



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

March 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 Seby, Mason County
Toni Gwin, Pacific County
Mary Beth Harrington, Thurston County

Present Board via Zoom:

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

Absent: Ken Seby

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 Blanton led the pledge.
- 3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

22-005 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

- 4. CORRESPONDENCE – At 2:28 of the recording** Cheryl shares an email dated February 23, 2022, from Ann Saari, concerning the mural in Ilwaco.
- 5. PUBLIC COMMENTS** – None.
- 6. EXECUTIVE DIRECTOR HIGHLIGHTS – At 3:08 of the recording:**

A. Library Spotlight

Susan Howlett-Leite, Amanda Park Library Manager shared a PowerPoint presentation all about the Amanda Park branch. She also shares the recent gutter and painting project.

Cheryl Highlights:

- Cheryl congratulates Stephanie Reece on her new position as Public Service Manager beginning April 1st and will be supervising the library managers of Pacific, Mason, and Grays Harbor Counties.
- The Shelton Library refresh will be extended and is projected to re-open on April 18, 2022.
- We have posted the National Library Giving Day notices online. The Seattle Public Library Foundation began this national effort and Timberland has been a participant since its onset three years ago.
- Many thanks and kudos go out to Brenda Lane, Matt Snead, Taniah Najih, and Stephanie Cahill for the Facilities Assessment Report with a five-year plan moving forward with our facilities.

Discussion of Spotlight: At 8:55 of the recording Trustee Dickhoff mentions that the Amanda Park TikTok's are getting around Grays Harbor. Trustee Blanton comments that extending the gutters alleviated the septic problems.

Discussion of Highlights: At 16:05 of the recording Cheryl shares a follow up concerning Toledo and its circulation numbers with a first quarter look over the last four years. Trustee Oliver shares she enjoyed Cheryl's State of the Library Address presentation to the Thurston County Commissioners. Oliver also enjoyed the new displays at the mall branch. Trustee Harrington commented that

Cheryl's presentation for the Grays Harbor Commissioners was fabulous and she did a wonderful job representing Timberland Regional Library (TRL).

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 20:20 of the recording Cheryl highlights February:

- **General Fund** - \$415,444 in property taxes were received; Timber revenue - \$75,168 received; and \$125,743 in books and materials were purchased. Reimbursement of \$119,225.65 was received from the USAC for E-Rate eligible IT equipment costs from 2019.
- **Technology Fund** – had minimal activity.
- **Unemployment Fund** – had minimal activity.
- **Gift Fund** – had minimal activity.
- **Building Fund** - Payment of \$5,925.96 to Great Floors was processed for the installation of countertops and cabinets at Tenino

8. COMMITTEE REPORTS – At 23:32 of the recording Policy Committee report and discussion begins

Policy Committee – Hal Blanton

A. Disruptive Patron Behavior Policy

22-006 – HAL BLANTON MADE A MOTION TO APPROVE THE DISRUPTIVE PATRON BEHAVIOR POLICY AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

B. Facility Use for Political Purposes Policy

22-007 – HAL BLANTON MADE A MOTION TO APPROVE THE FACILITY USE FOR POLITICAL PURPOSES POLICY AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

Budget Committee – Brian Zylstra **at 30:34 of the recording**

C. 2022 Carry Forward Budget

22-008 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE RESOLUTION 22-001 THE 2022 CARRY FORWARD BUDGET AMENDMENT AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED.

D. Audit Update – Trustee Zylstra shares that the TRL audit is expected in the fall of this year and will be posted on the state auditors' website when completed. It was rescheduled from last year by the auditors' office. Cheryl shares that they will be auditing TRL for years 2019, 2020, and 2021, which in combining the audits, will save money overall.

Discussion of Budget Committee Report – At 33:10 of the recording Trustee Blanton asks where it will show in the budget. Paige clarifies that, once approved, the amount in the Carry Forward Budget will be added to this year's current budget to reflect the previously allocated items from 2021.

9. OLD BUSINESS

10. NEW BUSINESS – At 38:15 of the recording Cheryl updates on topics below.

A. Juneteenth Holiday

RWC 1.16.050 outlines state legal holidays, TRL will be following the mandate and honoring the holiday in 2022. Bargaining with the Union for holidays will begin this year as the current Collective Bargaining Agreement (CBA) is set to expire at the end of the year.

B. United for Librarians Membership

The cost for the trustees would be \$125 to join for the year. Trustee Harrington shares her research of the website and offerings for trustees.

C. Conferences and Attendance (WLA)

The conference is May 5-7 in Bellevue, WA, they also provide virtual attendance. Trustees Oliver and Harrington will be participating in person and Trustees Dickhoff and Gwin will be participating virtually. Trustee Oliver will be presenting on MyTRL at the conference.


11. RESOLUTIONS – None.

12. EXECUTIVE SESSION pursuant to *RCW 42.30* as needed or requested. – None.

13. FINAL BOARD COMMENTS – At 46:48 of the recording Trustee Oliver shares her new read from young adult fiction, The Unwanted Series, book 4 of 7, highly recommends the series if you enjoy magic and dragons. Trustee Dickhoff comments on the timeline provided online for the Shelton remodel, that she has been so impressed with the updates on the project. Dickhoff also states that the Facilities Report is a legacy making document. All of the detailed work put into it will help any and all staff members of TRL moving forward. Trustee Zylstra shares that it might be nice to consider having an in-person meeting discussion at the next board meeting. Oliver mentions on that note, that she would like to bring to table for discussion, is an in-person board retreat. Trustee Blanton commends Cheryl for her State of the Library Address to the Lewis County Commissioners. Blanton also requests a presentation on the process of Library Comment Request Form and materials that remain or leave the collection. Trustee Gwin thanks Stephanie Cahill for coming out to the Raymond library for a new trustee photo, for a fun and a painless experience. Trustee Harrington also thanks Stephanie for providing a relaxed photo shoot and good discussions about the Facilities Report. Harrington comments on the Annual Report, she loves how it really tells the story of TRL and it is a good tool to use for advocating for the libraries. Harrington also shares her visits to the Westport Library and the Veteran’s Café, the Packwood Library with their increase in circulation, the Mt. View Library, and also a trip to the Oceans Shores Library, which is not currently a TRL Library. Harrington states that she will make it a point to visit more libraries and report back to the board at each meeting. Cheryl shares that over the years, every 5-8, Ocean Shores has reached out for information about joining TRL and what that would look like; however, they have never gone beyond that phase of inquiry.

14. ADJOURNMENT – 6:36 p.m.

 3/23/2022
Cheryl Heywood, Executive Director

 3/23/2022
Nicolette Oliver, President