



## **Board of Trustees Meeting Minutes**

March 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***  
**Kenneth Sebby, *Mason County***

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

Bob Hall, Hal Blanton, Brian Zylstra, Nicolette Oliver, Kenneth Sebby

**Absent:** Jasmine Dickhoff

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

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

President Bob Hall called the Regular Board Meeting to order at 5:30 p.m.

### **AGENDA:**

- 1. PLEDGE OF ALLEGIANCE** – Edna Fund led the pledge
- 2. INTRODUCTIONS**
- 3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

**21-013 – HAL BLANTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**

- 4. CORRESPONDENCE** – None

**5. PUBLIC COMMENTS – At 2:53 of the recording** Edna Fund mentions that the Capitol Budget has set aside \$18 million for Library Capital Improvement Grants. Edna states that the Commissioners of Lewis County are looking forward to the Annual Library Report in April as well as a dialog concerning the Mt. View library location and community discussions. Edna suggested TRL nurture the connections with local museums and heritage projects.

**6. BOARD COMMENTS – At 6:38 of the recording** Trustee Oliver expresses a land acknowledgement of our locations on local indigenous peoples' lands and expresses thanks for the continued partnerships with tribal nations. Trustee Oliver also shared that she participated with TRL's grab bag program and was delighted with the experience. Trustee Zylstra expressed his joy that the libraries would be opening up more to patrons. Trustee Blanton mentions that last month in Packwood, Sarah and the Community Engagement Team (CET) from TRL visited with a survey for the "Reconnecting Lewis County" initiative and he wanted to thank them for coming out and doing a great job. Trustee Hall mentions that a local author, Karen Tully, wrote a letter to *The Daily World* "raving" about TRL's South Bend and Raymond librarians. Trustee Sebby comments that he is glad the libraries will be opening up again soon.

**7. EXECUTIVE DIRECTOR HIGHLIGHTS – At 11:53 of the recording** Cheryl highlights:

- The Raymond library will open on April 1, 2021 after its refresh.
- The Capital Mall agreement has been approved, and we will be acquiring the keys next week with an opening to the public June 1, 2021.
- In response to Trustee Blanton's request last month, to review agreements that may be expired, Cheryl and Rose are in the process of reviewing.

- Kendra will be in charge while Cheryl is on vacation April 2<sup>nd</sup> – 12<sup>th</sup>, 2021.

**8. FINANCIAL STATEMENTS & HIGHLIGHTS – At 17:05 of the recording** Keith highlights:

- As follow up from our last meeting, FMLA is at .4% of the gross earnings and will be \$50,000 for 2021.
- Revenue is trailing slightly behind last year, with an increase since last month.
- Expenditures went down with a decrease in materials and acquisitions.
- Overall deficit for the month has decreased
- Technology Fund -budgeted at \$660,000 for the Automated Materials Handling (AMH) project.
- Unemployment and Gift Funds haven't had much activity with a few new gifts coming in.
- Building Fund -budgeted at \$800,000 for Mobile Services with a final bid price expected soon.
- Approved expenditures \$2.2 million currently.

**9. COMMITTEE REPORTS – At 24:00 of the recording** Committee reports and discussions begin

A. Policy Committee- Nicolette Oliver

- i. Facilities Policy Review – discussed strengthening a Service Point Analysis document and language concerning closing a Service Point.

**At 24:48 of the recording** Budget Committee report and discussion begins

B. Budget Committee – Bob Hall

- i. General Budget Discussion and Planning – discussed having a quarterly FTE report. Discussed timber and property tax trends.

**At 25:28 of the recording** Facilities Committee report and discussion begins

C. Facilities Committee – Brian Zylstra

i. Updates

- Hawks Prairie- discussed a need to reach out to Eastern Thurston County. In addition to the Lucky Day library the purchase and use of a smaller mobile service vehicle to reach the unincorporated communities in the area. We are still looking for a location in Hawks Prairie.

**21-014 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE PURCHASE OF A TRANSIT VEHICLE FOR THE HAWKS PRAIRIE LOCATION AT A COST OF \$150,000. KENNETH SEBBY SECONDED. MOTION APPROVED.**

- Mobile Services – **at 29:26** of the recording, discussed possible solar options for the vehicles and a 360 camera, possibly signing agreement next week.
- Amanda Park – **at 30:23** of the recording, discussed that we received an estimate for rot repair, gutters, and painting at \$50,000. The board expressed its support to repair Amanda Park and not seek out any other location. Trustee Oliver commented that she gives full support to this project with our strong school connection. **At 44:39** of the recording a motion was made.

**21-015 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE \$50,000 FOR MAINTENANCE REPAIR TO COVER ROT REPAIR, GUTTER REPLACEMENT AND PAINTING AT THE AMANDA PARK LIBRARY. NICOLETTE OLIVER SECONDED. MOTION APPROVED.**

- Access Controls and Expanded Access Hours (EAH) – **at 33:06** of the recording Andrea shared that we have received an updated quote with discounts included and will not need additional funding at this time.

**10. OLD BUSINESS- None**



**11. BOARD QUESTIONS – at 47:13 of recording** Trustee Oliver asks about any trainings concerning the recent hate on Asian Americans, if TRL will be providing any EDI trainings on this topic. Cheryl shares that we will review.

**12. NEW BUSINESS**

A. Board Committee Appointments – **at 48:10 of recording**

**21-016 NICOLETTE OLIVER MADE A MOTION TO APPROVE THE APPOINTMENT OF JASMINE DICKHOFF TO THE BUDGET COMMITTEE AND KENNETH SEBBY TO THE FACILITIES COMMITTEE. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**

**13. RESOLUTIONS** – None.

**14. EXECUTIVE SESSION** pursuant to *RCW 42.30.110* - None

**15. FINAL BOARD COMMENTS – At 50:05 of the recording** Trustee Blanton requests a copy of the TRL district map be shared with Trustee Sebby and all Trustees for future reference. Trustee Sebby comments that he is just getting the feel of the land here at TRL and hopes to visit all of the branches in the future. Trustee Zylstra shares that he is eager to see the report on the East Lewis County library outreach project and what it reveals. He is also eager to work with the community in the Randle area to find a new location for the Mt. View branch in which we have \$1 million earmarked. Trustee Sebby noted that the stimulus money provides \$200 million plus for libraries and asks if TRL has a grant writer. Cheryl shares we are all grant writers, and she is aware that the money will be split amongst the states by population, and then dispersed through the states State Library after they have shared how to apply for the funding. There is also additional funding available through state and federal channels for broadband. Cheryl notes that if there are any opportunities to get extra funding, we will try. Trustee Hall comments that previously, the Trustees visited all branches in any given year; then visiting one library in each of the five counties every year; and now we Zoom. Trustee Hall states that it certainly is convenient as well as meetings earlier in the day. Trustee Hall states that it is always good to have Edna join us. Trustee Oliver shares that she really appreciates the ability to Zoom for the board meetings as it meets her work/life volunteer balance well. She also shares her excitement for the West Olympia Mall progress with its anticipated opening day of June 1<sup>st</sup>.

**16. FUTURE AGENDA ITEMS** - None

**17. ADJOURNMENT – 6:30 p.m.**

*Cheryl Heywood* 4/28/21  
Cheryl Heywood, Executive Director

*Bob Hall* 4/28/21  
Bob Hall, President