



BOARD OF TRUSTEES MEETING
Ocean Park Timberland Library
1308 256th Place
Ocean Park, WA 98640
Wednesday, August 24, 2016
5:00 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Rebecca Connolly, Bob Hall, Brian Zylstra

BOARD MEMBERS EXCUSED: Stephen Hardy, Emmett O'Connell, Corby Varness

STAFF PRESENT: Cheryl Heywood, Jeff Kleingartner, Josh Jordan, Eric Lowell, LG Nelson, Michelle Zilli, Iver Matheson, and Brenda Lane; recorder

President Rebecca Connolly welcomed everyone to Ocean Park and called the Regular Board meeting to order at 5:00 pm.

AGENDA ITEMS

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

16-49 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION PASSED UNANIMOUSLY.

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

6. Board Comments – Trustee Blanton noted that he had a long drive but the weather was beautiful and he and his wife had dinner in town which has added to the wonderful day. Trustee Connelly agreed that the drive was beautiful and is happy to be in Ocean Park on such a beautiful day.

7. Focus of the Library – Iver Matheson, Library Manager

Iver welcomed everyone to Ocean Park and highlighted some recent activities happening at the library. Iver shared that he has become involved in numerous local community activities including community outreach programs and the Chamber Board. He reported that recent programming has been focused on the Summer Reading Program which is going very well and has kept the library very busy.

8. Director's Report - Cheryl Heywood

Cheryl updated the Board on a request from Rochester Kiosk Volunteer Judy Weaver, who has requested that TRL provide updated computers for use at the kiosk. Cheryl noted that the last agreement was signed in 2005 and she has a meeting scheduled with the Rochester School District Superintendent on October 10 and will provide an update at the October Board meeting. Cheryl asked Facilities Manager, LG Nelson to provide a status report on the Amanda Park ADA project. LG shared some photos with the Board and reported that progress is moving along nicely and we are very pleased with how the work progressing. Cheryl provided a follow-up report to the Board regarding kiosk use for January-June 2016 and noted that she can answer any questions. She shared that the staff and public is invited to meet the finalists for the Chehalis Library Manager position, Thursday, September 1, 9:00-9:45 a.m., at the Chehalis Library. Cheryl noted that the quarterly County Commissioner visits have been scheduled for September/October and the Board has received invitations to attend if their schedule allows.

Trustee Blanton asked Cheryl if there has been any further input Morton and Cheryl reported that they are happy with how things are at this time. TRL will continue to offer service at the Centralia College East kiosk. She also noted that all queries should go to the Morton City Council.

a. Department Reports – No comments or questions.

9. Financial Report – Eric presented the financial report. President Connolly praised the highlights document that was included this month. She noted that it was appreciated. Eric shared that in the next few months he will be talking with the Board about the budget. He would specifically like to discuss the justification and amounts that we are moving to the special purpose funds such as the Building or Auto Circ Fund. He would like to review the fund expenditures by reviewing current and future needs, replacement cycles, and goals of what we want the balances to be. Trustee Blanton asked if we have anything that states what these fund balances and goals are and Eric replied that he cannot find what the past formula was for the percentage of money to transfer and he would like to work with the Board on this.
10. Voucher Report – Eric presented the expense and payroll vouchers for review and approval.
11. Consent Agenda - Motion for approval.

16-50– BOB HALL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE JULY 27, 2016 BOARD MEETING; AUGUST SURPLUS LIST; PAYROLL VOUCHERS #58853 THROUGH #58867 IN THE AMOUNT OF \$338,979.33 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$674,030.64 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$232,202.10 FOR A GRAND TOTAL OF \$1,246,212.07; EXPENSE VOUCHERS #25395 THROUGH #25770 IN THE AMOUNT OF \$523,841.40. HAL BLANTON SECONDED. MOTION PASSED UNANIMOUSLY.

President Connolly noted the call for a break on the agenda and asked the Board if they would like to continue without a break and everyone agreed.

12. Unfinished Business
 - a. 2016 Employee Survey Recommendation – Trustee Zylstra presented the final survey for approval.

16-51 – BRIAN ZYLSTRA MADE A MOTION TO ACCEPT THE 2016 EMPLOYEE SURVEY AS PRESENTED. HAL BLANTON SECONDED.

President Connolly asked for discussion. Trustee Hall stated that on the scale of agree or disagree, he does not like the option of “can’t decide” and would prefer to see “no opinion” or “neither agree nor disagree” instead. Others agreed that

the wording is unusual and agreed with Trustee Hal who then made an amendment to the original motion.

16-52 – BOB HALL MADE AN MOTION TO AMEND THE ORIGINAL MOTION TO REMOVE CAN'T DECIDE AND ADD NO OPINION – NEITHER AGREE NOR DISAGREE TO THE SURVEY AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Action Plan 6-month Update – Cheryl noted that the Action Plan progress report was shared last month for review and asked if there were any questions. President Connolly asked if it would be better to move the discussion to next month for additional input and everyone agreed that more input would be great. Back next month.

13. New Business – None

14. Committee Reports

- a. Facilities – Cheryl shared that the committee met last month and discussed the city of Lacey's request for a Service Point Analysis (SPA). The committee decided to move the request forward and have begun working on a detailed analysis. Cheryl will share the progress report with the city of Lacey when it is available. She noted that the Facilities Committee will continue discussion and will provide a recommendation to the Board when available.


15. Final Board Comments – Trustee Zylstra noted that he missed the last meeting because his flight was delayed and he was sorry to miss the meeting and he is very glad to be here. Trustee Hall reminisced about the last time he was in Ocean Park which was three years ago for the grand re-opening of the library. Trustee Blanton shared that this is his second time here and it reminds him of the times when we used bookmobiles and how our roots are in these types of things. It is always amazing to see how our programs, technology, and other services touch people and our communities and to remember where we came from. President Connolly apologized for missing the July meeting. She was in a week-long training in Sacramento. She mentioned that she did visit the Sacramento Public Library while she was there and has photos if anyone would like to see them. She also shared a recent experience she had sitting at an event for her son, along with other parents, who all had their books with them while watching from the sidelines. She said she was using her phone and putting books on hold at the library and others noticed and stated they had no idea that you could do

that at the library. She also thanked Ocean Park staff for the great hospitality. As a final comment, Trustee Hall added that he was substitute teaching recently and a lady mentioned that she wanted to learn about ancestry. He pulled up our website and showed her how to access the genealogy databases on the website. He said she also had no idea that these things are available. President Connolly stated we just need to keep spreading the word.

16. Future Agenda Items –Policies for review.

17. Executive Session – No call for Executive Session.

18. Adjournment –At 5:37 p.m., with no further business, President Connolly adjourned the meeting.


Rebecca Connolly, President


Cheryl Heywood, Secretary

