

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Administrative Service Center  
415 Tumwater Blvd SW Tumwater, WA 98501-5799  
Wednesday, December 30, 2009

MINUTES

BOARD MEMBERS PRESENT: Judy Weaver, Bob Hall, Dick Nichols, Steve Hardy, Edna Fund, and Tom Schaeffer.

BOARD MEMBER EXCUSED: John Braun.

STAFF PRESENT: Michael Crose, Sally Nash, Gwen Culp, Rich Park, Jeff Kleingartner, Tim Mallory, Rick Homchick, Liz Boston, Raina Sedore, Lhisa Reish, Jean Padovan, Carole Watson, Leane Ingle, Ellen Duffy, Nancy Schutz, and Alice Goudeaux.

President Judy Weaver welcomed everyone and then called the Regular Board meeting to order at 7:14 p.m.

AGENDA ITEM

1. Bob Hall led the pledge of allegiance.
2. Self introduction of Board Members, staff and the public were made.
3. Approval of Agenda --

09-80 – BOB HALL MADE A MOTION TO APPROVE THE AGENDA AND EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4. Correspondence – There was no correspondence.
5. Public comments – Liz Boston introduced herself as a member representing the Staff Association and stated she is the Thurston County representative for 2010. She asked the Board to direct Administration to continue negotiating with the Staff Association even though PERC has not released their findings from the hearing held earlier in December. She stated that the Staff Association has interacted with PERC and was advised that TRL Administration could negotiate with the Staff Association and renewed their request that negotiations continue.

6. Board comments – Board members thanked the public for their comments. Steve Hardy wished everyone a Happy New Year.

Tom Schaeffer stated that he was happy to be “officially” on the Board and that he was now a voting member.

Bob Hall stated that he had attended a public meeting in South Bend and South Bend is using the sign-in sheet for public comment same as TRL. In addition, he stated that the audio from the South Bend meeting is on the City web page and suggested that TRL look into the possibility of doing the same.

Edna Fund thanked Judy Weaver for serving as President and keeping the Board on track.

Dick Nichols also thanked Judy Weaver for the time she has served as President.

7. Interim Executive Director’s Report

- a. Michael Crose stated that he is on the Washington Library Association Legislative Committee and has been asked to track and write language concerning two bills that have not gotten out of their House of origin in the Legislature: SB 5999 and companion bill HB 2200 having to do with a single library pulling out of a library district. He stated there are five library districts in the State that could be affected by this legislation, should it pass. He stated that should the measure pass in the legislature, the measure would have to be placed on a ballot after 20% of the population of the county signed a petition requesting it on the ballot. He will keep the Board informed during the legislative session.
- b. Gwen Culp updated the Board on the status of the broadband stimulus grant. We are hoping to hear any day that the grant has been approved for all of the entities making up the application, including TRL.
- c. Gwen Culp informed the Board that Michael Crose had signed the Symphony contract and that TRL now has a proposed schedule to go live with the new system on May 13. She also informed the Board of the various steps in going live, including closing some libraries for training prior to May 13.
- d. Alice Goudeaux informed the Board that TRL was dropping a number of data bases that are duplicates of other data bases we subscribe to in an

effort to economize. At the same time, TRL is adding a number of free data bases.

- e. Ellen Duffy informed the Board that the Foundation has provided a grant to purchase books to be given to each participant for her Read-A-Loud program.
  
- 8. Financial Report – Michael Crose introduced Rick Homchick, TRL staff accountant, who presented the financial report, highlighting various expenses and revenues that have occurred during the normal course of business.
  
- 9. Voucher Report – Rick Homchick presented the voucher statements and declared that the voucher report showed the normal flow of business.
  
- 10. Consent Agenda

09-81– DICK NICHOLS MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED THE MINUTES OF THE NOVEMBER 18, 2009 REGULAR BOARD MEETING, AND PAYROLL VOUCHERS #49975 THROUGH #50064 IN THE AMOUNT OF \$1,115,336.41; AND OTHER VOUCHERS #95103 THROUGH #95354 IN THE AMOUNT OF \$469,209.20; TOM SCHAEFFER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The President called for a 10 minute break. Meeting came back to order at 8:14 p.m.

- 11. Unfinished Business –
  - a. All Staff Training Day (ASTD) – Michael Crose stated that although the 2010 budget was very tight, he understood the importance of all staff getting together for training. He asked Nancy Schutz, Training Coordinator, to give the Board an update on possible plans. Those plans include not having as many paid speakers and authors, using a TRL employee as the Master of Ceremonies, and having the staff surveyed as to what they would like to have presented at ASTD. After discussion,

09-82 -BOB HALL MOVED TO APPROVE HAVING STAFF CONTINUE WITH PLANS TO HAVE AN ALL STAFF TRAINING DAY IN OCTOBER. STEVE HARDY SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- b. Promissory Note from the City of Shelton – Michael Crose presented a corrected Promissory Note from the City of Shelton that Craig Hanson had reviewed and approved. During discussion, it was noted that Exhibit A was incorrect. Mr. Crose stated that Exhibit A would be corrected before the Promissory Note was sent to the City of Shelton.

09-83 STEVE HARDY MOVED TO APPROVE THE PROMISSORY NOTE WHEREIN THE CITY OF SHELTON PROMISES TO PAY TO TRL THE SUM OF EIGHTY-THREE THOUSAND FIVE HUNDRED NINETY EIGHT DOLLARS (\$83,721.00) TOGETHER WITH INTEREST THEREON AT THE RATE OF THREE PERCENT (3%) PER ANNUM BEGINNING WITH A PAYMENT OF TWENTY-NINE THOUSAND FIVE HUNDRED NINETY-EIGHT DOLLARS \$(29,598) BY NOT LATER THAN DECEMBER 31, 2010. BOB HALL SECONDED THE MOTION WHICH PASSED UNANIMOUSLY.

12. New Business –

- a. Adoption of the 2010 final Budget – After discussion

09-84 –DICK NICHOLS MOVED TO ADOPT THE 2010 BUDGET IN THE AMOUNT OF \$18,757,967 ALONG WITH \$510,150 IN THE AUTOMATED CIRC. FUND; \$210,000 IN THE BUILDING FUND; \$25,000 UNEMPLOYMENT COMPENSATION FUND; AND \$60,000 IN THE MAJOR GIFT FUND BALANCE; TOM SCHAEFFER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- b. Adoption of Resolution Number 09-04 – After discussion:

09-85-DICK NICHOLS MOVED TO ADOPT RESOLUTION NUMBER 09-04 TO AUTHORIZE AN INCREASE IN THE REGULAR PROPERTY TAX LEVY TO BE COLLECTED IN THE 2010 TAX YEAR. THE DOLLAR AMOUNT OF THE INCREASE OVER THE ACTUAL LEVY AMOUNT FROM THE PREVIOUS YEAR SHALL BE \$209,887.26 WHICH IS A PERCENTAGE INCREASE OF 1.264% FROM THE PREVIOUS YEAR. BOB HALL SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- c. Adoption of Resolution 09-05 - Certifying the 2009 regular tax levy for 2010 – After discussion

09-86 – DICK NICHOLS MOVED TO APPROVE RESOLUTION 09-05 CERTIFYING THE 2009 REGULAR TAX LEVY FOR 2010 COLLECTION IN THE FIVE-COUNTY

DISTRICT OF \$17,394, 217.00 AND CERTIFIES A 2009 UNIFORM REGULAR PROPERTY TAX LEVY RATE OF \$.33894 PER THOUSAND DOLLARS OF ASSESSED REAL AND PERSONAL PROPERTY VALUATION FOR COLLECTION IN 2010 AND THAT THE TRUSTEES OF TRL FOR THE PURPOSES OF CALCULATING THE HIGHEST ALLOWABLE LAWFUL LEVY, DETERMINES THAT THE PROPULATION OF THE TIMBERLAND REGIONAL LIBRARY TAXING DISTRICT IS ABOVE 10,000. BOB HALL SECONDED THE MOTION. MOTION CARRIED.

- d. Adoption of Resolution Number 09-06 establishing the 2010 Non-Resident Borrower Fee – After discussion

09-87 – DICK NICHOLS MOVED TO ADOPT RESOLUTION 09-06 ESTABLISHING THE 2010 NON-RESIDENT BORROWERS FEE BASED ON THE USUAL FORMULA AT \$95.00 PER YEAR, EFFECTIVE JANUARY 1, 2010, WITH THE OPTION OF A SIX-MONTH CARD AT \$45.00 OR A THREE –MONTH CARD AT \$25.00 AND A ONE-MONTH CARD WOULD BE AVAILABLE FOR \$10.00 FOR PATRONS WHOSE SPECIAL CIRCUMSTANCES MAKE PURCHASING A THREE-MONTH CARD UNDESIRABLE. BOB HALL SECONDED THE MOTION WHICH WAS CARRIED UNANIMOUSLY.

- e. Delaying the Implementation of the Print Management System – Gwen Culp explained that due to the implementation of fines, collecting and accounting for the fines, and the training and implementation of the Symphony system within the next few months, she was recommending that we not implement the print management system (charging for printing) at this time. After discussion

09-88 – BOB HALL MOVED TO DELAY THE IMPLEMENTATION OF THE PRINT MANAGEMENT UNTIL LATER IN THE YEAR 2010. STEVE HARDY SECONDED THE MOTION WHICH WAS CARRIED UNANIMOUSLY.

- f. Election of President and Vice President for 2010 – Edna Fund nominated Bob Hall as President and Steve Hardy nominated John Braun as President. Mr. Braun could not be reached and therefore could not be considered. Dick Nichols reminded the Board that we have a system in place where the current Vice President is the “President in Training” and the Trustee with the most seniority that has not yet served as Vice President becomes the Vice Presidential nominee if willing to serve. Dick Nichols then nominated Steve Hardy as Vice President.

09-89 – IT WAS MOVED BY EDNA FUND, SECONDED BY DICK NICHOLS, THAT BOB HALL BE ELECTED PRESIDENT OF THE BOARD OF TRUSTEES FOR 2010 AND STEVE HARDY BE ELECTED AS VICE PRESIDENT OF THE BOARD FOR 2010. MOTION CARRIED UNANIMOUSLY.

- g. Possible Date for Board Workshop – Michael Crose explained that the Board of Trustees Manuals were being updated, we have two new Trustees that needed to be in-serviced, and there were other items that the Board needed to consider during a workshop including facilities. No action will be taken at the workshop. A date in February was proposed. Dick Nichols stated that, although he had yet to inform the Thurston County Commissioners, he planned on leaving the Board of Trustees on March 31 and we would have a third new Trustee to in-service. He suggested postponing the workshop until that time. After discussion, it was agreed to wait until Thurston County Commissioners replace Dick Nichols to schedule the workshop.

### 13. Committee Reports

- a. Facilities Committee - Michael Crose will work with the Board President to prepare a letter to the City of **Yelm**, signed by all TRL Trustees stating that TRL would be closing the Yelm Library on December 31, 2011 when the current lease on the building expires unless the City of Yelm provides a suitable building by that date.

Michael Crose stated that he and Frank Dinsmore, architect, met with **Ocean Park** staff concerning a proposed 2500 foot expansion of the library which would double the size of the library. Mr. Dinsmore believes the current HVAC and septic system will handle the expansion. Mr. Crose stated it will be necessary to get the community involved in raising funds for the expansion.

**Ocean Shores** – Michael Crose informed the Board that he had met with Art Wuerth, Finance Director of Ocean Shores. Ocean Shores is in a financial situation wherein they either need to annex to TRL or close their library.

**Cathlamet** - Mr. Crose stated that he had been contacted by the City of Cathlamet and they wanted TRL to allow them to contract with TRL for services. Mr. Crose gave a brief synopsis of efforts to get Wahkiakum County annexed to TRL, all of which failed. Mr. Crose stated that the Facilities Committee recommends that unless the entire Wahkiakum County annexes to

TRL, it would be very awkward to have the City of Cathlamet contract with TRL for service.

**Raymond** – Mr. Crose reported that the City of Raymond had considered dropping its contract with TRL effective January 1, 2010. Mr. Crose stated that he attended the Raymond Finance/Budget Workshop. They concurred that they wanted to stay in TRL.

**Oakville** – Mr. Crose has been attending meetings in Oakville. He informed the Oakville group that the decision has not been made by the TRL Board concerning a new library building in Oakville and that the Board must consider the entire SR 12/I-5 corridor as to the best place to site a library that could serve the most patrons in that corridor.

- b. Executive Director's Search Committee – Judy Weaver reported for the Executive Director's Search Committee and stated that the application period had ended at the end of November and the Committee had met early in December. The Search Committee has made a recommendation to the Board of Trustees to re-open and expand the search for a new Executive Director. This recommendation is based on the very low number of applications that were received and not on substantive conclusions by the committee regarding qualifications of the applicants. After a lengthy discussion:

09-90 – DICK NICHOLS MOVED THAT THE SEARCH COMMITTEE BE AUTHORIZED TO EXPAND AND REFINE THE JOB ANNOUNCEMENT IN AN ATTEMPT TO BROADEN THE CANDIDATE POOL AND REOPEN THE PROCESS OF HIRING AN EXECUTIVE DIRECTOR. BOB HALL SECONDED THAT MOTION. MOTION CARRIED WITH TOM SCHAEFFER ABSTAINING DUE TO NOT HAVING BEEN GIVEN PRIOR INFORMATION.

09-91 – EDNA FUND MOVED AND BOB HALL SECONDED THE MOTION TO CONCURRENTLY, WITH THE WORK ALREADY MOVED TO THE SEARCH COMMITTEE, THAT ALA/PLA BE USED AS RECRUITING METHODS. MOTION CARRIED WITH TOM SCHAEFFER ABSTAINING DUE TO NOT HAVING BEEN GIVEN PRIOR INFORMATION.

09-92 – EDNA FUND MOVED THAT CONCURRENTLY WITH THE RESEARCH AND RECRUITING TOOLS OF THE PRIOR TWO RESOLUTIONS, THAT HR RESEARCH THE POTENTIAL USE OF A CONSULTANT TO BE IN OUR

RECRUITMENT ENDEAVOR AND REPORT AT THE NEXT BOARD MEETING.  
DICK NICHOLS SECONDED THE MOTION WHICH PASSED UNANIMOUSLY.

At 10:20 p.m., President Judy Weaver suspended the meeting for an Executive Session pursuant to RCW 42.30.110 §(i) to discuss staff association negotiations.

The meeting was called back to order at 10:39 p.m. and, there being no further business, President Judy Weaver adjourned the meeting at 10:40 p.m.

Handwritten signatures of Bob Auld and Judy Weaver. Bob Auld's signature is on the left, and Judy Weaver's signature is on the right. Both are written in black ink over a horizontal line.

President

Secretary