



BOARD OF TRUSTEES MEETING  
Ocean Park Timberland Library  
1308 256<sup>th</sup> Place  
Ocean Park, WA 98460  
Wednesday, July 24, 2013  
1:00 pm

MINUTES

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

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Ellen Duffy, Kristine Tardiff, Felicia Wilson, Rick Homchick, Iver Matheson, Kristine Pointer, Tim Mallory, and Brenda Lane; recorder.

President Corby Varness welcomed everyone to Ocean Park and called the Regular Board meeting to order at 1:00 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.

13-28 – REGINA KING MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus on the Local Library – Library Manager Iver Matheson welcomed everyone to Ocean Park and highlighted some accomplishments over the past 3 years. Iver also showcased the recent addition and renovations of

the library. He reported that circulation is up as well as program attendance due to the added space. He thanked the Friends for their generous contributions and the Trustees for their support. He said the community is in love with the new space and are incredibly supportive and thankful.

5. Correspondence – None.
6. Public Comments – None.
7. Board Comments – Trustee King shared that while attending a folk music program in Lewis County, she bumped in to former Trustee Edna Fund. She said the program was really wonderful and it was fun to see the children and parents interacting and dancing. Trustee Hall shared that JoAnn Rucker South Bend Library Manager has announced her retirement. He thanked her for her service and wished her well. He also mentioned that the South Bend Library, a Carnegie building, will celebrate its 100<sup>th</sup> anniversary this year. Trustee Hardy expressed his appreciation for TRL staff and their friendly service. Trustee Blanton stated although he still feels new, he is learning a lot and is more excited than ever to be part of the Board, especially during the Strategic Planning process. Trustee O’Connell said he is excited too. President Varness shared her excitement about checking out her first eReader. She said staff made sure the check out was easy and clear.
8. Director’s Report – Cheryl Heywood
  - a. Department Reports – Cheryl shared the 2012/2013 statistical reports and asked the Board to review and bring back any questions next month. She noted that from now on, instead of monthly reports, statistics will be presented every 6 months. She also mentioned numerous articles on the Summer Reading Program in *The Olympian* this week and how great the press is for TRL.
9. Financial Report – Rick Homchick presented the financial report.
10. Voucher Report – Rick Homchick presented the voucher statements.
11. Consent Agenda - Motion for approval.

13-29 – EMMETT O’CONNELL MADE A MOTION TO APPROVE THE  
CONSENT AGENDA WHICH INCLUDES MINUTES OF THE JUNE 26, 2013

BOARD MEETING; JULY SURPLUS LIST; PAYROLL VOUCHERS #52502 THROUGH #52538 IN THE AMOUNT OF \$1,206,752.66; OTHER VOUCHERS #16186 THROUGH #16412 IN THE AMOUNT OF \$378,957.79. REGINA KING SECONDED. MOTION CARRIED UNANIMOUSLY.

12. Unfinished Business

- a. Strategic Planning Update – Trustee Hardy shared that the Strategic Planning Committee met with the Consultants on July 9 and looked at parameters for moving forward. It was a good meeting and the consultants are experienced, interactive, and did a great job listening and responding to the Committee and staff. He walked the Board through the timeline and asked Cheryl to add additional information. Cheryl shared that there will be a Skype conversation at the Council of Libraries (COL) August 8<sup>th</sup> for input and questions from the Library Managers. The survey questions are being developed, and parameters have been set for the staff and public focus groups which will be held the week of September 23-27. A values statement activity will also be worked on at the COL which will identify core values for individual libraries and the district as a whole.
- b. Leadership Development Program Update – Gwen Culp provided an overview of the Computer Services/IT Leadership presentation. She shared that she spent time answering questions and appreciated the opportunity. President Varness shared that she talked to the group on what it is like to be a Board member. Cheryl said that next month she will talk about what it is like to be a new Director and will lead a discussion on what qualities make a great leader. There will also be a celebration as it will be the completion of the program.

13. New Business

- a. Approval of Signatory Authority for Elma Timberland Bank – Rick Homchick asked for a motion to approve adding new Elma staff to the local bank accounts which is regular practice.

13-30 – EMMETT O'CONNELL MOVED TO AUTHORIZE ALLISON GRUBBS, TIMBERLAND REGIONAL LIBRARY MANAGER, AND DONNA MCMANN, ELMA TIMBERLAND REGIONAL LIBRARY ASSOCIATE, WITH SIGNATORY AUTHORITY OF THE TIMBERLAND REGIONAL LIBRARY CHECKING ACCOUNT HELD WITH TIMBERLAND BANK. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

14. Committee Reports

a. Facilities Committee – Trustee King reported that the Facilities Committee met and discussed the following items:

- i. Oakville – Trustee King shared that the Letter of Intent (LOI) between TRL, the Oakville School District, and the City of Oakville is ready for signature. She stated that a signed LOI will show commitment and clearly define responsibilities as the project moves forward. She asked the Board to approve the LOI for execution and signature.

13- 31 – EMMETT O'CONNELL MOVED TO APPROVE THE LETTER OF INTENT BETWEEN THE CITY OF OAKVILLE, OAKVILLE SCHOOL DISTRICT, AND TIMBERLAND REGIONAL LIBRARY CONFIRMING SUPPORT OF THE JOINT-USE, CO-LOCATED SCHOOL LIBRARY/PUBLIC LIBRARY IN THE OAKVILLE SCHOOL DISTRICT'S MIDDLE SCHOOL LIBRARY AND TO AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE AND DELIVER THE LETTER. REGINA KING SECONDED. MOTION APPROVED UNANIMOUSLY.

Cheryl also mentioned that TRL has been invited to attend a back to school bbq on August 23 and she is scheduled to do a 5 minute presentation to answer questions the public might have on a joint/school public library.

- ii. Toledo – Rick Homchick shared that the Lewis County Commissioners approved the vote for annexation for Toledo and it will be placed on the November ballot. A yes vote will allow library cards and access to TRL services for the citizens of Toledo.

b. Budget Committee – Rick Homchick reviewed the details, process, and priorities with the Board. The committee is working on a date for the Budget Workshop in September.

c. Policy Committee – A meeting is scheduled for August 1.

15. Final Board Comments – Trustee King shared that she is happy to be working with the folks of TRL; she is incredibly impressed and really enjoying herself. Trustee Blanton agreed and said he is having a great time too. Trustee Hall mentioned that he was at a meeting in Pacific County recently and they

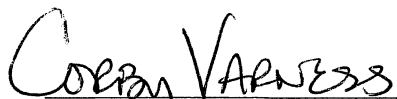
have purchased an Automated External Defibrillator (AED). He was curious on how often the libraries use their AEDs and if we have information on how often they are used or if they have been used in Pacific County libraries. Trustee Hardy thanked the Ocean Park staff for their hospitality and expressed his appreciation of the beautiful new space.

At 2:46 pm, President Varness called for an Executive Session pursuant to RCW 42.30 to discuss possible litigation.

At 3:45 pm, President Varness called the meeting back to order and the following motion was made.

13-32 – STEPHEN HARDY MOVED THAT THE BOARD ACCEPT THE TERMS OF THE AGREEMENT WITH MICHAEL CROSE AS RECOMMENDED BY LEGAL COUNSEL. THIS MOTION IS SUBJECT TO THE RIGHT OF MR. CROSE TO MAKE A TIMELY REVOCATION OF THIS ACCEPTANCE OF THIS AGREEMENT. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

With no further business, President Varness adjourned the meeting at 3:46 pm.

  
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Corby Varness, President

  
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Cheryl Heywood, Secretary