



BOARD OF TRUSTEES MEETING
McCleary Timberland Library
121 S 4th Street
McCleary, WA 98577
Wednesday, September 25, 2013
7:00 pm

MINUTES

BOARD MEMBERS PRESENT: Corby Varness, Hal Blanton, Rebecca Connolly, 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, Jeff Kleingartner, Ryan Williams, Rich Park, Tim Mallory, Karen Kienenberger, Deborah Baker, Emily Popovich, Alicia Conover, and Brenda Lane; recorder.

President Corby Varness welcomed everyone to McCleary and called the Regular Board meeting to order at 7:00 pm.

AGENDA ITEMS

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

13-35 – STEPHEN HARDY MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus on the Local Library – Library Manager Karen Kienenberger welcomed everyone to McCleary and highlighted a few accomplishments

over the past 3 years. Karen thanked her Friends for their fantastic work and shared all they do for the library. Karen expressed her gratitude for the local community and the appreciation they have for the library. The McCleary Timberland Library is truly a part of the community. She highlighted some of the wonderful events such as Saturday Movies at the Library, Master Quilters, and Talk Like a Pirate Day that are enjoyed by the patrons and community. She also shared that the library provides services to the community such as meeting rooms for tax assistance, and a venue to showcase local art and photography.

5. Correspondence – None.
6. Public Comments – Bill Scholl, resident of Oakville shared that the board meeting will be in Oakville next month and he invited the Trustees to view the space in the school as the next potential Oakville Library.
7. Board Comments – Trustee Hardy reported that he has read this year's TRT book, *Short Nights of the Shadow Catcher* by Timothy Egan, and it is a good one. He praised the book choice and said that if you haven't read it yet, you should. It is a great book. Trustee Connolly expressed that this is her first Board meeting and she is happy to be here. Trustee Blanton shared that he enjoyed participating in the community focus group with the Strategic Planning consultants at the Centralia Library. Trustee O'Connell thanked McCleary for hosting the Board. Trustee King stated that she also enjoyed the TRT Book and thanked the staff for their hospitality. President Varness welcomed Rebecca Connolly, Thurston County Trustee, and shared her joy that she is onboard and the Board is complete.
8. Director's Report – Cheryl Heywood
 - a. All Staff Training Day 2013 - Cheryl shared that 242 staff attended All Staff Training Day. Both keynote speakers were motivational and inspirational. Sessions were very informative and overall it was a great day.
 - b. Director's Evaluation – Cheryl presented her self evaluation to the Board for review. She reported that she has distributed over 800 packets of information during presentations, speaking engagements, and meetings to service organizations and community leaders over

the past nine months. She emphasized that it takes all of us to create what we have accomplished and she thanked staff for their work.

- c. Strategic Planning – Cheryl reported that there will be a Board Retreat November 1-2. She thanked the libraries that hosted the Strategic Planning Focus Groups, and all the staff, public and community members who participated.
- 9. Financial Report – Rick Homchick presented the financial report.
- 10. Voucher Report – Rick Homchick presented the voucher statements.
- 11. Consent Agenda - Motion for approval.

13-36 – EMMETT O’CONNELL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE AUGUST 28, 2013 BOARD MEETING; PAYROLL VOUCHERS #52576 THROUGH #52610 IN THE AMOUNT OF \$1,236,398.86; OTHER VOUCHERS #16677 THROUGH #16932 IN THE AMOUNT OF \$498,768.01. STEPHEN HARDY SECONDED. MOTION CARRIED UNANIMOUSLY.

- 12. Unfinished Business
 - a. Committee Assignments – President Varness appointed Trustee Connolly to serve on the Facilities Committee.
- 13. New Business - None.
- 14. Committee Reports
 - a. Facilities Committee – Trustee King reported that the Facilities Committee met and discussed the following items:
 - i. Oakville – As the letter of intent has been signed, all parties will begin discussion on a joint school/public library. Trustee King asked the Board for a motion for the Library Director to begin negotiations on the terms of a draft agreement.

13-37 – BOB HALL MOVED TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE THE TERMS OF A DRAFT AGREEMENT WITH THE CITY OF OAKVILLE AND THE OAKVILLE SCHOOL DISTRICT. REGINA KING SECONDED. MOTION PASSED UNANIMOUSLY.

- ii. Morton – Kiosk was opened September 18 at Centralia College East and the community is very excited to have a service point in Morton. Trustee King asked the Board for a motion for the Library Director to begin negotiations of a draft agreement.

13-38 – BOB HALL MOVED TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE THE TERMS OF A DRAFT AGREEMENT WITH THE CITY OF MORTON AND THE MORTON SCHOOL DISTRICT. REGINA KING SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. Toledo – TRL has provided a FAQ document on what a yes vote on annexation would mean to the residents of Toledo. Citizens of Toledo are very actively campaigning for a library.
- iv. Mountain View – Rick reported that the Mountain View lease is up for renewal. The landlord has increased the lease by 12% over the next 3 years which is \$.52 per sq. foot. The lease has not increased since 2010.

13-39 – EMMETT O'CONNELL MOVED TO AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE AND DELIVER THE FIVE YEAR LEASE AGREEMENT ENDING ON OCTOBER 31, 2018 WITH CYNTHIA BERNE AND CRAIG BERNE, LANDLORDS, FOR THE MOUNTAIN VIEW TIMBERLAND LIBRARY LEASED PREMISES. REGINA KING SECONDED. MOTION APPROVED UNANIMOUSLY.

- v. Yelm – Rick Homchick reported that 2013 was a transition year and the maximum fiscal payment of \$37,000 to the City of Yelm has exceeded that limit by \$909.70. This was for an invoice for carpet cleaning that was invoiced but not received before payment was issued. Rick asked the Board for approval. After a short discussion, Bob Hall made a motion.

13-40 – BOB HALL MADE A MOTION TO AUTHORIZE THE 2013 OPERATION AND MAINTENANCE PAYMENTS ON BEHALF OF THE CITY OF YELM IN THE AMOUNT OF \$37,909.70. HAL BLANTON SECONDED. MOTION APPROVED.

After the vote, there was additional discussion and an additional motion was made.

13 – 41 – BOB HALL MADE A MOTION TO RESCIND THE VOUCHER PAYMENT TO THE CITY OF YELM AND REDUCE IT BY \$909.70. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Budget Committee – The Budget Workshop was informative and timely. The information presented showed that we are on schedule and where we need to be in the budget planning cycle.
- c. Policy Committee – Trustee Hall presented 3 policies for approval. He stated that Board of Trustees Ethics and Animals in the Library have minor changes and have been reviewed by legal counsel. Security Monitoring is a new policy that addresses safety and vandalism issues in some of our libraries and allows us to address issues as they arise and he recommends approval.

- i. Board of Trustees Ethics Policy

13 – 42 – STEPHEN HALL MADE A MOTION TO APPROVE THE BOARD OF ETHICS POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- ii. Animals in the Library Policy

13 – 43 – BOB HALL MADE A MOTION TO APPROVE THE ANIMALS IN THE LIBRARY POLICY AS PRESENTED. REGINA KING SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. Security Monitoring Policy

- Rick Homchick reported that the expense will be built into the budget. The server will be located at the Service Center and cameras can be added to locations as needed. Legal review has been done and the retention schedule of video will be 30 days.

13 – 44 – BOB HALL MADE A MOTION TO APPROVE THE SECURITY MONITORING POLICY AS PRESENTED. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.


15. Final Board Comments – President Varness thanked the McCleary staff for their hospitality and the Trustees for a great meeting. She then announced that


the Board will be going into Executive Session to discuss the Library Director's evaluation.

16. Executive Session - At 8:51 pm, President Varness called for an Executive Session pursuant to RCW 42.30 to discuss the Library Director Evaluation and to receive an update on Negotiations.

17. Adjournment - At 9:27 pm, President Varness called the meeting back to order.

With no further business, President Varness adjourned the meeting at 9:27 pm.


Corby Varness, President


Cheryl Heywood, Secretary