



BOARD OF TRUSTEES MEETING  
Salkum Timberland Library  
2480 US Highway 12, Salkum, WA 98582  
Wednesday, September 19, 2012  
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Corby Varness.

STAFF PRESENT: Gwen Culp, Rick Homchick, Felicia Wilson, Jeff Kleingartner, Rich Park, Ellen Duffy, Cheryl Heywood, Toni Costa, Emily Popovich, Elizabeth Squires, Corine Aiken, Tim Mallory, Brenda Lane; recorder.

GUESTS PRESENT: Jim Cooper, Arlene Squires, Jen Squires.

President Emmett O'Connell welcomed everyone to Salkum 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.

12-54 – EDNA FUND MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus on the Library – Cherie Rusk, Library Manager, welcomed the Board to the Salkum Library. Cherie reported the Salkum Timberland

Library opened in 1987, is open 34 hours a week, and has 2.25 FTE. The current facility is a former convenience store and opened in 1993. She said the Salkum community values and supports the library, with one of their Summer Reading programs fully sponsored by Tacoma Power. She thanked the community, staff, and Board and believes that the library is truly the heart of their community.

5. Correspondence – None.
6. Public Comments – None.
7. Board Comments – Steve Hardy reported that he read Fahrenheit 451 and it is a great choice for TRT. John Braun said that he was happy to be in Salkum, close to home, and in Lewis County. Judy Weaver praised the backpacks on display in the children’s area. She said she is always amazed at staff creativity and innovation and asked Cherie to tell her staff how great they are.
8. Director’s Report– Acting Director Gwen Culp, highlighted a few priority projects that staff is working on, including the 2013 budget, the 2013 Action Plan, and the Ocean Park Addition. She reminded the Board that All Staff Training Day is next week and she is glad to hear that several Board members are able to attend. Emmett stated that he is excited to be introducing the keynote speaker, Orson Scott Card. Steve stated that the Department Reports are really great and he appreciates the time and care that staff put into the reports. Gwen agreed and said that it helps showcase all the work that is being done. She also shared that there are some great Service Stories this month and encouraged everyone to read them.
9. Financial Report – Rick Homchick presented the financial report.
10. Voucher Report – Rick Homchick presented the voucher statements.
11. Consent Agenda - MOTION FOR APPROVAL

12-55– JOHN BRAUN MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE SEPTEMBER 19, 2012 MEETING; PAYROLL VOUCHERS #52112 THROUGH #52149 IN THE AMOUNT OF \$1,150,459.01; OTHER VOUCHERS #13721 THROUGH #13950 IN THE AMOUNT OF \$817,180.84. EDNA FUND SECONDED. MOTION CARRIED UNANIMOUSLY.

## 12. Unfinished Business

- a. Action Plan Status Report – Gwen Culp highlighted updates to the Action Plan and asked for questions. Trustee Hardy asked how the Action Plan is communicated to staff, and Gwen said that the 2012 Action Plan is posted on the Intranet as well as the public website. She also noted that this year the library managers were asked to develop individual Action Plans that they will undertake locally next year in support of the 2013 Action Plan. The 2013 Action Plan that includes the 27 individual library Action Plans will also be posted on the Intranet and TRL website.
- b. Director Search Update – Rich Park reported that he has spoken with Consultant June Garcia and there is a viable pool of applicants for the Library Director position. Although applications will be accepted until the position is filled, the first application review will be September 21. June will compile a list of qualified applicants for the subcommittee to review and first round phone interviews will be held on Saturday, October 13, 2012.
- c. Leadership/Staff Development – Rich Park presented an update on the Leadership/Staff Development program. He reported that the Leadership program kicked off their first session last week and participants learned about team building, leadership principles, and Jeff Kleingartner led a game of “TIMBERland” to learn about the history of TRL, which was a huge hit! Guest speaker John Kaino, Executive Director for Washington Counties Insurance Fund spoke about leadership and gave a presentation on working in a leadership position. Next month’s session is a two-day Crucial Conversations training presented by Vital Smarts presenter Steve Hardy.
- d. Ocean Park – Gwen Culp reported that staff continues to meet with contractors bi-weekly as the project is moving ahead quickly and is currently ahead of schedule. Staff is working on a timeline and plan for the temporary move of the library to the meeting room where a small circulation operation including hold pickup, checkout, and a small collection will be housed until the final closure to move back into the library.

13. New Business

- a. Surplus List Approval – A list of surplus items were presented for approval.

12-56 – JOHN BRAUN MOVED TO APPROVE THE SURPLUS LIST AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

15. Committee Reports:

- a. Facilities - Trustee Braun reported that the Facilities Committee reviewed several Service Point Analyses (SPA). He highlighted each topic for Board discussion and action.
  - i. Mountain View – Another unit is available for lease in the lower level of the Mountain View library building. The Committee recommended that staff move forward and review the space, investigate costs of needed improvements, and bring the request to the Board for approval. After a short discussion, the Board agreed with the recommendation as presented.
  - ii. Oakville – John shared that the Oakville SPA was reviewed which outlined using the Oakville high school as the new Oakville library location. The SPA included the possible financial impact of moving forward with this model. John stated that the concept is supported by the Committee as long as all the parties agree that this is a long-term solution and all are in agreement on individual responsibilities. He said that the Committee agreed that as the recommendation goes forward in the future for possible action, that the Board would see a report that outlines overall project costs, possible costs for architectural services, and the level of financial support from stakeholders including the Friends. John recommended that a letter of understanding between all the parties be signed before the project proceeds. After short discussion, the Board agreed to authorize staff to continue the discussion with the School District and City regarding options for a joint use/school/public library in Oakville.
  - iii. Morton – John stated that the Morton SPA outlined the possible financial impact of a Morton service point if

annexation is approved. There is also a possibility of using the school/public library model in Morton. He stated that the Committee recommended that staff can continue conversations with the school district and additional work will be done if the annexation measure passes in November. After a short discussion, the Board agreed with the Committee's recommendation. Trustee Fund asked if the Morton FAQ could be posted on the TRL website and Gwen responded that it could.

- iv. Shelton – John reported that there has been a request made for TRL to contribute 50% of the cost of a feasibility study, including space planning, for expansion of the current Shelton Library. He stated that after a lengthy discussion, the Committee recommended tabling the request until a district-wide space planning initiative is developed. The board agreed that developing a long-term plan is critical before we move forward on this request and other space planning requests.
- v. Village Post Office – Amanda Park and Salkum have informally been approached by the USPS as possible access points for “Village Post Offices”. John stated that there is no further information to share at this time.
- vi. Cost of Janitorial Services – John stated that the Committee reviewed the estimated costs for janitorial services in city buildings and recommended that the Board also review the projected costs and consider whether or how TRL can support janitorial costs in city buildings. After a short discussion, the Board agreed that this is not in the budget, and without a policy allowing this type of support for cities or long-term plan, the topic needs to go to the Policy Committee for work.

16. Future Agenda Items:

- a. Trustee Hardy reported that there will be a Director Search Committee update next month.
- b. Edna stated that there is a Policy Committee meeting on October 23, and asked for an update on the Internet Filtering report.

17. Final Board Comments – Trustee O’Connell praised the Olympia staff for their 24 hour Zine program. He said that it was amazing and he was

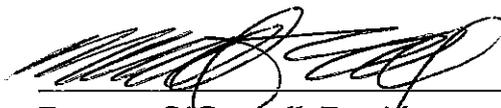
blown away by the artwork on the covers of the *We are Olympia Blue Zine*. Trustee Braun thanked the Salkum staff for hosting the meeting.

18. Executive Session – Pursuant RCW 42.30.10

At 8:10 pm, President O’Connell called for Executive Session to review the economic proposal from the Union.

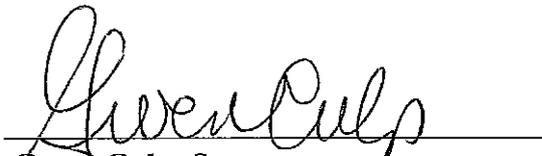
At 8:29 pm, President O’Connell called the meeting back to order.

19. Adjournment - With no further business President O’Connell adjourned the meeting at 8:30 pm.



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Emmett O’Connell, President



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Gwen Culp, Secretary