



Board of Trustees Meeting Minutes

October 28, 2020 - 5:30 p.m. via Zoom

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, *Thurston County*
Nicolette Oliver, *At Large, Thurston County*

Present Board via Zoom:

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

Present Staff via Zoom:

Cheryl Heywood, Kendra Jones, Andrea Heisel, 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 Oliver led the pledge
- 2. Welcome and Board Introductions**
- 3. Approval of Agenda**
- 4. Correspondence** - Cheryl shares an email that came to Trustee Varney from a Sue Cummings regarding an online petition, see 2:03 of recording. Cheryl shares that the Board received an email from Whitney Bull concerning a potential replacement in Mountain View and monies in the building fund.
- 5. Public Comments** - None
- 6. Board Comments** – Trustee Zylstra shares that in the October 27, 2020 Centralia Chronicle there was a front page story about the increase in e-book check outs at the Centralia and Chehalis libraries since the pandemic began with a couple quotes from Andrea Heisel as well. Trustee Varney shares that she is proud to be a TRL Board Trustee and it is an honor to represent the Thurston County tax payers. Trustee Varney thanks staff for answering questions, so she can be better prepared for the meetings as a new Trustee. Trustee Hirschi comments that if a break is needed, any Trustee can request one during any of our meetings.
- 7. Executive Director's Report-** Cheryl Heywood
Executive Director's Report begins at 10:53 of recording.
Executive Director highlighted the following items:
 - Follow up question from last month with demographics of Hispanic/Latinx population
 - Pacific County 10.1%
 - Lewis County 10.5%
 - Grays Harbor 10.3%
 - Thurston County 9.4%
 - Mason County 10.6%
 - TRL Staff reflects 3.8%
 - Staff have received recognition and awards from outside organization

- Olympia staff was selected for an arts and innovation award from the City of Olympia, October Arts Month, for the installation of “Story Trails” on both west and east side of Olympia parks
- Erin McAdams from the Centralia library was praised for her creation of a video ‘Library Take-Out at the Curbside’ on cracked.com
- Erika Lehtonen from the North Mason library was selected nationwide (1 out of 5) to participate as a fellow for the Association for Library Service to Children (ALSC)
- We have reached 1 million check outs on Overdrive today
- Connecting Communities – Aberdeen Remodel Brochure
 - There will be a community outreach for the remodel and funding is from the Sherk Fund
 - November 17, 2020 social media Facebook Live 5:30 – 6:30 p.m. this will be recorded and uploaded to TRL YouTube channel; other opportunities will be announced
- Cheryl to take off November 12th and 13th and will reschedule the Facilities Committee the following week

8. Financial Statements & Highlights Report

Cheryl shares that the financial report is in the Board packet and Trustee Hirschi asks if there are any questions at 17:42 in the recording.

Discussion of Finance Report – Trustee Varness asks if our taxes are at 58% for the year with the second half coming in, in November is normal. Cheryl states that she will need to discuss with Eric. Trustee Hirschi requests that when there is an update on FTE and average salary numbers if they could be reflected as part of the highlights report.

9. Consent Agenda – Motion for approval

20-57 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.

10. Old Business

11. Unfinished Business

12. New Business

a. 2021 Board and Committee Schedule

20-58 – KATHY VARNEY MADE A MOTION TO APPROVE THE 2021 REGULAR BOARD AND COMMITTEE SCHEDULE WITH THE ADDITION THAT MEETINGS MAY OCCUR VIA ZOOM DEPENDING ON THE PANDEMIC. BOB HALL SECONDED. MOTION APPROVED.

13. Committee Reports

Facilities Committee Report – Corby Varness

Facilities Committee Report begins at 30:00 of recording

Trustee Varness reports that Cheryl will be meeting with the city attorney in November 2020 to discuss the Inter-local Agreement with Aberdeen. There is further research being done for Amanda Park. The Access Control Project is on hold for further pricing. Mobile Services is currently being thoroughly researched for best options for our needs however wait times are longer than expected. We will go out for RFP. Mobile Services will utilize current staff for staffing. Cheryl adds that the RFP will go out as soon as possible as we are seeing a much longer wait due to the pandemic. Trustee Varness reports that we are still working with communities for the ‘Lucky Day’ library locations. We tabled the Facilities Policy for now but bringing forward the Building Fund Policy for approval to reflect our actual practice of helping local communities. The North Mason flooring estimates are coming in higher than expected. Cheryl adds that the flooring estimates are due in November 1 and should be completed by the end of

November. Brenda Lane adds that she had originally thought North Mason was budgeted for \$45,000 but Eric clarified that it is actually \$75,000. The Automated Materials Handling machines are a continuance of the RFID tagging system with machines at Lacey, Olympia and Service Center with one estimate provided at \$640,000. Cheryl added that there was a savings of \$260,000 that would have come from the Technology Fund to pay for the RFID tagging, however the savings came as our own staff did the tagging during the pandemic.

a. Building Fund Policy

20-59 – BOB HALL MADE A MOTION TO APPROVE THE BUILDING FUND POLICY AS PRESENTED. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

b. South Bend Library – Heat Pump Replacement

20-60 – BOB HALL MADE A MOTION TO APPROVE THE EXPENDITURE OF \$7,000 TO THE SOUTH BEND LIBRARY FOR A NEW HEAT PUMP REPLACEMENT FROM THE BUILDING FUND. NICOLETTE OLIVER SECONDED. MOTION APPROVED.

c. Automated Materials Handling (AMH) Proposal for RFP

20-61 – BOB HALL MADE A MOTION TO APPROVE THE AUTOMATED MATERIALS HANDLING TO BE SENT OUT AS A REQUEST FOR PROPOSAL. NICOLETTE OLIVER SECONDED. MOTION APPROVED.

Budget Committee Report – Brian Zylstra

Budget Committee Report begins at 45:29 on recording.

Trustee Zylstra shares the differences from the draft budget and the preliminary budget. He notes that the preliminary budget has 233 FTE down from 237 FTE in the draft. Cheryl adds that in the last five years the staffing levels at the Service Center have been reduced by 20%. The draft budget had 73% devoted to salary and benefits and in the preliminary budget there is 69.7%. Trustee Zylstra shares additional information about the elimination/creation/reorganization of multiple positions between the draft and preliminary budget. Trustee Zylstra mentions that TRL can still request the 1% in property taxes. There was also a discussion about the class and comp study and its impact on the 2021 budget. Trustee Zylstra shares that at the Budget Committee meeting, Human Resource Manager, Kandy Seldin provided the historical background of the class and comp study and the collaboration with Segal Waters. Trustee Hirschi states that there will be a public Budget Hearing on November 18, 2020 for questions on the 2021 Budget. Trustee Hall mentions that in the old administrative structure there were eight people and now it is four. Each person has taken on more than one position that combined with the class and comp study, was a determining factor for wage level, as explained by Kandy. Trustee Hall clarified that within the 100+ page document of the Preliminary Budget, the Board approves the Expenditure and Revenues page and not the entire packet, Trustee Hall states that at least they never have before. Department presentations were provided in the Board packet and open for questions at the Budget Hearing. Cheryl clarifies that the Budget Hearing is scheduled for November 18, 2020 at 3:30-5:00 p.m., and the Regular Board meeting is the same day at 5:30 p.m. Then the December 16, 2020 Regular Board meeting. We will need to have a Special Meeting after the December 16th meeting to do resolutions because we do not receive all of the information from all of the counties in a timely fashion. Cheryl also mentions that at the December 16th meeting there will be a sheet of budget adjustments for any projects that were not budgeted in 2020 for review at that time.

14. Executive Session pursuant to RCW 42.30.110 (g) Review Performance of a Public Employee

Executive Session called at 6:31 p.m. (with a technical difficulty) actually began at 6:33 p.m. Trustee Hirschi comes out of Executive Session at 6:35 p.m., requesting an additional 10 minutes and states that they will resume until 6:45 p.m. The board returns at 6:46 p.m. with no decisions forthcoming.

15. Future Agenda Items - None

16. Final Board Comments – Trustee Hall asks the background on the Special Board meeting called last week and who called it. Trustee Hirschi states that she had called an Executive Session however there would not have been a quorum by those who accepted the meeting (4 Trustees), so it was cancelled. Trustee Hall clarifies that Trustee Hirschi, as president under the bylaws, has the authority to call a special meeting, as do three trustees, however in Trustee Hall’s fourteen years there has never been a meeting like that called, especially when we were within a week of a regular scheduled board meeting, he feels there was no reason for it. Trustee Hirschi states that she wishes she had the past precedent knowledge. Trustee Oliver states that the last minute meeting request and then cancellation was also difficult for her to rearrange her schedule even though she did rsvp for the meeting and a little more lead time would be appreciated. Trustee Hirschi comments that there appears to be a great deal of frustrations among the trustees and staff but let’s begin to think how we can turn things around. Trustee Hirschi comments that full time equivalents is an essential language to speak because we have 100+ employees that are part-time and in order to keep up with that, you have to know the full time equivalents and what the average salary is. Trustee Varness shares a post from TRL Facebook page about the Northwest Harvest Hunger Response network locator link that offers ways to connect to local, in TRL communities, food banks and meal programs. Trustee Varness states that libraries are more than books and you can easily share the link to anyone who may need it and she was very moved by the post. Trustee Blanton shares that there are a lot of complex moving parts in TRL and we are in the middle of a pandemic, even through all that, our libraries are mostly open, paychecks are going out, and we are paying our bills. Trustee Blanton states that we are actually going to be under budget which is really kind of amazing, we have done a lot of things during this unusual time and still spending the taxpayer’s money properly. Trustee Hirschi states there are 231.98 FTE, and the average salary and benefits is \$74,274.75. Trustee Oliver states that when we discuss salaries, benefits, and FTE she believes one of the biggest resources that we have is our staff. Trustee Oliver declares that we have amazing staff hearing about all of the success and recognition regionally, statewide and nationally. Trustee Oliver states that the staff are worth every penny and thanks the staff, and wants to be on record that she appreciates our staff.

17. Adjournment at 6:44 p.m.

