



BOARD OF TRUSTEES MEETING
Hoquiam Timberland Library
420 7th Street
Hoquiam, WA 98550
Wednesday, June 27, 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 via telephone, Allison Grubbs, Walter Bracy, Andrea Heisel, Jeff Kleingartner, Josh Jordan, LG Nelson, Dee Depoe, Mary Thornton, Stephenie Reece, Karen Kienenberger, Deborah Baker, Ryan Williams, and Brenda Lane; recorder

President Zylstra welcomed everyone to Hoquiam and called the Regular Board meeting to order at 5:32 pm.

AGENDA ITEMS

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

18-24 – BOB HALL MADE A MOTION TO ACCEPT THE AGENDA AS PRESENTED. JOE WHEELER SECONDED. MOTION APPROVED.

4. Correspondence – Cheryl shared a letter of information copied to the Board President and Trustee Varness from the Council of Carpenters

Union regarding a labor dispute with the City of Hoquiam. It is an informational letter only. Cheryl also shared an email from Suzanne Cofer about library models in malls and capital facilities planning.


5. Public Comments – None.
6. Board Comments – Trustee Varness commented that she loves the Hoquiam Library, it is a gem of a library, and a beautiful library. President Zylstra shared that there on a program covered by The Chronicle in Lewis County about a Japanese Internment Camp that was very well received by the community. He noted that it is nice to see the library used for these types of programs. Trustee Hall noted that the South Bend library is preparing for the 50th celebration and will have a drawing for a fully restored vintage bicycle and cupcakes to celebrate. Trustee Noll shared that she saw the reading trail in Randle and it is a cool idea. Cheryl noted that staff are working with the US Forest Service and the details are on our website. The kick-off event and opening of the trail is this Saturday.
7. Director's Report - Cheryl Heywood
 - a. Cheryl highlighted the following items:
 - Shared that Saturday, June 30th, all the libraries will be having 50th birthday celebrations. If any of the Board wants to ride with her, she will be attending numerous events across the district, just let her know, she would love to have you ride along.
 - Shared a PacMtn report and noted that in the back there is information on TRL. This report is shared with elected officials and with organizations and people across the 5 counties we serve.
 - Asked Allison to hold up the lightboxes that are available for check out for the Board to see what they look like.
 - Thanked the library managers in attendance and congratulated Stephenie Reece on her new position.
 - Shared that she is on vacation July 1-20 and speaking in Kennewick July 23-24. As she will be out most of the month, she will not have a Directors Report for July.
 - b. Department Reports – No questions.

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

18-25 – HAL BLANTON MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE MAY 23, 2018 BOARD MEETING; JUNE SURPLUS LIST; PAYROLL VOUCHERS #59283 THROUGH #59301 IN THE AMOUNT OF \$418,251.55 AND DIRECT DEPOSIT ACH IN THE AMOUNT OF \$719,191.97 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$229,606.27 FOR A GRAND TOTAL OF \$1,367,049.79; EXPENSE VOUCHERS #31621 THROUGH #31856 AND EFT #00539 THROUGH EFT #00575 IN THE AMOUNT OF \$542,704.40. JOE WHEELER SECONDED THE MOTION. MOTION APPROVED.

10. Unfinished Business - None
11. New Business - None
12. Committee Reports
 - a. Facilities Committee – Corby Varness
 - i. Tenino – Staff has reached out to the city management regarding issues with the maintenance agreement as they are not following the agreement that they initiated. TRL has not received a response so they will work with legal counsel with ongoing discussion.
 - ii. Kiosks – The Board has received a report on the kiosks which the committee has asked them to review. Discussion will be ongoing.
 - iii. South Bend Library – We are waiting for the report on the structural soundness and health and safety of the building. The report will be shared with the Board when received. Trustee Hall noted that according to the City of South Bend there are no structural dangers but stressed that is according to the City.
 - b. Budget Committee – Brian Zylstra
 - i. Trends and Labor Costs Review – Shared that Eric reviewed the labor costs, timber revenue trends, and estimates for rising benefit costs.

13. Final Board Comments – Trustee Varness thanked everyone for coming to Grays Harbor. Trustee Blanton shared that he is excited for the 50th celebration and Packwood has all kinds of activities planned. It is an exciting time in Packwood, there will be music and activities as a lot of groups are celebrating with us. Trustee Wheeler asked if there was a possibility of putting out the flag again in Amanda Park that signaled the library was open. Cheryl told him we would look into it.
14. Future Agenda Items - None.
15. Executive Session pursuant to RCW 42.30 – None
16. Adjournment –At 5:59 p.m., with no further business, President Zylstra adjourned the meeting.



Brian Zylstra, President



Cheryl Heywood, Secretary