



BOARD OF TRUSTEES MEETING

Elma Timberland Library

118 N First Street

Elma, WA 98541

Wednesday, March 26, 2014

7:00 pm

MINUTES

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

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Ellen Duffy, Kristine Tardiff, Felicia Wilson, Rick Homchick, Jeff Kleingartner, Rich Park, Tim Mallory, Allison Grubbs, Allison Thurman, Crystal Spitter, Shari Brophy, Ryan Williams, and Brenda Lane; recorder.

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

AGENDA ITEMS

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

14-13 – EMMETT O'CONNELL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. CORBY VARNESS SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence – None.
5. Public Comments – None.

6. Focus on the Library – Allison Grubbs, Elma Library Manager introduced and thanked her staff who she said are just one of the reasons she loves working for TRL. She shared that Elma experienced an 11% increase in the physical collection, a 50% increase in downloadable usage since 2013, with 101% more in 2013. Overall it has been a banner year, which would not have been accomplished without a terrific staff, supportive Friends group, and wonderful community.
7. Board Comments – Trustee Varness shared that she attended the Grays Harbor County Commissioner meeting and that our Library Director is doing a great job in public venues. Trustee O’Connell stated that he likes the new mobile app and his kids can use it too. Trustee Hall shared that he attended the Pacific County Commissioner meeting and agrees that the Director is doing a great job. He also noted that after last month’s meeting the Board received additional information on Toledo and although the decision was hard it was a prudent one. He talked with Mayor Pratt after the meeting about other options for a library space in Toledo and about annexation. President Hall wanted it reflected in the minutes that he should have asked for a roll call vote on the motion for a kiosk in Toledo at last month’s meeting, and that Trustees Connolly and Blanton voted nay on the motion.
8. Director’s Report – Cheryl Heywood
 - a. Department Reports – Cheryl shared information on the Impact Survey results which were shared with staff last week. The information was emailed to the Board and included 43 pages of comments for review. Cheryl highlighted a Service Story that she experienced while signing papers at Key Bank last week and is posted on the website. She reported that National Library Week is April 13-19 and Judy Blume is the spokesperson. The Declaration to the Right to Libraries poster will be available in all TRL libraries and staff will encourage patrons to sign the Declaration.
9. Financial Report – Rick Homchick presented the financial report.
10. Voucher Report – Rick Homchick presented the voucher statements.
11. Consent Agenda - Motion for approval.

14-14 – EMMETT O’CONNELL MADE A MOTION TO APPROVE THE
CONSENT AGENDA WHICH INCLUDES MINUTES OF THE MARCH 26, 2014

BOARD MEETING; MARCH SURPLUS LIST; PAYROLL VOUCHERS #52791 THROUGH #52824 IN THE AMOUNT OF \$1,234,200.88; OTHER VOUCHERS #18217 THROUGH #18462 IN THE AMOUNT OF \$432,517.50. HAL BLANTON SECONDED. MOTION CARRIED UNANIMOUSLY.

12. Unfinished Business

- a. Strategic Planning Update – Trustee Hardy reported that the Strategic Planning Committee continues to meet and is confident that management is taking the task seriously. Next steps are to meet and begin sequence and staging along with prioritization to the work. Cheryl asked the Trustees if they would like to have a Strategic Planning Retreat for broader discussion. After a brief discussion, no decision was made on a date at this time.

13. New Business

- a. Facilities Manager Job Description Review – Cheryl presented a draft job description and shared that after approval, the job description will be reviewed and classified by a third party for grading which will determine the salary. For budget purposes we anticipate the grade to be within the 68-72 range with salary at approximately \$65-72,000 annually. Trustee Hardy asked about the possibility of contracting the services and after a short discussion, made the following motion.

14-15 – STEPHEN HARDY MADE A MOTION TO ACCEPT THE FACILITIES MANAGER JOB DESCRIPTION AS PRESENTED. EMMETT O'CONNELL SECONDED. ROLL CALL VOTE. ALL TRUSTEES VOTE AYE. MOTION APPROVED UNANIMOUSLY.

14. Committee Reports

- a. Facilities Committee – Trustee Varness gave a quick report and asked Rick to address agenda items 14ai and 14aii.
 - i. Capital Facilities Planning – Rick Homchick stated that he is working on a 10 year budget projection and a schedule of maintenance of TRL owned buildings. He has reviewed the 1999 and 2002 priority lists and is working on projecting spending patterns, what the Collection will look like, and what resources will be available in the future.

- ii. Signatories on the Local Banks Depositories Resolution

14-16 – HAL BLANTON MADE A MOTION TO APPROVE THE SIGNATORIES ON THE LOCAL BANKS DEPOSITORIES RESOLUTION AS PRESENTED. REGINA KING SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. Toledo Update – TRL staff met with the Mayor, City Clerk and Mr. & Mrs. Caldwell to discuss the kiosk in Toledo.
- iv. Oakville Update – It was reported that at the recent Oakville City Council meeting the members voted to not move the library to the school. The Facilities Committee will meet in May to talk about next steps.
- v. Morton Annexation Agreement Approval – It was reported that the City of Morton passed the annexation Monday night and an interlocal agreement is being presented for approval.

14 –17 – REGINA KING MOVED TO APPROVE THE MORTON ANNEXATION AGREEMENT AS PRESENTED. CORBY VARNESSE SECONDED. ROLL CALL VOTE – ALL VOTE AYE. MOTION APPROVED UNANIMOUSLY

- vi. Panorama City Full Service Point Analysis Review – After a lengthy discussion, it was decided that the request for a service point at Panorama City does not meet the criteria and the request is denied.

15. Final Board Comments – Trustees Hardy, Connolly, and O’Connell thanked the Elma staff for their hospitality. Trustee King shared that she went to an event at the historic FOX Theater in Centralia with J.A. Jance that was incredible. It was wonderful to have her, hear her stories and the local connection that she shared. Trustee Varness thanked the Friends for the refreshments.

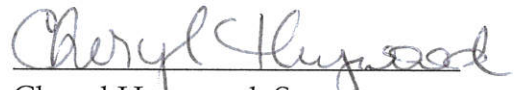
16. Executive Session - At 8:44 pm, President Hall called for an Executive Session pursuant to RCW 42.30 to discuss a possible litigation with legal counsel. He announced that Executive Session would last approximately 15 minutes.

17. Adjournment - At 8:54 pm President Hall called the meeting back to order and with no further business, adjourned the meeting at 8:54 pm.



Robert K. Hall, President

Emmett for
Bob Hall



Cheryl Heywood, Secretary