

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
OLYMPIA TIMBERLAND LIBRARY  
313 8<sup>TH</sup> Avenue SE, Olympia WA 98501  
Wednesday, April 21, 2010

MINUTES

BOARD MEMBERS PRESENT: Bob Hall, Emmett O'Connell, Steve Hardy, Edna Fund, John Braun, and Judy Weaver.

BOARD MEMBER EXCUSED: Tom Schaeffer.

STAFF PRESENT: Michael Crose, Sally Nash, Gwen Culp, Judy Covell, Rich Park, Jeff Kleingartner, Tim Mallory, Ellen Duffy, Liz Boston, Leanne Ingle, Lhisa Reish, Cheryl Heywood, Jinny Burns, David Seckman, Susan Faubion, Carrie Dye, Sara Pete, Adrienne Doman, and Marian Thompson.

GUESTS PRESENT: Mayor Doug Mah, Craig Hanson, Jean Finley, and Mary Belz.

President Bob Hall welcomed everyone to Olympia and then called the Regular Board meeting to order at 7:01 p.m.

AGENDA ITEM

1. Steve Hardy led the pledge of allegiance.
2. Self introduction of Board Members, staff and the public were made.
3. Approval of Agenda –

10-15 – JUDY WEAVER MADE A MOTION TO APPROVE THE AGENDA AND EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4. Focus on the Local Library – Before giving her focus on Olympia, Cheryl Heywood, Olympia library manager, welcomed everyone to Olympia and then introduced Mayor Doug Mah.

"Olympia loves its library!" Mayor Doug Mah exclaimed and then he welcomed the Board and guests to Olympia. He stated that even in tough economic times, the City of Olympia is going to upgrade the library building as finances allow including, among other things, upgrading the HVAC system to become more energy efficient. The great partnership between the City of Olympia and TRL has been positive for both and will continue. As far as the future is concerned, he went on to say that Olympia is looking into the possibility of either another library on the Westside in a business park or of a kiosk. The library continues to add value and opportunity to the community.

Cheryl Heywood then introduced her supervisors, Mary Belz, President of the Friends and Jean Finley, also from the Friends. Cheryl again thanked everyone for coming and gave a brief update on programs and events at the library since the Board last visited in 2007.

5. Correspondence - Michael Crose read a letter from Secretary of State Sam Reed donating a biography and oral history of Nancy Bell Evans to the TRL collection.
6. Public comments – There was no public comment.
7. Board comments – Judy Weaver thanked the City of Olympia and the TRL Olympia staff for welcoming the Board.

Edna Fund thanked Michael Crose for allowing copies of draft flood plans to be made at the library during a public meeting so that all attending the meeting could be informed.

8. Interim Executive Director's Report – Michael Crose gave a brief report on the TRL district events of 2009 as well as the outlook for 2010. He stated that because of the careful steps taken with the budget to reduce service levels in a very measured way, we were able to protect library services and were able to balance the revenues and expenditures while providing excellent equitable service at all 27 libraries. He reported on the new TRL website and the fact that all 27 libraries would have a presence on FaceBook.

TRL is right on target with budget both in terms of revenues and expenditures according to Mr. Crose.

Mr. Crose displayed a certificate given to the TRL Green Team for its recycling efforts in Thurston County which we are applying to all our libraries. Mr. Crose stated he was very proud of the employees taking part in these efforts.

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 – Michael Crose presented the voucher statements and declared that the voucher report showed the normal flow of business.
11. Consent Agenda0

10-16– EDNA FUND MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED THE MINUTES OF THE MARCH 31, 2010 REGULAR BOARD MEETING, AND PAYROLL VOUCHERS #50328 THROUGH #50395 IN THE AMOUNT OF \$1,106,749.69; AND OTHER VOUCHERS #96050 THROUGH #96211 IN THE AMOUNT OF \$259,870.19; JUDY WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The President called for a 15 minute break. Meeting came back to order at 8:05 p.m.

12. Unfinished Business –

- a. Amendment to the Bylaws –The final draft was presented at the March meeting. There being no further changes or discussion:

10-17 – EDNA FUND MOVED THAT THE CHANGES TO THE BYLAWS AS PRESENTED BE APPROVED AND JUDY WEAVER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

- b. Reaffirming Board Committee Assignments – After discussion,  
10-18 – STEVE HARDY MOVED TO RECONFIRM THE BOARD COMMITTEE ASSIGNMENTS. JOHN BRAUN SECONDED THE MOTION,

Judy Weaver stated that she was on too many committees and would like to get off the Budget Committee. After discussion, Emmett O'Connell agreed to serve on the Budget Committee.

10-19 – JUDY WEAVER MOVED TO AMEND THE ORIGINAL MOTION CONCERNING THE COMMITTEE ASSIGNMENTS BY REPLACING HER WITH EMMETT O'CONNELL ON THE BUDGET COMMITTEE. EDNA FUND SECONDED THIS MOTION WHICH PASSED UNANIMOUSLY.

THERE BEING NO FURTHER DISCUSSION CONCERNING THE ORIGINAL MOTION (10-18), THE AMENDED BOARD COMMITTEE ASSIGNMENTS PASSED UNANIMOUSLY:

**TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES OFFICERS AND COMMITTEES  
2010**

**BOARD PRESIDENT**      Bob Hall  
**PRESIDENT-ELECT**     Steve Hardy

**BUDGET COMMITTEE**

Emmett O'Connell  
Bob Hall  
Steve Hardy

**POLICY REVIEW COMMITTEE**

Edna Fund  
Tom Schaeffer  
Emmett O'Connell

**TRL BOARD REPRESENTATIVES ON THE FOUNDATION BOARD**

Steve Hardy  
Judy Weaver

**FACILITIES COMMITTEE**

Tom Schaeffer  
John Braun  
Judy Weaver

- c. Executive Director Selection Committee – Judy Weaver gave a brief report on the April 19 meeting and the future steps to be taken. She thanked the

Human Resources Department and staff for being so organized and efficient that the committee was able to get through all of the applications in one day. She also thanked Tim Mallory for his assistance in getting the applications out to qualified people at the PLA and ALA conferences. She stated that the next step would be telephone interviews by the Selection Committee on April 26. At the end of that meeting the Board would hold an Executive Session to determine who would proceed further in the process including being presented to the TRL District for a question and answer forum.

13. New Business – There was no new business.
14. Discussion Items – Gwen Culp, Information Technology Manager, informed the Board that the new TRL web page had been launched about an hour earlier and that each library would have its own FaceBook page. In addition, Ms. Culp gave a brief update on the broadband grant status – there is nothing definitive in writing yet.
15. Board Report –
  - a. Facilities Committee - Michael Crose gave a Facilities Committee report on the progress with Yelm, Ocean Shores and Oakville. Yelm's Mayor Harding has been sent a letter signed by the Board of Trustee's President and Mr. Crose stating that TRL is planning to honor their end of the ten year agreement which will mean the Yelm library will close in December 2011.

Mr. Crose stated that he has met with certain Ocean Shores elected officials and will be meeting with community groups in the future concerning Ocean Shores annexing to Timberland. He stated that should Ocean Shores try to put the matter on the ballot, the earliest would be August 2010 which would be too late to annex to Timberland in 2011.

The Facilities Committee still needs to look at the Grand Mound/Rochester/Oakville corridor to determine the best solution for TRL patrons in those areas.

Mr. Crose informed the Board that the Rainier Kiosk would be featured at the Rainier Open House on May 8 and everyone is invited.

16. Trustee Roundtable –

Steve Hardy reminded everyone of the Friends and Board Forum on Saturday and stated it was a good way to connect with people.


Edna Fund commented on the importance of TRL's "Book Babies" and other children's programs and stated that 50% of the children in Lewis County start school behind.

John Braun stated that he is in the Navy Reserve and his unit is being mobilized. He will be deployed for seven months so his last Board meeting will be May 26. He will meet with the Lewis County Commissioners to discuss whether they want to hold his Trustee position open for him until he gets back or appoint a new Trustee.

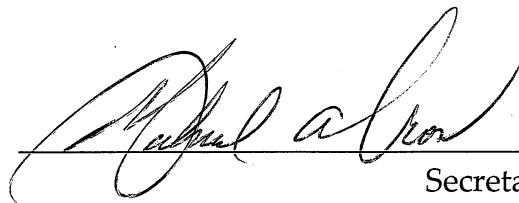
Emmett O'Connell commented on the social media guidelines that let staff know the ground rules.

Bob Hall commented on the service stories that staff had submitted. He also urged the Trustees to attend the Friends and Board Forum on Saturday. In addition, he also stated that he would not be at the May Board meeting but President-elect Steve Hardy will preside at that meeting.

There being no further business, President Bob Hall adjourned the meeting at 8:35 p.m.



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President



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Secretary