



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

MINUTES

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

BOARD MEMBERS EXCUSED: All present

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 Tumwater and called the Regular Board meeting to order at 5:30 pm.

AGENDA ITEMS

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

18-42 – JOE WHEELER MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED.

4. Correspondence – Cheryl reported that the Board has been receiving correspondence from the public and staff will continue to forward letters

and emails to the Board. Trustee Varness shared that the letters from the Montesano schools have been moving and beautiful.

5. Public Comments - At this time President Zylstra called for public comments. Six people expressed how important libraries are to their communities.
6. Board Comments – Trustee Noll thanked everyone for their comments. She clarified that she was misquoted about her comments regarding her visits to libraries on the 50th anniversary celebration. She also noted that comments from people about closing libraries in Thurston County are not realistic as they serve huge amounts of people. Trustee Varness stated that we should have never started the value vs. tax dollars equals service conversation. The further she gets away from the plan, the more she sees how we determine levels of service. It was based on timber dollars and riding on our coattails and how the finances work. Trustee Wheeler echoed what Trustee Noll stated and warns that if we push too hard, we will collapse and the last thing is to shut down a library. We should go through the budget and refashion the budget as shutting down will infuriate people. We need to find a solution and will propose that we deal with the ad hoc committee and get this problem solved. Trustee Blandon reported that Cheryl spoke at an event in Packwood and it was great. We have to continue speaking to the public and speak to the issues as we are trying to figure out what to do. Libraries mean a lot more than books. This is the process and we have good processes and have been around for 50 years but we need to transition and are fortunate to have good people in place. We just need to formulate a plan and get it as close to right as possible. Trustee Hirschi stated that Mason County has three libraries and no new libraries. She does not see it as her job to only look out for Mason County but what is in the best interest in all of the counties and we are all going to come together. President Zylstra agreed that there was a great source of pride in building the Chehalis Library 10 years ago. Orin (Smith) gave a lot of money and they were lucky that the community came together. He vows to work hard to ensure to be relevant and evolve with service. We have a lot of ground to cover and the Board as a whole are still well served.
7. Director's Report - Cheryl Heywood

Cheryl highlighted the following items:

- Shared the Summer Reading Program report which encapsulated the whole year including outcomes, outputs and promotion of the program.
 - Signed MOU with the Toledo School District for MyTRL cards. Currently there are 8 schools in the queue.
 - Administrative staff and Board member Brenda Hirschi visited Ft. Vancouver Library to see mobile services and their open plus library.
 - Reported that we are working with the city of South Bend on a secondary air monitoring evaluation process that will happen this Monday. The monitoring system will test the internal air quality. Department of Labor and Industries will do the test and will provide a report when complete.
 - Invited the Board to attend the ALA midwinter conference.
8. Department Reports - Trustee Varness congratulated staff for the completion of the emergency generator installation. Walter gave an update on the Classification and Compensation study and Allison shared additional information on the pilot called Curbside Service. Allison shared that patrons can call their library and staff will bring their holds out to them. The pilot will run for 6 months to see how it works. Data will be presented along with a recommendation at the end of the 6 month pilot. Trustee Noll asked about attrition and how we reduce staff through attrition. Walter responded that we do this currently and it all depends on the positions. We are looking at every position that is vacated at this time.
 9. Financial and Voucher Report – Eric presented the financial statements for review.
 10. Consent Agenda - Motion for approval.

18-43 – JOE WHEELER MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE SEPTEMBER 26, 2018 BOARD MEETING; PAYROLL VOUCHERS #59670 THROUGH #59689 IN THE AMOUNT OF \$464,158.93 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$701,964.94 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$226,791.13 FOR A GRAND TOTAL OF \$1,392,915.00; EXPENSE VOUCHERS #32568 THROUGH #32817 AND EFT #00684 THROUGH EFT #00730 IN THE AMOUNT OF \$610,320.69. HAL BLANTON SECONDED THE MOTION. MOTION APPROVED.

11. Unfinished Business

- a. Ad Hoc Committee – Trustee Hall suggested that Trustees Wheeler, Zylstra and Hirschi serve on the Ad Hoc Committee so that new ideas are given a fair consideration. After a brief discussion, it was decided that Joe, Brian, and Brenda would serve on the Ad Hoc Committee. Some items on the wish list would include financials attached to proposals, data attached to new services, and services to better serve our communities.

18-44 – JOE WHEELER MADE A MOTION TO HAVE THE AD HOC COMMITTEE EMPOWERED TO CLOSELY EXAMINE THE PROPOSED BUDGET AND FACILITIES PROPOSAL AND TO LOOK AT ALTERNATIVES TO CLOSING DOWN LIBRARIES. BOB HALL SECONDED. MOTION APPROVED.

12. New Business - None

13. Committee Reports –

- a. Budget Committee – Brian Zylstra
 - i. Draft Preliminary Budget Review – President Zylstra shared that earlier the committee met and went over in detail the draft budget. He shared some highlights and Eric noted that TRL is seeing minimal increases in property values and new construction. Trustee Wheeler recommended that the policy committee review the Fund Balance policy and what is needed in our current climate.
- b. Facilities Committee - Trustee Varness
 - i. Toledo Kiosk Agreement – Trustee Varness shared that the committee recommends renewing the Toledo Kiosk lease agreement for 2 years.

18-45 – CORBY VARNESSE MADE A MOTION TO EXTEND THE TOLEDO KIOSK AGREEMENT FOR 2 YEARS. JOE WHEELER SECONDED. MOTION APPROVED.

14. Future Agenda Items – None.

- 15. Final Board Comments – Trustee Blanton noted the process we are moving through and asking pressing questions. He thanked Eric and

everyone in Administration for the work and answers. Trustee Wheeler thanked the management team for bringing this discussion to light to bring the communities together to support their libraries. We will be stronger. Trustee Varness stated that the conversations and information has been very helpful – thank you to Administration.

14. Future Agenda Items - None.
15. Executive Session pursuant to RCW 42.30, if needed or called for –
 - a. Library Director Evaluation Discussion

At 6:57 pm President Zylstra called for Executive session and noted that it would be 25 minutes.

At 7:25 pm, President Zylstra announced to the audience that the Board would need an additional 15 minutes.

At 7:40 p.m., President Zylstra called the meeting back to order.

16. Adjournment –At 7:42 p.m., with no further business, President Zylstra adjourned the meeting.



Brian Zylstra, President



Cheryl Heywood, Secretary