



BOARD OF TRUSTEES MEETING  
Administrative Service Center  
415 Tumwater Blvd. SW  
Tumwater, WA 98501  
Wednesday, January 28, 2015  
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: None.

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

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

AGENDA ITEMS

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

15-1 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – Cheryl Heywood shared that we have received the confirmation on the re-appointment of Bob Hall to the Board of Trustees. She also received a follow-up email from the Shelton Friends member who spoke to the Board in open public comment at the last meeting asking additional questions.
5. Public Comments – None.
6. Board Comments – Trustee 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 Corine Aiken, Chehalis Library Manager has announced her retirement May 28. She also shared that Toni Costa is assisting the Human Resources department while we begin a search for a Human Resource Manager. She is working a few hours a week. She thanked Mary Thornton, Hoquiam Library Manager, Allison Grubbs, Aberdeen Library Manager, Bill Wilson, Facilities Manager, and Kristine Tardiff, Public Services Manager for their work during the recent flooding. She added that additional information can be read in her Director’s Report and the Department Reports posted on the website.
8. Financial Report – Rick Homchick presented the financial report.
9. Voucher Report – Rick Homchick presented the voucher statements.
10. Consent Agenda - Motion for approval.

15-02– STEPHEN HARDY MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE DECEMBER 17, 2014 BOARD MEETING; PAYROLL VOUCHERS #58356 THROUGH #58393 IN THE AMOUNT OF \$1,247,089.75; OTHER VOUCHERS #20897 THROUGH #21146 IN THE AMOUNT OF \$813,263.17. BOB HALL SECONDED. MOTION PASSED UNANIMOUSLY.

12. New Business – Cheryl Heywood
  - a. Library Director Presentations – Cheryl asked for clarification from the Board on the limit of community presentations she can do for 2015. After a short discussion, it was decided that Cheryl can decide on how many

presentations she can do according to her availability. The Board stated that they feel it is important for Cheryl to be visible in the five counties we serve and presentations are a way to educate the public about what services TRL has to offer. Trustee Hardy stated that outreach is a good thing to do.

13. Unfinished Business

- a. Authorization for Close-out Contract for Ocean Park Addition – Rick Homchick asked the Board for the authorization to close-out the contract for the Ocean Park addition and added that this approval will start the clock on the 45-day lien process and allow notices to be sent to the project contractors.

15 – 03 – CORBY MADE A MOTION AUTHORIZING RESOLUTION 15-001 REGARDING FINAL ACCEPTANCE OF THE OCEAN PARK TIMBERLAND LIBRARY EXPANSION PROJECT. EMMETT O'CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

14. Committee Reports – Rebecca Connolly

- a. Charge Card Management – Trustee Connolly shared that this policy will promote and insure that we have good internal controls. Cheryl noted that there will be a 3-year review instead of a 5-year review, and procedures for staff are being developed as well.
- b. ALA – Freedom to View – Trustee Connolly noted that items 14b and 14c reference two documents that are ALA documents posted on our website. Minor changes have been made and updates are needed.

15 – 04 – STEPHEN HARDY MADE A MOTION TO APPROVE THE ALA FREEDOM TO VIEW DOCUMENT AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

- c. ALA – Code of Ethics – Minor changes to reflect updates by ALA.

15 – 05 – EMMETT O'CONNELL MADE A MOTION TO APPROVE THE ALA CODE OF ETHICS AS PRESENTED. STEPHEN HARDY SECONDED. MOTION PASSED UNANIMOUSLY.

16. Final Board Comments – Trustee Hardy shared that he is a Shelton Library user and is grateful to the staff of his library. He is also excited to see the work on the Strategic Plan and to hear how it is working for all the

libraries. Trustee O'Connell stated that he was excited when he read about the option to select multiple users when managing your library card in Ryan's department report. He said it will make it much easier for him and his family to see everyone's cards and activity at one time. Ryan noted that this is a soft-opening and we are watching how it works. Trustee Connolly shared that she is excited to review the statistics as well as the deeper review next month. Trustee King reported that she was thrilled to hear that Susan Faubion was hired as the Centralia Library Manager. Trustee King shared that Susan is a lot of fun to watch and she is excited for her, the staff, and the community. Trustee Varness shared that she has been using Youth Librarians a lot in her youth tutoring and they are so great – very enthusiastic and fun. President Blanton thanked everyone for their patience as he led his first meeting.

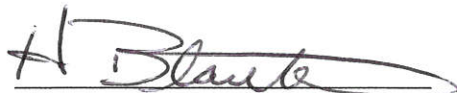
16. Future Agenda Items

1. 2014 Strategic Plan – Plus/Delta – review of accomplishments.
2. Report on comparison costs of Overdrive (online/downloadable materials) vs. the cost of printed materials.
3. Discussion about statistics and basic correlation.

17. Executive Session - Pursuant to RCW 42.30.110, at 8:00 p.m., President Blanton called for an Executive Session to discuss employee performance and complaints against public employees. He stated that the Board would meet for approximately 15 minutes in closed session.

At 8:20 p.m., President Blanton called the meeting back to order.

18. Adjournment – With no further business, President Blanton adjourned the meeting at 8:21 p.m.



Hal Blanton, President



Cheryl Heywood, Secretary