



BOARD OF TRUSTEES MEETING

Lacey Timberland Library

500 College Street SE

Lacey, WA 98503

Wednesday, April 20, 2016

7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Bob Hall.

STAFF PRESENT: Cheryl Heywood, Jeff Kleingartner, Kristine Tardiff, Felicia Wilson, Josh Jordan, Kendra Jones, George Banks, Betsy George, Walter Bracy, Ryan Williams, Holly Paxson, and Brenda Lane; recorder.

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

AGENDA ITEMS

1. Emmett O'Connell led the pledge of allegiance.
2. Welcome and self-introductions.

President Connolly welcomed everyone to Lacey.

3. Approval of Agenda.

16-15 – EMMETT O'CONNELL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. STEPHEN HARDY SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – None.
5. Public Comments – None.
6. Board Comments – Trustee’s Varness commented that she was reviewing the 2015 Action Plan before the meeting and she really appreciates all the work that goes into the document and is very impressed by the work that staff has done. President Connolly noted that she attended the Boards and Friends Forum on Saturday in Lacey and noted that she really enjoyed the forum, hearing all the ideas and seeing the energy that everyone had.
7. Focus of the Library – Holly Paxson, Library Manager

Library Manager Holly Paxson welcomed everyone to Lacey and shared that she would like to focus on some additional items not in her written report. Holly provided information on the Read it and Eat it program and how much everyone likes it and shared that in May-June, Lacey staff has been invited to promote the Summer Reading Program to all 13 elementary schools in the area! She said this is the first time that they have been able to visit all 13 schools and staff is very excited.
8. Director’s Report - Cheryl Heywood

Cheryl reported on additional items not in her report. Cheryl shared that she will attend the Washington Library Association (WLA) Conference along with 5 other staff who will be doing breakout sessions at the conference. Cheryl reviewed that last month was the first session of the 2016-17 TRL Leadership Development Program and guest presenter Terry Taylor talked about aspects of leadership and values. Other items included news that the Grays Harbor Transit bus panels advertising that bus passes are available at our Grays Harbor libraries are on the buses currently, the bridge agreement with the City of Raymond has been signed, and the application for the building permits have been submitted for Amanda Park. She also noted that the book drops for Lacey will be installed and ready to use by May 1 at Lacey Fire District stations 34 and 35. These book returns will replace the one at Hawks Prairie.
9. Financial Report – Betsy presented the financial report.
10. Voucher Report – The voucher statements were presented.
11. Consent Agenda - Motion for approval.

16-16 – EMMETT O’CONNELL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE MARCH 23, 2016 BOARD MEETING; PAYROLL VOUCHERS #58767 THROUGH #58791 IN THE AMOUNT OF \$1,244,122.50; EXPENSE VOUCHERS #24573 THROUGH #24812 IN THE AMOUNT OF \$475,086.26. HAL BLANTON SECONDED. MOTION PASSED UNANIMOUSLY.

At 7:39 p.m., President Connolly called for a break and notified the audience that the Board will reconvene in 10 minutes.

At 7:49 p.m., President Connolly called the meeting back to order.

12. Unfinished Business – Cheryl Heywood

- a. Library Group Staffing Model Report – Cheryl noted that she provided the summary last month and asked if there were any questions. There were some questions and comments from the Board and after a brief discussion, it was decided that for the next report we work to better understand the challenges such as what is working, the good and bad sides of the staffing issues, how we create a balanced service concept and a common set of metrics. President Connolly suggested that the metrics be 1-2 pages addressing key issues at a high level and there was agreement with the Board members to keep an eye on it.
- b. City of Hoquiam – Trustee Varness reported that at the February Board meeting, Hoquiam City Administrator Brian Shay asked TRL to forgive a debt that the City of Hoquiam owes TRL in a bridge agreement that still has 10 years left to pay. The request was discussed at the March Board meeting but was tabled.

At this time there was a call for discussion and Trustee O’Connell stated that he thinks back to Amanda Park and how he is always a fan of other service models in rural areas but understands the struggles of small/rural cities. He does not want to see TRL forgive the debt, but would like to support the request in some way. Trustees Varness and Blanton liked the idea of giving them money. After a lengthy discussion, Cheryl was asked to contact Brian and ask him what the money would be used for, the timeline of construction, when the money would be needed, and data to show what the money would be used for.

16 – 17 – EMMETT O'CONNELL MADE A MOTION TO TABLE THE DISCUSSION UNTIL THE NEXT MEETING. TRUSTEE VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

- c. Action Plan 2015 – The Action Plan was presented last month and back for review and discussion. Cheryl asked if there were any questions or comments. Trustees Varness, Connelly, and Hardy praised the work of staff and noted that the Action Plan is comprehensive and important in documenting staff efforts to fulfill our mission and values.
- d. Action Plan 2016 – Cheryl presented the 2016 Action Plan and asked for review and to bring back for discussion next month.

13. New Business

- a. Approval of Resolution #16-003 Designating Authorized Signers for the Local Depository Account at US Bank in Olympia was presented for review. Cheryl noted that this resolution reflects adding Eric Lowell who has been hired as the new Finance and Business Manager as a designated signer.

16-18 – EMMETT O'CONNELL MADE A MOTION TO APPROVE RESOLUTION #16-003 ADDING ERIC LOWELL AS A SIGNER TO THE LOCAL DEPOSITORY ACCOUNTS AT US BANK. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

14. Committee Reports

- a. Policy Committee – Trustee Blanton presented the following policies for review and approval.
 - i. Anti-Harassment Policy – After a review of the draft policy there was a lengthy discussion and a recommendation for staff to review the cited RCW 49.60.030 and Federal guidelines for definitions and accuracy and check that the correct statutes are cited, to re-review with legal counsel, and table the motion until next month.

16-19 – STEPHEN HARDY MADE A MOTION TO TABLE THE ANTI-HARASSMENT POLICY UNTIL NEXT MONTH. EMMETT O'CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

ii. Background Check Policy

16-20 – STEPHEN HARDY MADE A MOTION TO APPROVE THE BACKGROUND CHECK POLICY AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

iii. Chemical Hazard Policy– Informational only. Policy is up for review but we are not acting on it at this time. It will be moved into a procedure within a bigger facilities manual once we have a new Facilities Manager hired.

iv. Equal Opportunity Employment Policy

16-21 – STEPHEN HARDY MADE A MOTION TO APPROVE THE EQUAL OPPORTUNITY EMPLOYMENT POLICY AS PRESENTED. EMMETT O'CONNELL SECONDED.

President Connolly called for discussion. Trustee Hardy questioned if section 4 needs the same review with legal counsel as the Anti-Harassment policy does and after hearing information from staff asked to table the motion.

16-22 – STEPHEN HARDY MADE A MOTION TO TABLE THE EQUAL OPPORTUNITY POLICY. TRUSTEE ZYLSTRA SECONDED.

Trustee O'Connell spoke up that he would like to speak against the tabling of the motion and suggested that we add the veteran language back in as that is our prerogative and we can just add the word veteran or military veteran back in at which Trustee Zylstra suggested using eligible military veteran and seconded the new language and to approve the motion.

President Connolly called for a vote on the motion to table the policy. All members voted NAY.

16-23 – EMMETT O'CONNELL MOVED TO AMEND THE ORIGINAL MOTION TO APPROVE THE POLICY WITH THE CHANGE TO ADD

ELIGIBLE MILITARY VETERAN. STEPHEN HARDY SECONDED. MOTION APPROVED UNANIMOUSLY.

v. Ethics – Board of Trustees Policy

16-24 – STEPHEN HARDY MADE A MOTION TO APPROVE THE ETHICS – BOARD OF TRUSTEES POLICY AS PRESENTED. EMMETT O’CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

vi. Security Monitoring Policy

16-25 – STEPHEN HARDY MADE A MOTION TO APPROVE THE SECURITY MONITORING POLICY AS PRESENTED. EMMETT O’CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

vii. Illegal Activity on Library Computers Policy

Discussion - Trustees Blanton and Connolly shared that we are asking to sunset this policy as it was primarily about Child Pornography and one that was too narrow in definition of illegal activity and there is already a law. TRL already has an existing policy that covers illegal activity on library computers so this policy is redundant and we are asking to sunset it.

16-26 – STEPHEN HARDY MADE A MOTION TO REMOVE AND SUNSET THE ILLEGAL ACTIVITY ON LIBRARY COMPUTERS AS PRESENTED. EMMETT O’CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

viii. Public Records Request Policy

16-27 – STEPHEN HARDY MADE A MOTION TO APPROVE THE PUBLIC RECORDS REQUEST POLICY AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

ix. Trustee Orientation and Development Policy

16-28 – STEPHEN HARDY MADE A MOTION TO APPROVE THE TRUSTEE ORIENTATION AND DEVELOPMENT POLICY AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

At this time it was noticed that the Board could not see the most current version posted and there was a friendly amendment to make sure all the “mays” will be changed to “wills” in the policy. All voted to approve.

15. Final Board Comments – Trustee Hardy thanked Lacey for their hospitality and noted how much he admires the noble profession of librarians. Trustee Blanton shared that he hosted a business breakfast in Packwood and he loves when people tell him how much they love the library. President Connolly thanked the Lacey staff and Library Manager Holly Paxson for all their great work.

16. Future Agenda Items – Next month:

- Hoquiam
- 2016 Action Plan
- Anti-Harassment Policy

17. Executive Session – No call for Executive Session.

18. Adjournment –At 8:56 p.m., with no further business, President Connolly adjourned the meeting.


Rebecca Connolly, President

Cheryl Heywood, Secretary