



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

December 21, 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, Kendra Jones, Andrea Heisel, Brenda Lane, Paige Preston, Kandy Seldin, Rose Enos-Weedmark; recorder

Due to local emergency weather conditions, this meeting was held on Zoom

Remote Access: Zoom: <https://Trl-org.zoom.us/j/83055254365> •Meeting ID: 830 5525 4365 •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 Seby led the pledge.
- 3. CORRESPONDENCE – At 1:58 of the recording** Cheryl shares an email received from a Darleen Adkins who provided three suggestions for the Board’s consideration and provided a sample flyer for a health-related event in Tumwater, December 2023.
- 4. PUBLIC COMMENTS – At 3:56 of the recording** Trustee Oliver asks for any public comment. Rose indicates, Scott Johnson of Pacific County requested to provide comment but was not in attendance.

5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

22-046 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY (6).

6. EXECUTIVE DIRECTOR HIGHLIGHTS – At 5:08 of the recording Cheryl highlights:

- Today we received confirmation that Trustee Brian Zylstra has been appointed to another seven-year term, beginning December 31, 2022, through December 31, 2029.
- Thank you to the Estate of Lynda McCauley for donating generously, \$10,000 dollars that will go into the Timberland Regional Library (TRL) Gift Fund.
- Grow a Reader, mentioned in the Executive Director Report, has launched at all locations, it is an ongoing reading engagement activity for children birth to kindergarten and their caregivers. We thank Nikki McClure for her design work, and they are available in both English and Spanish.
- iPads for use in library only went into effect December 20, 2022.
- The purchase and sale agreement paperwork were signed, and we are currently in the process for purchasing the property in Randle in Lewis County. The final paperwork will need to be signed by January 31, 2023.
- At the end of December 2022, Cheryl shares that she marks ten years as Library Director/Executive Director of TRL and is proud of all the work that has been accomplished.

There has always been a strong focus on communities and residents in our five counties. We completed the 2014-2018 Strategic Direction and currently working on the 2020-2024 Strategic Direction. There has been a focus in staff in a wide variety of ways and we have worked successfully with the Union on multiple 3-year Collective Bargaining Agreements. There was a variety of changes to our collection, and online availability, recent programs, services, and open hours. Multiple enhancements to software and facilities. TRL is for everyone.

Discussion of Highlights: At 9:08 of the recording Trustee Blanton congratulates Cheryl on being the TRL Director for ten years and her previous time with TRL.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 9:52 of the recording Cheryl highlights November:

- **General Fund** - \$3,502,052.99 in property taxes were received; Timber revenue - \$120,094.84 received; and \$741,316.95 in books and materials were purchased. Payment of \$10,943.19 to Ednetics, Inc. was processed for the purchase of twenty-nine outdoor wireless access points and antennas by the IT Department. Payment of \$11,787.85 to Great Floors Commercial Sales for the removal and replacement of carpet in the IT Department. Payment of \$18,136.80 to Envisionware, Inc. for 1 year of software maintenance for Lacey and Olympia Automated Materials Handling machines. Payment of \$16,825.00 to Propel Insurance for insurance policy fees.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Payment of \$20,728.97 to Jack Russell Home Services, Inc. for bat proofing mesh and sealant at the North Mason location. Payment of \$14,161.10 to Rognlin’s, Inc. for the installation of an ADA-compliant ramp and rails at the Ilwaco location. Payments of \$229,396.21 to Ednetics, Inc. for EAH project-related work at the Elma, Westport, Winlock, Ilwaco, Naselle, Ocean Park and South Bend locations.

8. OLD BUSINESS – None.

9. NEW BUSINESS – At 12:24 of the recording

A. Special Meeting Discussion – 2023 Financial Documents

The date set to meet for the review of the 2023 Final Budget and other financial documents, December 28, 2022, at 6:00 p.m.

B. Committee Assignments – 2023

22-047 – KEN SEBBY MADE A MOTION TO APPROVE THE COMMITTEE ASSIGNMENTS AS DISCUSSED. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY (6).

Budget Committee

Ken Sebbby – Chair

Nicolette Oliver

Brian Zylstra

Policy Committee

Hal Blanton – Chair

Ken Sebbby

Toni Gwin

Facilities Committee

Brian Zylstra – Chair

Mary Beth Harrington

Toni Gwin

Director Evaluation Committee

Nicolette Oliver – Chair

Mary Beth Harrington

Jasmine Dickhoff

C. President/President Elect – 2023

22-048 – HAL BLANTON MADE A MOTION TO APPROVE KEN SEBBY AS THE 2023 PRESIDENT OF THE BOARD AND MARY BETH HARRINGTON AS THE PRESIDENT ELECT. TONI GWIN SECONDED. MOTION APPROVED UNANIMOUSLY (6).

D. Calendar of Board and Sub-Committee Meeting Dates – 2023

22-049 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE 2023 BOARD MEETING AND SUBCOMMITTEE CALENDARS AS DISCUSSED. KEN SEBBY SECONDED. MOTION APPROVED UNANIMOUSLY (6).

Discussion: At 25:00 of the recording Trustee Oliver requests that the 2023 September Retreat be changed to September 23rd from the 30th.

E. 2023-2025 Collective Bargaining Agreement Base Unit Approval

22-050 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE 2023-2025 BASE UNIT (LOCAL 3758) COLLECTIVE BARGAINING AGREEMENT AS NEGOTIATED BETWEEN TIMBERLAND REGIONAL LIBRARY AND THE WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, AFSCME, AFL-CIO, AND RATIFIED BY THE UNION.

THAT WAGE LEVELS BE INCREASED FOR THE BASE UNIT BY 8.0% EFFECTIVE JANUARY 1, 2023.

2024 AND 2025 COLAS WILL BE BASED OFF THE SEATTLE CPI OF THE PREVIOUS YEAR (JUNE-JUNE) AND WILL BE 1.0-4.0% EFFECTIVE JANUARY 1, 2024, AND 1.0 – 4.0% EFFECTIVE JANUARY 1, 2025.

FOR GROUP MEDICAL INSURANCE THE EMPLOYER SHALL CONTRIBUTE 100% OF THE PREMIUM FOR THE INDIVIDUAL FULL-TIME EMPLOYEE. EMPLOYEES WORKING A REGULAR SCHEDULE OF TWENTY HOURS OR MORE, BUT LESS THAN 40 HOURS PER WEEK, WILL HAVE THEIR MEDICAL INSURANCE PREMIUMS FOR THE INDIVIDUAL EMPLOYEE PAID AT A PRO-RATED AMOUNT, BASED ON THE HIGHEST MEDICAL PREMIUM AVAILABLE THAT CALENDAR YEAR; AND

FOR DENTAL, VISION, AND LONG-TERM DISABILITY INSURANCE THE EMPLOYER SHALL CONTRIBUTE 100% OF THE PREMIUM FOR REGULARLY SCHEDULED EMPLOYEES WHO WORK 20 HOURS OR MORE PER WEEK; AND

FOR MONTHLY GROUP LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE THE EMPLOYER SHALL PAY 100% OF THE PREMIUM FOR REGULARLY SCHEDULED EMPLOYEES; AND

FOR FULL-TIME EMPLOYEES ENROLLED IN AN AWC HIGH DEDUCTIBLE HEALTH PLAN, THE EMPLOYER SHALL CONTRIBUTE UP TO \$220 PER MONTH INTO THE EMPLOYEE’S HEALTH SAVINGS ACCOUNT. FOR EMPLOYEES WORKING A REGULAR SCHEDULE OF TWENTY HOURS OR MORE, BUT LESS THAN 40 HOURS PER WEEK, WHO ARE ENROLLED IN AN AWC HIGH DEDUCTIBLE HEALTH PLAN, THE EMPLOYER SHALL CONTRIBUTE A PRORATED PORTION OF \$220 PER MONTH INTO THE EMPLOYEE’S HEALTH SAVINGS ACCOUNT. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY (6).

F. 2023-2025 Collective Bargaining Agreement Supervisory Unit Approval

22-051 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE 2023-2025 SUPERVISORY UNIT (LOCAL 3758-S) COLLECTIVE BARGAINING AGREEMENT AS NEGOTIATED BETWEEN TIMBERLAND REGIONAL LIBRARY AND THE WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, AFSCME, AFL-CIO, AND RATIFIED BY THE UNION.

THAT WAGE LEVELS BE INCREASED FOR THE SUPERVISORY UNIT BY 8.0% EFFECTIVE JANUARY 1, 2023.

2024 AND 2025 COLAS WILL BE BASED OFF THE SEATTLE CPI OF THE PREVIOUS YEAR (JUNE-JUNE) AND WILL BE 1.0-4.0% EFFECTIVE JANUARY 1, 2024, AND 1.0 – 4.0% EFFECTIVE JANUARY 1, 2025.

FOR GROUP MEDICAL INSURANCE THE EMPLOYER SHALL CONTRIBUTE 100% OF THE PREMIUM FOR THE INDIVIDUAL FULL-TIME EMPLOYEE. EMPLOYEES WORKING A REGULAR SCHEDULE OF TWENTY HOURS OR

MORE, BUT LESS THAN 40 HOURS PER WEEK, WILL HAVE THEIR MEDICAL INSURANCE PREMIUMS FOR THE INDIVIDUAL EMPLOYEE PAID AT A PRO-RATED AMOUNT, BASED ON THE HIGHEST MEDICAL PREMIUM AVAILABLE THAT CALENDAR YEAR; AND

FOR DENTAL, VISION, AND LONG-TERM DISABILITY INSURANCE THE EMPLOYER SHALL CONTRIBUTE 100% OF THE PREMIUM FOR REGULARLY SCHEDULED EMPLOYEES WHO WORK 20 HOURS OR MORE PER WEEK; AND

FOR MONTHLY GROUP LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE THE EMPLOYER SHALL PAY 100% OF THE PREMIUM FOR REGULARLY SCHEDULED EMPLOYEES; AND

FOR FULL-TIME EMPLOYEES ENROLLED IN AN AWC HIGH DEDUCTIBLE HEALTH PLAN, THE EMPLOYER SHALL CONTRIBUTE UP TO \$220 PER MONTH INTO THE EMPLOYEE'S HEALTH SAVINGS ACCOUNT. FOR EMPLOYEES WORKING A REGULAR SCHEDULE OF TWENTY HOURS OR MORE, BUT LESS THAN 40 HOURS PER WEEK, WHO ARE ENROLLED IN AN AWC HIGH DEDUCTIBLE HEALTH PLAN, THE EMPLOYER SHALL CONTRIBUTE A PRORATED PORTION OF \$220 PER MONTH INTO THE EMPLOYEE'S HEALTH SAVINGS ACCOUNT. KEN SEBBY SECONDED. MOTION APPROVED UNANIMOUSLY (6).

G. 2023-2025 Non-Represented Employees Approval

22-052 – BRIAN ZYLSTRA MADE A MOTION FOR THE 2023-2025 WAGE LEVELS BE INCREASED FOR NON-REPRESENTED EMPLOYEES BY 8.0% EFFECTIVE JANUARY 1, 2023.

2024 AND 2025 COLAS WILL BE BASED OFF THE SEATTLE CPI OF THE PREVIOUS YEAR (JUNE-JUNE) AND WILL BE 1.0-4.0% EFFECTIVE JANUARY 1, 2024, AND 1.0 – 4.0% EFFECTIVE JANUARY 1, 2025.

THAT MEDICAL, DENTAL, VISION AND GROUP LIFE INSURANCE BENEFITS LEVELS FOR NON-REPRESENTED EMPLOYEES BE ESTABLISHED EFFECTIVE JANUARY 1, 2023, AND THAT THE EMPLOYER SHALL CONTRIBUTE 100% OF THE PREMIUM FOR THE INDIVIDUAL FULL-TIME EMPLOYEE, AND UP TO \$220.00 FOR A HEALTH SAVINGS ACCOUNT FOR EMPLOYEES ENROLLED IN AN AWC HIGH DEDUCTIBLE HEALTH SAVINGS PLAN FOR 2023-2025. HAL BLANTON SECONDED. MOTION APPROVED UNANIMOUSLY (7).

H. Policy Changes Related to the Collective Bargaining Agreement

i. Employment Policy

22-053 – HAL BLANTON MADE A MOTION TO APPROVE THE EMPLOYMENT POLICY AS PRESENTED. TONI GWIN SECONDED. MOTION APPROVED UNANIMOUSLY (6).

ii. Leaves Policy

22-054 – HAL BLANTON MADE A MOTION TO APPROVE THE LEAVES POLICY AS PRESENTED. TONI GWIN SECONDED. MOTION APPROVED UNANIMOUSLY (6).

Discussion: At 41:05 of the recording Trustee Blanton asks about being able to discuss the policy changes prior to bringing forward. Cheryl shares that the policies mirror the CBA when applied to the non-represented staff which we have been doing this for years. Brenda adds that we can discuss with the board prior when discussing the parameters before going into negotiations.

10. RESOLUTIONS – None.

11. EXECUTIVE SESSION pursuant to *RCW 42.30.110, (g)* At 47:33 of the recording the Executive Session begins.

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

At 48:04 of the recording and at 6:18 p.m. the Board of Trustees, Brenda and Kandy go into Executive Session for fifteen minutes. Trustee Oliver exits at 6:32 p.m. and requests an

additional ten minutes at 6:33 p.m. Oliver re-enters the Executive Session. At 6:39 p.m. Brenda and Kandy exit. At 6:41 p.m. Oliver requests an additional ten minutes. At 6:50 p.m. Oliver requests an additional ten minutes. At 7:00 p.m. Oliver requests an additional ten minutes. At 7:08 p.m. Oliver requests that Cheryl join the Board in Executive Session for an additional ten minutes. At 7:18 p.m. Oliver requests an additional seven minutes. The Board and Cheryl exit at 7:25 p.m.


22-055 – KEN SEBBY MADE A MOTION TO MOTION TO APPROVE AND OFFER CHERYL HEYWOOD, EXECUTIVE DIRECTOR, A ONE YEAR CONTRACT AT THE RATE OF \$189,000 PLUS AN ADDITIONAL FIVE DAYS OF PAID VACATION. BRIAN ZYLSTRA SECONDED. MOTION APPROVED UNANIMOUSLY (6).

Discussion: Trustee Oliver mentions that in 2020 there was a district wide salary correction except to the Executive Director position. In the past few years Cheryl has not received a raise or additional compensation. Trustee Zylstra shares that the trustees discussed the salaries of similar directors and Cheryl has been underpaid when compared to her peers. Trustee Sebby comments that Cheryl is a go-getter, rarely takes sick days, and on the job after hours. Trustee Harrington shares that she has witnessed Cheryl in the communities raising the prestige of TRL with many more respecting the library system as a result.

12. FINAL BOARD COMMENTS – At 54:46 of the recording: Trustee Zylstra gives a shout out to TRL for posting the most checked out and popular books in the district. Zylstra notes an article in the Centralia Chronicle, December 19th by Julie McDonald, the St. Helen’s Club of Chehalis donate Books to the Chehalis Library in honor of club members when they pass away. Trustee Gwin visited the Ilwaco location where she was able to create a card that lit up. Trustee Harrington comments that everyone take advantage of the free printing at the library locations. Trustee Oliver shares her current read and encourages the free printing, color printing, and 3-D printing. Trustee Blanton mentions that TRL checks out light boxes and Andrea shared that every location would have one. Zylstra adds the library is a light in more than one way!

13. ADJOURNMENT – 7:38 p.m.

 1/25/2023
Cheryl Heywood, Executive Director

 1/25/2023
Ken Sebby, President