



BOARD OF TRUSTEES MEETING  
Administrative Service Center  
415 Tumwater Blvd. SW.  
Tumwater, WA 98501  
Wednesday, December 19, 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. Joe Wheeler led the pledge of allegiance.
2. Welcome and self-introductions.
3. Approval of Agenda.

18-54 -- BOB HALL MADE A MOTION TO AMEND THE AGENDA TO SWITCH ITEM #7 & #8 PUTTING BOARD COMMENTS BEFORE PUBLIC COMMENTS AND ALSO THAT THE BOARD MAY WANT TO TALK ABOUT THE FINAL BUDGET UNDER UNFINISHED BUSINESS AND TO MOVE #14 DOWN NEAR THE END OF THE AGENDA. HAL BLANTON SECONDED. MOTION APPROVED.

4. Executive Session - At 5:33 p.m., President Zylstra called for Executive Session pursuant to RCW 42.30 to complete the Library Director evaluation. He announced the Board would need one hour. At 6:43 p.m., President Zylstra announced the Board would need an additional 10 minutes.

At 6:53 pm, President Zylstra called the meeting back to order.

5. Committee Reports –

- a. Facilities Committee Report - Brenda Hirschi

- i. Open+ Hours Recommendation at McCleary – Trustee Hirschi presented a recommendation to the Board to go with option #2 which would increase the open hours at McCleary from 27 per week to 91 including Sunday with Open+. She noted that this does not change staffing at the library and for those that do not want to use the Open+ feature, they can still use the library for the same hours as before. She noted that the Committee recommends a very clear policy and procedures as well as an opt-in application to patrons 18 years and older. She shared that staff will do a very targeted promotion of the new service with a FAQ and information being emailed to area residents. Staff will be working to get the service up for the ALA Mid-Winter Conference attendees which is January 25-30 and then to patrons in February. Trustee Varness noted that they reviewed the trespass statistics and there are less than one per year and it is a safe community but the Board wants to make sure that this is an opt-in service. They will also review data as it becomes available.

- ii. Tenino Update – Trustee Hirschi shared that there is an issue with the city failing to maintain a level of health and safety in the building. In the

interim, the TRL custodian has cleaned the building and at the January 9 Board meeting, the Board will review a letter to send to the City of Tenino.

- iii. Montesano – LG provide an update on the sewer backup and closure expectations. He explained that the original drains were tied into the sanitary sewer and the heavy rains caused them to overflow and back up the system into the bathrooms damaging the walls, flooring and entry to the library. As the damage repair began, asbestos was discovered in the sheetrock and remediation must happen before the repair work can be done. There are also roots in the current system that need to be dug up and replaced. The library will stay closed until sometime into January.
  - iv. Amanda Park – LG reported that a tree fell and it was discovered that a clump of three trees need to be removed due to rot. LG is also looking for bids to assess the other trees around the library and how we are going to deal with them. The wood from the trees will be used by the Friends for the wood stove.
  - v. South Bend – LG shared that the company doing the abatement has postponed the date and will hopefully be at the library next week.
6. Correspondence – Cheryl read a letter from a resident of Salkum asking for TRL to give her access to the water at the Salkum Library. Cheryl noted that we are doing research and LG will be getting back to the resident noting that our well is not a commercial well. She also shared a letter from TOLTel discussing ways to save TRL money on internet access and reduce cost at every location. She noted that we have a current 4-year contract in place and this would require us to reconfigure our entire network. She will let them know that they can provide a bid when our RFP goes out at the end of our contract in June 2022.

7. Board Comments – Trustee Varness thanked the staff at the Hoquiam library for their work on getting the library back together. She expressed how beautiful and open the library looks. Trustee Hall shared that he likes seeing the events posted on FaceBook and that there is a lot of stuff going on. He noted that it is hard to know the 100% accuracy of what is going on especially reading The Chronicle and the financial impacts. We may have to make some cuts and it will have to happen. We may need to reduce days and staff and we rarely see suggestions on ways to do this and he would like to hear suggestions on what we should do. Trustee Hirschi shared that she continues to learn from the emails and letters and read a letter from a wheelchair bound patron regarding her experience in using our libraries. The patron from Onalaska stated that the only library she can visit on her own is the Salkum library. Neither the Centralia nor Chehalis library is accessible for her. Trustee Hirschi wanted to note to the Board that if Open+ is successful, we need to make sure that we are looking at accessibility.
8. Public Comments – At this time President Zylstra called for public comments. Eight people spoke about various items including the Capital Facilities Proposal, communication, library closures, Administration salaries vs. staff salaries, staff safety and sexual harassment regarding one in a building, and recent articles in The Chronicle.
9. Director’s Report - Cheryl Heywood

Cheryl highlighted the following items:

- Congratulated and reported that IT Manager, Josh Jordan has been recruited by Amazon for double his current salary and will be leaving us January 31.
  - Shared information on a new initiative that will pilot in Pacific County called Play, Learn, Grow. The initiative will be spearheaded by Mary Rulewicz and starts in January.
  - Shared that she visited the Hoquiam library and agrees with Trustee Varness, it is beautiful. She thanked the staff for all of their work.
  - Met with Representative Brian Blake to discuss timber revenue.
  - Will be on vacation December 22-January 2. Allison Grubbs will be in charge.
10. Department Reports – Trustee Hirschi noted that the Collection Services report shows that from November 2017 – November 2018

there has been a 20% increase in digital checkouts and it seems to be 20-40% growth consistently.

11. Financial and Voucher Report – Eric presented the financial statements for review.
12. Consent Agenda - Motion for approval.

18-55 – JOE WHEELER MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE NOVEMBER 28, 2018 BOARD OF TRUSTEES MEETING; DECEMBER SURPLUS LIST; PAYROLL VOUCHERS #59709 THROUGH #59727 IN THE AMOUNT OF \$420,333.90 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$701,921.45 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$227,633.03 FOR A GRAND TOTAL OF \$1,349,888.38; EXPENSE VOUCHERS #33072 THROUGH #33306 AND EFT #00774 THROUGH EFT #00799 IN THE AMOUNT OF \$894,531.64. CORBY VARNESSE SECONDED. MOTION APPROVED.

13. Unfinished Business
14. New Business

- a. Resolution #18-002 – Accepting construction of the ADA ramp project at North Mason as complete.

18-56 – CORBY VARNESSE MADE A MOTION AUTHORIZING RESOLUTION #18-002 ACCEPTING CONSTRUCTION OF THE ADA RAMP AND DRAINAGE PROJECT AT THE NORTH MASON TIMBERLAND LIBRARY AS COMPLETE. JOE WHEELER SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Election of 2019 Officers

18-57 – BOB HALL MADE A MOTION APPROVING JOE WHEELER AS 2019 BOARD PRESIDENT AND JENNA NOLL AS 2019 PRESIDENT-ELECT. CORBY VARNESSE SECONDED. MOTION APPROVED UNANIMOUSLY.

- c. 2019 Board Meeting Schedule Approval

18-58 – CORBY VARNESSE MADE A MOTION THAT UNTIL SUCH TIME AS BOARD ACTION IS TAKEN TO THE CONTRARY, THE BOARD OF TRUSTEES OF TIMBERLAND REGIONAL LIBRARY WILL HOLD ITS REGULAR

MEETINGS TWICE A MONTH ON THE SECOND AND FOURTH WEDNESDAY AT 5:30 P.M. JOE WHEELER SECONDED.

Discussion: There was a question on whether public comment would be allowed at both meetings. It was agreed by the Board that they would take public comment at both meetings limited to 3 minutes.

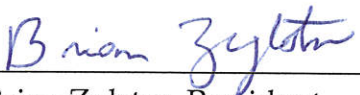
MOTION APPROVED UNANIMOUSLY.


- d. 2019 Committee Assignments – Committee assignments were reviewed and discussed.
15. Final Board Comments – Trustee Blanton questioned the Board on how we communicate better to tell our story through the newspapers and tell it correctly. He noted that we do a good job of communicating but there is always room for improvement to be better and more accurate. Not everyone looks at our website or seeks out the information, we need to tell our story better. He thanked the Administration and staff and appreciates all the good things discussed in the Executive session. He believes we will come out stronger and with a better sense of who we are. President Zylstra noted this is his last meeting as President noting the first 8 months were uneventful and it changed in September. It has been difficult but he feels the Board listened and took some good actions. He is looking forward to moving forward as we have a lot of work to do and the Board is ready to deal with it.
16. Future Agenda Items – Trustee Hall would like to see the Budget Hearing moved into the meeting agenda and he would like to suggest that the Board review the Signatory Authority policy.
17. Executive Session Report – The Board reported that they had completed Cheryl's evaluation and agreed to her contract for 2019. They also noted that per Cheryl's request, and the Board agreed, to keep her salary and entire contract the same as 2018.

18-59 – JOE WHEELER MADE A MOTION TO CONTINUE CHERYL HEYWOOD'S CONTRACT AS IT STANDS. CORBY VARNESSE SECONDED. ROLL CALL VOTE. TRUSTEES ZYLSTRA, VARNESSE, HALL, HIRSCHI, NOLL,

WHEELER AND BLANTON ALL VOTE AYE. MOTION APPROVED UNANIMOUSLY.

18. Adjournment –At 7:40 p.m., with no further business, President Zylstra adjourned the meeting.

  
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Brian Zylstra, President

  
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Cheryl Heywood, Secretary