



BOARD OF TRUSTEES MEETING
Oakville Timberland Library
204 Main Street
Oakville, WA 98568
Wednesday, October 23, 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, Rich Park, Tim Mallory, Deborah Baker, Allison Grubbs, and Brenda Lane; recorder.

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

13-45 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus on the Local Library – Library Manager Deborah Baker welcomed everyone to Oakville and highlighted a few accomplishments over the past 3 years. Deborah shared that the library is located in a renovated

church and is the smallest library in the district. The space is also used for the City Council meetings and Court. Circulation is around 1900 per month and they have issued 55 new library cards since January. With limited access to Wi-Fi in the area, the library is a busy and popular spot for people to get Wi-Fi services. Deborah shared some children's posters and photos on an interactive program that they had recently presented at the library. She also thanked the Friends for their support and shared that they raise \$2,000-2,500 a year selling handmade dolls.

5. Correspondence – None.
6. Public Comments – Bill Scholl, resident of Oakville thanked the Board for taking a tour of the Oakville School, the potential site of a joint school/public library, and said it is great to have everyone in Oakville. Kathy Lorton, Oakville School District Superintendent also welcomed everyone to Oakville and said it is a great community with wonderful kids, and she is happy we are here.
7. Board Comments – Trustee Hall commented that he put a hold on and downloaded the TRT book and it was amazing. The process was easy too. He also referenced comments that he read in the staff survey and again, wanted to say to staff that we don't have enough money to do everything and it is all about trade-offs. Trustee King expressed that she also has been immersed in reading the staff survey and TRT book which is incredible. She also shared that she visited more libraries this month and talked with staff which she enjoys immensely. President Varness shared that she saw the Bushwick Singers in Elma and loved them. The programs this month have been wonderful and creative and staff does such a great job.
8. Director's Report – Cheryl Heywood
 - a. Introduction of Elma Library Manager Allison Grubbs - Cheryl introduced Allison Grubbs who has been onboard for 4 months as the Elma Library Manager. Allison shared that she originally comes from Atlanta, and is ecstatic to be working in a town the size of Elma.
 - b. Department Reports – Cheryl reported that Liz Boston, Central Reference staff, entered a contest and won a computer system and software worth more than \$7,500 for Timberland by knowing the answers to Overdrive support questions. The prize is a touch screen

Dell system and it markets/promotes the Overdrive collection and products. It does not allow downloading of eBooks/audio books except someone with a Smartphone can scan the QR code on the screen and that makes their phone go to the TRL website to download an eBook.

Cheryl shared that over 650 people attended the TRT event with author Timothy Egan at the Washington Center and it was a great evening. She reported that she will co-present a national webinar, "Grace Under Pressure: Tips and Tricks to Cultivate a Positive Approach," discussing personal work style and navigating organizational change. So far there are over 900 participants from across the country signed up. This will take place the second week of November. She reported that she, along with TRL staff will be attending the Latino Youth Summit and TRL will have welcome letters to the students in Spanish and English pre-loaded on wrist jump drives. Cheryl also wanted the Board to know that auditors from the Washington State Auditor's Office will be on-site for a field audit for the next 3 weeks to review fiscal years 2011 and 2012.

- c. Director's Quarterly Report – Cheryl shared her 3rd quarter report.
 - d. Summer Reading Program Executive Summary – Ellen Duffy, Youth Services Coordinator shared statistics from the Summer Reading Program. She reported that this was the best summer in 10 years.
- 9. Financial Report – Rick Homchick presented the financial report.
 - 10. Voucher Report – Rick Homchick presented the voucher statements.
 - 11. Consent Agenda - Motion for approval.

13-46 – STEPHEN HARDY MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE SEPTEMBER 25, 2013 BOARD MEETING; OCTOBER SURPLUS LIST; PAYROLL VOUCHERS #52611 THROUGH #52645 IN THE AMOUNT OF \$1,225,838.32; OTHER VOUCHERS #16933 THROUGH #17184 IN THE AMOUNT OF \$522,602.43. EMMETT O'CONNELL SECONDED. MOTION CARRIED UNANIMOUSLY.

- 12. Unfinished Business

- a. Strategic Planning Update – Cheryl reminded the Board that there is a Strategic Planning Retreat scheduled for November 1-2 at the Service Center. A draft Strategic Plan will be shared next month.

13. New Business

- a. Rick Homchick shared information on the 2014 draft Preliminary Budget and asked for a motion to approve resolution #13-04 certifying to the county legislative authorities estimates of the amounts to be raised by taxation.

13-47 – EMMETT O’CONNELL MADE A MOTION TO APPROVE RESOLUTION #13-04 ADOPTING A 2014 PRELIMINARY BUDGET AND CERTIFYING TO THE COUNTY LEGISLATIVE AUTHORITIES ESTIMATES OF THE AMOUNTS TO BE RAISED BY TAXATION AND OTHER MATTERS RELATING THEREUNTO. 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 – The Board toured the potential joint school/public library space prior to tonight’s meeting and agreed that it is a bright space and would make a great library. Staff will be meeting with the School District and City officials on October 30 to discuss the next steps.
 - ii. Morton – Kiosk is open and doing well. We have received comments from the community about how much they like the service and the convenience it allows. Staff will be meeting with the Morton School and City officials on October 25 to move forward with discussion on the interlocal agreement.
 - iii. Naselle – An emergency situation has been declared due to the significant wood rot from the water leakage from the front planters. A contractor has been hired and repair work will begin next week.
 - iv. Winlock – A donation of property has been offered to TRL. As we do not accept gifts and Winlock is a city-owned building, a letter has been drafted to encourage the donation to the City instead.

13-48 – BOB HALL MADE A MOTION TO APPROVE THE LETTER TO TERRANCE O'BRIEN AND AUTHORIZE THE BOARD PRESIDENT TO EXECUTE AND DELIVER. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- v. Amanda Park – There was a \$5,000 bequest done in 2010 to install a covered walkway. Estimated costs of \$90,000 for the structural work and an additional \$30-50,000 for the walkway have been received. A letter to the Friends of the Amanda Park Library has been drafted and states that TRL will not proceed with the covered walkway as there are structural items to address.

13-49 – HAL BLANTON MADE A MOTION TO APPROVE THE LETTER TO THE AMANDA PARK FRIENDS AND AUTHORIZE THE BOARD PRESIDENT TO EXECUTE AND DELIVER. REGINA KING SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Policy Committee – Trustee Hall stated that the Library Usage and Library Card Policy has been reviewed and discussed. There are recommended changes in the section pertaining to service areas and reciprocal agreements.

13 – 50 – BOB HALL MADE A MOTION TO APPROVE THE LIBRARY USAGE AND LIBRARY CARD POLICY AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- i. Animals in the Library Policy

Trustee Hall shared that there was a question after last month's approval on the section pertaining to the use of the word note on the section on miniature horses and that legal counsel recommended taking out the section on miniature horses. Trustee Connolly asked for a clarification on the section on miniature horses and felt that this information did need to be referenced in the policy if miniature horses are allowed in the libraries. After a short discussion, it was decided to take the policy back to legal counsel for further review and clarification.

15. Final Board Comments – Trustee Hardy said he is happy to be in Oakville. Trustee Connolly thanked everyone for patience with her questions and she is

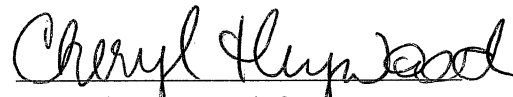
also happy to be in Oakville. Trustee King stated that this was a great meeting and it is fantastic to come together once a month. It is an exciting time to be part of Timberland. She also commended Jeff Kleingarter and the Communications department for the great ads that she is seeing on city busses. They pop out at you and look really wonderful. President Varness thanked the Oakville staff for their hospitality and the Trustees for a great meeting.

16. Executive Session - At 8:45 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 9:25 pm, President Varness called the meeting back to order.

With no further business, President Varness adjourned the meeting at 9:26 pm.


Corby Varness, President


Cheryl Heywood, Secretary