



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd SW
Tumwater, WA 98501
Wednesday, January 22, 2014
7:00 pm

MINUTES

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

BOARD MEMBERS ABSENT: Corby Varness.

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Ellen Duffy, Felicia Wilson, Rick Homchick, Jeff Kleingartner, Rich Park, Alice Goudeaux, Ryan Williams, Jaimie Allwine, and Brenda Lane; recorder.

President Bob Hall welcomed everyone to Tumwater and called the Regular Board meeting to order at 7:00 pm.

AGENDA ITEMS

1. Emmett O'Connell led the pledge of allegiance.
2. Self-introductions of Board members, staff, and public were made.
3. Approval of Agenda.

14 -01 – EMMETT O'CONNELL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence – Cheryl shared a letter that was received from the Mayor of Toledo regarding a service point in Toledo.

5. Public Comments – Toledo residents Pat Caldwell and Mike and Di Morgan asked the Board for a status update on a service point for Toledo. President Hall stated that the topic is on the agenda for discussion.
6. Board Comments – Trustee Hall shared that he had asked about reciprocal borrowing agreements at the last Board meeting and was told that they are posted on the TRL website, and he was happy they are there. He has also been showing students some of our databases including Mango which is a foreign language database. The databases have been well received and helpful to the students.
7. Director's Report – Cheryl Heywood
 - a. Cheryl reported that Library Manager Victoria Rexford has resigned her position effective January 31, 2014 to move closer to family. She shared information on the Latino Youth Summit, The Friends and Board Forum, and the Washington State Auditors Exit Interview. She also noted that starting February 1, Ryan Williams, Circulation Services Coordinator will report to the Public Services Manager. This is a supervisory change only.

February 1-28, 2014, TRL will conduct an Impact Survey. The Impact Survey is an online patron survey available through iSchool at University of Washington, and is free until Oct. 14th. TRL will run the survey from February 1-28 and will receive data as soon as the survey closes. This survey will gather how our patrons use TRL technology (databases, website, etc.), takes 20 minutes to complete, and will generate knowledge on how our patrons are using our tech services. TRL was a beta test site in 2010.

TRL will also participate in the Edge Initiative, an internal survey that was developed by the Bill & Melinda Gates Foundation to help public libraries assess digital literacy and technology service provisions. The assessment will correlate results with impact survey results to identify service gaps and potentials, and give us feedback on what we can and what we want to do. TRL has been selected by the Washington State Library to share metrics/data with other entities nationwide.

2013 Circulation Statistics were presented for review. Cheryl asked the Trustees to review and come back with any questions next month.

8. Financial Report – Rick Homchick presented the financial report.
9. Voucher Report – Rick Homchick presented the voucher statements.
10. Consent Agenda - Motion for approval.

14-02 – STEPHEN HARDY MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE DECEMBER 18, 2013 BOARD MEETING; DECEMBER SURPLUS LIST; PAYROLL VOUCHERS #52718 THROUGH #52752 IN THE AMOUNT OF \$1,121,529.32; OTHER VOUCHERS #17697 THROUGH #17697 IN THE AMOUNT OF \$518,267.22. REGINA KING SECONDED. MOTION CARRIED UNANIMOUSLY.

12. Unfinished Business
 - a. Review Staff Survey Response – Cheryl asked if there were any questions or comments regarding the Staff Survey response. There were none. The Trustees agreed the response document was well done.
13. New Business
 - a. Leadership Development Program – Cheryl reviewed the 2014 Leadership Development program by highlighting monthly topics. She reported that the program will be interactive and include guest speakers. Applications are due January 31.
14. Committee Reports
 - a. Facilities Committee – Trustee King reported that the Facilities Committee met and discussed the following items:
 - i. Toledo – The Committee met and evaluated the Service point Analysis (SPA). The Committee recognized that there was a 66% vote to annex to TRL by the citizens of Toledo and commended the support of the community, but at this time, recommend that a kiosk be placed in Toledo. Trustee King further reported that they evaluated the local framework, TRL budget implications, and the full SPA which was extensive. A letter from Mayor Pratt in support of a full library was read and noted.

14 -03 - STEPHEN HARDY MADE A MOTION TO PROVIDE A KIOSK IN TOLEDO. REGINA KING SECONDED.

Before the vote, Trustee Connolly stated that she would like to amend the motion and table the motion in order to process and review the data provided.

14 – 04 - REBECCA CONNOLLY MADE A MOTION TO TABLE THE MOTION AND BRING BACK NEXT MONTH FOR DISCUSSION. STEPHEN HARDY SECONDED. MOTION APPROVED.

Trustee Hardy also agreed that the information provided by staff is in-depth and stated that it is prudent it be reviewed carefully as there are larger questions on how this fits with our long term facilities planning.

- ii. Oakville – TRL staff met with City and School officials and reviewed the draft joint school/public library agreement and continued conversations on the bathroom remodel, polices, shelving, technology, furnishings, Collections, and hours of operation.
 - iii. Morton – TRL staff met with City and School officials and reviewed the draft joint school/public agreement.
 - iv. Panorama City Book Drop/Kiosk Request – Rick Homchick reported that there has been a request from Panorama City Board President for a book drop or kiosk. The TRL Board requested that a Service Point Analysis will be done and reviewed by the Facilities Committee who will provide a recommendation at the February Board meeting.
 - v. Long Term Facilities Plan – Rick provided informational documents for review.
- b. Policy Committee – Trustee Hall reported that the Policy Committee met and made changes to the Leaves and Employment policies to reflect the changes in the 2014-2016 Collective Bargaining Agreement (CBA).
- i. Leaves Policy – Changes to reflect the 2014-16 CBA.

14 – 05 – REBECCA CONNOLLY MADE A MOTION TO ACCEPT THE LEAVES POLICY AS PRESENTED. EMMETT O’CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- ii. Employment Policy – Changes to reflect the 2014-16 CBA.

14 – 06 – STEPHEN HARDY MADE A MOTION TO ACCEPT THE EMPLOYMENT POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. Signatory Authority Policy – Presented for review and comments. Rick Homchick stated that this will provide clear communication for the Board and Director. Back next month for discussion.
- c. Strategic Plan Update – Cheryl provided a quick update on the Strategic Plan. She shared that to date input has been received from Administration, Circulation, Adult and Reference, Youth Services, and Public Services Teams, as well as the Council of Libraries and the Strategic Planning Committee members. Next month she will share the 4-6 initiatives that staff have been asked to focus on.

15. Final Board Comments – Trustee Blanton shared his appreciation for the staff and the energy it takes to create and maintain good processes and structure. There is great synergy with all things happening in the district. Trustee King shared her appreciation for the Strategic Planning process and that she is a part of it. You can feel the change that is going on and credits the Library Director, the Administration Team, staff, and Library Managers for their work. Trustee Hardy stated that we had a good year last year, and looks forward to the coming year.

16. Executive Session - At 8:30 pm, President Hall called for an Executive Session pursuant to RCW 42.30 to discuss the Library Director Contract. He announced they would meet for approximately 30 minutes. At 8:48 p.m., President Hall called the meeting back to order and Regina King made the following motion.

14 – 06 - REGINA KING MADE A MOTION TO AUTHORIZE THE BOARD TO SIGN THE DIRECTORS CONTRACT. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

17. Adjournment - With no further business, President Hall adjourned the meeting at 8:50 pm.



Robert K. Hall, President



Cheryl Heywood, Secretary