



BOARD OF TRUSTEES MEETING
Hoodsport Timberland Library
N Schoolhouse Hill Road
Hoodsport, WA 98548
Wednesday, August 27, 2014
1:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Rebecca Connolly.

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Rick Homchick, Jeff Kleingartner, Felicia Wilson, Tim Mallory, Nancy Triplett, Kristine Tardiff, Ellen Duffy, Ryan Williams, and Brenda Lane; recorder.

President Hall welcomed everyone to Hoodsport and called the Regular Board meeting to order at 1:00 pm.

AGENDA ITEMS

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

14-37 – CORBY VARNESSE MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

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

6. Focus on the Library – Nancy Triplett, Library Manager welcomed everyone to Hoodspport and gave a PowerPoint presentation on the history of the Hoodspport Timberland Library. She shared that Hoodspport staff have partnered with local schools to present library programs which has been very successful. She thanked her Friends for their ongoing support.
7. Board Comments – Trustee Varness stated that she was glad to hear about the partnership with the schools. She loves to see and hear about this happening in our communities. Trustee Hardy commented on the Summer Reading Program and that he appreciates keeping the learning alive during the summer.
8. Director’s Report – Cheryl Heywood

Cheryl shared that she was in Hoodspport 17 years ago when the building was brought in on a barge. It was considered a “recycling project” and the story made national news. Cheryl reported on a question from Trustee Hall last month on the number of lost materials by patrons. She stated that from 1996 to present, 135,863 items have not been returned and are considered lost items.

Cheryl shared that there will be a Grand Opening of the kiosk in Toledo September 20th and staff will present to sign up people for library cards. Cheryl announced that in September she will make presentations to the County Commissioners and the Board will be invited to participate in their respective counties.

9. Department Reports - Reports are posted online.
10. Financial Report – Rick Homchick presented the financial report.
11. Voucher Report – Rick Homchick presented the voucher statements.
12. Consent Agenda - Motion for approval.

14-38 – EMMETT O’CONNELL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE AUGUST 27, 2014 BOARD MEETING; PAYROLL VOUCHERS #58195 THROUGH #58220 IN THE AMOUNT OF \$1,207,686.94; OTHER VOUCHERS #19484 THROUGH #19744 IN THE AMOUNT OF \$491,692.76. CORBY VARNESS SECONDED. MOTION CARRIED UNANIMOUSLY.

13. Unfinished Business

- a. Staff Survey – Trustee Hardy reported that the committee met and is suggesting a change in focus in order to gage the quality of work life with staff. They shared new survey questions and presented them for review. After a brief discussion the following motion was made.

14 – 39 – STEPHEN HARDY MADE A MOTION TO APPROVE THE EMPLOYEE SURVEY AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Strategic Plan/Action Plan – Cheryl presented the 2014 Action Plan and asked Board members to review and come back with questions or comments next month.

14. Unfinished Business

- a. Anthology Project – Cheryl presented information on the Anthology Project that Timberland Regional Library is putting together which will take submissions of original fiction from writers within the library district, including cover art from a local artist. The anthology will be released in paperback and digital formats to coincide with Timberland Reads Together, TRL’s annual community-read program, in 2015.

14 – 40 – EMMETT O’CONNELL MADE A MOTION TO APPROVE THE ANTHOLOGY PROJECT PROPOSAL AS PRESENTED. REGINA KING SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. 2014 Unemployment Compensation Fund Spending Authorization Amendment – Rick Homchick presented information on the amendment and asked for Board approval.

14 – 41 – CORBY VARNESSE MADE A MOTION TO AMEND THE 2014 FISCAL YEAR BUDGET ADOPTED BY MOTION #13-008 BY REVISING THE AMOUNT AUTHORIZED FOR APPROPRIATION IN THE UNEMPLOYMENT COMPENSATION FUND FROM \$18,000 TO \$31,000. HAL BLANTON SECONDED. MOTION APPROVED.

15. Committee Reports

- a. Policy Committee – Trustee Hall reported on the following policies:

- i. Social Media – This is a new policy that puts the guidelines we have had in place for years in a focused policy to give staff parameters when using social media.

14 – 42 – EMMETT O’CONNELL MADE A MOTION TO APPROVE THE SOCIAL MEDIA POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- ii. Dress and Appearance – Minor edits have been done. The policy has been simplified and procedures are being drafted.

14 – 43 – CORBY VARNES MADE A MOTION TO APPROVE THE DRESS AND APPEARANCE POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. Tobacco and Smoke Free Campus – Minor edits. Added tobacco free to existing policy.

14 – 44 – REGINA KING MADE A MOTION TO APPROVE THE TOBACCO AND SMOKE FREE CAMPUS POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

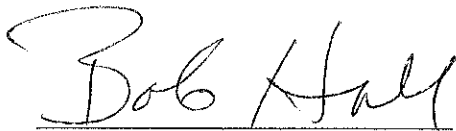
b. Facilities Committee – Trustee Varness reported on the following items.

- i. Oakville – Staff continues to work with the City of Oakville to correct building and safety issues. No new information to report
- ii. Morton – The Morton School Board voted on whether to put a library in the school and the vote was split – 2 for, 2 against, and 1 abstained. Cheryl reported that she is waiting to hear a confirmation on the vote and clarification on what that means for continued discussion with the City of Morton and the Morton School District. On another note, Cheryl reported that Centralia College is very pleased with the kiosk at their CC East campus and we will likely extend the agreement with them while working with the City and school district.
- iii. Capital Facilities Planning – Rick Homchick reported that this is progressing with groundwork and policy issues being discussed.

16. Final Board Comments – Trustee Blanton expressed his appreciation for all the work that has been done on the Strategic and Action Plans. He likes to hear about the vision which keeps pulling Timberland together. Trustee King noted that she has enjoyed numerous programs at her local libraries and how wonderful they are. Trustee Hardy shared his appreciation for the Mason county libraries and what a great job they do. Trustee Hall reported that the South Bend library was broken into and robbed. A small cash box was taken but no equipment. He stated that there are no leads.

16. Executive Session – At 2:27 pm, President Hall called for Executive Session. He stated that they would meet for 30 minutes. At 30 minutes President Hall asked for an additional 30 minutes.

17. Adjournment - At 3:33 pm President Hall called the meeting back to order, and with no further business adjourned the meeting at 3:34 pm.



Robert K. Hall, President



Cheryl Heywood, Secretary