



BOARD OF TRUSTEES MEETING
Naselle Timberland Library
4 Parpala Road
Naselle, WA 98638
Wednesday, September 27, 2017
5:30 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton via telephone, Stephen Hardy, Jenna Noll, Joe Wheeler, Corby Varness, and Brian Zylstra

BOARD MEMBERS EXCUSED: Bob Hall

STAFF PRESENT: Cheryl Heywood, Eric Lowell, Jeff Kleingartner, Andrea Heisel, Alice Goudeaux, Ryan Williams, Josh Jordan, LG Nelson, Michelle Zilli, Iver Matheson, Emily Popovich, Susan Carney, Allison Grubbs, Brenda Lane; recorder

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

AGENDA ITEMS

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

17-44 – CORBY VARNESSE MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – Cheryl shared a thank you letter from a patron and an email from Suzanne Cofer. The Board asked Cheryl to work with Trustee Wheeler to follow-up with Ms. Cofer.
5. Public Comments – None.
6. Board Comments – Trustee Varness expressed her congratulations on the All Staff Training Retreat. It was a great day and she really enjoyed the new format for employee recognition. She also shared a recent experience at Ocean Park while she visiting the area. She said she overheard a staff member helping a patron get a new library card. She stated that the employee was so enthusiastic, and kept sharing all the great things the patron could do with their library card. It was amazing to see, as there is a lot our libraries are doing!
7. Focus on the Pacific County Libraries – Library Managers answered questions and shared what is happening in each of their libraries.
8. Director's Report - Cheryl Heywood
 - a. Cheryl highlighted the following items in her report:
 - Welcomed Collection Services Manager Andrea Heisel and asked her to share her career history with the Board.
 - Reported that Kristine Tardiff, Public Services Manager has resigned her position effective December 30, 2017 and she is on leave of absence through the end of the year. We are doing an internal recruitment to fill the position in the interim.
 - Shared that she will be presenting her quarterly state of the library to the Lewis and Thurston County Commissioners next week, followed by Mason and Pacific County in the coming weeks. She noted that Grays Harbor has requested to only hear from TRL once a year.
 - 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.

17-45 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE AUGUST 23, 2017 BOARD MEETING; PAYROLL VOUCHERS #59132 THROUGH #59147 IN THE AMOUNT OF \$400,987.21 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$695,451.10 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$244,671.59 FOR A GRAND TOTAL OF \$1,341,109.90; EXPENSE VOUCHERS #29459 THROUGH #29673 AND EFT #00077 THROUGH EFT #00167 IN THE AMOUNT OF \$618,087.09. AT THIS TIME JOE WHEELER ASKED TO AMEND THE MOTION TO INCLUDE A CORRECTION TO THE MINUTES THAT HE WAS NOT PRESENT AT THE AUGUST MEETING. CORBY SECONDED THE AMENDED MOTION. MOTION PASSED UNANIMOUSLY.

11. Unfinished Business - None.

12. New Business

- a. Public Services Priorities - Cheryl presented the Public Services Priorities and asked Ryan Williams, Sarah Ogeden and Alice Goudeax to provide an overview of their priorities to the Board. After their presentation, Cheryl applauded the priorities and thanked the Public Services Team for their leadership.
- b. Thurston County InterCity Transit -Cheryl shared that she met with InterCity Transit to discuss a request to partner for an 18-month pilot program. After a brief discussion, there was a request for a motion.

17-46 – TRUSTEE VARNESSE MADE A MOTION TO MOVE FORWARD WITH AN MOU. TRUSTEE WHEELER THEN MADE A MOTION TO AMEND THE MOTION TO INCLUDE TRANSIT AGENCIES IN ALL 5 COUNTIES. TRUSTEE VARNESSE SECONDED THE AMENDED MOTION. MOTION PASSED UNANIMOUSLY.

- c. 2017 Supplemental Budget – Eric shared that he will be providing a report next month.
- d. Library Director Evaluation – Cheryl shared her evaluation packet with the Board for discussion in Executive Session.

13. Committee Reports –None

14. Final Board Comments – Trustee Wheeler thanked the staff of Pacific County for their hospitality, noting that he is happy to be here. He also thanked everyone for their patience with his questions tonight. Trustee Zylstra echoed Trustee Wheelers statement noting this was his first time at Naselle and it is a great library. Trustee Blanton thanked the Board for the ability to call in to the meeting. President Hardy thanked everyone for laughing at his jokes and for their support by attending the meeting, as he has a deep appreciation for TRL staff.

14. Future Agenda Items - None

15. Executive Session pursuant to RCW 42.30 – At 6:51 p.m., President Hardy called for Executive Session to discuss the Library Director evaluation. He announced that the Board would need 15 minutes. At 7:07, President Hardy announced that Executive Session was complete.

16. Adjournment –At 7:08 p.m., with no further business, President Hardy adjourned the meeting.


Stephen Hardy, President


Cheryl Heywood, Secretary