



BOARD OF TRUSTEES MEETING
Aberdeen Timberland Library
121 E Market Street
Aberdeen, WA 98520
Wednesday, September 24, 2014
7:00 pm

MINUTES

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

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Rick Homchick, Jeff Kleingartner, Felicia Wilson, Tim Mallory, Kristine Tardiff, Bill Wilson, Allison Grubbs, and Brenda Lane; recorder.

President Hall welcomed everyone to Aberdeen 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.

14-45 – EMMETT O'CONNEL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. REBECCA CONNOLLY SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence – Cheryl shared a letter of appreciation for the North Mason Timberland Library staff from a patron and a letter from the City of Oakville's Mayor regarding the Oakville Timberland Library.

5. Public Comments – None.
6. Focus on the Library – Allison Grubbs, Library Manager welcomed everyone to Aberdeen and gave a brief overview on the history of the Aberdeen Timberland Library. She shared that Youth Services Librarian Bob Stalder continues to wow the community with Library in the Park. Library in the Park is a summer reading program that provides books and reading opportunities in the local park for the community. This summer, the program saw an increase in participation from 300 to 1100 children! Partnering with a free summer lunch program has really made the program an important and vital part of the community. Bob has done a terrific job growing the program and Allison thanked him for all of his work and vision. She also thanked her Friends for their ongoing support.
7. Board Comments – Trustee Connolly shared that Alice Goudeaux and Kristina Kaufmann provided training to her and her co-workers on TRL databases and website. She stated they did a great job and it was very much appreciated. Trustee King shared that she saw an *I Love My Library* license plate frame on a Kentucky vehicle while out and about. She said it is always inspiring how valuable libraries are no matter where you are from and she is always happy to see support for libraries. Trustee Hardy shared that this is his first time in Aberdeen; it is a beautiful library and he is happy to be here. President Hall reported that when he came into the library tonight he stopped at the desk and asked to use the Wi-Fi printing and wanted to report that it worked great. He shared that he is always talking to teachers and schools on what they know about library services.
8. Director's Report – Cheryl Heywood

Cheryl introduced Bill Wilson, Facilities Manager who started working for TRL on September 2, and asked Bill to share some background information on himself. Cheryl also reported as a follow-up to a question regarding TRL Selectors yearly library visits that she received at last month's meeting. She reported that the Selectors, as part of their positions, are required to work in the libraries 16 hours each per month which is 48 hours per month in the buildings.

Cheryl shared that she attended the Grand Opening of the Community Library in Toledo September 20th, which was well attended by the community. TRL staff were present to sign up people for library cards. Cheryl announced that she will finish up in October with presentations to

the County Commissioners. She also shared that she will be speaking at the 100th Anniversary of the Olympia Timberland Library on October 4.

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.

14-46 – STEPHEN HARDY MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE AUGUST 27, 2014 BOARD MEETING; PAYROLL VOUCHERS #58196 THROUGH #58221 IN THE AMOUNT OF \$1,225,703.78; OTHER VOUCHERS #19745 THROUGH #19958 IN THE AMOUNT OF \$698,266.38. HAL BLANTON SECONDED. MOTION CARRIED UNANIMOUSLY.

13. Unfinished Business
 - a. Staff Survey – Cheryl presented the Board with a copy of the Staff Survey and reported that 174 staff filled it out. She asked the Board to review and come back next month with comments.
 - b. Strategic Plan/Action Plan – Cheryl asked if there were any comments on the Strategic Planning documents she shared last month. There were none. She noted that the information is posted to the website.
14. New Business - None
15. Committee Reports
 - a. Facilities Committee – Trustee Varness reported that members met and discussed the following items:
 - i. Centralia College East/Morton Kiosk Agreement – TRL is waiting for a vote from the Morton City Council on support of a service point in Morton. Preliminary communication is that the motion will not pass. Our agreement with Centralia College expires and we would like to extend the agreement one year while other avenues are being discussed. Centralia College has been a great location and they are very

accommodating and happy to have us at their CC East campus.

14-47 – REBECCA CONNOLLY MADE A MOTION TO APPROVE THE ADDENDUM OF THE CENTRALIA COLLEGE INTERLOCAL AGREEMENT FOR LIBRARY SERVICES EXTENDING THE TERM TO JULY 31, 2015 AND AUTHORIZE THE LIBRARY DIRECTOR’S SIGNATURE EXECUTING THE ADDENDUM. REGINA KING SECONDED. MOTION APPROVED UNANIMOUSLY.

- ii. Port of Olympia Lease Agreement – Rick Homchick presented two options for lease renewal agreements for the Service Center. He noted that TRL owns the building but leases the land from the Port of Olympia. After review of the two options the Board decided to make a motion to approve option number 2.

14 – 48 – CORBY VARNESSE MADE A MOTION TO APPROVE ALTERNATIVE #2: AMENDING THE PORT OF OLYMPIA LEASE ADJUSTMENTS TO 10% OF THE CURRENT RENT YEAR, EFFECTIVE NOVEMBER 1, 2014; 2% PER YEAR ON THE RENT BEING APPLIED AT THE TIME OF THE ADJUSTMENT AND APPLIED EVERY FIVE YEARS THEREAFTER; PLUS LEASEHOLD EXCISE TAX; AND, AUTHORIZE THE LIBRARY DIRECTOR’S SIGNATURE EXECUTING THE AMENDMENT. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. Oakville update – Members reviewed the DOSH preliminary report and are currently waiting for the official report.
- iv. Capital Facilities Plan (CFP) Workshop – Rick is working on the CFP overview document to present to the Facilities Committee next month for discussion. A CFP Workshop will be scheduled for early November.

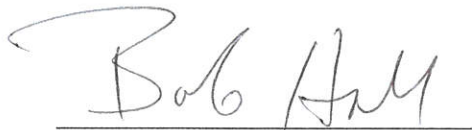
16. Final Board Comments - Trustee O’Connell brought forward the topic of the City of Yelm agreement and stated that it is contrary to our standard agreement. He stated that he has recently reviewed information that makes him question why we signed the agreement. There was a short discussion on the history of the agreement and President Hall recommended that the topic be forwarded to the Facilities Committee for follow-up. All members agreed and asked that the Facilities Committee report back to the Board next month. Trustee King shared

that she attended All Staff Training Day (ASTD) and enjoyed it very much. She also shared that she is very happy for Nancy Schutz who has announced her retirement and that remembers Nancy as a Youth Librarian at the Centralia Timberland Library and what a fantastic job she did. Trustee Varness also thanked Nancy Schutz for all of her work coordinating ASTD, and shared that she also really enjoyed attending this year. President Hall commented that ASTD was very interesting this year with a good keynote speaker.

17. Call for Future Agenda Items – The Board would like to see a report from the Facilities Committee on Yelm and preliminary discussion on the Library Director Evaluation.

18. Executive Session – None.

19. Adjournment - At 8:34 pm President Hall with no further business adjourned the meeting.



Robert K. Hall, President



Cheryl Heywood, Secretary