



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd. SW.
Tumwater, WA 98501
Wednesday, January 23, 2019
5:30 pm

MINUTES

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

BOARD MEMBERS EXCUSED: All present

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

President Wheeler welcomed everyone to Tumwater and called the Regular Board meeting to order at 5:31 pm.

AGENDA ITEMS

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

19-04 – BRENDA HIRSCHI MADE A MOTION TO AMEND THE AGENDA TO REMOVE THE EXPENSE VOUCHER FROM THE CONSENT AGENDA. BOB HALL SECONDED.

PRESIDENT WHEELER ASKED FOR DISCUSSION AND TRUSTEE HIRSCHI STATED SHE WANTED TO ASK QUESTIONS AND THE FINANCE MANAGER IS NOT PRESENT. IT WAS DECIDED THAT SHE WOULD ASK

HER QUESTIONS AND STAFF PRESENT WOULD ANSWER WHAT THEY COULD AND THE ITEM WOULD STAY ON THE AGENDA AS IT IS A BUSINESS ITEM THAT NEEDS APPROVAL. MOTION WITHDRAWN.

4. Correspondence – Cheryl shared a letter from a Winlock patron in support of the Winlock library.
5. Public Comments - At this time President Wheeler called for public comments. Edna Fund spoke about various ideas that could help with budget savings including a Foundation, charging for use of meeting rooms, and Amazon Smile. She also stated that she tried looking for the meeting agenda and it was hard to find and she would like to see it easier to find. She mentioned the community chats that are going on in the communities and is looking forward to hearing about the library manager position in Winlock. Helen Hepp shared that she is enjoying the pop-up libraries during the Montesano closure. She stated that you get to get a hug from the library and it makes you feel so much better. She noted that she appreciates the updates on the library and let the Board know that they are surviving.
6. Board Comments – Trustee Hall noted that the South Bend Friends group is more active and formal than in the past and they paid for the abatement work at the library. He also shared that they have been doing pop-up libraries during the closure. Trustee Blanton shared that last month he told a story about the ski resort closure due to high winds and thankfully the library was open for business. He had reported that there were over 370 visitors to the library and after double-checking with staff, he was correct, the number was 378! Trustee Zylstra thanked Cheryl and Trisha Cronin for the recent community chats in Lewis County. He shared that he read the recent article in The Chronicle and he appreciates the outreach to the communities. He understands that some folks in Winlock might not want Open Plus and he would like to suggest that a survey go out to Winlock patrons to get an accurate gauge of how they feel about it. Trustee Noll noted that the letter from the patron that Cheryl read to the Board did not seem to understand that hours and staff would not be cut. Cheryl clarified that she had discussed that with him at the Community Chat he attended and he now understands. Trustee Hirschi complimented Allison Grubbs on being out and in the libraries more and how pleased she is. President Wheeler shared that he was listening to MPR to an episode called This American Life on libraries noting that he couldn't

remember the name of the episode but that it was incredibly poignant and he had sent the link to the trustees. Trustee Varness stated it was called the room of requirement in reference to Harry Potter.

7. Director's Report - Cheryl Heywood

Cheryl highlighted the following items:

- Nicole Thode has accepted the Senior Library Manager position at Tumwater and Tenino. She begins February 1.
- Iver Matheson, Library Manager at Ocean Park has announced his retirement at the end of April.
- Noted a record number of visits at the Packwood library of 378. No photos were taken as staff were too busy helping patrons.
- South Bend library opened yesterday and welcomed people back. There are still elements that need to be addressed this year and TRL will be working with the City Mayor.
- City of Tenino – no response by the deadline of 1/22.
- The Strategic Planning Committee –asked how the Board would like to be involved.
- During construction at Montesano, staff sanctioned off a safe area in the entrance for patrons to come and write their names on the floor before the carpet goes down.
- Collection Services staff put together a FAQ on Canopy and the Lucky Day collection for when people ask the Board questions.
- Invitations will be sent for the grand opening of the Expanded Access in McCleary scheduled for March 2. The soft opening is on February 2.
- Clarified that in her report that she said visited Salkum but she was unable to visit.
- Attending Annual PacMtn Board Retreat
- Attending ALA Midwinter Conference
- Vacation day on February 6.

a. Department Reports

Trustee Hirschi asked a question about the total number of added copies in the Collection Services report. Andrea noted that they are doing a system accounting of everything which may not be how it was reported in the past. She noted that as we move forward there is a difference in how the numbers look in terms of total numbers. Previously it was done

differently and we want to see the same and as we progress they will all be the same. Trustee Hirschi also asked Walter about the monthly staff mini-surveys, noting that they haven't seen any recently. Walter stated that we finished all the questions and we paused half-way thought the year and we haven't relaunched them in the first quarter.

8. Financial and Voucher Report – Cheryl answered questions regarding the financial information presented.

Cheryl highlighted a few items in the financial report noting that in the budget there is additional revenue that was not budgeted for from Timber Excise Tax. She stated that we have always budgeted conservatively as it is soft money and we don't know what is exactly going to come in. Also she noted that on average, we budget \$990K a month for salaries and benefits. With the payroll date conversion, which gets all staff on the same timeline and all leave accruals current, there was a savings in December of approximately \$485K. She noted that we continue to see rising healthcare costs and we are still focused on a soft hiring freeze. Trustee Hirschi stated that at some point, she would appreciate an explanation on the +/- variance to understand and control the expenditures. She also asked when the Board will hear data regarding the hiring freeze. Cheryl stated the end of March or quarterly reports can be presented. Trustee Hirschi also asked about incentivizing staff departures or buyouts. Walter shared that he contacted the Office of Financial Management (OFM) and their advice was that incentivizing should be a last resort before you go over the financial cliff which we are not at yet. He stated that if we are not at that point, it needs to be something that is only for retirement eligible staff as TRL can be penalized and DRS can charge TRL for putting someone on retirement early. He stated that TRL needs to look at overstaffing and the hiring freeze first and it is premature to talk about it right now and to wait until there are actual layoffs. Trustee Hirschi asked what will be the flag that we will need to see that we have no more cuts available and have cut to the bone. Walter replied that he thinks there is time and we should talk about the fund balance and how much money is being set aside. Cheryl noted that we know we have to address rising healthcare costs but Eric has been busy with other items and has not done a lot of forecasting yet.

9. Consent Agenda - Motion for approval.

19-05 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES THE AMENDED MINUTES OF THE NOVEMBER 28, 2018 BOARD OF TRUSTEES MEETING AND MEETING

MINUTES OF THE DECEMBER 19, 2018, DECEMBER 27, 2018 SPECIAL MEETING, AND THE JANUARY 9, 2019 REGULAR BOARD MEETING ; PAYROLL VOUCHERS #59728 THROUGH #59733 IN THE AMOUNT OF \$11,193.08 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$565,431.94 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$176,733.13 FOR A GRAND TOTAL OF \$573,358.15; CHECK REPORT #79033307 THROUGH #79033605 AND EFT #00800 THROUGH EFT #00819 AND DRAFT #0000007 IN THE AMOUNT OF \$1,554,176.06. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

10. Unfinished Business - None
11. New Business
 - a. 2018 Action Plan – Year End Report – Cheryl noted that this document will be available for review at the February meeting.
 - b. 2019 Action Plan – Cheryl noted that staff are working on the completion of the document and hopes to have it for the February meeting.
12. Committee Reports
 - a. Facilities Policy

19-06 – HAL BLANTON MADE A MOTION TO APPROVE THE FACILITY POLICY AS PRESENTED. BRIAN ZYLSTRA SECONDED AND ASKED FOR A FRIENDLY AMENDMENT TO ADD THE WORD CARD UNDER 5E. MOTION APPROVED.

- b. Expanded Service/Open Plus Agreement – Trustee Blanton shared that this document is an FYI only.
 - c. Open Data Policy – Trustee Blanton noted that this is a new policy. The board was sent the procedure and background document for context. Ryan Williams talked about the procedure and why we want to have a policy. He noted that we are already gathering the information and we get requests for this information. As it is openly available, this policy is setting it up in a format that the public can use and access types of information we provide. Ryan stressed that no identifiable

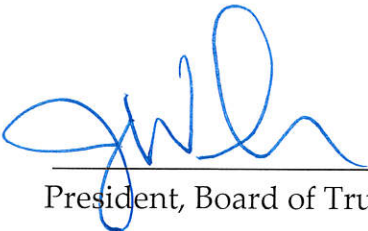
personal patron information is included in this. We will provide information every 6 months and post to the website.

19-07 – HAL BLANTON MADE A MOTION TO APPROVE THE OPEN DATA POLICY AS PRESENTED. JENNA NOLL SECONDED. MOTION APPROVED.

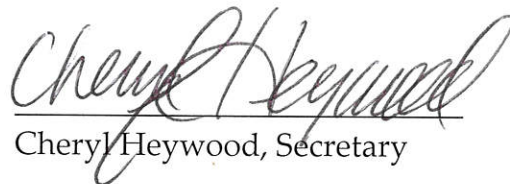
13. Final Board Comments – Trustee Hall stated that this was Josh Jordan's last meeting and he wishes him well and is sorry to lose him. He also mentioned Edna's comment on the ease of finding the agenda and wonders if we can do a direct link like what Brenda sends the Board. He also questioned if our website counts how many hits we get.
14. Executive Session - At 7:19 pm President Wheeler called for Executive session to discuss an employee grievance and noted that the Board would need 15 minutes.

At 7:35 p.m., President Wheeler called the meeting back to order.

15. Adjournment –At 7:36 p.m., with no further business, President Wheeler adjourned the meeting.



President, Board of Trustees



Cheryl Heywood, Secretary