



BOARD OF TRUSTEES MEETING
North Mason Timberland Library
23801 NE Street Rt. 3
Belfair, WA 98528
Wednesday, May 25, 2016
7:00 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Rebecca Connolly, Bob Hall, Stephen Hardy, Emmett O'Connell, and Brian Zylstra

BOARD MEMBERS EXCUSED: Corby Varness

STAFF PRESENT: Cheryl Heywood, Jeff Kleingartner, Kristine Tardiff, Josh Jordan, Kendra Jones, Eric Lowell, Ryan Williams, Jenny Grenfell, Elizabeth Moss, and Brenda Lane; recorder

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

AGENDA ITEMS

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

16-29 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – None.
5. Public Comments – None.

6. Board Comments – Trustee Hall shared that he loves coming to the North Mason library. He also shared that he attended the PLA Conference which is always a great event and it is amazing to see so many librarians in one place. This year’s vendors were really great and so were the conference sessions he attended. One favorite session he attended was on strategic planning. Trustee Hardy noted that it is wonderful to be here and he is especially thankful for the delicious C3pieO’s (Star Wars Theme). Trustee Zylstra thanked staff for the pre-meeting tour of the library as this is his first time here. President Connolly remarked at how welcoming this library is and she too, is happy to be here.

7:10 pm - At this time, President Connolly called for a short break. The audio for the recording was not working.

7:15 pm – President Connolly called the meeting back to order and noted that the audio recording was not working for the first few items on the agenda and re-capped that the agenda was approved, there was no correspondence or public comments and Board comments were that we are happy to be in Belfair.

7. Focus of the Library – Jenny Grenfell, Library Manager

Library Manager Jenny Grenfell welcomed everyone to Belfair and noted that staff has provided Star Wars items for the Board as well as treats. She focused on the current road construction project which had been introduced at a Board meeting a few years ago and is happening right now. She acknowledged that it has been challenging during the construction phase, but in the long run, it is going to add greater accessibility to the library including a turn lane and sidewalks which will be great for kids walking from the school. She thanked Elizabeth Moss for all the Star Wars themed items and noted all the wonderful things Elizabeth is doing for youth in the library.

8. Director’s Report - Cheryl Heywood

Cheryl reported on additional items not in her report by providing follow-up information to a question from last month’s meeting. Trustee Hardy had asked if the participants in the Leadership Development Program will take the LPI 360 self-assessment as part of the program, and the answer is not at this time. On June 1, TRL will launch SELF-e for local/Washington self-publishing authors. Authors can submit their work directly to the SELF-e program and choose to have their work go into the “Indie WA” state module. Cheryl also noted that surveys are being developed and will go out to the

public in October/November to review some of our current databases. Cheryl shared a Service Story from the Olympia library that will be featured in the July/August TRL Newsletter.

- a. Family Read and Sing Aloud – Youth and Family Services Coordinator Kendra Jones gave an update on the program and reported that we will be retiring this initiative. She noted that these funds will be used to support new things such as STEM kits and new offerings for the Summer Reading Program. As kids are reading and singing every day in our libraries this change will provide a better use of our funds.
 - b. Summer Reading Program – Kendra shared that materials are going out, staff are doing school visits, and it is just a crazy time right now. The SRP begins as soon as school is out. This year we have 10,000 book bags ready to be given out to each family – limit one per family.
9. Financial Report – Eric presented the financial report.
10. Voucher Report – Eric presented the expense and payroll vouchers for review and approval. He noted that starting in June, we are going to pay invoices twice per month instead of the current structure of once per month. This will allow invoices to be paid on time and prevent late fees or penalties.
11. Consent Agenda - Motion for approval.

16-30 – EMMETT O’CONNELL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE APRIL 20, 2016 BOARD MEETING; PAYROLL VOUCHERS #28792 THROUGH #28804 AND #58792 THROUGH #58801 IN THE AMOUNT OF \$1,252,902.24; EXPENSE VOUCHERS #24813 THROUGH #25051 IN THE AMOUNT OF \$539,512.40. HAL BLANTON SECONDED. MOTION PASSED UNANIMOUSLY.

At 7:46 p.m., President Connolly called for a break and notified the audience that the Board will reconvene in 10 minutes.

At 7:56 p.m., President Connolly called the meeting back to order.

12. Unfinished Business -- Cheryl Heywood
- a. City of Hoquiam – Cheryl reported that she has talked with City Manager Brian Shay twice seeking additional information regarding costs and timeline. Brian stated that they do not need the money up front and the bidding on the roof project happened on

5/4. Cheryl noted as the TRL budget needs attention, it is her recommendation that we wait until the 2017 budget cycle to consider the funding request. After a brief discussion, it was agreed to wait until the 2017 budget discussion, to keep the request separate from the current payment schedule, and to send the funding request to the Budget Committee.

- b. Action Plan 2016 – Cheryl noted that there was an addition to the version presented last month under strategic priority#2 and the newest version has been posted to the website.
- c. City of Morton Update – As a follow up, Cheryl noted that she shared the letter from the Morton attorney last month and there is no additional information to report at this time.

13. New Business - Cheryl Heywood

- a. Library Director Evaluation Sub-Committee – Cheryl explained that she is bringing the topic to the Board to begin looking at the process, staff survey questions, and the timeline for the evaluation of the Library Director. Trustee Hardy asked for a formal proposal on changes or process to get the ball rolling. Cheryl will email a formal proposal to the Board for review.
- b. Library Director Evaluation Procedure – The procedure will be forwarded to the Policy Committee for review and input.
- c. Staff Survey - Trustees Zylstra and Hardy volunteered to work with staff on the survey component and will provide an update when available.

14. Committee Reports

- a. Policy Committee
 - i. Anti-Harassment Policy – It was noted that the concern with the state and federal statues have been reviewed and worked through with legal counsel and the revised policy is being presented for action.

16-31 – STEPHEN HARDY MADE A MOTION TO APPROVE THE ANTI-HARASSMENT POLICY AS PRESENTED. BOB HALL SECONDED. MOTION PASSED UNANIMOUSLY.

15. Final Board Comments – Trustee Zylstra thanked the North Mason staff for their hospitality and reiterated how beautiful their library is. Trustee O’Connell shared that while he was at the Lacey library he was looking at the local fiction and that it is a great example of what libraries do. Trustee Hall shared how much he liked the Star Wars theme presented tonight, and that he attended the Friends and Board Forum in Lacey and enjoyed it as well. President Connolly noted that she continues to be astounded by the amount of work done by staff and they should pat themselves on the back for a job well done.

16. Future Agenda Items – None.

17. Executive Session – No call for Executive Session.

18. Adjournment –At 8:12 p.m., with no further business, President Connolly adjourned the meeting.


Rebecca Connolly, President

Cheryl Heywood, Secretary