



BOARD OF TRUSTEES MEETING  
Administrative Service Center  
415 Tumwater Blvd. SW  
Tumwater, WA 98501  
Wednesday, November 19, 2014  
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Stephen Hardy.

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Ellen Duffy, Kristine Tardiff, Felicia Wilson, Rick Homchick, Bill Wilson, Jeff Kleingartner, Rich Park, Ksea Cantonwine, RJ Burt, Robin Bradford, Ryan Williams, Holly Paxson, Jessica Friberg, Tim Mallory, and Brenda Lane; recorder.

GUESTS PRESENT: Susan Yang.

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

AGENDA ITEMS

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

14-56 – REGINA KING MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. REBECCA CONNOLLY SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence – Cheryl Heywood shared a letter that she received from a North Mason patron who was one of the winners of a Kindle Fire during our Get the Card Library Card campaign. The patron thanked TRL and shared that it was an unexpected treat for herself.
5. Introduction of New Service Center Staff – Cheryl reported that 3 new staff have been hired at the Service Center and introduced Ksea Cantonwine, Human Resources Specialist; RJ Burt, Communications Specialist; and Robin Bradford, Collection Development Specialist who shared information about their careers and what led them to Timberland. The Board welcomed them to Timberland.
6. Public Comments – Marilyn Vogler, Shelton Library Board member, read a statement about the new open hours and asked for a review of Shelton’s hours. President Hall assigned Director Heywood the task of providing follow-up information to the Board in regards to Shelton Open Hours.
7. Board Comments – Trustee Varness congratulated staff on reaching the 40% Wellness goal – good job all! Trustee King welcomed the new Service Center staff. Trustee O’Connell reported that he attended a Youth event with his kids at the Lacey Timberland Library that was fantastic! Great job Lacey staff. President Hall asked staff to explore the idea of creating a policy or procedure for the Board president or designee when signing off on the Library Directors leave slips and timesheets. This is a new process since Cheryl has become Director and he would like to see something official “somewhere”.
8. Director’s Report - Cheryl Heywood
  - a. Early Learning Public Library Partnership (ELPLP) – Susan Yang – Cheryl introduced Susan Yang who gave a report on the partnership with ELPLP.
  - b. Teen Tumblr Report – Jessica Friberg, Youth Services, shared a report on a pilot project on Teen Tumblr from the Teens Online group.
  - c. Department Reports – Cheryl shared that the department reports were posted on the website.
  - d. Director’s Report - Cheryl reported she has been busy meeting with leaders in Grays Harbor regarding the levy buy back. She shared that she

and Rick Homchick met with Tom Jensen, CEO of Grays Harbor Community Hospital and Allison Grubbs joined them to meet with Dru Garson, Executive Director of the Greater Grays Harbor County, Inc., to talk about what is happening in Grays Harbor counties. She and Rick also met with Maryann Welch of the newly formed Grays Harbor County Hospital District. Cheryl also thanked Selina Gomez-Beloz and Sara Pete' for their work on the Latino Youth Summit this year. Participants were given a USB bracelet with TRL booklists!

Cheryl shared that library card sign ups went up 21.5% over the 2012 numbers. 19 of 27 libraries met or exceeded their goals and we have 465 more new cards than in 2012. In Pacific and Mason counties all libraries met or exceeded their goals. She shared that the TRL Foundation provided \$1000 to purchase e-Readers for a prize drawing in each county for those who signed up for a new library card.

9. Financial Report – Rick Homchick presented the financial report.
10. Voucher Report – Rick Homchick presented the voucher statements.
11. Consent Agenda - Motion for approval.

14-57 – EMMETT O'CONNELL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE OCTOBER 22, 2014 BOARD MEETING; OCTOBER AND NOVEMBER SURPLUS LISTS; PAYROLL VOUCHERS #58291 THROUGH #58323 IN THE AMOUNT OF \$1,226,351.78; OTHER VOUCHERS #20432 THROUGH #20674 IN THE AMOUNT OF \$612,032.03. REGINA KING SECONDED. MOTION PASSED UNANIMOUSLY.

12. Unfinished Business
  - a. Capital Facilities Planning Retreat Review – Cheryl reported as a follow up to the retreat that the Capital Facilities Plan was posted to the website and staff is working on policies and standards for facilities.
13. New Business
  - a. 2015 Draft Final Budget – The 2015 draft final budget was presented.
  - b. Resolution Regarding Changes to the Bylaws and Interlocal Agreement for CIAW – Rick Homchick reported that CIAW provides our Director and Officers liability insurance and they have changed their fiscal year end to November 30.

14 – 58 - REBECCA CONNOLLY MADE A MOTION TO APPROVE RESOLUTION 14-3 REGARDING CHANGES TO THE BYLAWS AND INTERLOCAL AGREEMENT FOR CIAW. REGINA KING SECONDED. MOTION APPROVED UNANIMOUSLY.

14. Committee Reports - None

15. Final Board Comments – Trustee King shared that she met with Cheryl in Centralia at a local coffee shop. During their meeting Regina was able to introduce Cheryl to community members as they stopped in to get coffee. It was a great way for the community to connect with Cheryl. Trustee Blanton thanked the staff for all the work they are doing.

16. Executive Session - Pursuant to RCW 42.30.110, at 8:22 p.m., President Hall called for an Executive Session to discuss the Library Director Evaluation and an arbitration, negotiations and personnel update. He stated that the Board would meet for approximately 30 minutes in closed session.

At 8:45 p.m., President Hall called the meeting back to order and the following motion was made.

14 – 59 – REGINA KING MADE A MOTION TO AUTHORIZE THE PRESIDENT TO SIGN THE EVALUATION OF THE LIBRARY DIRECTOR. EMMETT O'CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

17. Adjournment – With no further business, President Hall adjourned the meeting at 8:47 p.m.



Bob Hall, President



Cheryl Heywood, Secretary