



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

January 26, 2022 - 5:30 p.m. via Zoom

Timberland Regional Library
Administrative Service Center
415 Tumwater Blvd. SW
Tumwater, WA 98501

Nicolette Oliver, President, At-Large, Thurston County
Jasmine Dickhoff, President Elect, Grays Harbor County
Brian Zylstra, Lewis County
Hal Blanton, *At-Large*, Lewis County
Kenneth Sebby, Mason County
Toni Gwin, Pacific County

Present Board via Zoom:

Nicolette Oliver, Jasmine Dickhoff, Brian Zylstra, Hal Blanton, Kenneth Sebby, Toni Gwin

Present Staff via Zoom:

Cheryl Heywood, Kendra Jones, Andrea Heisel, Brenda Lane, Rose Enos-Weedmark; recorder

AGENDA:

- 1. CALL TO ORDER AND ROLL CALL** - President Nicolette Oliver called the meeting to order at 5:30 p.m.
- 2. PLEDGE OF ALLEGIANCE** – Trustee Sebby led the pledge.
- 3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

22-001 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (one absentia).

4. CORRESPONDENCE – At 2:54 of the recording Cheryl shares an email dated January 7, 2022, from Linda Schiffer concerning her excitement for the Veteran’s Café in the Westport library. January 10, 2022, an email from Jonna VanDyk concerning the Lacy library. January 19, 2022, two emails were sent in succession from Mike Kann sharing his interest in a Toledo branch. January 21, 2022, an email from Fae Marie Beck concerning a potential Toledo branch.

5. PUBLIC COMMENTS – None.

6. EXECUTIVE DIRECTOR HIGHLIGHTS – At 4:21 of the recording Cheryl highlights:

- We have received the confirmation letter from the Thurston County Commissioners appointing Mary Beth Harrington to the Board of Trustees. Now awaiting the confirmation from the other four counties.
- Olympia manager, Stephanie Hope-Cochran resigned recently, and the position has been posted internally.
- Kudos to staff for keeping safe during the recent weather events and closures.
- Kudos to staff for their superb work on internal planning documents. It reflects teamwork, strategic thinking, clear communication, expectations, implementations, and accountability.
- The Hawks Prairie location will have a delayed opening from February 8, 2022, to February 18, 2022, due to electrical, internet and automatic door installation.

Discussion of Highlights: At 6:55 of the recording Trustee Sebby asks for an update on the Shelton remodel. Cheryl shares that the branch will be closed for approximately 3 months. Brenda shares that all flooring has been ordered, the circulation desks have been removed, overhang at the entry removed, new storage area built, new drywall hung, texture to begin and painting, everything is right on schedule. Trustee Sebby asks the cost of the bathroom renovation. Brenda explains the cost was \$29,000 from what was budgeted (\$60,000), a significant savings. The current remodel is budgeted at \$190,000- 200,000 which Brenda intends to stay within those parameters. Cheryl mentions that Shelton hasn’t had a remodel or refresh in about 25-30 years. Brenda suggests her

team review the bathroom lighting and replace with brighter LED's as necessary. Cheryl shares that the Shelton remodel is available on the Shelton Facebook page where new photos are updated following the progress. Trustee Zylstra asks about a large materials purchase at the end of the year. Andrea explains the purchase was budgeted for the electronic collection for Hawks Prairie and West Olympia libraries.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 13:27 of the recording Cheryl highlights December:

- **General Fund** - \$808,475 in property taxes were received; Timber revenue - \$332,001 received; and \$783,447 in books and materials were purchased, including \$522,000 in Overdrive E-resource credits, payment of \$128,408.26 to GC Sit Solutions was processed for 150 Dell PCs as part of 5-year computer replacement cycle, payment of \$16,355.30 to Leavitt Machinery was processed for a walkie counterbalanced stacker, received \$134,885.00 from the Washington Secretary of State as part of the American Rescue Plan ACT (ARPA).
- **Technology Fund** – had minimal activity.
- **Unemployment Fund** – had minimal activity.
- **Gift Fund** – had minimal activity.
- **Building Fund** - total payments of \$22,412.50 was processed to Great Floors for flooring installations at the Centralia and Packwood branches, payment of \$27,870.61 to Technical Furniture Systems was processed for shelving at the Tenino branch.

Discussion of financial statements: At 15:53 of the recording Trustee Blanton asks about e-credits. Andrea and Cheryl explain the difference between e-credits and our e-rate 70% reimbursement from the Federal Communication Commission (FCC) based on telecommunications.

8. COMMITTEE REPORTS – At 19:28 of the recording Facilities Committee report and discussion begins

A. Policy Committee- Jasmine Dickhoff

Policy Review

- Confidentiality of Library Records and Data Privacy Policy

22-002 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE CONFIDENTIALITY OF LIBRARY RECORDS AND DATA PRIVACY POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.

Discussion on Policy – Andrea clarifies that this policy is comparable to other library systems.

- Vaccine Mandate Policy Discussion

Discussion on Policy – Trustee Oliver explains that guidance from the federal and state levels suggest organizations ready their own polices around vaccine mandates.

- Bylaws Discussion

Discussion on Bylaws – Trustee Blanton suggests that all trustees read the Bylaws for a better understanding. Trustee Blanton also reminds the trustees to complete the annual OPMA training.

9. OLD BUSINESS – None.

10. NEW BUSINESS - None.


11. RESOLUTIONS – None.


12. EXECUTIVE SESSION pursuant to *RCW 42.30.110*, if needed or requested. – None.

13. FINAL BOARD COMMENTS – At 28:40 of the recording Trustee Oliver thanks the Shelton staff for their work around the remodel. Oliver is also very excited about the Hawks Prairie opening soon and can't wait to visit. Oliver also shares the current book that she is reading called *The Awakening*. Trustee Dickhoff shares she has received a lot of positive feedback about the Westport library offering Veteran's assistance. Trustee Zylstra thanks Cheryl for the addition of a feasibility study for Toledo in her annual goals. Zylstra welcomes Toni Gwin to the Board and Mary Beth Harrington, soon to be a board member. Trustee Blanton agrees with Dickhoff about the Veteran's

Café and how wonderful it is that TRL is expanding the service. Blanton also asks about the progress of our Randle location. Brenda shares that we are still working on the purchase of the land, there have been a few issues with permits and weather, but we are moving forward. Discussion about size, and what the community would like to see in their library are still yet to come. The Mountain View landlord has informed us they are willing to rent to us on a monthly basis until we are ready to move on Randle. Blanton mentions his recent read, *Think Again* by Adam Grant. Cheryl shares that the supervisory team is also reading *Think Again* collectively as a training and will be reviewing together in March. Trustee Sebby shares that the Shelton branch has a monthly trivia night at a local eatery which is good outreach. Sebby hopes the outreach will continue to the YMCA and nearby schools. Sebby shares he is contemplating attending the Public Library Association (PLA) conference in Portland this year. Trustee Gwin shares the enthusiasm of the community wishing her well as a Timberland Trustee. Gwin's current read is an *Encyclopedia of Chickens* with bright illustrations of factual new breeds for kids. Pending Trustee Harrington commented that she is on a Marketing and Communications Committee for the South Sound YMCA, and they are very interested in partnerships.

14. ADJOURNMENT – 6:10 p.m.

 2/23/2022
Cheryl Heywood, Executive Director

 2/23/2022
Nicolette Oliver, President

