



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd. SW
Tumwater, WA 98501
Wednesday, January 27, 2016
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Stephen Hardy.

STAFF PRESENT: Cheryl Heywood, Ellen Duffy, Walter Bracy, Jeff Kleingartner, Kristine Tardiff, Ryan Williams, Josh Jordan, Ryan Williams, George Banks, and Brenda Lane; recorder.

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

AGENDA ITEMS

1. Hal Blanton led the pledge of allegiance.
2. Welcome and self-introductions.
3. Approval of Agenda.

16-01 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. CORBY VARNESSE SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – Cheryl shared a thank you note from Barbara Lewis, retired TRL employee who is a volunteer at the Toledo Community

Library where TRL has a kiosk. She expressed her gratitude to the TRL Couriers for their service and dedication.

5. Public Comments – Jonah Cummings, a local citizen, addressed the Board and asked them to consider an independent audit after reading about former Business Manager Rick Homchick in The Olympian. He noted that Mr. Homchick allegedly spent tens of thousands of dollars on prostitutes and the public and patrons would like to know that no library funds were involved. An audit will show the public that TRL has strong quality assurance and controls. President Connolly thanked Mr. Cummings for his comments.
6. Board Comments – Trustee Varness commented that she is very impressed with the Youth Refresh project and new AWE stations. She has had a great time seeing the new interactive toys arrive in the libraries as well as the AWE stations – they were a lot of fun to play with! Everything is so bright and colorful, and make such an impact in the libraries. Trustee Blanton shared that he loves his Packwood community and whenever he is out and about, someone has something nice to say about the library. It is nice to be part of a well-run organization that the public acknowledges in such a positive manner. President Connolly wanted to publically acknowledge and thank staff involved in keeping the library running smoothly and taking all the correct steps during the recent Business Manager issue. Staff have been steady and professional. She recognized Ellen Duffy for her many years of service as the Youth Services Coordinator for TRL. It has been delightful to see what is going on in our communities for youth and families and Ellen has been a true leader and inspiration to us all.
7. Director's Report - Cheryl Heywood

Cheryl thanked Ellen Duffy and Carole Watson for their long service to Timberland and youth of our libraries. She noted that Kendra Jones has been hired to fill Ellen's position and will start on February 16. Cheryl shared that we have received the 30K check from The Grays Harbor Community Foundation Grant for the Amanda Park project. She also noted that we have received a formal notification from Grays Harbor County that they are giving us an additional \$150K towards the Amanda Park project which makes a total of \$250K from Grays Harbor County. Cheryl noted that the Business Manager position is vacant and will be advertised soon and there will be no financial report this month due to the

vacancy. She shared that TRL will participate in the Impact Survey again this year. The survey runs from February 1-29. She noted that tonight the Board received the statistics for review. She asked everyone to review and come back next month with any questions or comments. She noted the deeper analysis regarding open hours can be found on pages 7-9.

At this time, Trustee Hall asked Cheryl to respond to the earlier public comment suggesting that TRL hire an independent auditor to review our financials due to the recent article in The Olympian regarding the TRL Business Manager. Cheryl shared that today she and Walter Bracy met with staff from the Washington State Auditor's office to talk about a financial audit and will provide updates to the Board when information is available. Trustee Varness commented that she is happy to see the statistics and is excited to review them in detail. Cheryl commended Lisa Bailey for her consistently great work gathering the statistical information.

8. Financial Report – No report was presented. It will be available at the February meeting.
9. Voucher Report – The voucher statements were presented. No questions at this time.
10. Consent Agenda - Motion for approval.

16-02 – CORBY VARNESSE MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE DECEMBER 16, 2015 BOARD MEETING; MINUTES OF THE DECEMBER 29, 2015 SPECIAL MEETING; PAYROLL VOUCHERS #58699 THROUGH #58719 IN THE AMOUNT OF \$1,232,050.29; OTHER VOUCHERS #23865 THROUGH #24116 IN THE AMOUNT OF \$816,306.02. EMMETT O'CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

11. New Business – Cheryl Heywood noted action items 11a-e are in relation to the vacancy of the Business Manager position. She is asking for approval that will allow her to remove unauthorized signers from our financial accounts with Key Bank and Thurston County and add herself and Kristine Tardiff until a new Business Manager can be hired. She will come back to the Board to add the new Business Manager at a later date.
 - a. Resolution #16-001 Designating Authorized Signers for the Local Bank Depository Signature Cards

16-03 – EMMETT O’CONNELL MADE A MOTION TO APPROVE RESOLUTION #16-001 DESIGNATING AUTHORIZED SIGNERS FOR THE LOCAL BANK DEPOSITORY ACCOUNTS AND SIGNATURE CARDS. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Add/Remove Authorized Signers for the Thurston County Authorized Signature List

16-04 – EMMETT O’CONNELL MADE A MOTION TO ADD/REMOVE AUTHORIZED SIGNERS FOR THE THURSTON COUNTY AUTHORIZED SIGNATURE LIST. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- c. Add/Remove Authorized Signers for Key Bank Flexible Spending Account

16-05 – EMMETT O’CONNELL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO ADD AUTHORIZED SIGNERS AND REMOVE UNAUTHORIZED SIGNERS FOR THE FLEXIBLE SPENDING ACCOUNT WITH KEY BANK. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

- d. Add/Remove Authorized Signers for Key Bank Library Warrants Account

16-06 – CORBY VARNESSE MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO ADD AUTHORIZED SIGNERS AND REMOVE UNAUTHORIZED SIGNERS FOR THE LIBRARY WARRANTS ACCOUNT WITH KEY BANK. EMMETT O’CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- e. Asking for authorization for the Library Director for a one-time exception to sign, execute, and deliver a sole source contract with Robert Half not to exceed \$50,000 for temporary employment services.

16-07 – BOB HALL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR A ONE-TIME EXCEPTION TO SIGN, EXECUTE, AND DELIVER A SOLE SOURCE CONTRACT WITH ROBERT HALF PROFESSIONAL SOLUTIONS NOT TO EXCEED \$50,000 FOR TEMPORARY EMPLOYMENT

SERVICES. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

12. Unfinished Business

- a. 2016 Meeting Schedule Revision – Cheryl presented the revised schedule and noted that Centralia and North Mason have switched dates for 2016.

16-08 – CORBY VARNESSE MADE A MOTION TO AMEND THE 2016 MEETING SCHEDULE AS PRESENTED. EMMETT O’CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

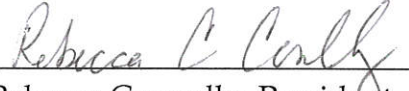
- b. Open Hours – Information presented for review. Discussion next month.
 - c. Amanda Park Update – Bill Wilson shared that SHKS Architects are working on the final drawings and have presented the preliminary schedule in preparation for Request for Proposal (RFP). Cheryl noted that Administration has had a cursory conversation with the Superintendent of the Lake Quinault School District about using the school as a temporary library during the construction and they seem agreeable. A memorandum of understanding and additional details still need to be discussed.
14. Final Board Comments – Trustee Blanton mentioned that he would like to follow-up to earlier comments about how well everything is going at TRL. He knows that there has been a major shake-up in the Business Office but things are still moving forward, staff getting paid and bills being taken care of. He commended staff and the organization for continuing to keep doing great work. Trustee Varness shared that she is thinking about attending the American Library Association conference in Spokane. She thanked Ellen Duffy for her service to Youth Services staff, youth and families, and the district and wished her a fantastic retirement. Trustee O’Connell shared his appreciation with staff on their continued hard work. President Connolly noted that she is impressed with how everything is being handled and that we have policies and procedures in place. She knows that staff are looking at new ways to continue improvement and opportunities to grow and learn.

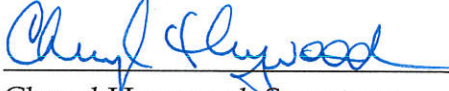
15. Future Agenda Items – Next month:

- 2015 State of the Library report
- 2015 Action Plan Final report
- 2016 Action Plan for review
- Open Hours and Statistics

16. Executive Session – No call for Executive Session.

17. Adjournment –At 7:43 p.m., with no further business, President Connolly adjourned the meeting.


Rebecca Connolly, President


Cheryl Heywood, Secretary