

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Ocean Park Timberland Library
1308 256th Place, Ocean Park, WA 98640
Wednesday, July 28, 2010

MINUTES

BOARD MEMBERS PRESENT: Bob Hall, Stephen Hardy, Edna Fund, Emmett O'Connell, Tom Schaeffer

STAFF PRESENT: Michael Crose, Judy Covell, Gwen Culp, Rick Homchick, Jeff Kleingartner, Tim Mallory, Iver Matheson, Rich Park, Kristine Pointer, Cayt Stephens, Beth Warner, Margaret Colvin

GUESTS PRESENT: Marty Lemke, Donnie Rostedt

President Bob Hall welcomed everyone to Ocean Park and called the Regular Board meeting to order at 1:05 pm.

AGENDA ITEM

1. Stephen Hardy led the pledge of allegiance.
2. Self-introductions of Board members, staff and public were made.
3. Approval of Agenda –

10-33 – TOM SCHAEFFER MADE A MOTION TO APPROVE THE AGENDA WITH THE AMENDMENT OF ITEM 17 TO READ "NON-PUBLIC SESSION PURSUANT TO RCW 42.30.140 TO DISCUSS CONTRACT NEGOTIATIONS WITH TRL STAFF". EDNA FUND SECONDED THE MOTION. MOTION APPROVED UNANIMOUSLY.

4. Focus on the Ocean Park Timberland Regional Library: Ocean Park Library manager Iver Matheson thanked his staff and the Friends. There has been a library in Ocean Park for 125 years. The first libraries were collections of books moved from house to house. The library has been in its current location since 1985. Since then, the community has grown and there is now a need for an expansion of the library. The increased space

will relieve the pressures of over-crowding and bring new possibilities to the community.

5. Correspondence – Director Michael Crose reported there was no correspondence to share.
6. Public Comment – There were no public comments.
7. Board Comments: Tom Schaeffer reported that he was at the event at the Aberdeen Timberland Library hosting Secretary of State Reed, and he felt that Sec. Reed is a strong proponent of the library. Edna Fund reported that she had attended the Reach Out and Read event at the Centralia Library, which had over 300 in attendance.
8. Executive Director's Report:
 - (a) Mike Crose spoke about the proposed expansion of the Ocean Park Library. They are looking at a design that will not change the exterior character of the existing building and the expansion would be to the back of the building. The Friends are involved in the process, and TRL is hoping there will be some grant money available to assist. There is already a fund for a memorial garden to be incorporated into the landscaping.
 - (b) The Nisqually kiosk opened on July 9th in the Nisqually Tribal Library. The public is invited to visit the facility which includes several historical artifacts. The tribe is pleased with this relationship with TRL. Tribal nations are focusing their action on developing a strong economic base.
 - (c) Mike Crose has emailed the mayor in Yelm regarding the City's progress in finding a new site for the library. Mike and Bob Hall will send a letter to the mayor and City Council asking about their intent, and Mike will seek to get on their Council's meeting agenda or will comment during the public comment portion of the meeting. TRL will need about a year to plan and move into a new facility.
 - (d) The service for Marian Thompson will be Friday, July 30th, at 1 pm.
 - (e) The new Executive Assistant, Brenda Lane, will begin work on Monday, August 2nd.

- (f) To help Trustees prepare for Board meetings, documents that are to be discussed at Board meetings have been mailed to them as a courtesy before the meeting. Starting this month those documents are being posted on the TRL public website prior to Board meetings. There is now a link to the Open Public Meetings Act on the Board of Trustees page of the TRL website.
9. Financial Report – Rick Homchick presented the financial report.
10. Voucher Report - Mr. Crose presented the voucher statements.
11. Consent Agenda

10-34 - EDNA FUND MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED MINUTES OF THE JUNE 23, 2010 MEETING WITH THE AMENDMENT THAT IN THE LIST OF BOARD MEMBERS PRESENT, "DICK" SHOULD BE DELETED, PAYROLL VOUCHERS #50559 THROUGH #50602 IN THE AMOUNT OF \$1,112,966.64; OTHER VOUCHERS #96683 THROUGH #96921 IN THE AMOUNT OF \$391,620.43. STEPHEN HARDY SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

10-35 - TOM SCHAEFFER MOVED TO HAVE ITEM 17(a) MOVED TO 12(c) ON THE AGENDA. EDNA FUND SECONDED THE MOTION. THE MOTION CARRIED.

12. Unfinished Business:

- a. There is one more review of the Board e-mail accounts policy with attorney Craig Hanson, prior to distribution to Trustees.
- b. Report from the President of the Timberland Regional Library Foundation: Marty Lemke indicated that her presentation is an "interim" report as the agreement between TRL and TRLF calls for an annual report. She said the TRLF Board wanted to expand its membership and asked the Trustees for their help in providing names for potential board members. The Foundation Board is charged with governance, fiduciary, and legal responsibilities. Most recent activities of the Foundation have focused on advocacy, a new website, Gifts of Charity, the Passport fundraiser and the new Scrabble fundraiser. Net assets currently total about \$305,000. The two Boards are working under an Agreement signed in 2005. This Agreement indicates that TRL will expend no more than \$250,000 a year for Foundation

operations. The amount expended has been well under this figure. The Foundation can never, and should never be 100% self-supporting. It is very powerful to tell donors that 100% goes to a cause (such as an endowment). The Agreement needs clarification. Board Trustees are welcome to attend the Foundation Board meetings. The Foundation is at the start of a long-range plan, and questions from the trustees may be submitted to Mike Crose or Bob Hall and then forwarded to the Foundation. Bob Hall suggested that Steven Hardy and Judy Weaver serve on the committee. Marty distributed a portfolio to Board members with information regarding the Foundation.

- c. Executive Director's Position: Bob Hall proposed Mike Crose be hired for a 3 year period, and that the title be "Director" rather than "Interim Executive Director". Bob Hall turned the gavel over to Stephen Hardy as vice-president to temporarily chair the meeting.

10-36 - BOB HALL MOVED THAT EFFECTIVE JULY 1, 2010, MICHAEL CROSE BE APPOINTED DIRECTOR FOR A PERIOD OF 3 YEARS COMMENCING JULY 1, 2010 WITH AN ANNUAL SALARY OF \$115,000 AND A TRAVEL ALLOWANCE OF \$700 PER MONTH. EDNA FUND SECONDED THE MOTION. MOTION PASSED.

10-37- BOB HALL MOVED THAT A TEMPORARY BUSINESS MANAGER BE HIRED WITH AN END DATE OF JUNE 30, 2013 AND THAT THE POSITION OF BUSINESS MANAGER BE ELIMINATED ON JULY 1, 2013. TOM SCHAEFFER SECONDED THE MOTION. MOTION CARRIED.

10-38 - BOB HALL MOVED THAT THE POSITION OF ADMINISTRATIVE SERVICES MANAGER REMAIN VACANT WHILE MICHAEL CROSE SERVES AS DIRECTOR, AND THAT HE RESUME THE DUTIES OF ADMINISTRATIVE SERVICES MANAGER ON JULY 1, 2013 AT THE SALARY LEVEL HE WOULD HAVE ACHIEVED HAD HE NOT TAKE THE POSITION OF DIRECTOR. EDNA SECONDED THE MOTION. MOTION CARRIED.

Stephen Hardy passed the gavel back to Bob Hall to continue to chair the meeting.

Bob Hall and Mike Crose will meet to draft goals and objectives for the Director. Mike Crose will work with his Director's Advisory Council to establish a list of critical initiatives.

13. New Business

- a. TRL Planning Workshop: Mike Crose suggested meeting after September 15th (All Staff Training Day); his Executive Assistant will contact Board members with possible dates. Mike will arrange for a speaker to come and facilitate discussion of Board relationships and interactions of Board and staff, and then will discuss critical initiatives and the vision for TRL.
 - b. TRL Leadership Development Program: One of the components of this is succession planning. The program is to allow for professional growth for staff, not as grooming of any one candidate for an anticipated vacancy. One of the goals is to provide promotional opportunities within TRL. Training and mentoring is part of the program.
 - c. District web page: Agenda will be on the web until the Minutes are posted. The Draft Minutes are removed once Minutes are approved. Board would like constituents to have access to information.
 - d. Lewis County PUD Easement in Packwood: Easement will allow for new electrical poles to be installed; trees will be trimmed.
10-39 - TOM SCHAEFFER MOVED THAT LEWIS COUNTY PUD AT PACKWOOD BE GRANTED THE REQUESTED EASEMENT. EDNA FUND SECONDED THE MOTION. MOTION CARRIED.
14. Board Reports:
- a. Budget Committee: Emmett O'Connell indicated that there should be interaction with the public in the budget process, perhaps in the form of some public meetings or a method for people to go to the website and submit ideas for the budget. TRL will continue to budget conservatively.
 - b. Policy Committee: Tom Schaeffer said the next meeting is scheduled for September, but he would like to also meet in August. Board members will determine a time.
15. Board Roundtable: Bob Hall will speak at All Staff Day. Edna Fund encouraged trustees to attend and talk with staff. Emmett O'Connell asked trustees to be creative in their thinking about continuing library service in Yelm, perhaps considering about a Library capital facility area (RCW 27.15).

The President called for a 10 minute break at 3:30 pm, at the end of which the Board would meet in Executive Session pursuant to RCW 42.30.110 (i) to discuss contract negotiations with TRL staff.

The meeting was called back to order at 4:00 pm, and meeting was adjourned by Bob Hall.



President



Secretary