



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

October 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 Seby, Mason County

Toni Gwin, Pacific County

Mary Beth Harrington, Thurston County

Present Board via Zoom: Nicolette Oliver, Brian Zylstra, Hal Blanton, Toni Gwin, Mary Beth Harrington, Ken Seby

Absent: Jasmine Dickhoff

Present Staff via Zoom: Cheryl Heywood, Andrea Heisel, Brenda Lane, Rose Enos-Weedmark; recorder

Remote Access: Zoom: <https://Trl-org.zoom.us/j/85605205319> • Meeting ID: 856 0520 5319 • Phone Access (253) 215-8782 • Approximate Attendance = 17

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 Blanton led the pledge.

3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

22-037 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. TONI GWIN SECONDED. MOTION APPROVED UNANIMOUSLY (6).

4. CORRESPONDENCE – None.

5. PUBLIC COMMENTS – None.

6. EXECUTIVE DIRECTOR HIGHLIGHTS – At 3:03 of the recording Cheryl highlights:

- We have received news that Trustee Zylstra was approved to continue as a trustee for the next seven years via email and now waiting for the official letter from the Lewis County Commissioners. Then confirmation from the other four counties can be requested. We are hoping for a seamless transition and Trustee Zylstra can continue in January.
- Library card sign up month was in September which received 5,423 new sign ups. Thank you to staff and Stephanie Cahill's new card designs.
- October's Celebrations have been the Filipino American History, L.B.G.T.Q.I.A+, A.D.H.D., Dyslexia, and Hispanic Heritage Month (the last running from September 15th to October 15th).
- During the 17th National Friends of the Library Week, we had a Friends of the Library Forum on October 16th in person at the Centralia Library, attended by Trustees Harrington and Zylstra, as well as Cheryl and one virtual event on the 22nd. Cheryl thanked the Friends of the Library for all they do to support and funding of programs and supplies. Cheryl also thanked Kristen Hylton, Public Experiences Coordinator; Karen Kienenberger, McCleary Library Manager; and Kristi Selbi, Program Coordinator for coordinating these events.
- The Chehalis and Shelton libraries currently have the Math Engagement Backpacks, as requested by the Capitol STEM Alliance, Executive Director. The STEM Alliance have provided \$7,500 in grant money for twenty backpacks for children aged 3-5. Next year there is potential for another \$5,000 to go toward this program.
- During the Summer Library Program this year (June 1st – August 31st) we had 9,603 individuals attend 652 programs that were delivered in person, virtual, off site, and with outreach. Cheryl thanks the staff for all their hard work.

- The Library Capital Improvement Program for projects for 2023-2025 application list came out recommending twelve projects for up to \$10 million dollars. South Bend is number four, requesting the front step repair and Shelton is number six requesting deck repair. The list will be up for approved funding in the upcoming legislature and considered in the biennial capital budget next spring.

Discussion of Highlights: At 7:35 of the recording Trustee Seby comments that October was also Military Awareness Month which was posted on the Timberland Facebook page that he appreciated. Trustee Zylstra mentions and thanks Cheryl for her visit to the Chehalis Friends meeting and that she spoke at the Chehalis Rotary with Muriel Wheatley, Zylstra asks how the presentation went. Cheryl adds that, in attendance at the Rotary, was Trustee Harrington, the presentation went well, and we were provided the contact information for the Dolly Parton Project. Trustee Harrington comments that the rotary presentation went well, both Cheryl and Muriel did a wonderful job, and the audience was impressed by the programs Timberland offers. Harrington adds she enjoyed the Friends Forum events and shares that at least fourteen friends from various locations attended. Harrington also gives kudos to Kendra Jones for her work at the virtual event as well as Stephanie Cahill for taking pictures at the in-person event. Trustee Oliver commented that the library card drive was fun to participate with and recommended her students to get cards, it was informative to the students and families that you could participate with Timberland with our reciprocity agreements. Oliver appreciates the celebration of Filipino American History Month and the items in our collection to share with her students helping to educate them with ethnic studies.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 12:57 of the recording Cheryl highlights September:

- **General Fund** - \$252,985.96 in property taxes were received; Timber revenue - \$156,022.66 received; and \$264,785.51 in books and materials were purchased. Quarterly transfers totaling \$148,612.50 were made to the Technology, Unemployment and Building Fund. Payment of \$65,738.78 was processed for the annual Envisionware maintenance subscription. Payment of \$13,128 to South Sound Tree and Landscape was processed for tree removal at the Service Center. Payment of \$17,525.48 to Pharos Systems International, Inc. was processed for Uniprint annual maintenance and support.
- **Technology Fund** – Received a quarterly transfer of \$62,500 from the General Fund.
- **Unemployment Fund** – Received a quarterly transfer of \$16,000 from the General Fund.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Received a quarterly transfer of \$69,662.50 from the General Fund. Payment of \$21, 800 to Great Floors Commercial Sales was processed for materials for the Ilwaco branch.

Discussion of the Financial Highlights: At 14:52 of the recording Trustee Blanton had previously sent questions for clarification. Cheryl shares there were seven questions: 1) Of the property tax received, do we feel comfortable that the second half received will hit the budgeted amount? Cheryl shares that as of September 30th we are at 102.8% of last year's revenues. We receive higher taxes in April/May and October/November compared to other months with no reason to believe it would not be the same moving forward. 2) Explain timber excise tax and revenue for state and county and do you believe we will hit the budget amount? Cheryl explains when Eric Lowell, previous finance manager, added definitions for all the revenue types, which are in the 2022 final budget, page 14. Excise tax is the tax on the sale of timber. State timber sales is the Timberland portion of revenue from timber sales by the state forest board. County timber sales is the Timberland portion of revenue from timber sales by each of the counties. The budget is an estimated amount based on past trends, however by September 30th we have already exceeded

the forecasted amount for the county timber sales and excise is comparable to 2021. 3) Define communications expense and what is it comprised of? Cheryl shares that this is telecommunications costs, telephone, internet, etc. The annual e-rate reimbursement comes from eligible expenses which we get up to 70% back. Our e-rate consultant, Claire O'Flaherty, prepares the complicated paperwork for the rebate. 4) Does the insurance come due at the end of the year? Cheryl shares that yes, we receive an invoice in November, and coverage runs from December to December annually, we are currently working on the coverage for 2023. 5) Repairs and maintenance over budget, please comment. Cheryl shares that it is difficult to gauge costs from pre-pandemic to current inflated costs. It is likely that there will be other funds that were under spent to cover the overage. This budget line is over; however, the overall district expenditures are at 64% of the total budget, last year at this time we were at 68% of overall expenditures, of which 97% of the repairs and maintenance had been spent. 6) Unemployment budget is not used much, should this be reevaluated for 2023? Cheryl shares that we will be keeping the fund, however, will not be adding quarterly transfers in 2023. 7) Since changing the beginning fund balance, what has happened to the excess the first year? Is it working the way we hoped? Cheryl reminds the board that they voted unanimously to move the excess funds in the amount of 4.9 million dollars, to the Building Fund. These funds are marked for or used on projects, one million for Mountain View (land and the building), Hawks Prairie, West Olympia, vans for the Anywhere Library, the Library Express stands which we have been unable to locate a partnership in Rochester for this project, we will be reviewing other options and bringing forth to the Budget Committee. Trustee Zylstra asks if we looked into Grand Mound area. Cheryl shares that we could find nothing available, but we may investigate providing lockers or something similar instead. Trustee Blanton shares that these are teachable moments with the new trustees and a reminder of budget related item tracking for transparency and clarity. Blanton adds that its good to ask questions and get answers that are helpful, and thanks to Cheryl. Cheryl will follow up with the board and send them the Q&A for their reference. Trustee Sebby thanks Blanton for the questions and he shares that he felt that discussion was valuable. Cheryl adds for additional historic value, Timberland implemented a new fund management policy in either 2014 or 2015 after an audit, then in 2019, the board voted for a 30% beginning fund balance to begin in January 2020 which provided the one-time balance transfer where the monies were not to be used for staff salaries as that is an ongoing cost and this was a one-time allotment. Blanton encourages the Budget Committee to review those balances for the upcoming year.

8. OLD BUSINESS – None.

9. NEW BUSINESS – None.

10. RESOLUTIONS – None.

11. EXECUTIVE SESSION pursuant to *RCW 42.30.110, (g)* **At 25:27 of the recording** and at 5:56 p.m. the Board of Trustees goes into Executive Session for thirty minutes.


A. To review the performance of a public employee (g)


At 26:25 of the recording and at 6:25 p.m. Trustee Oliver extends the Executive Session an additional five minutes. **At 26:46 of the recording** and at 6:31 p.m. the Board of Trustees extend the Executive Session an additional five minutes. **At 27:00 of the recording** and at 6:36 p.m. the Board of Trustees return from Executive Session.

12. FINAL BOARD COMMENTS – **At 27:09 of the recording:** Trustee Oliver shares that she is currently reading *Siege and Storm*, the second book of the *Shadow and Bone* series that she and her daughter are reading. Trustee Gwin wants to give a shout out to the Timberland van driver she drove behind who took great care while driving. Gwin also shares her new favorite book about a dead chicken and various other roadkill that get together, it was recommended by the South Bend staff and

Gwin has had a wonderful time sharing it with others. Trustee Sebby sends a shout out for the Veterans and Military Appreciation Month that Timberland honored. Sebby also shares that the Shelton Unified School District needs bus drivers. Trustee Blanton shares his appreciation for the Friends of the Library Instagram postings and participating in the Forum. Blanton mentions his current re-read *Wealth, Poverty, and Politics* by Dr. Thomas Sowell, a timeless classic by his favorite author, he recommends any book by Dr. Thomas Sowell. Trustee Harrington shares that she was able to speak to the Friends at the Forum about library advocacy. Harrington adds that she tries to incorporate library advocacy to other groups or gatherings she is involved in. Harrington also shares that the Tuesday after Thanksgiving is *Giving Tuesday*. Harrington reminds the board of the Timberland Media page which has items that can be used on social media pages to share out and promote advocacy for Timberland because Harrington wants to reach the people that are not walking in our doors. There are so many things that the library offers that some are not even aware of or feel its not for them because they do not have kids or are not big readers. Sebby agrees with Harrington concerning Facebook and Instagram reaching a substantial portion of the population. Trustee Oliver adds a compliment she got from outside individuals about the excellent work Timberland does and provides to the community and how well the organization is run.

13. ADJOURNMENT – 6:44 p.m.

 11/16/2022
Cheryl Heywood, Executive Director

 11/16/2022
Nicolette Oliver, President