

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd SW, Tumwater, WA 98501
Wednesday, November 30, 2011
7:00 pm

MINUTES

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

STAFF PRESENT: Michael Crose, Rick Homchick, Gwen Culp, Rich Park, Sally Nash, Kim Storbeck, Val Jester, Karen Kienenberger, Tim Mallory, Ellen Duffy, Felicia Wilson, Jeff Kleingartner, Brenda Lane; recorder.

GUESTS PRESENT: None.

President Stephen Hardy welcomed everyone to Tumwater and called the Regular Board meeting to order at 7:07 pm.

AGENDA ITEM

1. Emmett O'Connell led the pledge of allegiance.
2. Self-introductions of Board members, staff, and public were made.
3. Approval of Agenda.

11-39 – JOHN BRAUN MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus of the local library – Sally Nash introduced Karen Kienenberger, Library Manager at the McCleary Timberland Library who shared the news that the McCleary Library received 2nd place in the McCleary Chamber of Commerce 2011 Business of the Year competition. Fifty businesses are members and 8 were nominated. Board members expressed their congratulations.

5. Correspondence: Judy Weaver asked if we have received the Auditors correspondence for the exit interview that was on November 16, 2011. Mike stated that we are working a response letter and will provide an update at the December Board meeting.
6. Public Comments – Val Jester, Montesano Library Manager, noted that Karen Kienenberger has been invited to be Chamber Vice President next year.
7. Board Comments – **Edna Fund** reported that the Centralia and Chehalis librarians made a presentation at the Centralia/Chehalis Chamber of Commerce about the value of the library. Their presentation was very well done. **Judy Weaver** reported that the Rochester School District has been doing a major remodel for two years. They planned to upgrade the HVAC in the building where the kiosk is. There was no heat for a few weeks, but the kiosk and library stayed open with the use of a generator. Mike noted that he and Judy are scheduled to meet with the Rochester Schools Superintendent next week. **Bob Hall** noted that he has attended many public hearings and there is usually opportunity for public comment. He said that there should have been the opportunity for the public to speak at the budget hearing which was scheduled at 6:00 pm. **Corby Varness** thanked TRL staff for meeting with her and providing district information to educate her about TRL and the Board of Trustees.
8. Director’s 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 also reviewed some key budget issues and reported that the contracts with the supervisory and non-supervisory unions are ratified and he believes that TRL has a very positive relationship with AFSCME; the new online employment application system, NEOGOV was launched and is working well. All employment applications must be submitted electronically, cutting down on staff time, as well as allowing hiring teams to review applications on-line. Edna asked if we could accommodate applicants with disabilities. Mike stated that we would provide assistance as necessary. Mike reported that we are looking at forming new partnerships with the South Sound Reading Foundation and the Area Agency on Aging. He is also scheduled to present information about the Cosmopolis library project to the Cosmopolis City Council on December 7th. The school district is supportive and the next steps are to identify

funding sources. He also has an upcoming meeting with the Morton School District. They are interested in having TRL provide library service in the school library but he said that Morton would have to annex or contract with TRL first.

Building Updates – Oakville, Cosmopolis, Ocean Park - Mike gave a brief update to the Board on Oakville, Cosmopolis, and Ocean Park projects. The Ilwaco and Ocean Park Friends feel they can provide \$50,000 towards the Ocean Park remodel project. They also plan to do additional fundraising. There is a possibility of USDA funding for the Oakville Library project as it fits into their rural development and economic stimulus model. Mike is leading the initial project development although TRL does not have funding responsibility. Edna asked how the Oakville project affects Rochester. Mike said that he thinks that Rochester will expand and has had a successful kiosk operation. Edna also asked how the Trustees can participate or be notified when these projects are happening. Mike stated that the Board is encouraged to attend meetings and Edna asked to be notified.

Hoquiam - Mike reported that Hoquiam's annexation measure passed. TRL will have an agreement with the City of Hoquiam to allow them to pay their 2012 contract fee over 10 years. The annexation and library taxation starts in 2013.

Yelm – Work is continuing on a contract with the City of Yelm. We hope to have an agreement ready for the Board in December.

9. Departmental Reports – Emmett O'Connell asked about the status of Penguin titles in OverDrive. Penguin suspended use of their titles then reinstated them through the end of the year. They have announced that they may not continue to sell their ebooks to libraries through OverDrive.
10. Financial Report – Rick Homchick presented the financial report.
11. Voucher Report – Rick Homchick presented the voucher statements.
12. Consent Agenda

11-40 – JOHN BRAUN MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED MINUTES OF THE OCTOBER 26, 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 8:40 p.m.

13. Unfinished Business:

a. Internet Filtering – Mike reported that there is no new information about the North Central Regional Library filtering case. A hearing is scheduled for December. The Board asked Mike to send the next update via email when the decision is made.

b. AV Capturall – Jeff Kleingartner reviewed the features of AV Capturall a software and hosting service that will allow TRL to videotape Board meetings and upload them for web viewing. Supporting Board meeting documents can also be uploaded to the AV Capturall site. Jeff asked for approval to move forward with this service and start videotaping the Board meetings.

11-41 - BOB HALL MOVED THAT WE MOVE FORWARD WITH A CONTRACT WITH AV CAPTURALL TO VIDEO RECORD BOARD MEETINGS STARTING IN JANUARY 2012. EMMETT O'CONNELL SECONDED. MOTION APPROVED.

c. Review of Audit Results – Rick Homchick reported that the exit interview with the State Auditor's Office is complete. TRL received two management letters and one finding. The management letters address concerns with cash handling procedures and additional review of financial statements. The finding is related to TRL's contractual relationship with the TRL Foundation. The Auditor states that TRL has not met all of the requirements of the TRL/TRLF agreement and the agreement does not address whether the Foundation needs to contribute more in donations than is necessary to cover operating expenses paid by the District. John Braun asked to see a copy of our response letter at the December Board meeting.

d. 2011 Building & Unemployment Compensation Fund Amendment – Rick Homchick asked that the Board consider a motion to increase expenditures in the Building Fund in 2011 by \$25,000 to support the Shelton, Lacey, and Centralia remodeling project and to increase the Unemployment Compensation Fund by \$1,000.

11-42 – JOHN BRAUN MOVED TO AMEND THE 2011 FISCAL YEAR BUDGET ADOPTED BY MOTION 10-61 BY REVISING THE BUDGETED AMOUNTS FOR THE BUILDING AND UNEMPLOYMENT COMPENSATION FUNDS AND APPROVING A SUMMARY FOR PUBLICATION. EDNA FUND SECONDED. MOTION PASSED UNANIMOUSLY.

14. New Business

a. Board Meeting Calendar – A draft of the 2012 Board meeting calendar was presented. After review, the Board agreed to the dates and locations, but changed the July and August Board meeting start time to 1:00 pm.

11-43 – BOB HALL MOVED TO APPROVE THE 2012 BOARD MEETING CALENDAR AS PRESENTED WITH THE CHANGE TO START THE JULY AND AUGUST MEETINGS AT 1:00 PM. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

b. Bylaws on Succession - The Board reviewed the Bylaws on Succession and determined that if Trustee Braun continues for a second term starting in 2012, he would be the most senior Board member who has not served as President in his current term and would be eligible to be President-Elect. If Trustee Braun decides to end his tenure on the Board, then Corby Varness would be eligible for President-Elect.

c. Approval of Articles 15 & 24 – Rich Park reported that both unions ratified agreements with TRL and asked for motions of approval.

11-44 – BOB HALL MOVED TO APPROVE AMENDMENTS TO ARTICLES 15 AND 24 OF THE 2010-2013 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. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

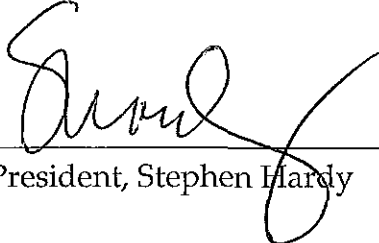
11-45 – BOB HALL MOVED THAT WAGE LEVELS BE INCREASED FOR THESE REPRESENTED EMPLOYEES BY 1% EFFECTIVE JANUARY 1, 2012, AND THAT INSURANCE BENEFITS FOR THESE REPRESENTED EMPLOYEES BE ESTABLISHED EFFECTIVE JANUARY 1, 2012 TO THE FOLLOWING MAXIMUM AMOUNTS PER MONTH PER FULL TIME EQUIVALENT: FOR MEDICAL INSURANCE UP TO \$795.00; FOR DENTAL INSURANCE UP TO \$55.77; FOR VISION INSURANCE UP TO \$8.93; FOR MONTHLY GROUP LIFE INSURANCE UP TO \$3.60; FOR DISABILITY INSURANCE UP TO \$5.86 FOR MEMBERS WITH WCIF MEDICAL PLANS; AND UP TO \$221.00 FOR A HEALTH SAVINGS ACCOUNT FOR EMPLOYEES ENROLLED IN A WCIP HIGH DEDUCTIBLE HEALTH SAVINGS PLAN. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

11-46 – BOB HALL MOVED TO APPROVE AMENDMENTS TO ARTICLES 15 & 24 OF THE 2010-2013 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. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

11-47 - BOB HALL MOVED THAT WAGE LEVELS BE INCREASED FOR THESE REPRESENTED EMPLOYEES BY 1% EFFECTIVE JANUARY 1, 2012, AND THAT INSURANCE BENEFITS LEVELS FOR THESE REPRESENTED EMPLOYEES BE ESTABLISHED EFFECTIVE JANUARY 1, 2012 TO THE FOLLOWING MAXIMUM AMOUNTS PER MONTH PER FULL TIME EQUIVALENT; FOR MEDICAL INSURANCE UP TO \$795.00; FOR DENTAL INSURANCE UP TO \$55.77; FOR VISION UP TO \$8.93; FOR MONTHLY GROUP LIFE INSURANCE UP TO \$3.60; FOR DISABILITY INSURANCE UP TO \$5.86 FOR MEMBER WITHOUT WCIF MEDICAL PLANS AND UP TO \$5.36 FOR MEMBER WITH WCIF MEDICAL PLANS; AND UP TO \$221.00 FOR A HEALTH SAVINGS ACCOUNT FOR EMPLOYEES ENROLLED IN A WCIP HIGH DEDUCTIBLE HEALTH SAVINGS PLAN. CORBY VARNESSE SECONDED. MOTION APPROVE UNANIMOUSLY.

15. Committee Reports - None.

16. Future Agenda Items:
1. Director Compensation
 2. Director Evaluation
 3. 2012 Budget Approval
 4. 2012 Election of Officers
 5. Appropriation Report on Ocean Park Funding
 6. Hoquiam Promissory Note
 7. Yelm Contract Update
 8. Survey Software Update
 9. Ocean Park Budget/Funding Report
 10. TRL's Response Letter to the Washington State Auditor
17. Final Board Comments: Corby Varness shared that she attended the Ukulele program in Montesano and it was fun.
18. At 9:00 pm, pursuant to RCW 42.30.10, President Hardy called for Executive Session.
19. At 9:25 pm, President Hardy called the meeting back to order and with no further business adjourned the meeting.



President, Stephen Hardy



Michael Crose, Secretary