



BOARD OF TRUSTEES MEETING
Chehalis Timberland Library
400 North Market Blvd
Chehalis, WA 98532
Wednesday, August 23, 2017
5:30 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Bob Hall, Stephen Hardy, Jenna Noll, Joe Wheeler, Corby Varness, Brian Zylstra,

BOARD MEMBERS EXCUSED:

STAFF PRESENT: Cheryl Heywood, Eric Lowell, Jeff Kleingartner, Kristine Tardiff, Alice Goudeaux, Josh Jordan, LG Nelson, Lily Grant, Elizabeth Squires, Cherie Rusk, Brenda McGuigan, Susan Faubion, Jamie Allwine, Brenda Lane; recorder

President Stephen Hardy welcomed everyone to Chehalis and called the Regular Board meeting to order at 5:31 pm.

AGENDA ITEMS

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

17-40 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. CORBY VARNESSE SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – None.

5. Public Comments – Edna Fund, Lewis County Commissioner welcomed everyone to Chehalis and shared information on Discover Lewis County.
6. Board Comments – Trustee Varness mentioned a Border Collie program that she attended that was fabulous. She noted that the presenter modeled such a compassion and care in working with the dogs. She said it made her day and it was a great program. Trustee Zylstra welcomed everyone to his hometown and reminded everyone of the great work done by the community and the Friends group to build this beautiful library. Trustee Blanton noted that the photos in the Board packet of the tree removal and stump carving that is happening in Packwood doesn't do it justice. He gets to walk by the library every day and is watching the work and it is amazing. LG was noted that a local artist is carving a bear reading to her cub into the huge stump that is in front of the library.
7. Focus on the Lewis County Libraries – Library Managers answered questions on their written report from the trustees.
8. Director's Report - Cheryl Heywood
 - a. Cheryl highlighted the following items in her report:
 - Olympia Circulation Assistant Linda Busta passed away recently. We are deeply saddened by her passing and staff are working on a memorial event for September.
 - Reminded the Board that All Staff Training Retreat is scheduled for September 14, 8-4 p.m., at the Great Wolf Lodge. RSVP to Brenda if planning to attend.
 - Shared that Braindunk, a website design firm has been chosen to design our new website. She thanked Josh, Jeff, Computer Services staff and the website re-design committee for their work on the selection. Braindunk will be visiting TRL, talking with staff, patrons, Friends and Boards, and attending the All Staff Training Retreat to gather input.
 - b. Department Reports – No comments or questions.
9. Financial and Voucher Report – Eric presented the financial report and expense and payroll vouchers for review and approval.
10. Consent Agenda - Motion for approval.

17-41 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE JULY 26, 2017 BOARD MEETING; PAYROLL VOUCHERS #59111 THROUGH #59130 IN THE AMOUNT OF \$433,657.91 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$685,710.95 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$240,735.12 FOR A GRAND TOTAL OF \$1,360,103.95; EXPENSE VOUCHERS #29169 THROUGH #29458 AND EFT #00053 THROUGH EFT #00076 IN THE AMOUNT OF \$418,008.27. BOB HALL SECONDED. MOTION PASSED UNANIMOUSLY.

11. Unfinished Business - Cheryl Heywood

a. 2017 Action Plan – Jan-June – Last month Cheryl had asked the Board to read the report and bring any items or comments to tonight’s Board meeting. President Hardy noted that it is a good report and continues to give an in-depth view of what TRL is working on. He thanked staff for putting it together. Cheryl noted that we plan to add more outcome based processes and data as we move forward and the data is available.

12. New Business – Cheryl Heywood

a. Tenino Interlocal Agreement Approval

Cheryl noted that the Board previously gave her permission to negotiate an interlocal agreement with the City of Tenino. She noted that this is a solid agreement that outlines and elaborates the roles and responsibilities of each party. It has been vetted by the legal counsel of both parties.

17-42 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE INTERLOCAL AGREEMENT WITH THE CITY OF TENINO AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

13. Committee Reports

a. Staff Survey Committee - Stephen Hardy shared that the committee met and talked about the staff survey. There has been a recommendation from staff to use the Organizational Survey that was completed by Trafton Group instead of a formal survey. It was noted that the purpose of the survey is to give the Board insight on how employees feel about the organization. The committee decided that the information that was gathered in the survey and the work

done by the consultant provides that information and they find that it is an acceptable substitute for the purpose of the Directors evaluation. Corby shared the committees concerns that staff might see this as the Board not wanting their input which is not true, and she wants staff know that the trustees value their insight and take their comments and input very seriously.

17-43 – BOB HALL MADE A MOTION TO ACCEPT THE RECOMMENDATION OF THE STAFF SURVEY COMMITTEE. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Facilities Committee – Brian Zylstra shared items that were discussed and projects that are happening across the district.
 - i. Dude Solutions – review is complete and this will be used for our long-term capital planning.
 - ii. Possible Hawks Prairie Kiosk site – we have been approached by a business owner who would like to offer space for a more permanent location. Staff are going to do a site visit and meet with the coffee/bike shop owner.
 - iii. Centralia Library – work is beginning and the library will be closed for a few days to move the children’s collection and shelving out. The children’s area will be blocked off and work will continue with the library open. The project should take approximately 30 days to complete.
 - iv. Draft Service Point Analysis (SPA) The committee reviewed an updated version of the SPA. Corby stated that she was happy to see that the cost analysis is the first thing identified on the list.

13. Final Board Comments – Trustee Blanton shared that he just learned that he is having his 7th granddaughter! He also thanked the Friends and the Chehalis staff for the refreshments. President Hardy stated that this is a beautiful library and he is impressed at how great it looks. He also commented that he loved the pie.

14. Future Agenda Items - None

15. Adjournment –At 6:34 p.m., with no further business, President Hardy adjourned the meeting.


Stephen Hardy, President


Cheryl Heywood, Secretary