



Board of Trustees Meeting Minutes

March 25, 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*

Present Board via remote teleconference:

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

Present Staff via remote teleconference:

Cheryl Heywood, Eric Lowell, Kendra Jones

Present Staff: Brenda Lane, 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.
- 2. Welcome and Board Introductions**
- 3. Approval of Agenda**
- 4. Correspondence** – None.
- 5. Public Comments** – None.
- 6. Board Comments**

Trustee Varness commends and thanks the Executive Director for the difficult decision and rapid closures saving the lives of staff, patrons, and communities.

Trustee Blanton agrees with Trustees Varness and thanks Cheryl.

Trustee Zylstra acknowledges the communications on Facebook sharing online resources for the public. Trustee Zylstra commends them for their tremendous work.

Trustee Hirschi mentioned her attendance at the Mason County Commissioners presentation when Cheryl presented to them about programs the library offers and it was well received.

Trustee Hirschi spoke to the commissioners concerning the difficulties in TRL funding and equity among all counties of the TRL system.

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

Executive Director highlighted the following items:

- Thanked all staff for their flexibility when it was instructed that all 27 branches close on March 13, 2020 due to the Covid-19 pandemic.
- While this is unprecedented times we will get through this together. We will offer services to the best of our ability at this time. We will continue to be guided by our mission to serve.

Discussion of Executive Director's Report

Trustee Hirschi asks if we plan to backfill Trisha Cronin's position.

Cheryl responds that we will be interviewing and filling the position as an interim position with an internal candidate. We will not be refilling the other position as it becomes vacant.

Trustee Zylstra asks if the community of Randall is aware that Trisha is leaving.



Cheryl indicates that Trisha supervises the Lewis County managers and all staff are aware of her departure. The branches should be sharing that information.

Trustee Hirschi requests that Cheryl explain the comments concerning book drop closures and the patrons responsibility.

Cheryl states that patrons who leave materials outside or next to the book drops would be personally responsible for the materials if left because the drops have been sealed.

Trustee Hirsch asks if we have a plan for the RFID's under Eric and IT in the report.

Cheryl reports that we haven't moved forward at this time.

8. Financial Statements & Highlights Report – Eric Lowell

Discussion of Finance Report

Trustee Hall asks about the payment voucher, Coyte Cooper expense, use and annual budget.

Cheryl explains Coyte Cooper is the executive coach for the Admin Team and Executive Director and was budgeted at \$10,000, but due to circumstances this is on hold.

Trustee Varney asks about the close out report of Ednetics with a discrepancy in cost.

Cheryl states that she will need to bring this question back to Eric.

9. Consent Agenda – Motion for approval

20-11 – CORBY VARNESSE MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED.

10. Committee Reports

a. Policy Committee Report

Trustee Hirschi thanks Cheryl and the staff for prioritizing those policies that are in need of review this year and requests that they be shared with full board in advance of a board meeting for input.

b. Budget Committee Report

Trustee Zylstra states that the committee met via teleconference and discussed the 2020-2023 Financial Strategic Recommendations to address possible future budget shortfalls.

Trustee Zylstra stated that staff provided background information with a projected increase of COLA, Step, and medical benefits for the next three years.

Trustee Zylstra stated that staff provided the following possible strategies for fulfilling budget shortfalls as follows: Levy Lid Lift; alternative service structure; continued soft hiring; Building Fund use to fund alternative structure; work with open hours and FTE share.

Trustee Zylstra shared suggested use of Building Fund as follows: feasibility study for new East Lewis County location; extend Extended Access Hours (EAH); refresh city owned buildings; proof of concept for West Olympia, Grand Mound, and Prairies Hawk.

Committee Report Discussion:

Trustee Hirschi states that she shared with the Mason County Commissioners the concern of equity that the Capitol Facilities Plan conveyed has not changed. Revenue may not come in that was anticipated and would like to have an additional Budget Committee meeting for discussion in April with the full board.



Trustee Hall added he believes this complex discussion does need the full boards attention. Trustee Zylstra states that the pandemic affects future revenues and we should move with caution. Trustee Blanton agrees to proceed with caution and come together to plan for the financial future. Trustee Varney states that over the next few months revenue will look differently. She suggests we look at the equitable situation of how revenue comes in and also in equitable board configuration, as she feels Thurston County is not well represented. In the short term she stated we should be looking for cost containment.

Trustee Hirschi notes with the rising costs of salaries/benefits the budget needs review.

Trustee Blanton agrees with Trustee Hall for a full board review of the budget.

Trustee Hirschi requests that the budget committee commit to reviewing the salaries and benefits and target 2023 to lower the percent of the budget to salaries and benefits through attrition.

Trustee Hall and Zylstra agree to review.

Trustee Varness points out that our situation will be unknown or how will we be impacted.

Trustee Varney suggests that all parts of the organization will be effected by our current situation and we may need to consider reorganization and realignment of our strategic direction.

Trustee Hirschi suggests a review would be based on the report from Eric in the fall and plan ahead.

11. Old Business- None.

12. Unfinished Business

a. Executive Director 2020 Goals Revised

Trustee Varness shares that the Executive Director Evaluation Committee, comprised of Brenda Hirschi, Corby Varness and Kathy Varney have been conducting teleconference discussions. They are streamlining the evaluation format and procedure. Cheryl will review and then it will be brought to the full board for approval at the next meeting.

Trustee Hirschi requests once the evaluation format is complete to distribute to the full board in advance of the April meeting.

b. Extended Hours Update (EAH) – Kendra Jones

Kendra explains the update of the closing of the pilot project and data for the EAH use.

Trustee Varney asks if the driving force of EAH was patron value. Kendra agrees.

Trustee Varney asks about financial discrepancies of EAH project.

Kendra states that the discrepancy may be due to differences of when the update was written.

Trustee Varney suggests if EAH could be used to reduce FTE/staff hours.

Kendra explains that the use of EAH would actually reduce the hours of service provided to the public. EAH is an opt-in program and a patron would need to register when a library is open, and if you reduce staff hours your reducing services offered to the public.

Trustee Varney would like the board to review for equitable services based on contributions.

Trustee Hirschi asks for clarification of open hours to EAH hours. Kendra clarifies that EAH is separate line item from open hours.

Trustee Varness helps explain how EAH differs and its success in McCleary.

c. Bylaws Second Reading



20-12 – CORBY VARNES MADE A MOTION TO APPROVE THE REVISED TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES BYLAWS AS PRESENTED. KATHY VARNEY SECONDED THE MOTION.

Discussion on Bylaws:

Trustee Hall asks if our attorney had any suggestions concerning page 5, section 8 about Quorums, first paragraph after the comma.

Trustee Hirschi responds that our attorney that it has been in the previous versions of the bylaws.

Trustee Hall suggests if there is no legal requirement to have the last statement in the bylaws he moves to remove the wording *“except that a quorum of the annual meeting and the meeting at which the annual budget is adopted shall consist of one member from each of four counties.”* The reason he is making this amendment so if there is an illness or a vacancy county seat the board can make decisions and conduct business as necessary.

Trustee Hirschi asks for a second on the amendment.

Trustee Varness seconds the amendment.

20-13 – BOB HALL MADE A MOTION TO APPROVE THE REVISED TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES BYLAWS WITH THE AMENDMENT OF ARTICLE IV, SECTION EIGHT, TO DELETE WORDING AFTER, “A QUORUM FOR THE TRANSACTION OF BUSINESS AT ANY MEETING SHALL CONSIST OF A MAJORITY OF THE MEMBERS OF THE BOARD.” CORBY VARNES SECONDED THE MOTION. MOTION APPROVED.

New Business

a. Attorney Contract

Trustee Hirschi states that the current attorney contract will expire March 31, 2020.

Cheryl suggests the board not renew the current contract and consider Summit Law.

Discussion on Attorney Contract:

Trustee Varney had discussions with Cheryl concerning cost but reassured and defers to her judgement.

20-14 – CORBY VARNES MADE A MOTION TO ALLOW THE EXECUTIVE DIRECTOR OF THE TIMBERLAND REGIONAL LIBRARY TO PURSUE CONTRACTED SERVICES WITH SUMMIT LAW GROUP OF SEATTLE, WA. BRYAN ZYLSTRA SECONDED THE MOTION. MOTION APPROVED.

13. Final Board Comments

Trustee Hall comments that his travel plans are now put on hold and he is here with us.

Trustee Varness thanks Trustee Hirschi for conducting the meeting and hopes to see each other soon.

Trustee Blanton state we may all need to learn new skills and these new ways to conduct a meeting may be the new normal.

Trustee Zylstra under the circumstances he felt it was good meeting and discussion.

Trustee Varney wants to commend the staff during these difficult times. Thank you for your devotion to the patrons and communities.

Trustee Hirschi comments that we may be conducting our future meetings in a remote settings and hopeful to be able to conduct zoom meetings with future meetings.

14. Future Agenda Items



Trustee Varney would like to have the Budget Committee compare the budget with the Strategic Direction for alignment.

Trustee Hirschi comments that future board meetings for May and June are scheduled at remote location libraries, we will need to discuss how we will conduct those remote location meetings when more information is available to us.

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

16. Adjournment at 6:55 p.m.

