



BOARD OF TRUSTEES MEETING
Oakville Timberland Library
204 Main Street
Oakville, WA 98568
Wednesday, June 19, 2019
5:30 pm

MINUTES

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

BOARD MEMBERS EXCUSED: Bob Hall, Joe Wheeler

STAFF PRESENT: Cheryl Heywood, Andrea Heisel, Kandy Seldin, LG Nelson, Eric Lowell, Kendra Jones, Brenda Lane; recorder

President-elect Noll welcomed everyone to Oakville and called the Regular Board meeting to order at 5:30 pm.

AGENDA ITEMS

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

19-35 – BRENDA HIRSCHI MADE A MOTION TO ADD AS AN INFORMATIONAL ITEM SIGNATORY AUTHORITY POLICY TO ITEM 12c AND TRUSTEE VARNESSE ASKED TO HAVE ADA TRAINING ADDED AS ITEM 12biii. HAL BLANTON SECONDED. MOTION APPROVED.

4. Correspondence – Cheryl shared an email from a Thurston county patron asking how many people use the downtown Olympia library and if TRL

has any plans for a branch on the west side and a letter from a Randle patron regarding the Mountain View library. She also shared that Trustee Wheeler received and forwarded an email to her regarding a question from a patron regarding the number of copies of the Mueller report in the libraries and noted that more copies were added.

5. Public Comments – Sabra Noyes from Oakville thanked the Administration and Board for looking at alternative funding sources for keeping the Oakville library open. She also highlighted the Oakville Friends, the art around the library and the kid’s area, and applauded the efforts to support the library.
6. Board Comments – Trustee Blanton shared that the Packwood library was a place for a fireside musical on Saturday night. Trustee Hirschi thanked the Oakville Friends and noted that she is happy to be here. Trustee Varness also thanked the Oakville staff and commented on how great the library looks compared to the last time she was here for a board meeting. It is so much brighter and looks great.
7. Director’s Report - Cheryl Heywood

Cheryl highlighted the following items:

- Thanked the Oakville staff and Friends for their support of the library.
- Thanked and commended Muriel Wheatley, Senior Circulation Supervisor at the Centralia library for her leadership and vision working with Library Manager Susan Faubion to combine two service desks into one and the months of planning to create the vision. Patrons love it.
- Thanked Stephanie Cahill, Graphic Designer in our newly renamed Creative Services department for the 2018 annual report – it is stunning! Stephanie has also been creating a lot of great items such as the tents for our summer programs and outreach.
- Shared that PacMtn voted to approve to fully certify the WorkSource Center in Thurston, Mason, Grays Harbor, Lewis and Pacific counties and TRL’s 27 libraries as connection sites. More information will be shared as we move forward.
- Spoke about her request that departments will create a 3-year plan that supports the Strategic Plan.
- Noted that she will be on vacation June 24 –July 12 and Andrea Heisel will be in charge. She will not have a July report to the board.

- a. FLAG Meeting Review – Holly Paxson and Lhisa Reish reviewed the April and May meeting. Lhisa shared that the April topic was communication and transparency, Eric reviewed the budget history and everyone took a deeper dive into communication. She also noted that staff are glad that Administration and IT are reviewing SharePoint and that staff love the one button on SharePoint for staff suggestions. Holly shared that the May meeting followed the format of the Community Conversations that happened throughout the district and the topic for discussion was trust. The takeaway is that change is hard and staff appreciate the ability to have the meeting to discuss ideas for changes and to provide input. There will be no June meeting due to scheduling conflicts and the July meeting topic will be how decisions are made. Trustee Hirschi asked if staff think trust is improving and Holly stated that for some it is and some it isn't, and some are never going to get there and we need to be okay with that.

- b. RFID Presentation – Ryan Williams reviewed with the trustees what RFID is and does. RFID stands for radio frequency identification and has been in libraries for almost 20 years. TRL would be a late adopter. RFID works in place of the barcode and allows processes to be automated. You can put a stack of books on a panel and it checks them all out or checks them all in. It is easier to check-out for patrons and easier to check-in for staff. It also opens up uses for other things that it allows us to do. For example, you can use it with a cell phone or mobile app to scan bar codes. Not only will it make check-out easier, it can be used for inventory, pull lists, and get the materials out quicker and increase accuracy and efficiency. Price used to be a million dollars and it is down to around \$200,000. The trustees asked if other systems are using this and Ryan commented that we have a long list of other systems that use RFID. Trustee Noll commented that this is very common and a great resource. Cheryl noted that with a soft hiring freeze we need to start making decisions as at the core of all our discussions is the budget. As we continue to look at RFID, staff will be included in any demo's we have and we will make a recommendation to the board based on the demo and staff input.

- c. Open Hours Introduction – Cheryl Heywood shared that TRL is beginning to look at open hours across the district. She will be providing information to the board over the next few months for review and discussion.

d. Class and Compensation Update – Kandy Seldin, HR Coordinator shared an update on where we are with the class and compensation project. She noted that we have met with the employee work group and shared the draft proposed job titles and a draft job description template from the consultant. She noted that the work group asked to create a FAQ document for staff. The group worked collaboratively on the FAQ and it was sent to staff. First negotiations meeting is scheduled for July 18. We will continue to make updates to the staff and to the trustees.

e. Department Reports – no questions.

8. Financial and Voucher Report - Eric reviewed the financial reports.

9. Consent Agenda - Motion for approval.

19-36 – CORBY VARNESSE MADE A MOTION TO APPROVE THE CONSENT AGENDA. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

10. Unfinished Business - None

11. New Business

a. Open Access Systems Test – Informational only – Cheryl reported that IT staff will be testing alternative systems for the back-end operations at the pilot site at the McCleary Library.

b. Library Director Evaluation – Trustee Noll reported that President Wheeler asked to have an out of cycle evaluation of the Library Director or a mid-point check-in. Trustee's Varness and Hirschi agreed and stated that it will be informal and more of a check-in than an evaluation. They both think it is a good idea and it would be simple notes added to the Library Director's file. Executive session will be added to the July meeting to meet with the Director.

19-37 – CORBY VARNESSE MADE A MOTION TO DO A SIX MONTH EVALUATION OF THE LIBRARY DIRECTOR. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

c. RFP Recommendation and approval for Checkout Machines – Cheryl reported that we received four bids and had a demonstration from two

vendors. Staff unanimously voted for Envisionware and they were \$135,000 lower in price than the other vendors.

19-38 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE BID FROM ENVISIONWARE FOR CHECKOUT MACHINES FOR \$232,995.00. CORBY VARNESSECONDED. MOTION APPROVED.

12. Committee Reports

a. Budget Committee – Hal Blanton

- i. Fund Balance Policy Recommendation – Information was previously presented on changing the percentage of the beginning fund balance and what that would look like. It was noted that the change will free up money in the budget and previously Eric provided information on what that would look like. It was also noted that there was also a recommendation to change the names of the funds that should be reflective in the policy. It was recommended to take back to the policy committee for the changes in the policy and then to the board for final approval.

b. Facilities Committee – Corby Varness

- i. Montesano Roof Bid – Corby reported that we received two bids and the work has to be done ASAP and we are treating it as urgent. She noted that Administration and legal counsel recommended going with the most responsive bid and after review the committee did not come to a consensus and wanted the discussion brought to the full board. Brenda shared that they reviewed and compared both proposals and looked at the warranty and Lupo has a good track record and has done numerous projects for us and recommends that we go with Lupo which is also the lowest bid. After a brief discussion, it was the recommendation to go with Lupo construction.

19-39 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE BID FROM LUPO CONSTRUCTION FOR THE MONTESANO ROOF REPAIR. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

ii. Tenino Custodial Update – Due to the continued health and safety issues, the committee recommends moving forward with mediation. After a brief discussion, the board asked Cheryl to contact the mediators and schedule a time to meet when she returns from vacation.

iii. Project Updates

i. Naselle Front Door – 30 years old and needs repair.

ii. Ocean Park Property Line – LG met with legal counsel and we are close to a resolution with the property owner.

iii. Hoodspout Patio – project is complete.

iv. IT department HVAC Server Room Bid – HVAC system is 18 years old and failing. We need to replace. Will go out for bids.

v. Amanda Park Front Door - Waiting for a quote, is also 30 years old and not working.

vi. ADA Training – Admin. Team and HR received training from ADA specialist. Great information was learned.


c. Policy Committee – Brenda Hirschi

i. Signatory Authority Policy – Brenda shared this is informational only and was scheduled at the last meeting but we didn't get to it. The discussion was that the Director has the authority to sign a personal services contract and they do not want to make a change to that authority. They would like have it reflected in the financial report highlights if she signs contracts so that they are aware. After a brief discussion, it was decided that would work for the board.


14. Final Board Comments – Trustee Varness shared that she and Luna, her dog, read to 37 kids at the Montesano Library and it was a blast. Trustee Zylstra attended the State of the Library presentation to the Lewis County Commissioners and it was very

well done. Cheryl shared statistical information and metrics with the Commissioners and it was very informative. Staff are doing a great job.

15. Future Agenda Items
 1. Policy Committee
16. Executive Session – None.
17. Adjournment –At 7:31 p.m., with no further business, President-elect Noll adjourned the meeting.



President, Board of Trustees



Cheryl Heywood, Secretary