



## Board of Trustees Meeting Minutes

December 16, 2020 - 5:30 p.m. via Zoom  
Timberland Regional Library  
Administrative Service Center  
415 Tumwater Blvd. SW  
Tumwater, WA 98501

**Bob Hall, *President, Pacific County***

**Corby Varness, *Grays Harbor County***

**Brian Zylstra, *Lewis County***

**Hal Blanton, *At-Large, Lewis County***

**Nicolette Oliver, *At Large, Thurston County***

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### **Present Board via Zoom:**

Bob Hall, Corby Varness, Hal Blanton, Brian Zylstra, Nicolette Oliver

### **Present Staff via Zoom:**

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

President Bob Hall called the Regular Board Meeting to order at 5:30 p.m.

### **AGENDA:**

- 1. Pledge of Allegiance-** Cheryl Heywood led the pledge
- 2. Welcome and Board Introductions**
- 3. Approval of Agenda**
- 4. Correspondence – At 3:47 of the recording** Cheryl shares a letter received from patron Linda Schaffer, received on November 5, 2020 requesting a Veterans Connection Café in Westport. Correspondence dated November 26, 2020 from Meghan Watson regarding comments about the Olympia branch pick up and holds. An email was received today December 16, 2020 from CivicArete thanking Trustee Varness for her years of service.
- 5. Public Comments – At 9:05 of the recording** Erica Waggoner, resident and teacher in Amanda Park, shares her advocacy for the Amanda Park Library's current location. Kandy Seldin explains the background of the TRL Class and Compensation Study and the current TRL salary structure. Brenda Lane shares her concerns about staff and Board relations and expresses ideas how the Board can best advocate for the organization. Paige Preston comments on former trustees omitted information that was relayed to the media and clarifies with factual data concerning the Class and Compensation Study as well as salaries. Paige also commented on specific details concerning staff and the TRL Leaves Policy. Andrea Heisel reflects on the past year's activities and thanks staff for their tireless dedication. Heisel mentions a disconnect between the Board and staff recently, however she states that we all need to work together, five counties, one district, and Heisel is confident we can do it. Rose Jones, Amanda Park resident, shares the comments by Erica Waggoner on the importance of the library and wanted to thank TRL for the amazing work done for the patrons during the pandemic. Edna Fund comments that she is concerned with, in her opinion, the lack of respect shown to the governing body by staff.
- 6. Board Comments – At 28:55 of the recording** Trustee Hall shares that Trustee Varness will be missed. Trustee Zylstra shares Trustee Hall's thoughts about Trustee Varness and shares some of her attributes as well as thanks her for her service to the TRL Board. Trustee Blanton shares that he appreciates Trustee Varness' leadership, passion, and enthusiasm for the organization. Trustee Oliver thanks Trustee Varness and hopes she can live up to her role model as a trustee. Trustee Oliver also thanks former Trustee Varney for representing Thurston County. Trustee Oliver states we start the New Year off with relationship improvements and mutual respect between staff and the Board. Trustee Oliver

also shares that we welcome Jasmine Dickhoff with open arms and work together for a better future. Trustee Hall acknowledges that some of the information publicized by former trustees was not completely accurate and not totally inaccurate either. Trustee Hall hopes that staff and the public respect the public comment time limits in the future. Trustee Hall had concerns that the TRL attorney contacted a trustee regarding 'drinking' at a meeting. During the same conversation the attorney clarified that the Board President could contact the attorney on any issue or concern and the Board has the authority over the non-represented staff. Trustee Varness thanks everyone for their kind comments and the staff for the beautiful acknowledgement award given to her. Trustee Varness mentions that she is sorry that former Trustee Varney has left the Board.

#### **7. Executive Director's Report- Cheryl Heywood at 37:13 of recording**

Executive Director highlighted the following items:

- Thanks Trustee Varness for her years of service, thoughtfulness, and patron advocacy
- Jasmine Dickhoff has been appointed by the Grays Harbor Commissioners to take up the vacant seat that Trustee Varness will be leaving. She can begin serving as the new trustee once we have received approved confirmation from the other four counties.
- Jon Ponsford, IT Network Coordinator, recently passed away. He will be missed and we send condolences to his family
- We have reached our staff participation for the Well City Award at 53% and TRL should receive a 2% discount on benefits in 2021, we will have confirmation of this by February 20, 2021
- Friday, December 18, 2020 there was a 2 hour Zoom meeting with the Amanda Park community to discuss alternative sites or locations as suggested by the Facilities Committee. It was shared that the ideas captured in the meeting would be shared with the Facilities Committee in the new year and another meeting will be scheduled in the future with them again. There was a request to begin recording committee meetings for the public to review
- Negotiations began for the Luck Day Library in West Olympia at the Capital Mall a 3,461 square foot space. Next meeting is December 30<sup>th</sup> to continue negotiations and should have full lease details in January 2021
- Cheryl thanks the staff for leading with their heart this year and rising to the challenges with virtual programs and e-content to new online services, impactful videos, library take-out, and updating and refreshing our libraries. The 2020 Accomplishments are as follows:
  - Created Emergency Response Plan for Covid-19
  - Introduced live chat
  - Implemented a new texting system
  - Presented virtual programs
  - Library Take-Out
  - 10 day or less material movement
  - TIPASA processing – interlibrary loan software
  - Streamlined periodical processing
  - RFID completion
  - Wrote the Automated Materials Handling Proposal and posted online
  - IT installed computer tables in all 27 libraries
  - Replaced black white printers with color copiers at all facilities
  - Created an Equity, Diversity, and Inclusion (EDI) Action Plan with robust trainings for staff
  - Participated in the Census 2020, before and during the pandemic

- Pre-pandemic involved in a pilot with the WA Senate for rural remote testimonials
- Added an additional 27 school districts to the MyTRL Program, which is underway with 5 live districts; updated ESD list and is posted online
- Montesano library exterior paint and new landscaping; Raymond library refresh with paint, new flooring, and chimney repair by the city; Winlock library refresh with paint and new flooring; North Mason refresh after 20 years; Olympia refresh after 10 years; Lacey refresh after 15 years; Aberdeen has planned a complete remodel in the fall of 2021
- Cheryl thanks the Board for their efforts this year approving 20 Policies, Automated Material Handling Project, Mobile Services Project, Lucky Day Libraries (2), Library Express Stand (1), and an additional monies to Collections for e-resources
- Cheryl also thanks our partnerships with ESD, Hands on Children’s Museum, Enterprise for Equity, Pacific Mountain Workforce Development Council, and WorkSource
- Cheryl has been invited to speak at the Thurston County swearing in ceremony for newly elected official December 30, 2020

**Discussion of Executive Director’s Report**

**At 51:51 of the recording** Trustee Zylstra thanks Cheryl for the recap of the year of what staff and the Board completed. Trustee Zylstra comments on the Community Engagement Team connecting with Lewis County and community conversations beginning in January 2021 and hopes the people of Randle will provide input. Trustee Varness thanks Cheryl for meeting with Amanda Park and hearing the community. Trustee Oliver thanks Cheryl for the push with partnering with schools.

**8. Financial Statements & Highlights Report at 55:24 of the recording**

Cheryl asks for any questions from the Board – there were none.

**9. Consent Agenda – Motion for approval**

**20-70 – HAL BLANTON MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. NICOLETTE OLIVER SECONDED. MOTION APPROVED.**

**10. Old Business - None**

**11. Board Questions - None**

**12. Unfinished Business at 1:04:18 of the recording**

- a. Service Center and Hoodsport Timberland Library Parking Lot Resurfacing Final Acceptance Resolution – Discussion: Brenda explains that we were contacted to inform us that LG had not paid the remaining retainer on the paving project and stated that the project was complete.

**20-71 – CORBY VARNESS MADE A MOTION TO APPROVE RESOLUTION 20-004, THE FINAL ACCEPTANCE OF THE REPAVING PROJECT WITH CENTRAL PAVING FOR THE SERVICE CENTER AND HOODSPORT TIMBERLAND LIBRARY AS COMPLETE. NICOLETTE OLIVER SECONDED. MOTION APPROVED.**

- b. 2021 Preliminary Budget

**20-72 – CORBY VARNESS MADE A MOTION TO APPROVE THE 2021 PRELIMINARY BUDGET AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.**

**13. New Business at 1:07:25 of the recording**

- a. 2021 Salary Schedule Review – Kandy Seldin shares that the document has the 2021 1% increase.

**At 1:11:17 of the recording**

- b. Non-Represented Staff Compensation

**20-73 – HAL BLANTON MADE A MOTION TO APPROVE THE NON-REPRESENTED STAFF COMPENSATION WITH A STEP AND A 1% COLA INCREASE FOR 2021. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**

**At 1:13:05 of the recording**



c. Non-Represented Staff Leave

**20-74 – HAL BLANTON MADE A MOTION TO APPROVE THE NON-REPRESENTED STAFF LEAVE TO BE THE SAME AS THE COLLECTIVE BARGAINING AGREEMENT LEAVE. CORBY VARNESSE SECONDED. MOTION APPROVED.**

**At 1:27:35 of recording**

d. Quarterly FTE Report – Trustee Hall suggests the Board receive a quarterly FTE report instead of monthly.

e. 2021 Election of Officers

**20-75 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE NICOLETTE OLIVER AS 2021 PRESIDENT ELECT. CORBY VARNESSE SECONDED. MOTION APPROVED.**

f. 2021 New Committee Assignments

Policy Committee – Bob Hall, Nicolette Oliver, Hal Blanton

Budget Committee – Bob Hall, Brian Zylstra

Facilities Committee – Brian Zylstra, Nicolette Oliver

**20-76 – CORBY VARNESSE MADE A MOTION TO APPROVE THE 2021 COMMITTEE ASSIGNMENTS AS DISCUSSED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**

g. Board Special Meeting Date in December – Agreed to meet December 30, 2021 at 12:00 p.m.

**At 1:36:56 of recording**

h. Board Support – Loan of TRL laptops to Board members wishing to participate; hardcopies of multiple page documents, budget documents, policies with the three versions (current, redline draft, and clean draft), billing documents; Cloud storage for committees and Board documents; President and President Elect to meet with Admin 1 week prior to a regular meeting and review agenda topics; Orientation for new Board members; Future Board retreat with Executive Director; Recording of committee meetings and post online; Executive Director will consolidate reporting.

#### **14. Committee Reports**

**At 1:46:35 of recording**

a. Facilities Committee – Corby Varness

i. Access Controls Project – Andrea shares her proposal with options for the Access Controls Project. The project will allow our buildings to utilize a key card access, eliminating physical keys, and also will allow ease of set up for possible future opt-in Expanded Access.

**20-77 – CORBY VARNESSE MADE A MOTION TO APPROVE THE ACCESS CONTROLS PROJECT IN THE AMOUNT OF \$744,460.11 AND ALLOW THE EXECUTIVE DIRECTOR TO SIGN AND EXECUTE THE AGREEMENT. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**

#### **15. Executive Session pursuant to RCW 42.30.110, (f), (g), (c)**

**At 1:57:51 of recording and 7:27 p.m. Bob Hall announces 30 minutes for the Executive Session for all three items.**

a. To Receive and Evaluate Complaints or Charges Brought Against a Public Officer (f)

**At 1:59:00 of recording and 7:53 p.m. Cheryl announces she will be entering Executive Session.**

b. To Review the Performance of a Public Employee, Executive Director (g)

c. To Consider the Minimum Price at which Real Estate will be Offered for Sale or Lease (c)

**At 1:59:18 of recording and 7:59 p.m. the Board returns from Executive Session.**

#### **16. New Business – Executive Session**

a. Executive Director Evaluation

b. Executive Director 2021 Compensation Package

**20-78 – CORBY VARNES MADE A MOTION TO RENEW AND APPROVE THE 2021 EXECUTIVE DIRECTOR COMPENSATION PACKAGE CONTRACT AS PRESENTED. NICOLETTE OLIVER SECONDED. MOTION APPROVED.**

**At 2:00:57 of recording**

**20-79 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE LISTING OF THE HOODSPORT PROPERTY AT A PRICE OF \$75,000. NICOLETTE OLIVER SECONDED. MOTION APPROVED.**

**17. Future Agenda Items - None**

**18. Final Board Comments**

**At 2:02:13 of recording** Trustee Oliver wishes everyone happy holidays for those who celebrate the holidays and remind everyone that all we have is each other, so let's have each other's back. Trustee Blanton expresses happy holidays and Merry Christmas and a better 2021. Trustee Blanton congratulates staff for reaching the health benefit for a 2% discount. He also reminds us that during the pandemic TRL has done a wonderful job and we should congratulate ourselves. Trustee Zylstra shares that he is hopeful that relations between the Board and staff will be better. He also shared that he told the reporter of the recent Chronicle article that he believes the staff have done an outstanding job providing as many services as possible during the pandemic, however with many quotes, it did not make it into the article. Trustee Zylstra hopes when we get back to normal we can have Trustee Varness back for an in person farewell, he also sends wishes of a Merry Christmas and happy holidays. Trustee Varness states that it has been a joy and honor to serve on the TRL Board for the past nine years. Trustee Varness states that she learned the value of our physical rural branch locations because they build communities, offer safe havens for teens and displaced people and they are staffed with incredible individuals. Trustee Varness thanks Cheryl for her strong leadership. Trustee Hall agrees with what has been said before him and states that this year has been the toughest to live through with the pandemic but also the conflict on the Board. Trustee Hall thanks Kandy for sending to the Board the related documents and states that Trustee Varness will be missed. He shares that when we can get together again in person, we will schedule a proper goodbye for Trustee Varness. He wishes all a Merry Christmas.

**19. Adjournment at 7:39 p.m.**

