



BOARD OF TRUSTEES MEETING
Yelm Timberland Library
210 Prairie Park Street
Yelm, WA 98597
Wednesday, September 28, 2016
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Hal Blanton

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

President Rebecca Connolly welcomed everyone to Yelm 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.
3. Approval of Agenda.

16-53 – EMMETT O'CONNELL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. BOB HALL SECONDED. MOTION PASSED UNANIMOUSLY.

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

6. Board Comments – Trustee Varness mentioned that she enjoys reading the service stories as these give you the true sense of what is happening every day in the libraries and how much she appreciates all the work that staff do. Trustee O’Connell commended the MyTRL rollout with the Olympia School District eLibrary cards. It was a big undertaking that was seamless. He is very encouraged and anticipates that other districts will want to do it as well. Trustee Hall noted that Cheryl spoke to the Pacific County Commissioners meeting which he attended and she shared some great service stories. Trustee Zylstra read an article from The Chronicle about a young library patron that instead of birthday presents asked for money towards the Centralia Library Youth Area project. She donated \$343 to the library to help fund the project. It was a great story. Trustee Hardy noted that he is grateful for the Summer Reading Program and knows that all the kids going back to school this fall were better prepared because they were reading all summer. The Summer Reading Program is a significant contribution to literacy in our service areas. President Connolly shared that it is lovely to be in Yelm and she wanted to say that she personally really enjoyed the TRT choice of Boys in the Boat, it is a great book.

7. Focus of the Library – Nicole Thode, Library Manager

Nicole welcomed everyone to Yelm and highlighted some recent activities happening at the library. Nicole, focusing on the strategic initiative to strengthen family and youth, shared that Yelm has offered numerous programs recently for kids, teens/tweens, and adults. Nicole noted that Yelm staff had made more programs age specific which equaled higher quality programming for art projects and classes. Ozobots continues to be very popular with children, anything art related and Japanese is popular with teens, and adults also love the art classes. She shared that a drum making program was a huge hit and lots of fun. Trustee Varness commended Nicole for the programming saying it was wonderful, and that she loves that it is opposite of what we normally do.

8. Director’s Report - Cheryl Heywood

Cheryl updated the Board on recent hires and noted that Lily Grant starts October 1 as the Chehalis Library Manager, and Susan Carney will start October 1 as the Ilwaco Library Manager and noted that both are graduates of the TRL Leadership Development Program. Kudos to Lora

Boone who coordinated the 2016 All Staff Training Day in September. Lora did a phenomenal job as well as staff who presented break-out sessions. Cheryl reminded the Board that she will be introducing author Daniel James Brown who will be speaking about his book *The Boys in the Boat*, on October 4, at 7:00 pm at the Washington Center. Cheryl noted she provided copies of the new courier van wrap design that should be arriving next week and photos of the Amanda Park ADA improvement project for review.

a. Summer Reading Report – Kendra Jones

In addition to her department report, Kendra shared information on the Summer Reading Program and spoke about plans for fun changes for next year. She is really excited about on-line SRP sign-ups, big name performers at all libraries, and a new gaming component.

b. 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.

16-54– EMMETT O'CONNELL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE AUGUST 24, 2016 BOARD MEETING; SEPTEMBER SURPLUS LIST; PAYROLL VOUCHERS #58869 THROUGH #58884 IN THE AMOUNT OF \$199,996.90 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$667,060.20 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$232,349.77 FOR A GRAND TOTAL OF \$1,099,406.87; EXPENSE VOUCHERS #25771 THROUGH #26023 IN THE AMOUNT OF \$601,705.42. 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 take a break and it was agreed to not take a break.

12. Unfinished Business

- a. Action Plan 6 Month Update Discussion – There was a brief discussion about budget, long-range planning, and timber revenue.

13. New Business

- a. BlueCloud Analytics – Josh asked the Board what types of data/metrics they would like to see reported and would like to open the question for discussion. After a brief discussion, it was decided that the Executive Committee will meet and come up with a standard set of metrics and come back to the Board for input. Josh was asked to come to this meeting with ideas from the computer services staff.

14. Committee Reports

- a. Policy Committee – Policies were presented for review and approval.
 - i. Confidentiality of Library Records – This is an update to an existing policy with a 3-year review date. The minor changes are 5ai which after reviewing with legal counsel is in case law and is fine the way it is written. Item 5c regarding subpoenas was also reviewed by legal counsel and he is comfortable with the language. Trustee Hardy asked if we should define what a library record is and if we have a standard definition. Cheryl stated that she does not believe we have one. After a brief discussion, President Connolly stated that she would be more comfortable approving the policy if we have a standard definition of what is a library record and would like to have it come back next month and everyone agreed. Back next month.
 - ii. Library Card Eligibility – President Connolly noted that this is a policy that has been split into two new policies and the intent is fundamentally the same but there are a number of changes. She reviewed the tracked version highlighting the changes and noted that 5c might be an area the Board would like to discuss.

Trustee Hall stated that he would be less inclined to approve the policy as written and is more comfortable with reciprocal agreements. He would rather see us review it over the next 3 years and stick with formal agreements.

16-55 – STEPHEN HARDY MADE A MOTION TO APPROVE THE LIBRARY CARD ELIGIBILITY POLICY AS PRESENTED. BOB HALL SECONDED THE MOTION WITH THE AMENDMENT TO REMOVE 4C FROM THE POLICY. STEPHEN HARDY SECONDED THE MOTION AS AMENDED. TRUSTEES HALL, CONNOLLY, ZYLSTRA, VARNES, AND HARDY ALL VOTE AYE. TRUSTEE O'CONNELL VOTE NAY. MOTION PASSES.

President Connolly asked for discussion on amended motion and the Board asked Ryan Williams to step up to answer questions. Ryan shared that the reason for change is reduce the staff time to search and verify addresses especially as they pertain to parameters in our many reciprocal agreements. Trustee O'Connell suggested that we exclude all outside of our service area. With further discussion, it was suggested that it might be fine if we add a definition of our service area. Trustee Hall stated that he still wants something that does not allow those that do not have an agreement with us to use TRL for free. Trustee O'Connell made a new amendment to amended motion and President Connolly called for a vote.

16-56 – EMMETT O'CONNELL MADE AN AMENDMENT TO THE APPROVED MOTION TO INCLUDE ITEM 4C WITH THE ADDITION OF ALL SERVICE AREAS OUTSIDE OF THURSTON, GRAYS HARBOR, LEWIS, MASON, AND PACIFIC COUNTIES. CORBY VARNES SECONDED. TRUSTEES VARNES, O'CONNELL, HARDY, CONNOLLY AND ZYLSTRA ALL VOTE AYE. TRUSTEE HALL VOTE NAY. MOTION PASSES.

PRESIDENT CONNOLLY CALLED FOR A VOTE ON THE MOTION ON THE TABLE TO APPROVE POLICY #001 AS AMENDED WITH THE DEFINITION OF COOPERATIVE SERVICE AREA ADDED. ALL MEMBERS VOTE AYE. MOTION APPROVED.

- iii. Use of Library Materials – Tracked version reflects minor changes.

Bob Hall made a motion to approve the policy as presented. Emmett O'Connell seconded. President Connolly called for discussion and after a brief discussion Trustee Hardy made the following motion.

16-57 – STEPHEN HARDY MADE A MOTION TO TABLE THE POLICY FOR ADDITIONAL REVIEW. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

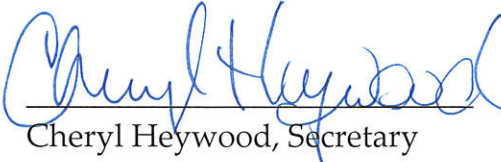
15. Final Board Comments – Trustee Hardy shared that he appreciates being in the Yelm library and thanked the staff who he knows work hard. Trustee Hall let everyone know that he will not be at the meeting next month. Trustee O'Connell mentioned that the Service Point Analysis is something that needs to be reviewed and we shouldn't be using it as we need to look at the entire district not just the one service point. There are hard questions regarding facilities that we need to think about. President Connolly thanked the Yelm staff and noted that she knows that evening meetings are tough.

16. Future Agenda Items –Policies for review.

17. Executive Session – At 8:26 p.m., President Connolly called for Executive Session pursuant to RCW 42.30.110 to discuss the Library Director Evaluation and to receive an update on Union Negotiations. She stated that the Board will convene for 20 minutes and return at 8:46 p.m. At 8:46 pm., President Connolly came out and announced to the public that the Board needs an additional 20 minutes. At 9:12 p.m., President Connolly called the meeting back to order.

18. Adjournment –At 9:12 p.m., with no further business, President Connolly adjourned the meeting.


Rebecca Connolly, President


Cheryl Heywood, Secretary