



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd, Tumwater, WA 98501
Wednesday, November 28, 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, Rich Park, Alice Goudeaux, Felicia Wilson, Jeff Kleingartner, Gail Park, Selina Gomez-Beloz, Jamie Allwine, Carole Watson, David Seckman, Patty Ross, Sarah Lachman, Holly Paxson, Ryan Williams, Tim Mallory, Ellen Duffy, Raina Sedore, Cheryl Heywood, Brenda Lane; recorder.

GUESTS PRESENT: Nancy Axel.

President Emmett O'Connell welcomed everyone to Tumwater and called the Regular Board meeting to order at 7:04 pm.

AGENDA ITEMS

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

12-64 -- EDNA FUND MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence – None.
5. Public Comments – None.
6. Board Comments

Judy Weaver shared information about a great youth program that she attended in Rochester sponsored by United Way, "Right from the Start". She then announced that her term as a TRL Trustee expires next month and she does not intend to serve another term. She said that she has sent her resignation to the Thurston County Commissioners because she wants to volunteer with other local organizations in her area. Judy thanked her fellow Board members and said she has enjoyed her time working with them. Emmett O'Connell asked a question about the Service Stories published on the website and if a link could be added so that the stories could be posted elsewhere. Gwen said she would investigate. Corby Varness reported that she attended a retirement celebration for Marlene Cedell who started working for the Montesano library in 1961.

7. Director's Report

Acting Director Gwen Culp noted the written Director's Report and the Department Reports are posted on the TRL website. She reported that the annual employee survey will be posted on SharePoint December 1-10, and the department reports include a wrap-up of this year's Summer Reading at the Library and Timberland Reads Together. Staff is also busy with completing performance evaluations using the new process through NEOGOV.

8. Financial Report – Rick Homchick presented the financial report.
9. Voucher Report – Rick Homchick presented the voucher statements.
10. Consent Agenda - MOTION FOR APPROVAL

12-65– JOHN BRAUN MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE OCTOBER 24, 2012 MEETING AND THE NOVEMBER 10, 2012 SPECIAL MEETING; PAYROLL VOUCHERS #52190 THROUGH #52232 IN THE AMOUNT OF \$1,159,512.76; OTHER VOUCHERS #14248 THROUGH #14531 IN THE AMOUNT OF \$836,752.52. JUDY WEAVER SECONDED. MOTION CARRIED UNANIMOUSLY.

12. New Business – Emmett O’Connell

- a. Executive Session - Director Search - At 7:23 p.m., President Emmett O’Connell called for Executive Session pursuant RCW 42.30.110§ (g) to evaluate the qualifications of applicants for the position of Library Director. He announced to the audience that the Board would meet for 45 minutes.

After 45 minutes, President O’Connell announced that the Board required an additional 15 minutes.

At 8:16 p.m., President O’Connell reconvened the meeting. At this time, Bob Hall made a motion.

12-66 – BOB HALL MADE A MOTION TO AUTHORIZE EMMETT O’CONNELL TO WORK WITH CRAIG HANSON AND JUNE GARCIA TO NEGOTIATE THE POSITION OF LIBRARY DIRECTOR WITH CHERYL HEYWOOD. EDNA FUND SECONDED.

At this time each Board member made a brief statement. Bob Hall spoke of Cheryl’s leadership qualities; Edna Fund liked Cheryl’s presentation style of speaking during the public forums; Judy Weaver spoke of Cheryl’s passion for the organization; John Braun thanked staff and management and stated that he was impressed with the process; Steve Hardy said that hiring Cheryl is a good thing and he is always happy when there is an internal candidate so we can see immediate improvement; Corby Varness was thankful for consultant June Garcia and happy with the quality of the District; Emmett O’Connell thanked the subcommittee for their work, and Acting Director Gwen Culp for leading the District.

President O’Connell called for a roll call vote.

EDNA FUND – AYE, JUDY WEAVER – AYE, JOHN BRAUN – AYE, BOB HALL – AYE, CORBY VARNES – AYE, STEPHEN HARDY – AYE, EMMETT O’CONNELL – AYE. MOTION PASSED UNANIMOUSLY.

- b. WCIP Dissolution Resolution – Approval – Rich Park asked for a motion for approval to terminate the interlocal agreement with the Washington County Insurance Pool.

12-67 – STEPHEN HARDY MADE A MOTION AUTHORIZING RESOLUTION NUMBER 12-003 CONSENTING TO THE TERMINATION OF THE WASHINGTON COUNTY INSURANCE POOL PURSUANT TO THE INTERLOCAL AGREEMENT. JUDY WEAVER SECONDED. MOTION APPROVED UNANIMOUSLY.

- c. Tumwater Interlocal Agreement Approval – Rick Homchick asked for a motion to execute signature on an interlocal agreement between the city of Tumwater and TRL.

12-68 – JUDY WEAVER MADE A MOTION AUTHORIZING ACTING LIBRARY DIRECTOR GWEN CULP TO EXECUTE SIGNATURE ON THE INTERLOCAL AGREEMENT BETWEEN THE CITY OF TUMWATER AND TIMBERLAND REGIONAL LIBRARY FOR IMPROVEMENTS TO THE TUMWATER TIMBERLAND LIBRARY. EDNA FUND SECONDED. MOTION APPROVED UNANIMOUSLY.

13. Unfinished Business

- a. Action Plan Update – Gwen Culp highlighted updates to the Action Plan noting the work on the 2013 budget, the Facilities Committee meeting, and the Library Director Search. She thanked the staff for all of their work on these projects.
- b. Ocean Park Update – Gwen Culp reported that the Ocean Park project continues to move forward. Carpeting has been delayed due to a delay in drywall installation. There has been a slight shift in the schedule as the project heads towards completion. Shelving is scheduled in next week. She also provided an overview of the expenses to date and estimated expenses to completion. If the scheduled holds, the staff will be back in on time to reopen on December 18.

14. Committee Reports

- a. Facilities – John Braun reviewed the work of the Facilities Committee and current projects. He reported that the next steps on

the Oakville project is to meet with Oakville School Superintendent Kathy Lorton and others to develop one or more working models for a joint use library and then negotiate the 3-party interlocal joint-use agreement as well as TRL hiring a space planner/architect to develop a preliminary plan and cost estimates for renovation. John expressed his happiness with the approval of the Morton annexation and stated that the next steps are to work on an annexation agreement, develop models for a joint use library, and meet with appropriate City officials. John shared that Gwen reviewed the 2013 building maintenance budget requests that had been prioritized at the Committee's request. He said the discussion centered on the need for long term planning, and that after discussion, it was agreed that the next steps will be to start work on developing a 10-20 Facilities Plan. Finally, John reported that both the Building Fund and Facilities policies are due for review which will begin in January.

15. Future Agenda Items

Gwen reported that due to the need to rearrange the agenda for Executive Session tonight, a Leadership Development report and the Programs in a Box presentation will be on the December agenda. Edna Fund asked that the Internet policy be brought back next month and requested that the Board see the most recent draft policy that the Policy Committee reviewed. John Braun asked that a Funds Management policy draft be considered at the December meeting.

16. Final Board Comments

Trustee Edna Fund thanked Gwen Culp and Brenda Lane for always taking such great care of the Board. She said she will be sworn in on December 27th as Lewis County Commissioner and plans to submit her resignation from the TRL Board.

Trustee Weaver thanked staff and stated that she appreciates all the hard work that has been done the past year.

Trustee O'Connell expressed his appreciation to the outgoing Trustees and thanked them for their time, patience, and guidance in his year as President.

Trustee Braun stated that he is happy where the year is ending. He said that in 2011 we were not in a good place and he didn't feel we were reaching our potential but 2012 has been very fun and rewarding.

Trustee Varness also thanked staff for their continued hard work. She knows there have been long hours and is so thankful for all that has been accomplished in the past year.

17. Adjournment - With no further business President O'Connell adjourned the meeting at 9:11 pm.



Emmett O'Connell, President



Gwen Culp, Secretary