



BOARD OF TRUSTEES MEETING  
Administrative Service Center  
415 Tumwater Blvd SW  
Tumwater, WA 98501  
Wednesday, February 28, 2018  
5:30 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Jenna Noll, Corby Varness, Joe Wheeler

BOARD MEMBERS EXCUSED: Brian Zylstra, Bob Hall, Brenda Hirschi

STAFF PRESENT: Cheryl Heywood, Eric Lowell, LG Nelson, Allison Grubbs, Josh Jordan, Allison Grubbs, Brenda Lane; recorder

President-Elect Joe 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.

18-06 – CORBY VARNESS MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.

4. Correspondence – None.
5. Public Comments – Michael Broadnax asked to address the Board regarding a concern he has about policing of the homeless at the Olympia Library. Mr. Broadnax stated that he was recently approached by the

Library Manager and stated that he gets treated poorly because he is homeless. He said he and other homeless patrons are being targeted by security, separated out by the Library Manager who provokes homeless patrons and when he/they get upset he/they are asked to leave. Trustee Wheeler addressed Mr. Broadnax, stating that the Board hears his concerns and thanked him for his comments.

6. Board Comments – Trustee Varness shared that she attended a Mud Larking program which had about 60 people in attendance. It was a great community event.
7. Director’s Report - Cheryl Heywood
  - a. Cheryl highlighted the following items:
    - Shared that Allison Grubbs has been hired, effective March 1, as the new Public Services Manager. Jayne Patrick, Payroll Specialist will retire on April 13. Alice Goudeaux, Outreach and Community Engagement District Manager will retire at the end of March noting the position title will be changed to Adult Services District Manager. Shared congratulations to Ada Campbell who has been hired as Payroll/Fiscal Technician and will begin on March 12.
    - Signed the agreement with the Chain and Peddle Café which will house a kiosk. Grand Opening will be April 14, 10-12:00 pm., and will serve a signature drink called a Timber latte.
    - Noted that she is off tomorrow, March 1, to participate in Library Legislative Day.
  - b. Department Reports
    - Trustee Varness shared her excitement on reading about the new Supervisory Training program, stating that it looks like a great idea. Cheryl noted that 7 staff signed up on the first day! Trustee Varness also noted her excitement about the WOW Library and Trustee Wheeler questioned the reason we have decentralized Purchasing. Eric explained that with Jayne retiring, this is the perfect time to look at our processes and how the Business office is structured. He noted that currently there is no back-up for payroll and the restructuring will allow for that. A small stock of basic supplies will still be available at the Service Center but will

be handled by the Mailroom Specialist position. The libraries have all received purchase cards and will do most of their purchasing themselves which will also cut down on unnecessary steps in procuring items. Book purchasing is still in the Collections department and has not changed.

- There was a question on what playaways are which was mentioned in Andrea's report. Cheryl stated that she would ask Andrea and get back to the Board with the answer.

8. Financial and Voucher Report – Eric presented the financial statements for review and answered questions regarding vouchers. The Board thanked Eric for his work on the recent audit, noting he has done an excellent job in a very short amount of time.
9. Consent Agenda - Motion for approval.

18-07 – HAL BLANTON MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE JANUARY 24, 2017 BOARD MEETING; PAYROLL VOUCHERS #59210 THROUGH #59227 IN THE AMOUNT OF \$473,053.09 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$724,643.94 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$231,905.44 FOR A GRAND TOTAL OF \$1,429,602.47; EXPENSE VOUCHERS #30617 THROUGH #30869 AND EFT #00398 THROUGH EFT #00429 IN THE AMOUNT OF \$867,269.83. JENNA NOLL SECONDED THE MOTION. MOTION APPROVED.

10. Unfinished Business
  - a. Action Plan 2017 – End of Year Final - Trustee Varness noted a serious drop in patron visits and asked if this was correct. Cheryl noted that Allison is currently working on reviewing the door counters and putting together a proposal to review new products that can help us with better data. She noted that it is currently under review but we do believe the door counts are down. Less people are using our libraries. Trustee Wheeler shared that he is impressed with the new service from the Washington State Library regarding giving prisoners that are released in our service area a library card, noting it is a good step that we are participating in the program.
  - b. Action Plan 2018 – Board members questioned the next steps in Strategic Planning and hope that we are going to keep the format

similar and only make changes, gather data, and look at things that need it. Cheryl agreed that we are currently reviewing the current Strategic Plan noting that one item for change is that the initiatives need to be slimmed down. Discussion will be needed.

11. New Business

- a. PacMtn Board Appointment Renewal – Cheryl noted that her term is up and she would like to continue working with PacMtn as we are right in the middle of great things together. A letter from the Board President nominating Cheryl for another term is ready for signature if the Board approves.

18-08 – CORBY VARNES MADE A MOTION TO APPROVE THE RENEWAL OF CHERYL HEYWOOD TO THE PACMTN WORKFORCE DEVELOPMENT COUNCIL BOARD FOR A TERM OF 3 YEARS EFFECTIVE JULY 1, 2018 – JUNE 30, 2021. HAL SECONDED. MOTION APPROVED.

- b. Approval of Resolution #18-001 Designating Authorized Signers for the Thurston County Treasurer. Eric noted that updates are needed due to staff changes.

18-09 – JENNA MADE A MOTION TO APPROVE RESOLUTION #18-001 DESIGNATING AUTHORIZED SIGNERS FOR THE THURSTON COUNTY TREASURER. CORBY VARNES SECONDED. MOTION APPROVED.

- c. Approval for the Library Director to Sign and Execute Payment for ADA Ramp for the North Mason Library - Cheryl explained that the costs have come in over the budgeted amount and will need a supplemental budget adjustment in the Fall. It is outside the \$100K approval amount for her signature authority and needs approval from the Board. LG noted that the project has come in higher than expected as there is a lot of work out there right now and contractors have the pick of jobs. He noted that the DOT widening project and sidewalk changed the access and we need to have the public ADA access. Cheryl also shared that TRL talked with the Mason County Commissioners regarding their Public Works department doing the ramp but they don't have the expertise to do it.

18-10 – CORBY VARNES MADE A MOTION TO APPROVE THE LIBRARY DIRECTOR THE AUTHORITY TO SIGN AND EXECUTE PAYMENT FOR

CONSTRUCTION OF THE ADA RAMP FOR THE NORTH MASON  
TIMBERLAND LIBRARY. HAL BLANTON SECONDED. MOTION  
APPROVED.

12. Committee Reports – Policy Committee

- a. Meeting Room Policy – Cheryl reminded the Board that the policy was brought to the last meeting and there were concerns about item 5e which does not allow groups to use the meeting room for meetings or events and charge a fee. An example was AA groups that might ask for a small offering for coffee or cookies for the meeting and that these types of meetings are in keeping of the mission of TRL and the policy should reflect this. Cheryl reported that she and Allison talked with legal counsel and he agreed with the language change which is now reflected in the policy.

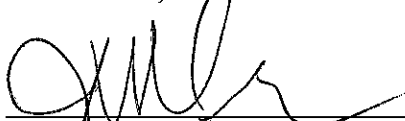
18-11 – HAL BLANTON MADE A MOTION TO APPROVE THE MEETING ROOM POLICY AS PRESENTED INCLUDING A FRIENDLY AMENDMENT TO CHANGE THE REVIEW DATE TO 5 YEARS. JENNA NOLL SECONDED.

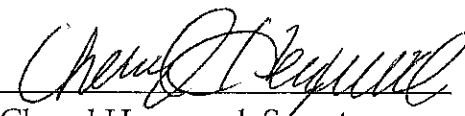
13. Final Board Comments – Trustee Varness shared with LG that she went to the Naselle Library and the new circulation desk has changed the look of the library! It is beautiful and there is so much more room. Trustee Blanton shared that he appreciates that the Library is 50 years old and is always amazed at what that means. It is a testament for our library system, our communities, and the importance to so many people. Trustee Wheeler thanked Mr. Broadnax for his comments, assuring him his comments will be discussed. He noted how proud he is of the library system and the prisoner library card program. You never know when you can help change a life.

14. Future Agenda Items - State of the Library next month.

15. Executive Session pursuant to RCW 42.30 – None

16. Adjournment –At 6:15 p.m., with no further business, President-Elect Wheeler adjourned the meeting.

  
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Joe Wheeler, President-Elect

  
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Cheryl Heywood, Secretary