



BOARD OF TRUSTEES MEETING
Centralia Timberland Library
110 S. Silver, Centralia, WA 98531
Wednesday, April 17, 2013
7:00 pm

MINUTES

BOARD MEMBERS PRESENT: Corby Varness, Hal Blanton, Stephen Hardy, and Emmett O'Connell.

BOARD MEMBERS ABSENT: Regina King, Bob Hall.

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Ellen Duffy, Selina Gomez-Beloz, Rick Homchick, Jeff Kleingartner, Tim Mallory, Rich Park, Kristine Tardiff, Ryan Williams, Felicia Wilson, and Brenda Lane; recorder.

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

AGENDA ITEMS

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

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

4. Focus on the Local Library – Selina Gomez-Beloz, Library Manager

Centralia Library Manager Selina Gomez-Beloz welcomed everyone to Centralia and shared some local history on the Centralia Library. She

reported that library services were initiated by the Ladies of the Roundtable. The cornerstone was laid in 1912 and the library was officially opened in 1913. In 1968 the Centralia Library joined TRL by a vote of the people. The Centralia Library is open 48 hours a week and offers a minimum of three programs a week. On Saturday, May 18, the Centralia Library will celebrate its centennial anniversary! The Centralia High School Band is scheduled to perform, there will be craft activities for kids and families, and a 100th year anniversary cake will be served. Festivities kick off at 12:00 noon.

5. Correspondence – None.
6. Public Comments – None.
7. Board Comments – President Varness welcomed new Lewis County Trustee Hal Blanton and said she is happy to have him on the Board. She also announced that an Executive Session is scheduled for 8:00 pm to discuss a possible litigation issue with legal counsel and she will call for a break at 7:55 pm.
8. Director's Report – Cheryl Heywood
 - a. State of the Library – Cheryl started her State of the Library report by thanking staff for their work this past year. As a year of transition, 2012 saw retirements, welcomed new staff, and changes in leadership including three members of the Board of Trustees. In 2012 we served 2.6 million patrons who borrowed 4.3 million items. We held 2800 children, teen, and adult programs with 58,000 in attendance. As 2013 begins, we will begin work on our Strategic Plan, while continuing to provide top-notch services including a new program for patrons to check out E-readers. She is excited for 2013 and beyond. She noted that her full report is available on the TRL website.
9. Board Comments – None.
10. Financial Report – Rick Homchick presented the financial report.
11. Voucher Report – Rick Homchick presented the voucher statements.
12. Consent Agenda - MOTION FOR APPROVAL

13-14 – EMMETT O'CONNELL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE MARCH 27, 2013 BOARD MEETING; APRIL SURPLUS LIST, PAYROLL VOUCHERS #52392 THROUGH #52426 IN THE AMOUNT OF \$1,179,813.41; OTHER VOUCHERS #15458 THROUGH #15674 IN THE AMOUNT OF \$333,325.62. STEPHEN HARDY SECONDED. MOTION CARRIED UNANIMOUSLY.

11. Unfinished Business

- a. Director Evaluation Discussion – Corby shared that she distributed a draft evaluation document for review at the last Board meeting. She is would like to form an ad hoc committee to review the evaluation form in detail, nail down format and changes, and bring it to the Board for approval next month. She asked for volunteers to join her, and Steve Hardy volunteered. Corby asked that Rich Park and Cheryl Heywood also participate on the ad hoc committee.
- b. Strategic Planning RFP Discussion and Timeline – Rick Homchick reported that 7 proposals have been received and next steps are to review the proposals and interview the consultants. Corby asked for trustees who would like to work with staff on selection of the consultant. Trustee's Hardy and Blanton volunteered to serve on the Strategic Planning Consultant Selection Task Force.
- c. 2013 Committee Assignments – Corby reminded the trustees that the 2013 committee assignments were put on hold in December until the new trustees were appointed. With the appointment of the Lewis County trustees, she would like to move forward with committee assignments and asked for input on which committee's members would like to serve on. After a short discussion, committee assignments for 2013 were made.
- d. Leadership Development Program Update – Rich Park reported that April's Leadership class learned about Human Resources. Discussion items included labor relations, job descriptions, and ethics. Participants went through a negotiation scenario that was fun and informative.

New Business

- a. Board Development Workshop – Corby asked for input on having a Board Development Workshop. She said that when she was a new trustee she received an orientation that was very helpful. She wants to make sure that everyone is knowledgeable about what responsibilities the position holds. She asked staff to work on scheduling a date within the next few months.
- b. DSHS CHIPRA II Grant Host Agreement – Cheryl shared that TRL has received a CHIPRA Grant for \$63,000. The grant is to be used for copiers/scanners for our libraries. She asked the Board for authorization to sign and accept the grant.

13-15 - EMMETT O'CONNELL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR'S SIGNATURE ON THE HOST ORGANIZATION PARTICIPATION AGREEMENT WITH DSHS FOR THE CHIPRA II GRANT. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

At 7:55 pm, President Varness called for an Executive Session pursuant to RCW 42.30.110(1)(i) to discuss potential litigation with legal counsel.

At 8:32 pm, President Varness called the meeting back to order.

Committee Reports

- a. Policy Committee – Corby reported that the Policy Committee met and has recommendations for the following policies:
 - i. Board Development - Corby reported this policy was due for review and put in the new format with no other changes.

13-16 - EMMETT O'CONNELL MADE A MOTION TO APPROVE THE BOARD DEVELOPMENT POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.


- ii. Internet Use – Corby shared that the policy has been reformatted and no other changes or action is required at this time.
- iii. Travel – Corby reviewed the revised policy and asked for input. There were no comments. She also shared the draft travel procedure.

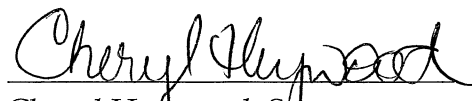
13-17 – EMMETT O’CONNELL MADE A MOTION TO APPROVE THE TRAVEL POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Facilities Committee – Emmett asked Rick Homchick to provide information to the Board on Oakville, Morton, and Amanda Park.
 - a. Oakville - Rick reported that architect Norm Pfaff did a walk-through of the Oakville School Library and will provide scope on remodeling tasks and costs required to use the school library space for joint school/public library services. The next step is to review the details including cost and schedule another meeting with all parties to review the scope and identify how to proceed.
 - b. Morton – Architect Norm Pfaff did a walk-through of the Morton School Library and will provide scope on remodeling tasks and costs required to use the school library space for joint school/public library services. The next step is to review the details including cost and schedule another meeting with all parties to review the scope and determine how to proceed.
 - c. Amanda Park – Currently in the process of contacting an architect who will do a walk-through and provide a scope of the needs of the building.

12. Final Board Comments – President Varness shared that she read some great service stories this month and particularly liked the one from the Chehalis Timberland Library.

13. Adjournment - With no further business President Varness adjourned the meeting at 8:50 pm.


Corby Varness, President


Cheryl Heywood, Secretary