



BOARD OF TRUSTEES MEETING

Westport Timberland Library

101 E Harms Drive

Westport, WA 98595

Wednesday, June 22, 2016

7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: None

STAFF PRESENT: Cheryl Heywood, Jeff Kleingartner, Kristine Tardiff, Josh Jordan, Kendra Jones, Eric Lowell – via phone, Ryan Williams, Allison Grubbs, Felicia Wilson, Walter Bracy, LG Nelson, and Brenda Lane; recorder

President Connolly welcomed everyone to Westport 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.

16-32 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – None.

5. Public Comments – The Board noted that retired Westport Library Manager Kathleen Ringenberg is present. She is currently President of the Westport Friends.
6. Board Comments – Trustee Varness congratulated Kristine Tardiff who was recently married, and she is happy to be in Westport. Trustee Blanton commented that he had a beautiful drive to Westport. Trustee Hall reported on sessions from the Pacific Library Association conference which was held in Colorado. He noted that they had a session on legalized marijuana which he found interesting as Pacific County has numerous businesses catering to legalized marijuana. Trustee Hall passed around a copy of the Chinook Observer featuring an article featuring the popularity of adult coloring books. The article had a photo of Ocean Park Library Manager Iver Matheson and the adult coloring program offered at the Ocean Park Library. Trustee Hardy commented that he always enjoys reading the TRL service stories as it helps him stay connected to what is happening in the libraries. President Connolly remarked that the library is beautiful and thanked Allison and the Friends for hosting the meeting.

7. Focus of the Library – Allison Grubbs, Library Manager

Library Manager Allison Grubbs welcomed everyone to Westport and provided a brief history, highlighting that this is the 10th anniversary of the Westport library. She thanked the Westport Friends and the City of Westport Advisory Board for their support and dedication to the library, noting how wonderful they are to work with.

8. Director's Report - Cheryl Heywood

Cheryl introduced LG Nelson who started on June 13 as the new Facilities Manager. LG shared that he recently worked for the City of Centralia for the past 15 years and prior to that he was in the construction field for 12 years. He is very excited to be working at TRL and looks forward to learning how all the libraries function and interact with their communities. Cheryl congratulated Pat Carnahan, Rick Maughan, Pam Johnson, and Donna Roberts who are retiring this month. Cheryl noted that she has shared with the Board a request from the City of Lacey to do a service point analysis and we have responded with a tentative timeline for completion. Cheryl shared an update from Hoquiam Library Manager Library Mary Thornton on the Hoquiam library construction project with the city. Cheryl stated that an ecology report is required and there is

asbestos that must be abated before work will continue. The Board will be looking at the funding request from the City of Hoquiam during the budget process later this summer. Cheryl shared that she will be on vacation June 23-July 8.

a. Department Reports – Trustee Varness asked a question Youth and Family Services Coordinator Kendra Jones about Prenda and what does it do. Kendra explained that Prenda is an online coding club that helps kids think outside of the box. It allows kids to use basic coding to make interactive robots or to make an item move, jump, or animate. Prenda has offered TRL a very inexpensive 3 month Coding Club trial and 3 branches (South Bend, Elma, and Lacey) will be test sites. Kendra offered to have a show and share this fall with the Board once we are back at the Service Center for meetings.

9. Financial Report – Eric presented the financial report.
10. Voucher Report – Eric presented the expense and payroll vouchers for review and approval. Trustee Varness questioned a figure in the general fund that looked like an error. Eric clarified that in 2015 Lewis County overpaid us \$19K and in April they withdrew the overpayment which is why the fund shows the loss of \$19K. Eric pointed out a change on the report. Previously the Business Office would create a “dummy” check number to connect to the ACH direct deposit. He has changed that practice and the deposits will no longer have check numbers attached to the record of transfer.
11. Consent Agenda - Motion for approval.

16-33– CORBY VARNESSE MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE MAY 25, 2016 BOARD MEETING; PAYROLL VOUCHERS #58802 THROUGH #58814 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$565,597.62 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$227, 753.70 FOR A GRAND TOTAL OF \$1,234,924.04; EXPENSE VOUCHERS #25052 THROUGH #25202 IN THE AMOUNT OF \$121,311.95. EMMETT O’CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

President Connolly asked if the Board would like to take a break and all agreed to continue with the items of business.

12. Unfinished Business – None.
13. New Business – President Connolly called for any items of new business.
 - a. Cheryl suggested in preparation for the July meeting, reviewing the Blue Cloud Analytics with IT Manager Josh Jordan. President Connolly would like to discuss metrics we would like to see as a Board versus what Management would like to see. Other items to discuss would be measures and targets.
 - b. Staff Survey – Trustee Hardy noted that the sub-committee will bring a proposal next month on the new and improved survey.

14. Committee Reports

- a. Executive Committee - Trustee Varness noted that she would like to see more working meetings. She has been concerned that staff feel that everything has to be perfect before presenting it to the Board committees and she would like to see more working meetings with less formality.
 - i. Salkum Lease Agreement with WSU Master Gardeners – Trustee Varness presented the draft agreement and stated that it had been reviewed by legal counsel who would like to see a land lease agreement and recommends approval for the Library Director authority to negotiate the contract.

16-34 – STEPHEN HARDY MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT FOLLOWING THE ADVICE OF LEGAL COUNSEL FOR A LAND LEASE AGREEMENT WITH WSU AT THE SALKUM LIBRARY. CORBY VARNESS SECONDED. MOTION PASSED UNANIMOUSLY.

- ii. Olympia School District Memorandum of Understanding – Trustee Varness asked for approval for the Library Director to negotiate a MOU with the Olympia School District. This agreement would provide e-library cards to students during the school year.

16-35 – STEPHEN HARDY MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE THE MOU WITH THE OLYMPIA SCHOOL DISTRICT. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

At this time Trustee Hardy asked if he should amend the previous motion to add the word execute and was advised to by the Executive Assistant.

16-36 – STEPHEN HARDY MADE A MOTION TO AMEND HIS PREVIOUS MOTION AND ADD THE WORD EXECUTE TO THE SALKUM LEASE AGREEMENT. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. North Mason MOU – Trustee Varness noted that this agreement to authorize the Library Director to negotiate with John L. Scott for the placement of a temporary book drop on their property during the North Mason highway construction.

16-37 – BOB HALL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE AND EXECUTE A MEMORANDUM OF UNDERSTANDING WITH JOHN L. SCOTT FOR PLACEMENT OF A TEMPORARY BOOK DROP ON THEIR PROPERTY. EMMETT O'CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Policy Committee – Trustee Blanton presented two policies and a procedure for review.

- i. Wellness Policy – Trustee Blanton reported that our benefit provider AWC requires that we have a wellness program and this policy outlines our commitment to one. President Connolly noted that the policy that is being presented does not have the changes that include the background information on why a policy is needed. She asked that the motion reflect the change.

16-38 – HAL BLANTON MADE A MOTION TO APPROVE THE WELLNESS POLICY TO ESTABLISH A WELLNESS PROGRAM WITH THE ADDITIONAL BACKGROUND INFORMATION OF THE REQUIRMENT BY AWC TO

ESTABLISH A WELLNESS PROGRAM. CORBY VARNESSE SECONDED.
MOTION APPROVED UNANIMOUSLY.

- ii. Library Director Appraisal Policy – Minor updates, recommend approval as presented.

16-39 – HAL BLANTON MADE A MOTION TO APPROVE THE LIBRARY DIRECTOR APPRAISAL POLICY AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. Library Director Appraisal Procedure – It was noted that the Board does not normally approve procedures but this one pertains to the process of the appraisal of the Library Director which is the responsibility of the Board.

16-40 – BOB HALL MADE A MOTION TO APPROVE THE PROCEDURE AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

- c. Budget Committee – Trustee Hardy shared that the committee reviewed revenue trends by county for property taxes and timber. Additional information was presented on salaries and benefits and preliminary expenditures.

15. Final Board Comments – Trustee Hardy shared that he is very optimistic about the future of library services. We have had many retirements and there is great new talent coming forward and he is grateful for those who are committed to the work. Trustee Zylstra shared that he met the new Washington State Librarian Cindy Aiden and is very excited about her leadership for WSL. Trustee Hall asked some questions about facilities and the service point analysis. Trustee Blanton commented on Pirate Days at the Packwood library. He said staff let loose and it was a lot of fun. Trustee O'Connell wanted the Board to be mindful that with the Hawks Prairie kiosk closure, there are other large pockets of service areas that we should be aware of. Trustee Varness noted that for the service point analysis she would like to see financial impact numbers and budget implication early on. We have been talking about revising the service point analysis for a long time and she would like to see these meetings start soon. She also noted that Summer Reading has been really exciting and she loves seeing all the kids in the library reading.

16. Future Agenda Items

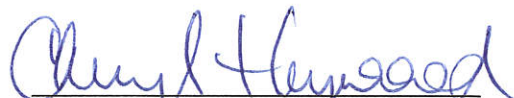
- a. Blue Cloud Analytics
- b. Metrics

17. Executive Session – No call for Executive Session.

18. Adjournment –At 8:09 p.m., with no further business, President Connolly adjourned the meeting.



Rebecca Connolly, President



Cheryl Heywood, Secretary