

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Raymond Timberland Library  
507 Duryea Street, Raymond, WA 98577  
Wednesday, August 25, 2010

MINUTES

BOARD MEMBERS PRESENT: Bob Hall, Stephen Hardy, Edna Fund, Tom Schaeffer, Judy Weaver

STAFF PRESENT: Michael Crose, Gwen Culp, Rick Homchick, Tim Mallory, Rich Park, Sally Nash, Emily Popovich, JoAnn Rucker, Rachelle Martin, Brenda Lane

GUESTS PRESENT: Anne Grimm, Gordon Grimm, Deane McCoy, Evelyn Popovich, Barbara Dunsmoor, Bob Fehrenbach, Bunny Roberts, Gail Freidlander

President Bob Hall welcomed everyone to Raymond and called the Regular Board meeting to order at 7:02 pm.

AGENDA ITEM

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

10-33 – EDNA FUND MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED. JUDY WEAVER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4. Focus on the Raymond Timberland Regional Library: Raymond Library manager Emily Popovich thanked her staff and the Friends. There has been a library in Raymond since 1911, four years after the city was formed. The style is neo-Tudor and looks like a grand old house. It is a unique structure as there are few public buildings in that style in the United States. The stained glass windows depicting fairy tales and heraldry are also tourist attractions. The library was entered in the

National Register of Historic Places in 1979. The library partners with lots of groups who use the library for meetings and classes and is a valuable resource in more ways than just books.

5. Correspondence – Director Michael Crose reported there was no correspondence to share.
6. Public Comment – There were no public comments.
7. Board Comments: Judy Weaver welcomed Brenda Lane, the new Executive Assistant for TRL. Edna Fund acknowledged guest Bunny Roberts whom she used to work with and is happy to see that she is involved with the library. Edna also reported that she attended Marian Thompson’s memorial service and it was very nice. She will be remembered fondly.
8. Executive Director’s Report:
  - (a) Mike Crose spoke about the WLA/PNLA conference that he and other staff members recently attended. The conference focus was on building community partnerships and how to work through tough times in libraries and to work with each other to survive these hard times. The conference was positive, well organized with great programs, great speakers, and provided opportunities to network and discuss issues that are affecting all libraries regardless of size. Bob Hall noted that he especially enjoyed the keynote speaker and felt that the sessions were very relevant to the current climate and issues all of us are facing in the current economy.
  - (b) Levy Lid-Lift in Ocean Shores is currently passing by seven votes. The election will require a simple majority to pass and will keep the library open for two more years. We are hearing that there is interest in the community to annex with TRL.
  - (c) Mike Crose reported that All Staff Training Day is September 15<sup>th</sup>, at St. Martins University. He would like to invite and encourage the Board to attend as there are opportunities to interact with staff on a more personal level. This year the ASTD is structured and organized like a conference with break-out sessions and keynote speaker Jess Walter. Symphony searching training will be highlighted and a team

from SirsiDynix will be on hand to answer staff questions on new features and system upgrades.

- (d) TRL is included in two federal Broadband grant applications that have been funded. The grants will pay for network upgrades over the next couple of years to our Amanda Park, Centralia, Chehalis, Hoodspport, Ilwaco, McCleary, Mountain View, Naselle, Packwood, Salkum and Westport locations.

- 9. Financial Report – Rick Homchick presented the financial report.
- 10. Voucher Report – Rick Homchick presented the voucher statements.
- 11. Consent Agenda

10-34 - EDNA FUND MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED MINUTES OF THE JULY 28, 2010 MEETING; PAYROLL VOUCHERS #50631 THROUGH #50713 IN THE AMOUNT OF \$1,118,619.19; OTHER VOUCHERS #96922 THROUGH #97158 IN THE AMOUNT OF \$434,513.30. TOM SCHAEFFER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

President Bob Hall called for a 15 minute break.

President Bob Hall called the meeting back to order at 7:45 p.m.

12. Unfinished Business:

- a. Yelm Site Visit – Meeting has taken place with Yelm officials, a walk-thru of the facility was done, and on-going dialog with city officials continues. The proposed site is the old police station and is half the size of the current location. We are arranging for a structural inspection as the building would need significant renovations.
- b. Board Workshop - The Board Workshop has been scheduled for October 9, 2010, 9 a.m. to 3 p.m., site to be determined. Mike has arranged for a speaker to facilitate discussion of Board relationships and interactions of Board and staff, critical initiatives, and long range and strategic planning activities in 2011.

13. New Business

- a. Debit/Credit Card Report – The online debit/credit card feature is up and running and going very well. It is beneficial to TRL as fines are paid quickly and transferred right into the general fund.
- b. Reserve Accounts for Refunds: Currently patrons can establish a reserve account when using electronic payments to pay their fines. The reserve account allows patrons to have a \$20 reserve account which will save us money on service fees. We need to have a procedure for refunding money in the reserve after a certain period of time, or if the account is no longer active. Mike will work with staff on procedural documents that will be presented for Board review.
- c. Upgrading Technology Infrastructure: Our current phone/data network equipment system is over 10 years old and obsolete. Computer Services has been working with vendors on a proposal for a system upgrade. The estimated cost is approximately \$700,000. This proposal includes network and phone system equipment, installation, staff training, help desk support during and immediately after installation, and the first year of maintenance costs. Mike is introducing the idea and asking for a motion to allow the expenditure of \$700,000 of the Automated Circulation Fund in the fiscal year 2010 to upgrade the technology infrastructure. If approved, an overview document will be presented at the September Board meeting for review and discussion by the Board.

10-35 - EDNA FUND MOVED TO APPROVE THE MOTION FOR AUTHORIZATION TO ALLOW THE USE OF THE AUTOMATED CIRCULATION RESERVE FUND IN THE YEAR 2010 TO UPGRADE THE TECHNOLOGY INFRASTRUCTURE. STEPHEN HARDY SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

#### 14. Board Reports:

- a. Budget Committee: Meeting will be scheduled.
- b. Policy Committee: Tom Schaeffer reported there are three policies that need to be removed as they are no longer necessary. The Spousal Military Deployment Leave policy and the Domestic Violence Leave policy are not necessary as policies as they are already listed on the Department of Labor and Industries FAQ's. The recommendation is that these two are removed and as new staff go through orientation, TRL will make them aware of the policies with L & I, and where they are posted on the employee bulletin board in the buildings.

The third policy, the Grievance Procedure for the Americans with Disabilities Act, will be replaced by a procedure to show how staff request legal accommodation under the ADA. During new employee orientation, staff will be taken through the procedures on how to find this information.

10-36 - TOM SCHAFFER MOVED TO DELETE THE DOMESTIC VIOLENCE LEAVE POLICY NUMBER 6D71. EDNA FUND SECONDED. MOTION CARRIED UNANIMOPUSLY.

10-37 - TOM SCHAFFER MOVED TO DELETE THE SPOUSAL MILITARY DEPLOYMENT LEAVE POLICY NUMBER 6Sp6. JUDY WEAVER SECONDED. MOTION CARRIED UNANIMOUSLY.

10-38 - EDNA FUND MOVED TO DELETE THE GRIEVANCE PROCEDURE AMERICANS WITH DISABILITIES ACT POLICY AS IT IS COVERED UNDER STATE LAW. STEPHEN HARDY SECONDED. MOTION CARRIED UNANIMOUSLY.

- c. Facilities report – Committee met and reviewed the status and condition of our facilities and discussed how well they meet the needs of the communities and patrons. Kiosks and partnership libraries were also discussed.

15. Board Roundtable: Bob Hall gave kudos to Mike Crose and Tim Mallory on their networking and positive representation of TRL at the WLA/PNLA conference.

The meeting was adjourned by President Bob Hall at 8:32 pm.



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President



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Secretary