



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

MINUTES

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

BOARD MEMBERS EXCUSED: Corby Varness

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

President Wheeler welcomed everyone to Tumwater and called the Regular Board meeting to order at 5:30 pm.

AGENDA ITEMS

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

19-11 – BOB HALL MADE A MOTION TO APPROVE THE AGENDA. HAL BLANTON SECONDED. MOTION APPROVED.

4. Correspondence – None.
5. Public Comments - At this time President Wheeler called for public comments. Ed Fund spoke that he was representing Commissioner Edna Fund and that she has asked him to read her letter into the record. Judy

Bell and Peggy Barth made comments regarding their concern with Expanded Access and that there is still an issue with trust between Administration and the patrons.

6. Board Comments – As this is his last board meeting, President Wheeler thanked Jeff Kleingartner for his service to TRL and wished him well in his new adventures. Trustee Zylstra shared that he attended an event at the Chehalis Library that had a nice turnout and he was glad to attend the event. Trustee Hall noted Ed Fund’s comments on behalf of Edna Fund that we had a long conversation about the Foundation at the last meeting and Commissioner Fund should review the video. He also asked Cheryl to send Commissioner Fund the documents, including the audit report as she was on the TRL board at that time and voted to close the Foundation down. He also referenced the two comments from the public regarding trust of administration and he reiterated that the board has said they are not closing any libraries and said it numerous times as well as addressing that they spoke about their trust of the Library Director at the last board meeting.

7. Director’s Report - Cheryl Heywood

Cheryl highlighted the following items:

- Introduced Holly Paxson and Rachelle Martin who gave an overview of the Union/Management communication committee now called FLAG – Future of the Library Advisory Group. They shared what the group has been talking about and will provide updates to the board.
- Introduced Sarah Ogden who reviewed the Strategic Plan timeline.
- Introduced Kandy Seldin who reviewed the Classification and Compensation timeline. Kandy noted that the consultants are working on the job descriptions and the market salary analysis.
- Thanked Jeff Kleingartner for his 13 years of service to TRL.
- Thanked Mary Proffit for her work on the pop-up library in Morton and Mineral and Michelle Larson and Stephanie Cahill for their great work on the publicity materials and IT staff for the back-end work to make it happen.
- Noted that the 2019 Action Plan was added to the website.
- Shared a handout that highlighted services such as birding backpacks, community conversations, curbside services and pop-up libraries.

- Noted that she will be on vacation March 29-April 9 and Eric Lowell will be in charge.

a. Department Reports

- Explore TRL - There was a question regarding the Explore Timberland program and it was noted that these are good condition books that have been removed from the collection and reused for the program.
- Lucky Day Collection – There was a question on expanding to include DVDs and the word recycle. Andrea clarified that Midwest Tapes is who we purchase these materials from. They will recycle these materials as there is no recycling in this area and at no cost to us.

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

At the last meeting, Trustee Hall expressed his concern with listing the employee names on the new report for payroll and staff were going to look at removing the names. Trustee Hall wanted the record to show that the names were removed the next day.

9. Consent Agenda - Motion for approval.

19-12 – BOB HALL MADE A MOTION TO APPROVE THE CONSENT AGENDA. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

10. Unfinished Business

- a. Action Plan – 2018 – Discussion at the next meeting.
- b. Action Plan 2019 – Discussion at the next meeting.

11. New Business

- a. Legal Counsel Contract Renewal – Cheryl asked to renew Craig Hanson’s contract for another year noting this is always done at this time of the year.

19-13 – BOB HALL MADE A MOTION TO APPROVE THE CONTRACT FOR LEGAL SERVICES FOR \$2,000 PER MONTH WITH CRAIG HANSON AND TO

AUTHORIZE THE LIBRARY DIRECTOR TO SIGN THE CONTRACT. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

b. Service Center and Hoodsport Parking Lot Bid Approval

19-14 – JENNA NOLL MADE A MOTION TO APPROVE THE BID FOR THE REPAIR AND RESURFACING OF THE HOODSPORT AND SERVICE CENTER PARKING LOTS WITH CENTRAL PAVING FOR \$79,520. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

c. Hoodsport Deck Bid Approval

19-15 – JENNA NOLL MADE A MOTION TO APPROVE THE BID OF \$39,000 WITH ABSOLUTE PROPERTY MAINTENANCE TO REPAIR AND BUILD A NEW PATIO/PAD FOR THE HOODSPORT LIBRARY. BRENDA HIRSCHI SECONDED. MOTION APPROVED UNANIMOUSLY.

12. Committee Reports – None
13. Final Board Comments – Trustee Hirschi stated that the issue of trust continues to come up. The governing board is based on policies and they are set and in place and this is what we follow to operate. This is not blind trust and if there are concerns that patrons have that happens in the libraries, they should come and say that this is something that needs to be changed. She welcomed anyone who has a concern about how things are occurring, to look at the policies, and ask us to address those concerns. Trustee Noll noted that she is really excited about the expanded access hours and the numbers we are seeing.
14. Future Agenda Items
15. Executive Session – None
16. Adjournment –At 6:50 p.m., with no further business, President Wheeler adjourned the meeting.



President, Board of Trustees



Cheryl Heywood, Secretary