

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd SW
Wednesday, January 26, 2011

MINUTES

BOARD MEMBERS PRESENT: Bob Hall, Stephen Hardy, Emmett O'Connell, Judy Weaver, Edna Fund, Thomas Schaeffer.

BOARD MEMBERS EXCUSED: John Braun.

STAFF PRESENT: Michael Crose, Gwen Culp, Rick Homchick, Jeff Kleingartner, Rich Park, Kim Storbeck, Tim Mallory, Deborah Receniello- Baker, JoAnn Rucker, Brenda Lane; recorder.

President Stephen Hardy welcomed everyone to Tumwater and called the Regular Board meeting to order at 7:02 pm.

AGENDA ITEM

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

11-01 – JUDY WEAVER MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION CARRIED UNANIMOUSLY.

4. Correspondence – None.
5. Public Comment – None.
6. Board Comments – None.

7. Director's Report: Michael Crose

a. Facilities Update – Oakville, Ocean Park, and Cosmopolis

Oakville - Mike reported on the status of the library planning effort for a new Oakville Library. He is working with the architect on the program plan to evaluate the space in the Oakville School District buildings to house a joint TRL/school library, a commercial kitchen, and a large meeting/emergency shelter area. If adequate, appropriate space is available, renovation costs are less than the new construction costs, and everyone can reach a mutual agreement, then a joint facility could be pursued. Board members indicated that they are supportive of the consideration of a joint facility.

Cosmopolis – Mike reported that the Cosmopolis School District has approached TRL with a request that we consider developing a joint public/school library. Cosmopolis had a TRL branch library that closed in 1985. The re-opening of the city's pulp mill has revitalized the community and they would like public library service again. Mike said that Cosmopolis is annexed to TRL and he will be meeting with the Superintendent in February to listen to their needs and proposal.

Ocean Park – Mike stated that he is interested in gaining approval from the Board to commit to funding the project of doubling the space in the Ocean Park Library. Ocean Park has been overcrowded for many years. He is working with another architect on design plans and expects the construction to cost no more than \$50,000. He said there is also a possibility of a \$125,000 donation from the Ocean Park Friends.

- b. Emergency Appropriations at the Service Center – Mike reported that due to tree roots lifting the concrete in front of the Service Center, the walkway has become a tripping hazard and needs repair. He indicated that we will need to use funds budgeted for repaving the parking lot and he may have to come back to the Board later if additional funds need to be approved.

- c. Print Management Status – Gwen reported that we are in the first implementation phase of Print Management. Internet Cards and Visitor Passes are available to replace One-Time Use Cards. Computer Use Rules have been revised and posted. Documentation and FAQ's have been developed. We will be installing and testing the Print Management software in Tenino in February and all other libraries will follow a week later. Pay for Print will start on March 14. We will add Print Management to Catalog computers when the new version of Library Online is available – tentatively in June.
- d. Summer Reading Workshop – Ellen Duffy spoke to the Board about why the Service Center meeting room was so gloriously set up. She said that tomorrow the Summer Reading Program workshop is taking place and which is an introduction to, and training for, SRP activities and materials.
- e. Adult Winter Reading – Tim Mallory reported that we are in the middle of Adult Winter Reading and shared some of the prizes that have been donated as awards to readers. He also said that JA Jance will be at the Olympia Library on February 15th which is bound to be a great day.
- f. Automated External Defibrillators (AEDs) - Mike reported that the Foundation had intended to buy or find donors to provide AEDs to all the libraries. He said that TRLF priorities are now focused on building an endowment fund and they won't be pursuing the AED project. TRL is planning to solicit donations of AEDs and funds to help pay for the AEDs for all libraries and the training for staff on how to use them. Costs are expected to be between \$25-45,000 for AEDs and training, depending on donations. He will keep the Board updated and will provide more information as it becomes available.
- g. South Bend Window Project – JoAnn Rucker reported that the new windows have arrived for the South Bend Library. The old windows had become a safety hazard as they were brittle single-pane glass. Installation will begin the week of February 14-17, and the Library will re-open on February 18th. The windows look just like the old antique windows but are double-paned and energy efficient.

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

11-02 – EDNA FUND MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED MINUTES OF THE DECEMBER 29, 2010 MEETING; PAYROLL VOUCHERS #51087 THROUGH #51148 IN THE AMOUNT OF \$961,440.57; OTHER VOUCHERS #98719 THROUGH #98941 IN THE AMOUNT OF \$651,747.64. BOB HALL SECONDED. MOTION CARRIED UNANIMOUSLY.

President Stephen Hardy called for a 15 minute break.

President Hardy called the meeting back to order at 8:40 p.m.

11. Unfinished Business:

- a. Progress Report on Symphony - Tom Schaeffer asked for a status report on Symphony. Gwen reported that staff and patrons have learned the system and have adjusted to the changes. She noted that the difficulty in the early weeks were due to system malfunctions which were unfortunate, but are now fixed and working properly. Gwen noted that Computer Services is receiving less and less complaints.
- b. Leadership Development Program – Mike reported to the Board that Directors Advisory Council is working on framework for a Leadership Development Program. Currently all job descriptions have training plans in place and DAC is considering additional training for Library Managers and Supervisors. There was general discussion on what a Leadership Development Program means in other organizations and what it might mean to TRL. Edna asked for quarterly reports on progress of the program development.
- c. Long Term/Strategic Planning – Mike noted that the final year of the last Strategic Plan was 2009 – the year of the levy election. As a result of losing the election, TRL undertook major planning efforts to reduce expenses. Mike recommended, and the Board agreed, that we should

identify possible consultants to facilitate the next Strategic Planning effort which should be done in 2011.

12. New Business

- a. Funding Construction for the Ocean Park Library – After a lengthy discussion it was decided that planning an expansion at Ocean Park and funding up to 50% of the cost, with significant fundraising for the remaining 50% would move forward. The Board asked for regular reports on the project.

11-03 – BOB HALL MOVED TO APPROVE THAT TRL UNDERWRITE THE CAPITAL IMPROVEMENTS AT OCEAN PARK WHILE EXPLORING OTHER FUNDING SOURCES AND UTILIZING THOSE OTHER FUNDING SOURCES FIRST AND THAT TRL'S COMMITMENT NOT EXCEED 50% OF THE PROJECT COSTS. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

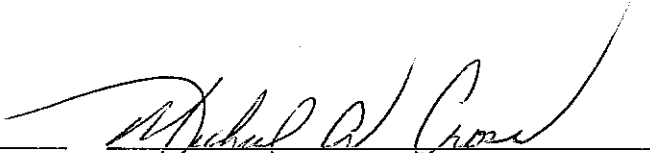
- b. Board Reports:
 - a. Budget Committee – none
 - b. Policy Committee – none
 - c. Facilities Committee - none
- c. Board Roundtable – Tom Schaeffer thanked Communications for the new business cards with the new TRL logo. He would also like to request that the TRL attorney attend more Board meetings, and asked about the procedure for evaluating the Library Director. Mike said that we will add the Director's Evaluation to next month's agenda. Steve Hardy commented that he talks to a lot of people who are stressed and he is pleased to hear that many know that the library is a good place to go to get information and help on stress relief. Emmett O'Connell asked about the status of the Yelm building and was told that it is the topic for Executive Session.

At 9:15 p.m. President Hardy announced that the Board would meet in Executive Session pursuant to RCW 42.30.110 (i) to discuss the Yelm Library Agreement.

President Hardy called the meeting back to order at 9:40 pm and with no further business, adjourned the meeting at 9:40 p.m.



President, Stephen Hardy



Michael Crose, Secretary