



Board of Trustees Budget Hearing Minutes

December 17, 2021 - 3:30 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*

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 Budget Hearing to order at 3:40 p.m.

AGENDA:

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

21-039 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. KEN SEBBY SECONDED. MOTION APPROVED.

- 4. BOARD COMMENTS** – **At 3:09 of the recording** Trustee Zylstra thanks Paige Preston and staff for compiling the Budget for 2022.
- 5. 2022 PRELIMINARY BUDGET REVIEW** – Open to public comments – None.
- 6. BOARD QUESTIONS** – **At 4:37 of the recording** Trustee Zylstra asks if there were any staffing changes at any of the branches. Cheryl shares that at the administration level the position of Finance Director was eliminated and replaced with a Finance Manager. A new position, a Finance Specialist was added bringing the total to three individuals with this title in finance. Human Resources gained an additional HR Specialist. The Training and Staff Development individual left the organization and was replaced with a new title of Public Services Coordinator. Also, an addition of a District Manager, however the individual filling this position vacated a previous position that will not be refilled. Brenda adds that we will also have a new position, Automated Materials Handling (AMH) Specialist for next year with multiple tasks. Trustee Sebby asks about the budget impact with the addition of the new/changed positions. Cheryl confirms the changes are in the budget review. Brenda clarifies that when Paige moved into her new position as Finance Manager, her old position as HR Coordinator was able to be split into two HR Specialists, budgetary wise. Similarly with the finance positions, Manager and Specialist from the Director position. Cheryl adds that over the last four to five years the service center staffing levels have been decreased by as much as 20%. **At 9:39 of the recording** Kendra shares that in the branches there have primarily been deductions and no additions. Public Services created a staffing matrix dependent on size, population, and circulation based on pre-pandemic numbers of 2019. Branches have a minimum but are staffed above the minimum to be able to absorb any vacations, sick days, etc. Trustee Zylstra asks if in the future that we may have a need for extra staffing, do we have it in the budget. Kendra shares that our current staffing levels meet our needs for when

and if the branches see an uptick in patron visitation, however, this is as low as we can go for staffing. Trustee Sebbly shares his appreciation for staff that are currently underutilized assigned to community outreach. **At 14:43 of the recording** Trustee Blanton asks if we have planned how we would manage rising costs with a static budget concerning the collection. Andrea shares those cost increases are evident in all aspects of the collections, shipping, printing, packaging, etc. Andrea reaffirms the collection trend of eBooks and lower circulation of physical books to finding a happy balance and looking into the future. **At 19:40 of the recording** Eric Lowell shares that TRL will likely need to go out for a levy lid lift in a couple of years and the board should begin talking and planning for it. Trustees Hall and Zylstra, and Cheryl thank Paige and Eric on their work of the 2022 Preliminary Budget. Trustee Blanton asks about the mobile services and budgeting. Kendra reassures that all those costs and plans have been calculated in the proposed budget. **At 31:00 of the recording** Trustee Blanton asks if we need a certain amount in the unemployment fund budgeted as he has noticed it increasing and if we needed, could we use that funding for something else. Eric shares that there is no minimum and yes, we can move money for other items as needed. Eric does recommend that the library put aside some funding as it is self-insured. Cheryl mentions that each branch and department has a narrative that compares the highlights of that branch or department which is helpful when understanding the budget.

7. FINAL BOARD COMMENTS – At 26:54 of the recording Trustee Oliver thanks the team for their work on the budget. Trustee Blanton also gives thanks. Trustee Sebbly asks Eric if TRL should get an audit performed considering the pandemic. Eric ensures that TRL gets audited on an annual basis. Cheryl shares that we were offered to change our auditing schedule by the State Auditor’s Office which will save money and we have agreed. The next audit is expected in the fall of 2022 and will review 2019, 2020, and 2021. Trustee Hall asks for clarification that what the board approves is a summary of the final budget and Cheryl confirms.

8. ADJOURNMENT – 4:10 p.m.

Cheryl Heywood 12/22/2021
Cheryl Heywood, Executive Director

Bob Hall 12/22/2021
Bob Hall, President

