

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Centralia Timberland Library  
110 S. Silver Street, Centralia, WA 98531-4218  
Wednesday, February 25, 2009

MINUTES

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

STAFF PRESENT: Jodi Reng, Michael Crose, Sally Nash, Judy Covell, Gwen Culp, Jeff Kleingartner, Mike Wessells, Rich Park, Tim Mallory, Ryan Williams, Jaime Allwine, Corine Aiken, Jinny Burns, Kristin Blalack, Deborah Baker-Receniello, Susan Faubion, and Marian Thompson.

GUESTS PRESENT: Craig Hanson, Mayor Tim Browning, Jennifer Wright, Isaac Prevost, Mike Weigant, Lee Walking, Marquis Allen, Faye Wessells, and Gerald Suzawith.

President Judy Weaver welcomed everyone and then called the meeting to order at 7:00 p.m.

AGENDA ITEM

1. Bob Hall led the pledge of allegiance.
2. Self-introductions of all present were made.
3. Approval of Agenda –  
09-07 BOB HALL MOVED TO ACCEPT THE AGENDA FOR THE MEETING AND DICK NICHOLS SECONDED THE MOTION. MOTION APPROVED UNANIMOUSLY.
4. Focus on the Centralia Library – Jinny Burns introduced Centralia Mayor Tim Browning who welcomed everyone and provided a brief history of Centralia landmarks by playing Twenty Questions. Jinny Burns then gave a brief history of the Centralia Timberland Library.
5. Correspondence/Public/Board Comments
  - a. Jodi Reng read two letters which she received. The first one was from Janet Brown of the North Thurston Public Schools commending Raina Sedore and TRL for excellent library service to youths. The second letter was addressed to the Facilities Committee from Mayor Mitchell Smith of

Oakville to renew Oakville's request for continued partnership in the planning and construction of a new combined City Hall/Library. Ms. Reng stated that this request would be placed on the agenda for the next Facilities Committee meeting in April.

- b. Public Comment – None.
- c. Board Comment – Dick Nichols stated that we need a communication plan for the Board to let cities such as Lacey and Olympia know that expanding the number of libraries is on hold at this time. The Facilities Committee will still follow up on all requests for expanded service.

Edna Fund stated that she had perused some of the area history concerning Centralia and found that in 1912, to celebrate the building of a new depot, school, fire station and library, a champagne air drop was scheduled. However, the drop went awry and the damage done to the roof of the fire station brought an immediate end to the champagne drop.

Judy Weaver told of a child that came into the Rochester Kiosk to get a library card but cards cannot be issued there. Through the great TRL customer service, an application was filled out and the child and her mother drove to CH to the library drive-up window and received her card.

#### 6. Executive Director's Report

- a. Jodi Reng gave an update on the budget reduction.
- b. Partnership Libraries – Mike Wessells gave a report on the importance of our partnership libraries, how cost effective they are, and stated that in the future he would give a quarterly report at the Board meetings.
- c. 2008 Statistics – Gwen Culp gave a brief report on the way we compile statistics from various sources and why the numbers from one year to the next may seem skewed.
- d. Service Stories – Jodi Reng reminded the Board of the great stories from our libraries indicating what an impact TRL has on the communities and requested that the Trustees read them at their leisure.
- e. Community Relations – There were no questions on Mike Wessells' written report
- f. Other – Jodi Reng advised the Board about a bill, HR 2200, that did not get out of committee and therefore was probably dead. It would have impacted library districts such as Timberland.

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

09-08 BOB HALL MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDES THE MINUTES OF THE JANUARY 29, 2009 BOARD MEETING; MINUTES OF THE FEBRUARY 19, 2009 SPECIAL BOARD MEETING; PAYROLL VOUCHERS #48734 THROUGH #48897 IN THE AMOUNT OF \$1,185,348.61; AND OTHER VOUCHERS #92753 THROUGH #92991 IN THE AMOUNT OF \$399,587.31); JO-ANN ANDREWS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The President called for a 10 minute break. Meeting came back to order at 8:09 p.m.

10. Unfinished Business – none.

11. New Business – none.

12. Discussion Items -

- a. Questions from Employee Survey – At a previous meeting, a Board member requested that the Board discuss some of the issues that were raised in the Employee Opinion Survey. After discussion,

09-09 MOTION BY BOB HALL, SECONDED BY EDNA FUND THAT THE BOARD WOULD REVIEW THE FIRST TEN PAGES OF THE EMPLOYEE OPINION SURVEY AT THE NEXT BOARD MEETING. MOTION PASSED UNANIMOUSLY.

- b. Over-Arching Principles – Jodi Reng asked the Board to verbalize the over-arching principles they wished the District to follow in making budget cuts. After discussion, it was decided that

**RESPONSE TO COMMUNITY**

Timberland exists for the people we serve and our mission is to serve them as best we can with whatever resources we have. Our programs and services were developed in response to community needs. As we determine where to trim them back or eliminate some of them, we need to continue to be aware of the needs of our communities. We need to listen

carefully to what is said at the Town Hall meetings and carefully consider what we learn from public input.

**SERVICE IS DEPENDENT ON WELL TRAINED PROFESSIONAL AND PARAPROFESSIONAL STAFF**

Our staff is dedicated, service-oriented, and expert in their jobs. We value them and recognize that as a service organization, our people are our most important resource.

**MATERIALS – COLLECTION – QUALITY AND ACCESS**

The primary mission of the library is to provide free access to a wide variety of quality materials. Other services and programs are secondary to the collection.

**OUR LIBRARIES AND SERVICE POINTS**

Open hours and days, staffing, and programming can change within the context of the needs of a community and resources, but without a service point in operation, the community is denied the library services for which they are taxed. We are ready to explain why each service point is important in the provision of service to our geographic area. It may be advantageous to share staff and coordinate hours between Libraries that are close together geographically.

**EQUITABLE SERVICE ACROSS THE DISTRICT**

We have always prided ourselves on equity (not necessarily equality) of service across the District. We need to ensure that that equity continues.

**KEEP TRL A PLEASANT PLACE TO WORK**

While it will be necessary to cut back on training, conferences, travel, meetings, etc., we should not cut them out completely. We do not want to lose valuable staff because it has become an unpleasant place to work.

**BE CANDID, HONEST, TRANSPARENT, COMPASSIONATE**

Our discussions need to be candid and open. We need to be free to express our opinions honestly and openly. As much as possible, our actions should be transparent, and we need to be compassionate in dealing with our staff.

**LOOK AT EVERY OPTION -- NO "SACRED COWS"**

We need to be willing to put everything on the table. Nothing is too small to consider. We cannot be afraid to discuss certain things because someone will be threatened or angry. As we discuss a program or service, we may find ways to make it better, more efficient, or more productive. We need to be free to consider such concepts as corporate sponsorships and encouraging patrons to be more self-reliant, without being restricted by "the way we have always done it." We can't continue doing things just the way we have been doing them--resources and the changing nature of our business won't allow it.

**COMMUNICATION OF PROCESS AND RESULTS**

We must communicate openly about the process and about the results. When changes are going to be implemented, we need to give as much advance warning as possible.

**WE ARE ALL IN THIS TOGETHER**

From the Board, to the Administration, to managers, to each page, courier and front-line paraprofessional, we are a team. We all stand ready to make sacrifices for the good of the District.

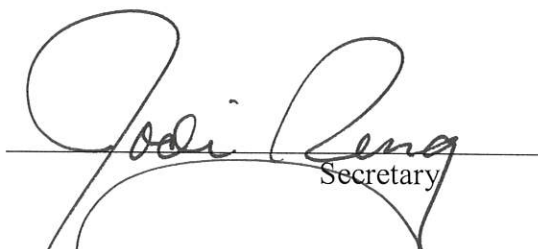
**PLAN FOR THE FUTURE**

While we are discussing the 2010 budget, we must be aware that we also have to continue through 2011, 2012 and beyond. We should make changes that are sustainable and help build a bridge to a more effective TRL in the future.

In addition, the Board directed the Executive Director to implement immediately any action which management identifies and feels necessary to reasonably decrease expenses or increase revenue.

There being no further business, President Judy Weaver adjourned the meeting at 8:50 p.m.

  
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President

  
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Secretary