



BOARD OF TRUSTEES MEETING  
Hoquiam Timberland Library  
420 7<sup>th</sup> Street  
Hoquiam, WA 98550  
Wednesday, May 27, 2015  
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Emmett O'Connell.

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Ellen Duffy, Rick Homchick, Bill Wilson, Jeff Kleingartner, Ryan Williams, Felicia Wilson, Walter Bracy, Mary Thornton, Allison Grubbs, Karen Kienenberger, Kristine Tardiff, and Brenda Lane; recorder.

President Blanton welcomed everyone to Hoquiam and called the Regular Board meeting to order at 7:00 pm. He announced he is adding an Executive Session for a personnel update.

AGENDA ITEMS

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

15-21 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. REBECCA CONNOLLY SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – Cheryl Heywood reported that she received an email from Pat Caldwell of Toledo which she shared with the Board. Bob Hall stated that the topic is on the agenda later in the meeting and would like to discuss the email at that time.
5. Public Comments – None.
6. Welcome and Focus on the Library – Library Manager Mary Thornton shared some local history with the Board and provided information on current staffing levels. She thanked the community for their support and staff for the excellent service they provide.
7. Board Comments – Trustee Varness shared her appreciation for the Hoquiam Library, it is a beautiful building and Mary and her staff do such a great job of keeping it nice. She also noted that there was a recent program in Shelton on Islam and she appreciated that Cheryl kept the Board in the loop. She understands that the program was a great success and that is what libraries are all about – providing information. Trustee Hardy shared that he also received appreciation from the Shelton staff for the Administrative support and responsiveness. He shares their appreciation for the open communication and support during this stressful situation. President Blanton shared that he attended a Friends meeting in Packwood and he continues to be amazed at all the great things TRL is doing.
8. Director’s Report - Cheryl Heywood

Cheryl introduced Youth Services Coordinator Ellen Duffy who shared the Executive Summary for the Family Read and Sing Aloud program. Ellen shared that there were more sign ups this year with 550 kids participating.

Cheryl introduced Walter Bracy and shared that Walter has joined TRL as the Human Resource Manager. Walter highlighted his past work history, and shared that he is excited to be at TRL. The Board extended a warm welcome to Walter. Cheryl announced that Casey Austen has been hired as the new Chehalis Library Manager and will start July 1. Other open administrative recruitments include the Training and Staff Development Coordinator and the Adult Services Coordinator. Cheryl shared that she was nominated for the Pacific Mountain Workforce Development Board and will submit her application which is due by June 2. This is a 4-6 year

commitment, working with businesses and organizations that serve the same 5 counties we serve. It is the table TRL needs to be at and it is a wonderful opportunity for TRL.

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

15-22-- BOB HALL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE APRIL 22, 2015 BOARD MEETING; PAYROLL VOUCHERS #58495 THROUGH #58530 IN THE AMOUNT OF \$1,257,662.30; OTHER VOUCHERS #21892 THROUGH #22171 IN THE AMOUNT OF \$579,670.73. CORBY VARNESSE SECONDED. MOTION PASSED UNANIMOUSLY.

12. New Business – Cheryl Heywood
  - a. Memorandum of Understanding (MOU) with Grays Harbor Hospital District #2 – First Read – Cheryl provided a draft MOU and asked the Board to review the document for discussion and possible approval at next month's meeting.
13. Unfinished Business – None.
14. Committee Reports
  - a. Policy Committee – Rebecca Connolly provided an overview on changes to the following policies that were due for review, and presented for approval.
    - i. Collections of Materials Policy – No changes recommended.

15 – 23 – BOB HALL MADE A MOTION TO APPROVE THE COLLECTIONS OF MATERIALS POLICY AS PRESENTED. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

- ii. Fees Policy – Trustee Connolly noted the following changes:
  - a. 5 c. Added wording that a collection agency is used and a collection agency referral fee is charged.

- b. 5 d/e. Added wording to describe what we currently do regarding waiving fees – we only waive in these circumstances and we ask for supporting documentation which takes the burden off Circulation staff and ensures that we are treating all patrons the same. The appeals form can also be used for fees older than 7 years.
- c. 5 e. This paragraph was added to describe our current practice regarding removing old bills and inactive patrons which had never been in a Policy.
- d. Review date will be changed from 3 to 5 years.

15 – 24 – BOB HALL MADE A MOTION TO APPROVE THE FEES POLICY AS PRESENTED. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. Interlibrary Loan Policy – No recommended changes to the policy. Review date will be changed from 3 to 5 years.

15 – 25 – BOB HALL MADE A MOTION TO APPROVE THE POLICY AS PRESENTED. REBECCA CONNOLLY SECONDED. MOTION APPROVED UNANIMOUSLY.

- iv. Confidentiality of Library Records – Updated the RCW and review date will be changed from 3 to 5 years.

15 – 26 – BOB HALL MADE A MOTION TO APPROVE THE CONFIDENTIALITY OF LIBRARY RECORDS POLICY AS PRESENTED. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

- v. Policy on Policies Policy – No recommended changes to the policy. Review date will be changed from 3 to 5 years.

15 – 27 – BOB HALL MADE A MOTION TO APPROVE THE POLICY ON POLICIES POLICY AS PRESENTED. REBECCA CONNOLLY SECONDED. MOTION APPROVED UNANIMOUSLY.

- vi. Grants Policy – Trustee Connolly noted that this is a new policy and would like to see a 3 year review. After reviewing the draft

document, she stated that the members of the Policy Committee would like to amend the presented draft policy to reflect the application and renewal process be broken into two separate items. This change will provide clarity to staff when applying/renewing grant applications. Trustee Connolly stated that the Policy Committee is fine with approving the policy tonight and having staff make the discussed changes in the final document.

15 -- 28 - BOB HALL MADE A MOTION TO ACCEPT THE GRANTS POLICY WITH THE AMENDMENT THAT STAFF MAKE EDITS TO THE POLICY AS RECOMMENDED. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Facilities Committee – Regina King – Trustee King noted that TRL staff met with Pat Caldwell of the Toledo Friends of the Library and she signed the kiosk agreement extension. The Facilities Committee would like to recommend to the Board a motion for approval for the Library Director to sign and execute the agreement. Trustee King thanked the Toledo Friends for their work on the Toledo Community Library but noted that at this time, a kiosk is what TRL is able to provide.

15 -- 29 – STEPHEN HARDY MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN AND EXECUTE THE TOLEDO KIOSK AGREEMENT ADDENDUM BETWEEN TIMBERLAND REGIONAL LIBRARY AND THE TOLEDO FRIENDS OF THE LIBRARY. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

16. Final Board Comments – Trustee Hardy shared that he is grateful for TRL staff and management. He is seeing innovation, growth, and a stable financial environment. He is thankful for the value the community gets from our services. Trustee King noted that she recently traveled to her hometown in Brooklyn, New York for a family emergency and was appreciative of the comforting feeling she had when she visited her hometown library and how immensely at home she felt. It reminded her how important and universal libraries are, whether they are city or rural, they all serve a purpose. Trustee Hall noted that as we have been working on so many policies, it has him thinking about the amount of change in management over the past years. He noted Gwen Culp’s knowledge and institutional memory and how important that is to the organization, and

he hopes we have a way to capture it before staff retire. Trustee Varness thanked the Hoquiam staff for the snacks and for hosting the Board. She appreciates their effort to make it welcoming. President Blanton on behalf of the Board, expressed his condolences to Trustee King on her recent loss.

16. Future Agenda Items – None.

17. Executive Session – At 8:42 pm, President Blanton called for an Executive Session to receive a personnel update. He announced that the Board would meet in closed session for approximately 10 minutes.

18. Adjournment – At 8:54 pm, President Blanton called the meeting back to order and with no further business, the meeting was adjourned.



Hal Blanton, President



Cheryl Heywood, Secretary