



## Timberland Regional **LIBRARY**

### **Board of Trustees Meeting Minutes**

February 23, 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

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### **Present Board via Zoom:**

Nicolette Oliver, Jasmine Dickhoff, Brian Zylstra, Hal Blanton, Kenneth Sebby, Toni Gwin, Mary Beth Harrington

### **Present Staff via Zoom:**

Cheryl Heywood, Kendra Jones, Andrea Heisel, Brenda Lane, Rose Enos-Weedmark; recorder

### **AGENDA:**

- 1. CALL TO ORDER AND ROLL CALL** - President Nicolette Oliver called the meeting to order at 5:30 p.m.
- 2. PLEDGE OF ALLEGIANCE** – Trustee Zylstra led the pledge.
- 3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

**22-003 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**

- 4. CORRESPONDENCE – At 2:30 of the recording** Cheryl shares an anonymous postcard dated February 10, 2022, concerning the Aberdeen Library's Thursday closure. A second anonymous letter from a staff member received today concerning the vaccine mandate.
- 5. PUBLIC COMMENTS** – None.
- 6. EXECUTIVE DIRECTOR HIGHLIGHTS – At 3:21 of the recording:**

A. Library Spotlight

- Holly Paxson, Lacey and Hawks Prairie Library Manager discussed the opening of the Hawks Prairie branch on February 18, 2022. Mayor, Andy Ryder, gave remarks at the opening celebration. Over fifty people in attendance including multiple city council members, a county commissioner and two Timberland Regional Library (TRL) trustees. Seeded paper coasters (wildflower seeds inside) with branch hours printed on them, and take and make kits for kids were handed out to the public. Many thanks were shared from community members for the new location.
- Mary Halterman, North Mason Library Manager was unavailable.

### **Cheryl Highlights:**

- The 2021 Annual Report is available online. Cheryl thanks Stephanie Cahill for her outstanding work comprising the report. Stephanie will also be creating an Adobe Sparks Video of the report to be posted online.
- Libraries in Pacific County and some of Grays Harbor County, handed out Covid test kits, while they lasted, they were provided with 225 kits.
- TRL has earned the 2022 Distinction Award from Well City, Association of Washington Cities (AWC) and will be getting a 2% medical benefit discount in 2023. In past years it has been a savings of about \$34,000.

**Discussion of Spotlight: At 11:47 of the recording** Trustee Zylstra asks about the number of staff at Hawks Prairie. Holly clarifies that the Lacey and Hawks Prairie locations are considered one branch with two locations having a total number of twenty-three staff members. Trustee Sebby asks about after hour availability and Holly shares that the Hawks Prairie branch is open until 7:00 p.m. Tuesdays through Thursdays.

**Discussion of Highlights: At 19:19 of the recording** Trustee Dickhoff states that earning the award is a big deal financially and culturally at TRL. Trustee Oliver thanks Cheryl for adding in the Executive Director Report that the Since Time Immemorial kits were being prepared for 2022. Oliver also thanks Cheryl for advocating for libraries during the Library Legislative Week.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 21:41 of the recording** Cheryl highlights January:

- **General Fund** - \$109,425 in property taxes were received; Timber revenue - \$64,807 received; and \$255,059 in books and materials were purchased. Payment of \$30,656.68 to TCMS was processed for the purchase and installation of a new boiler for North Mason.
- **Technology Fund** – had minimal activity.
- **Unemployment Fund** – had minimal activity.
- **Gift Fund** – had minimal activity.
- **Building Fund** - Payment of \$13,142.69 to Creative Office Furniture was processed for the purchase of tables, panels, bases and chairs for Hawks Prairie.

**Discussion of Financial Statements: At 22:43 of the recording** Trustee Blanton asks about timber sales and revenue. Cheryl shares that she is tracking the Lewis County timber sales, that there are two to four different lawsuits pending and a Supreme Court case will be concluding soon.

**8. COMMITTEE REPORTS – At 19:28 of the recording** Facilities Committee report and discussion begins  
Facilities Committee – Brian Zylstra

A. Updates:

- Randle – Trustee Zylstra shares that the Randle property sale is slowly moving forward, we are awaiting a purchasing agreement to begin the project.
- Toledo – Trustee Zylstra shares the feasibility study has been started with a pop-up library in Toledo twice a month as well as the TRL Anywhere Library service visiting Toledo, Mineral, and Morton.
- Facilities Report – Trustee Zylstra shares there will be a Facilities Improvement Plan. The Plan would be an overview of all branches, TRL and city owned wanting to be proactive not reactive to facility needs.

B. Review Service Point Analysis

**Discussion of Report – At 26:45 of the recording** Cheryl clarifies that during the Facility Committee Meeting, a review of the Service Point Analysis for Toledo, based on the numbers of usage, budget, and other items including the use of the pop-up library service that we will wait to review additional data at the end of the year.

**9. OLD BUSINESS**

A. Trustee Committee Assignments- **At 28:00 of the recording discussion began.**

**22-004 – HAL BLANTON MADE A MOTION TO APPROVE THE TRUSTEE COMMITTEE ASSIGNMENTS AS DISCUSSED. MARY BETH HARRINGTON SECONDED. MOTION APPROVED.**

**10. NEW BUSINESS** - None.

**11. RESOLUTIONS** – None.


**12. EXECUTIVE SESSION** pursuant to *RCW 42.30*. **At 32:42 of the recording and 6:04 p.m.** the Board, Cheryl, Brenda, and Kandy went into Executive Session for 10 minutes.


A. Negotiations Update

The Board, Cheryl, Brenda, and Kandy return from Executive Session at 6:13 p.m.

**13. FINAL BOARD COMMENTS – At 33:13 of the recording** Trustee Oliver shares she has begun the second book of a trilogy and enjoying the read. Trustee Dickhoff shares that she will be completing her OPMA training and her current book selection with a goal to read 150 books this year! Dickhoff also shares that she is thankful for audio books to help her son enjoy reading. Trustee Zylstra shared his recent need for printing services and visits the Chehalis branch with very helpful staff he sends his gratitude! Zylstra also shares an article written in the *Centralia Chronicle*, by Isabel Vander Stoep in early February, about the new manager of the Chehalis branch, Muriel Wheatly. Trustee Blanton acknowledges all the moving parts of TRL as well as the outside influences and how the staff of TRL are amazing, how we continue moving forward to serve the best interest of our patrons, nicely done everyone! Cheryl shares that circulation is up everywhere in all areas and its impressive. Trustee Sebby adds that he hopes TRL can continue working with schools, have fieldtrips, and ensure grade school children have library cards. Trustee Gwin shares her recent book that she is reading. Trustee Harrington shares that the Hawks Prairie opening was reported in *The Jolt*. Harrington also suggests a discussion concerning a membership for the Trustees to United for Libraries at the next board meeting. Trustee Oliver also adds conference discussions at the next meeting. Cheryl also mentions discussion of a Board Retreat.

**14. ADJOURNMENT – 6:22 p.m.**

 3/23/2022  
Cheryl Heywood, Executive Director

 3/23/2022  
Nicolette Oliver, President