



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd SW
Tumwater, WA 98501
Wednesday, November 29, 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, Sarah Ogden, Walter Bracy, 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. Hal Blanton led the pledge of allegiance.
2. Welcome and self-introductions.
3. Approval of Agenda.

17-50 – JOE WHEELER MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

4. Correspondence – Cheryl shared a letter from Carl and Kathy Watson regarding their concerns with the Halloween Haunted House at the

Centralia Timberland Library. The Board President will provide a written response.

5. Public Comments – None.
6. Board Comments – Trustee Zylstra shared that a few weeks ago he and Trustee Blanton attended the grand re-opening of the Centralia Library. Both agreed that it was a great event and the children's area looks fantastic. The mural is amazing, as is the lighting that was done by a local glassworks artist.
7. Director's Report - Cheryl Heywood
 - a. Cheryl highlighted the following items in her report:
 - Congratulated Kendra Jones for her leadership and inspiration! Kendra was awarded the 2017 Children's and Young Adult Services (CAYAS) award for Visionary Library Service to Youth for her work at TRL at the recent Washington Library Association Conference.
 - Shared that TRL submitted an application for a light the way grant for underserved populations. The grant by the American Library Association is for a \$3000 grant for books in Spanish.
 - Attended the Margaret Ward award event in Montesano.
 - Noted that the Reyna Grande Timberland Reads Together report is in the Board packets.
 - Reported that the State Auditor will visit for a state audit in December.
 - Introduced a video of a family from Winlock, noting it will be posted on the TRL YouTube channel.
 - b. Department Reports
 - Library Card Inactive Cardholders Survey – Jeff reported that we sent an email to 30,000 patrons that have not used their library card in the last 3 years for a short 4-question survey. He then reviewed the four questions that were asked, noting we used an incentive of the chance to win a \$50 gift card to get people to reply to the survey.
8. Financial and Voucher Report – Eric presented the financial statement and vouchers for review.

9. Consent Agenda - Motion for approval.

17-51 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE OCTOBER 25, 2017 BOARD MEETING; PAYROLL VOUCHERS #59164 THROUGH #59178 IN THE AMOUNT OF \$407,355.41 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$697,739.40 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$248,227.61 FOR A GRAND TOTAL OF \$1,353,322.42; EXPENSE VOUCHERS #29906 THROUGH #30131 AND EFT #00239 THROUGH EFT #00304 IN THE AMOUNT OF \$603,110.18. HAL BLANTON SECONDED THE MOTION. MOTION APPROVED.

10. Unfinished Business

- a. Approval to sign contract business office software with Incode – Cheryl and Eric shared that the final amount for the software purchase is \$140,000 which is significantly lower than the original estimate which was closer to \$500,000. Eric stated that both the Business Office and the Human Resources departments have reviewed and vetted the software and are confident this will meet the needs of TRL. Walter agreed that this software package also offers a very robust HR side. Eric noted that the Washington State Auditor recommended this software and he is confident that this will do all that we need.

17-52 – CORBY VARNESSE MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN AND EXECUTE A CONTRACT WITH INCODE TO PURCHASE BUSINESS OFFICE SOFTWARE. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

11. New Business

- a. 2018 Preliminary Budget Approval – Eric reviewed the final preliminary budget and asked for approval.

17-53 – BOB HALL MADE A MOTION TO APPROVE THE 2018 PRELIMINARY BUDGET AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

- b. PacMtn MOU Approval – Cheryl noted that this memorandum of understanding is to formalize the relationship as PacMtn has given us

provisional acceptance and will vote tomorrow night. Cheryl shared that we must demonstrate to them over the next year and all sites have to be certified every year. This MOU is a 3-year commitment and it is important to have our roles formalized and clear.

17-54 – HAL BLANTON MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN AND EXECUTE A CONNECTION SITE MEMORANDUM OF UNDERSTANDING WITH THE PAC. MTN. WORKFORCE DEVELOPMENT COUNCIL. BOB HALL SECONDED. MOTION APPROVED.

12. Committee Reports – Facilities – Corby Varness/Brian Zylstra

a. Hawks Prairie Kiosk – Trustee Varness shared that this is the first service point recommendation from the Facilities Committee using the new Service Point Analysis (SPA) document. After reviewing the SPA, the committee would like to recommend that we move forward with a kiosk at a local coffee/bike shop in the Hawks Prairie area.

17-55 – CORBY VARNESS MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR A NEW HAWKS PRAIRIE KIOSK LOCATION. JOE WHEELER SECONDED. MOTION APPROVED.

- b. 2017 Building Projects – Trustee Varness shared that the committee reviewed the report of what has been worked on or completed in the past year as well as what we continue to work on. She noted that a lot of projects and work have been done. In 2018, we will be using gift fund money to do some space planning at the Olympia, Lacey, and Aberdeen libraries.
- c. Rochester Kiosk – As a follow-up to community member Judy Weavers public comment and letter asking for additional support for the Rochester Kiosk, Cheryl noted that she will be meeting with the Rochester School Superintendent Kim Fry as we need to be mindful of gifting of public funds. Staff will continue to gather information and share with the Board when more information is available.
- d. Lacey Patron Correspondence – Noted that we are working with the City as we have a great relationship with the City Manager and are continually discussing long-range facilities planning.
- e. Toledo Community Library – Trustee Zylstra noted that he received an email from Pat Caldwell who owns the building in Toledo and

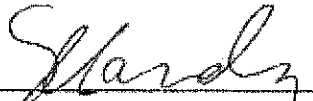
that the community library is currently using. He noted that the Toledo Friends are concerned about how they are going to pay for ongoing costs such as utilities as money is being diverted to help the local senior center whose funding was recently cut. Cheryl shared she consulted legal counsel and as it is a privately owned building, we cannot provide that type of support and the agreement is with the Friends not the owner of the building.

13. Final Board Comments – Trustee Varness shared her thanks to Cheryl for coming to the Montesano event. It was a last minute invitation, and she appreciated her being able to attend the award presentation and everyone was grateful for her attendance. Trustee Blanton shared that there was a freak windstorm in Packwood last week and he is certain that if we had not taken care of the large tree at the Packwood Library, it would have come down on the library. He noted that the library is so much lighter and brighter inside with the large tree gone. Trustee Hall asked about the carving and was told it is half way complete.

14. Future Agenda Items - None

15. Executive Session pursuant to RCW 42.30 – At 6:23 p.m., President Hardy called for Executive Session to discuss the Library Director evaluation. He announced that the Board would need 20 minutes. At 6:43 p.m., President Hardy called the meeting back to order.

16. Adjournment –At 6:44 p.m., with no further business, President Hardy adjourned the meeting.


Stephen Hardy, President


Cheryl Heywood, Secretary