



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd SW
Tumwater, WA 98501
Wednesday, January 24, 2018
5:30 pm

MINUTES

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

BOARD MEMBERS EXCUSED: None

STAFF PRESENT: Cheryl Heywood, Eric Lowell, Andrea Heisel, LG Nelson, Allison Grubbs, Josh Jordan, Walter Bracy, Brenda Lane; recorder

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

AGENDA ITEMS

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

18-01 – JOE WHEELER MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED.

4. Correspondence – None.
5. Public Comments – None.

6. Board Comments – Trustee Hall noted that he had inquired about newspapers online and found out that the offerings are pretty limited and wondered why. Cheryl stated that newspaper subscriptions are expensive. Trustee Varness shared a big thank you to Karlyn Spevachek for her help putting together some Connect Boxes for her. She explained that she is part of a canine reading group in Grays Harbor that reads to kids along with their dogs. The books are dog related and they were running out of books to read to the kids. Karlyn put together a great assortment of books and within days she sent a whole bunch of books about kids and dogs and she was thrilled!

7. Director's Report - Cheryl Heywood
 - a. Cheryl highlighted the following items in her report:
 - Provided a follow-up regarding the MyTRL card question that Trustee Hall asked at the last meeting noting that Kendra has sent an email to the South Bend Superintendent.
 - Reported that she talked with legal counsel regarding resolution #17-006 which establishes the non-resident borrower fee and confirmed that the language in the motion was correct.
 - Shared that the Service Center is doing a small remodel. The areas were critically assessed and it will improve the staff working areas and the user experience at the Service Center. She will review the scope at the next Facilities Committee meeting.

 - b. Department Reports
 - Trustee Hardy asked Andrea Heisel, Collection Services Manager what the 14% under the graph that shows a decrease in new materials being added represents. Andrea noted that it was most likely the budget reduction. Trustee Varness mentioned that she appreciated the graphs in Andrea's report. There was also a question on what All Aboard Kindergarten was and Cheryl responded that she would find out from Kendra and let the Board know via email.

8. Financial and Voucher Report – Eric presented the financial statements for review and answered questions regarding vouchers.

9. Consent Agenda - Motion for approval.

18-02 – JOE WHEELER MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE DECEMBER 20, 2017 BOARD MEETING; PAYROLL VOUCHERS #59195 THROUGH #59209 IN THE AMOUNT OF \$408,736.93 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$707,610.91 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$250,923.91 FOR A GRAND TOTAL OF \$1,346,573.88; EXPENSE VOUCHERS #30379 THROUGH #30616 AND EFT #00338 THROUGH EFT #00397 IN THE AMOUNT OF \$863,314.14. BOB HALL SECONDED THE MOTION. MOTION APPROVED.

10. Unfinished Business - None

11. New Business

- a. 2017 July – December Action Plan – Cheryl presented the Action Plan and asked the Board to review the document and bring back next month for discussion.
- b. 2018 Action Plan – Cheryl shared the 2018 Action Plan for review and asked the Board to bring back next month for discussion.
- c. Compensation Consultant RFP Approval –Walter shared that he is asking for approval to move forward with an RFP to hire a compensation consultant. Trustee Hall asked why are we doing it at this time. Walter responded that the last time TRL reviewed positions and compensation was in 2007 and the industry standard is every 4-5 years. He noted that we need to look at what we are doing and take a close look at the compensation plan as we plan for bargaining in 2020.

18-03 – JOE WHEELER MADE A MOTION TO PROVIDE THE LIBRARY DIRECTOR THE AUTHORIZATION TO EXECUTE A REQUEST FOR PROPOSAL FOR A COMPENSATION CONSULTANT.

Trustee Hall asked about the cost and after a brief discussion, President Zylstra asked for a motion to amend the previous motion to include budgeting the cost over 2 years.

18-04 – JOE WHEELER MADE A MOTION TO AMEND THE MOTION TO INCLUDE BUDGETING THE COSTS OVER 2 YEARS. BOB HALL SECONDED. MOTION APPROVED.

12. Committee Reports – Policy Committee

- a. Meeting Room Policy – Hal shared that the meeting room policy has some updates and small edits from the 2015 version. He noted that staff had reviewed the current policy and procedure and recommended changes are at the procedural level. The tracked changes reflect those procedure changes to the policy.

18-05 – HAL BLANTON MADE A MOTION TO APPROVE THE MEETING ROOM POLICY AS PRESENTED. JENNA NOLL SECONDED.

Joe stated that he was concerned about item 5e which does not allow groups to use the meeting room for meetings or events and charge a fee. He cited as an example AA groups where they might ask for a small offering for coffee or cookies for the meeting. He would like to see this reviewed as these types of meetings are in keeping of the mission of TRL and further review is needed. After a brief discussion, it was agreed that the policy needs further review and the following motion was made.

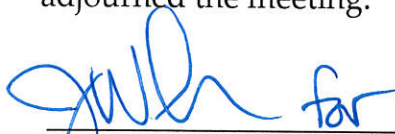
18-06 – JOE WHEELER MADE A MOTION TO TABLE THE POLICY AND THE MOTION AND BRING BACK NEXT MONTH. BOB HALL SECONDED. MOTION APPROVED.

13. Final Board Comments – Trustee Blanton shared that the chainsaw carver is on a break due for the winter but the carving at the Packwood library is coming along nicely. Trustee Wheeler said hi to Stephen Hardy who is certainly watching. Trustee Hall reported that he will not be at the February meeting. He also noted that he is impressed with all that is happening right now. He reads all the reports and is glad there is not a test!

14. Future Agenda Items - None

15. Executive Session pursuant to RCW 42.30 – None

16. Adjournment –At 6:09 p.m., with no further business, President Zylstra adjourned the meeting.



Brian Zylstra, President
Joseph Wheeler president elect



Cheryl Heywood, Secretary