



BOARD OF TRUSTEES MEETING
Shelton Timberland Library
710 Alder Street
Shelton, WA 98584
Wednesday, June 24, 2015
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: None.

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Ellen Duffy, Rick Homchick, Bill Wilson, Jeff Kleingartner, Ryan Williams, Felicia Wilson, Walter Bracy, Kristine Tardiff, Patty Ross, Sarah Ogden, and Brenda Lane; recorder.

President Blanton welcomed everyone to Shelton and called the Regular Board meeting to order at 7:03 pm.

AGENDA ITEMS

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

15-30 – CORBY VARNESSE 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 Suzanne Cofer from Lacey which she would like to add under item #14b.
5. Public Comments – Marilyn Vogler of Shelton spoke about emails she had sent to the Library Director and the Executive Assistant as a follow up to her public comment at the Board meeting in December. She stated although she had received a response she is still concerned about the current open hours of the Shelton Library and cannot find a written report on the website.
6. Welcome and Focus on the Library – Library Manager Patty Ross welcomed everyone to Shelton and stated that she would like to focus on items not in her report. Patty spoke about a recent mill shut down and the outreach that Shelton staff is doing with local businesses and WorkSource to help people who will lose their jobs. Patty also highlighted as a part of the United Way's Day of Caring, fifteen volunteers painted the front of the library, which looks great. Patty shared some additional outreach activities that staff is doing locally, and Trustee Varness stated how pleased she is to see that they are working with seniors.
7. Board Comments – Trustee Connolly responded that the public comments from Marilyn Vogler concern her regarding the accuracy of the information. It is her understanding that we are not waiting to review but are looking at reports which will be integrated into our existing measurements. She stated that she would like to make this clarification. Trustee O'Connell noted that he appreciates staff's outreach to schools for the Summer Reading Program. His children were so excited and signed up right away. He said library staff visited the school before the end of the school year to get the kids excited about summer reading. Trustee Hardy, resident of Shelton, stated that he appreciated the 5-minute drive to the meeting. He also shared his appreciation for his local library staff and all they advocate for and do in the community. President Blanton shared that he was reviewing the Strategic Plan and he too is impressed with the way we work within our communities. Watching our staff and communities work together is uplifting to see.
8. Director's Report - Cheryl Heywood

In addition to her written report, Cheryl announced that Gail Park, Tumwater Library Manager has announced her retirement effective July 2.

She shared that with the Trustee's support and President Blanton's letter of recommendation, she has applied for a Board position with the Pacific Mountain Workforce Development Council. These are highly coveted positions and she hopes to have an update at the July Board meeting. She shared that staff have been working hard on a major overhaul of our policies and procedures including a new format and summary document. The summary document will be used when significant changes have been made to a policy for staff to better understand the changes or edits. Cheryl reported that it has been a lot of work and thanked staff for their diligence on getting the work done.

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

15-31 – REGINA KING MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE MAY 27, 2015 BOARD MEETING; PAYROLL VOUCHERS #58506 THROUGH #58514 AND #58514 THROUGH #58557 IN THE AMOUNT OF \$1,124,055.50; OTHER VOUCHERS #22172 THROUGH #22397 IN THE AMOUNT OF \$579,670.73. CORBY VARNESSE SECONDED. MOTION PASSED UNANIMOUSLY.

12. New Business – Cheryl Heywood
 - a. Grays Harbor Transit Authority Interlocal Agreement – Informational – Cheryl provided information on a pilot project with the Grays Harbor Transit Authority. She noted that in our Grays Harbor libraries the public will be able to purchase bus passes. The Grays Harbor Transit Authority has limited open hours to sell passes and this collaboration will provide access to more people and as well as bring people into the libraries. Cheryl noted that this would be the first program of its kind across the nation and is very excited about this partnership opportunity. An interlocal agreement will be presented to the Board of Trustees at the July meeting.
 - b. Staff Organizational Survey – Cheryl reported that it is time to start the review and discussion on the employee survey and form a sub-committee. She noted that Trustees Varness and Hardy have been on the sub-committee the past few years and asked if they would like to continue. Trustee Varness asked if any other trustees would like to serve on the committee and Trustee Connolly shared that she would.

After a short discussion, it was decided that Trustees Hardy and Connolly would work with the Library Director and Human Resource Manager on the survey questions and bring to the Board for final review.

- c. City of Raymond Annexation – Informational – Cheryl reported that the City of Raymond is interested in annexation and she along with key staff met with the Mayor to discuss the cities interest in placing the annexation on the ballot in the fall. Rick Homchick stated that he also wanted to inform the Board that TRL might be stepping into a levy buyback situation if the City of Raymond votes to annex. The Board asked some clarifying questions and asked Rick to provide additional information when available.

13. Unfinished Business

- a. Grays Harbor Hospital District #2 Memorandum of Understanding (MOU) – Cheryl reported that she and Rick Homchick met with Diane Locke and Mike Braaten of the Washington State Department of Revenue to discuss the draft MOU for the possible levy buyback in Grays Harbor County. Both Mike and Diane were able to respond to questions from Cheryl Heywood and Trustee Connolly. Cheryl noted that we are the first to meet with them and the Department of Revenue appreciated the early preparation and communication. Cheryl asked for a motion to approve the MOU which will allow TRL to begin negotiating with the parties involved.

15 – 32 – STEPHEN HARDY MADE A MOTION TO APPROVE THE LIBRARY DIRECTOR TO SIGN AND EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN TIMBERLAND REGIONAL LIBRARY AND THE GRAYS HARBOR HOSPITAL DISTRICT #2. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

14. Committee Reports

- a. Budget Committee – Stephen Hardy shared that the Budget Committee met and reviewed the external factors of the budget planning process. He noted that everything is familiar with no surprises and he appreciated the quality of the report.
- b. Facilities Committee – Corby Varness

- a. Morton Kiosk Agreement – Trustee Varness asked for a motion to approve the kiosk agreement. She shared that verbiage to allow programming at a kiosk has been added.

15 – 33 – EMMETT O’CONNELL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN AND EXECUTE THE MORTON KIOSK AGREEMENT BETWEEN TIMBERLAND REGIONAL LIBRARY AND CENTRALIA COLLEGE. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Amanda Park Update – Corby shared that the Facilities Committee has had many in-depth conversations about the Amanda Park library, the walkway and ADA projects, as well as exploring alternative services. She would like to open the topic up one last time for discussion as we are possibly looking at a cost to repair the Amanda Park library at roughly \$450,000, and want to make the best decisions on how we use our resources at this time. She opened the floor for discussion and numerous questions and clarifications were made. Cheryl shared that staff have been working to schedule meetings with the Quinault Tribe and the Lake Quinault School district to explore the possibility of a partnership between the entities and TRL. She noted that the August Board meeting is in Amanda Park so there might be an opportunity to speak with them at that time. After a lengthy discussion, the Board decided to send the topic back to the Facilities Committee for continued review.

- c. Policy Approval - Corby Varness

- i. Building Fund Policy - Minor edits; changed to a 5-year review date.

15 – 34 – STEPHEN HARDY MADE A MOTION TO APPROVE THE BUILDING FUND POLICY AS PRESENTED. EMMETT O’CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- ii. Naming Policy – Minor edits; changed to a 5-year review date.

15 – 35 – STEPHEN HARDY MADE A MOTION TO APPROVE THE NAMING POLICY AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. Facilities Policy – Major rewrite; changed to a 5-year review date.

15 – 36 – REGINA KING MADE A MOTION TO APPROVE THE FACILITIES POLICY AS PRESENTED. REBECCA CONNOLLY SECONDED. MOTION APPROVED UNANIMOUSLY.

- iv. Service Point Analysis – Alternative Delivery Services – Corby shared that the Facilities Committee discussed alternative delivery services and what a service point analysis would look like. She stated there was discussion on how to measure the need for alternative services such as mobile, book drops, and kiosks and how to meet the needs of the rural and underserved areas as well as the urban and over populated areas. There was a lengthy discussion with suggestions from the Board on ways to measure what kind of services are needed, how and if our current services are meeting the needs, and alternative ways to provide services. Corby asked the trustees to think about this issue as there will be ongoing questions brought to the Board.

- 16. Final Board Comments – Trustee Hardy shared that he is grateful for the hospitality of the Shelton Library Manager and staff. Trustee King also thanked the Shelton staff for their hospitality, and specifically Blake Bresnahan for helping her get ready for the meeting tonight as she was needing to print and read some items beforehand. She really appreciates everything the staff do and how helpful they are. Trustee Hall wanted to clarify an inaccuracy made in public comment when the speaker called the Shelton Library Manager a Director. He stated that we only have one Director and that is Cheryl. The correct title should be Manager. Trustee Varness shared that she is very excited about the Summer Reading Program theme this year. She has been amazed to see the large number of sign-ups. She was in the library on the first day of sign-ups and it was incredible seeing all the kids that were coming in. It was fabulous!

President Blanton shared that he enjoyed tonight's lively conversation and meeting. The long drive was worth it.

16. Future Agenda Items – Trustee Hardy stated that he thought it would be helpful to have a representative from the Department of Natural Resources invited to a meeting to provide deeper information on how timber revenue is generated. Cheryl stated that she would talk with Lisa Anderson about possibly attending a meeting in October. Trustee O'Connell asked if we need a policy on the sales of non-library items as we begin working with the Grays Harbor Transit Authority on selling bus passes in the Grays Harbor libraries. Cheryl stated that she would talk to legal counsel for a recommendation and provide an update next month.

17. Executive Session – None.

18. Adjournment – At 9:14 pm, with no further business, President Blanton adjourned the meeting.


Hal Blanton, President


Cheryl Heywood, Secretary