



BOARD OF TRUSTEES MEETING  
Administrative Service Center  
415 Tumwater Blvd. SW  
Tumwater, WA 98501  
Wednesday, February 24, 2016  
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: None.

STAFF PRESENT: Cheryl Heywood, Jeff Kleingartner, Kristine Tardiff, Ryan Williams, Josh Jordan, Kendra Jones, George Banks, Betsy George, 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. Corby Varness led the pledge of allegiance.
2. Welcome and self-introductions.
3. Approval of Agenda.

16-09 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – Cheryl shared a thank you note from Valley View Medical Center in Lewis County thanking TRL for their continued support to the community with classes, support to clients, and tax forms.
5. Public Comments – Brian Shay, City Administrator, City of Hoquiam addressed the Board and asked for support to help complete the refurbishment and updating of the Hoquiam Timberland Library which is owned by the City. He stated that they have received a grant of over \$700K from the Department of Commerce, but they have numerous large costs with the project including a new roof and HVAC. They are looking for additional grant funds, but would like TRL to forgive approximately a \$112K loan balance that the City owes TRL. Brian stated that this would be a way for TRL to contribute to the project as it is the heart and soul of downtown Hoquiam.
6. Board Comments – Trustee Hardy thanked Shelton Library Manager Patty Ross who is leaving at the end of the month for a new position with the Puyallup Library. He stated that he appreciated her contributions in Shelton and he wishes her well. Trustee O’Connell noted that he would like to see us respond to the City of Hoquiam and Brian Shay’s request at the March Board meeting. Trustee Hall shared that he is always impressed by the amount of work that gets done in a month. When he reads all the reports, he is always amazed at the work being done. Both Trustee Varness and President Connolly agreed with Trustee Hall, and they too are always impressed with everything that gets done in a month.
7. Director’s Report - Cheryl Heywood

2015 - State of the Library - Cheryl presented the 2015 state of the Library Report which can be found on our website under Board documents.

Cheryl welcomed Kendra Jones, Family and Youth Services Coordinator and asked her to share her bio with the Board. Kendra noted that she is very excited to be at TRL, and has been learning the ropes and visiting libraries and staff in her first few weeks onboard. Cheryl noted that Brian Zylstra has been appointed as our new Lewis County Trustee and will join us next month in Centralia for his first meeting. She is meeting with him for a trustee orientation meeting on March 1. The Washington State Auditors have been here all week for an accountability audit requested by TRL. We will have an exit interview in the next few weeks and the Board will be invited to attend. Cheryl shared that the Grays Harbor County

Commissioners voted to approve \$250K of I-9 grant funds towards the Amanda Park ADA/Repair project. During the repair, the Lake Quinault School District has agreed to let us temporarily move into the school library to provide services. Staff are working on an MOU and a timeline.

The Business and Finance Manager job posting closed on February 29. The first interviews scheduled for March 10. Finally, Cheryl noted that the Library Group staffing model report will be presented for review next month, as well as the Leadership Development Program syllabus and timeline, and she reminded everyone that the invitations for the Friends and Board Forum will go out next week and require an rsvp.

8. Financial Report – The Financial Report was presented.
9. Voucher Report – The Voucher Report was presented.
10. Consent Agenda - Motion for approval.

16-10 – EMMETT O'CONNELL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE JANUARY 27, 2016 BOARD MEETING; FEBRUARY SURPLUS LIST, PAYROLL VOUCHERS #58722 THROUGH #58742 IN THE AMOUNT OF \$1,258,252.12; OTHER VOUCHERS #24117 THROUGH #24339 IN THE AMOUNT OF \$472,592.36. BOB HALL SECONDED. MOTION PASSED UNANIMOUSLY.

At 7:43 pm, President Connolly called for a break and announced the meeting would resume in 10 minutes.

At 7:53 pm, President Connolly called the meeting back to order.

11. Unfinished Business –
  - a. 2015 Action Plan Report – Presented for review. Back for discussion next month. Trustee Hardy noted that it is a great document and he finds it valuable.
  - b. Statistics – Cheryl asked if there were any comments from the report that was given last month. She noted that a few errors were noticed and corrected. The information on open hours are on pages 8-9. Trustee Varness noted that overall check-outs have decreased but downloadables have increased, which is expected and reflects national trends. President Connolly noted that this is a great way to make decisions by working with data and she is pleased to see the report.

12. New Business

- a. 2016 Action Plan – Will be presented next month for review.
- b. Elma Friends Agreement Approval – Cheryl asked for approval to sign an agreement with the Elma Friends clarifying their understanding in relation to the use, ownership, and disposition of personal property the Friends own and are in use at the Elma Timberland Library. According to TRL policy, the Friends must donate the items to TRL at which time they become the property of TRL. This agreement would replace the 2006 agreement.

16-11 - CORBY VARNESSE MADE A MOTION TO APPROVE THE AMMENDED AGREEMENT BETWEEN TIMBERLAND REGIONAL LIBRARY AND THE FRIENDS OF THE ELMA TIMBERLAND LIBRARY AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- c. Resolution #16-002 Authorization and Removal of Signers for U.S. Bank – Cheryl asked for approval to Gwendolyn Culp as a signer and add herself and Public Services Manager, Kristine Tardiff.

16-12 – EMMETT O'CONNELL MADE A MOTION TO APPROVE RESOLUTION #16-002 DESIGNATING CHERYL HEYWOOD AND KRISTINE TARDIFF AS AUTHORIZED SIGNERS FOR THE LOCAL BANK DEPOSITORY ACCOUNTS WITH U.S. BANK AND TO REMOVE GWENDOLYN CULP AS AN AUTHORIZED SIGNER. TRUSTEE BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

13. Committee Reports – None


14. Final Board Comments – Trustee Varness commended the new book bags for the Summer Reading Program – they are wonderful! Trustee Hardy noted that he looking forward to meeting the new Business Manager and thanked staff for how they have handled the challenges. President Connolly shared that she appreciated Cheryl's conference report and also knows that the last few months have been hard for staff and she appreciates the work by everyone.

15. Future Agenda Items – Next month:

- City of Hoquiam Request and Recommendation
- 2016 Action Plan

16. Executive Session – President Connolly called for any items for Executive Session, and hearing none, announced no Executive Session was needed.

17. Adjournment –At 8:17 p.m., with no further business, President Connolly adjourned the meeting.

  
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Rebecca Connolly, President

  
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Cheryl Heywood, Secretary