

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
South Bend Timberland Library  
1<sup>st</sup> & Pacific, South Bend, WA 98586  
Wednesday, May 25, 2011

MINUTES

BOARD MEMBERS PRESENT: Bob Hall, Stephen Hardy, Thomas Schaeffer, and Edna Fund.

BOARD MEMBERS EXCUSED: Emmett O'Connell, John Braun, and Judy Weaver.

STAFF PRESENT: Michael Crose, Gwen Culp, JoAnn Rucker, Rich Park, Rick Homchick, Ellen Duffy, Sally Nash, Kristine Pointer, Emily Popovich, Michelle Zilli, Alice Goudeaux, Kristina Kaufmann, and Brenda Lane; recorder.

GUESTS PRESENT: Mayor Kurt Church, Denny Wasberg, Carla Weber, and Jean Shaudys,.

President Stephen Hardy welcomed everyone to South Bend and called the Regular Board meeting to order at 7:00 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.

11-15 – TOM SCHAEFFER MADE A MOTION TO AMEND THE AGENDA AND ASKED TO ADDRESS THE BOARD PRIOR TO THE BREAK. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus of the local library – JoAnn Rucker, South Bend Library Manager welcomed everyone and talked about the library. She said that in 2003 they were annexed to TRL; in 2006, the elevator was installed; in 2007, the

exterior was painted; in 2008, the city installed a new roof; in 2010, new energy efficient windows were installed; and in 2011, the 40-year old carpet was replaced and ceiling fans were installed. JoAnn said that the fans and new windows have lowered the electric bill by one-third. JoAnn introduced Mayor Kurt Church, who welcomed the Board and presented Mike Crose a key to the City of South Bend.

5. Correspondence – None.
6. Public Comments – None.
7. Board Comments.

Bob Hall – Bob asked about the public comment from last month’s Board meeting regarding a public records request. Mike stated that our attorney reviewed the issue and determined that TRL was not out of compliance with the law. Bob stated that he appreciated receiving Mike’s informational emails on what is happening in the district. Bob asked about selling the antique windows from the recent window replacement and JoAnn said there has been no progress yet. Bob also noted that Jean Shudys, who was in the audience, was on the South Bend City Council for 25 years and has always been a great advocate and link between the City and the Library.

Edna Fund – Edna reported that she met with Mike and some of TRL’s Collections Services staff about collecting and consolidating all of the data needed by the Flood Authority.

Steve Hardy – Steve read the TRL Mission and Vision statements.

8. Directors Report – Michael Crose

MetLibs Conference – Mike reported on his attendance at the MetLibs Conference in New York. This was an international conference with attendees from all over the world. Mike said that there was sharing of information, in-depth conversations, and discussions on libraries of the future. Very exciting information shared by all.

Meetings with HarperCollins and Random House – Mike reported that he met with Publishers to talk about eBooks and how we can work together to meet the needs of everyone involved. Both Publishers are just as concerned as we are on how to find the right business model for

publishing for the future. Their message is that they consider public libraries to be one of the most important public institutions in the community.

Digipalooza – Mike and Kim Storbeck, interim Collections Services Manager will be attending the OverDrive Digipalooza conference in July. Mike is working on a co-presentation with a VP of Harper Collins.

Librarian Certification – Mike reported that he received his Librarian Certification from the Washington State Library based on his extensive experience and accomplishments at TRL. The Board expressed their congratulations.

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

11-16 – EDNA FUND MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED MINUTES OF THE APRIL 27, 2011 MEETING; PAYROLL VOUCHERS #51333 THROUGH #51393 IN THE AMOUNT OF \$1,136,707.05; OTHER VOUCHERS #99648 THROUGH #99883 IN THE AMOUNT OF \$327,751.51. BOB HALL SECONDED. MOTION CARRIED UNANIMOUSLY.

Tom Schaeffer announced that due to health reasons, he is resigning from his Board position and this will be his last meeting. He noted that his experience with Timberland has been very positive and he has too much love and respect to continue when he is not able to participate 100%. He thanked the staff and his fellow Board members and said that this has been the most fulfilling experience of his life. The Board thanked Tom for his service and contributions to TRL.

President Hardy called for a 15 minute break.

President Hardy called the meeting back to order at 8:05 p.m.

12. Unfinished Business
  - a. Strategic/Long Term Planning – Mike reviewed a draft planning document that was distributed at the meeting. It is based on his recommendation at the March Board meeting that we do not pursue a 5-year strategic planning process but instead focus on

a plan for continuous input from users, non-users, staff, and continuous services and budget planning. Input will be via community chats, formal surveys, research, and informal means. He stated that we will be investigating a survey product that supports ongoing surveys, analysis, and quantitative reporting. Steve asked how Facilities, IT, and HR planning will be managed. Mike said we will be updating the facilities plan, and HR and IT planning will be part of the ongoing services and budget planning. Edna asked about goals, objectives, and measurements -- and stated that it needs to be simple. Mike indicated that we will be working on that as part of the ongoing planning. The members discussed the possibility of a half day planning workshop with the Board in July. No date was scheduled.

### 13. New Business

- a. Family Read Aloud Wrap-Up – Ellen Duffy reported on Family Read Aloud and referred to the statistics/reports in the Board packet. They are also posted on the TRL website.
- b. Central Reference Concept – Alice Goudeaux, Central Reference Manager, reviewed changes in reference activity over the last decade. In the past, patrons came to the library or called the library to ask “ready reference” questions. Librarians did the research and gave answers over the phone to patrons. She said that now reference is more collaborative. Patrons are able to do more of their own research via the Internet and also using our online databases. Reference staff are teaching patrons about information resources and how to get information as well as helping them use computers and technology in the libraries and on the phone and email.
- c. Lewis County Annexation Possibilities – This summer Mike will be meeting with Napavine, Morton, and Mossyrock regarding possibilities of library service in their communities and what it would cost to contract or annex to TRL.

### 14. Committee Reports

- a. Budget Committee – none
- b. Policy Committee – none
- c. Facilities Committee – project updates:  
Oakville – We now have a design document for the Friends of Oakville Library to review. The next meeting with them is June 6.

Cosmopolis – Mike will be meeting with the Cosmopolis School Board on May 28 to present a concept for a joint school/public library.

Lacey – Lacey will be partially closed from May 25 to July 25 for re-carpeting and painting, and replacement of lighting and the HVAC system.

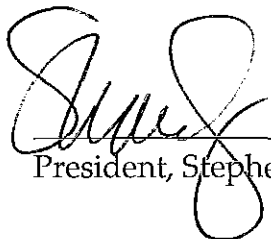
Yelm – Mike will draft a letter to the Mayor of Yelm stating the understandings from the last Board meeting. No communication with City of Yelm officials yet.

15. Discussion Items: Future Meeting Topics

- a. Revised Organizational Chart – this is planned for June.
- b. Budget 2012 – this is planned for June.
- c. Internet Filtering – will be brought back for discussion. No date set.
- d. Leadership Development – update is planned for July.

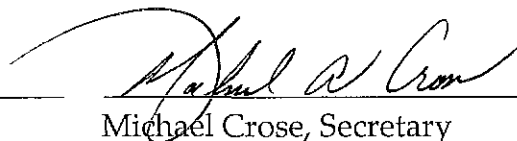
16. Final Board Comments: Steve Hardy asked about exploring criteria for the performance evaluation for the Library Director. There was discussion about what happens in public comment vs. Executive Session. Edna noted some problems with the City of Centralia regarding disclosure of documents. There was a consensus that Mike contacts Craig Hanson, TRL Attorney, for clarification on this subject. Steve wants the Board to develop criteria for measuring performance and to take the next steps at the June Board meeting.

With no further business, President Hardy adjourned the meeting at 9:05 p.m.



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President, Stephen Hardy



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Michael Crose, Secretary