



BOARD OF TRUSTEES MEETING
Winlock Timberland Library
322 NE 1st Street
Winlock, WA 98596
Wednesday, August 28, 2019
5:30 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Brenda Hirschi, Joe Wheeler, Bob Hall, Jenna Noll, Brian Zylstra

BOARD MEMBERS EXCUSED: Corby Varness

STAFF PRESENT: Cheryl Heywood, Kandy Seldin, LG Nelson, Kendra Jones, Andrea Heisel, Trisha Cronin, Morgan Sohl, Bettina Adragna, Brenda Lane; recorder

President Wheeler welcomed everyone to Winlock 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.

19-45 – BOB HALL MADE A MOTION TO APPROVE THE AGENDA. HAL BLANTON SECONDED. MOTION APPROVED.

4. Correspondence – Cheryl shared an email from Lynn Hatfield who expressed how EAH (Expanded Access Hours) at the McCleary Timberland Library helped her and she hopes to see more of this type of

service. She shared that she is currently going to school and it has helped her complete assignments and wanted the Board to know how great it is.

5. Public Comments – Edna Fund passed out a news release that invites people to apply to be on the budget committee for Lewis County. The purpose is to provide feedback on the budget.
6. Board Comments – Trustee Blanton thanked Trustee Zylstra for sitting in on the Strategic Planning Committee meeting for him. Trustee Zylstra noted a recent letter to the editor published in The Chronicle. He shared that the letter was critical of the library, stating that there are not enough books and too many computers. He stated that online there were many comments pushing back on the letter stating that libraries are more than just books. They are comfortable places for people to come to, and he personally likes the variety of things we have to offer. Trustee Hall stated that he was disappointed to hear that Trustee Wheeler had submitted his letter of resignation and is leaving the board.
7. Director’s Report - Cheryl Heywood
 - a. Introduced Winlock staff and thanked them for their continued work to support the Winlock community.
 - b. Introduced Bettina Adragna and Morgan Sohl who gave an overview of the FLAG meeting. They reported that discussions have been good with a deep dive into how communication works in our organization and the best practices of what works and what doesn’t. They noted that the union representatives have asked to pause the meetings during negotiations. Overall the meetings have been very positive.
 - c. Introduced Kandy Seldin who shared that we are entering the negotiation phase of the class and compensation study. Currently there is an appeal process that staff may use with a deadline of 9/20. The whole process now moves to the union-management negotiations phase and reports will be ongoing over the next two months.

Cheryl highlighted the following items:

- Thanked members of the FLAG group.
- Shared that we were notified that the Black Hills Audubon Society is providing more Birding Backpacks.

- d. Reminded everyone that our Timberland Reads Together free event with author Tommy Orange is scheduled for Sunday, September 22, 7-8:30 pm, at the Washington Center.
 - e. Shared that the State Auditor will be onsite to audit years 2017-18 starting on September 11. It should take about two weeks and the board will be invited to the exit interview.
 - f. Shared the Administration organizational chart noting that as of 2019 this is what the structure looks like as well as comparables from other libraries. Cheryl wanted the board to see what the structure looks like and the cost savings that have been captured. It is not subject to bargaining but was included in the class and compensation analysis done by the consultants and includes their recommendations.
 - g. Noted that we continue with our soft hiring freeze and that each vacant position is closely evaluated. She explained how our policy works with interim pay noting that Eric Lowell and Brenda Lane have not asked for interim pay for the additional work that they have taken on since February. She stated that she has authorized HR to back-pay interim pay which is according to policy and something that we do for every employee regardless of their grade. She noted that neither Brenda nor Eric has asked for this and it is less than \$5000.
- e. Department Reports – Trustee Hall asked about new library cards and key fobs, and appreciated LG's report and the photos that accompanied the report. Cheryl reviewed EAH information and shared that it has been very positive overall but she has been working with staff to identify issues on the technology side of the process. She noted the question to the board as the pilot has been approved until the end of this year, is to consider approving the use of Ednetics and Envisionware now and not wait until the end of the year so that we can run both Bibliotheca and Envisionware concurrently. She stated that the \$39K is a one-time cost and there are no ongoing costs with Envisionware. Trustee Hirschi stated that EAH is working and she is happy with it. Cheryl noted that we are not paying Bibliotheca and there will be no duplicate charges. It is a one-time cost with Ednetics. Ednetics will not start until January 1, 2020.

19-46 – BOB HALL MADE A MOTION TO CONTINUE EXPANDED ACCESS HOURS IN MCCLEARY USING THE NEW SYSTEM FROM EDNETICS.

BRENDA HIRSCHI SECONDED. MOTION APPROVED
UNANIMOUSLY.

President Wheeler also asked to have Winlock looked at and to see if they would be interested in having it. He asked what was the reason they didn't want EAH, and Cheryl noted that they were fearful. He would like to broach the subject again to show that it expands hours not cuts hours and see if they would be interested in having it in Winlock.

8. Financial and Voucher Report - Cheryl reviewed the financial reports.
9. Consent Agenda - Motion for approval.

19-47 – BOB HALL MADE A MOTION TO APPROVE THE CONSENT AGENDA. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

10. Unfinished Business
 - a. 2019 Action Plan Report – Cheryl stated that we are on target with what is outlined in the Action Plan. Brenda asked about a number that she saw in the report. She noted a low number for active card users and if it is correct. Cheryl replied that it is accurate and historically we have about 50,000 active users vs. 500,000 of the population of our counties. Trustee Hirschi noted that Thurston County has more card users than all four of the other counties put together.

Executive Session – At 6:20 p.m., President Wheeler called for Executive Session for 10 minutes.

At 6:30 p.m., President Wheeler asked for 10 more minutes.

At 6:40 p.m., President Wheeler asked for 10 more minutes.

At 6:50 p.m., President Wheeler asked for 10 more minutes.

At 7:01 p.m., President Wheeler called the meeting back to order.

- b. Library Director Evaluation – President Wheeler noted that the Board did an evaluation of the Library Director and everything is great. She is doing a great job.

11. New Business

- a. Comprehensive Strategic Planning – Trustee Hirschi noted that she asked to have this topic added to the agenda and thanked the Board for listening to her. She stated that she would like to in addition to the excellent work that Sarah Ogden and the Strategic Planning committee has been doing, make a case that we need to have a comprehensive strategic plan that would include budget, infrastructure, hours of operations, pay and compensation, technological changes, and population shifts. All feeding into how it is impacting the budget. Since we last met in Hoodsport, there was an editorial in The Daily World, and she heard from several people that their facts are not correct. We could argue, but where would that get us? We need to take a more robust approach to this. She reviewed the quotes and suggests that we review all of these items and take it all into consideration, so that we can show we are managing the revenue and resources that we have. She is proposing that we ask the Director to help us organize, and using the budget to estimate revenue for needs over the next 3-5 years such as infrastructure, class and compensation/salaries, and technology. Cheryl noted that we are working on this in the budget planning process and she is glad Trustee Hirschi brought it up as we are starting to do this. Trustee Hirschi stated she was glad to hear this and asked how she wants the board to help with this. Cheryl stated that all these things are items that we want to discuss with the Board in the budget planning process that is coming up. We are working on being proactive now as we will need to be reactive in 2021-2022.
- b. Budget Committee – Cheryl shared that we will be asking the Board to possibly have a Special Board meeting to talk about the budget. Eric will also do presentations at the September and October regular meetings.
- c. Resolution #003 Final Acceptance of the Hoodsport Deck Repair Project

19-48 – BOB HALL MADE A MOTION TO APPROVE RESOLUTION #003 THE FINAL ACCEPTANCE OF THE HOODSPORT DECK REPAIR PROJECT AS COMPLETE. BRENDA HIRSCHI SECONDED. MOTION APPROVED UNANIMOUSLY.

12. Committee Reports

- a. Strategic Planning Committee – Brian Zylstra – Noted that he was asked to attend for other board members that could not attend. He stated that the meeting was good, and wanted to give a big shout out to Sarah Ogden, she rocks. She did a great job facilitating the meeting. He noted that they reviewed comments on the first draft and discussed the second draft and what it looks like and includes. After a brief discussion, Cheryl noted that there is additional information in the Library Director Board report and there will be a landing page up on the website this week including a survey with more to come in the month of September.
13. Final Board Comments – Trustee Blanton thanked TRL for use of the library for the community fireside summer events in Packwood. The community appreciates using the facility. It is a great partnership. Trustee Zylstra thanked President Wheeler for his service, stating it was an honor to serve with him. Trustee Noll agreed, and stated she was bummed he was leaving the board. Trustee Hirschi wished him the best. President Wheeler stated it has been a privilege and the staff are amazing from top to bottom and he sees only great things coming for TRL.
14. Future Agenda Items – None.
15. Executive Session – At 7:20 pm, President Wheeler called for Executive Session pursuant to RCW 42.30 to receive a negotiations update for 30 minutes.

At 7:50, President Wheeler called the meeting back to order.
16. Adjournment – At 7:51 p.m., with no further business, President Wheeler adjourned the meeting.



President, Board of Trustees



Cheryl Heywood, Secretary