



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd. SW.
Tumwater, WA 98501
Wednesday, February 27, 2019
5:30 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Bob Hall, Brenda Hirschi, Jenna Noll, and 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.

19-08 – BOB HALL MADE A MOTION TO APPROVE THE AGENDA. HAL BLANTON SECONDED. MOTION APPROVED.

4. Correspondence – Cheryl shared copy of a letter concerning the library matching grant program noting the Board have a copy for review. She also referenced an email from Tony and Robin Della Pietro who live in Oakville and shared that the library is a great resource for the community.

5. Public Comments - At this time President Wheeler called for public comments. Edna Fund commented on various ideas for fundraising including a Foundation and Amazon Smile. Judy Bell and Peggy Barth both from Lewis County commented on the mission statement, public trust and transparency, concerns on how TRL spends the public's money and that they do not trust Cheryl. Peggy also shared her concern about the card lock system and questioned who is profiting from this. She also challenged the Board to take responsibility for their actions, stating that if they are going to be on the board, they need to take the responsibility seriously.

6. Board Comments – Trustee Hirschi stated that she has a couple of points to make after listening to the public comments. She noted that she has never seen anyone attend the meetings from Mason County. Edna Fund talked about poverty and unemployment in Lewis County and Trustee Hirschi would like to point out that Mason County only has three libraries. She went on to say that Mason County is as rural as any of the other five counties, with only one incorporated city and there is high poverty in her area also. The library is the shining star and when the levy came up in the past, it was passed in Mason County and passed well. She stated that the Board of Trustees appreciate their libraries and they have shown it. She noted that she worked for over 30 years, and there were times she made mistakes but her supervisors kept her on and let her learn and do better. She would have been fired over and over if not for those opportunities to learn and grow. She stated that she trusts Cheryl. She trusts her and she has a good staff and they are working hard. The only people that do not make mistakes are the people that do nothing. She stated that there will come a time, she believes, that we are going to have to make decisions, and with the money we have, we will have to make hard decisions and figure it out. She closed by saying that she is losing patience with the staff being beat up and she is tired of it.

Trustee Hall shared that South Bend had its first meeting at the library since being re-opened. The city is looking at bids for the issues with the gutters to keep water out of the building. He also shared that his wife loves the Lucky Day collection. Trustee Hall also agrees with Trustee Hirschi, and doesn't want to keep debating with the public and keep it going. He trusts Cheryl and does not agree with the statement during public comment. The trustees trust Cheryl.

Trustee Varness noted that this was an unusual year, and the trustees did a very collaborative Director's review, discussing the contract together. She also stated "we trust her, we all do", and she does.

Trustee Noll echoed everyone's comments that she also trusts Cheryl.

President Wheeler shared that his wife also loves the Lucky Day collection, and has had great luck at the Amanda Park library. He also agreed with the other trustees adding his vote of confidence that he trusts Cheryl 100%. He stated that there was never a decision to shut down libraries, there was a proposal to start a discussion. We are going to have to think outside the box, and we are told to do it and with all due respect, it is easy to criticize and hard to get the work done. This is a phenomenal group of trustees and they are accessible. There are hard choices coming and this proposal that we turned down, was an attempt to start the discussion and to move the organization into the 21st century. The trustees believe that libraries are the cornerstone of communities but there needs to be a balance and we welcome forward thinking ideas and he hopes to leave the Board stronger than we he came on.

Trustee Zylstra shared kudos to his hometown library in Chehalis. He would like to follow-up on Edna Fund's comments about resurrecting some type of Foundation and look at alternative funding sources.

Trustee Blanton shared that there were a few days that Packwood lost power and he was able to go to Centralia to complete his businesses payroll which was awesome. He also attended the Community Chats in Packwood and Centralia and it was great to listen to the staff and to interact with people. We are definitely moving forward. We have had a lot of hard questions and keep rehashing things and we welcome the hard questions but we need to move forward. We are good board and he trusts the board and the work we do. It is a big system and he has trust in the Director, we had hard questions, and we came through and he feels very positive moving forward.

7. Director's Report - Cheryl Heywood

Cheryl highlighted the following items:

- Shared that Jeff Kleingartner, Communications Manager, has submitted his resignation. Jeff's last day is March 31.
- Noted that the Montesano Library reopened and looks great.

- TRL received the AWC Well City Award. We have met all the standards and it goes into effect in 2020. The Well City rate will give TRL a 2% reduction in medical rates.
- Received a \$5000 grant from the Black Hills Audubon Society. The funds will be used to purchase 16 additional birding backpacks for patrons to checkout.
- The open data portal is up and running on our website. Circulation stats and materials, downloads and collection, program and checkout data is available.
- McCleary Expanded Hours Access sign-ups for all patrons will begin on March 2.
- The Randle community has requested a meeting which is scheduled for May 15 to meet with the community to talk about fundraising for a new building and location. Trustees Blanton and Zylstra are invited to attend.
- Noted that she did not take February 15 off as previously stated in her last report.
- Shared that the annual report is in the board packet.

a. Department Reports

Trustee Hirschi questioned the roof life-cycle for the Montesano Library and asked LG for an update. LG stated that the roof could last a few more years and it should not be leaking anymore with the recent repairs. Trustee Corby congratulated staff on the AWC Well City award, noting it is a big deal and saves the organization money.

8. Financial and Voucher Report – Eric reviewed the financial and voucher reports.

Trustee Hall expressed his concern with listing the employee names on the new report for payroll. Eric stated that he would look to see if the software can provide a report without names. If so, staff will repost the documents without the employee names.

9. Consent Agenda - Motion for approval.

19-09 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE CONSENT AGENDA. CORBY VARNESSE SECONDED. MOTION APPROVED.

10. Unfinished Business - None
11. New Business
 - a. Strategic Plan 2020 – Sarah Ogden provided an update on the outward facing engagement activities we have been working on. Sarah noted that to date, we have done some community engagement events such as community chats in our libraries and as we move forward, the committee will be putting together participant lists and asking Library Managers to recommend leaders in their communities for strategic planning conversations. Staff have been trained using the Harwood Method and are practicing their skills. The community conversations will be facilitated by staff for a cost savings to the district. The Harwood Method asks people to think about their communities and work with their communities. It will give us great feedback. 18 locations were identified by Library Managers and most are in areas that we do not have libraries. In 2013, TRL spent \$40,000 on consultants, this Strategic Plan will be done by and with staff. She will provide a document for the Board next month.
 - b. 2018 Action Plan – Year End Report – Cheryl reported that we are still working on the document and she should have it out in the next few weeks. Questions at the next Board meeting.
 - c. 2019 Action Plan – Cheryl presented the 2019 Action Plan noting that we have over 20 staff working groups. These working groups provide input so that we get in input from the staff. She also noted that this is a gap year with no strategic plan, so this is a one-year document only.
12. Committee Reports – Facilities Committee
 - a. Facilities – Corby Varness reported that the committee discussed with Cheryl the 2017 report from Dude Solutions that outlined the state of the buildings that TRL owns. The report outlines building issues that we need to review. The committee asked staff to compile information, and using the report as a foundation document, begin to assess our libraries.

- b. Montesano – Reported that the building is open and the bathrooms look great and are ADA compliant. LG stated that the total cost was around \$150,000 and all but \$10,000 is covered by insurance.
- c. Hoodsport – Outside deck is rotting and is not safe. LG has started a request for proposal.
- d. Winlock – Discussed pressing the pause button on moving forward with Expanded Hours Access at Winlock. Brian suggested waiting to see how McCleary works before moving into Winlock. Overall the board agreed and will continue the discussion at a later date.
- e. McCleary – Discussed how Expanded Hours Access are working and items that need attention. The keypad needs to be lowered for ADA accessibility and staff is working on that.
- f. Amanda Park – Learned that the decking is rotting and replacement is needed. LG is working on an estimate and a possible RFP.
- g. Service Center – Parking lot was budgeted to be resurfaced this year. We lease the land from the Port of Olympia but own the building and the parking lot. LG has done a RFP and should have a document for approval at the next Board meeting. He is adding Hoodsport parking lot in the bid also.
- h. Ocean Park – Property line has been corrected and will cost TRL \$5200. LG is still talking with Title Company that made the original mistake to see if they will absorb some of the cost.
- i. Tenino – Joe, Cheryl, Allison and Eric met with the Mayor and City Clerk. They reported that they had a good discussion and came to a tentative verbal agreement on custodial for the building. Once they send the new agreement, Cheryl will review with legal counsel and the Facilities Committee will review when information is available.
- j. ADA Audits – LG is working across the district on TRL-owned or leased buildings as it is vital that we address any ADA concerns. LG has audited Mountain View and Packwood and is

moving to Pacific County next. Corby wanted to make it clear that this is not a way for TRL to punish communities or close buildings. We are addressing concerns and looking at fixes. As we move forward, we are working with staff and addressing issues. We have contacted the owner for the Mountain View Library and she is happy to work with us. LG stated that he is confident that these are things that we can fix and in a short period of time. There was a question on the cost of the ADA audits and Cheryl stated that LG is trained to do the audits so staff time is the only cost to TRL.

- k. Mountain View Lease – TRL has been contacted by the owner who wants to consider a longer commitment than one year. After a brief discussion, it was decided that the conversation seems too rushed and the topic should be placed on a future agenda.

19-10 - CORBY VARNESS MADE A MOTION TO DO AN ADA AUDIT OF ALL OUR FACILITIES. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

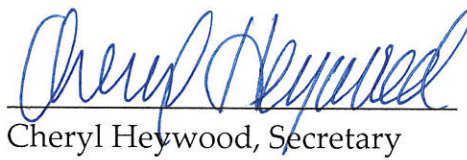
13. Final Board Comments – Trustee Blanton stated that he continues to be concerned about the talk of rural vs. urban or staff vs. administration. He knows that we need to talk about it but cautions everyone to have an open mind as we discuss. He is excited about the strategic planning process and hopes it will help us heal as an organization. TRL can be something different for everyone but we need to stop rehashing, not be at odds, be collaborative, and move forward and have true communication. He has been at the Packwood Library and heard things that are very cruel, and his hope is to lift us up on a path to discuss the issues. President Wheeler thanked Jeff Kleingartner for his service. Trustee Hirschi read that Google has money available to provide money in coding and training and we might want to see if there is any money out there for us. Cheryl stated that she noted it and will check.

14. Future Agenda Items
 - Renewal of Mountain View Lease
 - Payroll Related Document
 - Fund Balance Policy

15. Executive Session – None
16. Adjournment –At 7:39 p.m., with no further business, President Wheeler adjourned the meeting.



President, Board of Trustees



Cheryl Heywood, Secretary