



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

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Brenda Hirschi, Bob Hall, Jenna Noll, Corby Varness, Joe Wheeler, Brian Zylstra

BOARD MEMBERS EXCUSED:

STAFF PRESENT: Cheryl Heywood, Eric Lowell, Allison Grubbs, Walter Bracy, Andrea Heisel, Robin Bradford, Morgan Sohl, Jeff Kleingartner, Sarah Ogden, Brenda Lane; recorder

President Brian Zylstra welcomed everyone to Tumwater and called the Regular Board meeting to order at 5:30 pm.

AGENDA ITEMS

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

18-12 – CORBY VARNESSE MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.

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

6. Board Comments – Trustee Hirschi shared that she is happy to be at her first Board meeting. She noted that she is from Mason County, lives south of Shelton and is a long-time fan of libraries and pleased to serve on the Board. Trustee Hall shared some of the sessions he attended at the Public Libraries Association (PLA) conference he recently attended. He passed out some information on declining use in libraries and will mention more after he has done some research. Trustee Wheeler welcomed Trustee Hirschi to the Board noting he is happy she is here. President Zylstra shared that we recently lost Orin Smith who was a huge supporter of the Vernetta Smith Timberland Library and was instrumental in getting it built. Orin championed the library and helped not only as a large donor, but getting others to donate as well. He had a commitment to his hometown and the library was named after his mother. Trustee Blanton mentioned that in his community they were interviewing a new Pastor to see if they want to move to Packwood and one of the positive things they mentioned was the library. His wife and 2 kids were thrilled to see the library and all it had to offer. Trustee Varness shared that she continues to be amazed at the programming the libraries offer. She recently attended a program with Katie Lutz, who gave a fascinating talk and it was just inspiring. Trustee Hall also mentioned that there was a full-page story in the Chinook Observer about a knitting program at the Ilwaco library.

7. Director's Report - Cheryl Heywood
 - a. Cheryl highlighted the following items:
 - Introduced Robin Bradford, Collection Development Specialist who has received the honor of being named a 2018 Mover and Shaker by the American Library Association in the Advocate category. Cheryl noted that in library world, this award is like an Oscar. Robin shared that she enjoys helping other people find and get resources and helping authors get into our libraries. It is part of her job and advocating is something she is passionate about. Additionally, Cheryl shared that TRL is sending Robin to the ALA conference to accept her award as we are proud of Robin and her accomplishments. Congratulations Robin!
 - Alice Goudeaux retirement, this Friday. Thank you for 20 years of service to TRL.
 - Senior Library Manager position for Aberdeen is posted.
 - Impact Survey – Handout is in your packet. Review and bring comments to the next meeting.

- K-12 Electronic Resources Handout – Included in Board packet.
- She and Donna Feddern are scheduled on iFiber1 radio before the Mason County Commissioner presentation on April 10.
- Thurston County Commissioner presentation on April 17.

b. State of the Library Report

- Cheryl presented the State of the Library Report.

c. Department Reports

- Trustee Varness asked how many people use the lesson plans for the K-12 resources and Trustee Hall asked how the handout is disseminated. Cheryl replied that it is put on the Intranet and handouts for outreach are added to the USB bracelets that we use.
- Trustee Hall asked about the Service Center remodel and Cheryl noted that it is minor adding of office walls and the staff lunch room. The next phase will be the Collection Services department which will be late next year as we need to evaluate work flows. He also asked about the MOU for the MyTRL card noting that in talking with students at South Bend, they know nothing about it. Allison explained how the process works, noting that TRL has pulled back slightly to better figure out the process as it is driven by the school districts not TRL which can cause delays in implementation. She also noted that it is the responsibility of the school districts to communicate with the families about the cards.
- Trustee Wheeler asked about some numbers in the Collection Services report stating that the number are off. Andrea explained that numbers can be off as we order and there is often a delay as well as donations that we receive, which can skew the numbers.

8. Financial and Voucher Report – Eric presented the financial statements for review and answered questions regarding vouchers.

9. Consent Agenda - Motion for approval.

18-13 – JOE WHEELER MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE FEBRUARY 28, 2018 BOARD MEETING; PAYROLL VOUCHERS #59228 THROUGH #59246 IN THE AMOUNT OF \$520,717.53 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$715,529.24 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$228,766.95 FOR A GRAND TOTAL OF \$1,465,013.72; EXPENSE VOUCHERS #30870 THROUGH #31088 AND EFT #00430 THROUGH EFT #00461 IN THE AMOUNT OF \$373,285.98. BOB HALL SECONDED THE MOTION. MOTION APPROVED.

10. Unfinished Business - None

11. New Business

- a. Classification and Compensation Study – Walter shared that the only bid we received was from the Singer Group. He noted that we have issues and we need assistance from a professional. The Singer Group recently worked with Pierce County and are highly regarded, they kept them on retainer after the study was completed. He noted that the total cost is \$97,000 and will be billed over 2 years. The study will be complete in June of 2019 and aligns with bargaining in 2019. He noted that we will be working collaboratively with the Union as we move forward.

18-14 – BOB HALL MADE A MOTION TO APPROVE THE CLASSIFICATION AND COMPENSATION STUDY CONTRACT WITH THE SINGER GROUP AND TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN AND EXECUTE THE CONTRACT. HAL BLANTON SECONDED. MOTION APPROVED.

- b. Legal Services Contract Approval – Cheryl asked for approval to renew the contract with Craig Hanson for legal services noting that his fees are the same as 2017.

18-15 – BOB HALL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN AND EXECUTE A CONTRACT FOR LEGAL SERVICES WITH CRAIG HANSON. JENNA NOLL SECONDED. MOTION APPROVED.

12. Committee Reports – Facilities Committee - Trustee Varness reported on the following items:

- a. North Mason – bid for ADA ramp came in at \$135,000 which is more than expected. Costs continue to rise for projects as contractors have more opportunities for work.
- b. Emergency Generator bid for the Service Center is still being worked on. Staff will continue working on a total cost and analysis of what is needed.
- c. Naselle – the automatic door needs replaced. Costs are close to \$10,000. We are going to look at the cost of replacing with a regular door with an ADA opener instead of the fully automatic door which will be around \$3,000.
- d. Visited the kiosk in Rochester and talked with the School District about improved use. Conversation is ongoing.
- e. Space Planning for Lacey and Olympia – gift funds will be used for space planning. Aberdeen will be down the road. We are hoping to go to a one desk model in all of these remodels.
- f. Talked about the rising costs of what we do and the services we need to provide with a tighter budget.
- g. Discussed a Board workshop in the fall.

13. Final Board Comments – Trustee Varness thanked Alice for her work and wished her a happy retirement. Trustee Blanton shared that Cheryl gave a presentation to the business groups in Packwood that was excellent. Trustee Wheeler thanked all the staff that come to the meeting and answer questions, noting they are appreciated. Trustee Hall mentioned that there is so much going on and we don't have the money the big library systems have but we are still doing an amazing number of things. It is mind-blowing. Trustee Noll proposed that the Board members wear their 50th anniversary t-shirts next month.


14. Future Agenda Items - Presentation from the Thurston County Treasurer, Jeff Gadman.

15. Executive Session pursuant to RCW 42.30 – None

16. Adjournment – At 6:38 p.m., with no further business, President-Elect Wheeler adjourned the meeting.



Brian Zylstra, President



Cheryl Heywood, Secretary