



BOARD OF TRUSTEES MEETING  
Centralia Timberland Library  
110 S Silver Street  
Centralia, WA 98531  
Wednesday, March 23, 2016  
7:00 pm

MINUTES

BOARD MEMBERS PRESENT: Rebecca Connolly, Bob Hall, Stephen Hardy, Corby Varness and Brian Zylstra.

BOARD MEMBERS EXCUSED: Hal Blanton, Emmett O'Connell.

STAFF PRESENT: Cheryl Heywood, Jeff Kleingartner, Kristine Tardiff, Felicia Wilson, Josh Jordan, Kendra Jones, Sue Verley, Susan Faubion, Elizabeth Squires, George Banks, Betsy George, and Brenda Lane; recorder.

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

AGENDA ITEMS

1. Brian Zylstra led the pledge of allegiance.
2. Welcome and self-introductions.

President Connolly welcomed newly appointed Trustee Brian Zylstra, Lewis county representative and asked him to say a few words. Trustee Zylstra stated that it is an honor to serve on the Board. He lives in Chehalis, has been a library supporter in many ways the past 15 years. A major highlight was serving on the Friends of the Chehalis Library/Board and helping fundraise for the Chehalis Timberland Library which is a highlight of the community.

3. Approval of Agenda.

16-09 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. CORBY VARNESSE SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – Cheryl shared a letter from Attorney Buzzard regarding the City of Morton.

5. Public Comments – None.

6. Board Comments – Trustee's Varness and Connolly both stated that they are happy to be in Centralia and extended a welcome to Trustee Zylstra.

7. Focus of the Library – Susan Faubion, Library Manager

Library Manager Susan Faubion welcomed everyone to Centralia and stated that she would like to focus on items not in her report. Susan spoke about the exciting things that are happening in the community and how innovative staff are in expanding the program offerings such as children with autism. She encouraged the Board to check out the Teen space upstairs while they are here and shared her excitement about the Youth Area remodel that is happening soon. She mentioned that Mayor Canaday is coming from another event and when she arrives, she would like to introduce her to the Board.

8. Director's Report - Cheryl Heywood

Cheryl reported on additional items not in her report. She shared that the Friends and Board Forums are scheduled for April 12 – Chehalis, April 16 – Lacey, and May 9 – Aberdeen and rsvp's are required. As a follow up she reported that we have purchased the Niche Academy which allows TRL to create tutorials on how to use services such as Mango, Overdrive, Freegal, or devices to download or stream our collection. Cheryl reported that the agreement between TRL and the Elma Friends has been signed and executed per Board approval. She spoke with Attorney Brian Snure regarding the possible impact with the city of Raymond for a levy buy back and received information that there will be no impact to TRL. She will be out of the office the week of April 4-8 attending the Public Library Association conference in Denver.

9. Financial Report – Betsy presented the financial report.

10. Voucher Report – The voucher statements were presented.

11. Consent Agenda - Motion for approval.

16-10 – CORBY VARNES MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE FEBRUARY 24, 2016 BOARD MEETING; PAYROLL VOUCHERS #58743 THROUGH #58766 IN THE AMOUNT OF \$1,257,196.97; EXPENSE VOUCHERS #24340 THROUGH #24572 IN THE AMOUNT OF \$496,311.53. BOB HALL SECONDED. MOTION PASSED UNANIMOUSLY.

At 7:37 p.m., President Connolly called for a break and notified the audience that the Board will reconvene in 20 minutes.

At 7:57 p.m., President Connolly called the meeting back to order.

12. Unfinished Business – Cheryl Heywood

- a. Approval to close Umpqua Bank Account in Winlock – Cheryl noted that we are asking for approval to close this account. The bank is charging a large monthly fee to use the account that keeps less than \$50 in the account and is used for library fines. Staff will instead send the locked bags via courier to the Business Office for deposit.

16-11 – BOB HALL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO CLOSE THE ACCOUNT AT UMPQUA BANK IN WINLOCK. COBRY VARNES SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Library Group Staffing Model Report – Informational - Cheryl noted that the Board has a copy of the report for review in their folders. She asked that it come back for discussion next month.

13. New Business

- a. Legal Counsel Contract Approval – Cheryl presented the contract for legal services with Craig Hanson and noted there are no changes from the current contract.

16-12 – STEPHEN HARDY MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN AND EXECUTE A CONTRACT FOR LEGAL SERVICES WITH CRAIG HANSON OF HANSON LAW SERVICES FOR 12 HOURS PER

MONTH FOR GENERAL LEGAL SERVICES FOR THE SUM OF \$1,800 PER MONTH, COMMENCING APRIL 1, 2016-MARCH 31, 2017. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Leadership Development Program – Cheryl shared the tentative syllabus and noted that 12 participants have been chosen. The first session is scheduled for April 14.
- c. 2016 Action Plan – Will be presented at the April Board meeting for review.

#### 14. Committee Reports

- a. Executive Committee – Rebecca Connolly
  - i. City of Hoquiam – President Connolly reported that there was an in-depth discussion regarding last month’s request from City of Hoquiam’s Administrator Brian Shay. Mr. Shay reported that they had received a \$700K grant to repair and refurbish the library and is requesting the Board to forgive a debt that the city owes TRL so that the city can use that money to complete the roof renovation at the Hoquiam Library.

Trustee Varness voiced that she would like to do something but is not sure of the amount. The consensus of the committee is to not forgive the debt and to keep the project separate from the debt. There was a suggestion that we allocate money out of the building fund towards the project. After a brief discussion, Trustee Varness noted that she had talked with Trustee O’Connell after the last Board meeting for his recommendation but does not want to speak for him. Trustee Varness suggested to give the city 10% of the cost for the repair or \$60K. After additional discussion, President Connolly asked if there was a recommendation or a motion.

16 – 13 – CORBY VARNESS MADE A MOTION TO GIVE THE CITY OF HOQUIAM \$60,000 TOWARDS THEIR PROJECT. STEPHEN HARDY SECONDED.

President Connolly called for discussion at which time there was agreement to amend the motion and table the vote until Trustee O’Connell and Trustee Blanton can weigh in on the topic next month. APPROVED UNANIMOUSLY.

- ii. Approval of Lease Agreement with Lake Quinault School District for temporary library use. Cheryl noted that the agreement has been reviewed by legal counsel and the school district and both are comfortable with the agreement.

16-15 – BOB HALL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN AND EXECUTE THE LEASE AGREEMENT WITH THE LAKE QUINAULT SCHOOL DISTRICT FOR TEMPORARY LIBRARY QUARTERS. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

At this time, President Connolly announced that Mayor Canaday had arrived and wished to say a few words. Mayor Canaday apologized for her lateness but had been attending a memorial service for a recent tragedy in the community. She welcomed everyone to Centralia and shared her appreciation for the library and all the services provided for the community.

15. Final Board Comments – Trustee Zylstra shared that he enjoyed his first meeting and meeting staff and fellow trustees.

16. Future Agenda Items – Next month:

- Hoquiam
- 2015 Action Plan Wrap Up
- 2016 Action Plan for review
- Library Group Staffing Model Discussion

17. Executive Session – No call for Executive Session.

18. Adjournment –At 8:30 p.m., with no further business, President Connolly adjourned the meeting.

  
Rebecca Connolly, President

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Cheryl Heywood, Secretary