



Board of Trustees Special Meeting Minutes

April 8, 2020 – 12:00 p.m.

Timberland Regional Library
Administrative Service Center
415 Tumwater Blvd. SW
Tumwater, WA 98501

Brenda Hirschi, *President, Mason County*

Bob Hall, *President Elect, Pacific County*

Corby Varness, *Grays Harbor County*

Bryan Zylstra, *Lewis County*

Hal Blanton, *At Large, Lewis County*

Kathleen Varney, *At Large, Thurston County*

Present Board via remote Zoom teleconference:

Brenda Hirschi, Bob Hall, Corby Varness, Hal Blanton, Brian Zylstra, Kathy Varney -(joins at 12:11 p.m.)

Present Staff via remote Zoom teleconference:

Cheryl Heywood, Eric Lowell, Kendra Jones:Andrea Heisel: Brenda Lane, Rose Enos-Weedmark; recorder

President Brenda Hirschi called this Special meeting of the board at 12:03 p.m.

AGENDA:

- 1. Pledge of Allegiance-** Trustee Hall led the pledge.
- 2. Welcome and Board Introductions**
- 3. Approval of Agenda –** Trustee Hall motions to approve the agenda. Trustee Blanton Seconds.
- 4. Board Comments –** None.
- 5. New Business**
 - a. **New Wireless Access Points Project (WAPs) –** Cheryl Heywood
New wireless access points project for 27 libraries and the service center for 2021.
The total cost of project is 200k; we plan to file for an e-rate reimbursement which will cover 70% of the cost, leaving the total cost to TRL approximately 60k with a deadline to file for the reimbursement as April 30, 2020.
Project costs will be coming from the 2021 TRL Budget to be completed by the second quarter 2021.
To keep up with technology we must replace an aging wireless system, justifications for the replacement are as follows:
 - Future advanced devices will not be supported by our current infrastructure or be compatible
 - Provide greater coverage in larger libraries and adding new additional points at many of our current locations
 - Provide better customer service in various locations within a library not only at a checkout point, via cloud, tablets, etc.
 - Provide a better customer experience and use of our system
 - Provide metrics of how our services are being used and how many devices are accessing our network

Cheryl clarifies that this project is preparing us for 2021, however we are not under any obligation as stated in the contract.

Discussion for Clarification

Trustee Varness comments that with the e-rate reimbursement it is something we must absolutely do. Trustee Zylstra asks if the cost is one time and what funding budget will this be paid out of.



Cheryl replies that the project is a one-time cost and covers five years and it will come from the IT Fund.

Eric confirms it will come from the Technology Fund.

Trustee Zylstra asks one additional question concerning access, will it improve access.

Eric clarifies that it will not improve access from the parking lots but will improve access for patrons where they are in the library and also improve for staff.

Trustee Varney asks what would be the impact if we waited one year.

Eric clarifies that technology is ever increasing in advancement and patrons will have difficulty connecting to our networks for services. If we wait it would go in effect until 2022.

Trustee Varney asks about board involvement with the procedure of RFP, bids, and procurement.

Cheryl clarifies that we have only brought forward building RFP's to expedite the process.

Trustee Varney suggests a review of the policy to ensure compliance, glad to know we did RFP work, and asks company names of bidders for project.

Eric states that we had competitive bids from Ednetics, CDW, and Tommy TQL, Ednetics being the chosen company.

Trustee Varney requests that we share with the board these bids.

Cheryl reassures that we will send to the board the bids and the RFP for the project.

Trustee Hirschi asks if this is the total cost, no other related expenses like electrician, etc.

Eric confirms that this is the total cost and all of those types of items are included.

Trustee Hirschi asks if there have been complaints about the experience from patrons.

Kendra states that this is a future concern and us being proactive as technology advances.

Trustee Hirschi asks about the implementation.

Jon responds that there has been complaints in the last year that they are unable to get a signal outside of the libraries. Implementation will most likely be started by county.

20-15 – CORBY VARNES MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO PURSUE THE INSTALLATION OF THE NEW WIRELESS ACCESS POINTS PROJECT INCLUDING THE COST ASSOCIATED WITH THE PROJECT. BOB HALL SECONDED THE MOTION. MOTION APPROVED.

b. IT Infrastructure- Informational Item

Fire Wall installation signature authority to be signed before the end of April 2020 and applying for e-rate reimbursement of 70% of project with implementation for the latter part of 2021

Applying now because the fiscal years differ, federal year is July 1, 2020 to July 1, 2021, they are preparing for their fiscal year of 2021 budget with a deadline of April 30, 2020

Incoming bids varies for a five year contract through the Technology Fund

6. Final Board Comments

Trustee Varness says it's nice to see everyone on Zoom.

Trustee Blanton agrees with Trustee Varness.

Trustee Hirschi thanks Jon, Eric and staff for the help with the project explanations and for the best interest of our patrons.

7. Executive Session pursuant to RCW 42.30.110, or requested or needed – None.

8. Adjournment at 12:34 p.m.