



BOARD OF TRUSTEES MEETING  
Amanda Park Timberland Library  
6118 US Highway 101  
Amanda Park, WA 98526  
Wednesday, August 26, 2015  
5:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Stephen Hardy, Regina King, and Rebecca Connolly.

STAFF PRESENT: Cheryl Heywood, Gwen Culp, Ellen Duffy, Rick Homchick, Bill Wilson, Jeff Kleingartner, Walter Bracy, Allison Grubbs, Jenny Grenfell, and Brenda Lane; recorder.

President Blanton welcomed everyone to Amanda Park and called the Regular Board meeting to order at 5:00 pm.

AGENDA ITEMS

1. Library Manager Allison Grubbs led the pledge of allegiance.
2. Welcome and Introductions - Board members, staff, and the public.  
President Blanton welcomed everyone to Amanda Park.
3. Approval of Agenda.

15-45 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. CORBY VARNESS SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – None.
5. Public Comments – None.
6. Welcome and Focus on the Library – Library Manager Allison Grubbs thanked everyone for coming to Amanda Park and shared some statistics of the Amanda Park library at a glance. She highlighted that 7,359 items have been checked out, 4,437 people have visited the library, and there have been 515 computer bookings with 302 hours used so far in 2015. She noted that programming has been pumped-up with new offerings coming this fall such as a Manga Club, Movie Date Nights, LEGO Master Builders, Memoir Writing Workshop, Family Storytimes, and a PageTurners Book Club. Very exciting things are happening!
7. Board Comments – All the trustees shared that they are excited to be here. The library looks great and the area is beautiful.
8. Director’s Report - Cheryl Heywood
  - a. In addition to her written report, Cheryl shared additional news going on throughout the district. She announced that many TRL staff attended Nancy Sawyer’s memorial service. Mountain View staffer Mary Profitt spoke beautifully about Nancy and her career with TRL. Trustees Hal Blanton and Regina King also attended, as well as many former TRL staff.

Cheryl highlighted that she attended a Business Breakfast Forum hosted by the Lacey library this month. It was filmed by TCTV and will be posted on the TRL YouTube channel. She noted recent retirement announcements at the Service Center and thanked Mike Potts for 26 years of service and Gwen Culp for over 20 years of service. She also welcomed Lora Boone, the newly hired Training and Staff Development Coordinator, and congratulated Donna Feddern, Olympia Library Manager who has accepted the position of Tumwater and Tenino Library Manager starting September 8. She announced that all libraries will be closed on September 16, 2015 for All Staff Training Day (ASTD). She also handed out some promotional materials to the Board including a map of Lewis County, a postcard sent out to let patrons know about the Nisqually Kiosk closure, and an informational brochure on the possible Raymond annexation.

- b. Timberland Regional Library Foundation (TRLF) – Cheryl shared that the TRLF has announced that as of December 31, 2015, they will be disbursing remaining funds to Timberland Regional Library and will cease operations. Cheryl thanked the TRLF Board members for their dedication and work on behalf of TRL.
  - c. Library in the Park Report – Allison Grubbs reported that this year’s Library in the Park numbers are a little lower than previous years but overall the program was a great success. She noted that before school ended, staff made visits and signed up kids for Summer Reading and also talked about the Library in the Park program. Staff passed out Frisbees to kids, did super hero crafts, and fed both the bodies and the minds of lots of local children.
  - d. Statistics and 2015 Action Plan Review – Cheryl asked if there were any questions from the information passed out at the last Board meeting. Trustee Varness commented that in general there was an overall reduction in the checkout of materials and wondered if it was due to electronic options.
  - e. Comparison of WCIF and AWC Benefits Reports – Cheryl asked if there were any questions or comments from the information provided last month, and there were none.
- 9. Financial Report – Rick Homchick presented the financial report.
  - 10. Voucher Report – Rick Homchick presented the voucher statements.
  - 11. Consent Agenda - Motion for approval.
- 15-46 – BOB HALL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE JULY 22, 2015 BOARD MEETING; AUGUST SURPLUS LIST; PAYROLL VOUCHERS #58589 THROUGH #58619 IN THE AMOUNT OF \$1,251,731.31; OTHER VOUCHERS #22616 THROUGH #22875 IN THE AMOUNT OF \$508,118.91. EMMETT O’CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.
- 12. New Business – None.
  - 13. Unfinished Business – None

14. Committee Reports

- a. Facilities Committee – Trustee Varness shared that the Facilities Committee met and heard status information on the following items:
  - i. Grays Harbor Transit Bus Passes – TRL staff will be meeting with Ken Mehin and his staff on September 14. A soft opening is planned for November 1, 2015.
  - ii. Raymond Annexation – Talks continue with the city of Raymond regarding an annexation vote in November. The Communications department provided 600 brochures to local residents on what an annexation to TRL means for the city of Raymond. Cheryl also noted that the Raymond library received a \$5000 donation towards an ADA door.
  - iii. Amanda Park Walkway – Discussion continues about the next steps with the walkway and ADA issues. She noted that staff has met with the Quinault School Superintendent, the Quinault Nation President, and Board and staff toured the school library tonight before the meeting.
  - iv. Hawks Prairie Kiosk Location – So far all the locations we have looked at are unable to house a kiosk so we will continue to look for locations in the Hawks Prairie area.
  - v. Morton Kiosk Programming – Last month the Board approved a change in policy to allow programming at kiosk locations. Centralia College staff and local library managers will work together to see if programming is wanted and feasible at the Morton kiosk which is located on the Centralia College East campus.
- b. Staff Survey Committee – Cheryl shared that the committee met to go over the proposed questions and decided to use a four-point rather than a five-point scale. The survey will run from September 2-19 on SharePoint for staff to complete. After a brief conversation about the four-point vs. the five-point scale, Trustee O’Connell made the following motion.

15 – 47 – EMMETT O’CONNELL MADE A MOTION TO APPROVE THE STAFF SURVEY QUESTIONS AS PRESENTED. CORBY VARNESS SECONDED. MOTION APPROVED UNANIMOUSLY.

16. Final Board Comments – Trustee Varness shared that she is glad to be in Amanda Park. It is so beautiful here and it is important to have a library in this community. President Blanton shared he attended Nancy Sawyer’s memorial service and he appreciated all the staff turn-out. It was very gratifying to see staff knowing how important TRL was to her. We touch people’s lives in a way that he had never considered before serving on the Board of Trustees, and coming from a small community, it was very nice to see.

16. Future Agenda Items – None.

17. Executive Session – At 5:56 p.m., President Blanton called for an Executive Session to discuss negotiations and a personnel update. He announced the Board would meet for approximately 30 minutes.

At 6:26 p.m., President Blanton called the meeting back to order.

18. Adjournment – At 6:26 p.m., with no further business, President Blanton adjourned the meeting.



Hal Blanton, President



Cheryl Heywood, Secretary