

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd SW, Tumwater, WA 98501
Wednesday, January 25, 2012
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, Felicia Wilson, Jeff Kleingartner, Toni Costa, Pat Carnahan, Alice Goudeaux, Ellen Duffy, Lhisa Reish, Ryan Williams, Brenda Lane; recorder.

GUESTS PRESENT: Jeannie Gruber, Ron Harding, Shelly Badger.

President Emmett O'Connell welcomed everyone to Tumwater and called the Regular Board meeting to order at 7:05 pm.

AGENDA ITEM

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

12-01 – EDNA FUND MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence – None.
5. Public Comments – Pat Carnahan, President of AFSCME, AFL-CIO, Local 3758, thanked the Board for conducting the employee survey. She said that staff appreciated the opportunity for input and asked whether the results will be made public. Staff would like to see the results from the

survey. She said that staff would also like guidance on how, and/or when it is appropriate to approach the Board with questions and comments. Emmett noted that the board is a policy-making board with a chain of command for communication. He said that they are also a public board and anyone can approach them with questions. Mike suggested asking the TRL attorney and Union regarding communication and stated that anyone can talk to the Board, but staff should not present grievances to the Board outside of the grievance process. Corby stated that the Board needs to be well informed, knowledgeable, approachable, and aware. John noted that starting tonight the Board meetings will be videotaped and posted to our public website so that the staff and the public can better understand the process and decisions of the TRL Board.

6. Board Comments – **Edna Fund** said that with all the snow and ice last week, people really missed the libraries when they were closed. **Judy Weaver** thanked the staff for the hard work during and after the snow/ice/power outage closures. **Bob Hall** said that he has talked to a library manager and received comments that staff is still concerned about the anonymity of the survey. The library manager also gave him a quick demo of SharePoint and said that more communication could be done through SharePoint. He asked for a SharePoint demo for the Board. He also heard concerns that since most libraries are not open on Mondays, it can be difficult for them to communicate with SC staff on just Tuesday though Friday. **Emmett O’Connell** thanked the staff for their hard work during and after the recent snowstorm.

12-02 - BOB HALL MOVED TO ADD UNDER NEW BUSINESS AGENDA ITEM C – STAFF SURVEY DISCUSSION. JUDY WEAVER SECONDED. MOTION APPROVED UANINMOUSLY.

7. Director’s Report– Mike Crose thanked staff in the libraries and the Service Center for their patience and going the extra mile during the recent snowstorm to restore services to patrons and their communities.
 - a. Ocean Park – Mike reported that he joined the Ilwaco and Ocean Park Friends meeting by phone on January 17th. Ocean Park Library Manager Iver Matheson and Public Services Manager Sally Nash also attended the meeting. They discussed fundraising efforts by the Friends to help with the remodel of the Ocean Park Library. Mike said that the Friends stated that they could not raise \$250,000 but they would commit to raising

funds. Edna Fund asked about the Foundation's role in the Ocean Park fundraising effort. In response, Mike asked Jeanne Gruber, TRLF member who was in attendance to answer Edna's question. Jeanne stated that the TRLF is in a restructuring mode and intends to become self-sufficient by July 2012. Their capacity to help with Ocean Park is limited at this time. Corby Varness asked about other funding sources and Mike stated that he is approaching WSU Extension and USDA Rural Development regarding the Ocean Park and Oakville projects.

- b. Morton - Mike attended the Morton City Council meeting to present information about the process for holding a library annexation election and cost of annexation. He said there is good support for annexation from the Council, the community, and the school district.
 - c. Legislative Happenings – Mike testified on January 25th regarding HB 2602 which proposes a study of junior taxing districts. He presented information about the five previous studies on junior taxing districts. He said that there is a Bill that moves the Washington State Library from the Secretary of State's Office to the University of Washington. He does not think the latter Bill is likely to get out of Committee and will continue to watch what happens.
 - d. Statistics – Sally Nash presented a quick overview of the annual statistics. Edna Fund asked questions about the *Holds Checked Out* stats which staff will need to review and possibly correct for the next meeting.
- 8. Departmental Reports - Reports were posted on the TRL website prior to the meeting. There were no questions from the Board.
 - 9. Financial Report – Rick Homchick presented the financial report
 - 10. Voucher Report – Rick Homchick presented the voucher statement.
 - 11. Consent Agenda -

12-03 - BOB HALL MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDED MINUTES OF THE DECEMBER 28, 2011 MEETING;

MINUTES OF JANUARY 4, 2012 SPECIAL MEETING; PAYROLL VOUCHERS #51770 THROUGH #51811 IN THE AMOUNT OF \$1,162,200.96; OTHER VOUCHERS #11759 THROUGH #11994 IN THE AMOUNT OF \$517,630.83. JUDY WEAVER SECONDED. MOTION CARRIED UNANIMOUSLY.

President O'Connell asked that before the Board takes a break, he would like to address item 13b under Unfinished Business to allow the Yelm City Administrator, Shelly Badger, and Yelm Mayor, Ron Harding to participate.

Mike Crose reported that the agreement has been modified and reviewed by both parties. In order to simplify the relationship and the process, the agreement has been changed so that TRL will pay the city of Yelm \$37,000 per year and the City will be responsible for building maintenance.

12-04 - BOB HALL MOVED TO ALLOW STAFF TO MOVE FORWARD WITH THIS VERSION OF THE CONTRACT. JOHN BRAUN SECONDED. MOTION APPROVED UNANIMOUSLY.

Mayor Harding asked for a clarification on the timeline and stated that the next Yelm City Council Meeting is on February 14th and they would need the document 5 days in advance to put it on the agenda. Mike agreed that staff would have the agreement ready for the Yelm City Council meeting and would hold a special board meeting to approve the final document.

President O'Connell called for a 10 minute break.

President O'Connell called the meeting back to order at 9:00 p.m.

12. Unfinished Business:

- a. Hoquiam Inter-local Agreement – Rick Homchick presented the final Hoquiam Agreement for approval.

12-05 – BOB HALL MOVED TO AUTHORIZE THE DIRECTOR AND BOARD PRESIDENT TO SIGN THE AGREEMENT. JOHN BRAUN SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. 2012 Committee Assignments – Emmett O'Connell asked the Board members to discuss and decide which committees they would like to serve on for 2012. John asked management to

create a 12 month calendar of committee meetings starting with Budget Committee meetings and targeting the 3rd Tuesday the week before the Board meeting for committee meetings. The Board also asked that the meetings be scheduled during the day.

13. New Business

a. Penguin/eBooks – Felicia Wilson

Felicia stated that the status of Penguin eBooks in OverDrive is covered in her departmental report. There was a brief discussion about the difficulty libraries are having with acquiring access to eBooks from publishers.

b. Social Media Policy Status and Discussion – Jeff Kleingartner reported that he had drafted an informational sheet on our current social media practices. Members were asked to review, and be prepared for discussion at the February Board meeting.

c. Service Center Managers Working in the Libraries Discussion – Michael Crose asked the Board to continue discussion generated from comments at the last Board meeting regarding Service Center Managers working in the libraries. Bob Hall had suggested, in regards to comments on the staff survey, that SC Managers should spend some time working the libraries to improve communication and better understand the work that goes on in the libraries. After a general discussion, management was asked to continue to work with Library Managers and staff to improve communications and report back to the Board what action they are taking.

d. Staff Survey – The discussion of if the results of the staff survey should be posted began with the Board members. Since the staff survey is a public document, members wanted to know what the issues were of posting the document for staff viewing. Mike responded that comments could be embarrassing for some staff and was concerned about anonymity. John stated that we should be proactive and not wait for a public disclosure request. After some discussion, the Board agreed to post only the numeric responses and not the comments.

12-06 – BOB HALL MOVED THAT THE STAFF SURVEY NUMERICAL RESPONSES BE POSTED ON SHAREPOINT. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

e. Director's Salary and Benefits Package – Mike reviewed the process by which he received his certification from the Washington State Library. Requirements are an ALA accredited Masters Degree in Library Science or a Masters Degree, 5 years experience in library administration, and 3 letters of recommendation from peers. Mike stated that he meets all three requirements with an MPA degree, 20+ years in TRL administration, and letters of recommendation from 3 library directors. He stated that his salary and benefits have not been changed since he started working as Library Director in July 2010. He has not received the same medical increases as other staff. After a brief discussion, the Board agreed to increase his medical benefits and made the following motion.

12-07- BOB HALL MOVED THAT THE DIRECTOR RECEIVE THE SAME MEDICAL BENEFITS AS OTHER STAFF. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

Mike then reviewed salaries of other major Washington Public Library Directors with his current salary and asked the Board to increase his salary to \$135,000 with no adjustments over the next two years. John Braun, Edna Fund, and Judy Weaver stated that they were not comfortable talking about this prior to the completion of the Director's evaluation. They would take this request in consideration during the formal evaluation process.

14. Committee Reports - None.

15. Future Agenda Items:

1. Social Media.
2. Internet Filtering - start discussion even if no decision on the NCRL case.
3. Update on statistics questions.
4. Facilities Plan – Mike to schedule a Facilities Committee meeting in February.

16. Final Board Comments:

Edna Fund said she attended a book signing for Slade Gorton's book. **Emmett O'Connell** said that he also enjoyed the Gorton book and the fact that it was created in the Secretary of State's Office and is available for free online. **Bob Hall** reported that Jim Lynch will be speaking at the Friends Forum in April. **Corby Varness** asked for an "Advocacy Fact Sheet" that Board members can use when talking to the public. She is also interested