



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

November 16, 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
Mary Beth Harrington, Thurston County

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

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

Remote Access: Zoom: <https://Trl-org.zoom.us/j/88516076387> • Meeting ID: 885 1607 6387 • Phone Access (253) 215-8782 • Approximate Attendance = 18

AGENDA:

- 1. CALL TO ORDER AND ROLL CALL** - President Nicolette Oliver called the meeting to order at 5:01 p.m.
- 2. PLEDGE OF ALLEGIANCE** – Trustee Gwin led the pledge.
- 3. LAND ACKNOWLEDGEMENT** – Trustee Zylstra read the Land Acknowledgement.
- 4. BUDGET HEARING – TRL 2023 Operating, and Capital Budget *per RCW 84.55* begins at 2:40 of the recording**

A. 2023 Preliminary Budget Review

- Paige Preston – states that the Timberland Regional Library (TRL) revenues are anticipated to be 92.8% from property taxes and 6.7% from timber revenue. We anticipate a decline in timber revenue in 2023 due to overharvesting. Current salary and benefits forecasted account for 67.2% of 2023's expenditures with an increase of 6.1% or \$785,401 compared to 2022 based on the parameters outlined in the Executive Session at the August 24, 2022, meeting in Hoquiam, WA. Benefits have decreased .9% or \$41,920 compared to 2022, even with a 4.5% increase for Regence medical plans and a 7% increase for Kaiser Permanente medical plans. Staff FTE has decreased by .7 compared to 2022. The budgeted salaries and benefits assume that every position is fully staffed in its full FTE for the entirety of the year. These numbers can fluctuate with open positions. Supply costs have decreased, and repairs and maintenance have increased, this is due to with how copiers and printers are being maintained. We will not be transferring further funds to the Unemployment Fund as requested by the Board this year and will continue to monitor this fund for actual usage.
- Kendra Jones – Cheryl shares on Kendra's behalf, that Public Services will be focusing on training in 2023.
- Andrea Heisel – For IT there is one main item budgeted for called BiblioCommons for library websites and public catalogs. It is a multi-tool for libraries and will enable us to take that next level of library service. IT will also continue replacing computers, monitors, training staff on cyber security, purchasing software for a password keeper for staff. Expanded Access Hours (EAH) is not currently in the 2023 budget and will need to come back to the board in 2023 for additional discussions.

- Brenda Lane – Cheryl shares on Brenda’s behalf, that the facility projects have been outlined at the Facilities Committee and are now in the budget.

Discussion on Budget Hearing – At 7:48 of the recording Trustee Sebby asks in his review of the anticipated revenue versus the anticipated expenditures, is the revenue less than the expenditures? Paige states that that is correct due to overharvesting and the timber revenues going down, as well as one time expenditure for large projects. Sebby also asks if the budget is balanced. Paige shares that our budget is an estimated budget because we do not know the actual costs. As we budget at the branch and department levels, not all those costs will be expended every year. Cheryl and Paige affirm to Trustee Sebby, they believe it to be a balanced budget. Paige also adds that we have increased the budget for a few different funds for emergencies and other unexpected costs. Trustee Blanton asks, “how would we know if we were spending in the red?” Paige adds that she believes a good gauge would be the property taxes that would be coming in for the year, because that is where most of our funding comes from. Cheryl reminds the Board they are provided monthly financial updates and if needed, a financial course correction would be made immediately if something major were to happen. Cheryl adds that there would be a multi prong approach to be brought to the Board how to cut costs if needed. Trustee Zylstra comments that it is important to review the budget monthly and be aware to act quickly. Trustee Oliver commends staff for transparency, monthly updates, and the Budget Committee for the finer detail work. Paige clarifies that the Building Fund was funded with a beginning fund balance of five million specifically for building projects. Cheryl reminds the board that they approved the Fund Balance Management Policy in November 2019 which outlines the distinct types of funds, however there is no “rainy day” fund per se. Trustee Blanton asks about the \$67,000 savings in the first year of Bibliocommons. Andrea shares that will be due to the other software we are currently using, we will be able to discontinue because Bibliocommons will provide that service, the savings will be in the first year only. Trustee Sebby asks if they will design the website for us. Andrea shares that they will design, and we can manipulate the details. Trustee Zylstra asks if the company will support staff and if they have a good reputation. Cheryl states that yes, it is the best website for public libraries. Trustee Harrington mentions that she is aware that many Texas and California based libraries are using this company and has heard good things about them and it may put TRL on the map. Trustee Harrington mentions a visit to the Raymond library and noticed a leaking roof. Brenda explains that it is an ongoing item with city owned buildings and the city is aware of the problems. Cheryl also adds that the board previously approved funding to help the Raymond library in the amount of \$125,000. Trustee Zylstra mentions covering the windows with plastic for protection. Brenda shares that a product like plastic or a water barrier has been reviewed and her team will be revisiting. Trustee Dickhoff recommends that the city of Raymond contact Brian Shay of Hoquiam to help potentially locate grants for repairs. Cheryl suggests the city contact the Department of Commerce.

B. Public Comments – concerning the 2023 Preliminary Budget Review – None.

REGULAR BOARD MEETING AGENDA At 37:10 of the recording and 5:38 p.m.

5. CORRESPONDENCE – None.

6. PUBLIC COMMENTS – None.

7. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

22-038 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED UNANIMOUSLY (7).

8. EXECUTIVE DIRECTOR HIGHLIGHTS – At 38:32 of the recording Cheryl highlights:

- Kudos to Stephanie Cahill, Nicole June, Sarah Little, and Carissa Sullivan for the content and design of the Native Heritage Month online resource page. Special kudos to Stephanie Cahill for her perseverance and patience for procuring the graphic artist and designer, Ovil Mailhot who designed our newest library card celebrating Native American Heritage Month.
- The Latinx Youth Summit is coming Tuesday, November 22, 2022, from 8:30 a.m. to 3:30 p.m. and TRL will have a table at the event. Kudos and thank you to Betsy Storey of the Olympia Library who helped coordinate. There was a nice article in the JOLT in the board packet.
- AWC enrollment for 50% participation for the Well City Award, we are now at 38% for staff participation and will need to reach 50% before the end of the year.
- Grow a Reader, a new early literacy activity for ages birth to six and their caregivers, went out today in our e-newsletter which reaches close to 90,000 people. There is no start or end date to this program, it's available in English and Spanish and will be available at all the libraries soon. Special thanks to Olympia artist Nikki McClure for her artwork and generous support.
- We are currently being audited for 2019, 2020, and 2021. The Entrance Conference for this is Friday, November 18th from 10:00 – 11:00 a.m.
- Cheryl will be off November 21st – 23rd and Kendra will be in charge.

Discussion of Highlights: At 40:44 of the recording Trustee Zylstra comments that he read the e-newsletter about the Native American Heritage Month and asks if we will be sharing the new cards with any local media or communities or if there is some outreach planned. Brenda shares that yes Creative Services plans for sharing out. Trustee Sebbly asks if cards can be distributed at schools and Cheryl replies that when staff visit schools, they provide the application form and can distribute cards as well. Trustee Blanton comments that it is a nice-looking library card and asks about the Mountain View location. Brenda shares that we are very close to the final permits, we have hired an architect firm and are beginning to design, we hope to be able to break ground in the spring. Cheryl explained the protocol for any patrons' concerns is to have them email Rose and Cheryl so it can be discussed with leadership and followed up with the patron. Trustee Oliver mentions her excitement for the West Olympia expansion set for February 1, 2023, and how the mall experienced visits from 4,700 patrons during the trick-or-treat Halloween event. Oliver thanks Stephanie Cahill, Brenda Lane, and Kandy Seldin for participating and passing out stickers and crayons to the kids.

9. FINANCIAL STATEMENTS & HIGHLIGHTS – At 47:24 of the recording Cheryl highlights October:

- **General Fund** - \$5,431,787.70 in property taxes were received; Timber revenue - \$45,913.05 received; and \$395,891.40 in books and materials were purchased. Payment of \$34,377.53 to Apple Inc. was processed for 105 iPads by the IT Department. Payment of \$45,409.65 to GSIT Solutions was processed for 130 Dell Monitors and Soundbars by the IT Department. Payment of \$22,799.99 to Demco was processed for the purchase of book trucks by the Public Services Department.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Payment of \$24,543.98 to Esco Pacific Signs, Inc. was processed for a 50% down payment on an LED sign and installation for the Westport location.
- **Building Fund** – Payment of \$14,830.00 to Urban Energy Group was processed for a 50% down payment on a lighting retrofit project for the Service Center.

10. COMMITTEE REPORTS – At 49:15 of the recording the report and discussion begin:

A. Policy Committee- Hal Blanton

Review Policies:

- i. Collection of Materials Policy

22-039 – HAL BLANTON MADE A MOTION TO APPROVE THE COLLECTIONS OF MATERIALS POLICY AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED UNANIMOUSLY (7).

- ii. Employee Use of TRL Equipment and Resources Policy

22-040 – HAL BLANTON MADE A MOTION TO APPROVE THE EMPLOYEE USE OF TRL EQUIPMENT AND RESOURCES POLICY AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED UNANIMOUSLY (7).

Discussion – There was an addition to include drone language. Trustee Zylstra asks about the use of the drone. Brenda explains the purpose of the drone is to get interior and exterior photos of buildings, programming, and crowds. Trustee Seby ask if we have insurance on the drone and Cheryl confirms and explains that the insurance mandated that we include the drone use in a policy. Brenda adds that the drone operator is certified and follows the FAA guidelines and there are signs indicating the use and purpose of the drone when it is used.

- iii. Meeting Room Use Policy

22-041 – HAL BLANTON MADE A MOTION TO APPROVE THE MEETING ROOM USE POLICY AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED UNANIMOUSLY (7).

Discussion – Trustee Seby asks if we rent rooms to organizations. Cheryl clarifies that we do not charge, anyone can reserve a meeting space and use if its available.

- iv. Public Works and Purchasing Policy

22-042– HAL BLANTON MADE A MOTION TO APPROVE THE PUBLIC WORKS AND PURCHASING POLICY AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED UNANIMOUSLY (7).

- v. Signature Authority Policy

22-043 – HAL BLANTON MADE A MOTION TO APPROVE THE SIGNATURE AUTHORITY POLICY AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED UNANIMOUSLY (7).

Discussion – Trustee Blanton explains that the threshold was increased to \$350,000 for the Executive Director to authorize expenditures and execute previously approved items, as well as include the use of e-signatures.

B. Budget Committee – Ken Seby at 1:06:53 of the recording

- i. 2023 Preliminary Budget Review

22-044 – KEN SEBBY MADE A MOTION TO APPROVE THE 2023 PRELIMINARY BUDGET AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED UNANIMOUSLY (7).

- ii. RFP Website/Catalog Request for Signature Authorization

22-045 – BRIAN ZYLSTRA MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE BIBLIOCOMMONS THREE YEAR AGREEMENT, WITH PAYMENTS OF \$293,000 FOR YEAR ONE, \$218,000 FOR YEAR TWO, \$225,000 FOR YEAR THREE AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED UNANIMOUSLY (7).

11. OLD BUSINESS – None.

12. NEW BUSINESS – None.

13. RESOLUTIONS – None.

14. EXECUTIVE SESSION pursuant to *RCW 42.30.110, (d) and (g)* **At 1:14:08 of the recording** and at 6:16 p.m. the Board of Trustees, Cheryl and Brenda go into Executive Session for ten minutes.

A. To review the negotiations of the Collective Bargaining Agreement (CBA) (d)


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

At 6:28 p.m. the Board of Trustees and Sophia Mabee go into Executive Session, followed by the exit of Mabee and the entrance of Brenda Lane, followed by the exit of Lane and entrance of Cheryl for 30 minutes. At 6:58 p.m. there is a request to extend for an additional 20 minutes.


The Board and Cheryl return from Executive Session at 7:20 p.m.

12. FINAL BOARD COMMENTS – At 1:17:24 of the recording: Trustee Dickhoff thanks the Board and Trustee Oliver for their work on the review of the Executive Director and expresses her excitement for the upcoming year. Dickhoff shares some good feedback she has received about our collection. Trustee Sebby shares that he is thankful for his blessings, for being on the library board, and to the military that make our country safe, Happy Thanksgiving. Trustee Blanton shares that gratitude is a good thing, Blanton also mentions the recent Friends of the Library, Packwood are meeting quarterly, something new for them. They also have a newsletter which can be shared. Blanton commends Trustees Harrington and Oliver for their work with the performance evaluation of the Executive Director. Blanton shares that it is important for us to remember our purpose for advocating for libraries. Trustee Gwin apologized for missing Cheryl's presentation to the Pacific County Commissioners. Gwin shared that a commissioner as well as a few patrons complimented Cheryl's presentation. Gwin mentions that she carries the library key card and has been able to create a lot of connections when sharing the library resources as she gets a lot of questions since carrying the key card. Trustee Zylstra expresses a Happy Thanksgiving to the trustees and staff, and safe travels. Zylstra shares that Chehalis has a Christmas parade the first Saturday in December and the parade route goes by the library which the Friends of the Library, Chehalis will be having a book sale. Trustee Harrington shares that she attended the Thurston and Pacific County Commissioners presentation, and Cheryl was excellent. Harrington mentioned her visits to Winlock, Chehalis, Raymond, and South Bend libraries. Harrington comments how clean, modern, and well-lit the refreshed libraries look and cannot say enough to Brenda and the facilities staff. Harrington expresses her interest in building up the Friends of the Library groups and Sebby agrees. Trustee Oliver gave thanks this month for the wonderful libraries, staff, and Cheryl for her work throughout the year. Oliver also thanks the library as a teacher for the available resources. Sebby thanks Oliver for her teaching. Oliver also thanks Rose for the technological gymnastics.

13. ADJOURNMENT – 7:34 p.m.

 11/16/22

Cheryl Heywood, Executive Director

 11/16/22

Nicolette Oliver, President