



BOARD OF TRUSTEES MEETING  
Montesano Timberland Library  
125 Main Street S, Montesano, WA 98563  
Wednesday, May 22, 2013  
7:00 pm

MINUTES

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

BOARD MEMBERS ABSENT: Bob Hall.

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

President Corby Varness welcomed everyone to Centralia and called the Regular Board meeting to order at 7:03 pm.

AGENDA ITEMS

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

13-18 – EMMETT O'CONNELL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus on the Local Library – Library Manager Val Jester welcomed everyone and introduced Mayor Ken Estes. Mayor Estes shared how much the community loves their library and thanked the Board for their support.

Val shared that in 1942, Grays Harbor was one of the first counties in the state to vote for a library district and Montesano became the headquarters for the Grays Harbor County Rural Library District. Montesano does a lot of adult programs for a town their size, and for 16 years they have had the monthly program series "Lunch for Your Brains" with an interesting and varied roster of speakers. Other programs have included local authors, local history, how to play the ukulele, travelogues, and how to certify your pet as a therapy animal. Val said that they have a very active Friends group who support the library in many ways. She shared some of the projects that they have supported for the Montesano Library and thanked them for their continued support.

5. Correspondence – None.
6. Public Comments – Bill Scholl, an Oakville citizen, stated that he has reviewed the Oakville Feasibility Study and thanked the Board for their continued interest in a joint school/public library in Oakville. He said all parties involved have been meeting regularly and he has hope that the project will continue to move forward. He shared that the Friends of the Oakville Library (FOTOL) have raised \$65,000 to donate towards the project.

John Campbell, a local citizen, thanked the Board and the Montesano staff for allowing his group to use the meeting room. He uses the room once a month and appreciates having the room available for public use.

7. Board Comments – President Varness said she is happy to be at the Montesano library which is like her second home. She is impressed and proud to have such a large group at the meeting. Trustee Hardy welcomed new trustee Regina King from Lewis County and said he is happy to have her on the Board.
8. Director's Report – Cheryl Heywood
  - a. Department Reports – Cheryl noted that the Department Reports are posted on the website. She also mentioned that she, Jeff Kleingartner, Ellen Duffy, and Jennifer Williamson-Forester of the South Sound Reading Foundation met with the Editor of *The Olympian* and he wrote a fabulous editorial column.

- b. Family Read Aloud Initiative - Ellen Duffy, Youth Services Coordinator gave a summary of the Family Read Aloud Initiative. She highlighted some of the successful programs throughout the district including participant statistics and survey results.
- 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
- 13-19 – EMMETT O'CONNELL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE APRIL 24, 2013 BOARD MEETING; PAYROLL VOUCHERS #52427 THROUGH #52467 IN THE AMOUNT OF \$1,192,416.81; OTHER VOUCHERS #15675 THROUGH #15928 IN THE AMOUNT OF \$528,828.00. HAL BLANTON SECONDED. MOTION CARRIED UNANIMOUSLY.

11. Unfinished Business

- a. Director Evaluation Discussion – President Varness reported that the Director Evaluation Task Force met to finalize the Director evaluation process. She reviewed the draft documents with the Board and explained the evaluation form, procedure, and policy. This process will give clarity on expectations for both the Board and the Director. Trustee Hardy asked to have one additional meeting before the Board votes to approve the evaluation process to discuss the employee survey and then vote on everything at once. The Board agreed and asked the Task Force to come back next month with additional information on the employee survey and final review of the other documents.
- b. Strategic Planning Consultant Recommendation – Cheryl reviewed the proposal from Nancy Bolt and Associates and shared that the Strategic Planning Committee recommends hiring her to facilitate the TRL strategic plan.

13 – 20 - STEPHEN HARDY MADE A MOTION TO APPROVE NANCY BOLT AND ASSOCIATES PROPOSAL FOR STRATEGIC PLANNING SERVICES AND TO AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE A CONTRACT FOR

STRATEGIC PLANNING CONSULTATION SERVICES. EMMETT  
O'CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

- c. 2013 Committee Assignments – President Varness reviewed the 2013 committee assignments. Trustee King asked to be assigned to the Strategic Planning Task Force and the Facilities Committee. Trustee Hardy asked to be removed from the Facilities Committee. President Varness also reminded everyone that upon appointment of a Thurston County trustee, committee assignments will be reviewed again.
- d. Leadership Development Program Update – Rick Homchick reported that he facilitated the May Leadership day which focused on finance and leadership.

New Business

- a. Board Development Workshop – President Varness asked for input on scheduling a Board Development Workshop. She said that when she was a new trustee she received an orientation that was very helpful. After a short discussion, it was decided that staff will look at alternate ways to provide orientation.
- b. Public Attendance at Committee Meetings – President Varness shared that there has been interest from the public to attend Board Committee meetings. After a short discussion, it was agreed that we always strive for transparency and welcome the public attendance at our meetings. There was agreement that since committee meetings are working meetings there will be no comments or participation from the public. Upcoming meeting notices will be posted on the TRL website with time, date, and location of meeting.

Committee Reports

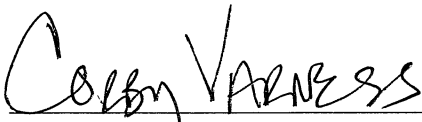
- a. Facilities Committee – President Varness reported that the Policy Committee met and has discussed the following items:
  - i. Oakville and Morton – Rick Homchick shared the feasibility documents and stated that priorities were to identify minimum standards for comfort, safety, and security. Next steps are to contact the Oakville and Morton parties and schedule a meeting to review the information and ask for input. He also noted that staff met with Centralia College to

discuss a possible kiosk at the Centralia College East Morton campus and they are very interested. The agreement would be similar to our current agreement with SPSCC which could be in place by this summer.

- ii. Amanda Park Walkway – TRL has received a donation of \$5,000 to add a cover over the walkway. TransOlympia Engineering, who specializes in design and analysis, has done a building evaluation to look at the structural integrity of the building and walkway to determine whether they are structurally sound. They have been asked to prioritize the needs of the building and provide a report.
- iii. Toledo – TRL has received an inquiry from a private citizen who wants to donate a building in Toledo for use as a library. Information has been presented to the potential donor and the City regarding the process of annexation and the Committee reviewed the Preliminary Service Point Analysis. Rick Homchick shared that information continues to develop and reported that last night the City of Toledo passed an ordinance to join TRL which will need concurrence by August 6.
- iv. Hoodsport Property – Rick Homchick shared that TRL owns a piece of property near the Hoodsport Library that is not feasible for expansion or use by TRL. He said that the property is currently being surveyed and this is an informational item only to inform the Board for possible future discussion.

12. Final Board Comments – President Varness thanked the Montesano Friends for their wonderful treats and hospitality. Trustee King thanked everyone and said that she enjoyed her first Board meeting.

13. Adjournment - With no further business President Varness adjourned the meeting at 8:56 pm.

  
Corby Varness, President

  
Cheryl Heywood, Secretary