



# Timberland Regional LIBRARY

## Board of Trustees Meeting Minutes

December 22, 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, Jasmine Dickhoff  
**Present Staff via Zoom:** Cheryl Heywood, Kendra Jones, Andrea Heisel, Brenda Lane, Kandy Seldin, 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 Zylstra led the pledge.
- 2. INTRODUCTIONS**
- 3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

**21-045 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.**

**4. CORRESPONDENCE – At 3:42 of the recording** Cheryl shares an email on December 8, 2021, from Beverly Taylor concerning the Olympia and West Olympia open hours proposal. An email on December 9, 2021, from Jan Birch regarding a feasibility study for a potential TRL branch in Toledo. An email on December 15, 2021, from Pat and Bill Caldwell regarding a feasibility study for Toledo, and a follow-up email on December 20, 2021, from Pat concerning her discussions with the Toledo City Council about the Toledo building. An email on December 20, 2021, from Zainab Nejati providing additional suggested options for the Olympia and West Olympia proposed hours.

**5. PUBLIC COMMENTS – At 5:10 of the recording** Zainab Nejati comments on the Olympia and West Olympia proposed hours and suggests additional options.

**6. BOARD COMMENTS – At 8:19 of the recording** Trustee Sebby commented that he was pleasantly impressed with the West Olympia location. Trustee Zylstra comments on two Chronicle articles that were nice about TRL. One after Thanksgiving about Judi Brummet managing the Mt. View branch and the second where Judy McDonald wrote a piece about the possibility of a feasibility study for a Toledo branch. Trustee Oliver shares her appreciation of the West Olympia branch. Trustee Oliver mentions she has recently visited the Tumwater and Olympia branches and was able to peek in the windows of the Hawks Prairie location with lots of excitement. Trustee Oliver shares her experience of viewing the Automated Materials Handling (AMH) in action at the Olympia location. Also, a shout out to Mary Beth Harrington, appointed to the Thurston County TRL Board, and now awaiting the approvals from the other four counties. Trustee Hall mentions his concern of the sustainability with our 29 branches and counting. Trustee Hall comments that he would suggest that the Olympia and West Olympia open hours proposal be delayed until the new Pacific County trustee begins. Trustee Hall comments that policies are approved through the trustees, public surveys and comments are taken into consideration, but the final decisions are made by the TRL Board and Administration.

**7. EXECUTIVE DIRECTOR HIGHLIGHTS – At 13:36 of the recording Cheryl highlights:**

- Cheryl thanks Trustee Hall for his fifteen years of service to the TRL Board of Trustees, serving from 2006-2021.

- Mary Beth Harrington was confirmed as the new trustee for Thurston County, we are awaiting the official letter of confirmation. Once received a request will be sent to the other four counties for final approval.
- We received a grant from the American Rescue Plan Act in the amount of \$134, 885 through the Washington State Library based on the population of our five counties. We are very grateful for the grant.
- Facilities Report of the 2020-2021 projects is available in the board packet and online.
- Available on the website is a timeline of projects from 1968 to present of all the facilities projects for all the libraries and will be updated as we move forward.
- Cheryl adds special emphasis to thank the board and staff for their work in 2021 and highlights Picture Book City, Lucky Day demonstration libraires (West Olympia and Hawkes Prairie- opening tentative February 8, 2022), the open hours modifications, the many library refreshes, Anywhere Library and pop-up services, and the Automated Materials Handling (AMH) installation at the Service Center and Olympia locations.

**Discussion on Highlights: At 18:40 of the recording** Trustee Oliver is grateful for the extended online hours for ABC Mouse home use as her children utilize this service. Trustee Sebby comments on the Shelton circulation. Cheryl shares that due to the pandemic with our district and other library districts that requests for physical materials have decreased.

**8. FINANCIAL STATEMENTS & HIGHLIGHTS – At 22:17 of the recording** Cheryl highlights November:

- General Fund - \$3,717,509 in property taxes were received; Timber revenue - \$127,207 received; and \$1,021,000 in books and materials were purchased; received a refund from Mullinax Ford for premature payment of \$40,284.26; vehicle is still on order; received a refund of \$257,059.33 from Summit Bodyworks for TRL's bookmobile down payment; payment of \$137,484.79 was processed for 2022 annual insurance coverage through CIAW.
- Technology Fund – payment of \$32,782.46 was made for AMH totes at the Service Center.
- Unemployment Fund – had minimal activity.
- Gift Fund – had minimal activity.
- Building Fund - total payments of \$103,615.61 were made for installation of Expanded Access (EAH) equipment at several libraries.

**Discussion on Highlights: At 23:46 of recording** Trustee Dickhoff request the specific locations of the EAH installations. Cheryl shares that the locations are listed in the 2021 November Executive Director's Report and are ongoing.

**9. COMMITTEE REPORTS – At 25:11 of the recording** Facilities Committee report and discussion begin.

A. Facilities Committee – Brian Zylstra

- 1) 2022 Open Hours Proposal – Olympia and West Olympia options
  - Add Sunday hours at the West Olympia library – not budget neutral
  - Add Sunday to the Olympia library – not budget neutral
  - Close Olympia library Monday and open Sunday at the West Olympia library – budget neutral
- 2) Toledo feasibility study discussion

**Discussion on Facilities: At 27:34 of the recording** Trustee Hall recommends that a final decision be determined when the Pacific and Thurston County Trustees begin their terms. Trustee Zylstra agrees with Trustee Hall. Cheryl adds that in the discussion with the trustees of the Facilities Committee, the final hours decision would be with Administration.

**10. OLD BUSINESS – At 29:18 of the recording**

A. 2022 Final Budget

**21-046 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE 2022 FINAL BUDGET AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (1 Opposed).**

**11. BOARD QUESTIONS – At 31:24 of recording** Trustee Zylstra requests an update concerning the Chehalis Library Manager search. Cheryl shares that Muriel Wheatley has been hired and will begin January 2, 2022. Trustee Blanton asks about the use of previous data and time length to complete the feasibility study. Cheryl states that we would need current data and the timeline would be dependent upon other projects already in progress. Trustee Dickhoff asks what is used to determine the feasibility study. Cheryl shares that TRL provides online a Service Point Analysis (SPA) as we have done in the past with other studies. Trustee Oliver requests if TRL could look in to partnering with local public health organizations to offer free Covid-19 test kits as Tacoma and Pierce library district provide. Kendra has been in discussions about it and will be able to report back in the new year.

**12. NEW BUSINESS – At 40:40 of the recording**

A. 2022 Election of Officers

**21-047 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE NICOLETTE OLIVER AS PRESIDENT AND JASMINE DICKHOFF AS PRESIDENT ELECT OF THE BOARD FOR 2022. HAL BLANTON SECONDED. MOTION APPROVED.**

B. 2022 New Committee Assignments

**21-048 – HAL BLANTON MADE A MOTION TO APPROVE THE NEW 2022 COMMITTEE ASSIGNMENTS AS DISCUSSED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**

C. 2022 Board and Committee Schedule

**21-049 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE BOARD AND COMMITTEE SCHEDULES AS PRESENTED. NICOLETTE OLIVER SECONDED. MOTION APPROVED.**

**13. RESOLUTIONS – At 45:45 of the recording**

A. Finance Resolution 21-003

**21-050 – NICOLETTE OLIVER MADE A MOTION TO APPROVE RESOLUTION 21-003 THE 2021 BUDGET AMENDMENT AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

B. Finance Resolution 21-004

**21-051 – NICOLETTE OLIVER MADE A MOTION TO APPROVE RESOLUTION 21-004 THE 2022 CALENDAR YEAR BUDGET AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

C. Finance Resolution 21-005

**21-052 – NICOLETTE OLIVER MADE A MOTION TO APPROVE RESOLUTION 21-005 THE 2022 TAX LEVY AMOUNT AND RATE AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

**Discussion on motion:** Trustee Oliver asks for confirmation that the tax levy rate we are requesting is below the maximum. Cheryl confirms we are currently at twenty-eight cents and the maximum allowed is up to fifty cents for every \$1000 of property value but changing that would take the vote of the people. Asking for a levy lid lift would take time, training and full support of the board. Trustee Hall adds that a key is to try to determine if it will pass ahead of time utilizing polls and surveys and possibly a consultant.

D. Finance Resolution 21-006

**21-053 – NICOLETTE OLIVER MADE A MOTION TO APPROVE RESOLUTION 21-006 THE 2022 TAX LEVY INCREASE AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

E. Finance Resolution 21-007

**21-054 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE RESOLUTION 21-007 THE 2022 NON-RESIDENT FEE AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

**14. EXECUTIVE SESSION pursuant to RCW 42.30.110 (g) At 55:30 of the recording**

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

At 6:25 p.m. the Board, Brenda and Kandy go into Executive Session for 15 minutes. At 6:36 p.m. the Board requests to extend the session 10 additional minutes. Trustee Hall returns and

request an additional 10 minutes with Cheryl and the Board. At 6:45 p.m. the Board and Cheryl return from Executive Session.

**15. EXECUTIVE SESSION REPORT**

A. Executive Director Evaluation

Trustee Dickhoff thanks Cheryl for all the work she does.

B. Executive Director 2022 Compensation Package

**21-055 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE EXECUTIVE DIRECTOR COMPENSATION PACKAGE FOR 2022 WITH A SALARY OF \$155,000 AND A REDUCTION IN FLOATING HOLIDAYS FROM TEN TO FIVE DAYS. JASMINE DICKHOFF SECONDED.**

**Roll call:**

Zylstra – Aye

Blanton – Aye

Dickhoff – Aye

Oliver – Aye

Sebby – Aye


Hall - Aye

**MOTION APPROVED.**


**16. FINAL BOARD COMMENTS – At 1:00:21 of the recording** Trustee Zylstra shares that Trustee Hall will be missed very much and has enjoyed serving with him. Trustee Blanton echoes Trustee Zylstra’s sentiments and wishes him luck in future travels. Trustees Sebby shares the others’ thoughts. Trustee Oliver thanks Trustee Hall for his leadership and will miss his presence and guidance. Trustee Dickhoff thanks Trustee Hall for his consistency through a recession and a pandemic during his term. Trustee Hall thanks the trustees and comments that is nice not to have to travel for tonight’s meeting. He expresses missing the physical presence of an in-person meeting and hopefully one day the Board will meet again in person. Trustee Hall comments that currently, TRL has the best Administration team and Executive Director, Cheryl, in all the years since he has been appointed. Trustee Sebby comments that in future refreshes to a library, he recommends that the county representative trustee visit the location where the refreshes are happening. Trustee Hall welcomes Mary Beth Harrington to the Board and hopes the commissioners get her paperwork in so she can begin in January.

**17. FUTURE AGENDA ITEMS – None.**

**18. ADJOURNMENT – 6:54 p.m.**

 1/26/2022

Cheryl Heywood, Executive Director

 1/26/2022

Nicolette Oliver, President