (NUMBER 6B12) WAS UNANIMOUSLY APPROVED WITH THE DELETION OF THE SECOND SENTENCE OF PARAGRAPH 4C.

There being no further business, President Jo-Ann Andrews adjourned the meeting at 8:57 p.m.

  
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President

  
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Secretary