



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd. SW
Tumwater, WA 98501
Wednesday, January 25, 2017
5:30 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Rebecca Connolly, Bob Hall, Stephen Hardy, Brian Zylstra

BOARD MEMBERS EXCUSED: Corby Varness

STAFF PRESENT: Cheryl Heywood, Kristine Tardiff, Jeff Kleingartner, Josh Jordan, Eric Lowell, Ryan Williams, Walter Bracy, Kim Storbeck, Alice Goudeaux, Mary Halterman, LG Nelson, Brenda Lane; recorder

President Stephen Hardy 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.

17-01 – REBECCA CONNOLLY MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. BOB HALL SECONDED. MOTION PASSED UNANIMOUSLY.

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

6. Board Comments – Trustee Hall shared that he was asked to attend a meeting with the South Bend City Manager and Library Manager Jenny Penoyar regarding the issues with the South Bend Timberland Library. The City Manager asked for a board member perspective on repairing the many building issues. Trustee Hall relayed our current financial situation with the potential timber revenue shortfall and reminded the City Manager that the city is responsible for the building and the repairs could be very costly. The City Manager asked about selling the building to TRL, and Trustee Hall told him that he needed to contact our Facilities Manager and Library Director to have that discussion but his opinion as a board member is that the repairs are too costly and we don't have the funds to put into the building nor would he want us to.
7. Director's Report - Cheryl Heywood
 - a. Mary Halterman, ALA Report – Mary shared an overview of her experience facilitating the Great Stories Club book discussion groups with the theme, "The Art of Change." Mary received an ALA grant to fund the project.
 - b. Cheryl reported on some additional items not in her report. She noted that the Amanda Park Summary is due to Grays Harbor by 3/31 and is ready to mail. She shared that she is working on scheduling meetings with the K-12 school Superintendents of our five counties. At these meetings, she will present the concept and overview of the TRL e-library cards for K-12 students with the hope that we are able to enter into agreements with the districts in our service area. On February 15, she, along with Kendra Jones and Alice Goudeaux will attend the Thurston County Chamber Education Summit. An anonymous donor gave us \$500 earmarked for this sponsorship. TRL will have exposure to over 2,000 members on promotional materials and 250 who will be in attendance. The sponsorship allows TRL the opportunity to speak to the attendees and Kendra will do a 3-minute presentation to talk about our services. Cheryl highlighted that for the month of January we will have booklists and a really fabulous podcast of Dr. Martin Luther King's "I have a dream" speech that was recorded using various staff. Lastly, we are once again participating in the Impact Survey ran through the University of Washington and runs February 1-28.

- c. Department Reports – No comments or questions.
- 8. Financial and Voucher Report – Eric presented the financial report and expense and payroll vouchers for review and approval.
- 9. Consent Agenda - Motion for approval.

17-02 – REBECCA CONNOLLY MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE DECEMBER 28, 2016 BOARD MEETING; JANUARY SURPLUS LIST; PAYROLL VOUCHERS #58947 THROUGH #58964 IN THE AMOUNT OF \$378,470.74 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$691,297.60 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$240,330.05 FOR A GRAND TOTAL OF \$1,310,098.39; EXPENSE VOUCHERS #26893 THROUGH #27166 AND #27346 THROUGH #27484 IN THE AMOUNT OF \$424,824.38. BOB HALL SECONDED. MOTION PASSED UNANIMOUSLY.

- 10. Unfinished Business
 - a. WebEx – Josh shared that information was provided in the board packet on using WebEx and he is following up to see if there are any questions about using it for board meetings. His recommendation is that we continue to use AV Captureall as it works well for us. He did mention that we could explore the option of using the live streaming capability if the board wanted to. There was general agreement that what we are using is fine.
 - b. Rochester Kiosk Agreement Update – Cheryl reported that the agreement needs additional work and will be presented for review next month.
 - c. Grays Harbor Transit MOU – Cheryl presented the renewal MOU for discussion and approval. Trustee Connolly asked if after reviewing how the past year has went, if it turned out that providing this service was budget neutral for Timberland as it was originally presented to the board. She noted that in reviewing the Executive Summary she didn't see where this was indicated and she would like to see if it truly has been budget neutral. Cheryl stated that it is hard to judge as we don't have the full details in the summary. She will work with the Business Office on details and present better information next month. Trustee Blanton asked if it

has been a burden for staff to sell the passes and Cheryl replied no, but that as it was a pilot program it was initially hard to judge/estimate how many cards would be needed. We now have a better understanding of what the public needs and are purchasing passes according to what is being used.

- d. Pac. Mtn. MOU – Cheryl shared that the MOU has been signed by Pac. Mtn. and she is seeking authorization to sign and execute the agreement. She noted that this pilot program will take place in Pacific County libraries. The \$10,000 from Pac. Mtn. will purchase 10 Chromebooks that will be available for check out. These Chromebooks will only be able to access WorkSource and TRL resources for employment and career use.

17-03 – BOB HALL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR THE AUTHORITY TO NEGOTIATE AND EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN TIMBERLAND REGIONAL LIBRARY AND GRAYS HARBOR TRANSIT. REBECCA CONNOLLY SECONDED. MOTION APPROVED UNANIMOUSLY.

- e. Tenino School District MOU – Cheryl shared that a MOU has been signed with the Tenino School District for a pilot program at the Tenino Library. The TSD will provide 5 laptops at the outset and we can ask for more if there is demand. Laptops can only be checked out for in-library use and students will use their school identification to check out the laptops. There will be a soft opening on March 1.
- f. Metrics Priorities Discussion – Trustee Connolly suggested that the Executive Committee meet and have a discussion to narrow down the list to something more manageable and bring it back to the board next month for a more robust discussion about what was identified by the committee. Everyone agreed. Back next month.

11. New Business

- a. Eric presented Resolution #17-001 closing local bank accounts and asked for approval. He stated that we are only going to have one bank as required by Washington State RCW 27.12.60.

17-04- BRIAN ZYLSTRA MADE A MOTION TO APPROVE RESOLUTION #17-001 AUTHORIZING THE LIBRARY DIRECTOR OR DESIGNEE TO CLOSE LOCAL DEPOSITORY ACCOUNTS. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- b. Department of Natural Resources Timber Revenue Overview – Cheryl shared that she and Eric attended a DNR meeting as TRL is a beneficiary of trust lands. They heard a presentation on information regarding two studies relating to the sustainable timber harvest and the marbled murrelet. She noted that the entire report is available on the DNR website. DNR is taking comments from stakeholders and we are drafting a letter that states if they choose option #4, TRL will experience a large shortfall and therefore would have to make substantial cuts in the budget. The deadline to provide comments is March 9.
- c. 2016 Action Plan – end of year report – Cheryl asked if there were any questions and there were none.
- d. 2017 Action Plan – Cheryl shared that the 2017 Action Plan will be presented next month.

12. Committee Reports

- a. Policy Committee – Hal Blanton
 - i. Friends Policy and MOU – The policy was overhauled including input from the Library Managers. We have created a MOU template and all of the Friends groups will be asked to sign the agreement. The policy and MOU create a more clear understanding of the relationships and what staff can and cannot do on behalf of the Friends. The MOU template will be sent to all Friends groups for signature yearly.

17-005 – REBECCA CONNOLLY MADE A MOTION TO APPROVE THE FRIENDS POLICY AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED UNANIMOUSLY.

17-006 – REBECCA CONNOLLY MADE A MOTION TO APPROVE THE MOU TEMPLATE AS PRESENTED AND DISCUSSED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED UNANIMOUSLY.

- ii. Employment Policy – Cheryl noted that the Employment and Leaves policy were updated to reflect the recent negotiated changes in the Collective Bargaining Agreement.

17- 007 – HAL BLANTON MADE A MOTION TO APPROVE THE EMPLOYMENT POLICY AS PRESENTED. REBECCA CONNOLLY SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. Leaves Policy – Changes per Collective Bargaining Agreement.

17 -008 – REBECCA CONNOLLY MADE A MOTION TO APPROVE THE LEAVES POLICY AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

13. Final Board Comments – Trustee Zylstra apologized for arriving late. Trustee Blanton commended the Packwood Library staff for being open during all the recent snow, noting that they are always dedicated to their patrons and community. President Hardy shared that he was happy to hear the presentation this evening from Mary Halterman and grateful for the work in his hometown of Shelton. It was great to hear that they are investing in our communities.

14. Future Agenda Items – Cheryl noted that Cheryl Fambles, CEO, Pac. Mtn. Workforce Development Council will be doing a short presentation at the February meeting.

15. Executive Session – There was no call for Executive Session.

16. Adjournment –At 6:28 p.m., with no further business, President Hardy adjourned the meeting.


Stephen Hardy, President


Cheryl Heywood, Secretary