



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd. SW
Tumwater, WA 98501
Wednesday, December 16, 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, Ellen Duffy, Rick Homchick, Walter Bracy, Jeff Kleingartner, Kristine Tardiff, Ryan Williams, Josh Jordan, Felicia Wilson, Allison Grubbs, and Brenda Lane; recorder.

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

AGENDA ITEMS

1. Regina King led the pledge of allegiance.
2. Welcome and self-introductions of Board members
3. Approval of Agenda.

15-61 – CORBY VARNESSE MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. REBECCA CONNOLLY SECONDED. MOTION PASSED UNANIMOUSLY.

4. Amanda Park Presentation – Matt Inpanbutr of SHKS Architects joined the meeting via telephone and shared the project scope with the Board.

Matt talked about the site access and ADA issues that need to be corrected as well as the initial study of the needs of the project. He provided information on the ramp, the conditions of the rotting wooden support posts, described the lowering of the building without major excavation, and the costs associated with a project of this scope and location. Cheryl thanked Matt for his participation and noted that continued discussion will take place later in the agenda.

5. Public Comments – None.
6. Board Comments – Trustee Varness thanked President Blanton for his leadership this year and commended him on what a good job he did. Trustee King also thanked President Blanton for setting us up for great things including working well together this year. Trustee Hardy noted two things – the library is in really good shape with good leadership, staff, and Board, and he is grateful that 2015 was a good year. He also noted that he is proud of the place that public libraries hold in America, what they stand for, and their role in his hometown of Shelton. Trustee O’Connell commented that he too was happy with how well things have gone this year. Everyone did a good job in their roles, continued and built great relationships with staff and Administration - it was just a really good year. Trustee Hall shared that he missed the last meeting due to illness, but watched the meeting on the website and it worked great.
7. Director’s Report - Cheryl Heywood

Cheryl shared that Trustee King is up for re-appointment and she has been notified by the Lewis County Commissioners that they will be opening her position to the public for applications. She has talked with Trustee King who does not plan to re-apply. She shared that Ryan Williams has submitted proposals to present on Timberland Writes Together and Timberland Reads Together at the ALA (American Library Association) and WLA (Washington Library Association) conferences and has been accepted. Congratulations Ryan. The first round of interviews for the Youth and Family Services Coordinator take place on December 18 and there are 15 staff on the hiring committee. She noted that Aberdeen has received a \$20K Laird Norton grant, the Mock Caldecott workshop took place this month, and she spoke to 400 teenagers at Washington Business Week on the Centralia College campus. She passed out USB bracelets loaded with TRL information, resources, and spoke about how to access business courses through Learning Xpress and other on-line

resources TRL offers. Trustee Hall asked IT Manager Josh Jordan if there had been any thoughts on requests in this year's staff survey to use another search engine instead of the current Internet Explorer. Josh reported that Gwen had been working on this prior to her retirement and Computer Services should have something to push out to staff soon. He noted that we will be moving to Google Chrome.

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

15-62 – EMMETT O'CONNELL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE NOVEMBER 18, 2015 BOARD MEETING; PAYROLL VOUCHERS #52612 THROUGH #52629 IN THE AMOUNT OF \$2,373,874.08; OTHER VOUCHERS #23629 THROUGH #23864 IN THE AMOUNT OF \$1,269,208.95. REBECCA CONNOLLY SECONDED. MOTION PASSED UNANIMOUSLY.

11. New Business – President Blanton noted that items 12b-f will be postponed until the December 29, 2015 Special Meeting as we are waiting for additional information to complete the levy calculations for 2016.
 - a. Adoption of final 2016 Budget – Resolution #15-011 – Rick Homchick presented the final 2016 Budget and asked for approval.

15-63 – BOB HALL MADE A MOTION TO APPROVE RESOLUTION #15-011 ADOPTING THE 2016 ANNUAL APPROPRIATED BUDGET. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Resolution #15-012 adopting the 2016 increase of the actual levy amount from 2015 – Postponed to 12/29
- c. Resolution #15-013 certifying the tax levy amount, population and rate for the 2015 property tax levy for 2016 collections – Postponed to 12/29
- d. Resolution #15-014 setting the non-resident borrower fee for 2016 – Postponed to 12/29

- e. Resolution #15-15 cancelling warrants not presented within one year of the date of their issue – Postponed to 12/29
- f. Resolution #15-016 finding substantial need for using the limit factor under Chapter 84-55 RCW and increasing the regular property tax levy on taxable property with the District about the percentage change in the implicit price deflator – Postponed to 12/29
- g. Election of Officers – President Blanton noted that as Trustee King was President-elect and she is not being re-appointed, the Board must nominate the most senior member who has not served as President. After a brief discussion, Trustee O'Connell nominated Trustee Connolly to serve as President for 2016. Trustee Connolly agreed to accept the nomination but wanted to go on record that if any items of TRL business were to conflict with her professional position such as legislative ethics or advocacy, she would have to defer to the President-elect for those items of business. After a brief discussion, it was agreed that Trustee Connolly's request could easily be accommodated.

15-64 – BOB HALL MADE A MOTION TO ELECT REBECCA CONNOLLY AS 2016 PRESIDENT AND STEPHEN HARDY AS PRESIDENT-ELECT. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- h. 2016 Meeting Schedule Approval – The 2016 meeting locations and dates were presented. After review, and a brief discussion on alternate meeting times, there was agreement that keeping the majority of the meetings at 7:00 pm was more beneficial to the public. Trustee Varness asked to revisit the topic of earlier meeting times for next year.

15-65 - BOB HALL MADE A MOTION TO ACCEPT THE 2016 MEETING SCHEDULE AS PRESENTED. REBECCA CONNOLLY SECONDED. MOTION APPROVED UNANIMOUSLY.

- i. 2016 Committees and Assignments – Trustee O'Connell suggested adding a new committee that would meet as needed. He stated that as a member of the Facilities Committee, there are items for discussion or review that would be better suited for a finance or general committee. After a short discussion, it was decided that an Executive Committee will be added and the Chair of each standing committee will serve as a

representative. All members agreed to continue on their current committees for 2016.

15-66 – BOB HALL MADE A MOTION TO ACCEPT THE COMMITTEE STRUCTURE AND ASSIGNMENTS AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

Break

At 8:10 p.m. President Blanton called for a 20 minute break.

At 8:22 p.m., President Blanton called the meeting back to order.

12. Unfinished Business – None.

13. Committee Reports

- a. Facilities Committee – Corby Varness opened the floor for discussion on the Amanda Park Library project at which time Cheryl Heywood provided some current statistics on library use. With staff outreach, there has been a 68% increase in new library cards, numerous events and programs, and an increase in circulation. She also wanted everyone to be aware as they are discussing the approval of moving the project forward that the Quinault School District is 100% free and reduced lunch. Trustee Varness noted that there has been some discussion with the Superintendent of moving the library to the Quinault School but the Board really would like to see the library remain in the current location.

It was also shared that TRL has received notification that funds from the Grays Harbor Community Foundation in the amount of \$30K and \$100K from Grays Harbor County have been earmarked for the project. A grant application for \$10K will be sent to the Quinault Tribe in January, as well as an application to the USDA for a potential \$10-15K. The total project cost is approximately \$451K and would need to start in June. If the project is approved, the Quinault School District would be contacted as a possible temporary location for the library during the building repair. Bill Wilson also mentioned that TRL would do other planned projects during this time such as carpet replacement and painting. Trustee Varness made a recommendation to the Board to approve the Amanda Park project and authorize bidding procedures begin.

15-67 – CORBY VARNES MADE A MOTION TO AUTHORIZE BIDDING PROCEDURES ON THE AMANDA PARK ADA ACCESS UPGRADES PROJECT AS PRESENTED BY SHKS ARCHITECTS. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Intergovernmental Agreement with Fire District #3 – Trustee Varness reviewed the numerous locations that have been contacted as a possible location for a book drop to replace the Hawks Prairie kiosk that was removed last year. After many conversations and site reviews, an agreement with the Lacey Fire District #3 will allow TRL to place book drops on their property. All agreed that it is an acceptable solution at this time.

15-68 – REGINA KING MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE, EXECUTE AND DELIVER AN AGREEMENT WITH THE LACEY FIRE DISTRICT #3 AN AGREEMENT FOR THE PLACEMENT AND USE OF LIBRARY BOOK DROPS. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- c. 2016 City of Raymond Contract for Library Services Extension – Rick Homchick explained that this is authorization to negotiate an interlocal agreement to extend the receipt of payment for services for up to three years.

15- 69 – BOB HALL MADE A MOTION TO AUTHORIZE NEGOTIATION, BUT NOT THE EXECUTION OR DELIVERY, BY THE LIBRARY DIRECTOR WITH THE CITY OF RAYMOND FOR AN INTERLOCAL AGREEMENT EXTENDING THE RECEIPT OF PAYMENT FOR 2016 LIBRARY SERVICES UP TO THREE YEARS. REGINA KING SECONDED. MOTION APPROVED UNANIMOUSLY.

- d. City of Morton – Service Point Analysis – Informational Only – Cheryl shared that there has been a request from the Morton Friends to provide full library services in Morton. The Friends would like to commit to a two-year agreement to fund the building space/rent/utilities through funds that they would raise. Cheryl noted that TRL is a union environment and we cannot approve this request without a long-term agreement. It was also noted that Rick Homchick reviewed the previous Service Point Analysis (SPA) for the City of Morton and the factors have not changed. A SPA is formula that is used to determine the type of library services needed in a community.

- e. Small Business Administration Memorandum of Understanding (MOU) – Information Only – The MOU between TRL and the Small Business Administration was shared as an informational item only.

14. Final Board Comments – Trustee Varness shared her appreciation to Trustee King for her service to the Board. Trustee King thanked the Board and shared that serving on the Board has been a fantastic experience for her. TRL has taught her so much and she is so proud to have had the opportunity. Trustee Connolly stated that this has been a big year, she has learned a lot and how much work the staff does as the Board asks a lot of tough questions. She said that there was phenomenal work done on the budget, and she also agreed with Trustee King that in reflection, she too has learned a lot and she will miss working with her. Trustee O’Connell echoed the comments from the group, and appreciates the ability to ask questions, and deeper thinking on topics such as Amanda Park. He would still like to talk about an approach to the North Beach area, and knows the Board can come up with some creative options. Trustee Hall also shared his appreciation of working with Trustee King. He shared kudos with President Blanton for a job well done. President Blanton shared his appreciation of Trustee King’s service and wishes her well in the future.

15. Future Agenda Items – None.

16. Executive Session – At 8:48 p.m., President Blanton called for an Executive Session to complete the Library Director’s evaluation and announced it would last approximately 15 minutes.

At 9:01 p.m., President Blanton came out of Executive Session and announced to the audience that the Board would need an additional 15 minutes.

At 9:15 p.m., President Blanton notified the audience that the Board had completed their discussion and called the meeting back to order.

17. Unfinished Business

15-70 – BOB HALL MADE A MOTION TO OFFER THE DIRECTOR A SIMILAR CONTRACT TO LAST YEAR WITH CHANGES TO THE ANNUAL INCREASE TO 3%, UNDER SECTION 2 THE ADDITION OF TWO PERSONAL DAYS – TO

A TOTAL OF 4 PERSONAL DAYS, AND THE AMENDMENT TO INCLUDE THE CHANGE TO TWICE A MONTH PAYDAYS.

Trustee Hardy shared that after evaluation of Director Heywood's performance, the consensus of the Board is that TRL is healthy financially and we have a competent, passionate leader and the motion reflects that.

CORBY VARNESS SECONDED. MOTION APPROVED UNANIMOUSLY.

18. Adjournment –At 9:20 p.m., with no further business, President Blanton adjourned the meeting.



Hal Blanton, President

Cheryl Heywood, Secretary