



BOARD OF TRUSTEES MEETING  
Hoodsport Timberland Library  
40 N. Schoolhouse Hill Road  
Hoodsport, WA 98548  
Wednesday, July 24, 2019  
5:30 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Brenda Hirschi, Joe Wheeler, Corby Varness, Brian Zylstra

BOARD MEMBERS EXCUSED: Bob Hall, Jenna Noll

STAFF PRESENT: Cheryl Heywood, Kandy Seldin, LG Nelson, Kendra Jones, Michelle Larson, Brenda Lane; recorder

President Wheeler welcomed everyone to Hoodsport and called the Regular Board meeting to order at 5:30 pm.

AGENDA ITEMS

1. Corby Varness led the pledge of allegiance.
2. Welcome and self-introductions.
3. Approval of Agenda.

19-41 – CORBY VARNESS MADE A MOTION TO APPROVE THE AGENDA. HAL BLANTON SECONDED. MOTION APPROVED.

4. Correspondence – Trustee Varness shared a thank you letter received complimenting the lizard program at the Amanda Park library.
5. Public Comments – None.

6. Board Comments – Trustee Blanton shared that the Packwood library was a place for another fireside music and s’mores on Saturday night and is averaging around 200-250 people. It is a great partnership with the Library and it is great for the community. President Wheeler announced that he has turned in his resignation letter last week effective 8/31. He stated that TRL is a fine organization and he has learned a lot. In reflection, he said the Board members are insightful and caring and TRL is an excellent system. The trustees thanked President Wheeler for his service and wished him well. Trustee Hirschi shared that she has something on her mind, and is troubled with a recent article about the public’s mistrust of the district and the system. The article talked about the recent strategic planning sessions that are working towards our next strategic plan. She stated that the article stated underlying mistrust with our current infrastructure. She noted that she has thought about this and wonders if we are prepared for the future, the growth in population, and the choices that may have to be made with city-owned buildings. If it comes down to budgets and what they will fund – the library or the police department? She also questioned whether when the board rejected the CFP last Fall, did we kick the can down the road? At looking at the strategic plan are we looking at this into the future and how do we get that trust back? Is there a way to come up with a plan and deliberately think and plan this out? She does agree with President Wheeler, this organization has a fine group of people including Administration, all of us want to see TRL do well and see more positive feedback coming from the media but she does not have the answer. Trustee Varness stated that she attended the meeting and that there was some lack of understanding on what the intention of the meeting was and Sarah did a great job with the crowd and communicating that message.

7. Director’s Report - Cheryl Heywood

Cheryl highlighted the following items:

- Introduced Hoodspoint staff and asked Donna Feddern, Library Manager to highlight what has been happening in Hoodspoint.
- Reported that the Mountain View Lease agreement to extend for 3 years has been signed.
- Just returned from vacation so not much to report at this time.

a. Class and Compensation Update – Kandy Seldin, HR Coordinator shared an update on where we are with the class and compensation project. She

noted that we are factoring in and working with our union leadership to talk about the job descriptions. Consultants Segal Waters were onsite last week, provided the prepared the report and presented it to Administration and the Class and Compensation Work Group. TRL did a YouTube live link that allowed staff to watch the presentation in real time or at a later time. She noted that a copy of the presentation was in the board's packets tonight. There is also the FAQ, which includes ongoing updates as items are added. Trustee Varness asked if there were positions that were downgraded and Kandy responded that there is a recommendation to narrow down the number of titles from 61 to 45, noting it is to streamline and consolidate when it makes sense.

- e. Department Reports – President Wheeler asked about the interlibrary loan data and if we know what types of materials they receive and a breakdown of the requests and also what is the feedback on the Lucky Day collection. Kendra noted that comments have been very positive but we have not done a full evaluation. Trustees Varness and Wheeler stated that it is a great idea and a phenomenal use of limited funds. Andrea will respond to the ILL question when she returns from vacation.

8. Financial and Voucher Report - Cheryl reviewed the financial reports.

9. Consent Agenda - Motion for approval.

19-42 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE CONSENT AGENDA. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

10. Unfinished Business - None

11. New Business

- a. 2019 Action Plan – Informational only – Cheryl presented the January-June Action Plan and asked the board to review and come back next month for discussion.

12. Committee Reports

- a. Policy Committee – Brenda Hirschi

- i. Interlibrary Loan – No changes, strong recommendation to change the review date to 7 years.

19-43 – BRENDA HIRSCHI MADE A MOTION TO APPROVE THE INTERLIBRARY LOAN POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.

- ii. Fund Balance Management – Recommendation to send the policy back to the budget committee for any expected budget impacts and what their recommendation would be. The committee would like to have the policy completed by the end of the year but would like to be clearer on the impact and the timing of the 30% change and what the funds would be allocated towards. Forward to the budget committee for review.
- iii. Facilities – Reported that they received a very rough draft to start the conversation on what protocols would be in place to close a library. This was noted that this was submitted for discussion only and no libraries are slated to close. There were questions on if a library has damage, health and safety concerns, or other issues what the process is. Trustee Varness noted that we have a process to open a library but not to close one and it is the job of the trustees to review and provide the steps. President Wheeler asked about including information on temporary and permanent closures. Will go back to the committee for further review.
- iv. Signatory Authority Policy – Added that any approvals by the Library Director will be highlighted in the monthly financial highlights document presented to the board.

19-44 – BRENDA HIRSCHI MADE A MOTION TO APPROVE THE SIGNATORY AUTHORITY POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.

- v. Meeting Room – There was a robust discussion about the meeting rooms as all the libraries and communities are so different. The committee has concerns about after-hours use and meeting rooms that are accessible after hours or during closed hours. TRL is implementing new software in September that will allow the public to make

reservations on their own. Trustee Zylstra commented that one library recently used the library for a campaign kick-off rally and he asked staff to discuss with legal counsel on whether this is something we should do. After review with legal counsel, we were told that we are not violating any laws and we say the primary purpose. After some additional discussion, and at the request of Trustee Noll to be present when she is in attendance, it was recommended that we have the Director review with legal counsel again and send it back to the committee for further review.

13. Strategic Planning Committee – Hal Blanton

a. Trustee Blanton shared that the meeting was very uplifting and fun. Fifteen staff and board participated and had a great meeting, going through the issues and coming up with great information. He thanked Sarah Ogden for her work noting that she did great with the public and the staff.

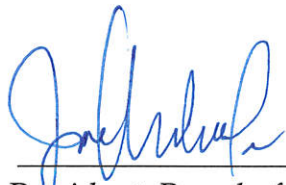
14. Final Board Comments – Trustee Blanton commented on the Action Plan and how efficiencies keep getting higher, and the problem with a high bar is it is easy to take shots at people. Less people but more is being done. We have always been Admin light and he is impressed with the amount of work that is being done at the Administrative level. He thanked Brenda and Eric for taking on additional duties.

15. Future Agenda Items

16. Executive Session – At 7:15 pm, President Wheeler called for Executive Session pursuant to RCW 42.30 to discuss the Library Director Evaluation for 15 minutes.

At 7:32, President Wheeler called the meeting back to order and asked that the Library Director mid-year evaluation be added to the August agenda.

17. Adjournment –At 7:33 p.m., with no further business, President Wheeler adjourned the meeting.



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President, Board of Trustees



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Cheryl Heywood, Secretary