



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd SW
Tumwater, WA 98501
Wednesday, February 26, 2014
7:00 pm

MINUTES

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

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Ellen Duffy, Felicia Wilson, Rick Homchick, Jeff Kleingartner, Rich Park, Alice Goudeaux, Ryan Williams, Jaimie Allwine, Jessica Friberg, Tim Mallory, 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. Hal Blanton led the pledge of allegiance.
2. Self-introductions of Board members, staff, and public were made.
3. Approval of Agenda.

14 -08 – CORBY VARNESSE MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence – Cheryl shared seven items received from the public regarding a service point in Toledo.

5. Public Comments – Lewis County Commissioner Edna Fund read a letter of support for a Toledo Library from the County Commissioners and Senator John Braun. Toledo Mayor Pratt spoke in support of a library not a kiosk, and numerous citizens from Vision Toledo spoke about the importance of a library to their citizens, schools, and families.
6. Board Comments – Trustee O’Connell shared that he has had an experience of bringing his children to the library and having them ask questions to the staff which is a great learning experience to them. Trustee Varness shared that she is an after school tutor and uses library books to help students. She is always so impressed on what a great system we are.
7. Director’s Report – Cheryl Heywood
 - a. State of the Library 2013 - Cheryl presented the 2013 State of the Library address and shared impressive program highlights, data and statistical information. She shared that during March she will make a presentation to each of the five County Commissioners and share with them the 2013 accomplishments. The full report will be posted to the TRL website – www.trl.org
 - b. Department Reports – Jessica Friberg spoke about the new project to evaluate Teen materials called Teen Tumblr. It aims to reach teens/tweens ages 7-12. TRLteens.tumblr.com
 - c. Action Plans – 2013 Action Plans have been posted to the website.
8. Financial Report – Rick Homchick presented the financial report.
9. Voucher Report – Rick Homchick presented the voucher statements.
10. Consent Agenda - Motion for approval.

14-09 – STEPHEN HARDY MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE JANUARY 28, 2014 BOARD MEETING; FEBRUARY SURPLUS LIST; PAYROLL VOUCHERS #52753 THROUGH #52790 IN THE AMOUNT OF \$1,215,619.05; OTHER VOUCHERS #17933 THROUGH #18216 IN THE AMOUNT OF \$628,898.02. CORBY VARNESSE SECONDED. MOTION CARRIED UNANIMOUSLY.

12. Unfinished Business
 - a. Leadership Development Program – Cheryl shared that the 2014-15 Leadership class kicks off on April 17, 2014 and offered her congratulations to the participants.

13. New Business
 - a. TRL Legal Counsel Contract Approval – Rich Homchick presented an agreement for the purpose of providing legal services to Timberland Regional Library. He noted that the retained hours have increased to 144 and the monthly retainer fee will increase to \$1800. The Board thanked Mr. Hanson for his continued service.

14-10 - CORBY VARNES MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE AND DELIVER THE AGREEMENT FOR LEGAL SERVICES WITH CRAIG W. HANSON. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. 2014 Meeting Calendar Change – It was noted that the July Board meeting in Naselle needs a time change due to a program in the library. After a short discussion, it was decided to start the meeting at 5:00 pm.

14. Committee Reports
 - a. Facilities Committee – Trustees Varness and King reported that the Facilities Committee met and discussed the following items:
 - i. Long Term Capital Planning – Trustee Varness reported that the Facilities Committee had a lengthy discussion on long term Capital Planning which leaves more questions unanswered than answered. She stated that it is the role of all of the Trustees to be fiscally responsive and responsible with the public's money and trust, and until we complete a Long Term Facilities Plan, it would not be prudent to continue with new service points until a 10 year plan is complete. She said the Facilities Committee is recommending to Board to begin working on a plan with a goal of completion by 3rd quarter 2014. She said there is a lot of data and resources that need to be reviewed as well as demographic changes to review in order to serve existing and new communities. After a short discussion, the Board agreed with the

recommendation from the Facilities Committee and asked that they begin working on a Capital Facilities Plan.

- ii. Toledo – Trustee King reported that the final detailed Service Point Analysis (SPA) for Toledo was reviewed. Trustee King further reported that they evaluated the local framework, TRL budget implications, and the full SPA which was extensive. The Trustees recognize 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. President Hall stated that he knows the citizens of Toledo are disappointed and the Board wishes that TRL could put a library in a community whenever we are asked but that is not possible. He thanked the supporters from Toledo and Lewis County for their letters and comments.

14 -11 - CORBY VARNES MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE AN AGREEMENT FOR THE ESTABLISHMENT OF A LIBRARY KIOSK WITHIN THE CITY OF TOLEDO WITH A LOCAL PARTNERING ORGANIZATION OR BUSINESS WHICH AGREES TO PROVIDE FACILITIES AND STAFFING AS APPROPRIATE. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. Oakville – TRL staff met with City and School officials to continue conversations about a joint school/public library.
- iv. Morton – TRL staff continue to meet with City and School officials to work on the draft interlocal agreement. Staff is hopeful that the agreement will be ready for approval at the April Board meeting.
- v. Belfair – Rick Homchick presented a request from the Belfair Water District for a temporary easement for water line installation.

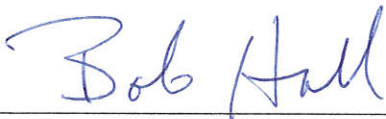
14 – 12 STEPHEN HARDY MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE AND DELIVER THE AGREEMENT FOR TEMPORARY EASEMENT FOR WATER LINES WITH THE BELFAIR WATER DISTRICT. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- vi. Panorama City Book Drop/Kiosk Request – The Facilities Committee recommends deeper analysis of the request for a kiosk at Panorama City. Trustee Varness stated that the Committee recommends doing a full Service Point Analysis and will report back next month with a recommendation for discussion.
- c. Policy Committee – Rebecca Connolly
 - i. Signatory Authority Policy – Presented for second review and comments. Trustee Connolly provided detailed information that clarified the complex language and asked for comments. After a lengthy discussion, it was decided to re-introduce the document back to the Policy Committee for further work.

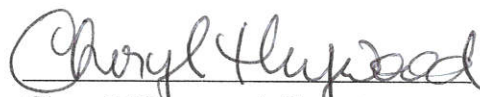
15. Final Board Comments – Trustee Varness stated that she is sorry that we cannot meet the needs of the Toledo citizens – we appreciate your input. Trustee Blanton thanked Cheryl for her State of the Library report. It is amazing to see and hear about all the great things going on. Progress is good. Trustee King thanked Cheryl for all the work we did in 2013. She is reminded of how unique and effective we are and good stewards of the public’s money. President Hall thanked Mayor Pratt and the citizens of Toledo for their comments.

16. Executive Session – None.

17. Adjournment - With no further business, President Hall adjourned the meeting at 9:25 pm.



Robert K. Hall, President



Cheryl Heywood, Secretary