



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd. SW
Tumwater, WA 98501
Wednesday, December 17, 2014
7:00 pm

MINUTES

BOARD MEMBERS PRESENT: Bob Hall, Stephen Hardy, Rebecca Connolly, and Regina King.

BOARD MEMBERS EXCUSED: Emmett O'Connell, Hal Blanton, Corby Varness.

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

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

AGENDA ITEMS

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

14-60 – REBECCA CONNOLLY MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. REGINA KING SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence – Cheryl Heywood noted that we have received a follow-up email from the patron who made a public comment at last month’s Board meeting regarding open hours in Shelton.
5. Public Comments – None.
6. Board Comments – President Hall shared that he was contacted by the Auditors during the recent audit and he appreciated them asking about internal controls.
7. Director’s Report - Cheryl Heywood
 - a. Director’s Report - In addition to her written report, Cheryl shared that she will be visiting library staff that received an Excellence in Service Award for an in-person presentation and photo opportunity. She thanked the staff, the public, and the Board of Trustees for a great 2014.
 - b. Timberland Reads Together – Tim Mallory gave a summary report on the 2014 TRT program. He shared that the food theme was a great hit and allowed many creative programming opportunities.
8. Financial Report – Rick Homchick presented the financial report.
9. Voucher Report – Rick Homchick presented the voucher statements.
10. Consent Agenda - Motion for approval.

14-61 – STEPHEN HARDY MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE NOVEMBER 19, 2014 BOARD MEETING; DECEMBER SURPLUS LIST; PAYROLL VOUCHERS #58324 THROUGH #58355 IN THE AMOUNT OF \$1,238,486.35; OTHER VOUCHERS #20675 THROUGH #28894 IN THE AMOUNT OF \$967,700.76. REGINA KING SECONDED. BEFORE THE VOTE, IT WAS NOTICED THAT THE LINE ITEMS IN THE VOUCHER REPORT WERE OFFSET SO THAT THE NUMBERS DID NOT LINE UP CORRECTLY. AT THIS TIME, STEPHEN HARDY ASKED TO AMEND THE MOTION TO INCLUDE THE NOTATION OF THE OFFSET NUMBERS IN THE REPORT. REGINA SECONDED. MOTION PASSED UNANIMOUSLY.

12. Unfinished Business – No items were presented for discussion.
13. New Business

- a. Library Groups Staffing Model – Cheryl shared that this is a new approach to service in some of the small rural areas that we are having a difficult time filling Library Manager positions. Library Managers in Peer 3 (large) libraries will manage Peer 1 (small) libraries. Changes will be done through attrition. She noted that additional Library Assistant positions will also be hired as the goal is to provide stability, better services, and the flexibility needed in the smaller, rural locations to cover vacation, sick leave, or unexpected absences.
- b. Adoption of the final 2015 Budget – Rick Homchick presented the final 2015 budget and asked for a motion.

14 – 62 – REGINA KING MADE A MOTION AUTHORIZING 14-004 APPROVING THE 2015 FINAL BUDGET WITH APPROPRIATIONS IN THE AMOUNT OF \$22,121,375 IN THE GENERAL FUND; \$443,300 IN THE BUILDING FUND; \$215,627 IN THE AUTOMATED CIRC FUND; \$25,000 IN THE UMEMPLOYMENT FUND; AND \$45,000 IN THE MAJOR GIFT FUND BALANCE. REBECCA CONNOLLY SECONDED. MOTION APPROVED UNANIMOUSLY.

- c. Resolution #14-005 adopting the 2015 increase of the actual levy amount from 2014 – Rick Homchick asked for a motion to approve.

14 – 63 – REBECCA CONNOLLY MADE A MOTION AUTHORIZING RESOLUTION 14-005 RECOGNIZING AN INCREASE IN THE REGULAR PROPERTY TAX LEVY TO BE COLLECTED IN THE 2015 TAX YEAR. THE DOLLAR AMOUNT OF THE INCREASE OVER THE ACTUAL LEVY AMOUNT FROM THE PREVIOUS YEAR SHALL BE \$149,530.02, WHICH IS A PERCENTAGE INCREASE OF 0.78575% FROM THE PREVIOUS YEAR. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

- d. Resolution #14-006 certifying the tax levy amount, population and rate for the 2014 regular property tax levy for 2015 collection – Rick Homchick asked for a motion to approve.

14 – 64 – STEPHEN HARDY MADE A MOTION AUTHORIZING RESOLUTION 14-006 CERTIFYING THE 2014 REGULAR TAX LEVY RATE FOR 2015 COLLECTION IN THE FIVE-COUNTY DISTRICT OF \$19,453,529.53; AND, CERTIFYING A 2014 UNIFORM REGULAR PROPERTY TAX LEVY RATE OF \$.41071 PER THOUSAND DOLLARS OF ASSESSED REAL AND PERSONAL

PROPERTY VALUATION FOR COLLECTION IN 2015; AND THAT THE TRUSTEES OF TRL FOR THE PURPOSES OF CALCULATING THE HIGHEST ALLOWABLE LAWFUL LEVY, DETERMINES THAT THE POPULATION OF THE TIMBERLAND REGIONAL LIBRARY TAXING DISTRICT IS MORE THAN 10,000. REBECCA CONNOLLY SECONDED. MOTION APPROVED UNANIMOUSLY.

e. Resolution #14-007 setting the non-resident borrower fee for 2015 – Rick Homchick asked for a motion to approve.

14 – 65 – REGINA KING MADE A MOTION AUTHORIZING RESOLUTION 14-007 ESTABLISHING THE 2015 NON-RESIDENT BORROWER FEE BASED ON THE USUAL FORMULA AT \$86.00 PER YEAR, EFFECTIVE JANUARY 1, 2015, WITH THE OPTION OF A SIX MONTH CARD AT \$43.00 OR A THREE MONTH CARD AT \$22.00 AND A ONE MONTH CARD WOULD BE AVAILABLE FOR \$8.00 FOR PATRONS WHOSE SPECIAL CIRCUMSTANCES MAKE PURCHASING A THREE MONTH CARD UNDESIREABLE. REBECCA CONNOLLY SECONDED. MOTION APPROVED UNANIMOUSLY.

f. Resolution 14-008 cancelling warrants not presented within one year of the date of their issue – Rick Homchick asked for a motion to approve.

14 – 66 – REBECCA CONNOLLY MADE A MOTION AUTHORIZING RESOLUTION 14-008 CANCELLING WARRANTS NOT PRESENTED FOR PAYMENT WITHIN ONE YEAR OF THE DATE OF ISSUANCE. REGINA KING SECONDED. MOTION APPROVED UNANIMOUSLY.

g. Election of officers – There was a short discussion and following motion was made.

14 – 67 – STEPHEN HARDY MADE A MOTION TO APPROVE HAL BLANTON AS 2015 BOARD PRESIDENT AND REGINA KING AS 2015 PRESIDENT ELECT. REBECCA CONNOLLY SECONDED. MOTION APPROVED.

h. 2015 Meeting Schedule Approval – The 2015 proposed meeting schedule sites and schedule was presented.

14 – 68 – REBECCA CONNOLLY MADE A MOTION TO APPROVE THE 2015 MEETING SCHEDULE AS PRESENTED. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

14. Committee Reports - None

15. New Business – President Hall asked the Board to publically acknowledge the Shelton Timberland Library Board’s concern of the new Open Hours. After a brief discussion, the Library Director was asked to review data and present a report to the Board in 6 months for discussion. President Hall noted that this could possibly be a question for the patron survey in the Fall of 2015.

14 – 69 – REBECCA CONNOLLY MADE A MOTION THAT THERE WILL BE NO CHANGE IN OPEN HOURS AT THIS TIME. REGINA KING SECONDED. MOTION PASSED UNANIMOUSLY.

16. Final Board Comments – Trustee King shared that she attended the retirement party at the Service Center for Nancy Schutz. She was amazed at the longevity – 26 years, and the celebration thanking Nancy for her service. Trustee Connolly shared her admiration for the process and openness of how TRL does business. We went through a lot of numbers and motions and it is nice for the public to see the openness of what we do. Trustee Hardy thanked President Hall for his year as President and is grateful for his leadership, and looks forward to 2015. He thanked the Library Director and the Management Team for their work and all the staff for their continued dedication to TRL. President Hall agreed with everyone’s comments, and stated that the staff take good care of the Board and he appreciates it. He thanked the Board for another great year.

16. Executive Session - Pursuant to RCW 42.30.110, at 8:33 p.m., President Hall called for an Executive Session to discuss the Library Director Evaluation and compensation. He stated that the Board would meet for approximately 15 minutes in closed session. After 15 minutes, President Hall announced that they would need an additional 10 minutes.

At 9:00 p.m., President Hall called the meeting back to order and the following motion was made.


14 – 70 – REGINA KING MADE A MOTION TO AUTHORIZE THE SIGNATURE OF THE 2015 CONTRACT FOR THE LIBRARY DIRECTOR WITH A SALARY OF \$128,000. STEPHEN HARDY SECONDED. MOTION PASSED UNANIMOUSLY.

Trustee King noted that Cheryl is a great communicator, and the Board is incredibly well-informed and pleased with her work. The Board recognizes how much work is done and how much is being accomplished as well as the challenges and changes that are going on. The Board recognized Cheryl and shared their tremendous gratitude for how well she works with the Board, the staff, and the public. President Hall noted that since there are only 4 of the 7 Board members here tonight, they were reluctant to set the compensation too high. The increase in salary represents a 1.5% COLA and 1.5% merit.

17. Adjournment – With no further business, President Hall adjourned the meeting at 9:08 p.m.



Bob Hall, President



Cheryl Heywood, Secretary