



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd. SW.
Tumwater, WA 98501
Wednesday, April 24, 2019
5:30 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Joe Wheeler

STAFF PRESENT: Cheryl Heywood, Allison Grubbs, Andrea Heisel, Kandy Seldin, Michelle Larson, Brenda Lane; recorder

President-elect Noll 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.

19-16 – BOB HALL MADE A MOTION TO APPROVE THE AGENDA. HAL BLANTON SECONDED. MOTION APPROVED.

4. Correspondence – None.
5. Public Comments – None.

6. Board Comments – Trustee Blanton shared that the pop-up libraries in the Morton area are very positive, he is hearing great things about them and the work that Mary Proffit is doing. He noted that he attended a Friends meeting and is concerned by the lack of members and there seems to be an issue attracting people. Trustee Hirschi stated that she is impressed in the teamwork that is going on in the system and folks stepping up and trying new things such as the pop-up libraries. She thanked Cheryl for encouraging and leading the positive effect of doing more with fewer people. Trustee Zylstra agreed, noting a recent article in The Chronicle highlighting pop-up libraries. He also shared a congratulations to Trustee Blanton for Blanton’s Market receiving business of the year.

7. Director’s Report - Cheryl Heywood

Cheryl highlighted the following items:

- Introduced Karen Kienenberger who talked about Expanded Access Hours at McCleary. Karen reported that the pilot is going very well. The community is very happy and are using it steadily for after-hour’s computer use, printing, and holds pickup.
- Wished Library Manager Iver Matheson a happy retirement. Iver’s last day is this Saturday.
- Announced Jenny Grenfell has accepted the Library Manager position at Ocean Park and we will be posting the North Mason position.
- Wished Library Manager Val Jester a happy retirement. Val’s last day is also this Saturday.
- Shared that the Montesano Library received the Business of the Year award.
- Announced that the new Yelm Library Manager begins May 1.
- Shared the postcards that highlight the curbside pickup at the Elma library.
- Visited the Lacey library several time and met with Holly. Shared that there has been a Senate resolution for Dorothy O’Laughlin, a major volunteer in the Lacey community who recently passed away.
- Sent a letter of support to the Senate Ways and Means Committee to support the library capital improvement program.

a. Department Reports

- Trustee Hall referenced the DVD Lucky Day collection and asked if any of the titles were in Spanish. Andrea reported that these are popular box office titles and most have Spanish subtitles.

8. Financial and Voucher Report – Cheryl reviewed the financial and voucher reports and shared that we have already captured approximately \$187,000 in savings in the first quarter. As we are in a soft hiring freeze, delays and not filling positions or redistributing hours is how we are moving forward. We are looking at everything very carefully. There was also a comment that for the payroll report, the board does not see the point of the list of employee numbers. A summary document with the total breakdown with benefits would be fine. Cheryl stated that she would see if the software will let Eric create a report like that.
9. Consent Agenda - Motion for approval.

19-17 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE CONSENT AGENDA. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

10. Unfinished Business

- a. Action Plan – 2018 – no comments.
- b. Action Plan 2019 – The board asked to have discussion at the next meeting. Trustee Hirschi referenced Appendix B, the population estimate, noting that as we go into Strategic Planning we need to be prepared for the changes and they are significant. The next census will be done in 2020.

11. New Business

- a. Board Meeting Schedule – Brenda Lane explained that President Wheeler had asked to add the discussion item of stopping the first board meeting of the month. After a brief discussion, it was decided to discontinue the first board meeting of the month. Trustee Hirschi stated that in the Fall there were many items that needed discussion. The initial reason to have the additional board meeting was to handle the budget issues and influx of public comments and now that things have calmed down one meeting a month is sufficient. Cheryl also asked to

have the June 26 Board meeting moved to June 19 as she is out of town.

19-18 – BOB HALL MADE A MOTION TO DISCONTINUE THE FIRST BOARD MEETING OF THE MONTH AND MOVE BACK TO THE REGULAR SCHEDULE OF MEETING ONCE A MONTH. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

19-19 – BOB HALL MADE A MOTION TO MOVE THE JUNE BOARD MEETING DATE FROM JUNE 26 TO JUNE 19. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

- b. Checkout Machines – Cheryl reported that Ryan Williams has been working with Eric on a request for proposal (RFP). We are asking for price estimates as it has been years since we have replaced these items. Current equipment is breaking down and we only have five replacement checkout stations and we have issues with needing to have replacements in place soon.

19-20 – BOB HALL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SEND OUT A REQUEST FOR PROPOSAL FOR CHECKOUT MACHINES WITH THE UNDERSTANDING THAT THE BIDS WILL COME BACK TO THE BOARD FOR FINAL APPROVAL. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

12. Committee Reports

a. Facilities Committee – Brenda Hirschi

- i. Tenino Update – Reviewed the agreement with legal counsel and he recommended a separate agreement for janitorial. There continues to be a health and safety issue at the library. The committee is recommending the changes and Cheryl will communicate with the Mayor of Tenino.

19-21 – BOB HALL MADE A MOTION TO APPROVE THE MODIFICATION OF THE CONTRACT LANGUAGE AS OUTLINED BY LEGAL COUNSEL FOR THE INTERLOCAL AGREEMENT WITH THE CITY OF TENINO. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

- ii. Expanded Access Hours Recommendation – Previously there was a concern regarding the cameras and staff wanted to let the board members know that video is being recorded during open hours. Staff have reviewed and are confident that the cameras do not show patron computer screens or materials that is being checked out. Also video is not reviewed unless these is an issue. To date there have been none. Additionally, staff have asked the Board to review the age of patrons that can sign up for Expanded Access. At the time of presentation, the committee originally agreed that from May 1-August 31, to allow ages 12 years and older with parental permission. This would allow kids to use the building during summer hours. Trustee Hirschi noted that after the meeting, she became concerned about going down to the age of 12 at this point, during this period. Trustee Varness also stated that she feels a discomfort and that we are opening ourselves up to risk. Trustee Zylstra agreed and would like to error on the side of caution. Allison Grubbs shared that she would like to note that as a library we have affirmed the ALA Bill of Rights and our policy which state that we do not exclude based on age, and we need to be aware as a profession and trust our communities and patrons. She again reviewed the information that we heard from McCleary Library Manager Karen Kienenberger. Trustee Noll asked if there are any rules for public spaces or ordinances. Trustee Hirschi stated that when we started, we knew it was not going to be the end result and to now change in the middle of the project does not set well with her. Trustee Hall asked to explore other libraries and table the discussion.

19-22 – BOB HALL MADE A MOTION TO TABLE THE DISCUSSION AND BRING BACK. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

- iii. Kiosk Report – Reviewed and shared that we have some items that need addressed. In Hawks Prairie we have issues with not enough space. Staff are stepping up and doing upkeep but we need to discuss long-term

solutions. Morton also will have consistent staff assigned for upkeep. Staff is working on an extension for a 3-year agreement. It was also reported that the kiosks in Nisqually need more research; Rochester no action; and Toledo will leave as is for now.

19-23 – BRENDA HIRSCHI MADE A MOTION TO GIVE THE LIBRARY DIRECTOR THE AUTHORITY TO NEGOTIATE AND EXECUTE AN AGREEMENT THAT WILL END IN 2021 WITH CENTRALIA COLLEGE EAST FOR THE MORTON KIOSK. BOB HALL SECONDED. MOTION APPROVED.

- iv. Mountain View Lease – legal counsel presented two options for review and the committee is recommending option number one. The lease will have a condition that the landlord complete the ADA issues and upon completion, TRL will renew the lease for 3 years.

19-24 – BRENDA HIRSCHI MADE A MOTION TO APPROVE OPTION #1 CONDITIONAL RENEWAL OF LEASE BETWEEN TIMBERLAND REGIONAL LIBRARY AND LANDLORDS CYNTHIA AND CRAIG BERNE FOR THREE YEARS FOR THE MOUNTAIN VIEW TIMBERLAND LIBRARY. CORBY VARNES SECONDED. MOTION APPROVED.

- v. Montesano Roof – The roof at the Montesano library is in dire shape. The concern is if we wait and we have additional damage due to rain or water that it would not be covered by insurance as it was this time. Cheryl noted that this is not budgeted and we would do a budget adjustment and take the money from the Building Fund. She also met with the Montesano Friends about possible fundraising for the project and talked with Grays Harbor Community Foundation about possible grants.

19-25 – BOB HALL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SEND OUT A REQUEST FOR PROPOSAL FOR BIDS ON THE MONTESANO ROOF REPAIR WITH THE UNDERSTANDING THAT THE BIDS COME BACK TO THE BOARD FOR FINAL APPROVAL. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

- 13. Final Board Comments – Trustee Hall stated that he was looking at the website and couldn't find Pronunciator right away and was

wondering if we could do a link to a YouTube video on how to find things on our website. Trustee Zylstra agreed that he liked the idea and video is more effective. Trustee Varness also agreed as some things are hard to find. She thanked Cheryl for talking to the Montesano Friends about the money for the roof.

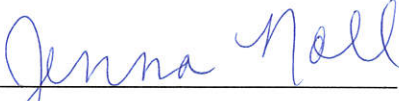
14. Future Agenda Items
 1. Presentation to understand RFID
 2. Talk about at the Policy committee and revisit expanded hours age

15. Executive Session – At 6:45 President-elect Noll announced that the Board would go into Executive Session for 5 minutes to talk about the sale of property.

At 6:50 p.m., President-elect called the meeting back to order and the following motion was made.

19-26 – BRENDA HIRSCHI MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR THE AUTHORITY TO SELL THE SURPLUS PROPERTY IN HOODSPORT AT NOT LOWER THAN \$75,000. BOB HALL SECONDED. MOTION APPROVED.

16. Adjournment –At 6:51 p.m., with no further business, President-elect Noll adjourned the meeting.



President, Board of Trustees



Cheryl Heywood, Secretary