



BOARD OF TRUSTEES MEETING
Raymond Timberland Library
507 Duryea Street
Raymond, WA 98577
Wednesday, May 28, 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, Rick Homchick, Jeff Kleingartner, Rich Park, Tim Mallory, Ryan Williams, Emily Popovich, Rachelle Martin, Anne Hillock, Tania Remmers, Brenda Santiago, and Brenda Lane; recorder.

President Hall welcomed everyone to Raymond and called the Regular Board meeting to order at 7:01 pm.

AGENDA ITEMS

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

14-20 – EMMETT O'CONNELL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. CORBY VARNESS SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence – Cheryl shared a letter from the Shelton Friends about Open Hours. Stephen Hardy stated that this topic was on the agenda later in the meeting for discussion.

5. Public Comments – None.
6. Focus on the Library – Emily Popovich, Raymond Library Manager shared historical information on the Raymond Timberland Library and highlighted current programs such as beekeeping and Mahjonn which are sponsored by the Friends.
7. Board Comments – Trustee Varness shared that she received a gardening reading list for children and it is fantastic. She is using it for her tutoring and loves the list of books. Trustee Hall received an e-mail from a Centralia patron that wanted library hours expanded for more time to study. He shared that he responded that TRL has free wi-fi and patrons are able to access it outside the library 24 hours a day if needed. The patron thanked Trustee Hall for the information.
8. Director's Report – Cheryl Heywood
 - a. Family Read and Sing Aloud – Ellen Duffy shared her report and statistics on the program.
9. Department Reports – Cheryl congratulated the recipients of the staff Excellence in Service Awards: Donna Feddern, Ryan Williams, Nateisha Allen, Denise Cottingham, Barbara Gates, Jessica Friberg, and Kim Storbeck. She noted that she will be stopping by their libraries in the next few weeks to award a certificate and to get a photo for the employee newsletter. Cheryl shared that Centralia Youth Services Librarian Linda Conroy was chosen by Southwest Washington Magazine as the area's Favorite Librarian. Congratulations Linda! Cheryl also mentioned that TRL sent 29 pages of signatures to support the Declaration of the Right to Libraries to Washington D.C. last month. Cheryl noted that she is participating in the Library Manager interviews in North Mason and Aberdeen next week.
10. Financial Report – Rick Homchick presented the financial report.
11. Voucher Report – Rick Homchick presented the voucher statements.
12. Consent Agenda - Motion for approval.

14-21 – CORBY VARNES MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE APRIL 23, 2014 BOARD MEETING; PAYROLL VOUCHERS #52860 THROUGH #52861 AND #57392 THROUGH #57430 IN THE AMOUNT OF \$1,240,524.96; OTHER VOUCHERS

#18727 THROUGH #19005 IN THE AMOUNT OF \$557,759.46. STEPHEN HARDY SECONDED. MOTION CARRIED UNANIMOUSLY.

12. Unfinished Business

- a. Kiosk Report – Cheryl presented a report on TRL kiosks per Board request. She noted that the report outlines the kiosk history, circulation for the first 3 months of 2014, and statistics from 2007-2012. Trustee O’Connell asked about a noticeable drop in circulation in Rochester. Cheryl reported that there was a recommendation in 2014 from the Circulation Team to no longer count “Spinners” as part of our Circulation statistics. Spinners are books that are donated and are not part of the TRL Collection. They also do not have to be checked out.
- b. Strategic Planning Update – Cheryl reported that progress continues to move forward and we are currently working on measurable activities and targets for 2015-2018. She will have a report in July.

13. New Business

- a. Open Hours – Cheryl reported that over the past few years, there has been consistent requests from the public and communities in our surveys that the top priority is more open hours. After reducing 115 hours in 2009, staff began looking at open hours in 2012. Steps that were taken were to create an Open Hours Task Force which reviewed statistical information, door counts, circulation, and demographics. There was also deep discussion with Library Managers and staff about needs. She noted that the proposal presented provides zero budget impact, as it is done with existing staff, and creates consistency in libraries and is focused on library needs.

After a lengthy discussion, President Hall asked for a motion to approve the Open Hours as presented.

14-22 – EMMETT O’CONNELL MADE A MOTION TO APPROVE THE PROPOSED OPEN HOURS AS PRESENTED WITH AN IMPLEMENTATION DATE OF SEPTEMBER 1, 2014. REBECCA CONNOLLY SECONDED. ROLL CALL VOTE. ALL TRUSTEES VOTE AYE. MOTION APPROVED UNANIMOUSLY.

- b. Staff Survey – The yearly Staff Survey is slated for September. Cheryl asked for volunteers for the Staff Survey Task Force. Trustees Varness and Hardy volunteered to continue serving on the Task Force.
- c. Thurston County Investment Pool Participation Agreement - Rick Homchick presented an agreement for approval.

14 -23 – REGINA KING MADE A MOTION TO APPROVE THE THURSTON COUNTY INVESTMENT POOL PARTICIPANT AGREEMENT AND AUTHORIZE THE BOARD PRESIDENT TO EXECUTE WITH SIGNATURE. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

14. Committee Reports

- a. Facilities Committee – Trustee Varness gave a quick report and asked Rick Homchick to address items 14ai through 14avii.
 - i. Capital Facilities Planning – Rick Homchick stated we are in the analyzing and planning stages. There will be a strategy/planning workshop this summer to discuss budget priorities and to begin planning and process for evaluation of current assets.
 - ii. Winlock Annexation Agreement

14-24 – STEPHEN HARDY MADE A MOTION TO APPROVE THE ANNEXATION AGREEMENT WITH THE CITY OF WINLOCK AND AUTHORIZE THE BOARD PRESIDENT AND LIBRARY DIRECTOR TO EXECUTE WITH SIGNATURES. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. Winlock Interlocal Agreement for Library Services – states that if the Winlock annexation vote passes in November, the City will still be responsible for paying the 2015 contract fee because TRL won't be able to collect taxes in Winlock until 2016. This will allow the City of Winlock to pay the 2015 contract fee over 10 years.

14-25 – CORBY VARNESSE MADE A MOTION TO APPROVE THE INTERLOCAL AGREEMENT FOR LIBRARY SERVICES WITH THE CITY OF

WINLOCK AND AUTHORIZE THE BOARD PRESIDENT AND LIBRARY DIRECTOR TO EXECUTE WITH SIGNATURES. REGINA KING SECONDED. MOTION APPROVED UNANIMOUSLY.

iv. Winlock Annexation Concurrence Resolution #14-002

14-26 – REGINA KING MADE A MOTION TO APPROVE RESOLUTION #14-002, PROVIDING CONCURRENCE TO THE CITY OF WINLOCK'S ORDINANCE #1023 STATEMENT OF INTENT TO JOIN TIMBERLAND REGIONAL LIBRARY. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

v. Morton Annexation Agreement Approval

14 –27 – REGINA KING MADE A MOTION TO APPROVE THE ANNEXATION AGREEMENT WITH THE CITY OF MORTON AND AUTHORIZE THE BOARD PRESIDENT AND LIBRARY DIRECTOR TO EXECUTE WITH SIGNATURES. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

vi. Toledo Kiosk Agreement

14 – 28 – EMMETT O'CONNELL MADE A MOTION TO APPROVE THE AGREEMENT FOR A LIBRARY KIOSK BETWEEN TIMBERLAND REGIONAL LIBRARY AND THE TOLEDO FRIENDS OF THE LIBRARY AND AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE WITH SIGNATURE. CORBY VARNESSE SECONDED. ROLL CALL VOTE – TRUSTEES VARNESSE, O'CONNELL, HALL, KING, AND CONNOLLY VOTE AYE. TRUSTEES BLANTON AND HARDY VOTE NAY. MOTION PASSED.

vii. Toledo Addendum

14 – 29 – REGINA KING MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE AN ADDENDUM TO THE TOLEDO KIOSK AGREEMENT FOR THE STORAGE OF CERTAIN MATERIALS ON THE KIOSK PREMISES THAT ARE OWNED BY THE LIBRARY BUT NOT CURRENTLY IN USE. CORBY VARNESSE SECONDED. MOTION PASSED UNANIMOUSLY.

viii. Oakville Update – It was reported that TRL's insurance provider gave a list of concerns on the Oakville Timberland Library to the

City of Oakville to address. Deadline for their response is June 1. Cheryl will provide a verbal report next month.

- b. Policy Committee – Bob Hall shared information on 2 new policies that have been reviewed. The Smoke and Tobacco Free Campus policy was discussed and the Committee asked that the proposed policy not move forward as there is a current state law that deals with smoking and it is working. Bob stated that he is personally opposed to policies that are unenforceable. We have a state law of no smoking 25 ft. from doors, windows, and ventilation and he feels this is adequate. After a lengthy discussion, all members agreed that the state law is adequate at this time.
- c. Signatory Authority – Trustee Connolly reported that definitions were added, authorization limits were reviewed and lowered to reflect the type of projects TRL does. She stated that these changes should make the Board comfortable with the authorization levels and this is a solid policy.

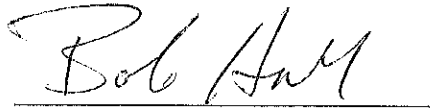
14-30 – CORBY VARNES MADE A MOTION TO ADOPT THE SIGNATORY AUTHORITY POLICY AS PRESENTED AND TO AUTHORIZE THE BOARD PRESIDENT TO EXECUTE WITH SIGNATURE. REBECCA CONNOLLY SECONDED. MOTION APPROVED UNANIMOUSLY.

The Board thanked both Trustee Connolly and Rick Homchick for their work on this policy. It is was a lot of work and very well done.

15. Final Board Comments – Trustee Hardy shared that he is grateful for the responsive Executive staff. The new Open Hours are a re-commitment to access and services in the district and he appreciates that. Trustee Varness thanked Cheryl and staff for keeping the Board informed and in the loop. Trustee Connolly praised the databases as she was helping her child with homework and they were a great resource. Trustee King reported that she was at the Centralia Timberland Library one year ago for her first meeting. She also shared that she attended a joint event with Centralia Timberland Library and Centralia College for a Latino club that drew 200 people. She said she loves it when TRL and the community partner. Director Heywood reported that Ellie Spencer who placed second place out of 2250 entries in a writing contest is being asked to attend the Board meeting next month and lead the flag salute.

16. Executive Session – None.

17. Adjournment - At 9:13 pm President Hall adjourned the meeting.



Robert K. Hall, President



Cheryl Heywood, Secretary