



# Timberland Regional **LIBRARY**

## **Board of Trustees Meeting Minutes**

November 17, 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, Ken Sebby

**Absent:** Jasmine Dickhoff

**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 5:30 p.m.

### **AGENDA:**

- 1. PLEDGE OF ALLEGIANCE** – Trustee Oliver led the pledge.
- 2. LAND ACKNOWLEDGEMENT STATEMENT** – Trustee Hall read the statement.
- 3. INTRODUCTIONS**
- 4. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

**21-040 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.**

**5. CORRESPONDENCE – At 3:43 of the recording** Cheryl shares that the board received an email from Robert Lowery requesting Sunday hours in Thurston County. Cheryl also shares that she has received several emails concerning open hours and will share them with the board via email.

**6. PUBLIC COMMENTS – At 4:52 of the recording** Rose announces Avery Savin of Olympia, concerning hours proposal. Tyler Brown of Olympia, concerning proposed library hours. Zainab Nejati of Olympia, concerning library hours. Sean Ferguson of Olympia, concerning library schedule changes.

**7. BOARD COMMENTS – At 15:51 of the recording** Trustee Oliver shares her excitement concerning the resources and expansion in Thurston County, she thanks the staff for their hard work. Trustee Sebby looks forward to the feedback concerning the West Olympia Mall location and its progress. Trustee Blanton appreciates all the work that goes into the budget review.

**8. EXECUTIVE DIRECTOR HIGHLIGHTS – At 17:42 of the recording Cheryl highlights:**

- Cheryl thanks district and library managers, staff, patrons, and the community for providing input on the proposed open hours.
- Cheryl thanks Eric and Paige, as well as admin, district and library managers for their work on the 2022 Budget.
- Cheryl shares her excitement for the 2022 birth through five plan to expand our networking on early childhood development.
- Cheryl shares that Kendra will be in charge starting November 19<sup>th</sup> until November 29<sup>th</sup> when Cheryl returns from vacation.

**9. FINANCIAL STATEMENTS & HIGHLIGHTS – At 19:12 of the recording** Cheryl highlights October:

- General Fund - \$4,797,707 in property taxes were received; Timber revenue - \$102,678 received; and \$221,435 in books and materials were purchased. Quarterly transfers totaling \$148,315 were made to the Technology Fund, Unemployment Fund, and Building Fund

- Technology Fund – \$62,500 received as a quarterly transfer from the General Fund; \$309,655 payment was made for Automated Materials Handling (AMH) at the Service Center.
- Unemployment Fund – \$16,153 received as a quarterly transfer from the General Fund.
- Gift Fund – had minimal activity.
- Building Fund - \$36,843 in expenditures for repair expenses at Amanda Park; \$10,217 in expenditures for new table banners for all the libraries; \$6,216 in expenditures for new furniture purchased for Packwood.

**Discussion on Highlights: At 20:41 of recording** Trustee Hall asks how the Automated Materials Handling (AMH) project is going at the locations where it is located. Cheryl shares that it is an ongoing learning process and Ryan Williams is working with staff.

**10. COMMITTEE REPORTS– At 21:28 of the recording** Facilities Committee report and discussion begin.

A. Policy Committee- Nicolette Oliver

- 1) Review Policies – No motions for consideration.
  - Special Use of Library Facilities and Grounds Policy – A new policy that will need additional research and comparisons with similar library systems and RCW’s.
  - Volunteer and Presenter Policy – In continued review.

B. Facilities Committee – Brian Zylstra

- 1) 2022 Open Hours Proposal – The last review of open hours was in 2014. Working with the library managers and data from 2019 to present, input from staff and patrons through a variety of surveys the proposed hours was made to provide consistency across the district.
- 2) Kiosk at Rochester – To provide better service to this community, TRL would provide weekly pop-up services. In the future we hope to provide an Express Stand in this area. TRL will need to work with the community through surveys and outreach to provide the best service for community needs.

**21-041 – BRIAN ZYLSTRA MADE A MOTION TO NOT RENEW OUR AGREEMENT FOR THE KIOSK WITH THE ROCHESTER SCHOOL DISTRICT SET TO EXPIRE AT THE END OF 2021. KEN SEBBY SECONDED. MOTION APPROVED.**

- 3) Cooperative Library (North River) – TRL staff to work with school staff to establish independent library.

**21-042 – BRIAN ZYLSTRA MADE A MOTION TO REMOVE NORTH RIVER AS A COOPERATIVE LIBRARY. NICOLETTE OLIVER SECONDED. MOTION APPROVED.**

- 4) Access Controls and Extended Hours (EAH) – To be able to offer the service at additional branches for better patron access.

**Discussion on Facilities: At 24:55 of the recording** Trustee Hall suggests a closer review of the proposed hours, putting a hold on the Olympia scheduled hours change at this time. Trustee Zylstra agrees and would like to see Monday as an option if it can be sustainable. **At 29:58 of the recording** Trustee Zylstra asks about discussion or feedback with the Rochester kiosk. Kendra shares that she and Sarah Ogden have been in discussions with the volunteers of the kiosk and additional outreach will need to be done to be able to provide the best service to that community. **At 34:39 of the recording** Cheryl adds that the North River school, where the library is currently, have an MOU with MyTRL and we will need to reach out to ensure the program is running. **At 35:55 of the recording** Cheryl expresses the wish to be consistent across the district when using Extended Access Hours (EAH) to the branches that will be offering that service. We hope to have the McCleary branch reopen with EAH on January 3, 2022.

Trustee Hall asks if a patron is using EAH and doesn't wear a mask (if still mandated) what are the consequences. Kendra shares that we have that patron's information when using EAH. Patrons are provided with warnings to comply before losing privileges including EAH. **At 37:53 of the recording** Kendra clarifies that a public survey was sent out in Olympia, and we received over 1000 responses. Open hours on Sunday were requested at the mall due to the other businesses being open and the library being closed which raised some confusion. Community access was reviewed, bus routes, etc. The data used for the circulation was pre-pandemic of 2019. Currently circulation in Olympia, on Mondays is low. During the beginning part of the pandemic the library was open Tuesday through Saturday. Cheryl shares that all our data is online and available at [www.trl.org/open-data](http://www.trl.org/open-data) which dates back many years of archival data. Kendra also clarifies that Olympia now opens earlier as requested by patrons with an overall decrease of three hours. Trustee Hall suggests the open hours proposal go back to the Facilities Committee for review of the West Olympia and Olympia branches, and *the other branches are approved to move forward with the proposed hours*. Trustee Oliver shares that she has received positive feedback about the potential mall location being open Sunday and mixed feelings concerning the Olympia branch hours. Trustee Sebby comments that in Mason County, it has been normal for the libraries to be closed on Monday.

#### **11. OLD BUSINESS**

- 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.)

**21-043 – NICOLETTE OLIVER MADE A MOTION TO REMOVE MOTION 21-031 OFF OF THE TABLE. HAL BLANTON SECONDED. MOTION APPROVED.**

**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 APPROVED.**

- B. 2022 Preliminary Budget

**21-044 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE NOVEMBER 17, 2021, PRELIMINARY BUDGET FOR 2022 AS PRESENTED. NICOLETTE OLIVER SECONDED. MOTION APPROVED.**

**12. BOARD QUESTIONS** – Trustee Zylstra asks about the possibility of performing a feasibility study to turn the Toledo kiosk into a full branch. Trustee Sebby asks what the population of the area is. Trustee Zylstra shares that it is 500-1000.

**13. NEW BUSINESS** – Trustee Sebby suggests a Christmas party and get together at the service center. Cheryl shares that masking will be required for the full event. Trustee Hall suggests that if it can be worked out with all the mandates.

**14. RESOLUTIONS** – None.

**15. EXECUTIVE SESSION** pursuant to *RCW 42.30.110 (g)* **At 53:51 of the recording**

- A. To Review the Performance of a Public Employee, Executive Director (g)

At 6:25 p.m. the Board and Cheryl go into Executive Session for 25 minutes. At 6:50 p.m. the Board and Cheryl return from Executive Session.


**16. FINAL BOARD COMMENTS** – **At 55:12 of the recording** Trustee Sebby exclaims, happy holiday season to everyone. Trustee Zylstra congratulates Lily Grant on her new position as Tumwater Library

Manager, leaving the Chehalis branch, he wishes her well. Trustee Oliver expresses her gratitude for the online collection celebrating Native American Heritage month and the upcoming Native American Heritage Day. Trustee Hall wishes everyone a happy Thanksgiving and a happy Native American Heritage Day.

**17. FUTURE AGENDA ITEMS – None.**

**18. ADJOURNMENT – 6:53 p.m.**

 12/22/2021  
Cheryl Heywood, Executive Director

 12/22/21  
Bob Hall, President