



BOARD OF TRUSTEES MEETING  
Salkum Timberland Library  
2480 US Highway 12  
Salkum, WA 98582  
Wednesday, October 26, 2016  
7:00 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Bob Hall

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

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

AGENDA ITEMS

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

16-59 – CORBY VARNESSE MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. EMMETT O'CONNELL SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – Cheryl shared four items that were received this month. 1). Email from Mr. Lee James regarding the Genealogy collection

at the Olympia Library; 2). Correspondence from Ms. Ji; 3). Email from Scott Kankelborg, Lacey Library Chair regarding the City of Lacey's SPA request. 4). A letter from Salkum patron Rocky A. Nelson praising the Salkum Library staff for their superior work.

5. Public Comments – None.

6. Board Comments – Trustee Varness shared that she attended some of the Boys in the Boat programs and they were very enriching and she enjoyed them very much. Trustee Hardy encouraged everyone to get out and vote. President Connolly thanked Library Manager Cherie Rusk for hosting the meeting and staff for being in attendance.

7. Focus of the Library – Cherie Rusk, Library Manager

Cherie welcomed everyone to Salkum and asked if there were any questions on her written report. She gave a brief history of the Salkum library including some recent renovations and updates to the paint, carpet, and parking lot since the Board was here 3 years ago. Cherie also highlighted some of the strategic initiatives and community partnerships they are working on our have in place.

8. Director's Report - Cheryl Heywood

Cheryl reported that we recently received a \$3,000 check from the Tucker Family Foundation for unrestricted use. She noted that the money will go towards the 2017 Summer Reading Program. Administrative staff have completed the response to the staff survey which will go out early next month. She shared that the meeting with the Rochester Superintendent Kim Fry regarding the kiosk agreement is scheduled for 11/8. Cheryl reminded the Board that the Grays Harbor Transit Survey runs from October 27-November 5. She will share results at the November Board meeting. As we are interesting in keeping the program going, the agreement is being reviewed for possible renewal in December. Finally, Cheryl read two Service Stories that staff had shared with her.

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.

16-60– BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE SEPTEMBER 28, 2016 BOARD MEETING; OCTOBER SURPLUS LIST; PAYROLL VOUCHERS #58885 THROUGH #58905 IN THE AMOUNT OF \$246,353.87 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$659,082.47 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$230,651.61 FOR A GRAND TOTAL OF \$1,236,087.95; EXPENSE VOUCHERS #26024 THROUGH #26317 IN THE AMOUNT OF \$772,312.42. HAL BLANTON SECONDED. MOTION PASSED UNANIMOUSLY.

At 7:25 p.m., President Connolly noted the agenda called for a break and asked the Board if they would like to take a break or continue. It was agreed to not take a break.

12. Unfinished Business

- a. Rochester Kiosk Meeting Update – Cheryl mentioned that she already spoke about the November 8 meeting in her Directors Report.
- b. Use of Library Materials Policy – President Connolly noted that the two policies on the agenda were edited per instructions at the last Board meeting and are being presented for action.

16-61 – STEPHEN HARDY MADE A MOTION TO APPROVE THE USE OF LIBRARY MATERIALS POLICY AS PRESENTED. EMMETT O’CONNELL SECONDED. MOTION APPROVED UNANIMOUSLY.

- c. Confidentiality of Library Records Policy

16-62 – STEPHEN HARDY MADE A MOTION TO APPROVE THE CONFIDENTIALITY OF LIBRARY RECORDS POLICY AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

13. New Business

- a. Preliminary Draft Budget Review – Eric presented the draft preliminary budget via a PowerPoint presentation highlighting

areas of change and concern. Cheryl noted that there are still a few things missing and these will be added before next month's budget hearing to the public. The Board praised Eric's work and noted the extensive work that he has done to create a transparent budget document.

#### 14. Committee Reports


- a. Facilities Committee – Corby Varness reported that the committee met and heard update reports on the Amanda Park ADA project and other facilities-related projects happening throughout the district. She noted that they discussed beginning work on the Capital Facilities Plan and looking at the needs of the buildings owned by TRL. LG provided updates on new fleet vehicles and janitorial, maintenance, and landscaping standards that are being developed including contract standards. There were additional conversations about the Service Point Analysis (SPA) and what changes they would like to see. Trustee Varness stated that the first step should be funding and this needs to be further fleshed out on what a revised SPA would look like but financial impact is an important first step of the process.

15. Final Board Comments – Trustee Hardy shared that he is grateful to be in Salkum and he is happy to be part of the library. Trustee Zylstra noted that this is a great library and he is happy to be here tonight. Trustee Blanton stated that he agreed with Trustee Hardy as he too is grateful to be part of the library system. Trustee Varness stated that she really enjoyed tonight's meeting. President Connolly stated that she appreciated the conversations and again, really liked the budget presentation and budget document presented tonight.

16. Future Agenda Items – Trustee Hardy asked to open the conversation about WebEx for Board members - to join the meetings by remote access.

17. Executive Session – At 8:07 p.m., President Connolly called for Executive Session pursuant to RCW 42.30.110 to discuss the Library Director Evaluation and noted it should take 15 minutes. At 8:29 p.m., President Connolly called the meeting back to order.

18. Adjournment – At 8:29 p.m., with no further business, President Connolly adjourned the meeting.

  
Rebecca Connolly, President

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Cheryl Heywood, Secretary