



BOARD OF TRUSTEES MEETING
Winlock Timberland Library
322 1st Street
Winlock, WA 98596
Wednesday, October 22, 2014
7:00 pm

MINUTES

BOARD MEMBERS PRESENT: Bob Hall, Corby Varness, Emmett O'Connell, Rebecca Connolly, and Regina King.

BOARD MEMBERS EXCUSED: Hal Blanton and Stephen Hardy.

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Ellen Duffy, Kristine Tardiff, Felicia Wilson, Rick Homchick, Jeff Kleingartner, Rich Park, Jamie Allwine, and Brenda Lane; recorder.

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

AGENDA ITEMS

1. Jamie Allwine led the pledge of allegiance.
2. Welcome and self-introductions of Board members, staff, and the public.
3. Approval of Agenda.

14-49 – REBECCA CONNOLLY MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Focus on the Local Library – Winlock Library Manager Jamie Allwine welcomed everyone to the library. After highlighting some information about the library she shared that Winlock not only serves the local area but other areas such as Toledo, Vader, and Napavine too. She then introduced the Winlock Friends and shared that she couldn't do all the great things they do in Winlock without their support and introduced Mayor Dowell who welcomed the Board to Winlock. He shared that the library is a vital part of the community and he appreciates all that is done to support it.
5. Correspondence – Cheryl Heywood shared a letter that she received from the Morton School Board that stated that they voted to no longer continue discussion with TRL regarding a joint school/library at the high school. They expressed their high esteem for TRL services. Cheryl stated that Mayor Gerwig has asked TRL to look at possible library locations in Morton and has suggested the Historical Museum building. Cheryl stated that the information will go to the Facilities Committee for discussion.
6. Public Comments – Pat Caldwell, Friends of the Toledo Library shared that the Toledo Community Library is open and doing great. She reported that a recent program drew 70 attendees! They have also received a donation of vintage newspapers and are working on a history room. She reported that they currently have 32 volunteers and are considering opening an additional day.
7. Board Comments – Trustee Varness noted that she read the Staff Survey responses and would like to apologize to staff. She stated that it appears that the Board did not do a good job at choosing the questions and explaining why we changed them from previous years. She said they will do better next year. Trustee O'Connell shared that before the meeting he was looking at the local history section specifically a book with black and white pictures on the local area and with that information, he gave a quick history lesson on how Winlock came to be named. He believed that this speaks to why the digitization project is so important as it keeps our local histories for future generations. President Hall noted that he also read the survey comments and would like to see if next year we can separate the Service Center vs. libraries comments. He said it is hard to tell if staff is happy relative to where they work or overall.
8. Director's Report - Cheryl Heywood

- a. Cheryl reported that she did a courier ride along with Courier Ted Hurd and he shared a story about his child's school, Alki Reeves Middle School, and that all kids signed up for TRL cards. They went on a field trip to Seattle Public Library and because TRL has a reciprocal borrowing agreement with them, they all got Seattle Public Library cards. Then because Seattle Public has a reciprocal borrowing agreement with the New York Public Library, the kids were able to get New York Public Library cards! These cards give the kids access to thousands of on-line materials! Cheryl shared she gave a presentation to ESD 113 support staff on all of TRL's resources and that they were so impressed by our services that they were downloading apps as fast as she could mention them. Cheryl reported that she finished the last of the five County Commissioners presentations this month, attended the 100th anniversary celebration in Olympia, and that the Legos that she spoke about last month have arrived and are so much fun. She also congratulated the Shoalwater Tribal Library which has been voted as Business of the Year and will be recognized by the Tokeland Chamber of Commerce on November 13.
 - b. Summer Reading Report - Ellen Duffy gave a report on the Summer Reading Program (SRP). She shared that the numbers this year were incredible. 56,000 youth and teens participated in the SRP over the summer across our 5 counties and many were repeat participants. She commended her Youth Services staff for their hard work and for all staff who provided excellent customer service and enthusiasm this summer.
 - c. Department Reports – Cheryl shared that the department reports were posted on the website.
9. Financial Report – Rick Homchick presented the financial report.
 10. Voucher Report – Rick Homchick presented the voucher statements.
 11. Consent Agenda - Motion for approval.

14-50 – CORBY VARNESSE MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE SEPTEMBER 24, 2014 BOARD MEETING; PAYROLL VOUCHERS #58252 THROUGH #58290 IN THE AMOUNT OF \$1,216,787.54; OTHER VOUCHERS #20170 THROUGH #20431 IN THE AMOUNT OF \$385,160.29. EMMETT O'CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

12. Unfinished Business
 - a. Staff Survey – Cheryl reported that the response to staff is 85-90% complete and will be sent out to staff and the Board early next week.

13. New Business
 - a. 2015 Preliminary Budget – Approval of Resolution 14-03 – Adopting 2015 Preliminary Budget

14 – 51 – REGINA KING MADE A MOTION TO APPROVE RESOLUTION 14-03 ADOPTING THE 2015 PRELIMINARY BUDGET AND CERTIFYING TO THE COUNTY LEGISLATIVE AUTHORITIES ESTIMATES OF THE AMOUNTS TO BE RAISED BY TAXATION. REBECCA CONNOLLY SECONDED. MOTION APPROVED UNANIMOUSLY.

14. Committee Reports
 - a. Facilities Committee - Trustee Varness reported on the following topics.
 - i. Yelm – As a follow up to Trustee O’Connell’s comments about the City of Yelm and the maintenance agreement, Trustee Varness reported that the subject was discussed at length and the recommendation was that we focus on the present and not the past. Trustee O’Connell stated that he was fine with the Board not taking a stand as a group but would support an individual who wanted to exercise their First Amendment right to communicate with the City of Yelm. The Board agreed that an individual Trustee could certainly exercise that right. Both Regina and Rebecca voiced a logical prudent approach if the Board wanted to move forward with communication with the City of Yelm.

 - ii. Morton Update –The committee will discuss possible locations for a service point as provided by the City of Morton.

 - iii. Oakville Update – Facilities Manager Bill Wilson continues to work with the City of Oakville on identified repairs.

 - iv. Capital Facilities Planning Workshop – Cheryl provided binders with information for review prior to the November 12 workshop. All materials are posted to the TRL website.

b. Policy Committee – President Hall presented the following policies for approval and noted that changes were minimal, if any.

i. Displays and Exhibits – No changes to document. Changed review date from 3 to 5 years.

14 – 52 – REBECCA CONNOLLY MADE A MOTION TO APPROVE THE POLICY AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

ii. Public Bulletin Boards – Removed 3e and changed to 5 year review date.

14 – 53 – REBECCA CONNOLLY MADE A MOTION TO APPROVE THE POLICY AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

iii. Donation of Materials – No changes to document. Changed to 5 year review date.

14 – 54 – REGINA KING MADE A MOTION TO APPROVE THE POLICY AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

15. Final Board Comments – Trustee King commented on how wonderful the Legos are. She visited the Centralia library and staff were so excited to get them and start planning programs! She loves to see the excitement. Trustee Connolly reported that in reading the department reports she gets a great sense of our new and current databases which are impressive. Trustee Varness thanked the Winlock Friends for the refreshments and Winlock staff for hosting the Board meeting. President Hall commented that the South Bend Library Manager Jenny Penoyar is great and the community is lucky to have her.

16. Executive Session - Pursuant to RCW 42.30.110, at 8:40 p.m., President Hall called for an Executive Session to discuss the Library Director Evaluation and for a negotiations update. He stated that the Board would meet for approximately 30 minutes in closed session.

At 9:06 p.m., President Hall called the meeting back to order and the following motions were made.

14 – 55 – REGINA KING MADE A MOTION THAT CONTINGENT UPON UNION RATIFICATION OF THE TENTATIVE AGREEMENT REACHED OCTOBER 15, 2014 THAT WAGE LEVELS BE INCREASED FOR REPRESENTED EMPLOYEES BY 1.5% EFFECTIVE JANUARY 1, 2015, AND THAT INSURANCE BENEFITS LEVELS FOR THESE REPRESENTED EMPLOYEES BE ESTABLISHED EFFECTIVE JANUARY 1, 2015 TO THE FOLLOWING MAXIMUM AMOUNTS PER MONTH PER FULL TIME EQUIVALENT: FOR MEDICAL INSURANCE UP TO \$840.00; FOR DENTAL INSURANCE UP TO \$55.87; FOR VISION INSURANCE UP TO \$8.09; FOR MONTHLY GROUP LIFE INSURANCE UP TO \$3.60; FOR DISABILITY INSURANCE UP TO \$5.86 FOR MEMBERS WITHOUT WCIF MEDICAL PLANS AND UP TO \$5.36 FOR MEMBERS WITH WCIF MEDICAL PLANS; AND UP TO \$220.00 FOR A HEALTH SAVINGS ACCOUNT FOR EMPLOYEES ENROLLED IN A WCIF HIGH DEDUCTIBLE HEALTH SAVINGS PLAN. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

14 – 56 – REBECCA CONNOLLY MADE A MOTION THAT WAGE LEVELS BE INCREASED FOR NON-REPRESENTED EMPLOYEES BY 1.5% EFFECTIVE JANUARY 1, 2015, AND THAT INSURANCE BENEFITS LEVELS FOR THESE NON-REPRESENTED EMPLOYEES BE ESTABLISHED EFFECTIVE JANUARY 1, 2015 TO THE FOLLOWING MAXIMUMS PER MONTH PER FULL TIME EQUIVALENT: FOR MEDICAL INSURANCE UP TO \$840.00; FOR DENTAL INSURANCE UP TO \$55.87; FOR VISION INSURANCE UP TO \$8.09; FOR MONTHLY GROUP LIFE INSURANCE UP TO \$3.60; FOR DISABILITY INSURANCE UP TO \$5.86 FOR MEMBERS WITHOUT WCIF MEDICAL PLANS AND UP TO \$5.36 FOR MEMBERS WITH WCIF MEDICAL PLANS; AND UP TO \$220.00 FOR A HEALTH SAVINGS ACCOUNT FOR EMPLOYEES ENROLLED IN A WCIF HIGH DEDUCTIBLE HEALTH SAVINGS PLAN. REGINA KING SECONDED. MOTION APPROVED UNANIMOUSLY.

17. Adjournment – At 9:11 p.m., President Hall adjourned the meeting.



Bob Hall, President



Cheryl Heywood, Secretary