



BOARD OF TRUSTEES MEETING  
Administrative Service Center  
415 Tumwater Blvd SW  
Tumwater, WA 98501  
Wednesday, April 25, 2018  
5:30 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Brenda Hirschi, Jenna Noll, Brian Zylstra

BOARD MEMBERS EXCUSED: Bob Hall, Corby Varness, Joe Wheeler

STAFF PRESENT: Cheryl Heywood, Eric Lowell, Allison Grubbs, Walter Bracy, Andrea Heisel, Morgan Sohl, Jeff Kleingartner, Josh Jordan, LG Nelson, 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. Jenna Noll led the pledge of allegiance.
2. Welcome and self-introductions.
3. Approval of Agenda.

18-16 – HAL BLANTON MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. JENNA NOLL SECONDED. MOTION APPROVED.

4. Correspondence – Cheryl shared a letter from Dr. Brake of Ocean Park who wrote about his appreciation for libraries and library workers. She noted that his letter was published in The Chinook Observer highlighting

Library Worker Appreciation Week. She also noted that she was attending a program in Ocean Park recently and met Dr. Brake and thanked him for his kind words.

5. Public Comments – None.
6. Board Comments – Trustee Blanton shared that he had a nice drive to the meeting and is happy to be here. President Zylstra expressed his happiness that the roof repair is complete on the Chehalis Vernetta Smith Library and they are back open. Trustee Noll shared that she has been tutoring math at the Lacey library and using the tables, noting they are well used and prioritized for these types of use. Trustee Hirschi apologized in advance for all the questions she will ask as it is the only way she will learn.
7. Director's Report - Cheryl Heywood
  - a. Introduced Jeff Gadman, Thurston County Treasurer, and Nicole Mugge, Banking and Investment Officer, who will give a presentation on how the Treasurer maintains our money.
  - b. Cheryl highlighted the following items:
    - Congratulated Mary Halterman, Karlyn Spevachek, and Sarah Livingston were recognized for work that they have done with Early Learning by the Early Learning Coalition. Kendra Jones, District Manager for Youth and Family Services shared her excitement and how proud she is for these awesome staff. She noted that is a big deal to be recognized outside of TRL, it's a really big deal.
    - Passed out the MyTRL handout that was recently completed.
    - Noted that we signed an MOU with PacMtn on WorkSource Connection Sites.
    - Signed the Class and Compensation Study Contract.
    - Shared that she, Kandy Seldin, HR Specialist, and Walter Bracy, HR Manager, will be attending a 3-day Labor Relations conference next week.
  - c. Department Reports
    - Trustee Hirschi had a question for Andrea regarding ordering popular materials, asking when a really popular book comes out and everyone is trying to get it, do we have a rule of thumb on how many we order? Andrea responded

that we do have a rule of thumb we use and currently we use a 10-1 rule with a holds list and continually monitor. Unfortunately, there is no exact science knowing that will be popular, noting that if something is really popular we do order more copies. Trustee Hall asked about the open hours survey and Cheryl noted reported that the two week survey ended last week. She will be reviewing the data with Admin., and then the Board. If there are any changes recommended, the Board would see the recommendation in late 2018 for implementation in January 2019.

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 – JENNA NOLL MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE MARCH 28, 2018 BOARD MEETING; PAYROLL VOUCHERS #59228 THROUGH #59246 IN THE AMOUNT OF \$321,082.23 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$718,384.30 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$228,350.10 FOR A GRAND TOTAL OF \$1,267,816.63; EXPENSE VOUCHERS #31089 THROUGH #31356 AND EFT #00462 THROUGH EFT #00495 IN THE AMOUNT OF \$406,311.24. BRENDA HIRSCHI SECONDED THE MOTION. MOTION APPROVED.

10. Unfinished Business
  - a. Impact Survey - Cheryl noted that she gave the Board copies of the 2018 Impact Survey results for review last month. Cheryl highlighted the next steps are to create a response to the comments, noting we group together common themes and address them in a written response that is posted on our website for the public and internally for staff. As there are members missing, it was suggested to bring the topic back next month for discussion with the full board. Back next month.
11. New Business - None
12. Committee Reports – None.

13. Final Board Comments – Trustee Hirschi joked that Trustee Wheeler told her she had to have something to say this month. Trustee Blanton was glad to see that everyone got the memo to wear their TRL t-shirts. He noted that a 50<sup>th</sup> celebration is exiting and Packwood wants to join in and be part of it. Cheryl noted that there is a big party planned for June 30<sup>th</sup>. All the libraries will hold celebrations and there will be an official Proclamation that she is currently writing. The Proclamation will be unveiled at the Friends and Board Forum. President Zylstra shared how great it is that TRL is 50. He also noted he is looking forward to being at the Friends and Board Forum.
14. Future Agenda Items None.
15. Executive Session pursuant to RCW 42.30 – None
16. Adjournment –At 6:31 p.m., with no further business, President Zylstra adjourned the meeting.

  
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Brian Zylstra, President

  
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Cheryl Heywood, Secretary