



BOARD OF TRUSTEES MEETING

Naselle Timberland Library

9 Parpala Road

Naselle, WA 98638

Wednesday, July 23, 2014

5:00 pm

MINUTES

BOARD MEMBERS PRESENT: Bob Hall, Hal Blanton, Rebecca Connolly via phone, and Stephen Hardy.

BOARD MEMBERS EXCUSED: Regina King, Emmett O'Connell, and Corby Varness.

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Rick Homchick, Jeff Kleingartner, Iver Matheson, Kristine Pointer, Michelle Zilli, Marsha Woods, Shannon Tetz, Shari Hartline, and Brenda Lane; recorder.

GUESTS PRESENT: Chloe and April Zimmerman.

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

AGENDA ITEMS

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

14-34 – HAL BLANTON MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence – Cheryl shared two letters of correspondence from patrons. She noted that one letter from a patron who expressed concern on Kindle format and that her questions were answered in the Collection Services department report posted on our website.
5. Public Comments – None.
6. Focus on the Library – Michelle Zilli, Library Manager welcomed everyone to Naselle and introduced her staff. She thanked the Naselle Friends for their continued support and reported that their fundraising has most recently purchased a new TV, games, and early literacy grab and go kits and she is thankful for their ongoing support. She highlighted the recent painting and carpet updates as well as the new planters which were replaced due to extreme water damage. The Board agreed that the planters look great and thanked Michelle and her staff for making the library an inviting place for the public.
7. Board Comments – Trustee Hardy thanked the Naselle staff for hosting, and the Friends for the wonderful treats.
8. Director’s Report – Cheryl Heywood

Cheryl shared that Allison Grubbs, Elma Library Manager has been hired as the Aberdeen Library Manager. Recruitment for the Elma Library Manager has begun and review of the applications will begin soon. A great idea to have a Throwback Thursday TRL post began 2 weeks ago. Edith Nash, Clerical Assistant in Communications suggested the idea. This is a Social Media movement which asks you to post throwback photos on your Facebook page. Cheryl reported she would like to present stats every 6 months and asked the Board if they were in support of this and they all agreed. Cheryl presented a report on her recent ALA conference and the sessions she attended. She shared that the Open Public Meeting Act and Public Records training is available online or could be done in a Board meeting. The consensus from the Board was to have the trustees do the training online and provide signed certificate for verification of training. The Board asked Cheryl to send them a link prior to the next meeting.

9. Department Reports - Reports are posted online. No questions.
10. Financial Report – Rick Homchick presented the financial report.

11. Voucher Report – Rick Homchick presented the voucher statements.
12. Consent Agenda - Motion for approval.

14-35 – STEPHEN HARDY MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE JUNE 25, 2014 BOARD MEETING; PAYROLL VOUCHERS #57465 THROUGH #58150 IN THE AMOUNT OF \$1,232,055.05; OTHER VOUCHERS #19240 THROUGH #19483 IN THE AMOUNT OF \$397,795.18. HAL BLANTON SECONDED. MOTION CARRIED UNANIMOUSLY.

13. New Business
  - a. 2015 Budget Priorities Approval – Rick Homchick presented the 2015 budget priorities and asked for a motion to approve.


14-36 – STEPHEN HARDY MADE A MOTION TO APPROVE THE 2015 BUDGET PRIORITIES AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.


14. Unfinished Business – Rick Homchick
  - a. Facilities Update
    - i. Winlock – City Council meeting this week to consider placing on the ballot the possibility to annex to TRL. It was discussed and voted 3-0 to place on 2014 ballot.
    - ii. Oakville – July 9<sup>th</sup>, the Library Director was invited by the City of Oakville and the Oakville Friends for a discussion on a plan for the work to improve the facility in response to Canfield and Associates, the City's insurance carrier.
    - iii. Napavine – Rick reported that there was a vote at the Napavine City Council meeting to annex to TRL and the vote failed 4-1.
    - iv. Toledo – Open House during Toledo Cheese Days which was a great success! The Toledo Kiosk will be open Wednesday, Thursday, and Saturday and 21 hours per week. The kiosk has been fabricated and the book drop will be installed on Friday. Couriers will begin their run next week. Computer Services will do training and the kiosk should be up and running in August. Rick stated that there has been a great response from the community.
  - b. Staff Survey – Cheryl shared that a meeting will be scheduled in August and the Committee will report back next month.

15. Final Board Comments – Trustee Hardy thanked President Hall for running an efficient meeting and Naselle for hosting the meeting.

16. Executive Session – None.

17. Adjournment - At 8:43 pm President Hall adjourned the meeting.

  
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Robert K. Hall, President

  
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Cheryl Heywood, Secretary