



Board of Trustees Meeting Minutes

June 17, 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
Brian Zylstra, Lewis County
Hal Blanton, *At Large*, Lewis County
Kathleen Varney, *At Large*, Thurston County

Present Board via Zoom Conference:

Brenda Hirschi, Corby Varness, Kathy Varney, Brian Zylstra, Bob Hall

Excused Board:

Hal Blanton

Present Staff via Zoom Conference:

Cheryl Heywood, Eric Lowell, Kendra Jones; Brenda Lane, Andrea Heisel, 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 Varness led the Pledge of Allegiance.
- 2. Welcome and Board Introductions**
- 3. Approval of Agenda**

20-36 – BRENDA HIRSCHI MADE A MOTION TO APPROVE THE TENTATIVE AGENDA AS PRESENTED WITH THE EXCEPTION THAT THE EXECUTIVE SESSION BE RESCHEDULED. KATHY VARNEY SECONDED.

Discussion of Motion

Trustee Hall asks if Administration is okay with rescheduling the Executive Session for an entire month.

Trustee Hirschi states the meeting is for the performance of a public employee. Trustee Hirschi mentions that the Board could call a special meeting sooner to discuss if the Board elects to do so.

MOTION APPROVED.

4. Correspondence

Cheryl shares that the Board and herself received an email from a patron named Whitney Bull concerning when the Mountain View Library branch would re-open.

5. Public Comments - None

6. Board Comments

Trustee Varness shares that she appreciates that in December 2019, TRL had chosen for the Strategic Direction this year to be Equity, Diversity, and Inclusion (EDI).

Brian Zylstra comments that in *The Chronicle* last week, they had a couple of articles about the library. One about the Summer Library Program going digital and the other about the recent protests. Black Lives Matter protestors gathered in front of the Chehalis Library, Trustee Zylstra points out that he finds it interesting that they chose our location to gather and he believes it shows how important the library is in that community.



Trustee Varney shares that she has been reviewing the policies and would like to make the Board aware that some policies may need reviewing in the near future to be sure they are aligned with the organization's direction.

Trustee Hirschi comments that over the last couple of weeks we have all witnessed social unrest and racial tensions. Trustee Hirschi states that in the 2020-2022 Strategic Direction we made a statement about what we valued; we value access for all, working together, diverse communities and ideas; and we stated that we will focus on equity, diversity and inclusion during this time. We set those intentions early on and Trustee Hirschi believes we are headed in the right direction. Libraries are the big equalizer in society. Trustee Hirschi states that the next Policy Committee is July 16, 2020 and we can look at some of the policies for review.

7. **Executive Director's Report**- Cheryl Heywood

Cheryl states that she would like to follow up on the Boards' comments concerning the Strategic Direction, and our focus on Equity, Diversity and Inclusion (EDI). Cheryl shares that in the Executive Director's Report, it shows that we are working on an action plan and have a working group for EDI. We should have that plan ready to present to the Policy Committee at its next meeting. Cheryl addresses Trustee Varney's comment and states that we are looking at every department through an equity lens.

Executive Director highlighted the following items:

- Cheryl thanked all staff for pulling together as a team in preparation for Library Takeout. Public Service staff, Collections Services staff, IT staff, Creative Services staff, Facilities staff, and Courier staff, it took everybody's help to be able to open up Library Takeout curbside service.
- Library managers, supervisors and most of their staff have returned to the libraries this week preparing for Library Takeout services. Information concerning the days, hours, and the process itself, will be posted to the website later this week.
- We are still following the Governor's Phase 2 Guidance for Libraries, including that libraries must develop a COVID-19 Exposure, Control, Mitigation, and Recovery Plan document that is available for inspection by state or local authorities. A binder of this information will be provided to each of the 27 branches and the Service Center.
- We will also be sharing the Library Takeout via the e-newsletter. We are staggering our media to help with a slower return of the 140,000 materials that are currently checked out.
- Other services during this time will be holds and print job pickups, summer library logs can be included, and also grab bags (themed materials) if the library is participating.
- Dues dates have been extended to August 1, 2020 for returns, July 1, 2020 for holds, Lucky Day items can be placed on hold as well the backpacks. Online ecards have been extended until September.
- Cheryl is working with other public library directors and the State Librarian on Phase 3 guidance for libraries, however we are waiting for the Governor's input.
- RFID project began this week.
- We will be updating our reciprocal agreements on the website.

Full discussion of Executive Director's Report can be found at 13:05 of recording.

Trustee Varness thanks Cheryl and her staff for the impressive and complex work they have done.



8. Financial Statements & Highlights Report – Eric Lowell

Financial Director highlighted the following items:

- Property Taxes \$4,132,070 received in May 2020
- Timber Revenue \$109,798
- Books and Materials \$15,555 spent
- Network Switches - \$102,000 spent
- Symphony License renewal- \$165,000 spent
- The renewal was paid earlier with discounts for a longer term and will show another payment in October of \$165,000 in Professional Services.
- RFID project - \$83,000 spent out of the Technology Fund for ½ of the project with the other ½ to be spent in July showing in the August report.
- Unemployment Fund - \$25,340 for the 1st quarter for 3 staff eliminated positions in November/December 2019.
- Eric shares that he has been keeping up with the state revenue forecast group and they are saying that the state is projecting an 8.8% decrease in revenue due to sales tax for this year and next. Our impact will not be as great because we do not rely on sales tax.

Full discussion of Finance Report can be found at 21:35 of recording.

Cheryl adds that Lisa Bailey did a tremendous amount of work and again commends her for a great job negotiating the renewal. Eric agrees. Trustee Hirschi asks if we are still on track to end the year with 229 FTE. Eric isn't sure because we have the early retirement incentive out or others may leave positions that we will not refill. Eric shared that he was discussing with Cheryl how he has started putting the budget together for next year with 239.55 FTE for 2021. Trustee Hirschi states that we have about \$1M in hire lag. Eric states that there are 5.8 vacant FTE open with a total number of open positions would be 8.

9. Consent Agenda – Motion for approval

20-37 – KATHY VARNEY MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

10. Old Business

11. Unfinished Business

a. Future Work Session

Trustee Hirschi shares that the future work session would be to discuss creating a plan to spend the approximate \$5M that will be moving into the Building Fund. Trustee Hirschi asks the Facility Committee members if they could create a prioritized list to spend the \$5M and work with Cheryl and Admin to complete projects. The Facilities Committee could present the prioritized list to the full Board and move forward. Trustee Varney shares that it was discussed at the last Facility Committee meeting and also a discussion of the city owned libraries. Trustee Hirschi states that we would like to show the auditor we have a plan and a list of priorities for the \$5M.

12. New Business



- a. July Board Meeting Locations
July 2020 meeting originally scheduled in North Mason.

20-38 BOB HALL MADE A MOTION TO HAVE THE JULY 22, 2020 REGULAR BOARD MEETING AS A ZOOM MEETING. KATHY VARNEY SECONDED. MOTION APPROVED.

13. Committee Reports

a. Facilities Committee Report – Corby Varness

Full Facilities Committee Report and discussion can be found at 43:51 of recording. Trustee Varness shares that we did an accounting adjustment to our beginning fund balance is why we have the \$5M. Trustee Varness states that this is a good time to complete projects with the buildings closed to patrons and staff at a minimum in the libraries. Trustee Varness shares that TRL does have a substantial past precedent of helping city owned buildings. We currently spend on Yelm approximately \$37K a year totaling to about \$740K over the 20-year agreement. We have also helped Tenino with the janitorial services. Raymond is currently a priority. Trustee Varness thanks Brenda L. and her team of facilities and couriers for the work they have done and have saved TRL a lot of money. The City of Raymond also has shared they could provide an additional \$5000 to help. Trustee Varness shares that Brenda L. has suggested to place flooring on top of the existing carpet with our team doing the work and some other upgrades like bathroom restorations costing less than \$100K. Brenda L. mentions for less than \$25K we could do similar upgrades to Winlock. Trustee Varness notes that Montesano will get the exterior painted by staff. Shelton has been budgeted \$100K for furniture. Lacey was planning a remodel in the fall, however and we are taking care of it now in June, with a re- open in September. We have spent about \$11K in COVID materials which Eric will submit to FEMA for reimbursement. Trustee Varness shares that the Collections Services at the Service Center is beautiful with the new flooring. Trustee Varness shares that the Hoodspert library received a request to establish a Food Forest, which may use a little water but maintained by others and is similar to the garden outside of the Salkum library which offers a great community resource. Juniper Coffee has requested that we remove our kiosk.

20-39 CORBY VARNESS MADE A MOTION TO APPROVE AN EXPEDITURE OF UP TO \$125K TO IMPROVE THE INTERIOR OF THE RAYMOND AND WINLOCK LIBRARY. BOB HALL SECONDED.

Discussion on the Motion

Trustee Hirschi asks about Winlock. Trustee Hirschi recalls when Brenda L. and Trustee Hirschi visited Winlock there was gaping space between the flooring and the wall, if we are putting in new flooring, is there going to repair work done on the building. Brenda L. states that she is trying to solve the health and safety issues and can't solve all of the problems, so repair of the actual structure, no. Brenda L. suggests that the Board consider items such as paint, carpet, flooring and fixtures as part of the TRL responsibility, even in the city owned spaces because these items do need replacement over time. The Raymond Mayor is working with the Friends for additional funding, they may have \$20K, and he plans to have the chimney inspected. Trustee Hall would agree to approve up to \$100K for Raymond and also agrees to spend \$25K to Winlock. Trustee Zylstra confirms the amounts of \$100K in Raymond and \$25K in Winlock, and states that he is ok



with \$125K. Trustee Varney suggests we review city agreements and have them clearly outline the responsibility of the city and TRL going forward. We should also review our policy to make changes if we are going to consider picking up additional costs for city owned buildings. Trustee Varney requests she would like a roll call vote and any comments noted in the minutes. Trustee Zylstra agrees if the money comes from the General Fund.

Roll Call Vote:

Bob Hall – Aye

Corby Varness – Aye

Brian Zylstra – Aye

Kathy Varney – No and she requests a building inspection to make sure we are not throwing money away. She doesn't mind spending the money, she just doesn't want to spend it on a building that may or may not be here next year because of other deficits, so it is a no.

Brenda Hirschi – No, because she has seen these two buildings, and she knows the condition that they are in.

MOTION APPROVED 3/5.

Facilities Committee Report Discussion

Trustee Varness asks Cheryl if the cities can submit additional cleaning costs to FEMA. Cheryl shares that in some cases the Cares Act money goes to the county and then dispersed to the cities. That is how South Bend is working to Cheryl's understanding, but that money will run out in October. Cheryl adds that Piece County has received 70% back. Cheryl shares that Eric has applied for the State Library reimbursement of up to \$3000 for COVID-19 supplies.

Brenda L. states that the facilities team have been working with the cities over the last two months and have been out replacing all of the filtrations. The City of Raymond has just done their HVAC on June 5, 2020. Other cities will be changing filters and HVAC systems prior to staff re-entry and know that there will be a higher expectation going forward. Facilities will check restroom ventilation but they are not open at this time. Juniper Coffee kiosk has been removed, need to remove book drop. The remodel of North Mason should be done this fall with LVL flooring instead of carpeting, some paint, and a new circulation desk. Trustee Hirschi thanks Trustee Varness for her report as well as Trustee Varney and Trustee Zylstra. Trustee Hirschi also thanks Brenda L. for all her hard work.

14. Future Agenda Items

Trustee Varney suggests we look at the Building Fund Policy to facilitate changes that may need to be made to the city owned library agreements, start with the Facilities Committee and then the Policy Committee. Trustee Varney also suggests we create a prioritization list and work on the city agreements to make them work for us. Trustee Varness suggests that the Facilities Committee meet and discuss the \$5M. Trustee Varness suggests that the committee clarify interior finishes for the Policy Committee and believes the committee set roles for the policy.

15. Final Board Comments - None

16. Executive Session pursuant to RCW 42.30.110, or requested or needed

Rescheduled for Wednesday June 24, 2020 at 5:30 p.m.

17. Adjournment at 7:48 p.m.

