



BOARD OF TRUSTEES MEETING
Tumwater Timberland Library
7023 New Market Street
Tumwater, WA 98501
Wednesday, April 22, 2015
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Regina King.

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Ellen Duffy, Rick Homchick, Bill Wilson, Jeff Kleingartner, Ryan Williams, Brenda McGuigan, Gail Park, and Brenda Lane; recorder.

President Blanton welcomed everyone to Tumwater and called the Regular Board meeting to order at 7:00 pm. He announced he is adding an Executive Session to discuss complaints against public employees.

AGENDA ITEMS

1. Library Manager Gail Park led the pledge of allegiance.
2. Welcome and self-introductions of Board members, staff, and the public.
3. Approval of Agenda.

15-17 – 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. Welcome and Focus on the Library – Library Manager Gail Park introduced Tumwater City Administrator John Doan who welcomed everyone to Tumwater. He applauded Gail Park and her staff for creating a wonderful, welcoming library and shared that he is a big supporter. He believes that libraries open the world to its patron's and provides services that brings communities together. He thanked the Board for their support and TRL staff for being so great to work with.

Gail thanked John for his support and noted that the City takes very good care of the library. She agreed that staff continue to be an integral part of the great things that happen in Tumwater and it is nice to hear that they are making an impact. She then gave a brief overview of her focus on the library and highlighted items in her report.

7. Board Comments – Trustee Varness shared her appreciation for the Tumwater staff as she comes to this library often and it is a great facility. She also thanked Ryan Williams for his work on Timberland Writes Together (TWT). She is excited to see the end product. Trustee Connolly extended kudos to a job well done by everyone involved to make the Friends and Board Forum happen. She attended and felt that it provided a great overview of what we do. Trustee Hardy stated that he continues to highlight the value of libraries. He and his colleagues work in the local area and they walk/run the surrounding area, visit the library and the Farmer's Market on a regular routine, and he agrees that it is like its own community. Trustee O'Connell agreed that this is a great library. He shared that as a family, they bounce between using different libraries and appreciates the different things that each one has to offer. Trustee Hall shared that the South Bend library continues to have some unpleasant individuals and witnessed a mean comment from a patron the other day. President Blanton shared that he is happy to be in Tumwater tonight.

8. Director's Report - Cheryl Heywood

In addition to her written report, Cheryl shared that Walter Bracy has been hired for the Human Resources Manager. She noted that the public is invited to attend the Chehalis Library Manager Public Forum on May 5, at 9:00 am, at the Vernetta Smith Chehalis Timberland Library. Cheryl reported that we have received positive evaluations from participants who attended the Friends and Board Forum as well as the Leadership

Development program which celebrated their graduation last week. Some feedback from participants is that they would like to see the program open to all staff. Cheryl stated that this was a great class and it was exciting to see their progression. Lastly, Cheryl reported that the review of the open hours that went into effect September 1, 2014 has been completed and it has been determined they are working well. The current open hours meet the overall objective of adding back some hours that were cut in 2009 with no budgetary impact and to provide more consistency across the district. Cheryl reported this is a 3- year commitment.

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

15-18– STEPHEN HARDY MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE MARCH 25, 2015 BOARD MEETING; PAYROLL VOUCHERS #58459 THROUGH #58494 IN THE AMOUNT OF \$1,245,047.53; OTHER VOUCHERS #21627 THROUGH #21891 IN THE AMOUNT OF \$424,510.80. EMMETT O’CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

12. New Business – None.
13. Unfinished Business - Cheryl Heywood
 - a. Open Hours 6-month Report – Cheryl reported that she had provided the update in her Director’s Report.
14. Committee Reports
 - a. Facility Committee – Corby Varness
 - i. Tumwater Agreement – Staff have met with the City and are discussing role clarifications to the annexation agreement. She noted that the agreement will be more defined and will not usurp the current agreement.
 - ii. Small Works Roster – There has been a recommendation to establish a public works roster for when TRL has a need for services from contractors not related to public works contracts.

15-19 – REBECCA CONNOLLY MADE A MOTION TO APPROVE RESOLUTION 15-004 ESTABLISHING A PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, A CONSULTING SERVICES ROSTER FOR ARCHITECTURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES NOT RELATED TO PUBLIC WORKS CONTRACTS AND TO AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE AND DELIVER THE CONTRACT. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. City of Raymond – Staff are talking with the City of Raymond on a possible annexation agreement.
- iv. Policies – The Facilities Committee reviewed the Naming, Facility, and Building Fund policies. Any recommended changes will be reviewed by the Policy Committee in May, and if ready, back to the Board for approval next month.
- v. Amanda Park Ramp Project Update – The committee discussed the costs associated with fixing the ramp vs. replacing the ramp. Facilities Manager Bill Wilson has approached the Quinault Tribe and other Grays Harbor funding sources to talk about sharing with project costs and noted that he does not feel that this will be an option. Trustee Varness reported that there are some ADA issues that need to be addressed as well as other items that need attention. After a lengthy discussion, there was a suggestion from Trustee Connolly and Hardy to also conduct a Service Point Analysis (SPA) and Trustee O’Connell suggested looking at geographical service needs of the area. Bill Wilson also stressed that we need to actively pursue the ADA issues with a plan and would recommend that we work with the current architect to see what the costs would be for repair.

15-20 – REBECCA CONNOLLY MADE A MOTION TO AMEND THE EXISTING CONTRACT WITH THE ARCHITECTS TO AUTHORIZE ADDITIONAL SERVICES FOR SCHEMATIC DESIGN AND CONSTRUCTION DOCUMENTS UP TO THE BIDDING PHASE FOR THE AMANDA PARK TIMBERLAND REGIONAL LIBRARY FOR THE WALKWAY AND FOUNDATION ALTERNATIVE PROJECT WITH A TOTAL CONTRACT


VALUE RAISED UP TO \$40,000.00. EMMETT O'CONNELL SECONDED.
MOTION APPROVED UNANIMOUSLY.

16. Final Board Comments – Trustee Varness said she was sorry to miss the Friends and Board Forum and was happy that Trustee Connolly could attend. Trustee Hardy stated that he was thankful for quality leadership in our local libraries. He also shared that the Library Manager in his local community has allowed the staff to learn and grow and he is happy to hear positive comments from staff. President Blanton thanked Tumwater staff for hosting the meeting.

16. Future Agenda Items – None.

17. Executive Session – At 8:20 pm, President Blanton called for an Executive Session to discuss complaints against public employees and announced the Board would meet in closed session for approximately 15 minutes.

18. Adjournment – At 8:47 pm, President Blanton called the meeting back to order and with no further business, the meeting was adjourned.



Hal Blanton, President



Cheryl Heywood, Secretary