



BOARD OF TRUSTEES MEETING  
Raymond Timberland Library  
507 Duryea Street  
Raymond, WA 98577  
Wednesday, September 25, 2019  
5:30 pm

MINUTES

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

BOARD MEMBERS EXCUSED:

STAFF PRESENT: Cheryl Heywood, Kandy Seldin, LG Nelson, Michelle Larson, Ryan Williams, Eric Lowell, Jenny Penoyar, Jenny Grenfell, Michelle Zilli, Susan Carney, Sarah Ogden, Andrea Heisel, Emily Popovich, Brenda Lane; recorder

Past President Zylstra welcomed everyone to Raymond and called the Regular Board meeting to order at 5:32 pm.

AGENDA ITEMS

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

19-45 – BRENDA HIRSCHI MADE A MOTION TO APPROVE THE AGENDA. CORBY VARNESSE SECONDED AND ADDED THE REQUEST TO REMOVE THE APPROVAL OF MINUTES FROM THE CONSENT AGENDA AS THEY WERE NOT ABLE TO BE OPENED. MOTION APPROVED.

4. Correspondence – None.

5. Public Comments – None.
6. Board Comments – Trustee Varness commended the staff for the Tommy Orange event. She noted that it was very well done and respectful to our Native culture. Trustee Hirschi noted that she would like to discuss the 2020 budget and how TRL will be sustainable into the future. Cheryl noted that it is on the agenda to discuss later in the meeting. Trustee Hirschi also shared that on her recent travels, she visited a small town library in Utah. She had time to kill so she found the library and introduced herself. She was told by their staff that they often come to the TRL website for ideas and information. She stated that we should feel good about the work we do as we are appreciated and our influence goes past our 5 county region.
7. Director’s Report - Cheryl Heywood

Cheryl highlighted the following items:

- Introduced Raymond Library Manager Emily Popovich who introduced her staff and highlighted recent activities at the Raymond library.
- Introduced Ryan Williams who shared a 20 year budget history overview. He explained the funding cap that was placed due to I-747 which restricted the cap at 1% and how that changed the way that levy rates were determined for property tax and how that changed our funding.
- Thanked Lora Boone and the 50 staff volunteers who made the 2019 All Staff Training Retreat a success.
- Shared the 2019 SLP highlight document.
- Reported that she attended the Oakville Friends Board meeting. Noted they have doubled their membership and the library looks great.
- Reported that at the Board’s directive she looking at different options for staffing.
- Provided her self-evaluation to the Board for review.
- Department Reports – Trustees noted that the reports were great and they especially like to see the photos.

8. Financial and Voucher Report – Eric reviewed the financial reports.
9. Consent Agenda - Motion for approval.

19-46 – BRENDA HIRSCHI MADE A MOTION TO APPROVE THE CONSENT AGENDA AS AMENDED. CORBY VARNESSE SECONDED. MOTION APPROVED.

10. Unfinished Business – Brenda Hirschi

- a. June 19<sup>th</sup> Board Minutes – Trustee Hirschi noted that the minutes need to be amended as there was a motion but it is not clear on what the motion was. The motion stated that it was to approve 30% but was not clear on what the 30% was in regards to. Eric explained that it is 30% of the revenues or revenue budget of the ending fund balance of the revenue for 2020. After a lengthy discussion the following motion was made:

19-47 – BOB HALL MADE A MOTION TO APPROVE THE CHANGE TO THE BEGINNING FUND BALANCE TO 30% OF THE BUDGETED REVENUES FROM THE PROPOSED BUDGET. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

11. New Business

- a. 2020 Budget – Eric reviewed the trends and how the budget process is going to go over the next few months. He reviewed the revenue sources including timber funding and talked about the 10-year forecast that is based on the latest figures from OFM (Office of Financial Management).
- b. Beginning Fund Balance Options/Discussion – Eric noted that he wants to talk about this later in the agenda.
- c. Special Board Meeting – Eric would like to review the budget by department and asked the board to approve a Special Board Meeting for October 9.

19-48 – CORBY VARNESSE MADE A MOTION TO SCHEDULE A SPECIAL BOARD MEETING FOR OCTOBER 9 TO DISCUSS THE BUDGET. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

- d. Approval of Resolution #19-004 Final Acceptance of Service Center and Hoodspout Parking Lot Repair.

19-49 – BRENDA HIRSCHI MADE A MOTION TO APPROVE RESOLUTION #19-004 FOR FINAL ACCEPTANCE OF THE SERVICE CENTER AND HOODSPORT PARKING LOT REPAIR AS COMPLETE. BOB HALL SECONDED.

- e. Library Director Evaluation – The trustees discussed the process for the Library Director evaluation.

12. Committee Reports

a. Policy Committee – Hal Blanton

- i. Meeting Room Policy – Trustee Zylstra noted that he still has questions on whether use of the meeting room for campaign kick-offs can be allowed and again mentioned the RCW that does not allow using public buildings for campaign kick-offs. In review, he does not think the changes that have been done go far enough to alleviate his concerns. He would rather have additional conversations to get to a better result. Trustee Hall asked if 5e would cover his concerns and Trustee Hirschi referenced 5f that also has language to address his concerns. She noted that we picked up the language from other libraries and what they do. She also noted the new software that we are using and the discussion to satisfy his concerns is why we added language to 5ec to say that the Library does not endorse use by these types of organizations. Trustee Varness would like to tread carefully as we don't want to limit access or exclusion of groups that use our libraries. Trustee Noll stated that she feels comfortable with TRL legal counsel review and approval. Trustee Blanton agrees that he is ok with our current version but could see the review coming back sooner for review, maybe at one year. Trustee Hirschi also stated that a procedure would address some of these issues and perhaps we need to put this off until the next meeting. After a lengthy discussion, it was decided that the changes that were added to the policy satisfy Trustee Zylstra's concerns and he will support a yes vote.

19-50 – HAL BLANTON MADE A MOTION TO APPROVE THE MEETING ROOM POLICY AS PRESENTED. BRENDA HIRSCHI SECONDED. MOTION APPROVED.

13. Facilities Committee – Brenda Hirschi

- a. Trustee Hirschi reported that TRL and the City of Tenino went to mediation and there is a settlement agreement to review. At the mediation, both parties discussed the Tenino janitorial issues and that the City has been in breach of their contract with TRL. TRL staff have been cleaning the library which should be done by the City. Cheryl met with the Dispute Resolution Center to assist in finding a solution to the issue as we did not want patrons exposed to health and safety issues. Cheryl noted that two options were presented by the City of Tenino and they have been presented to the trustees for review tonight. Trustee Hirschi noted that after meeting with the Facilities Committee and the Library Director, they recommend option #2.

19-51 - BRENDA HIRSCHI MADE A MOTION TO ACCEPT OPTION #2 STATING THAT TENINO RESUME JANITORIAL SERVICES UNDER THE AGREEMENT AND WE WILL LIST EACH TASK WITH PERFORMANCE MEASURES UNDER EACH TASK TO BE EFFECTIVE JANUARY 1, 2020. CORBY VARNESSE SECONDED. MOTION APPROVED.


- b. Comprehensive Strategic Planning for Facilities – Trustee Hirschi reported that the committee discussed the change to the fund balance policy and that this change will give us \$4.9 million, one-time money and she would like to talk about the options of what this money can be used for. She noted that this is just a beginning discussion and ideas. We talked about batching installation of services like expanded access. Suggestions include exploring services such as Expanded Hours Access, tech/mobile services by retrofitting surplus courier vans, demonstration locations in Lacey and West Olympia, as well as an express library location in Grand Mound and co-locating with the Chehalis Tribe were all discussed.

She noted that this money cannot be used for salaries and that these ideas would be to look at additional services and expanding hours for our patrons and as a way to begin to reduce our FTE. We are also working on a 5-year plan for our buildings and adding some of this money to the Building Fund would be important. The trustees had previously asked Cheryl to start looking at this and she is now asking the board for permission to talk with staff in order to flesh out all of these ideas and to talk about how we would move ideas forward. Trustee Hirschi noted that we will go about spending in a very deliberate manner and in a way that the board approves the service points and types of services we move forward with. Trustee Varness stated that we know that we are moving forward with higher staff costs and we have to work within the constraints of our budget. They gave Cheryl direction to start talking with staff.

14. Final Board Comments – Trustee Blanton commented that there are a lot of things going on and he is pleased that we can have such great discussions. Trustee Zylstra thanked everyone for their patience and the time that they spent to attend the meeting tonight. Trustee Varness noted how much she loves the Raymond library, it is beautiful. Trustee Hall noted the cannabis grow operations in the local communities, sharing that there are major grow operations throughout the area.
15. Executive Session – At 7:30 pm, Past President Zylstra called for a 20 minute Executive Session pursuant to RCW 42.30 to receive a negotiations update.

At 7:52, Past President Zylstra called the meeting back to order and with no further business, adjourned the meeting.

  
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President, Board of Trustees

  
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Cheryl Heywood, Secretary