



Board of Trustees Meeting Minutes

August 26, 2020 - 5:30 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*

Brian Zylstra, *Lewis County*

Hal Blanton, *At Large, Lewis County*

Kathleen Varney, *Thurston County*

Present Board via Zoom teleconference:

Brenda Hirschi, Corby Varness, Hal Blanton, Kathy Varney, Brian Zylstra, Bob Hall

Present Staff via Zoom teleconference:

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

President Brenda Hirschi called the Regular Board Meeting to order at 5:30 p.m.

AGENDA:

- 1. Pledge of Allegiance**- Ryan Williams led the pledge
- 2. Welcome and Board Introductions**
- 3. Approval of Agenda**
- 4. Correspondence** – Cheryl reports that in mid-August Trustees Varney, Hirschi, and Hall, as well as asklib received an email from a Civil_arete@protonmail.com in response to the Equity, Diversity and Inclusion (EDI) message sent out in the July 15, 2020 newsletter. This email was shared with the full Board. On August 3, 2020 Cynthia Burn from Long Bay Enterprises and owner of the Mountain View TRL building gave notice that she is exploring the sale of the building. On August 13, 2020 a follow-up email from Cynthia stating that they will try to lease the dental space or a portion of, next to the TRL library, if they do not get a tenant in a timely manner it will go up for sale next month, if they do get a tenant they will keep the building. August 5, 2020 email from Tenino Mayor Wayne Fournier outlining why the city cannot clean the library to the Center of Disease Center (CDC) level. August 18, 2020 from a citizen of Tenino, Amy Richardson, concerned with and would like additional information about Tenino maintenance. Jay Day at jxday19@gmail.com, email sent to Cheryl concerning the anti-racist statement from the Admin Team earlier this month and Cheryl will share with the full Board.
- 5. Public Comments** – None.
- 6. Board Comments** – Trustee Varness explains that we are in a difficult place for an unknown period of time, but it will end at some point. She wants the Board to keep in mind that they need to cautiously guide the organization while keeping the long term issues in sight. MyTRL is an increasingly important tool for schools for online access. Trustee Varness anticipates an increase in local unemployment and financial distress and the role of the library is vital in every community utilizing. In planning for the future she asks that the Board keep in mind both short and long term views. Trustee Varney commends Cheryl, Kendra and those involved in providing these cutting edge alternative service methods with a cost benefit analysis. She agrees with Trustee Varness about looking to the future long term and extend our reach into many communities. Trustee Hirschi states that she agrees with Trustee Varness about being very cautious how we proceed through this difficult time. On July 28, 2020 the Multnomah Library Director stated in an open public letter, “It’s not business as usual.” And she projected that we are never going back to the way things were. Andrea and collections are bringing in additional electronic materials and Trustee Hirschi is very pleased and excited to see the alternative

service methods in the Board packet. Trustee Hirschi states that out of our 27 libraries, 11 of them are 3600 square feet or less, add in the shelving, restrooms, and furniture and it becomes very difficult to social distance with staff let alone adding patrons in such small spaces. With that we also have HVAC issues in these older buildings. Trustee Hirschi shares her knowledge of a large apartment complex in Shelton with many English language learning children that could benefit from MyTRL and the alternative services model to reach new communities.

7. Executive Director's Report- Cheryl Heywood

Report and discussion begin at 11:30 of the recording.

Executive Director highlighted the following items:

- We have received the Thurston County Commissioners appointment of Nicolette Oliver, who is in attendance this evening, to the TRL Board, however it is not official until we complete the process and get confirmation approvals from the other four counties. Cheryl thanks Nicolette for applying to serve as the second seat for Thurston County.
- Several libraries were closed due to poor cleaning issues. As of last week Aberdeen is now open. Winlock remains closed due to the refresh and working with the city on cleaning standards. Tenino has been closed since August 8, 2020 due to cleaning issues.
- In Last Board Report, Cheryl mentioned an article that was to be printed in The Olympian concerning "Election Times and Going to your Library for Information" was not published to her knowledge.
- Kuddos to Mary Rulewicz, Jessica Friberg, and Westley Wolford concerning MyTRL. Mary spoke with over 40 superintendents and shared a MyTRL video with them that she and Westley created, the link is in the board packet.
- Since Mary's outreach and presentation we have received 26 new MOU's for MyTRL, making a grand total of 41 school districts signed up for MyTRL out of the 44 in our service area. Once signed up for MyTRL it begins a process which takes time to complete. We will notify the school district when they will go live as well as on our website and in our e-newsletter to patrons.
- The end of the Census was changed from October 31st to September 30, 2020 and we are still continuing to support the census on social media. The accuracy is critical for us for funding opportunities in the upcoming years such as rural broadband and CARES Act funding that we get from the Institute of Museum and Library Services that goes to the State Library, then to us.
- The bulk of the work for the alternative services comes from our district managers, Sarah Ogden, Ryan Williams, and Jessica Friberg, and other staff.

Discussion of Executive Director's Report

Trustee Varney thought the MyTRL video was excellent and wanted Mary to know. Trustee Hirschi would like to add the Equity, Diversity, and Inclusion (EDI) Action Plan to the next Board Agenda.

8. Financial Statements & Highlights Report – Eric Lowell

Report and discussion begin at 19:06 of the recording.

Financial Director highlighted the following items:

- After 52 years the Grays Harbor county assessor's website shows that TRL owns the Montesano Library building.
- As of the end of July 2020 our overall revenues are at 57% of the total revenue budgeted
- Our expenditures are at 53%
- We received \$308, 271 in property taxes
- Timber revenue \$473,346

- Books and Materials expended \$171,000
- Technology Fund - paid the last half of the new self-check-out machines, first half was paid last fall

Discussion of Finance Report

Trustee Blanton asked to clarify new construction for next year. Eric explains that the Department of Revenue puts out a worksheet to calculate our levy, basically what we can get. In September, Eric begins to get preliminary numbers from each county accessor's office showing totals and new construction. Final numbers expected at the end of December. Trustee Hirschi asks if we are still on track to move the \$5M to the Building Fund. Eric confirms we are on track and explains that he breaks it up into four quarterly transfers. Eric mentions that we will have a healthier fund balance than we had planned due to vacant positions and the retirement incentive, a conservative guestimate of \$800,000. Trustee Hirschi asks about the Repairs and Maintenance Fund budgeted for \$590,000, Eric confirms it is IT items and will be spent. Trustee Hirschi asks about the Collections and will we be able to spend the budgeted amount. Andrea states that we are on target and will be using the funds. Trustee Blanton asks about the Unemployment Fund. Eric explains that we set aside each month and will need to do a budget adjustment at the end of the year for the three former employees. Trustee Varney asks if Eric feels if he will be surprised by anything at the end of the year. Eric confirms he will not be and we are on target. Cheryl asks Eric to provide additional information about FEMA reimbursement. Eric shares that we put in a reimbursement with the state and received the funds already and we haven't applied yet for FEMA as we are waiting for all of the billing to come in before we apply.

9. Consent Agenda – Motion for approval

20-48 – HAL BLANTON MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. KATHY VARNEY SECONDED. MOTION APPROVED.

10. Old Business – None.

11. Unfinished Business – None.

12. New Business – None.

13. Committee Reports

a. Facilities Committee Report – Corby Varness

Full report and discussion can be found at 32:30 of recording.

The Facilities Committee met August 19, 2020 via Zoom and highlights of the meeting are as follows:

- Trustee Varness explains that last year there was a change to the Beginning Fund Balance, money we set aside to pay our bills. In the accounting change there was a one-time adjustment of approximately \$5M. The Facility Committee has been discussing for the last year the best use of those funds.
- Mobile Services is the development to help serve new communities, offer pop-up services, help branches as needed, and increase outreach to underserved communities.
- Express Library's much like a coffee stand and offers a TRL location in high traffic areas. A pick up/drop off location and it can be easily relocated.
- Lucky Day Libraries would use existing retail space for a branch. This service model could also work in many of our communities.
- The Building Facilities Priority List shows we could get \$4M of work done for less than \$1M coming from a TRL fund.
- Cheryl reports on custodial cleaning on a CDC level. We closed several libraries this month due to poor cleaning. We have discussed as a leadership team about creating FTE to supplement cleaning in our buildings which we would be very clear with cities that it is a supplement only.

Creating 5 FTE would cost approximately \$170K increase to the budget for a cleaning staff and landscaping individual. We are currently paying \$85K+ for outside contracted janitorial an additional \$85K for landscaping. This discussion will come back to the Board after further financial considerations.

20-49 – KATHY VARNEY MADE AMOTION TO APPROVE THE MOBILE SERVICES PROGRAM IN THE AMOUNT OF \$500,000 AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

Discussion of motion at 34:42 of recording- Trustee Blanton asks for clarification. Trustee Varness wants to be clear that the alternative service models are enhanced services to reach a broader audience. Trustee Zylstra shares that he believes these services would be a great compliment to our existing services. Trustee Hall mentioned the Budget Committee discussed the funding of buildings that need major repairs and feels that we can't always say or guarantee there will be 27 libraries depending on the physical building situation, like Tenino could be serviced with a mobile unit as well as other communities nearby. Trustee Varney states that 'nothing lasts forever' and if a library closes who is to say we won't open a better one 2 blocks down the street, we just want to provide the best service for our patrons. Trustee Varness envisions a mobile service to be able to reach the elderly in assisted living facilities and low income apartment complexes.

20-50 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE EXPRESS SERVICE LIBRARY IN THE AMOUNT OF \$100,000 AS PRESENTED. KATHY VARNEY SECONDED. MOTION APPROVED.

Discussion of motion at 49:04 of recording- Trustee Blanton asks if there are other service models or other libraries doing this. Ryan Williams states that he is unaware of any other systems doing it. Trustee Blanton likes that we will be the first and on cutting edge.

20-51 – KATHY VARNEY MADE A MOTION TO APPROVE THE LUCKY DAY LIBRARIES IN THE AMOUNT OF \$1,000,010 AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

Discussion of motion at 51:58 of recording – Trustee Varney comments that these libraries would be especially well received in expanding areas of West Olympia and Hawks Prairie and we may be able capitalize on some retail space deals.

20-52 – CORBY VARNESSE MADE A MOTION TO APPROVE THE ADMINISTRATION TO MOVE FORWARD WITH THE HIGH PRIORITY PROJECTS ON THE BUILDING PRIORITIES LIST IN THE AMOUNT OF \$339,000. HAL BLANTON SECONDED.

Discussion of motion at 1:01:45 – Trustee Varney asks why we wouldn't repair Amanda Park at this time as it is a TRL facility. Trustee Hirschi shares that last September 2019 the Facilities Director, at the time, had stated that he had repaired Amanda Park's septic system. Trustee Hirschi feels its throwing good money after bad. Trustee Varness reconfirms that with a fraction of the cost we can repair our buildings.

Roll Call Vote:

Bob Hall – Aye

Corby Varness – Aye

Brian Zylstra – Aye

Hal Blanton – Aye

Kathy Varney – Aye; Trustee Varney wants the Board to review and make clear what we are willing to do on a city building, interior improvements vs. overall renovation

Brenda Hirschi – No; Trustee Hirschi states that we are making a major change to our business process/model, by going from our past practice of limited work on city owned buildings. Ultimately we will have set ourselves up that 1) cities are going to expect us to continue to do this work 2) there is

going to be a time that we will not be able to afford this new process/model, that we have rushed into with due speed.

MOTION APPROVED.

b. Budget Committee Report – Brian Zylstra

Full report and discussion can be found at 1:40:30 of recording.

The Budget Committee met August 26, 2020 via Zoom and highlights of the meeting are as follows:

- Timber revenue update from the Department of Natural Resources (DNR) concerning the 10 year sustainable harvest calculations for the period of 2015-2024. There was an over-harvest in the first half of this period and now for the next few years there must be an under-harvest. Lewis and Pacific Counties will be especially impacted by this, in October DNR will be able to provide financial figures to TRL. The impact won't be felt until 2022.
- Custodial and landscaping concerns were discussed.
- Eric gave an update on the budget and COVID-19 impact with no changes at this point.
- Eric gave an update on his webinar trainings and that we are in an unprecedented time and very difficult to predict a financial forecast.

Discussion on report- Trustee Hirschi states that she is strongly opposed to where we are headed on the janitorial and landscaping concerns. Eric shared that he will be interested to see how the second half of property taxes come in or if there will be another extension as there was in April. Trustee Hirschi mentions that she received a text from a patron asking if we would consider, sharing in the hardship, and ask less of the 1%; there were no recommendations, only a discussion, but if it's something the Board wishes to consider, a decision will need to be made soon.

14. Final Board Comments – Trustee Blanton comments that we should review our strategic plan for 2021-2022. Trustee Varney thanks staff and assures the Board's support but as a Board their first responsibility is to take care of the tax payer's money and policies. Trustee Hirschi thanks and offers her deepest appreciation to the alternative service deliveries and thanks staff for their contributions to this. Trustee Hirschi echoes Trustee Varney's comments about the Board's responsibility to the tax payer and patrons.

15. Future Agenda Items – Trustee Hirschi recommends EDI Action Plan

16. Executive Session pursuant to RCW 42.30.110 (c) – begins at 7:22 p.m.

a. Sale of Hoodsport Property

Executive Session returns at 7:24 p.m.

20-53 – CORBY MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN AND EXECUTE A CONTRACT TO SELL THE HOODSPORT SURPLUS PROPERTY FOR \$55,000.00. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

17. Adjournment at 7:27 p.m.