

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd SW, Tumwater, WA 98501
Wednesday, December 28, 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, Sally Nash, Tim Mallory, Felicia Wilson, Jeff Kleingartner, Toni Costa, Pat Carnahan, Jenny Grenfell, Monica Dalton, Ryan Williams, Brenda Lane; recorder.

GUESTS PRESENT: None.

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

AGENDA ITEM

1. Emmett O'Connell led the pledge of allegiance.
2. Self-introductions of Board members, staff, and public were made. Public Services Manager Sally Nash introduced Jenny Grenfell, the new Library Manager at the Tenino library. Jenny has been with TRL for 8 years and said she loves her new position.
3. Approval of Agenda.

11-48 – EDNA FUND MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence: TRL received a letter from Katy Blake, a user of the Hoquiam library who is delighted that the Hoquiam annexation passed.

5. Public Comments – None.
6. Board Comments – **Corby Varness** reported that the Montesano library got a new electric fireplace and it is amazing at how warm and inviting the library feels. **Bob Hall** said that he appreciated the candor and the comments in the staff survey. He noted that there were some comments in the survey about the King County Library System and their website. He then demonstrated and compared the KCLS job postings to TRL job postings and noted KCLS posts salary ranges and salary schedule and he suggested that TRL do the same. He said that the KCLS has a very active Foundation and that they include many corporate sponsors and lists of donors in their annual report. He said that there were comments in the staff survey about a disconnect between the Service Center and the libraries and he would like to have further discussion on this subject. **Judy Weaver** said that she and Mike Crose met with the Rochester School District Superintendent last week. She also thanked staff for posting information about the Board meeting under “What’s New” on the front page of the website. **Edna Fund** also thanked the staff for their comments in the survey. Over the holidays she spent time with her grandchildren and was glad to have libraries to visit with them. **John Braun** thanked the staff for their survey comments. He announced that his term on the Board ends December 31, 2011 and he has asked the Lewis County Commissioners to reappoint him for another seven-year term. **Stephen Hardy** asked everyone to take stock of accomplishments and opportunities for the New Year as he is optimistic about what is coming up.
7. Director’s Report– Mike Crose reported that his Director’s report was posted prior to the Board meeting on the TRL website for review.
8. Departmental Reports – Steve Hardy asked Sally Nash for her Public Services departmental report which she handed out to the Board for review. Edna Fund asked about the organizational changes that Rich Park highlighted in his report and the changes to break the Teen Services Coordinator out of the Youth Services Coordinator position. She asked if other libraries are making similar changes. Mike stated that some are making changes and others are eliminating coordinator positions depending on their needs. John Braun asked if the new Coordinator positions were in the budget and Mike confirmed that they are. Edna asked for an updated organizational chart including the new Coordinator

positions. Judy Weaver said that she appreciated the stats that Felicia Wilson includes in her Collection Services report. Steve Hardy stated that as the year ends he wants to take stock in the good work and the plans that we have and how we are going to move forward. He wants to identify key issues/areas and see a scorecard or some means of performance management. Mike Crose said that in January he wants to have a Board workshop to talk about statistics the Board wants to see.

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

11-49 – EMMETT O'CONNELL MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED MINUTES OF THE NOVEMBER 30, 2011 MEETING; PAYROLL VOUCHERS #51728 THROUGH #51769 IN THE AMOUNT OF \$1,143,724.73; OTHER VOUCHERS #11522 THROUGH #11757 IN THE AMOUNT OF \$517,951.93. JUDY WEAVER SECONDED. MOTION CARRIED UNANIMOUSLY.

President Hardy called for a 10 minute break.

President Hardy called the meeting back to order at 9:00 p.m.

12. Unfinished Business:

a. Update on Hoquiam Inter-local Agreement – Rick Homchick reported that the City of Hoquiam passed a library annexation vote on November 8, 2011. We are working on an inter-local agreement with a promissory note for 10 years at 3% to pay for the 2012 contract fee. The final document should be ready for approval at the January Board meeting.

b. Yelm Update – Rick Homchick noted that the Yelm Agreement is undergoing final review. The original Board motion was to support maintenance of the Yelm library building at an amount not to exceed \$37,000 a year. There is a clause in the current contract that if costs go over \$37,000 in a year that the TRL Board has to approve the expense. Rick asked for a Board consensus to move forward with the agreement. After discussion, the Board agreed that Board approval will be required

for Mike Crose to sign the final agreement. Rick said that he should have a final version ready at the January Board meeting for review and approval.

c. 2011 Facilities Report – Mike Crose presented a spreadsheet with city building maintenance project expenses for 2011. Trustee John Braun had previously asked for a breakdown of the allotments that were given to the buildings and what they used the funds for.

d. Ocean Park Funding Report – Mike Crose referenced a written report that the Board received which includes a cost estimate from April 2011 and floor plans for the Ocean Park expansion project. The report included expenditures to date on architectural work and planning, the cost is estimated at \$550,320. Mike said that the Friends have stated that they intend to contribute to the project and that they have \$50,000 available now and may try to raise as much as \$250,000 overall, but that they have not made a commitment for a set amount. Mike is scheduled to meet with the Ocean Park/Ilwaco Friends on January 17. John Braun expressed that he is still concerned that the community won't be motivated to raise funds if TRL plans and communicates that they are planning to pay for the entire project. Mike stated that the cities are required to fund buildings in cities and TRL funds buildings in unincorporated areas. He said it is appropriate for TRL to pay for the Ocean Park expansion and noted that the Board passed a motion in January 2011 to fund up to 50% of the cost.

e. State Auditor Final Report – Rick Homchick reported that the Audit is complete. He said that TRL has delivered a response and that the Auditor's Office has published the final report. Steve asked about TRL actions as a result of the audit management letter and findings. Rick reported that we are updating our cash receipting procedures, increasing our layers of financial review, and the TRLF position is only funded through June 2012. John asked whether there is a cancellation clause in the TRLF contract. Rick said he would check. John also asked if there is a plan in place to work through the audit issues. Rick stated yes there are and he will report progress to the Board quarterly or as needed. Bob asked whether TRL Board members will continue to serve on the TRLF Board after June 30. Mike said we will have to discuss this.

13. New Business

a. Adoption of the Final 2012 Budget – Rick Homchick

Rick reported that there are no material changes in the Final budget from the Preliminary budget approved in October. Additional funds are budgeted for Chehalis and South Bend in the Building Fund; there are changes in PERS and wages/salaries for position changes; and the Auto Circ budget was increased by \$35,000. The projected year end for 2011 is approximately \$331,000 in cash reserves and approximately \$300,000 transferring to special funds. Projections include all positions filled at 100%. There is \$500,000 in the Building Fund for the Ocean Park expansion although that won't be spent without Board approval. Bob requested that Rick's name be displayed under the Director's name on the Budget cover page.

11-50 – BOB HALL MOVED TO APPROVE THE 2012 FINAL BUDGET. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

b. Resolution Adopting 2011 Property Tax Levy Rate for 2012 Collection – Action will be postponed because we are waiting for the assessed values from Grays Harbor County. The Board will meet the first week of January in a Special Meeting to approve.

c. Resolution Certifying the 2011 Levy Rate for 2012 Collection – Action postponed until Special Meeting.

d. Resolution Setting the Non-resident Borrower Fee for 2012 – Action postponed until Special Meeting.

e. Election of 2012 Officers

11-51 – EDNA FUND MOVED TO ELECT EMMETT O'CONNELL AS PRESIDENT FOR 2012. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

11-52 – BOB HALL MOVED TO ELECT JOHN BRAUN AS PRESIDENT-ELECT FOR 2012. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

f. Committee Assignments – President Hardy asked to have the Committee assignments tabled until next month.

g. Surplus Items for Approval – A list of surplus items were presented for approval.

11-53 - BOB HALL MOVED TO APPROVE THE SURPLUS LIST AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

14. Committee Reports - None.

15. Future Agenda Items:

1. Discussion of Service Center managers working shifts in libraries.
2. Internet Filtering Discussion.
3. Status of Social Media policy; training on Social Media; How are we responding to reduction of newspapers through our Social Media?
4. Draft of Letter to all employees thanking them for their responses to the survey and for their candor. President Hardy will draft a letter and send to Board for approval and staff will disseminate.
5. Board Retreat on Strategic Planning.
6. Committee Assignments.

16. Final Board Comments: Edna Fund reported that a WWII veteran who had been recorded at TRL for the Veterans History Project passed away recently. The recording was used at his memorial service.

17. At 9:25 pm, pursuant to RCW 42.30.10, President Hardy called for Executive Session to discuss the Director's evaluation.

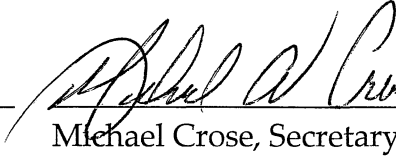
At 11:40 pm, President Hardy called the meeting back to order and reported that they had completed the evaluation of the Director.

With no further business President Hardy adjourned the meeting at 11:43 pm.



President, Stephen Hardy

Emmett O'Connell



Michael Crose, Secretary