



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd SW
Tumwater, WA 98501
Wednesday, October 25, 2017
5:30 pm

MINUTES

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

BOARD MEMBERS EXCUSED: None

STAFF PRESENT: Cheryl Heywood, Eric Lowell, Jeff Kleingartner, Andrea Heisel, Josh Jordan, LG Nelson, Allison Grubbs, Kendra Jones, Karlyn Spevacek, Brenda Lane; recorder

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

AGENDA ITEMS

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

17-47 – CORBY VARNESSE MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. JOE WHEELER SECONDED. MOTION APPROVED.

4. Correspondence – Cheryl shared a letter from Judy Weaver regarding a request for additional services at the Rochester kiosk. Cheryl noted that

the request will be forwarded to the Facilities Committee for discussion. She also shared a note from a Yelm patron that thanked staff for their exceptional service.

5. Public Comments – Judy Weaver, Volunteer, Rochester Community Library asked the Board if they have had the opportunity to review her letter. The Board replied that her letter had been emailed to them and they had reviewed her request. Ms. Weaver noted that the computers at the kiosk are using old software and she is requesting funds to upgrade the computers and also expand the hours open to the public. She stated that these services are needed in the community. The Board asked some follow-up questions, and then recommended the request go to the Facilities Committee for discussion.
6. Board Comments – Trustee Varness shared that she really enjoyed the Timberland Reads Together program with author Reyna Grande. She grew up on the border and it was an eye opening book. President Hardy noted that with Trustee Varness' glowing recommendation, he plans to read the book.
7. Director's Report - Cheryl Heywood
 - a. Cheryl highlighted the following items in her report:
 - Welcomed Allison Grubbs, Interim Public Services Manager who shared that she is thrilled to be in this position and working with Cheryl and Admin. Allison noted that her goals are to work on relationship building and to be an agent of positive change and communication up and down the ladder.
 - Noted that the Thurston County Commissioners presentation will be rescheduled to November.
 - Shared that at the most recent Pac. Mtn. Executive Finance Committee, the Board affirmed and recommended TRL as a connection site. She will be asking the Board for approval at the November Board meeting.
 - Shared that she is attending WLA as well as presenting at the Washington Workforce Training Conference next month.
 - b. Department Reports
 - Summer Reading Report – Kendra Jones shared the statistics for the new electronic component of SRP noting

what was learned and changes they would like to make for next year. SRP did see a dip in numbers, but she is not concerned as they were not reliable in the past and these are more reliable statistics. She reported that for next year they are working on something more inclusive at all the libraries such as rolling the adult into the kid component, as we want to make sure the efforts are cohesive. She also noted they are moving more towards families not just children or teens.

- Library in the Park – Allison Grubbs reported on the Library in the Park program and that she was thrilled with the value and cooperation this program brings to Grays Harbor. TRL partners with the City of Aberdeen, the school district which provides the free lunch program, and the YMCA. The Library in the Park is funded by the Weatherwax Fund through the Grays Harbor Community Foundation and Grays Harbor Transit.
- Explore TRL – Karlyn Spevacek gave an overview of her position and what she does for outreach and partnerships outside our walls. She works to fill the gaps on what staff can or cannot do. She shared a new pilot she is working on called Explore Timberland. Explore Timberland will use books that have been removed from the collection but are still in good condition, to be given a second life. Bins will hold books that can be used and returned or not, and will be placed in places like food banks, schools, and even on an intercity bus. As it is a pilot, the goals are to reach out to parents and children, especially the Spanish speaking population. For the pilot, we have 10 confirmed sites. The bins will hold 20 books and be refilled every month for 6 months. The goal is to advocate and share our services.

BREAK – At 6:19 pm, President Hardy called for a 15 minute break. At 6:35 pm, the meeting was called back to order.

8. Financial and Voucher Report – Eric presented the financial statement and vouchers for review.
9. Consent Agenda - Motion for approval.

17-48 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE OCTOBER

25, 2017 BOARD MEETING; PAYROLL VOUCHERS #59148 THROUGH #59163 IN THE AMOUNT OF \$400,042.57 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$691,438.91 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$245,617.97 FOR A GRAND TOTAL OF \$1,341,099.45; EXPENSE VOUCHERS #29674 THROUGH #29905 AND EFT #00168 THROUGH EFT #00238 IN THE AMOUNT OF \$389,376.54. JOE WHEELER SECONDED THE MOTION. MOTION APPROVED.

10. Unfinished Business

- a. 2017 Budget Amendment Approval of Resolution #17-002 – Eric explained the changes and reasons why we were asking the Board for approval. He reviewed the amended budget, noting the change in the lower cost of the accounting software and additional non-budgeted items.

17-49 – CORBY VARNESSE MADE A MOTION TO APPROVE THE 2017 BUDGET AMENDMENT RESOLUTION #17-002 AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED.

11. New Business

- a. 2018 Draft Preliminary Budget – Eric reviewed the budget and answered questions. Trustee Varness noted that this is a very conservative budget. Eric agreed and pointed out that our challenge is medical benefits and the rising costs. This year, the budget was reviewed at a deeper level and staff have a better understanding of their library budgets. Trustee Hall asked about the projection on salaries and benefits and Eric agreed that healthcare costs are the wildcard. Eric will present the Preliminary Budget next month for approval.

13. Committee Reports – None

14. Final Board Comments – Trustee Blanton thanked the staff for the great reports and applauded the staff presentations given tonight. He stated that TRL should be congratulated on the great services, old and new, we just keep getting better and better. Trustee Hall commended Eric on his work on the budget, noting there has been an amazing amount of change in management in a short period of time but improvements each time.

14. Future Agenda Items - None

15. Executive Session pursuant to RCW 42.30 – At 7:17 p.m., President Hardy called for Executive Session to discuss the Library Director evaluation. He announced that the Board would need 20 minutes. At 7:37 p.m., President Hardy announced that Executive Session would need 10 additional minutes. At 7:47 p.m. President Hardy called the meeting back to order.

16. Adjournment –At 7:48 p.m., with no further business, President Hardy adjourned the meeting.


Stephen Hardy, President


Cheryl Heywood, Secretary