



BOARD OF TRUSTEES MEETING  
Shelton Timberland Library  
710 Alder Street  
Shelton, WA 98584  
Wednesday, July 25, 2018  
5:30 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Joe Wheeler

STAFF PRESENT: Cheryl Heywood, Allison Grubbs, Andrea Heisel, LG Nelson, Donna Feddern, Dee Depoe, Eric Lowell, Shalon Hurlbert, and Brenda Lane; recorder

President Zylstra welcomed everyone to Shelton 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.

18-26 – BOB HALL 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 commented on her love for the Shelton Library and how lucky the community is to have it. Trustee Varness thanked the staff for the Summer Reading programs. She stated that she can't imagine how much work goes into the planning. Montesano recently had the Lizard man in the park and it was so fun. It shows that libraries are fun places to go. Yay Summer Reading!
7. Director's Report - Cheryl Heywood
  - a. Cheryl highlighted the following items:
    - She and Jenna visited 11-12 libraries and celebrated the 50<sup>th</sup> with them. It was a great time and lots of fun. Trustee Hall noted that he attended the celebration in South Bend and President Zylstra noted that he attended the event in Chehalis which had great entertainment for the kids. There was also a great editorial in The Chronicle about the Centralia and Chehalis libraries.
    - Action Plan – Will be emailed before the next meeting. Any discussion or questions at the August meeting.
    - Monthly Staff Survey(s) – Results are posted. Review and questions next month.
    - Intercity Transit – Survey results and report in the Board packets on how people are receiving the services.
    - King 5 news interviewed Mary Proffit on her work on the TRL Story Train. The story is posted on the King 5 website.
    - Attended the Basic Adult Conference – Co-presented on the HS 21 Program.
    - New TRL website will go live on August 14.
    - Will be on vacation August 8-21. Eric Lowell will be in charge.
  - b. Department Reports – No questions.
8. Financial and Voucher Report – Eric presented the financial statements for review.
9. Consent Agenda - Motion for approval.

18-27 – BRENDA HIRSCHI MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDES MINUTES OF THE JUNE 27, 2018 BOARD MEETING; PAYROLL VOUCHERS #59283 THROUGH #59301 IN THE AMOUNT OF \$417,840.33 AND DIRECT DEPOSIT ACH

IN THE AMOUNT OF \$723,695.71 AND 941 DEPOSIT ACH IN THE AMOUNT OF \$230,133.08 FOR A GRAND TOTAL OF \$11,371,669.12; EXPENSE VOUCHERS #31857 THROUGH #32095 AND EFT #00576 THROUGH EFT #00610 IN THE AMOUNT OF \$349,036.61. CORBY VARNESSE SECONDED THE MOTION. MOTION APPROVED.


10. Unfinished Business - None
11. New Business - None
12. Committee Reports – None.
13. Final Board Comments – Trustee Varness commented that when we get ready to look at the Strategic Plan, her hope is there is a lot of opportunities for input. Cheryl stated that Sarah Ogden is working on a very inclusive process which will include community and staff input. The 2018 All Staff Training Retreat also includes a facilitator and the first half of the day will be the kick-off on strategic planning with the staff. We are looking at a 2020 plan to allow us to be more nimble as we move ahead. Trustee Varness also thanked Administration for sharing the staff survey results.
14. Future Agenda Items - None.
15. Executive Session pursuant to RCW 42.30.110 – At 6:02 p.m., President Zylstra called for Executive Session to discuss the minimum price at which real estate will be offered for sale. He announced the discussion should take 10 minutes.

At 6:14 p.m., President Zylstra called the meeting back to order and the following motion was made.

18-28 – BOB HALL MADE A MOTION TO AUTHORIZE THE LIBRARY DIRECTOR TO LIST THE SURPLUS PROPERTY IN OCEAN PARK FOR SALE WITH A REAL ESTATE AGENT UNDER TERMS IN TRL'S BEST INTEREST WITH ANY OFFER SUBJECT TO BOARD APPROVAL. CORBY VARNESSE SECONDED. MOTION APPROVED.

16. Adjournment –At 6:16 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