

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Elma Timberland Library  
118 N First Street, Elma, WA 98541  
Wednesday, September 28, 2011  
7:00 pm

MINUTES

BOARD MEMBERS PRESENT: Stephen Hardy, Corby Varness, John Braun, and Emmett O'Connell.

BOARD MEMBERS EXCUSED: Edna Fund, Bob Hall, and Judy Weaver.

STAFF PRESENT: Michael Crose, Rick Homchick, Gwen Culp, Rich Park, Ellen Duffy, Ryan Williams, Tim Mallory, Sally Nash, Jeff Kleingartner, David Seckman, Donna Simms, Andrea Burton, Michele Graves, Shari Brophy, Emily Popovich, Karen Kienenberger, Val Jester, Karen Ringenberg, Pat Carnahan, Brenda Lane; recorder.

GUESTS PRESENT: Mayor David Osgood, Jim Taylor, Tim Mall, Jean Howard, Debbie Thurman, Priscilla Wilder, Allison Thurman, Mary Beth Trebeck, Delores Allen, Judy Monroe, Alice Hepp, Shirley Oliver, Donnie Rostedt, Helen Hepp.

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

AGENDA ITEM

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

11-31 – EMMETT O'CONNELL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. JOHN BRAUN SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus of the local library – David Seckman, Elma Library Manager welcomed the Board and introduced Mayor David Osgood. Mayor Osgood thanked the Board for coming to Elma and said that he considers the Library one of the city’s biggest assets. He said that the bond issue to raise funds to build the library passed by 83% which is the highest “yes” vote the city has ever had. He thanked the staff, the City, the Elma Friends group, and the citizens of Elma for their support of the Library. David said that there are approximately 300 patrons that use the library each day.
5. Correspondence – None.
6. Public Comments – Donnie Rostedt, TRL Foundation Board member, announced that the TRLF is having a Scrabble-Thon event at the Service Center on Saturday, October 22<sup>nd</sup>. Helen Hepp thanked the Library staff for their research help for her efforts to keep the local State park open. Jim Taylor thanked David for his great work and attitude. Another member of the public told a great TRL service story about Elma staff and said, “The community loves you!”
7. Board Comments – President Stephen Hardy welcomed Corby Varness, newly appointed trustee from Grays Harbor County. He said he has heard wonderful things about her and is happy she is onboard.
8. Directors Report – Michael Crose – Mike reported that his Director’s report as well as the Departmental reports was posted on the TRL website prior to the meeting for review. Mike presented an organizational chart and reviewed some changes that have been made recently. He also reported on his recent visits to the County Commissioners meetings to provide an annual report on the Library. Steve Hardy asked how Collection Services, Reference Services, Adult Services, and Circulation Services relate. Mike reviewed the functionality of the departments and the working relationships between them.
9. Financial Report – Rick Homchick presented the financial report.
10. Voucher Report – Rick Homchick presented the voucher statements.
11. Consent Agenda

11-32 – CORBY VARNES MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED MINUTES OF THE AUGUST 24, 2011 MEETING; PAYROLL VOUCHERS #51546 THROUGH #51608 IN THE AMOUNT OF \$1,189,545.06; OTHER VOUCHERS #10710 THROUGH #10982 IN THE AMOUNT OF \$608,580.23. EMMETT O’CONNELL SECONDED. MOTION CARRIED UNANIMOUSLY.

President Hardy called for a 10 minute break.

President Hardy called the meeting back to order at 8:15 p.m.

12. Unfinished Business:

Internet Filtering – Mike reported that there is no new information about the North Central Regional Library filtering case. Emmett noted that he heard that there would be a hearing on October 18<sup>th</sup>. Mike said he will keep updating the Board of the status and if any decision is made.

Action Plan – Mike reported that the Board has a revised version of the Action Plan and asked for any comments or questions. John asked whether the “Ten-year Facilities Plan” is being developed or updated. Mike stated that we are updating the information from previous Facilities Plans. John also asked some questions on the formatting of the Goals and Emmett asked about Community Conversations. After some discussion, it was agreed that there were a few more edits before finalization. The changes will be made and the final document will be presented next month.

Professional Development Program – The Professional Development program document was distributed to the Board at the September meeting for review. Mike asked for Board questions or comments. John asked about some parts he hadn’t seen before which were a draft agenda and program application. He said that what has been presented only addresses the upper-level management staff and asked when the rest of the program will be developed. Mike stated that it is a work in progress and that the other levels are still being developed. John said that he was happy to see something including a timeline, and suggested that it didn’t have to be 100% developed to get started. Mike stated that the kick-off would be in 2012. Val Jester, TRL staff member, asked if there would be options for staff to participate in individual training components but not the whole program. Mike replied that he hoped so, but would have more information as the program evolves.

13. New Business - None

14. Committee Reports

- a. Policy Committee – Emmett O’Connell reported that the Policy Committee met and reviewed 17 policies that were primarily Human Resources related. Many were due for review, or were reviewed and had no changes. Steve stated that the Board would review the policies for approval at the next meeting. He asked that all the members receive the policies that include the tracked changes for review. Emmett asked whether all Board policies are posted on the website and if not, why not? Gwen Culp reported that our practice is to post Board policies on the public website that relate to patrons and library use. All Board policies are posted on our intranet for employees to reference. After some discussion, the Board agreed with the current practice.
- b. Budget Committee – Rick Homchick reported that he has begun working on the preliminary budget which will be presented to the Budget Committee on Tuesday, October 18. The preliminary budget will be presented to the Board at the October meeting.

15. Discussion Items:

a. Future Agenda Items

1. Emmett asked for the discussion of school vs. public libraries and the implications of the agreement required for the Oakville School District/TRL partnership.
2. Emmett also asked for a list of which libraries request ILLs from TRL and which libraries TRL requests from.
3. John asked for a report on what Timberland is planning to do with the restructured Reference Coordinator position and how we are going to try to reduce costs, especially with technology. Mike stated that Alice Goudeaux is scheduled to report to the Board next month.

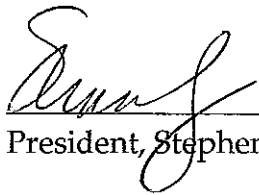
16. Final Board Comments:

Emmett O’Connell – thanked the Elma staff and Friends for the welcoming reception.

John Braun – stated that he is glad to see progress on the Professional Development Program and although he had reservations about the approach to the Action Plan, he thinks it is coming together.

17. Pursuant to RCW 42.30.10, President Hardy called for Executive Session to discuss the Director's annual evaluation and Union Negotiations.

At 9:05 pm, President Hardy called the meeting back to order, and with no further business adjourned the meeting.

  
\_\_\_\_\_  
President, Stephen Hardy

  
\_\_\_\_\_  
Michael Crose, Secretary