

Timberland Regional  
**LIBRARY** 

BOARD OF TRUSTEES MEETING  
Mountain View Timberland Library  
210 Silverbrook Road  
Randle, WA 98377  
Wednesday, July 27, 2016  
5:00 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Stephen Hardy, Emmett O'Connell, Corby Varness

BOARD MEMBERS EXCUSED: Rebecca Connolly, Bob Hall, Brian Zylstra

STAFF PRESENT: Cheryl Heywood, Jeff Kleingartner, Kristine Tardiff, Josh Jordan, Eric Lowell, Felicia Wilson, Walter Bracy, LG Nelson, Ryan Williams, Mary Prophit, Judi Brummett, Bonnie Sniezak, and Brenda Lane; recorder

President-Elect Hardy welcomed everyone to Randle and called the Regular Board meeting to order at 5:01 pm.

AGENDA ITEMS

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

16-42 – CORBY VARNESSE 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 Varness shared that she enjoyed the beautiful drive and is happy to be here. Trustee Blanton jokingly agreed he too loved the drive in today. President-Elect Hardy noted that the trip to Randle was beautiful.

7. Focus of the Library – Mary Proffit, Library Manager

Mary welcomed everyone to Randle and highlighted local initiatives in correlation to the Action Plan. She expressed her happiness that teens are using the library more and local use has increased. Since the end of September they have offered two teen programs a month for a total of 16 programs that brought in 343 teens. Staff have noticed that more teens are using the library daily. Since September staff have done outreach 15 times with a total of 682 in attendance. Mary noted that they offer great adult programming and continue to have great success. This year for Summer Reading they averaged over 50 kids each week which is phenomenal for such a small area. She also thanked her Friends group who work all year long to raise money for programs and noted that Mountain View owes most of their children's programming to their generosity. Mary finished with a summer highlight which was a visit two weeks ago from the Seattle Seahawk Mascot Blitz, paid for by the Mountain View Friends group. It was enormous fun and drew over 200 people to the library! Trustee Hardy thanked Mary and her staff for the impressive work they have done and he is excited to see that her enthusiasm is impacting the local communities.

8. Director's Report - Cheryl Heywood

Cheryl shared that Ilwaco Library Manager Kristine Pointer is leaving Timberland after 27 years to embark on a new career and she wanted to thank her for her years of service. Cheryl noted that the public is invited to attend the Shelton Library Manager Interview open public forum in Shelton on August 1, 9:00-9:45 a.m. The Amanda Park project bid has been completed and staff is working to get the contract signed. Cheryl shared with the Board her January-June Directors Report which highlights meetings, presentations and library visits she has done. Lastly, she noted that she will be on vacation August 5-8.

Trustee Blanton asked Cheryl if we have heard anything new from the City of Morton. Cheryl reported that she has talked with the Mayor and

he is happy with the way things are currently. She will continue to talk with the Morton Friends but notes there is no guarantee.

- a. Department Reports – No comments or questions.
9. Financial Report – Eric presented the financial report.
10. Voucher Report – Eric presented the expense and payroll vouchers for review and approval.
11. Consent Agenda - Motion for approval.

16-43– EMMETT O’CONNELL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE JUNE 22, 2016 BOARD MEETING; JULY SURPLUS LIST; PAYROLL VOUCHERS #58828 THROUGH #58840 AND #58845 THROUGH #58850 IN THE AMOUNT OF \$356,141.68 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$1,000,457.18 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$347,496.48 FOR A GRAND TOTAL OF \$1,704,095.34; EXPENSE VOUCHERS #25203 THROUGH #25394 IN THE AMOUNT OF \$434,502.03. CORBY VARNESSE SECONDED. MOTION PASSED UNANIMOUSLY.

President-Elect Hardy stated he wishes to skip the break and continue with the items of business and everyone agreed.

12. Unfinished Business – Stephen Hardy
  - a. Library Director Appraisal – Trustee Hardy shared that the Library Director Appraisal is done over the course of the next 4 months and there has been a suggestion to consider adding a 360 degree evaluation component to the overall evaluation. This would include review by administrative staff, key stakeholders, and internal staff that work closely with the Library Director. He stated that he thinks it is a good idea that will give the Board a better understanding of any gaps with staff or stakeholder relationships. Trustee O’Connell stated that he has an idea of what it is and agrees it would be a good idea. Trustee Varness would like to try it and see how it works as she believes we should always look to improve our measurement and evaluation tools. Trustee Blanton stated that it is a common practice, and Trustee Hardy agreed that

there is good reliable data on leadership and how to do it. Cheryl also agreed that it is a great idea.

16-44 – EMMETT O’CONNELL MADE A MOTION TO INCLUDE A 360 DEGREE EVALUATION COMPONENT INTO THE LIBRARY DIRECTOR APPRAISAL PROCESS THIS YEAR. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. 2016 Employee Survey Question Review – Trustee Hardy presented the survey questions for review and noted that staff did deep research on the types of questions to ask and worked with the Trustee Ad Hoc Committee on the final questions. After a brief discussion, the Board recommended that questions 2, 26, and 28 be re-worded. Trustee Varness noted that she is happy to see the comment category is still there as she wants to see the comments. Trustee O’Connell mentioned that it frustrates him slightly that with these changes we cannot compare it to the previous survey and can’t track change over time or set a trend. Trustee Hardy noted that the next steps are procedural and the Ad Hoc Committee will make the edits with staff to expedite the process. The survey will run for the first two weeks of September.
- c. Reciprocal Borrowing Agreement with the City of Roy – Informational only – Cheryl shared that she has spent the last 8-10 months in negotiation with the City of Roy and the agreement was signed this week. This will be a great thing for the Yelm staff and the residents of Roy.

13. New Business – President-Elect Hardy called for new business

- a. Action Plan – 6 Month Update – Cheryl shared the January-June Action Plan for review. The topic will come back next month for questions.
- b. Toledo Agreement Renewal – Cheryl asked the Board for approval to negotiate a renewal agreement for Toledo.

16-45 – EMMETT O’CONNELL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE AND EXECUTE A RENEWAL AGREEMENT WITH THE FRIENDS OF THE TOLEDO LIBRARY. CORBY VARNESSE SECONDED. MOTION APPROVED.

- c. Nisqually Agreement Renewal – Cheryl noted that the agreement has expired and a renewal is needed.

16-46 – EMMETT O’CONNELL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE AND EXECUTE A KIOSK AGREEMENT WITH THE NISQUALLY TRIBE. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- d. Rochester Agreement Renewal – Cheryl noted that the agreement is expired and a renewal is needed.

16-47 – CORBY VARNESSE MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE AND EXECUTE A KIOSK RENEWAL AGREEMENT WITH THE ROCHESTER SCHOOL DISTRICT. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- e. Request to close US Bank and Security State Bank Accounts – Eric recommended closing the accounts as the accounts hold under \$50. All deposits now come to the Service Center for processing.

16-48 – CORBY VARNESSE MADE A MOTION TO APPROVE RESOLUTION 16-004 CLOSING LOCAL DEPOSITORY ACCOUNTS AT US BANK AND SECURITY STATE BANK. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

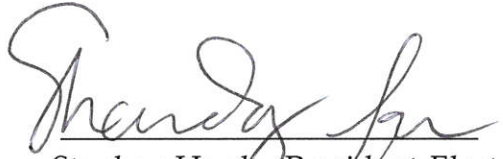
14. Committee Reports – None.

15. Final Board Comments – Trustee O’Connell commended President-Elect Hardy for running a great meeting which Trustee Blanton echoed. Trustee Varness shared her excitement for the great displays related to the Summer Reading Program and thanked Kendra and all the staff for their extraordinary work. SRP is always so much fun. President-Elect Hardy thanked the staff of Mountain View for their hospitality.

16. Future Agenda Items - None.

17. Executive Session – No call for Executive Session.

18. Adjournment –At 5:59 p.m., with no further business, President-Elect Hardy adjourned the meeting.

  
Stephen Hardy, President-Elect

  
Cheryl Heywood, Secretary