



BOARD OF TRUSTEES MEETING  
Ilwaco Timberland Library  
158 1<sup>st</sup> Avenue, Ilwaco, WA 98564  
Wednesday, July 25, 2012  
1:00 pm

MINUTES

BOARD MEMBERS PRESENT: Bob Hall, Judy Weaver, John Braun, Corby Varness, and Edna Fund.

BOARD MEMBERS EXCUSED: Emmett O'Connell, Stephen Hardy

STAFF PRESENT: Gwen Culp, Rick Homchick, Felicia Wilson, Jeff Kleingartner, Rich Park, Iver Matheson, Cheryl Heywood, Kristine Pointer, Tim Mallory, Emily Popovich, Brenda Lane; recorder.

GUESTS PRESENT: David Jensen, Sandy Stonebreaker.

President-Elect John Braun welcomed everyone to Ilwaco and called the Regular Board meeting to order at 1:28 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.

12-43 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus on the Library – Kristine Pointer, Library Manager, welcomed the Board to Ilwaco on behalf of the staff, City, and Friends of the Library.

She reported that the Ilwaco Community Building was renovated foundation to roof, three years ago by the City of Ilwaco and the space grew from 1,200 sq. ft. to approximately 3,000 sq. ft. She said that the renovation was made possible by numerous community groups, grants, TRL, and the Friends of the Ilwaco/Ocean Park library. Kristine reported that she has recently expanded their outreach opportunities with local schools and now visits with over 500 students per year. She finished by saying that the Ilwaco library has become the center of the community and people are amazed by outstanding services, helpful staff, and a beautiful library space.

5. Correspondence – None.
6. Public Comments – None.
7. Board Comments – Corby Varness thanked the Friends for the delicious lunch they provided.
8. Director’s Report– Acting Director Gwen Culp stated that both the Director’s Report and staff Department Reports were posted on the public website and the Board will see that it has been a very busy month. There are building projects happening in Raymond and Aberdeen which will result in short closures. She reported that on July 24<sup>th</sup>, the Morton City Council passed an ordinance to place annexation to TRL on the ballot in November. She also attended the Oakville Capital Campaign Committee (OCCC) meeting on July 14. The stakeholders at the table were knowledgeable and realistic about their ability to raise \$3 million dollars for the project. There was discussion about the possibility of relocating the Oakville library in the Oakville High School library which would be less expensive than a major renovation of the primary school building. Corby Varness stated that she felt that TRL presence helped re-vision the plan and the stakeholders present provided good knowledge for a informed and honest discussion. Gwen noted that this topic will be discussed at the September Facilities Committee meeting.
9. Financial Report – Rick Homchick presented the financial report.
10. Voucher Report – Rick Homchick presented the voucher statements.
11. Consent Agenda - MOTION FOR APPROVAL

12-44– BOB HALL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE JUNE 27, 2012 MEETING; PAYROLL VOUCHERS #52024 THROUGH #52065 IN THE AMOUNT OF \$1,178,856,45; OTHER VOUCHERS #13234 THROUGH #13468 IN THE AMOUNT OF \$416,640,86. EDNA FUND SECONDED. MOTION CARRIED UNANIMOUSLY.

President –Elect John Braun asked if the Board would like to take a break or continue without a break due to the late start. All members agreed to forego a break and continue with the agenda.

12. Unfinished Business:

- a. Leadership/Staff Development Program – Rich Park, Human Resources Manager, presented an update on the Leadership/Staff Development program. Rich announced and congratulated the nine staff who will participate in the first Leadership class which starts in September. He reported that he will not be working with the UW consultants to develop a Leadership Principles presentation because they are not able to meet our deadline. The October Leadership topic will be a two-day presentation on Crucial Conversations facilitated by Stephen Hardy. Rich stated that he is currently reviewing the Public Services portion of the Leadership agenda as well as working with Steve Duncan, WLA lobbyist, on the Legislative portion of the agenda.
- b. Action Plan Review/Status – Gwen reviewed the Action Plan Status Report and noted recent activity. The Action Plan Status Report is posted on the TRL website.
- c. Director Search Update – Corby Varness reported that there was a Special Board meeting, Saturday, July 21<sup>st</sup>, to meet with consultant June Garcia. Corby shared that June spent two days visiting ten libraries and the Service Center and spoke to numerous staff. Corby felt that June did a great job recapping her conversations with staff to the Board and it seems to be that everyone is looking for the same qualities in a Director that the Board is. Corby said that the Board finalized the recruitment timeline with June and set tentative dates for the interview logistics.
- d. Ocean Park – Gwen Culp reported that there is a groundbreaking ceremony today at the Ocean Park Library, at 4:00 pm. She reported that we received the building permit today, and construction is scheduled to

start tomorrow. She stated that we have also received a preliminary construction schedule with a tentative completion date of January 2013.

- e. Budget Priorities 2013 – Gwen asked for approval of the 2013 Budget Priorities as presented.

12-45 – BOB HALL MADE A MOTION TO APPROVE THE 2013 BUDGET PRIORITIES AS PRESENTED. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

13. New Business:

- a. Director Salary Discussion – June Garcia, Library Director Search Consultant, and Craig Hanson, TRL attorney, joined the Board meeting via phone for a discussion regarding setting the base salary for the Library Director position. June reported that she is currently working on recruitment materials and recommends establishing a base salary along with generic salary language that will allow the Board to negotiate with the ideal candidate. Her recommendation was to start the salary at \$125,000 per year. After a short discussion, the Board agreed to post a starting salary of \$120,000 and not including benefits. Edna Fund stated that she would be voting no on the \$120,000 amount as she feels that we should not start with a higher wage than what we were paying the last Director. John Braun called for a motion and a roll call vote on a starting salary of \$120,000 per year.

12-46 – BOB HALL MADE A MOTION TO APPROVE \$120,000 PER YEAR FOR THE LIBRARY DIRECTOR AS A BASE SALARY. CORBY VARNESSE SECONDED. ROLL CALL VOTE- EDNA FUND VOTED NAY; JOHN BRAUN, CORBY VARNESSE, JUDY WEAVER, AND BOB HALL ALL VOTE AYE. MOTION APPROVED UNANIMOUSLY.

- b. Morton Annexation – Gwen gave a quick update on the July 23, 2012 Morton City Council meeting where the Council approved an ordinance to put annexation to TRL on the November ballot. She said that the TRL Board needs to pass a resolution concurring with the annexation. She asked the Board to review a draft resolution which still needs legal review but doesn't need to be approved until the August Board meeting. She stated that there is some interest in locating a Morton library in the current Morton High

School library. Gwen stated that legal research needs to be done regarding school/public library agreements and this topic will be discussed at the September Facilities Committee meeting.

- c. Internet Use Policy – John Braun opened the floor for discussion on the current Internet Use policy and the reason why we are addressing it now. Edna Fund stated that for the past few years we have been waiting for the final NCRL decision to have a discussion on our current Internet Use policy. She stated that she had asked that the subject be brought to the Policy Committee for discussion, which was done, and their recommendation was to bring the discussion to the entire Board.

Bob Hall stated that he feels that the current policy is working. He said that management deals with issues as they come up and he is not in favor of getting into a public debate about Internet filtering at the present time. He did state for the record that he would be in support of filtering all public computers in the libraries but is comfortable with how it is currently working.

Judy Weaver said that she agrees with Bob that there are no major issues with the current policy. However, she does feel that our policies need to reflect what we currently do especially if we move forward with school/public library buildings, which may require different filtering policies. She would like to see this addressed in the Internet Use policy.

Edna Fund agreed that our current Internet Use policy does not reflect current practices and she believed that since the Board agreed to discuss the subject, it is important to follow through. She stated that she has had citizens ask about our policy and she wants to be able to respond to them. She also responded to the question on whether this topic needs to wait until we hire a new Library Director, and she feels it has no bearing on that decision, and wants to move forward.

Corby Varness stated that she sees the same issues as the rest of the Board and agreed that the policy should reflect practice. She recommends that the Policy Committee work on that instead of trying to take on the issue of filtering at this time. Staff is currently

dealing with a very full plate and this is a huge and potentially volatile subject.

John Braun stated, for the record, that he is in favor of filtering. He also feels that it is a Board issue, is not a problem for the Director Recruitment process, and would like to move forward in whatever way the Board decides. He also stated that he would like to see the staff surveyed because he does not fully understand the impact and would like to understand their point of view.

After a short discussion, there was consensus that staff will be surveyed and results reported to the Board for review prior to the August Board meeting. Edna Fund also asked to have the topic back on the August Board agenda.

14. Committee Reports:

- a. Policy Committee – Bob Hall presented and reviewed two policies with the Board. He stated that the Friends of the Library policy has a small change to reflect the Communications department's responsibility for publicizing library programs, services, and events.

12-47 – BOB HALL MADE A MOTION TO APPROVE AND ADOPT THE FRIENDS OF THE LIBRARY POLICY AS PRESENTED. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

Bob reviewed the second policy, Animals in the Library, and stated that this is a new policy that will only allow service animals and service animals in training in the library. He said that the policy follows the State and Federal guidelines on service animals and gives staff the guidelines they need to address issues as they arise.

12-48 – BOB HALL MADE A MOTION TO APPROVE AND ADOPT THE ANIMALS IN THE LIBRARY POLICY AS PRESENTED. EDNA FUND SECONDED. MOTION APPROVED

15. Future Agenda Items:

1. John Braun asked that the Internet Filtering survey results discussion be added for the August meeting.

16. Final Board Comments: The Board thanked the Ilwaco/Ocean Park Friends for providing lunch.
17. Executive Session – Pursuant RCW 42.30.10 – No items for discussion.
18. Adjournment: With no further business President-Elect Braun adjourned the meeting at 3:25 pm.



---

John Braun, President Elect



---

Gwen Culp, Secretary