

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
NORTH MASON TIMBERLAND LIBRARY
23081 NE State Route 3, Belfair WA 98528
Wednesday, May 26, 2010

MINUTES

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

BOARD MEMBER EXCUSED: Bob Hall.

STAFF PRESENT: Michael Crose, Sally Nash, Gwen Culp, Judy Covell, Rich Park, Jeff Kleingartner, Ellen Duffy, Pat Carnahan, Monica Dalton, Victoria Rexford, Patty Ayala-Ross, Rick Homchick, and Nancy Triplett.

GUESTS PRESENT: Craig Hanson, Guyla Vann, and Lorrie Bloom.

President-Elect Steve Hardy welcomed everyone to the North Mason Timberland Library and then called the Regular Board meeting to order at 7:01 p.m.

AGENDA ITEM

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

10-20 – EMMETT O'CONNELL MADE A MOTION TO APPROVE THE AGENDA AND JUDY WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4. Focus on the Local Library – Victoria Rexford welcomed everyone and described her role, background about their library, changes and improvements, and their services.
5. Correspondence – There was no correspondence.

6. Public comments –Pat Carnahan shared a statement from the Staff Association regarding the recent decision by Public Employment Relations Commission. It found the affiliation process with the Washington state Council of State and City Employees to be proper and legal. A petition was filed today with the Public Employees Relation Commission seeking union representation for a separate bargaining unit for the library managers as allowed by State law RCW 4156 and WAC 391-25.
7. Board comments –
 - a. Steve Hardy addressed the Symphony and Broadband upgrades. He expressed his appreciation and praised the staff and public relations teams for their hard work and dedication during this transition, including changes to social media, redesigning the website and upgrades to the catalogue.
 - b. Edna Fund, Michael Crose, the Centralia Rotary and literacy foundation met with NW pediatrics last week regarding the Reach Out and Read program. The doctors and entire staff are excited to partner with TRL and do as much as they can to promote reading enjoyment and better prepare children for school and improve grades.
 - c. John Braun followed up on a comment he made last month regarding his planned absence for military deployment. The Lewis County Commission decided to keep him on the Board during his absence. If the Board prefers, the Commission can appoint someone on a temporary basis. Mr. Braun will initially try participating by phone.
 - f. Steve Hardy thanked the library managers who regularly attend these meetings. He appreciates having access to the resource and knowing they are well-served by professional counsel and a good executive director.
8. Executive Director's Report
 - a. Michael Crose reported that Friends and Board forum was an excellent program with more than 107 people plus staff in attendance. Mr. Crose thanked the Friends for everything they do and for advocating for the library in our communities.
 - b. Broadband grant status- Gwen Culp, Information Technology Manager- TRL has 14 sites with high speed connections. In Round 1 of the broadband application we were funded for upgrades to Chehalis, McCleary, Mountain View and Salkum, but no equipment. We were not funded for infrastructure equipment. There is a Round 2 application for broadband connections for Amanda Park, Hoodsport, Packwood, and Westport. The four locations that

did not qualify for grant applications are Montesano, Oakville, Tenino and Winlock.

Symphony - There have been some problems with the upgrade and we are getting patron complaints about the changes to the public catalog. We are working through the issues with the vendor.

- c. Family Read Aloud program -Ellen Duffy – We concluded the sixth Family Read Aloud on April 12, which was also our most successful so far. Ellen expressed her thanks to the Foundation who provided support.

Early Learning – Ellen Duffy shared an article containing statistics regarding early learning. The public library plays an enormous role in helping families and children discover reading and learning.

- d. 2011 Budget Report-Michael Crose will schedule a workshop with the Board Budget Committee to discuss strategic initiatives for 2011. One topic will be how we will maintain the district and hold the line on the budget given the current economic conditions.
- 9. Financial Report – Rick Homchick presented the financial report, highlighting various expenses and revenues that have occurred during the normal course of business. We are slightly ahead of last year's numbers in the areas of uncollected property taxes, fine collections, and selling discarded items vs. recycling them.
 - 10. Voucher Report – Rick Homchick presented the voucher statements and stated that the voucher report showed the normal flow of business.
 - 11. Consent Agenda
10-21– JUDY WEAVER MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED THE MINUTES OF THE APRIL 21, 2010 REGULAR BOARD MEETING, MINUTES OF THE APRIL26 SPECIAL BOARD MEETING, AND PAYROLL VOUCHERS #50396 THROUGH #50475 IN THE AMOUNT OF \$1,123,499.29; AND OTHER VOUCHERS #96214 THROUGH #96452 IN THE AMOUNT OF \$265,241.76; EDNA FUND SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

CHAIRMAN STEVE HARDY CALLED FOR A 15 MINUTE BREAK.

Meeting reconvened and attendees viewed a seven minute video presentation that was not listed on the agenda.

Your Money - Communications Manager Jeff Kleingartner showed the sequel to Tapped Out, the final video for the *Your Money* program. It demonstrates the valuable resources the grant-funded program provide businesses, the community and people facing challenging economic times.

12. Unfinished Business –

- a. Logo Recognition Survey Results - Jeff Kleingartner presented the results of a survey to understand the recognition level of the two logos TRL has been using for a number of years and keywords people equate with Timberland Regional Library. The survey polled patrons, staff and community citizens. and a core team of TRL staff representing board trustees, Director's Advisory Mr. Kleingartner defined a successful logo as one that is distinctive, instills confidence and creates loyalty.

Results demonstrated that recognition by community citizens for the moon/tree logo was very low (13%) and for the "trl" logo was also low at (27%). Respondents were also asked for keywords that described the Timberland Library district now and into the future. Many of the keywords were not associated with the two current logos.

Kleingartner requested and the Board agreed that the Communications Department develop up to three logo concepts to present at a future Board meeting. A report of the survey results was distributed at the meeting.

- b. Use of Personal Email Accounts for TRL Business – This was in follow up to a prior question about Board Members using Timberland email accounts to share information. Some areas of concern included legal actions that could be taken against the District and confiscation of personal equipment owned by Board members. Craig Hanson, TRL Attorney, provided recommendations. Gwen Culp, IT Manager, will assist setting up accounts according to approved guidelines.

13. New Business –

- a. Setting a date for Surplus Sale – Michael Crose suggested Saturday July 17, 2010.

10-22 – STEVE HARDY MADE A MOTION THAT TRL ANNOUNCE THEIR ANNUAL SURPLUS SALE WILL BE HELD ON SATURDAY, JULY 17, 2010. EMMETT O'CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

- b. Board Packets –Board packets are currently mailed as a courtesy to the Trustees a week prior to the meetings. Michael Crose polled members and no one objected to receiving them electronically in PDF format. They suggested placing it on TRL’s website and sending a link to the Board.
 - c. July 28, 2010 meeting Ocean Park – Michael Crose asked the Board about moving the Board meeting time to earlier in the day to increase attendance. The Board agreed to change the meeting time to 1:00 p.m.
14. Discussion items – *(See #8. move to Facilities or Director’s Report?)*
- a. Nisqually Kiosk- Is preparing to open by the end of June.
 - b. Ocean Shores – Michael Crose is continuing discussions with residents of Ocean Shores. There is some interest in a ballot measure to annex to TRL.
 - c. Yelm – Mr. Crose recently spoke with the Mayor who did not have new location information but assured him there will be a facility.
 - d. Rainier – Their open house was tremendously successful. There are activities planned with the local schools this fall.

Trustee Roundtable – No comments.

**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 - Judy attended the Foundation Board meeting two weeks ago. She believes the Foundation Board has lots of experience that can lead to great success for both the Foundation and the Library.

FACILITIES COMMITTEE

Tom Schaeffer

John Braun

Search Committee Update- Judy Weaver reported that the Executive Director Search Committee group has successfully reviewed the applications and identified four finalists. They will arrive next month for personal interviews, attending public forums and answering questions from the public .

13. New Business – There was no new business.
14. Discussion Items –
15. Board Report – Foundation Board-Michael Crose reported that Beth Warner, Foundation Director, supplied a Foundation report describing her activities for the past six months. She has been working with the Advocacy Committee to reach out to the community. The business community has responded well to sponsoring the Passport project. The TRL Passport contains a map of our library locations and covers local activities.

The Board moved to Executive Session according to RCW 42.30.110 §(i).

There being no further business, President Bob Hall adjourned the meeting at 9:25 p.m.



President



Secretary