



BOARD OF TRUSTEES MEETING
Vernetta Smith Chehalis Timberland Library
400 N. Market Blvd
Chehalis, WA 98532
Wednesday, March 25, 2015
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Rebecca Connolly

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Ellen Duffy, Felicia Wilson, Rick Homchick, Bill Wilson, Jeff Kleingartner, Ryan Williams, Tim Mallory, Ksea Cantonwine, Corine Aiken, Elizabeth Squires, Deborah Bancroft, Heidi Smith, Kayla Anderson, and Brenda Lane; recorder.

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

AGENDA ITEMS

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

15-08 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. REGINA KING SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – None.

5. Public Comments – None.
6. Welcome and Focus on the Library – Library Manager Corine Aiken introduced Mayor Dennis Dawes who welcomed everyone to Chehalis. He mentioned that the Vernetta Smith Timberland Library was built by a community who supported this centerpiece in Chehalis. He thanked Corine for her service and wished her well on her pending retirement. He also shared with the Board, and asked them to drive by on their way out of town, a new gem – the Aquatics Center/Park, another project supported and funded by the community.

Corine thanked the Mayor and added that this is a great community to work in. She noted that staff continue to be proud of this beautiful library and they are proud to say that they had the first drive-up window in the state. They serve well over a thousand cars per month and patrons love the convenience. Corine also highlighted the art throughout the library which was donated by the Osborne family in honor of their mother Ruth.

7. Board Comments – Trustee Hardy shared that he is happy to be in Chehalis tonight to wish Corine a happy retirement. Trustee Varness shared that when she reads the department reports, she loves to hear that staff are consistently interacting with local schools. Trustee King shared that she appreciated the commute to the meeting tonight and commended the staff and community on a great library. Trustee Hall agreed, and said he remembers with fondness the community involvement and the grand opening celebration. It was a great time. President Blanton also agreed that the commute was nice and he is happy to be in his county tonight.
8. Director's Report - Cheryl Heywood

In addition to her written report, Cheryl shared information on key open positions with the district including the Human Resources Manager and the Training and Staff Development Coordinator. She noted that Tim Mallory, Adult Services Coordinator's retirement date is April 30 and the position will be posted soon. Cheryl noted that to date, we have received 105 submissions for Timberland Writes Together (TWT). The deadline is next week and we expect close to 200 entries of short stories and cover art to be submitted. Lastly, Cheryl reminded everyone that the Friends and Board Forum is Saturday, April 18th at the New Market Skills Center in Tumwater.

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

15-09– EMMETT O’CONNELL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE FEBRUARY 25, 2015 BOARD MEETING; PAYROLL VOUCHERS #58430 THROUGH #58458 IN THE AMOUNT OF \$1,242,437.06; OTHER VOUCHERS #21385 THROUGH #21626 IN THE AMOUNT OF \$421,180.94. REGINA KING SECONDED. MOTION PASSED UNANIMOUSLY.

12. New Business – Cheryl Heywood
 - a. Legal Counsel Contract Approval – Cheryl presented a contract for legal counsel and asked for approval.

15 -10 – REGINA KING MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE AND DELIVER THE AGREEMENT FOR LEGAL SERVICES WITH CRAIG W. HANSON, EXTENDING THE CURRENT TERMS UNTIL MARCH 31, 2016. BOB HALL SECONDED. MOTION PASSED UNANIMOUSLY.

- b. Employee Health Care Benefit Sub-Committee Recommendation – Cheryl reported that Management and the Union representatives have been meeting to explore health care benefit options and have recommended that TRL explore benefit plans with the Association of Washington Cities Employee Trustee Program and the Washington State Health Care Authority.

15-11 – BOB HALL MADE A MOTION TO APPROVE RESOLUTION 15-002 REQUESTING THE REVIEW BY THE HEALTH CARE AUTHORITY TO PARTICIPATE IN THE WASHINGTON STATE INSURANCE PLAN. EMMETT O’CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

15 -12 – EMMETT O’CONNELL MADE A MOTION TO APPROVE RESOLUTION 15-003 REQUESTING AUTHORIZATION TO APPLY TO JOIN THE ASSOCIATION OF WASHINGTON CITIES EMPLOYEE BENEFIT TRUST PROGRAM FOR HEALTH INSURANCE. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

13. Unfinished Business – None.

14. Committee Reports

a. Policy Committee – Cheryl Heywood

- i. ALA Freedom to Read – Minor edits to reflect current ALA document.

15-13 – BOB HALL MADE A MOTION TO APPROVE AND ADOPT THE ALA FREEDOM TO READ DOCUMENT AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- ii. ALA Library Bill of Rights – Minor edit from ALA regarding inclusion of the word age.

15-14 – EMMETT O'CONNELL MADE A MOTION TO APPROVE AND ADOPT THE ALA LIBRARY BILL OF RIGHTS AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. Disruptive Patron Behavior – Last completed in 2012 and we gave a 3 year review date. The policy is strong and the only change is to the scope to include the Service Center. Otherwise it is a very solid policy. Review date will be extended from 3 years to 5 years.

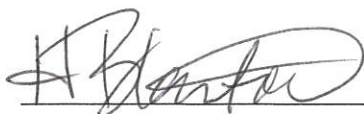
15-15 – BOB HALL MADE A MOTION TO APPROVE THE DISRUPTIVE PATRON POLICY AS PRESENTED. REGINA KING SECONDED. MOTION APPROVED UNANIMOUSLY.

- iv. Meeting Room Policy – Policy has been completely overhauled and captures what we are currently doing. The application form was updated and a procedure was created from the outdated guidelines.

15-16 – BOB HALL MOVED TO APPROVE THE MEETING ROOM POLICY AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

b. Facilities Committee – Corby Varness

- i. Amanda Park Ramp/Walkway Project– Trustee Varness provided information on the Amanda Park ramp/walkway project. She shared that the ramp/walkway is not ADA compliant and there are ADA issues in the restroom as well. Currently the Facilities Committee is waiting for some additional analysis from the architect and contractors on the costs to repair or replace the ramp/walkway and to correct other minor ADA issues. She stated that geographical location as well as weather are additional factors to consider when analyzing this project. She reported that the committee will provide an update next month.
16. Final Board Comments – Trustee Varness recognized Alice Goudeaux for all the great work she is doing with the military. Trustee King seconded that and also loves to see that staff reach out and support schools. She also commended Bill Wilson for his work on facilities and noted that he is a great asset to TRL. Trustee Hall reported on an article on former Trustee John Braun who is now a Senator. Trustee O’Connell reported on a story about a joint public/school library in Ritzville that is working well and hopes that we will get there when the opportunity is right. The Board wished Tim Mallory and Corine Aiken a happy retirement and thanked them both for their contributions to Timberland over the years.
16. Future Agenda Items – None.
17. Executive Session – At 8:16 pm, President Blanton called for an Executive Session. He stated that the Board would meet in closed session for 15 minutes to discuss a personnel matter.
18. Adjournment – At 8:35 pm, President Blanton called the meeting back to order and with no further business, the meeting was adjourned.



Hal Blanton, President



Cheryl Heywood, Secretary