



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

February 24, 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*

Present Board via Zoom:

Bob Hall, Hal Blanton, Brian Zylstra, Nicolette Oliver, Jasmine Dickhoff

Present Staff via Zoom:

Cheryl Heywood, Kendra Jones, Andrea Heisel, Keith Perry, Sarah Ogden, Ryan Williams, Kandy Seldin, and 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**

21-004 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. NICOLETTE OLIVER SECONDED. MOTION APPROVED.

4. CORRESPONDENCE – **At 4:41 of the recording** Cheryl shared that on February 23, 2021 an email to Rose from an L. McGuire concerning patron access to library materials. February 24, 2021 an email from Whitney Bull concerning Timberland Regional Library (TRL).

5. PUBLIC COMMENTS – **At 5:35 of the recording** Edna Fund requested a holiday list and she shares a message from Commissioner Gary Stamper of Lewis County that he would like an update on the Mt. View library concerning its lease.

6. BOARD COMMENTS – **At 7:10 of the recording** Trustee Blanton commends staff for their flexibility and forward thinking. Trustee Zylstra is interested in an update and feedback on the Mt. View library and is aware of the current community outreach. Trustee Hall comments that the 2020 Annual Report, while large, was very impressive, colorful and full of pictures. Trustee Hall also comments on the correspondence received concerning meeting in person, he states that the board should review that at the end of July. Trustee Hall asked about the possibility of a combination of Zoom and in person.

7. EXECUTIVE DIRECTOR HIGHLIGHTS – **At 13:09 of the recording** Cheryl highlights:

- Welcomes Jasmine Dickhoff to her first official meeting. Welcomes Kenneth Sebby, the Mason County future Trustee, awaiting the confirmations from Grays Harbor and Pacific Counties.
- Introduces Keith Perry, our new Finance Director and asks him to say a few words about himself. **At 14:09 of the recording** Keith shares a few minutes of his background.
- Congratulates our new library manager at Olympia, Stephanie Hope-Cochran who began February 16, 2021.
- With consideration to the Governor's Healthy WA Guidelines for Libraries, staff is working on expanding services. All libraries will be inviting patron back inside the libraries no later than April 1, 2021 with some opening up as soon as March 9, 2021 to be able to pick up holds, self-check-out, browse, limited computer access; no restrooms or meeting room use with additional information at TRL.org.
- Thanks Trustee Hall for his comments on the annual report and explains that it was created as a time capsule by Stephanie Cahill and also thanks staff for their efforts last year.

8. FINANCIAL STATEMENTS & HIGHLIGHTS – At 18:17 of the recording Keith highlights:

- Smaller revenues due to it being early in the year.
- Expenditures ahead of schedule due to insurance premiums being paid, however on track, with a good buffer of money in the General Fund.

Discussion of financial statements: **At 20:03 of the recording** Trustee Hall asks about expenditures on the expense report, ESD-Paid Family Medical leave. Kandy, utilizing the Zoom chat writes, WA Paid Family Medical Leave is a state-run program that began 1/1/2020 and provides replacement wages for eligible employees with a serious health conditions. Trustee Hall asks about library loans and fees/refunds. Ryan explains the process of fees/refunds.

9. COMMITTEE REPORTS – At 23:00 of the recording Facilities Committee report and discussion begins

A. Facilities Committee- Nicolette Oliver

i. Automated Materials Handling (AMH)

21-005 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE RFP FOR THE AUTOMATED MATERIALS HANDLING PROJECT TO ENVISIONWARE FOR A COST OF \$660,000 AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

ii. Mobile Services – **At 36:00 of the recording**

21-006 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE RFP FOR THE MOBILE SERVICES PROJECT TO SUMMIT BODYWORKS SPECIALTY VEHICLES FOR A COST OF \$750,000 AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE. JASMINE DICKHOFF SECONDED. MOTION AMENDED.

21-006 – BOB HALL MADE AN AMENDED MOTION TO APPROVE THE RFP FOR THE MOBILE SERVICES PROJECT TO SUMMIT BODYWORKS SPECIALTY VEHICLES FOR A COST OF \$850,000 AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE. JASMINE DICKHOFF SECONDED. MOTION APPROVED.

iii. Lacey Fire District 3 Drop Boxes – **At 53:55 of the recording**

21-007 – BRIAN ZYLSTRA MADE A MOTION TO MOVE THE FIRE STATION DROP BOX #35 TO THE CAPITAL MALL LOCATION. NICOLETTE OLIVER SECONDED. MOTION APPROVED.

21-008 – BRIAN ZYLSTRA MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO CREATE A NEW AGREEMENT WITH THE LACEY FIRE DISTRICT 3 REGARDING DROP BOX #34. HAL BLANTON SECONDED. MOTION APPROVED.

10. OLD BUSINESS – At 58:36 of the recording

A. Consider the Minimum Price at which Real Estate will be offered for Sale or Lease (c)

21-009 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE SALE PRICE OF THE HOODSPORT PROPERTY AT A PRICE OF \$79,900. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

11. BOARD QUESTIONS – Trustee Hall asks who would be driving the mobile services trucks and if the trucks will need shelter. Kendra explains the plan is to allocate unfilled position FTE for those positions as well as local library staff and in the future have a Mobile Services Supervisor. The trucks are durable and do not need a shelter, potentially one will be parked at the Raymond Library and the other at the Service Center. Trustee Blanton requests that we review our agreements to be sure they are current. Trustee Oliver would like to have an update on the MyTRL school partnerships at our next meeting.

12. NEW BUSINESS – At 1:05:41 of the recording

A. 2020 Annual Report – Cheryl encourages the Board to review all versions and the Sparks video has embedded videos created by staff.

B. Signature List Authority County Treasurer and Key Bank – Review in resolutions

C. Capital Mall Agreement Authorization

21-010 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE EXECUTIVE DIRECTOR TO SIGN AND EXECUTE THE CAPITAL MALL LEASE. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

13. RESOLUTIONS – At 1:13:11 of the recording

A. Signature List Authority

i. Resolution 21-001 Signature Authority County Treasurer

21-011 – NICOLETTE OLIVER MADE A MOTION TO APPROVE RESOLUTION 21-001 DESIGNATING AUTHORIZED SIGNERS FOR THE COUNTY TREASURER. HAL BLANTON SECONDED. MOTION APPROVED.

14. EXECUTIVE SESSION pursuant to *RCW 42.30.110, (c)* at **1:15:32 of the recording and at 6:46 p.m.** Trustee Hall called to order, Executive Session for Ten (10) minutes.

A. To Consider the Minimum Price at which Real Estate will be offered for Sale or Lease (c)

At 1:15:40 of the recording and at 6:56 p.m. the Board returns from Executive Session.

22-012 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE SALE PRICE OF THE BELFAIR PROPERTY AT A PRICE OF \$83,000. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

15. FINAL BOARD COMMENTS – At 1:19:44 of the recording Trustee Oliver thanks staff for having a vision for the future. Trustee Dickhoff states that she is excited to begin working together. Trustee Hall mentions in the past his experience ordering an EMS vehicle and all of the details involved.

16. FUTURE AGENDA ITEMS – Requested during Board Comments and Board Questions

17. ADJOURNMENT – 7:02 p.m.

Cheryl Heywood 3/24/21

Cheryl Heywood, Executive Director

Bob Hall 3/24/21

Bob Hall, President