



BOARD OF TRUSTEES MEETING
Ilwaco Timberland Library
158 1st Avenue N.
Ilwaco, WA 98624
Wednesday, September 26, 2018
5:30 pm

MINUTES

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

BOARD MEMBERS EXCUSED:

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

President Zylstra welcomed everyone to Ilwaco 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.

18-31 – BOB HALL MADE A MOTION TO AMEND THE AGENDA TO HAVE BOARD COMMENTS FOLLOWED BY PUBLIC COMMENTS AND TO MOVE ITEM 12a. TO ITEM NUMBER 7 ON THE AGENDA. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

4. Correspondence – Cheryl reported that the Board has been receiving correspondence from the public in packets via email as they are received. Staff will continue to forward letters and emails as they come in.

5. Board Comments – Trustee Blanton noted that there was a big meeting in Randle this week, and that it is his community. He stated that it was a positive meeting and the public made it clear what they wanted us to know. He agreed that everyone cares about their communities and services for Randle. He commended staff as the conversations were intense and the confrontation of the leadership team was tough. He noted we are a big district and we need to work together. President Zylstra noted that he was at the public meeting in Randle and saw the passion and interest in the area. It was good to see all the people at the meeting. Trustee Hirschi commented that she read every single letter and email and they have opened her eyes on what libraries mean to our communities. Trustee Varness stated that the Board has had no input into the development, and this plan is considered a very, preliminary rough draft and it needs to be brought to the Board for consideration. She personally, is not ready to implement anything at this time. The process was not followed and will need to go the Facilities Committee as that is our policy and this ensures that a great deal of care goes into decisions. This has not happened in Randle. She takes seriously her role as a responsible trustee. Trustee Hall stated that he heard the public comment and comments about South Bend and he is glad people love the library. He stated that this is a case of the haves and the have nots. He would like the Board to see FTE attrition of the cost savings and changes in courier routes as a start. He mentioned that there are posts on Facebook that are accurate and not accurate. He would also like to see the Facilities Committee take a look at South Bend. Thank you to all who wrote to the Board. Trustee Noll apologized for not being able to be at the meeting in person. She stated that it has been very helpful to see how much everyone loves their library and the communities that want to keep them open. She reminded everyone that this is just a proposal of a plan and nothing is set and there will be opportunity for communities to comment. The doors were also closed to the Board and it was a surprise to the Board that the lease was expiring next week. Thank you to the community for showing up in Randle. Trustee Wheeler stated that the libraries are an incredibly important part of his life and he is a huge supporter of the Amanda Park Library. He does realize the importance of the library and understands there is a lot to consider and it will take true vision, taking into account

the future to protect the resources that we have as well as how to increase services to all the communities we serve.

6. Public Comments - At this time. President Zylstra called for public comments. 47 people signed up from Randle, South Bend, Ocean Park, Raymond, Morton, Centralia, Long Beach, and Montesano who expressed their love for their community library and asked the Board not close any rural libraries.
7. Facilities Committee – Brian Zylstra
 - a. Mountain View Library Lease – President Zylstra mentioned the attendance at the public meeting in Randle and that the Board heard the message loud and clear. It seems very unfair to close the library with short notice and would like to recommend that the TRL board find a solution that is more long term and called for a motion.

18-32 – CORBY VARNESSE MADE A MOTION TO EXTEND THE MOUNTAIN VIEW LIBRARY LEASE FOR ONE YEAR. BOB HALL SECONDED. ROLL CALL VOTE: Trustees Zylstra, Varness, Wheeler, Noll, Blanton, Hirschi and Hall all vote aye. MOTION APPROVED.

- b. South Bend – Reported that we just received half of the report from Department of Labor and Industries and are waiting for the report from the Hygienist. Hope to have the full report soon.
 - c. Proposed Capital Facilities Plan - Recommendation that it goes back to the Facilities Committee. Consensus from all Board members.
8. Director's Report - Cheryl Heywood
 - a. Proclamation – Cheryl noted that when she visits each of the County Commissioners over the next few months she will be asking them to sign a Proclamation to celebrate TRL's 50th anniversary.
 - b. Introduction of the Pacific County Managers – Cheryl introduced the Managers of the Pacific County libraries.
 - c. Department Reports

Cheryl highlighted the following items:

- Noted that we appreciate and read all the letters and emails and understand that it goes very deep personally. We come to work every day to serve you and all the work that we have done reflects that. We are happy to hear about the deep experiences that each of you have using your local libraries and that TRL resonates in your life. It makes the work we do meaningful.
- Highlighted all the great work that Kendra and her Summer Reading Program teams accomplished. The goal was to reach 15k readers and we reached 16k+. Programs were more accessible for non-readers and really fantastic. Thank you all.
- Shared information on ExploreTimberland, a courtesy collection that uses weeded books to create small collections in unconventional places like doctor's offices, laundromats or local transit. They are placed across the 5-county region and help people who cannot get to the library.

9. Department Reports

10. Financial and Voucher Report – Eric presented the financial statements for review.

11. Consent Agenda - Motion for approval.

18-33 – BOB HALL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE AUGUST 22, 2018 BOARD MEETING; PAYROLL VOUCHERS #59651 THROUGH #59669 IN THE AMOUNT OF \$417,676.19 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$707,478.46 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$228,280.03 FOR A GRAND TOTAL OF \$1,353,434.68; EXPENSE VOUCHERS #32366 THROUGH #32566 AND EFT #00647 THROUGH EFT #00683 IN THE AMOUNT OF \$312,187.96. JOE WHEELER SECONDED THE MOTION. MOTION APPROVED.

Break – 15 minutes

12. Unfinished Business - None

13. New Business - None

12. Committee Reports –

a. Policy Committee – Hal Blanton

- i. Fines and Fees Policy – no changes. Trustee Varness asked in future conversations to consider stopping fines for children and Trustee Hirschi stated she would support.

18-34 – HAL BLANTON MADE A MOTION TO APPROVE THE FINES AND FEES POLICY AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED.

- ii. Use of Library Materials Policy – small change, strike the collection agency fee as we are no longer using a collection agency.

18-35 – HAL BLANTON MADE A MOTION TO APPROVE THE USE OF LIBRARY MATERIALS POLICY AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED.

- iii. Internet Policy – cleaned up the language regarding Children’s Internet Protection Act (CIPA).

18-36 – HAL BLANTON MADE A MOTION TO APPROVE THE INTERNET POLICY AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED.

- iv. Compliance Measures for CIPA – cleaned up the language.

18-37 – HAL BLANTON MADE A MOTION TO APPROVE THE COMPLIANCE MEASURES FOR CIPA POLICY AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED.

13. Final Board Comments – Trustee Hall said that the message is clear that people love their library and how important it is. We need to consider other areas that can’t get to the library and the plan is addressing these issues and masses of the population that do not have a library. The haves

love it and the have nots don't. Trustee Varness stated that we need to be creative and get out into our communities so we can start to focus on the proposal and what that might be. Trustee Hirschi noted that she appreciated what the Administration has done and it has really helped her to understand. For example, in Mason County, there are a lot of areas that are not being reached and the public can't get to the library. There is a swath of water that runs down the center of the county and she thinks that we need to start looking at what we can do to get better outreach and start thinking about how the services will work. Thank you for the work. Trustee Wheeler, thanked everyone for attending the meeting and knows that this is a hard and touch decision. He agreed with the other board members comments but knows that Olympia has one library for 30,000 people. Equity is something we need to open for discussion. Trustee Noll thanked Cheryl and the Admin. Team for trying to address the ongoing needs with a limited budget and appreciates all the work in putting it together. She was sad not to be able to attend in person. Trustee Blanton noted that there are areas where the people are not being served and we can do something about that. Not sure how we do it as an Administration as most people don't understand the process and how it works. We need to figure out how to understand the process and where the real responsibilities are and allow people to see if differently. He was also glad to see all the others that drove as far as he did tonight. President Zylstra shared that he appreciates the efforts of the Admin. Team and knows it wasn't easy to get attacked. This is a starting point and one thing we can do is involve the communities as they need to have a voice in the process.

14. Future Agenda Items - None.
15. Executive Session pursuant to RCW 42.30, if needed or called for –
 - a. To consider the minimum price at which real estate will be offered for sale.
 - b. Library Director Evaluation Discussion

At 8:40 President Zylstra called for Executive session and noted that it would be 20 minutes.

At 9:00 p.m., President Zylstra called the meeting back to order.

18-37 – BOB HALL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN AND EXECUTE A CONTRACT TO SELL THE OCEAN PARK SURPLUS PROPERTY FOR \$160,000.00. HAL BLANTON SECONDED. MOTION APPROVED.

16. Adjournment –At 9:02 p.m., with no further business, President Zylstra adjourned the meeting.



Brian Zylstra, President



Cheryl Heywood, Secretary