



BOARD OF TRUSTEES MEETING
Yelm Timberland Library
210 Prairie Park Street
Yelm, WA 98597
Wednesday, October 24, 2012
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: None.

STAFF PRESENT: Gwen Culp, Rick Homchick, Felicia Wilson, Jeff Kleingartner, Rich Park, Ellen Duffy, Cheryl Heywood, Holly Paxson, Nicole Thode, Ryan Williams, Kelsie Raddis, Brenda Lane; recorder.

GUESTS PRESENT: Jay Smith, Dianne Frank.

President Emmett O'Connell welcomed everyone to Yelm and called the Regular Board meeting to order at 7:00 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.

12-57 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus on the Library – Nicole Thode, Yelm Library Manager, welcomed everyone to Yelm. Nicole introduced her staff, highlighting what a creative and incredible group they are. She stated that the Yelm library averages approximately 500 people per day that come into the library, staff answers approximately 60 reference questions per day, and on average, makes 10 new library cards per day. She reported that Yelm has the fifth highest circulation for TRL, and has an impressive 610 Facebook “likes”. Nicole shared that this year the City of Yelm purchased their library space and the Friends of the Yelm library has donated a significant financial gift to the City of Yelm in support of the building purchase.
5. Correspondence – None.
6. Public Comments – Dianne Frank, a local author and member of the community, sang the praises of TRL. She said she published a book and it was because of the help and support of the Yelm library staff that she was able to accomplish this major feat and wanted to tell the Board how great TRL staff and libraries are. She stated that she has done book tours across the country and has seen hundreds of libraries and believes that a library is the health and intelligence of the community and TRL is the best!
7. Board Comments – Steve Hardy said it is great to be in Yelm. It is a wonderful library and the staff makes him happy. John Braun said that he was also happy to be in Yelm. Judy Weaver shared that as she was reading this month’s Service Stories, she is constantly amazed at what we do. The stories are a reflection of all the great things that go on in Timberland and how much staff does for their communities. Staff is amazing and she is proud to be on the Board. Corby Varness shared Judy’s sentiments by stating that she loves to read the stories and gets emotional when she reads all the great things that are happening in the libraries.
8. Director’s Report– Acting Director Gwen Culp noted the written Director’s Report and the Department Reports are posted on the TRL website. She asked Cheryl Heywood, Interim Public Services Manager to introduce Holly Paxson, the new Lacey Library Manager, as this is her first Board meeting. John Braun asked for a report on Morton and Gwen stated that she, Rick Homchick, and Jeff Kleingartner met with a group of strong community supporters for a Q & A session last week.
9. Financial Report – Rick Homchick presented the financial report.

10. Voucher Report – Rick Homchick presented the voucher statements.
11. Consent Agenda - MOTION FOR APPROVAL

12-58– STEVE HARDY MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE OCTOBER 24, 2012 MEETING; PAYROLL VOUCHERS #52150 THROUGH #52189 IN THE AMOUNT OF \$1,161,551.63; OTHER VOUCHERS #13953 THROUGH #14233 IN THE AMOUNT OF \$911,180.84. EDNA FUND SECONDED. MOTION CARRIED UNANIMOUSLY.

At 7:45 pm, President O’Connell called for a 10 minute break.

At 7:55 pm, President O’Connell called the meeting back to order.

12. Unfinished Business

- a. Action Plan Status Report – Gwen Culp highlighted updates to the Action Plan noting the work on the 2013 Budget, Policy and Budget Committee meetings, and the new online performance appraisal system.
- b. Director Search Update – Rich Park reported that the Library Director Search Committee interviewed 7 candidates October 13 and will announce finalists to staff and the community November 1st. Public forums and interviews will be held November 8-10th, and staff and the public are invited to attend.
- c. Leadership/Staff Development – Rich Park presented an update on the Leadership program. He reported that the second leadership session was two-day Crucial Conversation training with Vital Smarts presenter Steve Hardy. He said that Director’s Council also participated in the training. Session evaluations were positive and participants felt that the training was valuable and important. For next month’s session, the Leadership group will tour other library systems, meet their managers for Q & A, and write and share reports on what they learned.
- d. Ocean Park – Gwen Culp reported the Ocean Park collection was moved out October 15th to a container in the parking lot. Staff has set up in the meeting room with a small browsing collection, check out, and hold areas. Patrons will still have access to wifi. Gwen stated that the roof is on and the contractors are ready to break out the south wall. If the schedule

holds, we could have a certificate of occupancy the first week of December. Ocean Park Library Manager Iver Matheson has reported that the patrons and the community are watching the process and are really excited about the remodeled library.

13. New Business

a. Approval of Articles 15 & 24 – Collective Bargaining Agreement

12-59 – JUDY WEAVER 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 SUPERVISORY EMPLOYEES BY 1.5% EFFECTIVE JANUARY 1, 2013, AND THAT INSURANCE BENEFITS LEVELS FOR THESE REPRESENTED EMPLOYEES BE ESTABLISHED EFFECTIVE JANUARY 1, 2013 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 WITHOUT WCIF MEDICAL PLANS AND UP TO \$5.36 FOR MEMBERS WITH WCIF MEDICAL PLANS; AND UP TO \$221.00 FOR A HEALTH SAVINGS ACCOUNT FOR EMPLOYEES ENROLLED IN A WCIP HIGH DEDUCTIBLE SAVINGS PLAN. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

12-60 – EDNA FUND MOVED TO APPROVE AMENDMENTS TO ARTICLES 15 AND 24 OF THE 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 AND THAT WAGE LEVELS BE INCREASED FOR THESE REPRESENTED EMPLOYEES BY 1.5% EFFECTIVE JANUARY 1, 2013, AND THAT INSURANCE BENEFITS LEVELS FOR THESE REPRESENTED EMPLOYEES BE ESTABLISHED EFFECTIVE JANUARY 1, 2013 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 \$5.36 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. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

12-61 – CORBY VARNESSE MOVED TO APPROVE THAT WAGE LEVELS BE INCREASED FOR NON-REPRESENTED EMPLOYEES BY 1.5% EFFECTIVE JANUARY 1, 2013, AND THAT INSURANCE LEVELS FOR THESE NON-REPRESENTED EMPLOYEES BE ESTABLISHED EFFECTIVE JANUARY 1, 2013 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 WITHOUT WCIF MEDICAL PLANS AND UP TO \$5.36 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. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

b. Approval Of cancellation of stale dated warrants

12-61 – BOB HALL MOVED TO APPROVE THE CANCELLATION OF THE LIST OF STALE DATED WARRANTS AS PRESENTED. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

15. Committee Reports:

- a. Budget – Corby Varness reported that the Budget Committee met and went over the draft 2013 Preliminary Budget. She stated that the Board will be asked to approve the draft 2013 Preliminary Budget at tonight's meeting and there will be a more detailed presentation at the Budget Hearing next month. She then asked Rick Homchick to highlight a few of the line items as they relate to the 2013 theme, *Strong Communities: Building our Future*, such as increased training, eReaders, Marketing, Outreach, and adjustment of Open Hours. John Braun asked how we intend to manage checkout of eReaders to patrons and Felicia Wilson, Manager of Collection Services, provided a brief overview. She also stated that she will have a full report for the Board at the next Board meeting.

After the presentation, Corby asked for a motion to approve the draft 2013 Preliminary Budget.

12-62 – BOB HALL MOVED TO APPROVE THE DRAFT 2013 PRELIMINARY BUDGET AS PRESENTED. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Policy Committee – Emmett O’Connell presented the Disruptive Patron Behavior policy which was due for review. He stated that the Committee believes that this is a well developed policy, meets the needs for staff, and has been reviewed by the TRL attorney. Gwen Culp reported that we are also finalizing an updated Disruptive Patron Behavior Procedures manual that will be distributed with the policy. She thanked Cheryl Heywood and the Public Services Team (PST) for their work on the manual.

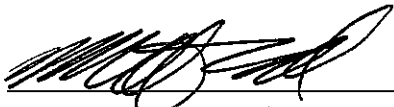
Emmett reported that the second policy discussed was the Internet Use policy which is still in the discussion phase. Based on the review by the TRL attorney, the policy needs more work. Emmett stated that the Committee is working on consolidating 3 of our current Internet related documents into one policy and will bring a draft document to the Board for review in the next few months.

16. Future Agenda Items: None

17. Final Board Comments – Trustee Braun thanked the Yelm staff and said it was great to be in Yelm. Trustee Hardy reminded everyone to vote. Trustee Weaver thanked the staff for their department reports and said it is a great way to see what is going on in the district. Trustee O’Connell asked who does the buying for the Zine collection in Yelm. Kelsie Raddis, Yelm Library Associate, responded that she has developed the collection from her personal collection and from donations from the Olympia library. She said that Shelton also has a Zine collection. Trustee Varness shared that she attended the Book It Fahrenheit 451 program and it was excellent. She said the discussion was fascinating, and she was impressed with the performers.

18. Executive Session – Pursuant RCW 42.30.10 - There was no call for Executive Session.

19. Adjournment - With no further business President O'Connell adjourned the meeting at 9:15 pm.



Emmett O'Connell, President



Gwen Culp, Secretary