

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Amanda Park Timberland Library
6118 US Highway 101, Amanda Park, WA 98526
Wednesday, August 24, 2011

MINUTES

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

BOARD MEMBERS EXCUSED: John Braun.

STAFF PRESENT: Michael Crose, Rick Homchick, Gwen Culp, Ellen Duffy, Ryan Williams, Tim Mallory, Jeff Kleingartner, Rich Park, Sally Nash, Brooke Pederson, Brenda Lane; recorder.

GUESTS PRESENT: Dave Harlin.

President Stephen Hardy welcomed everyone to Amanda Park and called the Regular Board meeting to order at 1:00 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.

11-24 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus of the local library – Brooke Pederson welcomed everyone and gave a brief history on the library. TRL began service in the area with a bookmobile parked outside the Lake Quinault School. Brooke has noticed the need for outreach library services to neighboring communities as

Amanda Park has few residents. The current library was built by TRL in 1991.

5. Correspondence – None.
6. Public Comments – None.
7. Board Comments – None.
8. Directors Report – Michael Crose – Mike reported that his Director report as well as the Departmental reports was posted on the TRL website prior to the meeting for review. Judy asked whether self-checkout equipment was being replaced at the kiosk sites. Gwen Culp reported that the kiosks have new equipment and will not currently be replaced at this time. Mike also reported that the Grays Harbor Commissioners are interviewing four candidates for the open Trustee position. We should have a new Board member next month.
9. Financial Report – Rick Homchick presented the financial report.
10. Voucher Report – Rick Homchick presented the voucher statements.
11. Consent Agenda

11-25 – EDNA FUND MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED MINUTES OF THE JULY 20, 2011 MEETING; PAYROLL VOUCHERS #51497 THROUGH #51545 IN THE AMOUNT OF \$1,163,141.88; OTHER VOUCHERS #10446 THROUGH #10709 IN THE AMOUNT OF \$608,580.23. JUDY WEAVER SECONDED. MOTION CARRIED UNANIMOUSLY.

President Hardy called for a 10 minute break.

President Hardy called the meeting back to order at 1:45 p.m.

12. Unfinished Business:

Action Plan – Mike reviewed the completed action plan with the additions from the Board work session. He noted the partnership goal and stated that partnerships will be important in the future. He suggested that the library district should be thinking about additional revenue streams other than just the current \$.50/\$1000 from property taxes. Edna asked if the numbering of

the goals implied priority and Mike replied that they are in no specific order. It was suggested that a note be added to reflect this. Emmett asked about the Community Conversations scheduled for October in the budget calendar. There was a brief discussion on how these would be formatted and a suggestion to delay the Community Conversations until May 2012. Steve asked about numbers or targets associated with goals and objectives. He wanted to know how do we know whether we accomplished what was intended. The Board members discussed the need for finding a metric to measure the value of the library to the community. Mike asked the Board to indicate their support of the Action Plan at the conceptual level so that staff can carry it out. There was agreement that we are headed in the right direction. Steve asked for regular updates through the Director's report.

Hoquiam Annexation – Rick Homchick presented background information on the Hoquiam annexation vote. The City of Hoquiam currently contracts with TRL for service but has decided to set a special election for city residents to vote on whether to annex to TRL.

RESOLUTION 11-001 MOTION BY BOB HALL, SECONDED BY EMMETT O'CONNELL, OF THE TIMBERLAND REGIONAL INTERCOUNTY RURAL LIBRARY DISTRICT CONCURRING WITH THE ANNEXATION OF THE CITY OF HOQUIAM TO THE TIMBERLAND REGIONAL INTERCOUNTY RURAL LIBRARY DISTRICT. MOTION PASSED UNANIMOUSLY.

A vote among Hoquiam residents is scheduled for Tuesday, November 1, 2011. If the ballot measure passes, the annexation will commence in Hoquiam in 2013.

Leadership Development Program – Mike distributed a document for the Board to review and bring back for discussion at the September Board meeting. He noted that the program name has been changed to the Professional Development Program. He said that it is organized in three sections and is for staff at all levels.

Funding Requirements – Rick Homchick presented a document that included estimated maintenance costs for all TRL libraries, including city-owned buildings. The total estimated cost is approximately \$291,000 per year. There was discussion about TRL taking on some categories of maintenance costs in city-owned buildings, such as janitorial costs, then consider other expenses later. Mike stated that the TRL contributions to funding projects in city-

owned buildings this year has created immeasurable goodwill and thanked the Board for supporting those efforts. There was general agreement that if TRL pays for janitorial service, TRL should contract for the services directly.

Director Evaluation – Steve Hardy asked Board members what their preference is on the process to be used to evaluate the Library Director and how they would like to proceed. After a brief discussion, they agreed that they would develop a formal process, including written priorities, values, expectations, and goals for the coming year. The evaluation process will begin next month with the development of accomplishments for the past year.

13. New Business

a. Contract with AFSCME local 3758

Rich Park announced that there has been an agreement reached between AFSCME local 3758 and TRL management and presented documents for Board approval.

11-26 - BOB HALL MOVED TO ACCEPT AND RATIFY THE 2011 COLLECTIVE BARGAINING AGREEMENT REACHED BETWEEN NEGOTIATORS FOR TIMBERLAND REGIONAL LIBRARY AND THE WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, AFSCME, AFL-CIO, LOCAL 3758 AS NEGOTIATED FOR REGULAR FULL-TIME AND PART-TIME NON-SUPERVISORY EMPLOYEES AND THAT THE BOARD PRESIDENT AND LIBRARY DIRECTOR ARE HEREBY AUTHORIZED TO EXECUTE THE AGREED UPON 2011 COLLECTIVE BARGAINING AGREEMENT ON BEHALF OF TIMERBERLAND REGIONAL LIBRARY. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

11-27 - BOB HALL MOVED TO APPROVE THAT INSURANCE BENEFIT LEVELS FOR THESE REPRESENTED EMPLOYEES BE INCREASED EFFECTIVE SEPTEMBER 1, 2011 TO THE FOLLOWING MAXIMUM AMOUNTS PER MONTH PER FULL TIME EQUIVALENT: FOR MEIDCAL INSURANCE \$760.00; FOR DENTAL INSURANCE \$59.19; FOR VISION INSURANCE \$8.50; FOR MONTHLY GROUP LIFE INSURANCE \$3.60; FOR DISABILITY INSURANCE \$5.86 FOR MEMBER WITHOUT WCIF MEDICAL PLANS AND \$5.36 FOR MEMBERS WITH WCIF MEDICAL PLANS; AND, \$221.00 FOR HEALTH SAVINGS ACCOUNT FOR EMPLOYEES ENROLLED IN A WCIP HIGH DEDUCTIBLE HEALTH SAVINGS PLAN. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOULSY.

11-28 - JUDY WEAVER MOVED TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN THE MEMORANDUM OF UNDERSTANDING BETWEEN TIMBERLAND REGIONAL LIBRARY AND THE WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, AFSCME, AFL-CIO, LOCAL 3758 FOR THE ADDENDUM THAT SHALL APPLY TO THE 2011 COLLECTIVE BARGAINING AGREEMENT. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

11-29 - EDNA FUND MOVED TO APPROVE THE PAYMENT TO NON-REPRESENTED EMPLOYEES IN A MANNER IDENTICAL TO THE STIPULATIONS OUTLINED IN THE 2011 COLLECTIVE BARGAINING AGREEMENT ADDENDUM. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

b. Items for surplus – Rick presented two items for surplus.

11-30 - EMMETT O'CONNELL MOVED TO APPROVE AS SURPLUS EQUIPMENT A FUJI FILM PROCESSOR PS600e II AND CORAL PBX PHONE SYSTEM VERSION 10.21. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

14. Committee Reports - None.

15. Discussion Items:

a. Future Agenda Items

1. Director Evaluation – Executive Session
2. Wages for other positions – Executive Session

16. Final Board Comments:

Edna said she was glad to see the library reading stories at the SW Washington Fair. The Chehalis Library will be hosting “The History of Chehalis” on September 7th. She said a patron called her to say she likes the library but the door at the Centralia Library is not working.


Emmett O'Connell noted that Seabrook, which is north of Ocean Shores, is an underserved area.

Judy Weaver – thanked Brooke and the Amanda Park staff for their hospitality.


Steve Hardy – reported that he will attend the TRLF Board retreat in October. They are working on their strategic plan. Steve also asked if anyone knows of any good volunteers as the Foundation is looking for new members.

Bob Hall – As a follow-up to the Action Plan discussion, he gave the example of the Gates Foundation projects that funded many computers for libraries, schools, and non-profits, and other programs. They have had a difficult time measuring the value of the projects.

With no further business, President Hardy adjourned the meeting at 3:15 p.m.



President, Stephen Hardy



Michael Crose, Secretary