



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd. SW.
Tumwater, WA 98501
Wednesday, November 28, 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. Brian Zylstra led the pledge of allegiance.
2. Welcome and self-introductions.
3. Approval of Agenda.

18-46 – BOB HALL MADE A MOTION TO AMEND THE AGENDA TO PUT A STATEMENT FROM THE LIBRARY DIRECTOR PRIOR TO AGENDA ITEM #4 FOLLOWED BY AGENDA ITEM #12. JOE WHEELER SECONDED. MOTION APPROVED.

Cheryl Heywood, Library Director addressed the Board and read the following statement. "At the Adhoc Committee meeting prior to the Board of Trustee meeting on November 28, I recommended the following to the Board of Trustees. I understand the Board of Trustees has tabled the Capital Facilities Proposal until August 1, 2019. However, I would like there to be a recommendation from this Committee to do the following: to propose that the Capital Facilities Proposal, as it stands as a holistic plan, be permanently and immediately tabled, which means not closing any libraries and eliminating the August 1, 2019 timeline. We would continue to look at alternative services such as Open+, mobile services, or digital libraries. We then move forward together, as we have in the past, working on a Strategic Plan for 2020-2022. As in the past, a Strategic Planning Committee will be formed, meeting regularly, reviewing community and staff input, taking into account a deeper look at the financial impacts."

18-47 -- JOE WHEELER MADE A MOTION TO PERMANENTLY TABLE THE FACILITIES PLAN AND MAKE A PROMISE TO THE COMMUNITIES THAT THERE WILL BE NO LIBRARIES CLOSED THIS YEAR AND IF APPROPRIATE, EVER. BOB HALL SECONDED.

President Zylstra asked for discussion and Trustee Varness cautioned that we need to be careful about the word promise as there could be a problem in the foreseeable future where we need to close a library and would like to make the amendment to add for health and safety reasons.

18-48 JOE WHEELER AMENDED HIS MOTION TO PERMANENTLY TABLE THE FACILITIES PLAN AND THAT THERE WILL BE NO LIBRARIES CLOSED IN THE FORESEEABLE FUTURE AND ONLY FOR HEALTH AND SAFETY REASONS. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

12a. Ad Hoc Committee - At this time, the Ad Hoc Committee made the following motion:

18-49 -- JOE WHEELER MADE A MOTION TO DISSOLVE THE RESPONSIBILITY AND THE AD HOC COMMITTEE BE TERMINATED. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

4. Correspondence -- Cheryl reported that the Board has received a few letters from the public and they were forwarded to their TRL email today. Trustee Varness also shared a letter that she received from a patron that is still distressed about the possibility of a library closure. She stated that the agony in the communities is still there.

5. Public Comments - At this time President Zylstra called for public comments. Seven people spoke about the Capital Facilities Proposal, Open Plus, and the recent article in The Chronicle. Union Representatives from the Base and Supervisor units spoke about their request to have a seat at the table moving forward as staff input is important.

6. Board Comments – Trustee Hall suggested that the policy committee revisit the amount that the Director can sign contracts for. He would like to know about certain things like the hiring of the PR firm. He understands that is under the Director’s purview but would like to see at least the Board President told. He noted that the Board reads all the Department and Director reports and there are a lot of wonderful points of all the different things being done. He stressed that a lot of the public comments being said, the Board is aware of. He also noted that the early hour of the Budget meeting may have kept people from attending and he would like to see the meeting imbedded in the Board meeting or later on the agenda. Trustee Varness thanked Cheryl for her opening statement. Trustee Wheeler stated that he has been very happy to see the passion of the individuals that have spoken out and he invites them to keep the passion and use the libraries. Trustee Hirschi reported that she had a personal goal to see all the libraries and thanked Brenda Lane, Eric Lowell, Allison Grubbs, and LG Nelson for touring the libraries with her. She noted that the libraries are uneven in care and we need standards and upkeep and this is a discussion she would like to see happen. Her goal was to look at the facilities, the staff, and the services. She noted staff have a sense of pride in their communities and were welcoming and courteous towards her and she believes we have some of the finest people working for us. We can be proud of all the people on the TRL teams. We do need to find funding sources and alternatives to provide services. Thankful to be sitting on the Board. President Zylstra shared that he enjoys going to Board meetings in the libraries as we travel around the district and seeing each building. He noted that the Board has received emails, notes, and letters and patrons love what the physical building means to everyone. He is glad the Board killed the plan of closing libraries and hopes it puts people at ease in the communities.

7. Director’s Report - Cheryl Heywood

Cheryl highlighted the following items:

- Thanked the Black Hills Audubon Society for additional birding backpacks noting that each backpack costs \$400. These will go to Lewis, Thurston and Mason counties.
 - Noted that the Board received in their packets the results of the Inactive Library Cardholder Survey and Mason Transit Survey Results and Executive Summary.
 - Provided an update on the Hoquiam remodel noting that it will re-open on December 11.
 - Reported that the surplus property in Hoodspport has been listed and there are not offers to date.
 - Continues to speak with Legislators and share TRL information.
8. Department Reports – Trustee Hall mentioned that Raymond recently celebrated their 100th-year birthday. Trustee Blanton asked about the savings from Lynda.com. Cheryl replied that the state library will pay for the first 6 months and then they are going to look for funding after that.
 9. Financial and Voucher Report – Eric presented the financial statements for review.
 10. Consent Agenda - Motion for approval.

18-50 – JOE WHEELER MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE OCTOBER 10, 2018 SPECIAL BOARD MEETING AND OCTOBER 24, 2018 BOARD OF TRUSTEES MEETING; PAYROLL VOUCHERS #59690 THROUGH #59708 IN THE AMOUNT OF \$414,909.46 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$690,662.74 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$224,109.05 FOR A GRAND TOTAL OF \$1,329,681.25; EXPENSE VOUCHERS #32818 THROUGH #33071 AND EFT #007314 THROUGH EFT #00773 IN THE AMOUNT OF \$578,886.44. BOB HALL SECONDED. MOTION APPROVED.

11. Unfinished Business

a. 2019 Preliminary Budget Approval –

18-51 – CORBY VARNESSE MADE A MOTION TO APPROVE THE 2019 PRELIMINARY BUDGET AS PRESENTED. JOE WHEELER SECONDED.

18-52 – BOB HALL MADE A MOTION TO REDUCE EXPENDITURES BY \$200,000 AND STAFF CAN FIGURE OUT WHERE. BRENDA HIRSCHI SECONDED. MOTION WITHDRAWN

Trustee Hall explained that in his opinion that the trustees just listen and rubberstamp items and they need to take a closer look the budget. They are put in the position to review and assess and a check to see where we are at. After some additional brief comments and discussion, Trustee Hall withdrew his motion.

President Zylstra asked for a vote on the original motion to approve the 2019 budget as presented.

ROLL CALL VOTE – MOTION APPROVED. BOB HALL ABSTAINED.

12. New Business

- a. Board Support Letter to Department of Natural Resources - President Zylstra shared that timber revenues have been unstable and there is a comment period open from DNR and we are going to let them know that we need a stable revenue stream. The letter will be signed by all the board and submitted.
- b. Soft Hiring Freeze - Walter shared as informational only that TRL is slowing down its hiring, noting we have been in an unofficial hiring freeze and are currently reviewing every position and critically evaluating positions and hours when positions become vacant. He stated that this would be a formal notification to the Board while we work through budget issues. He noted that he has also given the Union a heads up that he was going to make the announcement tonight.

13. Ad Hoc Committee

- a. Open Plus Recommendation – Joe Wheeler

Joe shared that the Ad Hoc Committee recommended to the facilities committee that we move forward with an open plus location in McCleary and later in 2019 in Winlock. They would like to see the open plus in McCleary by ALA Midwinter which is the middle of January 2019.

14. Committee Reports –

a. Facilities Committee – Brenda Hirschi

- i. Open Plus – Received a recommendation from the ad hoc committee for two branches to pilot the open plus service for one year. Starting with McCleary and Winlock with the objective to add more hours and see how the patrons respond. Administration will work with the Cities and on policies and procedures. Corby mentioned that they talked about safety concerns and appreciates the TRL employee that expressed his concerns about right to privacy and video cameras. It was stated that the sightlines are good at both McCleary and Winlock and there is a one-use bathroom. The hours have not been decided and it does not change any staffing. One thing that the public wants is more hours and we want to answer that. Winlock will take more time as the Administration needs to work with the City on improvement items in the building and how to pay for that. Brenda also shared that she visited the Yacoult express library in Ft. Vancouver's library system and how wonderful it worked. The concept is great. It was a tiny library that people were using and it was busy.

18-53 – BRENDA HIRSCHI MOVED TO TEST OPEN PLUS IN BOTH THE MCCLEARY AND WINLOCK LIBRARIES WITH THE UNDERSTANDING THAT SERVICES IN BOTH LIBRARIES WILL SUNSET AT THE END OF THE YEAR. JOE WHEELER SECONDED. MOTION APPROVED UNANIMOUSLY.

- ii. South Bend Update – TRL Administrative staff met with the Mayor, Library Manager and Friends President. The Friends will pay for the cost of the abatement which will seal the basement and remove the asbestos.

Once the abatement is done, the library will reopen at the beginning of January. We have been told the abatement will begin the week of December 17 but do not have a confirmation.

Corby also mentioned that the committee needs to further discuss the possibility of creating a matching grant program for the city buildings. She would like the Board to start thinking about what this could look like. There is a small amount of money from a recent gift that could be used for helping with the work that needs to be done.

15. Future Agenda Items – Budget hearings, OPMA training
16. Final Board Comments – Trustee Blanton noted that we have been through a lot lately and we have good policies and procedures in place and it works. We have patrons that get library materials and great service throughout our organization. Trustee Zylstra mentioned that we have heard talk about a Foundation and how to resurrect. He would like to see us follow-up on this.
17. Executive Session - At 7:12 pm President Zylstra called for Executive session and noted that it would be 20 minutes.

At 7:42 p.m., President Zylstra called the meeting back to order.
18. Adjournment –At 7:43 p.m., with no further business, President Zylstra adjourned the meeting.



Brian Zylstra, President



Cheryl Heywood, Secretary