



# Timberland Regional **LIBRARY**

## **Board of Trustees Meeting Minutes**

October 27, 2021 - 5:30 p.m. via Zoom

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

**Bob Hall, *President, Pacific County***

**Nicolette Oliver, *President Elect, Thurston County***

**Brian Zylstra, *Lewis County***

**Hal Blanton, *At-Large, Lewis County***

**Jasmine Dickhoff, *Grays Harbor County***

**Kenneth Sebby, *Mason County***

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**Present Board via Zoom:** Bob Hall, Hal Blanton, Brian Zylstra, Nicolette Oliver, Jasmine Dickhoff

**Absent:** Ken Sebby

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

President Bob Hall called the Regular Board Meeting to order at 5:32 p.m.

### **AGENDA:**

- 1. PLEDGE OF ALLEGIANCE** – Trustee Dickhoff led the pledge.
- 2. INTRODUCTIONS**
- 3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

**21-037 – HAL BLANTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**

**4. CORRESPONDENCE** – **At 3:23 of the recording** an email to the Board from Juliet Lawson-Hall was read aloud by Rose thanking Cheryl and the Administration for their work and support to staff at the beginning of the pandemic.

**5. PUBLIC COMMENTS** – None.

**6. BOARD COMMENTS** – **At 5:48 of the recording** Trustee Blanton expressed that the library has remained open to patrons providing service during the pandemic. Trustee Oliver thanks staff for providing a Filipino American History Month Collection and TRL's continued EDI focus. Trustee Dickhoff apologizes for her absences and thanks Cheryl for the detailed budget review, it impressed her. Trustee Zylstra shared an article from *The Chronicle* that a Centralia high school student, Natalia Hedger, created a display that is available at the Centralia Timberland Library to educate kids on pet care.

**7. EXECUTIVE DIRECTOR HIGHLIGHTS** – **At 9:10 of the recording:**

A. Public Services Update – Kendra Jones

Kendra shares that the staff have been working very hard to provide the best customer service across the district in our branches during the pandemic along with their pre-pandemic duties. This has caused staff to experience service and compassion fatigue, which we acknowledge and are looking for ways to help support staff through collaborations with supervisors and the union. Kendra expressed that we can't do what we do as a library system without our staff, and we are making this a priority for the next couple of months and into the future.

**Discussion on update: At 12:32 of the recording**

Trustee Dickhoff asks to hear some of the suggestions being presented. Kendra shares that feedback of potential successful ideas has been to provide professional and psychological coping skills utilizing a trainer or expert in the field; random acts of kindness and acknowledgement of staff efforts; and providing special food opportunities. The goal is to express gratitude for the staff.

**Cheryl highlights at 16:20 of the recording:**

- Presentations given to Lewis, Pacific, Thurston, and Grays Harbor Commissioners. Mason County is upcoming. Radio spot on KXRO with Kyle Paulie of Grays Harbor.
- Special thanks to the Operations staff for the quality and quantity of work being done. The Shelton restroom remodel completed earlier than proposed.
- Latinx Youth Summit celebrates 19 years. TRL has been a partner with since the outset, the Summit is scheduled to be held virtually November 19, 2021. Olympia's Betsy Story, Public Services Specialist, has been coordinating of this year's event.

**8. FINANCIAL STATEMENTS & HIGHLIGHTS – At 20:22 of the recording Cheryl highlights September:**

- General Fund - \$326,102 in property taxes were received; Timber revenue - \$299,643 received; and \$484,417 in books and materials were purchased.
- Technology Fund – had minimal activity.
- Unemployment Fund – had minimal activity.
- Gift Fund – had minimal activity.
- Building Fund - \$32,456.28 in expenditures for repair expenses at Amanda Park; \$23,934.92 in expenditures for the Access Controls Project at Naselle.

**Discussion on Highlights: At 21:47 of recording** Trustee Blanton asks if our projected property tax revenue is on target for end of year and Cheryl confirms.

**9. COMMITTEE REPORTS – At 22:32 of the recording** Facilities Committee report and discussion begins

A. Facilities Committee- Nicolette Oliver

- 1) Kiosk and Cooperative Libraries- North River and Rochester  
These facilities are under-utilized, and we would like to continue services for the community in a better way.
- 2) Expanded Access Hours
  - Safety Protocols (phones) – when a patron signs up for EAH there is training offered concerning safety and being in an un-staffed branch.
  - Recommendations for Next Libraries – in the report.
- 3) Aberdeen Remodel Project Update – Sherk funds will be used for remodel; TRL pays for the architect on the project; Aberdeen city is moving forward.
- 4) Library Open Hours – Timeline – still working on the timeline.
- 5) Randle Library Update – still working with the seller and permits.
- 6) Mobile Services Status Update – extended delays on vehicle's build; request refund of down payment; purchase used vehicles and other options to continue the project.

**Discussion on Facilities Committee: At 33:31 of the recording** Trustee Blanton asks about the possibility of a patron spending the night in the library when and/or if Extended Access Hours (EAH) becomes available at other branches. Cheryl shares that TRL has a very robust Disruptive Patron Behavioral Manual and Policy to handle many situations of this concern. In addition, our buildings are fitted with motion detectors and cameras that are monitoring for any unauthorized presence or movement. If notified the police are contacted to remove any trespasser.

B. Budget Committee – Cheryl Heywood - **At 40:32 of the recording**

- 1) Preliminary Budget Review  
Public Services – Kendra Jones
  - Staffing is the biggest budget component for Public Services.

- Continued Equity, Diversity, and Inclusion (EDI) training with staff and a specific focus with supervisors.
- Continued improved services birth to five (5) and their families.
- Introducing the Anywhere Library across the district.

Collections – Andrea Heisel

- Shortening wait times for items.
- Continue to add early learning support through launchpads, with child specific content, sturdy design, no internet access, and topic specific.
- Add Spanish language resources via digital collections.
- Add iPads for library use only to access pre-loaded materials.

Information Technology – Andrea Heisel

- Complete Access Controls and Expanded Access (EAH) installations in 2022.
- Install new firewalls for all TRL computers.
- Replace approximately 150 outdated PCs and monitors.
- Update phone system and hardware.
- Add outdoor wireless access points for increased access to library resources from our parking lots.
- Request for Proposal for combined public library catalog and website solution. Budget consideration for late 2022/2023.

Facilities – Brenda Lane

- Repairs and refreshments of eleven (11) branches in the TRL district for 2022.
- District wide signage project that will replace all the signage in the branches as well as purchasing a vinyl machine to make signs.

**Discussion on Facilities: At 50:54 of the recording** Trustee Blanton asks about the previous facilities audit and if we will need another soon. Brenda shares that over the recent few years all the items have been completed from the previous audit and she is working with staff for a review of a 2–3–year audit which will assist in planning for the future. In 10 years, a larger audit can be considered.

Timber Revenue – TRL is tracking the Department of Revenue and the lawsuits based on their December 2019 decision concerning Sustainable Harvest Calculations for 2015-2024.

State auditor suggested a 3-year audit instead of our current annual audit and TRL agreed which will save additional funding and time. The next rescheduling will be for the fall of 2022 auditing the years 2019, 2020, and 2021.

Work on some of the narratives will be continued and a carry forward will be adjusted to the budget in February 2022 of current projects not yet paid out of the 2021 budget. The projected property tax revenue will be adjusted in the final budget.

**10. OLD BUSINESS** – None.

**11. BOARD QUESTIONS** – Trustee Hall asks if TRL is subject to the Covid-19 vaccine mandate. Cheryl shares that we are not state employees and still waiting for any action from L&I, however 92% of our staff are vaccinated.

**12. NEW BUSINESS** – None.

**13. RESOLUTIONS** – None.

**14. EXECUTIVE SESSION** pursuant to *RCW 42.30.110* (c) and (g) **At 59:04 of the recording**

A. To Consider the Minimum Price at which Real Estate will be Offered for Sale or Lease (c)

At 6:32 p.m. the Board and Cheryl go into Executive Session for 10 minutes. At 6:42 p.m. the Board and Cheryl return from Executive Session.

**21-038 – HAL BLANTON MADE A MOTION TO SELL THE HOODSPORT PROPERTY AT A PRICE OF \$65,000. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**


**15. FINAL BOARD COMMENTS – At 1:01:40 of the recording** Trustee Oliver thanks TRL for partnering with Thurston County auditor Mary Hall for the election center and reminds everyone to return your ballots. Trustee Blanton thanks staff for handling the technical glitch this evening smoothly. Brian thanks Rose for her assistance with links and call-in numbers to the meeting. Trustee Hall was recently at the Hadrian Library, Athens, Greece and sadly there were no longer any books, just a few columns.


**16. FUTURE AGENDA ITEMS**

- A. Tabled Item –Motion **21-031 –NICOLETTE OLIVER MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ACTIVATE THE BOARD APPROVED EXTENDED ACCESS HOURS(EAH) LOCATIONS FOR THE SERVICE HOURS OF SEVEN (7) A.M. TO EIGHT (8) P.M, SEVEN (7) DAYS A WEEK. (HAL BLANTON SECONDED. MOTION TABLED.)**

**November Board Meeting Discussion.**

**17. ADJOURNMENT – 6:45 p.m.**

 11/17/2021  
Cheryl Heywood, Executive Director

 11/17/2021  
Bob Hall, President