



BOARD OF TRUSTEES MEETING  
Administrative Service Center  
415 Tumwater Blvd. SW  
Tumwater, WA 98501  
Wednesday, February 22, 2017  
5:30 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Rebecca Connolly, Bob Hall, Stephen Hardy, Corby Varness, Brian Zylstra

BOARD MEMBERS EXCUSED: None

STAFF PRESENT: Cheryl Heywood, Kristine Tardiff, Josh Jordan, Eric Lowell, Ryan Williams, Walter Bracy, Kim Storbeck, Alice Goudeaux, LG Nelson, Kendra Jones, Brenda Lane; recorder

President Stephen Hardy welcomed everyone to Tumwater and called the Regular Board meeting to order at 5:30 pm.

AGENDA ITEMS

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

17-9 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. REBECCA CONNOLLY SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – Cheryl shared a letter that was addressed to the Board regarding the Hoodspport Library. In his letter, George Bowen asked the

Board to consider naming the Hoodspport Library after former employee, Friends member, and volunteer Gordon Earsley who recently passed away. President Hardy asked that the request go to the Facilities Committee for review and recommendation to the Board.

5. Public Comments – None.
6. Board Comments – Trustee Varness shared that she has attended some great programs over the past few months including an incredible lecture at the Aberdeen Library about the Japanese internment camps during World War II. Trustee Zylstra shared that the Centralia City Council approved \$36,357 towards the Centralia Library's Children's Area remodel. He commended Susan Faubion and Linda Conroy on their presentation to the City Council.
7. Director's Report - Cheryl Heywood
  - a. Cheryl Fambles, CEO, Pac. Mtn. Workforce Dev. Council – Gave a presentation on the projects that Pac. Mtn. is working on as well as collaboration projects with TRL. She noted, as we share the same five counties, it is a great partnership.
  - b. State of the Library – Cheryl shared with the Board the 2017 State of the Library report. She noted that 2017 was an incredible year. Highlights included:
    - 25<sup>th</sup> Anniversary of the Lacey Library
    - Implementation of MyTRL eLibrary cards for K-12 students in the Olympia School District
    - Timberland Reads Together – Boys in the Board and 70 programs across the district
    - Art Contest – Youth and Teens. Winners will be limited edition library cards
    - Amanda Park ADA project completed
    - Ipads w/ mobile circulation
    - Collective Bargaining – 3-year contract
    - Summer Reading Program record numbers
    - Microsoft Test Site – one in each county
    - Launched Selfie and BiblioBoard
    - Circulation down 1%; Downloadables up 27%

- c. Library Director Report - Cheryl reported on some additional items not in her report. She shared that TRL employee Hank Scensey passed away expectantly. Hank had worked for TRL since 1994 and his memorial service date has not yet been announced. Cheryl noted that we have received \$4,500 from the Washington State Library to purchase ChromeBooks for the use of the Microsoft Imagine Academy. Cheryl congratulated Lacey Library Manager Holly Paxson for her work on the VIP Lacey Loves to Read meeting last week. It was a great event. Lastly she noted that she will be on vacation March 16<sup>th</sup> to participate in Library Legislative Day in Olympia.
  - d. Department Reports – Trustee Varness asked when the decision by the Department of Natural Resources on the timber revenue and arrearage will be made. Cheryl responded that any letters of support are due by March 9, and the decision is scheduled to be made in September.
8. Financial and Voucher Report – Eric presented the financial report and expense and payroll vouchers for review and approval.
9. Consent Agenda - Motion for approval.

17-10 – REBECCA CONNOLLY MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE JANUARY 25, 2017 BOARD MEETING; PAYROLL VOUCHERS #58970 THROUGH #58985 IN THE AMOUNT OF \$242,048.49 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$695,907.50 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$240,330.05 FOR A GRAND TOTAL OF \$1,173,497.43; EXPENSE VOUCHERS #27485 THROUGH #27739 IN THE AMOUNT OF \$543,647.22. BOB HALL SECONDED. MOTION PASSED UNANIMOUSLY.

10. Unfinished Business
- a. Grays Harbor Transit Bus Pass Report – Last month, Trustee Connolly had asked if the collaboration with the Transit has been budget neutral as originally proposed. Cheryl shared an accounting report and noted that as this was a pilot we didn't know what to expect. She noted that there have been some additional staff time used as we learn how many passes need to be purchased and how to account for their sales. She recognized that this has

been a learning exercise for library staff and the Business Office. One thing we have learned and corrected is figuring out how many passes to order and that it took a few months to record how many passes and what types were being sold. Cheryl stated that we now have a better understanding of the public's needs and are working with Grays Harbor Transit on how we can streamline and tighten up processes. Cheryl was asked if the partnership has been successful and she replied yes and we are also looking at other counties to partner with.

- b. Rochester Kiosk Agreement Update – Cheryl reported that we are still working on changes and she hopes have more information next month.
- c. Metrics Priorities Discussion – Stephen Hardy noted that the Executive Committee continues to work with Management and discuss what we want to see in the metric reports.

#### 11. . New Business

- a. 2017 Action Plan - Cheryl presented the 2017 Action Plan for review. She asked the Board to review and come back next month with any comments or items for discussion.

#### 12. Committee Reports - None

13. Final Board Comments – Trustee Hall reminded Facilities staff to talk with the South Bend Library Manager regarding the building issues he received from the City last month. Trustee Connolly shared that she has submitted her resignation from the Board effective March 31. She stated that she has reviewed the time and dedication it takes to be a trustee, her family needs, her work commitments, and has come to the conclusion that it would be a disservice to continue. She praised the Board for their phenomenal work. President Hardy praised the 2016 State of the Library report and commended Trustee Connolly as all of those great things happened on her watch. He noted that TRL is not the same old library from days past and great things are happening. President Hardy also spoke on behalf of all the Board and stated that Rebecca would be missed and we wish her well.

#### 14. Future Agenda Items – None.

15. Executive Session – There was no call for Executive Session.

16. Adjournment –At 6:38 p.m., with no further business, President Hardy adjourned the meeting.

  
Stephen Hardy, President

  
Cheryl Heywood, Secretary