



Board of Trustees Meeting Minutes

January 22, 2020

Timberland Regional Library
Administrative Service Center
415 Tumwater Blvd. SW
Tumwater, WA 98501
5:30 p.m.

Present Board:

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

Present Staff:

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

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

AGENDA:

1. Pledge of Allegiance – Trustee Blanton lead the pledge.
2. Welcome and Board Introductions
3. Approval of Agenda
4. Correspondence

Cheryl shared correspondence from an Olympian resident Anthony Beatty with a concerning the elimination of fines applauding the trustees on their vote to eliminate fines.

5. Public Comments

Jim Boldt of Lilliwaup spoke concerning the meeting room use policy stating that it would be nice if local groups could have re-occurring meetings and be able to schedule out more than two months in advance.

6. Board Comments

Trustee Hall expressed concerns about the media/press not accurately reporting the recent changes concerning the fines policy.

7. Executive Director's Report- Cheryl Heywood

Executive Director highlighted the following items:

- Introduction of Rose Enos-Weedmark as new Executive Administrative Assistant, and shared her previous work experience.
- Announced that Kendra Jones has accepted the position as Deputy Director.
- Congratulated staff who have accepted positions as our new Community Engagement Librarians: Sarah Little, Juliet Lawson-Hall, Kristy Selby, and Kristen Hilton.
- Congratulated staff who have accepted positions as Library Managers: Susan Howlette-Leite, Annie Bowers, Judy Brummett, Devon Bergeron, Linda McKinney,



Jennifer Finlayson, Aisha Bayness. As we are in a soft hiring freeze all vacated positions are currently under review.

- Welcomed Matthew Snead as our new facilities maintenance technician lead sharing that he has 30+ years' experience and we are happy to have him with us.
- Noted that the Final 2019 Action Plan is in the board packet and will be posted on website in the next few days.
- Noted that she has spoken with the City of Tenino regarding the janitorial agreement and will add to the agenda for the next Facilities Committee meeting.
- Shared that the Olympia Library remodel will be complete and the re-open on February 3 has been confirmed.
- Shared the work being done on Census 2020.

Discussion of Executive Director's Report

Trustee Varness asked about internet issues at the Amanda Park Library and Cheryl explained that we are working with our ERate consultant on the issue.

Trustee Hall asked for clarification on the costs for the Discovery Pass that Andrea referenced in her report. Andrea explained that we pay for a library version which has a lower cost than those offered to the public.

8. Financial Statements & Highlights Report – Eric Lowell reviewed the financial statements.
9. Consent Agenda -Motion for approval

20-01 – BOB HALL MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. CORBY VARNESS SECONDED. MOTION APPROVED.

10. Unfinished Business – None

11. New Business

- a. Policy Changes Related to Collective Bargaining Agreement (CBA)

Brenda Hirschi noted that these changes are needed to reflect the changes in the recently approved Collective Bargaining Agreements.

- i. Employment – changes reflect the CBA

20-02 – CORBY VARNESS MADE A MOTION TO APPROVE THE EMPLOYMENT POLICY AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED

- ii. Leaves – changes reflect the CBA

20-03 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE LEAVES POLICY AS PRESENTED. CORBY VARNESS SECONDED. MOTION APPROVED

- b. Final Acceptance of the Montesano Roof Project





20-04 – CORBY VARNES MADE A MOTION TO APPROVE RESOLUTION #20-001 ACCEPTING THE CONSTRUCTION CONTRACT WITH JOHN LUPO CONSTRUCTION AND THE REPLACEMENT OF THE MONTESANO ROOF AS COMPLETE. BOB HALL SECONDED.

Discussion on Motion

Trustee Varness asked if there were any additional charges or changes to the original bid and Eric Lowell explained that the budget didn't reflect the retainer of 5% of invoice. Brenda Lane also reported there was an additional add on cost of \$1800 for wood rot and damage to a flush-mount, in floor electrical receptacle that was not in the original bid.

MOTION APPROVED.

- c. Action Plan – Cheryl noted that she spoke about this in her earlier report and it will be brought back for discussion next month.

12. Committee Reports

- a. Facilities Committee Report – Brenda Hirschi

The Committee discussed possible uses for the beginning fund balance of approximately \$5 million dollars. The following ideas were discussed:

- Expanded Access Hours (EAH)- to the 13 TRL-owned libraries
- Assess the community's feelings about EAH
- Staff currently working on an assessment of all conditions and issues with all libraries; report presented in April
- Possible new library locations
- Mobile services
- Alternative location for the SC
- Mountain View location and lease

Trustee Hirschi shared the possibility of looking at a new facility, possibly a manufactured building. Assess the community's input on location.

20-05 – CORBY VARNES MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO RESEARCH A FUTURE LOCATION FOR THE MOUNTAIN VIEW BRANCH. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

13. Future Agenda Items

Trustee Hall would like to request a review of the vouchers at the next meeting and at a future meeting an update on MyTRL.

14. Final Board Comments

Trustee Hall noted that he will not be at the March meeting and cannot phone in and will not be in attendance at the June meeting.





Trustee Hirschi shared an experience with a patron and how valuable libraries are and thanked Cheryl for all of her work.

Trustee Hall shared that his barber gave a good review of the Raymond library and its services.

Cheryl shared that Kendra's vision with story time has had a huge impact on our patrons.

15. Executive Session pursuant to *RCW 42.30.110*, or requested or needed - None

16. Adjournment at 6:55 p.m.

