

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Montesano Timberland Library
(W. H. Abel Memorial Library)
125 Main Street S, Montesano, WA 98563-3794
Wednesday, May 27, 2009

MINUTES

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

BOARD MEMBER EXCUSED: Bob Hall.

STAFF PRESENT: Jodi Reng, Michael Crose, Sally Nash, Judy Covell, Gwen Culp, Jeff Kleingartner, Mike Wessells, Rich Park, Ellen Duffy, Leanne Ingle, Valerie Jester, Emily Popovich, Christine Peck, David Seckman, Jinny Burns, Kristin Blalack, Thirza Krohn, Mary Thornton, Kathy Clayton, JoAnn Rucker, Heather King, Hilary Richrod, Margaret Colvin, Corine Aiken, Dee Depoe, Carol Dale, Sue Gorin, and Marian Thompson.

GUESTS PRESENT: Craig Hanson, Vicki Cummings, Tommi Halvorsen Gatlin, John and Barbara Krentz, Betty Oliver, Carolyn Dobbs, Kathy Grayson, Donnie Rostedt, Alice Knight, Helen Hepp, Sherry Rudrud, Shirley Oliver, Billie Briggs, Paul McMillan, and eleven other people whose names were not audible.

President Pro Tem Edna Fund welcomed everyone again and 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 –
09-24 - JO-ANN ANDREWS MOVED TO ACCEPT THE AGENDA FOR THE MEETING AND JOHN BRAUN SECONDED THE MOTION. MOTION APPROVED UNANIMOUSLY.

4. Focus on the Montesano Library – Valerie Jester gave a brief history of the W. H. Abel Memorial Library (Montesano Timberland Library) and the Montesano community. Ms. Jester also acknowledged the tremendous support that the Friends provide to the library and thanked them for the fabulous desserts that were provided for the meeting.
5. Vicki Cummings of the Grays Harbor Council of Governments spoke on the partnership her organization has with the library and explained why this interaction is so important for both.
6. Correspondence – Jodi Reng read a commendation letter and award to the Board for their treatment of those employees who are members of the National Guard or Reserve. Ms. Reng also read a thank you note from the recipient of the first Dorothy O’Loughlin Distinguished Volunteer Award, Mora Poor. In addition, Ms. Reng read a letter from a patron who is unhappy with the limitation of holds to 25 per person.
7. Public Comments – Paul McMillan, Hoquiam City Councilman and Hoquiam Timberland Library Board member, stated that the Hoquiam Library will be celebrating 100 years as library. He also stated that the Hoquiam City Council was unhappy with having their library hours cut and that it didn’t seem fair that the residents will be paying the same amount for fewer hours.

Kristin Blalack, Library Manager, spoke on the invaluable, unifying presence for the local communities that the Foundation provides. In addition, Ms. Blalack also informed the Board about the great service Mike Wessells has provided as a liaison between TRL and the Yelm community, especially with the Yelm policy makers.

8. Board Comments – Judy Weaver thanked the Board for letting her take part in the meeting by phone due to the fact that she was ill.
9. Discussion items:
 - a. Foundation Plan – Carolyn Dobbs thanked the Board for the opportunity to present a plan for the future of the Timberland Regional Library Foundation (TRLF). Ms. Dobbs introduced TRLF Board members Donnie Rostedt, Pat Erickson, and Helen Hepp.

After the presentation, a discussion ensued as to whether the Foundation Director position should be filled.

09-25 - MOTION BY DICK NICHOLS TO HAVE THE TRLF DIRECTOR POSITION REMAIN VACANT UNTIL TRLF SUBMITS A PLAN TO THE TRL BOARD FOR APPROVAL WHICH INCLUDES A PLAN FOR SUSTAINABILITY. JOHN BRAUN SECONDED THE MOTION. AFTER FURTHER DISCUSSION, JOHN BRAUN OFFERED A FRIENDLY AMENDMENT TO THE MOTION.

09-26 - MOTION BY JOHN BRAUN, SECONDED BY JO-ANN ANDREWS, TO FURTHER DEFINE SUSTAINABILITY AS ALL OF THE OPERATING COSTS OF THE FOUNDATION BEING COVERED BY PROCEEDS FROM THE FOUNDATION WITHIN A TIME PERIOD OF 12 TO 18 MONTHS AND A LONGER TERM GOAL OF 10% OF THE OPERATING COSTS OF THE DISTRICT WITHIN 5 TO 10 YEARS.

After further discussion, the motions were unanimously adopted. In addition, Jodi Reng will schedule a special Board meeting with the TRL Board and the TRLF Board in the near future.

- b. Community Relations Manager Position – the Board discussed the importance of the position. After a lengthy discussion, and because it appears that there will be no layoffs this year, it was agreed that the position would be retained at this time.
- c. Other Budget Considerations – after a discussion with Administration, it was determined that a furlough would not be needed in 2009. However, it will probably be necessary to have a furlough in 2010 but the Board will be able to make that determination after the presentation of the 2010 Budget later this year.

After discussion,

09-27 - MOTION BY DICK NICHOLS, SECONDED BY JO-ANN ANDREWS, TO TAKE AGENDA ITEMS 14b AND 14c OUT OF ORDER SO THAT THEY COULD BE CONSIDERED WITH OTHER BUDGET ITEMS. MOTION PASSED UNANIMOUSLY.

Overdue Fines – Jodi Reng presented a recommendation to begin charging fines for overdue books at the rate of 15¢ per day, with a cap of \$5.00 per item beginning October 1, 2009. She advised the Board that there will be a “pre-due notice” sent out to everyone who is receiving e-mail notices to remind them of the due date, while giving them time to return or renew the materials. After discussion,

09-28 - DICK NICHOLS MOVED THAT THE BOARD AUTHORIZE THE IMPOSITION OF CHARGING FINES PER STAFF RECOMMENDATIONS AT 15¢ PER ITEM PER DAY WITH A MAXIMUM OF \$5.00 PER ITEM. JO-ANN ANDREWS SECONDED THE MOTION WHICH PASSED UNANIMOUSLY.

The President called for a 10 minute break. Meeting came back to order at 9:15 p.m.

Computer Printing Charges – Jodi Reng presented a recommendation to the Board to charge 10¢ per page for printing from the public computers in the library. She explained the proposed process that would allow patrons to release their print jobs after they reviewed the costs on line so that the patron that only wanted one page of a fifty page document would not accidentally print fifty pages. After further discussion,

09-29 - STEVE HARDY MOVED TO ACCEPT STAFF RECOMMENDATION TO CHARGE PATRONS 10¢ PER PAGE FOR PRINTING FROM THE PUBLIC COMPUTERS BEGINNING JANUARY 1, 2010. JO-ANN ANDREWS SECONDED THE MOTION WHICH PASSED UNANIMOUSLY.

Dick Nichols stated that he wanted it understood that the Board was not instituting fines and computer printing charges as punitive measures but because of the budget, it is now necessary to impose these charges.

10. Executive Director’s Report

- a. Ilwaco Re-Opening – Jodi Reng gave a brief report on the successful re-opening of the PACE building with the newly remodeled Ilwaco Timberland Library.
- b. Meetings with County Commissioners – Jodi Reng reported that the annual meetings with the County Commissioners went well and reminded the Board that her full report was included in their packet.

- c. Action Plan Update – Dick Nichols stated that Jodi Reng and her staff were doing a fabulous job in handling the current fiscal crisis as shown in the Action Plan Update.
 - d. Service Stories – Jodi Reng reminded the Board that the Service Stories were no longer in their binders but they had received them in their packets and she hoped they had time to read all of them.
 - e. Community Relations Report – Hilary Richrod reported on the value of our Partnership Libraries which include North River, Mary M. Knight, Boistfort, Wishkah, Shoalwater, Rochester, and Hawks Prairie. She stated that these are service points that would otherwise be underserved or unserved and that the patrons are very appreciative of the services TRL provides to them.
9. Financial Report – Michael Crose presented the financial report, highlighting various expenses and revenues that have occurred during the normal course of business.
10. Voucher Report - Mr. Crose presented the voucher statements and declared that the voucher report showed the normal flow of business.
11. Consent Agenda

09-30 - STEVE HARDY MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDES THE MINUTES OF THE APRIL 22, 2009 BOARD MEETING; MINUTES OF THE APRIL 29, 2009 SPECIAL BOARD MEETING; PAYROLL VOUCHERS #49184 THROUGH #49337 IN THE AMOUNT OF \$1,188,303.47; AND OTHER VOUCHERS #93484 THROUGH #93727 IN THE AMOUNT OF \$382,893.49); JO-ANN ANDREWS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

12. Unfinished Business –

- a. Declaration of Surplus Property –

09-31 - DICK NICHOLS MOVED TO DECLARE THE ITEMS ON THE SURPLUS LIST "SURPLUS ITEMS" NO LONGER NEED BY TRL IN ORDER THAT A SURPLUS SALE CAN BE HELD ON JUNE 6, 2009, WITH A COPY OF THE SURPLUS LIST TO BE ATTACHED TO THE MINUTES OF THIS MEETING. JO-ANN ANDREWS SECONDED THE MOTION WHICH PASSED UNANIMOUSLY.

13. New Business – none.

14. Policy Committee Report –

a. Building Fund Policy – after discussion,

09-32 – JOHN BRAUN MOVED TO APPROVE POLICY NO. 7B86a BUILDING FUND POLICY. JO-ANN ANDREWS SECONDED THE MOTION WHICH WAS CARRIED UNANIMOUSLY.

09-33 - JO-ANN ANDREWS MOVED TO APPROVE POLICY NO. 5D71 DONATION OF MATERIALS POLICY. DICK NICHOLS SECONDED THE MOTION WHICH WAS CARRIED UNANIMOUSLY.

09-34 – DICK NICHOLS MOVED TO APPROVE POLICY NO. 3F32 FEES POLICY. JO-ANN ANDREWS SECONDED THE MOTION WHICH WAS CARRIED UNANIMOUSLY.

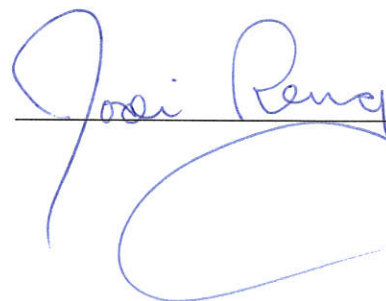
09-35 - JO-ANN ANDREWS MOVED TO APPROVE POLICY NO. 5IN8a INTERLIBRARY LOAN POLICY AFTER SECTION 4f HAS BEEN DELETED. JOHN BRAUN SECONDED THE MOTION WHICH WAS CARRIED UNANIMOUSLY.

09-36 – STEVE HARDY MOVED TO ACCEPT POLICY NO. 3L96 LIBRARY USAGE AND LIBRARY CARDS POLICY AFTER THE ADDITION OF “BASED ON DURATION OF RESIDENCY” AT THE END OF PARAGRAPH 3c5. DICK NICHOLS SECONDED THE MOTION WHICH WAS CARRIED UNANIMOUSLY.

There being no further business, President Pro Tem Edna Fund adjourned the meeting at 10:09 p.m.



President



Secretary

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Board Secretary Jodi Reng called the meeting to order at 5:12 p.m. with the first order of business to nominate a President Pro Tem.

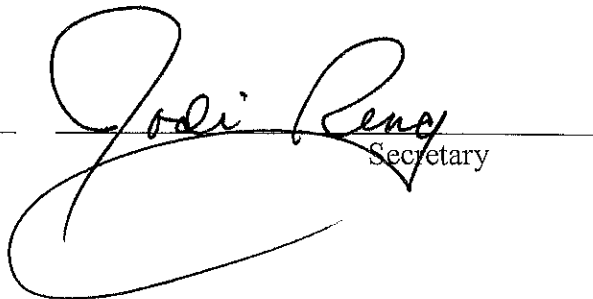
JO-ANN ANDREWS NOMINATED EDNA FUND AS PRESIDENT PRO TEM FOR THE EVENING. MOTION SECONDED BY DICK NICHOLS. MOTION PASSED UNANIMOUSLY.

Edna Fund, President Pro Tem, welcomed everyone to the Special Meeting to discuss the 2009 budget. Jodi Reng, Executive Director of TRL, introduced Michael Crose, Administrative Services Manager. Mr. Crose made a presentation of the latest 2009 budget cuts and the status of various funds.

A Board discussion ensued.

The President Pro Tem adjourned the special meeting at 5:47 p.m.


Resident


Secretary