



## **Board of Trustees Meeting Minutes**

February 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  
Bryan Zylstra, Lewis County  
Hal Blanton, *At Large*, Lewis County  
Kathleen Varney, *At Large*, Thurston County

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### **Present Board:**

Brenda Hirschi, Bob Hall, Corby Varness, Kathy Varney, Brian Zylstra- 5:40 p.m. arrival

**Excused Board:** Hal Blanton

### **Present Staff:**

Cheryl Heywood, Brenda Lane, Eric Lowell, Kandy Seldin, Kendra Jones, Rose Enos-Weedmark;  
recorder

President Brenda Hirschi called the Regular Board Meeting to order at 5:32 p.m.

### **AGENDA:**

1. **Pledge of Allegiance**- Trustee Hall led the pledge
2. **Welcome and Board Introductions**  
Trustee Hirschi offered a special welcome to the new board member Trustee Kathy Varney.
3. **Approval of Agenda**  
Agenda amended to add Committee Membership Changes at 13c.
4. **Correspondence**- None
5. **Public Comments**- None
6. **Board Comments**  
Trustee Varness commends and thanks the work and outreach being done at our schools with visits and MyTRL use.  
Trustee Varney is very impressed with the libraries that she has visited.
7. **Executive Director's Report**- Cheryl Heywood  
Executive Director highlighted the following items:
  - Congratulations to Jessica Friburg who has accepted the position of District Manager of Youth and Family Services.
  - Congratulations to Olympia Library Assistant Ray Hart, who has completed the Timberland Library Supervisor Skills Certificate Program.
  - Timberland Regional Library won the '2020 Well City Distinction.'
  - Executive Director 2020 Goals are included in the board handout packet for review.
  - Two handouts about the Census 2020 were supplied in the hard copy board packets and also in the board packet online with talking points to share with your communities.
  - Would like to applaud Trisha for her efforts organizing the Census 2020 initiative.





- As part of the presentations to the County Commissioners, our Public Service department have created Extended Access Hours (EAH) flyers to share at the meeting.
- In following up with Trustee Varness' request concerning reaching communities about the scholastic teachables, Cheryl has had a discussion with Dana Anderson, lead superintendent with ESD 113 and has emailed him information that was requested to be dispersed to the 48 school districts.
- Congratulations to Stephanie Reece and the Aberdeen team for receiving a new grant for libraries in the park.

### **Discussion of Executive Director's Report**

Trustee Hall requested MyTRL update to be added to the April 22 board meeting since he will not be present at the March 25, 2020 board meeting.

Trustee Hirschi would like to see Andrea's chart with the 3 year trend of collections, materials, and E-Library use in future meetings as she found the information helpful.

Trustee Varney requested how measurement is done in relation to the Executive Director's Goals.

Cheryl discusses outcome based measurements with Trustee Varney and provided a brief explanation of 'Objectives and Key Results' (OKR's) which the staff is currently using as a way of measurement.

Trustee Zylstra requested additional information about electric charging stations on executive director 2020 goals.

Cheryl shared that the administration team has begun researching the topic. The city of Tenino may be filing a letter of intent with the possibility of adding a charging station in the Tenino Library parking lot as well as two other locations within the city limits of Tenino. Cheryl will be meeting with other mayors and will ask them to share their thoughts on collaboration about charging stations in their cities and particularly at the libraries.

Trustee Hirschi comments on Cheryl's goals for 2020 that some of them do not offer a timeline for completion or how they may impact the budget in 2020, 2021 and 2022.

Cheryl confirms that the items in her 2020 goals list are budgeted in the 2020 budget.

Trustee Hirschi requests that Cheryl provide for the board a Strategic Financial Plan inclusive of all departments.

### **8. Financial Statements & Highlights Report – Eric Lowell**

Financial Director highlighted the following items:

- Eric provided a 2019 Comparative Financials Update Report for trustee review in the board online packets. The Lewis County revenue had labeled land lease revenue incorrectly, so there is a noticeable change on the spreadsheet between forest rentals and timber sales, is why he wanted to provide the updated financials report.
- Eric presented an Accounts Payable presentation and reviewed the coding with the board.

### **Discussion of Finance Report**





Trustee Hirschi requested if there were funds at the end of the year, for various reasons, did we have a plan for the use of extra funds for a project that was not in the budget previously. Eric explained that we do not.

Trustee Varney asked if we have a list of unfunded items, prioritized if we had the funds to do them. Cheryl explained we do have projects available and can readily prioritize.

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

**20-06 – BOB HALL MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. BRYAN ZYLSTRA SECONDED. MOTION APPROVED.**

**10. Old Business**

a. 2019 Action Plan – July-December Final – Cheryl Heywood

**Old Business Discussion:**

Trustee Hirschi shared that the report showed material check out is down while online materials are up over an eight year trend. Also in that eight year period there was nearly a 100% increase in programs with 45% increase in attendance of programs.

Trustee Hirschi asks about the report on patron records and use due to a discrepancy of patron cards and active patrons.

Cheryl explains that we are currently updating patron data base records and ready for review at a future board meeting but will take time. Fine removal had an impact on patron use.

Trustee Varness comments that with fine removal we may see increase in use.

**11. Unfinished Business** - None

**12. New Business**

a. Designating Authorized Signers – Eric Lowell

**20-07 – CORBY VARNESS MADE A MOTION TO APPROVE RESOLUTION #20-002 DESIGNATING AUTHORIZED SIGNERS FOR THE COUNTY TREASURER. BRYAN ZYLSTRA SECONDED. MOTION APPROVED**

b. 2019 State of the Library Report-Cheryl Heywood  
Handout and the adobe spark link provided to the board.

**13. Committee Reports**

a. Facilities Committee Report – Corby Varness

**20-08 – BRYAN ZYLSTRA MADE A MOTION TO APPROVE THE END OF PILOT PROJECT- EXPANDED ACCESS HOURS (EAH) IN MCCLEARY AND APPROVE EAH AS A PART OF REGULAR SERVICES OFFERED. CORBY VARNESS SECONDED. MOTION APPROVED.**

**20-09 – BOB HALL MADE A MOTION TO APPROVE AMENDMENT NUMBER 1 TO INTERLOCAL AGREEMENT BETWEEN THE CITY OF TENINO AND TIMBERLAND REGIONAL LIBRARY. BRYAN ZYLSTRA SECONDED. MOTION APPROVED.**





Trustee Varness reported about the Library Capital Improvement Grant made available to our system of libraries at a 50% matching funds through the Washington State of Commerce and invited Brenda Lane to explain additional conditions of the Shelton branch.

Brenda informed the board about the inadequate conditions of the Shelton branch, the inadequate janitorial services; electrical outlets are not grounded outlets and have two prong, staff have been using adapters; to name a few. We hope to have a completed audit report with prioritized items of importance at the April 22, 2020 board meeting.

Cheryl informed the board that the separate library branches are looking for projects that meet the criteria for the Library Capitol Improvement Grant. The cost of the projects are unknown at this time, however the board will need to agree to match the grant at 50% if we file and get the grant.

Trustee Varness would like the board to agree to 1) authorize the Timberland Regional Library to file applications for the Library Capitol Improvement Grant and 2) agree to match and/or help match any branch/community that cannot raise the matching funds on their own.

Additional discussion will need to take place as we know more about the grant.

**20-10 - CORBY VARNESS MADE A MOTION TO SUPPORT THE TIMBERLAND REGIONAL LIBRARY SYSTEM TO FILE APPLICATIONS ON BEHALF OF TIMBERLAND REGIONAL BRANCH LIBRARIES WITH QUALIFYING PROJECTS TO RECEIVE THE LIBRARY CAPITOL IMPROVEMENT GRANT. BOB HALL SECONDED. MOTION APPROVED.**

**b. Executive Committee Report – Brenda Hirschi**

Trustee Hirschi requests that the board review the draft Bylaws provided to them and the Executive Committee will vet the rest of the document and then present a final draft for approval at a future board meeting.

**c. Committee Membership Changes**

Trustee Hirschi informed the board of the new committee assignments.

Trustee Blanton will depart from the Budget Committee.

Trustee Hirschi will depart from the Facilities Committee.

Trustee Varney will join the Facilities Committee.

Trustee Hirschi will join the Budget Committee.

Trustee Varness will Chair the Facilities Committee.

For the Executive Director's Performance Review there will be the following trustees:

Trustee Hirschi, Trustee Varness and Trustee Varney.

**14. Final Board Comments**

Trustee Varness welcomed Trustee Varney to board.

Trustee Hirschi thanked the board for all of the work they do.

**15. Future Agenda Items**

MyTRL update at the April 22, 2020 board meeting.

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

**17. Adjournment at 7:25 p.m.**