



BOARD OF TRUSTEES MEETING  
Administrative Service Center  
415 Tumwater Blvd. SW  
Tumwater, WA 98501  
Wednesday, October 23, 2019  
5:30 pm

MINUTES

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

BOARD MEMBERS EXCUSED:

STAFF PRESENT: Cheryl Heywood, Kandy Seldin, LG Nelson, Ryan Williams, Eric Lowell, Andrea Heisel, Mary Proffit, Sarah Ogden, Brenda Lane; recorder

President-Elect Noll welcomed everyone to Tumwater and called the Regular Board meeting to order at 5:30 pm.

AGENDA ITEMS

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

19-51 – BRENDA HIRSCHI MADE A MOTION TO AMEND THE AGENDA TO REMOVE THE SEPTEMBER BOARD MINUTES FROM THE CONSENT AGENDA AND MOVE THE ITEM UNDER 10B FOR DISCUSSION. CORBY VARNESS SECONDED. MOTION APPROVED.

4. Correspondence – Cheryl shared that Trustee Hirschi received an email from a patron.

5. Public Comments – None.
6. Board Comments – Trustee Varness shared that she checked out a birding backpack with her husband and it was a blast! She thanked the Black Hills Audubon Society for their donation of the backpacks. Trustee Hall noted that the Lucky Day collection has great DVDs and a lot to choose from. He continues to be impressed by the titles available. Trustee Hirschi congratulated the Shelton Library on their new paint, gutters, noting how great the building looks. Trustee Zylstra shared that after the last regular board meeting, he talked with a member of the Public Disclosure Commission who reviewed our meeting room policy and stated that we are in compliance with law. He noted that the WAC said it is okay to host political candidates as long as no one is being discriminated against. He wanted to go on record to state that he is fine with our policy as it stands. Trustee Blanton shared that there is a lot going on as we get towards the end of the year. He continues to be amazed with all the work that is being done and is looking forward to continued great work into next year.
7. Director’s Report - Cheryl Heywood

Cheryl highlighted the following items:

- Introduced Mountain View Library Manager Mary Proffit who shared information on the Mineral and Morton pop-up libraries.
- Shared that Salkum Library Manager Cherie Rusk has submitted her resignation effective October 31.
- Attended the Shelton Library Grand Reopening.
- Met with Library Manager Donna Feddern to talk about the interest from the Squaxin Tribe for a kiosk. She later met with a Squaxin representative and asked him to send a letter of interest to the Board.
- Envisionware self-checkouts – 30 have arrived and installation is happening. The rest will arrive November 14.
- Spoke with Dick Stone, Montesano Friends, about applying for grants seeking funds for the roof repair.
- Shared that captured savings with the soft hiring freeze are at \$601,000 to date.
- Library Market, our online meeting room reservation system, went live November 18.

8. Financial and Voucher Report – Eric reviewed the financial reports.

9. Consent Agenda - Motion for approval.

19-52-- CORBY VARNES MADE A MOTION TO APPROVE THE CONSENT AGENDA. HAL BLANTON SECONDED. MOTION APPROVED.

10. Unfinished Business

- a. Budget 2020 – Public Services – Kendra Jones, Interim Public Services Manager reviewed the Public Services budget.
- b. September 25, 2019 Minutes – Trustee Hirschi noted that motion 19-47 is still not accurate and made the following suggestion. She noted that the motion should take out “current years” and replace with “proposed”. After a brief discussion, the following motion was made.

19-53 – BRENDA HIRSCHI MADE A MOTION TO APPROVE THE CHANGE TO THE BEGINNING FUND BALANCE TO 30% OF THE BUDGETED REVENUES FROM THE PROPOSED BUDGET. BOB HALL SECONDED. MOTION APPROVED.

11. New Business

- a. Resolution 19-005 to rename the Automated Circulation Fund

19- 54 – CORBY VARNES MADE A MOTION TO APPROVE RESOLUTION #19-005 TO RENAME THE AUTOMATED CIRCULATION FUND TO THE TECHNOLOGY FUND. BOB HALL SECONDED. MOTION APPROVED.

- b. Resolution 19-006 to remove the ceiling of the Unemployment Compensation Fund

19-55 – BOB HALL MADE A MOTION TO APPROVE RESOLUTION #19-006 TO REMOVE THE CEILING OF \$100,000 FROM THE UNEMPLOYMENT COMPENSATION FUND. HAL BLANTON SECONDED. MOTION APPROVED.

- c. Resolution 19-007 to establish cash drawers and change funds

19-56 – BRENDA HIRSCHI MADE A MOTION TO APPROVE RESOLUTION #19-007 TO MANDATE THAT THE CASH AND CHANGE FUNDS BE MAINTAINED IN THE AMOUNTS OUTLINED IN THE SPREADSHEET INCLUDED IN THE RESOLUTION. CORBY VARNES SECONDED. TRUSTEE HIRSCHI ASKED FOR A FRIENDLY AMENDMENT NOTING THAT THE

ATTACHED SPREADSHEET SHOULD BE CORRECTED TO REFLECT \$100 VS. \$1000 UNDER TUMWATER. AMENDED MOTION APPROVED.

d. Space Planning – Informational only

Cheryl shared that TRL has put out a request for information (RFI) for a cost estimate for the Shelton and Aberdeen libraries to determine the costs. More information will be provided when available.

12. Committee Reports

a. Strategic Planning Committee – Sarah Ogden

Sarah gave an overview of the strategic planning process and presented the final document that was developed. Trustee Blanton thanked Sarah for her leadership and for the great work she did with the communities. Cheryl also thanked everyone for the work done noting that we will continue with a TRL committee to make sure we are moving in the direction we want to go and the document is meant to be nimble and flexible as we move forward. Trustee Hall noted that he would like to see a short sentence added to the end of the document that addresses traditional library services. Trustee Varness noted that she appreciates that we are working on diversity, equity, and inclusion in our communities. At this time, Trustee Hirschi commented that she has concerns that we may be overselling with our current financial capabilities. She noted that we are taking care of 27 libraries and facilities and when looking at the mission she has reservations about the document and if we are overselling what we can do. Trustee Noll stated that the document is awesome and the vision is super clear and upfront. It can be easy to get bogged down and this document is clear. It is one-page, with a clear mission, vision and values, and very upfront. Trustee Hirschi mentioned the friendly amendment to adding the one short sentence but is not sure that it does what she feels we need so she cannot vote in favor. Trustee Hall suggested a roll call vote.

19-57 – HAL BLANTON MADE A MOTION TO APPROVE THE 2020-2022 STRATEGIC DIRECTION DOCUMENT WITH THE FRIENDLY AMENDMENT TO ADD A LINE REGARDING TRADITIONAL LIBRARY SERVICES.

ROLL CALL VOTE – TRUSTEES NOLL, ZYLSTRA, VARNES AND HALL ALL VOTE AYE. TRUSTEE HIRSCHI VOTES NAY. MOTION APPROVED.

13. Final Board Comments – Bob Hall made the following motion:

19-58 – BOB HALL MADE A MOTION TO VOTE JENNA IN AS PRESIDENT FOR THE REMAINDER OF 2019. HAL BLANTON SECONDED. MOTION APPROVED.

Trustee Blanton acknowledged Trustee Hirschi's concerns regarding the strategic direction and agrees that we have a lot of stuff to work through. He thinks it is very important and knows that we can work through the process. Trustee Zylstra likes the idea of setting goals for the next 3 years and echoes his appreciation and thanks to staff who worked on the project. He gave a special thank you to Sarah for her great work and leadership. President Noll stated that she is impressed with how far we have come in the year, since the backlash, and the turnaround is great. She is impressed with how much we have included the communities in our planning. Trustee Varness agreed with everyone's comments noting that this all shows great progress. Not a rigid plan and likes that we can aspire to what we want to move towards. Great work done by all.

14. Call for agenda items: None
15. Executive Session – At 7:05 pm, President Noll called for a 45 minute Executive Session pursuant to RCW 42.30 to receive a negotiations update, review possible litigation/personnel issues, sale of the Hoodspport property, and the Library Directors evaluation.

At 7:51, President Noll called the meeting back to order.

19-59 – BRIAN ZYLSTRA MADE A MOTION TO LOWER THE PRICE ON THE HOODSPORT PROPERTY THAT TIMBERLAND HAS FOR SALE TO \$55,000 or best offer. BOB HALL SECONDED. MOTION APPROVED.

At 7:53 with no with no further business the meeting was adjourned.

  
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President, Board of Trustees

  
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Cheryl Heywood, Secretary