



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd. SW
Tumwater, WA 98501
Wednesday, April 26, 2017
5:30 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Rebecca Connolly, Stephen Hardy, Corby Varness, Joe Wheeler, Brian Zylstra

BOARD MEMBERS EXCUSED: Bob Hall

STAFF PRESENT: Cheryl Heywood, Kristine Tardiff, Eric Lowell, Ryan Williams, Walter Bracy, Kim Storbeck, Alice Goudeaux, Kendra Jones, Stephanie Bogle, Allison Grubbs, Donna Feddern, Kandy Seldin, Brenda Lane; recorder

President Stephen Hardy welcomed everyone to Tumwater and called the Regular Board meeting to order at 5:32 pm.

AGENDA ITEMS

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

17-23 – CORBY VARNESS MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION PASSED UNANIMOUSLY.

4. Correspondence – None
5. Public Comments – None

6. Board Comments – Trustee Wheeler shared that he has met with Cheryl, Eric, and Kim Storbeck to learn about the budget and to get an overview of the collection. He stated that he is trying to get up to speed and learn as much as he can. Trustee Zylstra shared that recently in Chehalis a March for Science was held in front of the Vernetta Smith Chehalis Timberland Library and he was happy to have his hometown library used in a positive way. Trustee Varness reported that she visited the Ilwaco library recently and it looks fabulous! It was so clean, with the shelves set up in an appealing manner, and the staff was so friendly. She said the days of being hushed in the library are gone.

7. Director's Report - Cheryl Heywood
 - a. Cheryl introduced Sarah Ogden, District Manager, User Experience, Innovation and Special Projects who recently started her new position and asked her to share a few words about herself.
 - b. Cheryl highlighted the following items in her report:
 - Congratulated Jamie Jenson, Jinny Burns, Donna Schumann, and Linda Hall who have announced their retirement.
 - Provided a follow-up to a questions raised by Trustee Connolly regarding the Impact Survey. She had asked if we know if the person taking the Impact Survey answered all of the questions on the survey or only some of them. Cheryl reported that there is no way to tell.
 - Reported that Computer Services has completed the installation of Pharos in all the libraries. This is the first time in 17 years that patrons can self-extend computer time using the internet, if it is available. This frees up staff and allows the patron to continue working without interruption. They are also able to print up to 100 pages (double-sided) each week.
 - Shared the Timberland Map of Make Believe that was the vision of Ellen Duffy (retired Youth Services Coordinator) and noted that they are available in all of our libraries.
 - Noted that she is working with Pac. Mtn. and facilitating community engagement events to gather information on the best way to provide employment preparation and related business services in our communities. These events will be held in our meeting rooms in Lacey, Elma, Ilwaco, Raymond, and North Mason. She also recorded a video

invitation which has been posted on YouTube and the Pac. Mtn. website.

- Working on a MOU with the Tumwater School District for ChromeBook lending like we have with the Tenino School District.

c. Department Reports – Trustee Varness shared that she liked to read about the grant updates.

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.

17-24 – CORBY VARNESSE MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE MARCH 22, 2017 BOARD MEETING; PAYROLL VOUCHERS #28200 THROUGH #28212 IN THE AMOUNT OF \$369,755.55 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$692,693.31 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$241,154.84 FOR A GRAND TOTAL OF \$1,303,603.70; EXPENSE VOUCHERS #28045 THROUGH #28199 AND #28213 THROUGH #28382 IN THE AMOUNT OF \$385,061.70. HAL BLANTON SECONDED. MOTION PASSED UNANIMOUSLY.

10. Unfinished Business – President Hardy called for any unfinished business and there was none.

11. New Business

- a. Library Group Staffing Model Final Report - Cheryl presented the final report and reported that there have been ongoing meetings asking for input and to problem-solve issues. She reported that overall the LGSM is working well and she invited Allison and Donna to be present tonight to answer any questions the Board may have. Trustee Varness asked if there has been an impact on Managers and have they been spread too thin? Allison responded that she does spend more time on the road but has a routine that helps keep things regular. She noted that staff are more independent and empowered which is a good thing. Donna/Allison both reported that they like it, and some days are more difficult than others. Donna reported that Tenino and Hoodspert have both reported that they miss having a full-time

Manager and Allison noted that Westport feels that way also. They both shared that those libraries had long-time Managers and change is hard. Cheryl noted that overall the response from staff is that the LGSM has been positive.

- b. ESD 113 eLibrary Cards – Cheryl shared that she is working with ESD 113 on student e-library cards and would like approval to move forward with working with school districts that are interested.

17-25 – BRIAN ZYLSTRA MADE A MOTION TO GRANT THE LIBRARY DIRECTOR THE AUTHORITY TO NEGOTIATE WITH INTERESTED SCHOOL DISTRICTS FOR STUDENT E-LIBRARY CARDS. TRUSTEE WHEELER SECONDED. MOTION APPROVED UNANIMOUSLY.

12. Committee Reports –

- a. Facilities Committee – Corby Varness reported on items that the committee has reviewed with staff. She provided information on the next steps in capital facilities management and planning, amending the current Service Point Analysis document, and creating standards for facilities, custodial, landscaping and professional services contracts. Trustee Varness noted that Facilities Manager LG Nelson also provided updates on operational improvements that the facilities staff are working on. Including:
 - i. Hoodsport – Grand Re-Opening – May 13
 - ii. Naming Opportunity – Follow-up to a patron request to name the Hoodsport Library after volunteer, supporter, and employee Gordon Earsley. Cheryl noted that after referencing our Naming policy, her recommendation is to place a plaque on an outside bench in honor of Gordon. If approved by the Board, she will send a letter to the patron letting him know the Board’s decision.

17 – 26 – CORBY VARNESSE MADE A MOTION TO HONOR GORDON EARSLEY WITH A PLAQUE AT THE HOODSPORT LIBRARY. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY.

- iii. Space Planning – Staff is working on a space planning RFP for the Aberdeen, Olympia, and Lacey libraries.

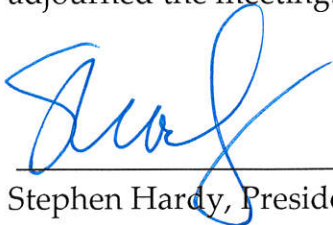
- iv. Centralia Project – Staff is working with the city on the project scope and timeline. At this time, the estimate is the project will be in the fall of 2017 and will take approximately 6 weeks. It is not anticipated that the library will close during construction.
- v. Teen Area Refresh – \$100,000 was budgeted for a Teen Area Refresh project. Staff have started planning across the district and Kendra noted that they have talked with staff and teens for input. She noted that teens want comfortable living room/coffee shop-type furniture and feel. They also want technology! The plan is to order items by September.
- vi. South Bend – Cheryl noted that she, LG, and Jenny Penoyar will meet with the Mayor of South Bend on May 17.

13. Final Board Comments – Trustee Wheeler shared that he has had fun searching through the TRL website. He said it has been fun to dig around and find jewels he didn't know were there! It is amazing at how much information is available. Trustee Blanton thanked Allison and Donna for their input on the Library Group Staffing Model and for talking candidly with the Board. He appreciates how they have empowered their staff and believes that this type of leadership provides staff with energy and ideas and great things come from it. It lets people grow and be able to do great things. President Hardy shared that he appreciates the way that Trustee Blanton framed his comments to staff. He believes that it is important for managers, staff, and administrative professionals to have input and to invest in their staff and their libraries. It makes us all better public servants.

14. Future Agenda Items – None.

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

16. Adjournment – At 6:40 p.m., with no further business, President Hardy adjourned the meeting.



Stephen Hardy, President



Cheryl Heywood, Secretary