



BOARD OF TRUSTEES MEETING

Olympia Timberland Library

313 8th Avenue West

Olympia, WA 98501

Wednesday, May 23, 2018

5:30 pm

MINUTES

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

BOARD MEMBERS EXCUSED: All Present

STAFF PRESENT: Cheryl Heywood, Eric Lowell, Allison Grubbs, Walter Bracy, Andrea Heisel, Jeff Kleingartner, Josh Jordan, LG Nelson, Mary Rulewicz, Carisa Sullivan, Elysha Ryan, Sara Pete, Nicole Thode, Holly Paxson, Brenda Lane; recorder

President Zylstra welcomed everyone to Olympia 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.

18-18 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.

4. Correspondence – Cheryl shared an email that was forwarded to the Board from Pat Harper of Olympia, regarding a fire code concern about the number of people in the library during a program.
5. Public Comments – None.
6. Board Comments – Trustee Varness shared that loves the staff book reviews. They are so much fun and there are so many great books. Thank you for doing them. Trustee Noll noted that she reads an Olympia sub-Reddit and it is a great way to spread the word on our great libraries. Trustee Hall noted that he did not go to the Friends and Board Forum. He reviewed the agenda and didn't see any general sessions that appealed to him, so he decided not to go. Trustee Hirschi shared that she has been listening to audiobooks and is pretty sure she has completely recouped all the property taxes she has paid to TRL. She also wonders how many people know how great this service is.
7. Director's Report - Cheryl Heywood
 - a. Cheryl highlighted the following items:
 - Introduced the Thurston County Library Managers
 - Reported on the Friends and Board Forum
 - Extended an invitation to attend some of the 50th celebrations across the district on June 30. She noted that she is planning to attend numerous events and the Board is welcome to ride along with her.
 - Fax Services are being added back to the libraries. Old landlines and outdated fax machines were removed but there was still a demand from customers and staff. Josh installed software on the public copiers that will allow faxing at no cost.
 - TRL Communications Department received an award from ALA on the Land of Make Believe poster submitted in the Reading Themes category.
 - Answered a question regarding the Light Therapy Boxes in the Collection Services report. Cheryl noted these were added for check out and were from a staff suggestion to checkout light boxes that help with seasonal depression. People like having these types of items available as they are often expensive and not affordable to buy. Trustee Wheeler asked to bring one to a future Board meeting.

b. Department Reports

- Trustee Hall asked about the Chehalis Library roof. LG shared that there was a defect in the roof and the repairs have been done. There was water damage on the wall and panels had rotten away as there was a defect from the original install. It was discovered that the contractor did not complete the work correctly and the city has used its insurance and taken care of repair.

8. Financial and Voucher Report – Eric presented the financial statements for review.
9. Consent Agenda - Motion for approval.

18-19 – JOE WHEELER MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE APRIL 23, 2018 BOARD MEETING; PAYROLL VOUCHERS #59264 THROUGH #59281 IN THE AMOUNT OF \$464,861.61 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$716,065.67 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$228,226.07 FOR A GRAND TOTAL OF \$1,409,152.35; EXPENSE VOUCHERS #31357 THROUGH #31620 AND EFT #00496 THROUGH EFT #00538 IN THE AMOUNT OF \$582,408.78. BOB HALL SECONDED THE MOTION. MOTION APPROVED.

10. Unfinished Business

- a. Impact Survey Discussion - Cheryl noted that last month she gave the Board copies of the 2018 Impact Survey for review. She shared that after the comments were reviewed, staff created a written response to the areas of common themes. The written response was posted on our website under statistics and surveys for the public and staff to see. Trustee Varness noted that people surveyed seem to say that there are not enough of the high-demand materials available and was wondering if we can rent high-demand materials. Andrea noted that there was a lease program in place and we are looking at it again and how it will work with Public Services and all the branches as well as how it will look. Trustee Wheeler asked if we could possibly do a shorter checkout for new materials and Andrea replied that we are looking at several options

11. New Business - None

12. Committee Reports

a. Policy Committee – Hal Blanton

- i. Cash Receipting Policy – New Policy requested by the Auditors. This is a required policy and outlines our current written controls.

18-20 – HAL BLANTON MADE A MOTION TO APPROVE THE CASH RECEIPTING POLICY AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED.

- ii. Charge Card Management Policy – Policy needed some updates as purchase cards are being used in the libraries.

18-21 – HAL BLANTON MADE A MOTION TO APPROVE THE CASH RECEIPTING POLICY AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED.

- iii. Information Technology Security Policy – This is a new policy. We don't have one and we should. There is also an associated procedure that will interact with our IT services and vendors.

18-22 – HAL BLANTON MADE A MOTION TO APPROVE THE INFORMATION TECHNOLOGY SECURITY POLICY AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED.

- iv. Unattended Children Policy – Due for review. There are no changes.


18-23 – HAL BLANTON MADE A MOTION TO APPROVE THE UNATTENDED CHILDREN POLICY AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED UNANIMOUSLY.

13. Final Board Comments – Trustee Blanton shared his excitement for the 50th celebrations. President Zylstra gave a shout out to the Boy Scouts as they cleaned the library grounds and made it look nicer.

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.



Brian Zylstra, President



Cheryl Heywood, Secretary