

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Hoodsport Timberland Library
North 40 Schoolhouse Hill Road, Hoodsport, WA 98548
Wednesday, September 23, 2009

MINUTES

BOARD MEMBERS PRESENT: John Braun, Bob Hall, Dick Nichols, and Edna Fund.

STAFF PRESENT: Jodi Reng, Michael Crose, Gwen Culp, Jeff Kleingartner, Toni Costa, Patty Ross, Rick Park, Nancy Triplett, Karen Smith, Dee Depoe and Margaret Colvin.

GUESTS PRESENT: Craig Hanson, JoAnne Lines.

President Pro Tem Bob Hall, welcomed everyone and called the meeting to order at 7:00 p.m.

AGENDA ITEM

1. John Braun led the pledge of allegiance.
2. Self-introductions of all present were made.
3. Approval of Agenda –
09-62 – JOHN BRAUN MADE A MOTION TO APPROVE THE AGENDA AND EDNA FUND SECONDED THE MOTION. MOTION APPROVED UNANIMOUSLY.
4. Focus on the Hoodsport Library – Nancy Triplett spoke of the history of the community and the Hoodsport Library, including its move by barge to the current location in 1996. The Hoodsport Library is a busy community center, and because of its location in a destination community, they have many summer and weekend visitors. Hoodsport is very fortunate to have a supportive community and an active Friends group which helps provide programs for children, families and adults.

5. Correspondence – Jodi Reng, Executive Director, reported that there was no correspondence to share.
6. Public Comment – There were no public comments.
7. Board Comments – Edna Fund shared that she had been a part of the Centralia Police Citizens Academy, and upon learning that the director was looking for some historical details, she referred him to TRL research databases and he found relevant information to his search.
8. Executive Director’s Report:
 - a. Library Visits – Jodi Reng has visited each of the libraries as part of her annual visits. Managers were asked to share their observations about open hours, patron satisfaction, community’s needs, library’s needs, and how the library is helping people find jobs in the depressed economy. A written report, including comments about fines, hold limits and cash handling and other changes, has been submitted.
 - b. Fines and Fees – FAQs on Fines for Overdue Library Items and Interlibrary Loan Fees (in Spanish and English) have been distributed to the libraries. There is also a poster bookmark to encourage patrons to register for email reminders of books about to come due.
 - c. On Line Book Sales – As part of a contract renewal with Once Sold Tales (an on-line bookseller that sells our discarded books and AV materials), patrons will be able to buy directly from their website and TRL will still get 40% of the revenue from sales, which is a 5% increase over the old contract.
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

09-63- EDNA FUND MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED THE MINUTES OF THE AUGUST 26, 2009 REGULAR BOARD MEETING; PAYROLL VOUCHERS #49695 THROUGH #49753 IN THE AMOUNT OF \$1,246,536.79; OTHER VOUCHERS #94421 THROUGH #94626 IN THE AMOUNT OF \$312,827.92; DICK NICHOLS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

12. Discussion Items:

- a. Disaster Mitigation Plan: Michael Crose presented a draft of the natural hazards plan developed with the Thurston Regional Planning Commission and he will be working with FEMA to develop the final draft. Each of Timberland's facilities is evaluated in terms of probability of occurrence of the six (earthquake, lahar, wildfire, flood, storm, and tsunami) identified natural hazards, level of vulnerability and risk. Copies will be distributed to the libraries upon completion.

13. Unfinished business: Revision of Charge for Print: Handout was distributed. Library is looking at a good source to purchase thumb drives that could then be sold to patrons.

09-64 DICK NICHOLS MOVED AND EDNA FUND SECONDED A MOTION TO ACCEPT DIRECTOR'S COUNCIL RECOMMENDATION FOR CHANGING THE "CHARGE FOR PRINT" RECOMMENDATION. MOTION PASSED.

14. New Business

- a. Appointment of Representative to TRLF Board: Dick Nichols stated that his schedule will not permit continued participation on the Timberland Regional Library Foundation Board, effective immediately. Jodi Reng will contact Judy Weaver and Steve Hardy to see if they are interested in being appointed to the TRLF Board.
- b. Signatory Authority on Timberland Bank Account to be held with Timberland Bank, in Hoquiam and Elma, Washington.

09-65 JOHN BRAUN MOVED AND EDNA FUND SECONDED THE MOTION TO AUTHORIZE MARY THORNTON (LIBRARY MANAGER), LAURIE ENHOLM (LIBRARY ASSISTANT) AND MICHAEL CROSE (MANAGER, ADMINISTRATIVE SERVICES) SIGNATORY AUTHORITY ON THE TIMBERLAND REGIONAL BANK ACCOUNT TO BE HELD WITH

TIMBERLAND BANK, HOQUIAM WA., AND TO AUTHORIZE DAVID SECKMAN (LIBRARY MANAGER), DONNA SIMMS (LIBRARY ASSOCIATE) AND MICHAEL CROSE (MANAGER, ADMINISTRATIVE SERVICES) SIGNATORY AUTHORITY ON THE TIMBERLAND REGIONAL BANK ACCOUNT TO BE HELD WITH TIMBERLAND BANK, ELMA, WA. MOTION PASSED.

The President Pro Tem called for a 10 minute break, during which the Friends of the Hoodspoint Library served refreshments. Meeting came back to order at 8:00 P.M.

15. Board Reports:

a. Policy Committee:

i. Lost and Found Policy.

09-66 JOHN BRAUN MOVED AND DICK NICHOLS SECONDED THE MOTION TO APPROVE THE POLICY NUMBER 1L89, THE LOST AND FOUND POLICY. MOTION PASSED.

ii. Reference Checks and Personal Recommendations Policy:

09-67 JOHN BRAUN MOVED AND DICK NICHOLS SECONDED THE MOTION TO APPROVE THE POLICY NUMBER 6R25, THE REFERENCE CHECKS AND PERSONAL RECOMMENDATIONS POLICY. MOTION PASSED.

b. Budget Committee

i. Michael Crose presented a handout (red numbers represent changes). Due to the diligent work by various Task Forces, budget is balanced.

ii. Suggestions for additions to budget include

1. Explore the option of adding an FTE to the IT department (estimated cost of \$50-60,000, including benefits).
2. Reinstate All Staff Day in 2010 (estimated cost of \$18,000 based on cost of previous years).

3. Provide funding for staff to go to PLA conference (estimated cost of \$13,000).
4. Join the Early Learning Partnerships (estimated cost of \$9,500 – split over two years).

Board asked that the first three of these options be included in the preliminary budget.


c. Facilities Committee:

- i. Chehalis: TRL is not to pay any additional costs, and will be meeting with Merlin MacReynold.
 - ii. Rainier: The Rainier library and Timberland Kiosk Service Point is almost ready to begin service.
 - iii. Lacey: No new developments.
 - iv. Yelm – Only \$50,000 will be available in the 2012 budget to provide and maintain a library facility.
 - v. Nisqually: Working on contract.
 - vi. West Olympia: Moving forward; may begin with a kiosk.
 - vii. Ocean Park: Moving ahead with planning of expansion (no TRL money is involved).
 - viii. Oakville: Community is highly committed. TRL has asked that a member of senior management be available at their planning meetings.
 - ix. Ocean Shores: May be annexed into the District.
- d. Foundation Director Search Committee: Eight applications were received and four individuals will be interviewed. Hopefully there will be a hiring decision before the next board meeting.
- e. Executive Director Search Committee: Edna Fund reported that the position closes on November 20th. The posting went out nationally, for printed journals as well as electronic postings.

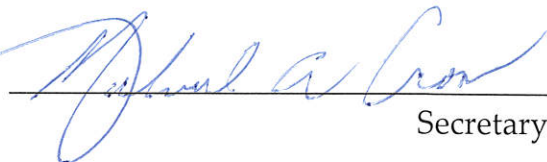
At 8:45 p.m., President Pro Tem Bob Hall suspended the meeting for an Executive Session pursuant to RCW 42.30.110 (i) – performance evaluation of the Executive Director.

The Meeting was called back to order at 9:42 p.m.

Dick Nichols moved to appoint Michael Crose interim Executive Director, effective October 21, 2009, to be paid at step one of the classification for Executive Director, or an increase of 6% to his current salary, whichever is greater. Motion was seconded by John Braun and a voice vote approved unanimously. President Pro Tem Bob Hall adjourned the meeting at 9:54 p.m.



President



Secretary