

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Winlock Timberland Library
322 1st Street, Winlock, WA 98596
Wednesday, October 26, 2011
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Corby Varness and Emmett O'Connell.

STAFF PRESENT: Michael Crose, Rick Homchick, Gwen Culp, Rich Park, Jacqueline Mansfield, Joella Peterson, Sarah Lachman, Tim Mallory, Ellen Duffy, Felicia Wilson, Sally Nash, Jeff Kleingartner, Brenda Lane; recorder.

GUESTS PRESENT: Mayor Glen Cook, Barb Lewis, Trudy Marion.

President Stephen Hardy welcomed everyone to Winlock and called the Regular Board meeting to order at 7:05 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.

11-33 – JOHN BRAUN MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus of the local library – Jamie Allwine, Winlock Library Manager welcomed the Board and introduced Mayor Glen Cook. Mayor Cook welcomed the Board and the public and thanked TRL for its support. Jamie described the changes at Winlock since the last time the Board met

here. The single-pane windows across the front of the library were replaced, the leaky roof was repaired and siding was added over the concrete on the outside of the building to reduce moisture in the building. Improvements were paid for by funds from the TRL Building Fund, the City of Winlock, the Friends, and a USDA grant.

5. Correspondence – Mike presented a letter from the Washington State Auditor, Brian Sonntag regarding TRL’s exit interview scheduled for November 16 at 1:00 pm. Invitations have gone out to the Board to attend if they are available.
6. Public Comments – None.
7. Board Comments - Bob Hall reported that he attended All Staff Training Day. He said that he was impressed with the overall day and especially liked the breakout sessions this year. Edna Fund reported that the Centralia library is closed for installation of the new checkout desks. She said that the public is going to the Chehalis library during the closure and it is working just fine. Steve Hardy attended the re-opening celebration at the Shelton library on September 30th. He was impressed by the turnout which included patrons, Friends, staff, and local dignitaries. He said the Library looks great with the new colors and redesigned spaces.
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 and asked if there were any questions or comments. He reported that he has finished his annual visits to the County Commissioners and they were very successful. He stated that he is going to report to the Commissioners 2-3 times a year instead of annually as it is a good way to let them know all the good work our local libraries are doing. Mike also reported that the Centralia staff is very excited about their new desks and reconfigured work and public spaces. Judy Weaver asked about the closure of the Rainier Kiosk. Mike said that there have been some ongoing issues and TRL is removing the kiosk and deleting Rainier as a hold/pick-up location. John Braun asked about the meeting with ESD 113 regarding Morton. Mike said there is interest in TRL service in the school, but he confirmed to the ESD that Morton had to contract or annex first. John also asked about Mossyrock and Napavine schools and Mike said the same requirement applies. Edna Fund said that she has talked with Judy

DeVaul, owner of the newspaper in Morton, and they would support annexation.

Departmental Reports:

Reference Services, Alice Goudeaux

Alice Goudeaux, TRL Reference Coordinator reported that she has visited 21 libraries to review reference activity and the use of the reference print and online collections. Reference statistics show a decline in use and instead patrons are asking for technology assistance and basic computer help. Currently TRL has approximately 20,000 print reference items with a budget of \$40,000 per year. Alice said that she plans to reduce the print budget by 30% and purchase reference eBooks. We are currently negotiating with Newsbank for access to The Olympian, The Chronicle, The Daily World, The Vidette, and The Chinook Observer. John Braun asked about archival coverage of newspapers. Alice stated that most start in 2000 or 2002. John also asked if we are measuring use and Alice confirmed that she reviews use statistics to determine if we retain the databases.

Youth & Family Services – Summer Reading Report – Ellen Duffy

Ellen reported that 2011 SRP had a multicultural theme which allowed for a lot of creativity in programs. Some examples of the creativity were with the Pharoah program in Packwood, the Bread in the Bag program at Ocean Park with Toni Gwinn from WSU Extension, the End of Summer party at Tumwater, the Zine program at Yelm, Harry and the Potters at Olympia, and DIY programs in Pacific County. Sarah Lachman, YS Librarian from Olympia, described their Teen Tech Tudor program and Video Book Trailer contest and showed 3 short trailers to the Board. Joella Peterson, YS Librarian from Tumwater, described the Rick Riordan visit/Poseidan’s Fish Market event which drew in 3500 attendees. Mike Crose read a letter to Joella thanking her for her effort on a great event, and presented her with a certificate of appreciation.

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

11-34 – BOB HALL MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED MINUTES OF THE SEPTEMBER 28, 2011 MEETING; PAYROLL

VOUCHERS #51609 THROUGH #51660 IN THE AMOUNT OF \$1,115,880.46; OTHER VOUCHERS #10983 THROUGH #11253 IN THE AMOUNT OF \$541,875.42. EDNA FUND SECONDED. MOTION CARRIED UNANIMOUSLY.

President Hardy called for a 10 minute break.

President Hardy called the meeting back to order at 8:45 p.m.

12. Unfinished Business

a. Internet Filtering – Mike reported that there is no new information about the North Central Regional Library filtering case. A hearing was scheduled for October 24th, so there may be a decision soon.

b. Action Plan – Mike reported that the Board has a final version of the Action Plan and asked for any comments or questions. There were none.

13. New Business

a. ILL Report – Mike referred to the ILL report presented to the Board as a result of a request at the last meeting.

b. School and Public Libraries Partnership/Agreement discussion - Mike reported that he is researching the many other school/public library partnerships and plans to talk to OSPI regarding open school campuses. He stated that he should have information for the Board to discuss in the next 3 months. We are moving forward with plans for a joint school/TRL library in the Cosmopolis school. There was discussion on whether an ad hoc committee is needed to discuss these issues or if they can be handled by the Facilities and Policy Committees. It was decided that it will be addressed at the end of the year when the Board committee assignments are made.

c. Board meeting video recording – informational only
Jeff Kleingartner reported that he is researching a company called AV Capturall that can video-record the Board meetings. The cost is approximately \$149 month. He will provide an update next month with details.

d. Surplus items – Rick Homchick presented an item for surplus from the Communications department for approval.

11-35 – EDNA FUND MOVED TO APPROVE AS SURPLUS THE MULTIGRAPHICS ENVELOPE PRINTER MODEL #1250. JUDY WEAVER SECONDED. MOTION APPROVE UNANIMOUSLY.

14. Committee Reports

- a. Budget Committee – Rick Homchick
 - i. Audit Update – Rick reported that the Auditor will present a management letter at the exit interview on November 16th which will recommend that TRL discontinue funding the TRL Foundation. The Auditor states the level and duration of TRL funding the TRLF constitutes activity that extends the Library’s powers beyond that it is authorized to do.
 - ii. Preliminary Budget – Rick stated that the Preliminary Budget is not finalized. The Board’s approval is needed at this meeting to provide support for TRL’s levy request in December. The Preliminary Budget will be presented at the Budget Hearing next month.

11-36 – BOB HALL MOVED TO APPROVE THE 2012 PRELIMINARY BUDGET AS PRESENTED. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Policy Committee – Rich Park reported that 17 HR policies have been reviewed. Six policies needed updates and eleven needed changes in their date for review.

11-37 – BOB HALL MOVED TO APPROVE THE HR POLICIES WITH MODIFICATIONS AS SUBMITTED. JOHN BRAUN SECONDED. MOTION APPROVED UNANIMOUSLY.

15. Discussion Items:

- a. Future Agenda Items
 - 1. Request to see the Ocean Park Library construction drawings.
 - 2. Review of Bylaws related to succession.

16. Final Board Comments:

Judy Weaver – Thank you to Winlock staff, city, and Friends.

Bob Hall – Very impressed with the Youth Services programs and presentations. He especially likes the Teen Tech Tutor program.

John Braun – thanks for everything.

Edna Fund – commented that she didn't know about the Oakville kick-off event and would like be notified about these events. She also praised the work the Collection Services department is doing to collect and organize the Flood Authority documents.

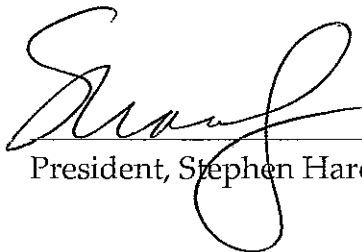
Steve Hardy – reported that the TRLF had their second Scrabble-Thon on Saturday, October 22nd. They had 26 players at the Service Center and he was amazed at that scrabble players are highly competitive!

17. At 9:45 pm, pursuant to RCW 42.30.10, President Hardy called for Executive Session to discuss the Director's annual evaluation, the Supervisory Collective Bargaining Agreement, and 2012 negotiations.

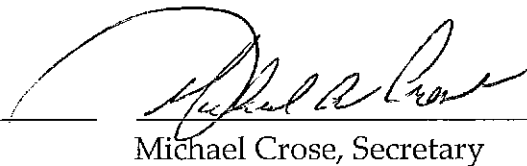
At 10:30 pm, President Hardy called the meeting back to order, and the following motion was made.

11-38 – BOB HALL MOVED TO APPROVE 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 SUPERVISORY EMPLOYEES. THE BOARD PRESIDENT AND THE LIBRARY DIRECTOR ARE HEREBY AUTHORIZED TO EXECUTE THE AGREED UPON 2011 COLLECTIVE BARGAINING AGREEMENT ON BEHALF OF TIMBERLAND REGIONAL LIBRARY. JOHN BRAUN SECONDED. MOTION APPROVED UNANIMOUSLY.

18. At 10:32 pm, with no further business, President Hardy adjourned the meeting.



President, Stephen Hardy



Michael Crose, Secretary