

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Packwood Timberland Library  
109 W Main Street, Packwood, WA 98361  
Wednesday, June 22, 2011

MINUTES

BOARD MEMBERS PRESENT: Bob Hall, Stephen Hardy, John Braun, Judy Weaver, Emmett O'Connell, and Edna Fund.

STAFF PRESENT: Michael Crose, Jeff Kleingartner, Ellen Duffy, Rich Park, Gwen Culp, Elizabeth Squires, Rick Homchick, Chloe Renne-Freitas, Nancy Sawyer, Traci Owens, and Brenda Lane; recorder.

GUESTS PRESENT: Darla Quiznell, CJ Neer, Virginia Squires, Dawn Manke, and Bill Fagger.

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

AGENDA ITEM

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

11-17 – EDNA FUND MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus of the local library – Elizabeth Squires, Packwood Library Manager, welcomed the Board and talked about the Packwood library. The library was started by Bob Baker in 1968. Bob was one of the original TRL Trustees and the first Trustee from Lewis County. The Packwood library is rumored to be haunted, and has been an antique shop, museum, rock

shop, and hostel. It was built with 27 different species of native wood and has a bomb shelter behind the circulation desk.

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

Bob Hall – Bob reminded fellow Trustees to remember their comments and tone when speaking publically as he was asked by some local patrons who attended the meeting in South Bend if there was animosity on the Board because of the tone of the meeting.

Judy Weaver - Judy reported that she had a recent opportunity to visit the Packwood Museum and highly recommends it to everyone. She also said she missed the last meeting, but borrowed the recording of the meeting and found that it was a good way to catch up.

Edna Fund – Edna reported that she was in the Centralia and Chehalis libraries this week and they were full of kids signing up for Summer Reading.

Emmett O’Connell – Emmet said that he attended the Imagination Celebration at the Olympia Library on Saturday, June 18<sup>th</sup>. He worked at the Friends table at the event and was very impressed with the teen volunteers who signed up kids for the Summer Reading program. They were knowledgeable and did a great job representing the Library.

8. Directors Report – Michael Crose – Mike reported that he will be preparing a written report for the Board each month instead of doing a long verbal report. He asked Jeff Kleingartner, Communications Manager, to report on the “Aids for Better Living” signage which is part of the Washington Assistive Technology Act Program (WATAP). This signage will travel around to the libraries to publicize assistive devices that will be available for patrons to check out. These services are a response to a request that a patron brought forth at the Board meeting in Aberdeen last October regarding the need for assistive technology. Timberland is one of the first libraries to participate in this WATAP program. The selected devices will be housed at the Service Center and will be available for check out.

Mike asked Ellen Duffy, Youth Services Coordinator, to report on the Summer Reading Program. Ellen gave each Board member a SRP yard sign and said that

there have already been many wonderful events in the libraries to support Summer Reading and we are off to a great start.

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

11-18 – EDNA FUND MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED MINUTES OF THE MAY 27, 2011 MEETING; PAYROLL VOUCHERS #51394 THROUGH #51444 IN THE AMOUNT OF \$1,119,083.35; OTHER VOUCHERS #10000 THROUGH #10213 IN THE AMOUNT OF \$430,939.67. JUDY WEAVER SECONDED. MOTION CARRIED UNANIMOUSLY.

President Hardy called for a 15 minute break.

President Hardy called the meeting back to order at 7:55 p.m.

12. Unfinished Business
  - a. Action Plan – Mike reviewed the status of the *Action Plan* and presented the *Five Year Financial Projection* document. He reported that the plan is still a work in progress and he will continue to present the *Action Plan* in small chunks as previously directed by the Board. This draft document includes the addition of the 5 goals, and he asked the Board to review and provide input at the next meeting.
13. New Business
  - a. July Board Meeting Date Change – Mike asked the Board for a motion to change the July Board meeting date from July 27<sup>th</sup> to July 20<sup>th</sup>, due to his attendance at a out of state conference.

11-19 - BOB HALL MOVED TO CHANGE THE DATE OF THE JULY TRL BOARD OF TRUSTEES MEETING IN HOODSPORT FROM JULY 27, 2011 TO JULY 20, 2011. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Vice President Position – With the resignation of Tom Schaeffer, the Vice President position is vacant. Bob Hall noted that the title Vice President was changed to President-Elect in the By-Laws in 2010 and would like the motion to reflect this change.

11-20 – BOB HALL MOVED TO ELECT EMMETT O’CONNELL TO THE POSITION OF PRESIDENT-ELECT TO REPLACE TOM SCHAEFFER WHO RESIGNED HIS TRL BOARD OF TRUSTEE POSITION MAY 25, 2011. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

- c. Surplus Sale Inventory List – The surplus list of items that will be placed in the June 25<sup>th</sup> sale were presented. Mike noted that this will be the last sale held by TRL. Future sales will be done through the State surplus sales.

11-21 – EMMETT O’CONNELL MOVED TO APPROVE THE LIST OF SURPLUS ITEMS AS PRESENTED FOR THE JUNE 25, 2011 SURPLUS SALE. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

- d. Organizational Chart – Mike presented and reviewed a revised Organizational Chart that includes two planned staffing changes. A Circulation Coordinator is being added to the Collection Services department, and the Central Reference Supervisor is being reclassified to a Reference Services Coordinator. In addition, the Foundation Administrative Assistant position will be reviewed for possible reclassification to reflect additional duties at a later date.

#### 14. Committee Reports

- a. Facilities Committee – Steve Hardy reported that the Facilities Committee met on June 14, 2011 and deferred to Mike Crose to discuss the funding of the Ocean Park expansion project. Mike stated that Ocean Park is a district-owned building and he and the Facilities Committee would like to recommend that TRL fund 100% of the expansion costs. Judy Weaver agreed that historically TRL builds, maintains, and as necessary, renovates buildings in unincorporated areas and has the responsibility for TRL-owned buildings. There was discussion about how to encourage financial support for the project from the Friends group if TRL intends to cover all the costs. Mike stated that he has met with supporters in the Ocean Park community and their intention is to raise funds to

support the Library, and they have made significant contributions in the past to the Ocean Park and Ilwaco libraries. John Braun stated that he would still like to see a budget and construction schedule with supporting documents before he would be comfortable with a motion to support the appropriation of approximately \$500,000 from the TRL building fund and the Board agreed.

As discussion continued, there were additional questions on the previous motion 11-03 that was passed in January 2011 that states: **THAT TRL UNDERWRITE THE CAPITAL IMPROVMENTS 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. THE MOTION WAS APPROVED UNANIMOUSLY.**

Mike stated that architectural, electrical, and septic studies are done and the next step is to develop construction documents. The cost estimate is \$500,000 which is conservative, and the architects do not feel it will be that high. This does not include furnishings and shelving, and Mike believes the Friends will raise those funds but stands firm that TRL should be responsible for the renovation costs. After further discussion, the Board agreed that the project needs to continue to move forward. They asked that project documents be provided at the July Board meeting, and made following motion:

11-22 – JOHN BRAUN MOVED TO AUTHORIZE UP TO \$100,000 INCLUDING FUNDS ALREADY EXPENDED FOR DESIGN AND PLANNING FOR THE OCEAN PARK EXPANSION PROJECT. EDNA FUND SECONDED. MOTION APPROVED UANIMOUSLY.

- b. Yelm Agreement – Mike reported that he is working on the agreement with the City of Yelm and should have a draft document for the Board next month for review. Edna noted that at the Board meeting in Tumwater there was discussion on what the Yelm agreement means for other libraries and how TRL contributes to maintenance of city-owned buildings. John agreed that more study is needed that considers the impact for all city-owned libraries.

Edna also asked for an update on other Lewis County issues. Mike reported that the Morton School District has contacted him about the possibility of providing service from the school if Morton annexes to TRL, but he has no further information to share.

15. Discussion Items:

- a. Director Evaluation – Mike provided his self-assessment to the Board for their review.
- b. Internet Filtering – Mike reported that our current Internet Filtering practice is working and a review of the policy might not be necessary at this time. The North Central Regional Library believes the Internet-related lawsuit decision from the State Supreme Court will be settled in July.
- c. Leadership Development – update is planned for July.

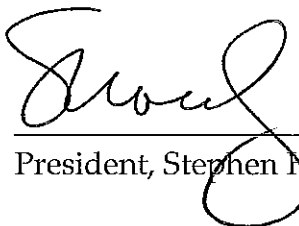
16. Final Board Comments:

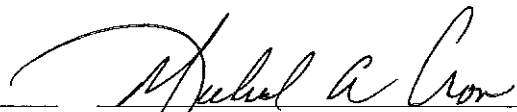
Emmett O’Connell – Stated that if the partnership with Cosmopolis School District goes forward, he thinks we need an agreement to clarify how and when the school building can be used by the public. Mike said that he has been talking to the school about this and agrees that an agreement should be created.

At 9:50 p.m., President Stephen Hardy called for EXECUTIVE SESSION pursuant to RCW 42.30.10 to discuss 1. Current contract negotiations with AFSCME-WSCCCE Local 3758; and, 2. Possible acquisition of real estate.

President Hardy called the meeting back to order at 10:25 p.m.

With no further business, President Hardy adjourned the meeting at 10:25 p.m.

  
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President, Stephen Hardy

  
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Michael Crose, Secretary