



BOARD OF TRUSTEES MEETING  
Administrative Service Center  
415 Tumwater Blvd, Tumwater, WA 98501  
Wednesday, February 27, 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, Toni Costa, Tim Mallory, Cheryl Heywood, Alice Goudeaux, Brenda Lane; recorder.

GUESTS PRESENT: Bill Scholl, Donnie King.

President Corby Varness welcomed everyone to Tumwater and called the Regular Board meeting to order at 7:02 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.

13-04 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

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

6. Board Comments

Bob Hall stated that as he was reading the staff survey he wanted to remind staff that give and take is in order. We only have a fixed amount in the budget and if you want something new - something else will have to go away. We can't do everything and wanted to go on the record that the Board listens and likes new ideas, but they also need solutions too. Corby Varness asked about Story Corps and Tim Mallory, Adult Services Coordinator provided the information.

7. Director's Report

Director Cheryl Heywood reported that her written Director's report was posted online but she wanted to highlight a few additional things. She reported that she had attended the Lacey Loves to Read event tonight and there was a huge turnout. She said that the Public Services Manager hiring team moved 3 candidates forward for in-person interviews. One dropped out a few weeks ago, and one today. She said that we are going to go forward and interview the final candidate as she is a strong applicant and arrangements have already been made for the March 1 interview. Cheryl also shared the flyer for the Ocean Park Grand Re-opening which will take place, Saturday, March 16 and a list of Meet the Director events which are taking place over the next few months.

Cheryl provided an update on Oakville, and that she along with TRL staff, Oakville Library Manager Deborah Baker, and Trustee Varness attended a workshop with the Oakville City Council. At this meeting, it was decided that Bill Scholl will take the lead and coordinate a meeting with the City, School Officials, TRL, and the Chehalis Tribe to continue discussion on a joint school/public library.

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 JANUARY 23, 2013 BOARD MEETING; PAYROLL VOUCHERS #52312 THROUGH #52354 IN THE AMOUNT OF \$1,189,955.83; OTHER VOUCHERS #14976 THROUGH #15213 IN

THE AMOUNT OF \$451,348.70. BOB HALL SECONDED. MOTION CARRIED UNANIMOUSLY.

## 11. Old Business

- a. Leadership Development Program – Cheryl reported that the Leadership class participated in Library Legislative day and it was very informative. There was a great presentation on the Microsoft IT Academy. She also shared a copy of the draft curriculum for the March Leadership class which will focus on Public Services.
- b. Strategic Plan Request For Proposal (RFP) – Rick Homchick asked the Board for comments on the RFP he presented last month for their review. Stephen Hardy asked if the RFP had been reviewed by the TRL attorney and Rick stated that it had. After a few more questions, Rick clarified that he was seeking a motion to approve moving forward with the RFP to hire a consultant to guide our Strategic Plan.

13 -03 BOB HALL MADE A MOTION TO MOVE FORWARD WITH THE STRATEGIC PLAN REQUEST FOR PROPOSAL. EMMETT O'CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

- c. Library Director Evaluation Process – Cheryl asked if the Board had read the current Director Evaluation process and if there were comments. Stephen Hardy asked that Cheryl work with the Board Chair and provide an update at the next Board meeting.

## 12. New Business

- a. Staff Survey Response Review – Cheryl shared that that Admin team put together a document in response to common themes of the survey. She said that the document is very comprehensive and includes the 2013 Budget Study Session information. Stephen Hardy stated that the response was excellent and asked that the Executive Summary include the Director's signature.
- b. Surplus List Approval – Rick Homchick presented a list of items for surplus. He said that we are going to do a monthly surplus and would like to include the approval in the consent agenda as an item of business. There were no objections from the Board.

13 – 04 STEPHEN HARDY MOVED TO APPROVE THE SURPLUS LIST AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

### 13. Committee Reports

#### a. Policy – Bob Hall

- i. Travel Policy – Bob stated that the Travel policy is still being reviewed by the TRL attorney and there is nothing new to report.

#### b. Facilities – Corby Varness

- i. Morton Feasibility Study Resolution – Corby asked Rick to give an overview of the recommendation to approve that TRL spend up to \$3,000 for a feasibility study at the Morton High School. Rick shared that as we continue to negotiate a temporary solution until a service point can be designated, TRL needs to look at the space at the High school. He said that TRL is also doing research and looking at models of other libraries and/or rural communities.

13-05 BOB HALL MOVED TO APPROVE RESOLUTION #13-01 AUTHORIZING TIMBERLAND REGIONAL LIBRARY TO SPEND UP TO \$3,000 FOR A FEASIBILITY STUDY OF IMPROVMENTS AT THE MORTON HIGH SCHOOL. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

### 14. Future Agenda Items

- Library Director Evaluation
- Oakville Update

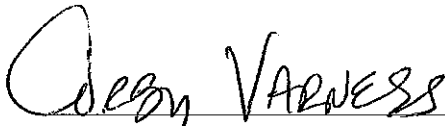
### 15. Final Board Comments


Stephen Hardy stated that he appreciated the principal based leadership – and that staff are guided by a common principal other than policy or procedure. Emmett O'Connell talked about accessibility of public records and was pleased to hear that 2 of our counties keep documents and databases to help preserve public records. He also stated that he is unavailable to attend the March Board meeting. Bob Hall shared that he is

unavailable to attend the April Board meeting. Corby Varness expressed her excitement about the CHIPRA grant and the wonderful service it will give our patrons and the Spanish language speakers.

16. Adjournment

With no further business President Varness adjourned the meeting at 8:35 pm.

  
Corby Varness, President

  
Cheryl Heywood, Secretary