



BOARD OF TRUSTEES MEETING  
Administrative Service Center  
415 Tumwater Blvd, Tumwater, WA 98501  
Wednesday, January 23, 2013  
7:00 pm

MINUTES

BOARD MEMBERS PRESENT: Corby Varness, Emmett O'Connell, Bob Hall, and Stephen Hardy.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Gwen Culp, Rick Homchick, Rich Park, Emily Popovich, Ellen Duffy, Tim Mallory, Cheryl Heywood, Brenda Lane; recorder.

GUESTS PRESENT: None.

President Corby Varness welcomed everyone to Tumwater and called the Regular Board meeting to order at 7:01 pm.

AGENDA ITEMS

1. Emmett O'Connell led the pledge of allegiance.
2. Self-introductions of Board members, staff, and public were made.
3. Approval of Agenda.

13-01 – EMMETT O'CONNELL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

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

6. Board Comments

Bob Hall commented that he was happy to see photos of Library Administration on the website. Corby Varness said that she was impressed that the Ocean Park Library served 276 patrons on their opening day and it shows how much the area needs their library services and loves their library.

7. Director's Report

Director Cheryl Heywood reported that the department reports were great this month. Some highlights included the Staff Survey results which have been posted for staff to view on SharePoint and include an executive summary and chart/graph comparisons to last year. She said that Administration is working on a FAQ sheet in response to some of the survey questions which will also be available to all staff and presented next month for the Board to review. Next, Cheryl handed out the current Library Director Evaluation procedure and asked the Board to review the document and come back next month with comments or items for discussion. She also said that she is going to take a vacation day and participate in Library Legislative day, February 15. Emmett O'Connell asked about the Maker Kits that he read about in the Adult Services report and Tim Mallory, Adult Services Coordinator provided a quick overview.

8. Financial Report – Rick Homchick presented the financial report.

9. Voucher Report – Rick Homchick presented the voucher statements.

10. Consent Agenda - MOTION FOR APPROVAL

13-02– STEPHEN HARDY MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE DECEMBER 19, 2012 BOARD MEETING; PAYROLL VOUCHERS #52273 THROUGH #52311 IN THE AMOUNT OF \$1,162,209.60; OTHER VOUCHERS #14747 THROUGH #14975 IN THE AMOUNT OF \$768,314.55. EMMETT O'CONNELL SECONDED. MOTION CARRIED UNANIMOUSLY.

11. Old Business

a. Leadership Development Program – Rich Park reported that the February Leadership session will be coordinated with Library

Legislative day and also highlight the Washington Library Association (WLA). Steve Duncan, a local lobbyist, will also talk with participants about the legislative process. Rich stated that the March Leadership agenda will focus on Public Services. Stephen Hardy asked about graduation and Rich reported that there would be a graduation ceremony in August.

- b. Ocean Park Final Report – Gwen Culp reported that the Ocean Park Library re-opened on December 20. Admin staff is currently working on a punch list of items with the contractor including landscaping, fixing a drainage issue, and completion of the parking lot paving. A grand opening is scheduled for Saturday, March 16. Gwen said the main focus is finishing up the project and getting the permanent certificate of occupancy.

## 12. New Business

- a. Strategic Plan Request for Proposal (RFP) Information – Rick presented a draft RFP for the Board’s review. He stated that this draft proposal is to begin discussion on what the Board wants when hiring a consultant to develop a Strategic Plan. Cheryl stated that this document includes a timeline and she is seeking direction from the Board. After short discussion, it was agreed that the Board will review the document and come back next month ready for discussion.

## 13. Committee Reports

- a. Policy – Corby Varness reported that the Policy Committee met and reviewed the list of policies that are due or overdue for review. It was decided that 3 policies will be worked on at a time. She said that the Travel policy was reviewed but needs to be reviewed by the TRL attorney prior to final approval. She reported that Rick presented the Fund Balance Management policy which was approved by the Committee and is on the agenda for Board approval. Rick presented the draft policy and after review Bob Hall made a motion.

13-03 – BOB HALL MOVED TO APPROVE THE FUND BALANCE MANAGEMENT POLICY AS PRESENTED. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

Corby also reported that there was a short discussion on the Internet policy and there will be continued discussion at the next Policy Committee meeting.

14. Future Agenda Items

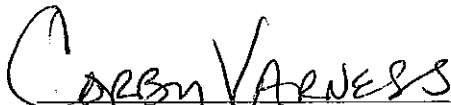
Stephen Hardy asked to see the FAQ's on the staff survey.


15. Final Board Comments

Stephen Hardy welcomed Corby as the new President. Emmett O'Connell stated that this was a good meeting. He also reported that the Thurston County Commissioners only received one application for the open TRL Board position and decided to keep the position open longer.

16. Adjournment

With no further business President Varness adjourned the meeting at 8:13 pm.

  
Corby Varness, President

  
Cheryl Heywood, Secretary