



BOARD OF TRUSTEES MEETING
Packwood Timberland Library
109 W Main Street
Packwood, WA 98361
Wednesday, June 25, 2014
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Regina King

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Kristine Tardiff, Rick Homchick, Jeff Kleingartner, Ryan Williams, Elizabeth Squires Chloe Renne-Freitas, Traci Owens, Nancy Sawyer, and Brenda Lane; recorder.

GUESTS PRESENT: Ellie Spencer, Sarah Spencer, Virginia Squires, Mary Payne, and Lee Grose.

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

AGENDA ITEMS

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

14-32 – REBECCA CONNOLLY MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence – Cheryl shared a letter from the Panorama City Library Board President thanking TRL for reviewing their request for a kiosk in Panorama City. She noted to the audience that the Board did not approve this request due to the proximity of Panorama City to the Lacey Timberland Library.
5. Public Comments – None.
6. Focus on the Library – Elizabeth Squires, Library Manager shared historical information on the Packwood Timberland Library. She also introduced Ellie Spencer and her mother Sarah and shared that Ellie participated in a Letters about Literature writing contest and received second place out of 2,500 entries. Ellie and her family use the Packwood Timberland Library. Elizabeth also thanked the Packwood Friends for their ongoing support and highlighted the electronic sign as an example of their efforts.
7. Board Comments – Trustee Blanton welcomed everyone to East Lewis County and shared that he was thinking about the Bookmobile that used to sit across the street from the library and how happy he is to be sitting on the TRL Board. He stated that it is a neat feeling to be part of TRL history – it's a great system, with great services. Trustee Connolly offered her congratulations to Ellie Spencer and Ellie received a round of applause from the Board. Trustee O'Connell shared that he got to hang out with his boys at the Olympia Timberland Library to kick off the Summer Reading Program (SRP) and saw a Jeff Evans program which was fantastic! He loves that his children are comfortable at the library. Trustee Hall shared that he received a phone call from a patron who expressed their unhappiness with him over fines. Although he offered other options such as spinners, which do not need to be checked out and have no fines, the patron was still unhappy.
8. Director's Report – Cheryl Heywood

Cheryl presented information on staff retirements and new hires. She reported that Elma Library Manager Allison Grubbs has been offered the Aberdeen Library Manager position and accepted and Kari Steinberg has been hired as the North Mason Library Manager. She congratulated Tumwater Librarian Matt Roach who has been appointed co-chair of a WLA Reference Interest group for 2014-15. He begins his term July 2014. She reported she will be attending ALA next week and July 14-18 she will

be on vacation. Cheryl announced that due to safety and increased cost savings for the building such as utilities, the Service Center has changed the hours of operation to 6:00 am – 7:00 pm, Monday - Friday for staff. Open hours for the public will remain 8:00 am – 5:00 pm, Monday- Friday.

9. Department Reports – Cheryl shared that an on-line Public Records training is being reviewed by staff next week and she feels this would be a good training for the entire Board. After she learns more, she would like to bring the on-line training video to the Board for review.
10. Financial Report – Rick Homchick presented the financial report.
11. Voucher Report – Rick Homchick presented the voucher statements.
12. Consent Agenda - Motion for approval.

14-33 – EMMETT O’CONNELL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE MAY 28, 2014 BOARD MEETING; JUNE SURPLUS LIST; PAYROLL VOUCHERS #57431 THROUGH #57464 IN THE AMOUNT OF \$1,237,032.04; OTHER VOUCHERS #19006 THROUGH #19239 IN THE AMOUNT OF \$561,490.88. HAL BLANTON SECONDED. MOTION CARRIED UNANIMOUSLY.

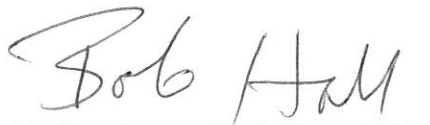
12. Unfinished Business
 - a. Facilities Update – Rick Homchick
 - a. The Library Director and staff met with the Oakville Mayor on a progress report from the City of Oakville on the library deficiencies as outlined in a report from the cities insurance provider Canfield & Associates. Library Director Cheryl Heywood has asked for a formal written status report from the Oakville Mayor.
 - b. Morton – Library Director and staff met with School District officials and the City of Morton to review interlocal and annexation agreements and space and budget planning.
 - c. Napavine – TRL received a request from a Napavine resident proposing annexation. It was voted down at the City Council meeting but there was a decision to do a survey and put it back on the July 22 agenda for a vote to annex to TRL.
 - d. Toledo – On July 12th, Vision Toledo will host an open house. TRL is loaning surplus shelving and furniture for the kiosk site.

13. New Business - None
14. Committee Reports
 - a. Budget Committee – Trustee O’Connell gave a quick report on the budget presentation which included review of external factors and the budget timeline.

15. Final Board Comments – Trustee Varness thanked Packwood for their hospitality. President Hall shared that he showed a colleague how to use Mango which is a database for foreign language learners. He reported that they were able to show a student that did not speak English how to log on, and it allowed the student to translate the discussion in the classroom.

16. Executive Session – None.

17. Adjournment - At 8:33 pm President Hall adjourned the meeting.



Robert K. Hall, President



Cheryl Heywood, Secretary