



BOARD OF TRUSTEES MEETING
Tenino Timberland Library
172 Central Avenue A
Tenino, WA 98589
Wednesday, May 22, 2019
5:30 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Corby Varness

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

President-elect Noll welcomed everyone to Tenino and called the Regular Board meeting to order at 5:32 pm.

AGENDA ITEMS

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

19-27 – BOB HALL MADE A MOTION TO APPROVE THE AGENDA. HAL BLANTON SECONDED. MOTION APPROVED.

4. Correspondence – Cheryl noted receiving an email from Cynthia Berne regarding the terms of the lease at Mountain View.
5. Public Comments – Edna Fund provided more suggestions for the website.

6. Board Comments – Trustee Zylstra reported that he attended the community meeting in Randle, it was 3 hours long with a steady stream of ideas and comments, and he was very glad to hear about the 3-year lease extension for the Mountain View library. It was a good meeting and he hopes we can do more meetings in the future. Trustee Hall shared that he was invited to attend the Ocean Park/Illwaco Friends meeting. He explained to the group what the role of the trustees is, how to find things on our website, and encouraged them to watch the board meeting videos. He also noted that he took questions from the group and a reporter from The Chinook Observer was there. Trustee Hirschi recognized the work that Mary Proffit is doing and all the other things that are going on around the district. Kudos to all. Trustee Noll thanked Tenino for hosting the meeting. Trustee Blanton shared that the Friends group met at a local brewpub and new people signed up. Trustee Wheeler noted seeing the article with the photo of Trustee Hall in the paper noting it is wonderful what the Library is doing for the local communities.

7. Director’s Report - Cheryl Heywood

Cheryl highlighted the following items:

- Introduced Tumwater and Tenino Library Manager Nicole Thode who introduced her staff and spoke about what is happening in the Tenino community. She shared that staff is doing bi-monthly outreach to Bucoda, the library has a supportive Friends group, and an amazing staff.
- Thanked Allison Grubbs for all her work as this is her final board meeting. Final day is this Friday.
- Congratulated Kendra Jones who has been appointed interim Public Services Manager effective May 24.
- Shared that we have received the ADA permit from the landlord at the Mountain View Library and it was approved. Meeting on June 5.

- a. Department Reports

- Trustee Hirschi asked about grid ordering and Andrea shared that it is where we set up with vendors and it automatically populates and gets the materials out faster and in less time. It is currently in the test phase and should be ready to go in the next 6 months.
- Trustee Hirschi also asked about RFID. Cheryl reported that we are reviewing the data and Admin hasn’t looked at it yet. After Admin review, there will be a recommendation to the Board.

Trustee Noll asked if RFID allows you to take a full stack of books and check them in at the same time, and Cheryl replied yes. Cheryl also noted that Ryan will provide an overview on RFID at the June meeting.

8. Financial and Voucher Report - Eric reviewed the financial reports.
9. Consent Agenda - Motion for approval.

19-28 – BRENDA HIRSCHI MADE A MOTION TO APPROVE THE CONSENT AGENDA. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

10. Unfinished Business
 - a. Action Plan 2019 – This was a return item from the month before. Trustees were asked to review and bring questions. Cheryl noted that as we move forward with planning all departments will add action items to the plan for 2019. Currently everything is on track.
11. New Business
 - a. Montesano Resolution Approval – Cheryl reviewed the proposal with the board and stated that the trustees need to approve the final acceptance of the project and then we can release the retainage once the project is complete. Cheryl also noted that Eric is putting together a checklist so that we follow the process every step of the way.

19-29 – BOB HALL MADE A MOTION TO APPROVE RESOLUTION #19-002 ACCEPTING THE EMERGENCY REPAIRS OF THE MONTESANO TIMBERLAND LIBRARY AS COMPLETE. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

12. Committee Reports
 - a. Policy Committee – Brenda Hirschi
 - i. ADA Policy – Reviewed the policy and noted that legal counsel wrote and named the policy, procedure, and forms. After a brief discussion, it was decided that the names will all reflect ADA instead of the current titles for consistency and clarity for staff and the public.

19-30 – BOB HALL MADE A MOTION TO APPROVE THE ADA POLICY AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

- ii. Meeting Room Policy – Trustee Hirschi explained that we are moving to a new software that will allow people to reserve meeting rooms online. In review, one of the things that came up was that there could, in some cases, allow the meeting rooms to be reserved by patrons under the age of 18 after hours and there are concerns from the board. After a lengthy discussion, it was decided that the discussion should be tabled.

19-31 – BOB HALL MADE A MOTION TO TABLE THE DISCUSSION AND SEND BACK TO THE POLICY COMMITTEE FOR ADDITIONAL REVIEW. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

- iii. ALA Bill of Rights – Allison shared that there was a recent change to the document and we need to make the update. Trustee Noll stated that it is her understanding that this is the philosophy of the library and Allison replied yes, this is the fundamental core of library service that we follow. At this time, there was a lengthy discussion where it was noted that TRL legal counsel has signed off on the document. Cheryl asked if they wanted to give it more thought and at this time the following motion was made.

19-32 – BOB HALL MADE A MOTION TO APPROVE THE CHANGES TO THE ALA BILL OF RIGHTS. HAL BLANTON SECONDED. MOTION APPROVED. TRUSTEE WHEELER ABSTAINED FROM THE VOTE.

- iv. Signatory Authority Policy – Review/Discussion needed – For information only.
- v. Expanded Hours Access – There was a request from staff at the committee meeting that the board consider expanding access at McCleary to patrons under the age of 18. The Summer Learning Program begins soon and staff would like to allow patrons under the age of 18 to use the opt-in programs. Trustee Hirschi stated that there was a very lengthy conversation and the group

could not come to consensus. After a lengthy conversation, it was suggested that the subject go back to the committee for further discussion. Trustee Noll stated that she believes that the group would not be able to come to a consensus and suggested that the topic comes back to the full board for discussion. It was agreed to send the topic back to the committee for continued discussion.

13. Facilities Committee – Brenda Hirschi

- a. Amanda Park – Repair to the deck is needed and unbudgeted for this year. An assessment was done on the back deck and not all the wood needs to be replaced and should be less than \$25,000.

19-33 – BOB HALL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO GO OUT FOR A REQUEST FOR PROPOSAL FOR THE AMANDA PARK DECK REPAIR. JOE WHEELER SECONDED. MOTION APPROVED.

- b. Mountain View Lease – Cheryl provided a recommendation for a 3-year lease extension. The ADA work has been completed by the landlord and this will allow us time to continue to work with the Randle community on a possible new library location.

19-34 – BOB HALL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN AND EXECUTE A THREE-YEAR LEASE FOR THE MOUNTAIN VIEW TIMBERLAND LIBRARY. JOE WHEELER SECONDED. MOTION APPROVED.

- 14. Final Board Comments – Trustee Hall shared that he will not be at the June meeting. Trustee Blanton shared that Packwood is gearing up for the Packwood Flea Market. Trustee Wheeler asked for the flag to be put back up at the Amanda Park library.

- 15. Future Agenda Items
 - 1. Presentation on RFID

16. Executive Session – If requested or needed.
17. Adjournment –At 7:11 p.m., with no further business, President-elect Noll adjourned the meeting.



President, Board of Trustees



Cheryl Heywood, Secretary