



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd. SW
Tumwater, WA 98501
Wednesday, February 25, 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. Rebecca Connolly led the pledge of allegiance.
2. Welcome and self-introductions of Board members, staff, and the public.
3. Approval of Agenda.

15-06 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. REBECCA CONNOLLY SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – None.
5. Public Comments – None.

6. Board Comments – Trustee King shared that she had Cheryl speak to her Bachelor’s program students and was appreciative of Cheryl’s time. She did a great job and the students were very impressed.
7. Director’s Report - Cheryl Heywood
8. Director’s Report - In addition to her written report, Cheryl gave the State of the Library report to the Board. She stated that she will also be giving this report to the County Commissioners in March. She also presented the 2014 Annual Report, which has a fresh new look, and will be disseminated to our libraries, partners, and staff next week.
9. Financial Report – Rick Homchick presented the financial report.
10. Voucher Report – Rick Homchick presented the voucher statements.
11. Consent Agenda - Motion for approval.

15-07– BOB HALL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE JANUARY 28, 2015 BOARD MEETING; PAYROLL VOUCHERS #58394 THROUGH #58429 IN THE AMOUNT OF \$1,265,665.46; OTHER VOUCHERS #21147 THROUGH #21384 IN THE AMOUNT OF \$426,093.21. REBECCA CONNOLLY SECONDED. MOTION PASSED UNANIMOUSLY.

12. New Business – Cheryl Heywood
 - a. 2014 Statistics - Questions – Cheryl reviewed that she had presented the 2014 statistics for review at the last Board meeting. She asked if there were any questions or clarifications. She noted that one item she would like to highlight is that the door counts are something we are continually looking at. Some libraries have automated door counters, and others do not. Staff is continually working on ways to get a more accurate door count and reporting mechanism. Cheryl noted that she will continue to update the Board every 6 months on statistics. There were no additional questions or discussion from the Board members.
 - b. 2015 Action Plan – Cheryl reported that budget planning was added and posted to the website.

13. Unfinished Business
 - a. 2013 Audit Exit Interview Report – Rick Homchick gave an overview of the final 2013 audit report. He stated that we did not receive a finding this year, but we will receive a management letter due to lack of internal controls with his position as the Business Office Manager. Rick reported he and Cheryl are working together on internal controls and these items have been corrected. Policies with oversight are being created as suggested by the Auditor. Policies will need to be in place by November 2015.

14. Committee Reports – Facilities Committee – Bill Wilson
 - a. Oakville Update – Bill Wilson, Facilities Manager gave an update on the Oakville asbestos removal and carpet replacement project. He shared that at this time, he has not had seen plans for the abatement but has confidence the City of Oakville is working to correct the issues. Once we get the final timeline and work begins, the library will be closed for approximately one month and re-opened by April 2.
 - b. Westport – Bill reported that TRL is working with the City on an ADA door to the facility.
 - c. Raymond – Rick Homchick shared a draft letter to the City Clerk of Raymond with information on the possible annexation to TRL.

16. Final Board Comments – Trustee King shared she was traveling recently in Tucson, AZ, and was visiting their downtown area. She went to check-out their library and was inspired by all of their children’s books in Spanish. She said that there were lots of photos of Native American children and you could just feel the culture throughout the library. She said it was very heart warming and reminded her again, of the all the great things that TRL does and the importance of the library to young infants and children. Trustee Hardy shared that he appreciated Trustee King’s comments. He also stated that he has been thinking about the challenge of the Action Plan and feels it is a great way to measure and ensure that TRL stays relevant in our communities. Trustee Connolly questioned whether it is important to represent other languages on our website. Cheryl reported that we have Google translate on our Catalog, and we are currently creating additional brochures in Spanish. Cheryl stated that we continually work to identify needs of our communities and patrons in terms of languages and then looking at ways to meet those needs. Trustee Connolly stated that these steps are worth celebrating and

each month as she reads the staff reports, she is amazed at the amount of work being done. President Blanton stated that he is truly amazed at what we do also. A great example is the Ellie Spencer story from Packwood that Cheryl shared tonight. He is happy to be part of the Board and the great work being done. It makes it easy to justify the value of TRL.

16. Future Agenda Items – None.

17. Executive Session – None.

18. Adjournment – With no further business, President Blanton adjourned the meeting at 8:41 p.m.



Hal Blanton, President



Cheryl Heywood, Secretary