



BOARD OF TRUSTEES MEETING
Administrative Service Center
415 Tumwater Blvd. SW
Tumwater, WA 98501
Wednesday, November 20, 2019
5:30 pm

MINUTES

BOARD MEMBERS PRESENT: Hal Blanton, Bob Hall, Brenda Hirschi, Corby Varness, Brian Zylstra

BOARD MEMBERS EXCUSED: Jenna Noll

STAFF PRESENT: Cheryl Heywood, Kandy Seldin, Kendra Jones, Ryan Williams, Andrea Heisel, Morgan Sohl, Carisa Sullivan, Lhisa Reish, Shane Patton, Michelle Larson, Sarah Ogden, Brenda Lane; recorder

Past President Blanton welcomed everyone to Tumwater and called the Regular Board meeting to order at 5:31 pm.

AGENDA ITEMS

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

19-60 – CORBY VARNESSE MADE A MOTION ACCEPT THE AGENDA AS PRESENTED. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

4. Correspondence – Cheryl shared that she forwarded an email from Betty Hutchinson to the trustees.
5. Public Comments – None.

6. Board Comments – Trustee Varness shared that she is happy to see that the roof repair work as begun at the Montesano Library. Trustee Hirschi shared that she attended the ribbon cutting for the Veteran’s Connection Café at the Mountain View Library. She would like to say thank you publically to Mary Prophit for being passionate and supportive to the Veteran community and bringing this much needed service to the area. It was a great day. Library Director Heywood echoed Trustee Hirschi’s remarks and gave additional information about the services that are coming to the Randle community.
7. Director’s Report - Cheryl Heywood

Cheryl highlighted the following items:

- Shared that Karen Kienenberger submitted a proposal to present at the ALA Virtual Conference regarding Expanded Access. Takes place January 14, 2020.
- Noted that the Facilities Manager position will not be in the 2020 budget and we are working on a new position. Still working out the details. New position will not be on Admin.
- Exit Conference for the 2017-18 Audit will take place on 11/26. Trustees are invited to attend.
- Reported that the second round of checkout stations are being moved into the libraries. 11 libraries completed this week.
- Library Market went live and patrons can now reserve meeting rooms on their own. Great service to our communities and patrons.
- Working on the implementation for the computer tables that will be replaced in all libraries.

Department Reports

- It was noted that the 21 day turn around for materials was good to see.
- Trustee Hirschi complimented Ryan Williams on the dashboard, noting it was an excellent way to understand the information on all the libraries.
- Trustee Varness shared that she saw one of the bikes that were the grand prizes for SRP. She noted that they are very cool and a great prize.

8. Financial and Voucher Report – Cheryl Heywood reviewed the financial reports.

9. Consent Agenda - Motion for approval.

19-61– BRENDA HIRSCHI MADE A MOTION TO APPROVE THE CONSENT AGENDA. CORBY VARNESSE SECONDED. MOTION APPROVED.

10. Unfinished Business - None

11. New Business

- a. 2020 Preliminary Budget Approval – Cheryl shared that only minor edits such as typos have been changed from the budget presented last month. The trustees noted that prior to the board meeting, the board reviewed the budget with Eric. It was a good and informative meeting. With no further discussion, the following motion was made:

19- 62 – BRENDA HIRSCHI MADE A MOTION TO APPROVE THE 2020 PRELIMINARY BUDGET AS PRESENTED. BOB HALL SECONDED. MOTION APPROVED.

12. Committee Reports

- a. Policy Committee – Brenda Hirschi

- i. Fund Balance Policy – The significant changes reflected discussion from the last meeting and also reflected in the policy are the changes to the names of the special purpose funds. The committee decided to add a line that would reflect a plan to restore the balance within a specified period of time. She also noted that the Board and the Administration must come up with a plan to address the special purpose funds. Trustee Hirschi noted that this additional language makes the policy very clear as it has been through numerous committee’s and everyone is comfortable with the changes. She also noted that the presented policy reflects the need to have an earlier review date as well as includes the change to the review date to be set to June 1, 2021, and is to set so that the work will align with the budget preparation ahead of the budget prep for 2022.

19-63 – BRENDA HIRSCHI MADE A MOTION TO APPROVE THE FUND BALANCE POLICY AS PRESENTED. CORBY VARNESSE SECONDED. MOTION APPROVED.

- ii. Fees Policy - Stated that the committee has recommended that we drop the fees for overdue fines. She noted that at first glance, it may seem to be quite a drastic move, but once you start looking at it, it is not that significant. The Circulation Team provided some great data and very precise review. She noted that the information provided is some of the best she has ever seen in her long career and praised Stephanie Bogle for her excellent work. It is estimated that the processing of fines by staff cost us on average \$221,000 per year. Of the \$265, 000 in the draft budget under fines revenue for 2020, only 61% is related to overdue fines, or \$162,000 that would not be realized in 2020 or whenever we chose to implement. These are the facts and money part of it. She also shared another perspective on the issue. She asked a staff person what impact this would make on staff. She gave an example of young children with a young mother turned away over \$10 in overdue fines. This act, turning away these patrons, especially effects the children, and the children have a negative experience and it is more than just one generation that is being discouraged. This is a good policy and she spoke with Eric to see if it is an impact can we absorb, and he said we can. She asked if the board would like to proceed or have further discussion. Trustee Hall, responded that as he has not read the supporting documents, we would vote no on a vote. He also recalled one of the reasons we originally imposed fines, was to keep the circulation moving and our items returned. He would like to postpone the vote. Trustee Hirschi stated that the research shows that it does not increase circulation. Trustee Varness stated that it shows that people actually bring back materials since there are no issues. Clarification was made that if we stopped fines, it would only be for late materials, lost items would still be billed. Trustee Varness does not want to reduce the use of our libraries. This change would be less than 1% of our budget and she is thrilled about the possibility of getting rid of fines and the gesture to the communities. They are more important than the \$5 we get. All agreed to wait until the materials are read and Trustee Noll is here to vote. Tabled until next month

- iii. Donation of Materials – No significant changes. Members have not read the information, asked to table the vote and bring back next month.

13. Final Board Comments

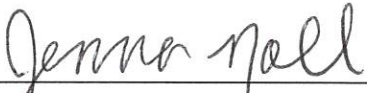
Trustee Varness noted that materials were posted late and need to be available sooner. Trustee Hirschi wished everyone a happy thanksgiving. Trustee Blanton praised everyone who worked on the budget document, noting Eric's stellar work. The budget process is getting clearer and clearer. He is also really happy to see the numbers that come from Ryan's reports.

14. Call for agenda items: Trustee Hirschi asked to have a conversation about the Board of Trustee bylaws. She would also like to see it be part of onboarding new trustees.

15. Executive Session – At 6:23 pm, Past President Blanton called for a 60 minute Executive Session pursuant to RCW 42.30 for the Library Director evaluation.

At 7:23, Past President Blanton called the meeting back to order.

At 7:24 with no with no further business the meeting was adjourned.



Jenna Nell
President, Board of Trustees



Cheryl Heywood, Secretary