

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Westport Timberland Library  
101 East Harms Avenue, Westport, WA 98595-1410  
Wednesday, July 22, 2009

MINUTES

BOARD MEMBERS PRESENT: Judy Weaver, Bob Hall, Jo-Ann Andrews, Steve Hardy, and John Braun. Edna Fund attended via phone.

BOARD MEMBER EXCUSED: Dick Nichols.

STAFF PRESENT: Jodi Reng, Michael Crose, Sally Nash, Judy Covell, Jeff Kleingartner, Ellen Duffy, Kathleen Ringenberg, and Marian Thompson.

GUESTS PRESENT: Craig Hanson, Julie Dickson, Desiree Dotson, Karen Austed, Helen Hepp, Dorothy Atkins, Elenore McKee, and Gabriele Vogler.

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 –  
09-46 – JO-ANN ANDREWS MADE A MOTION TO APPROVE THE AGENDA AND BOB HALL SECONDED THE MOTION. MOTION APPROVED UNANIMOUSLY.
4. Focus on the Westport Library – Kathleen Ringenberg gave a brief history of the Westport Timberland Library and the Westport community. Ms. Ringenberg also acknowledged the tremendous support that TRL, the Friends and community provided to get the new library building built debt free upon opening.

5. Jodi Reng read a thank you note from the University of Washington Information School for TRL's participation in the U.S. IMPACT web survey. In addition, the same organization sent a check for \$200 to TRL in grateful appreciation for TRL's participation in the survey.
6. Public Comment – Julie Dickson asked how TRL decides what books, DVDs, etc. to buy or replace. Judy Covell explained the TRL process and reminded everyone that there is a form, reachable on the TRL homepage under the "Ask a Librarian" link, requesting that a specific book or DVD be purchased.

Another patron (unidentified) thanked the Board for their support and commitment to the Westport Timberland Library. Another patron said she was grateful because without TRL, they would not be in the new building today.

7. Board Comments – Jo-Ann Andrews thanked the Board and staff for their friendship and kindness over the years. She stated that she was proud to have been associated with the Timberland Regional Library and especially to have represented Grays Harbor but the time has come for her to resign and devote her time to her family, especially to her son's recovery from a motorcycle accident one year ago. Jodi Reng thanked Jo-Ann for her years of service and presented her with a Certificate of Appreciation from the Board and the last TRL 40<sup>th</sup> Anniversary pen. Judy Weaver thanked Jo-Ann for all of the wisdom and knowledge she shared and the help she gave to Ms. Weaver since she came on the Board.
8. Executive Director's Report:
  - a. Downloadable Audiobook Update – Judy Covell presented an update on the downloadable audiobooks. She stated that due to new software, patrons can now download books on iPods and iPhones. That has allowed an additional 1,000 audiobooks to be available to iPod owners.
  - b. Hands on Children's Museum Partnership – Jeff Kleingartner explained the TRL partnership with Olympia's Hands On Children's Museum and how patrons can check out a free "Mobile Membership" pass from any TRL library which allows two adults

and all children under 17 years of age from one household to attend the Hands on Children's Museum for free.

- c. 2<sup>nd</sup> Quarter Statistics – Jodi Reng reminded the Board that they had received the quarterly statistics in their packets and asked for questions.
  - d. Community Relations Report – Jodi Reng reminded the Board that the Community Relations Report had also been in their packet and asked for questions.
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

09-47 – BOB HALL MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED THE MINUTES OF THE JUNE 24, 2009 REGULAR BOARD MEETING, MINUTES OF THE JUNE 15, 2009 SPECIAL MEETING; PAYROLL VOUCHERS #49468 THROUGH #49588 IN THE AMOUNT OF \$1,150,403.70; AND OTHER VOUCHERS #93937 THROUGH #94156 IN THE AMOUNT OF \$420,311.52); JO-ANN ANDREWS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The President called for a 10 minute break. Meeting came back to order at 8:27 p.m.

12. Discussion Item –
  - a. Hiring Freeze – Jodi Reng reminded the Board that they had instituted a hiring freeze last fall and since that time no new positions have been added and whenever there has been a vacancy due to retirement, taking another job, etc., the position has been

studied to determine whether the position is essential. After discussion,

09-48 BOB HALL MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO LIFT THE HIRING FREEZE AND NO LONGER REQUIRE THAT VACANCIES BE ADVERTISED AS INTERNAL POSITIONS AS LONG AS THERE WILL BE NO ADDED FTE'S AND THE EXECUTIVE DIRECTOR WILL CONTINUE TO EVALUATE EACH VACANCY TO ASCERTAIN WHETHER THE POSITION NEEDS TO BE FILLED, AT WHAT LEVEL, AND FOR HOW MANY HOURS. STEVE HARDY SECONDED THE MOTION WHICH PASSED UNANIMOUSLY.

13. Unfinished Business –

- a. Staffing Recommendation – Jodi Reng stated that since Mike Wessells had been selected to be the new Yelm Timberland Library Manager effective August 1, 2009, she was recommending that his former position of Community Services Manager be eliminated to help with the budget cuts. After lengthy discussion,

09-49 MOTION BY JO-ANN ANDREWS, SECONDED BY BOB HALL, TO ELIMINATE THE POSITION OF COMMUNITY SERVICES MANAGER. AFTER FURTHER DISCUSSION, THE MAKER OF THE MOTION AMENDED THE MOTION TO ELIMINATE THE POSITION OF COMMUNITY SERVICES MANAGER EFFECTIVE JULY 31, 2009. BOB HALL SECONDED THE AMENDED MOTION. A ROLL CALL WAS CALLED FOR AND JO-ANN ANDREWS AND BOB HALL VOTED FOR THE AMENDED MOTION AND STEVE HARDY, JOHN BRAUN AND EDNA FUND VOTED AGAINST THE MOTION. MOTION FAILED.

09-50 JOHN BRAUN MOVED TO HAVE THE COMMUNITY SERVICES MANAGER POSITION BECOME PART OF THE 2010 BUDGET DISCUSSION PROCESS. STEVE HARDY SECONDED THE MOTION WHICH PASSED UNANIMOUSLY.

14. New Business

- a. Board Meeting Change – Jodi Reng reminded the Board that the March Board meeting had originally been scheduled for Yelm but had been changed to Shelton after their successful annexation vote.

Because the Board has not held a meeting in Yelm since 2005, Ms. Reng requested that the October meeting be changed from October 28 to October 21 and from Oakville to Yelm. After discussion,

09-51 MOTION BY JOHN BRAUN, SECOND BY BOB HALL, TO CHANGE THE OCTOBER 28 BOARD MEETING IN OAKVILLE TO OCTOBER 21 IN YELM. MOTION PASSED UNANIMOUSLY.

b. Notice of Intent to Create Local Revitalization Area: Lacey Gateway Town Center – Michael Crose reported on the proposed Local Revitalization Area: Lacey Gateway Town Center and recommended that the Board adopt Resolution 09-01 opting out of the proposed Local Revitalization Area. After discussion,

09-52 MOTION BY BOB HALL, SECONDED BY JOHN BRAUN THAT TRL OPT OUT OF THE PROPOSED LOCAL REVITALIZATION AREA: LACEY GATEWAY TOWN CENTER BY ADOPTING RESOLUTION 09-01 AND FORWARDING THE SAME TO THE CITY OF LACEY. MOTION PASSED UNANIMOUSLY.

15. Policy Committee Report – After discussion,

09-53 – JOHN BRAUN MOVED TO APPROVE POLICY NO. 1G36 GIFT POLICY. BOB HALL SECONDED THE MOTION WHICH WAS CARRIED UNANIMOUSLY.

09-54 - STEVE HARDY MOVED TO APPROVE POLICY NO. 2P96 PUBLIC ACCESS TO LIBRARY RECORDS POLICY. BOB HALL SECONDED THE MOTION WHICH WAS CARRIED UNANIMOUSLY.

09-55 – STEVE HARDY MOVED TO APPROVE POLICY NO. 1Sp6 SPONSORSHIP POLICY. JOHN BRAUN SECONDED THE MOTION WHICH WAS CARRIED UNANIMOUSLY.

After further discussion, the proposed Lost and Found Policy has been returned to the Policy Committee for further development.

Jodi Reng read a letter to the Board announcing her retirement as Executive Director. Jodi's last day at work will be October 21, 2009. She thanked the Board

and staff for the support she has received in the six years she has been Executive Director. Judy Weaver, speaking on behalf of the Board, stated that the Board understood her decision but Jodi would be sorely missed by everyone.

Judy Weaver requested that a special Board Meeting be scheduled as soon as convenient for the Boardmembers to discuss the process for hiring a new Executive Director. The Executive Assistant will notify the Board when the meeting has been scheduled.

At 9:28 p.m., President Judy Weaver suspended the meeting for an Executive Session pursuant to RCW 42.30.110 §(i).

The meeting was called back to order at 10:05 p.m. and, there being no further business, President Judy Weaver adjourned the meeting at 10:06 p.m.

  
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President

  
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Secretary