



## Timberland Regional **LIBRARY**

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

April 27, 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

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

Nicolette Oliver, Jasmine Dickhoff, Brian Zylstra, Hal Blanton, Toni Gwin, Mary Beth Harrington, 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 5:32 p.m.
- 2. PLEDGE OF ALLEGIANCE** – Trustee Gwin led the pledge.
- 3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

**22-009 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED. (One absentia)**

- 4. CORRESPONDENCE** – None.
- 5. PUBLIC COMMENTS** – None.
- 6. EXECUTIVE DIRECTOR HIGHLIGHTS – At 3:42 of the recording:**

#### A. Library Spotlight

- Judi Brummett, Library Manager of Mt. View & Packwood shares a PowerPoint presentation about the history, facility project updates, and new location for the Mt. View library. Brummett shares the history, Farmer’s Market, and facility project updates including the start of Expanded Access Hours (EAH) on May 16, 2022, at the Packwood location. Brummett also shares the celebration of the 40<sup>th</sup>+1 Anniversary of Packwood (delayed from 2021) on August 13, 2022.

**Discussion of Spotlight: At 11:50 of the recording** Trustee Oliver comments that she and her sons had the opportunity to visit both libraries in March and the staff were so helpful. Judi shares that she appreciates the trustee visits. Trustee Harrington comments that she would like to participate when they offer Yoga Storytime. Judi notes that Yoga Storytime will be Saturdays in conjunction with the Farmer’s Market. Trustee Blanton shares his appreciation for both locations as well as Judi’s updates to the local business community meetings.

- B. Library Comment Resource Form – **At 15:18 of the recording** Andrea Heisel explains the process that the Collections Department follows when making the decision to maintain or remove an item in the Timberland collection of materials. Upon receiving the form, a review committee is established, the request is reviewed, a recommendation is made to the Executive Director and the patron is notified of the decision.

**Discussion of Library Comment Resource Form:** Trustee Blanton asks if the decision requires a unanimous vote. Heisel shares it is a majority with the final review of the recommendation of the Executive Director. Trustee Oliver thanks staff for having the process in place. Cheryl adds that on many occasions the request is discussed when she receives the committee’s recommendation

and the process has been significantly similar since the 1990's however Heisel has improved the form and the content of the letter.

**Cheryl Highlights at 24:34 of the recording:**

- 24<sup>th</sup> District Representative Steve Tharinger toured the Montesano library on April 26, 2022. Cheryl had met with different legislators during Legislative Week, inviting them to a tour of a library of their choice in their district. Representative Tharinger is the first to ever tour a location.
- Shelton library reopened April 25, 2022. Many thanks to all of those involved in the refresh. Cheryl shares that Stephenie Reece participated with the opening day of watching excited patrons, enjoying the new space and the ease of finding materials. Kinsey Conklin, Operations Supervisor also added that many patrons expressed it is open, beautiful, and clean. Favorites spaces are the Kids, Teen, and Family Zones downstairs. Cheryl adds that there is still additional furniture, artwork, and lighting that needs to be installed, due to delayed shipping.
- Naselle started Expanded Access Hours (EAH) on April 18, 2022, and it appears to be well received. Packwood, Hoodspout, and Ocean Park are next to open for EAH.
- Library Giving Day was April 6, 2022, special thanks to Stephanie Cahill on the promotion and marketing. We have received \$5,336.59 from 68 donors, with the Community Foundation of South Puget Sound donating \$500.
- New media page online is available for our partners and local media to access Cheryl's speaking engagements, view presentation materials, to read mentions in the media, download and use promotional items, download TRL's Branding Guidelines and Logo files, information on our sponsored articles. The media can request information about our press releases, and a contact list for marketing information. It adds potential for new media to join our press releases, all thanks to Stephanie Cahill for her work on this project.
- The March 2022 financials showing the Service Center budget of \$680,079, however the original approved budget for the Service Center was \$118,000. Paige provided that the discrepancy was the Carry Forward Budget added to the Service Center budget.
- The City of Vader inquired about annexing or contracting to TRL. Cheryl meets with their city council on April 28, 2022, and will report back at the next board meeting.

**Discussion of Highlights: At 36:02 of the recording** Trustee Blanton asks if the city of Morton decides to vote to de-annex from TRL how would that affect us? Cheryl shares that it would mean a loss of \$37,587 in revenue from Morton and the citizens would have to pay for a library card. Trustee Blanton shares that there was a lot of work and intention of providing a library in Morton years ago, but the city did not provide a building for the library. Cheryl shares that all annexation agreements are posted online for viewing under Open Data. Trustee Oliver thanks the staff for our partnerships to be able to provide the Collection Services kits listed in the Executive Director Report. Andrea adds that the collaboration with Daniel Spencer, U.S. Fish and Wildlife, has been great and outreach to other libraries and library systems in and out of the State of Washington. The Black Hills Audubon Society, being the first partnership that sparked others interest in partnering with TRL. Trustee Blanton asks about usage of the kits. Andrea shares that they circulate well, weather permitting. Cheryl shares that Mt. View was the first location to pilot the fishing kits.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 43:20 of the recording** Cheryl highlights March:

- **General Fund** - \$771,800 in property taxes were received; Timber revenue - \$247,979 received; and \$18,417 in books and materials were purchased. Settlement of \$55,319.54 was received from Lumen for the Amanda Park overbilling. Payment of \$13,297.82 to Geiger was processed for the purchase of 6,000 tote bags for Summer Library Program. Payments of \$20,412.79 in total to Demco were processed for the purchase of shelving, tables, and chairs for Centralia.

Payment of \$23,509.39 was processed for the renewal of the BizLibrary Learning Management System. Quarterly transfers totaling \$148,163 were made to the Technology Fund, Unemployment Fund and Building Fund.

- **Technology Fund** – Received quarterly transfer of \$62,500 from the General Fund.
- **Unemployment Fund** – Received quarterly transfer of \$16,000 from the General Fund.
- **Gift Fund** – had minimal activity.
- **Building Fund** - Received quarterly transfer of \$69,663 from the General Fund. Payment of \$20,512.50 to Great Floors was processed for the installation of new flooring at the Service Center. Payments of \$92,119.11 to Ednetics were processed to support the installation of the Expanded Access Hours (EAH) project at numerous branches.

**Discussion of the Financial Report at 45:49 of the recording:** Trustee Blanton asks about a line item in the financial report. Cheryl shares the definitions of each line item are explained in the 2022 Budget Report available online.

**8. COMMITTEE REPORTS – At 48:43 of the recording** Facilities Committee report and discussion begins.

Facilities Committee – Brian Zylstra

A. Facility Updates

- Shelton – A Sparks video was part of the board packet with before and after photos.
- Randle – Surveyors have marked the property and waiting permits. Operations is in discussions with the owner.

B. Toledo Discussion – The pop-up library is available on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month from 3:00 to 5:00 p.m. until the end of the year, at the Toledo Community Library.

C. Packwood and Salkum library names were corrected with the accessor's office from Timberland Regional Library Foundation to Timberland Regional Library.

D. South Bend library Capital Improvement Grant application and TRL Matching Fund – To improve and repair the front stairs, other structural repairs, and small projects. The city will be applying for a Capital Improvement Grant done through the Department of Commerce for Library Improvements with TRL potentially providing a matching fund.

**22-010 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE MATCHING FUNDS FOR THE SOUTH BEND LIBRARY GRANT UP TO \$150,000 AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

**Discussion of Facilities Committee Report – At 53:15 of the recording** Cheryl shares that the city is also applying for .09 monies in the amount of \$30,000 and that will reflect in their grant application. The Friends of the Library will be raising about \$60,000. The cost is estimated with this year's pricing of materials to be at about \$250,000 – 300,000. Cheryl shares that she will provide a letter of support demonstrating that TRL will be there for a minimum of ten years as required by the application. Cheryl will also need to recuse herself from the voting on the application, as it is part of our system. Trustee Oliver asks if this is for ADA compliance. Cheryl explains it is not, it is to repair the original stairs built in 1913 as they are crumbling. It would be cost prohibitive to comply with ADA, but there is an elevator on the side for entry.

**9. OLD BUSINESS**

**10. NEW BUSINESS – At 58:39 of the recording:**

A. Board Retreat Discussion/Meeting in-person – Trustee Harrington asks what will be covered in the retreat. Trustee Oliver explains that a retreat would cover an orientation, roles and responsibilities, board cohesion, advocacy, etc. Cheryl shares that the retreat will be conducted by an outside facilitator. The Trustees unanimously indicate and agree to a full day, in person retreat. They agree a Saturday in September would work best with their schedules.

Trustee Dickhoff comments that she feels meetings via Zoom are very accessible and prefers. Trustee Oliver also notes the accessibility of Zoom meetings. Trustee's Zylstra and Gwin ponder a hybrid version. Cheryl explains that we would need time to be able to offer a hybrid version due to the current number of projects we have going on and the funding it would require. Cheryl estimates we would be looking at early 2023. Trustee Sebby suggested the board have two set meeting dates in person, and the rest of the meetings via Zoom a year. Cheryl suggests the August Board meeting be held at the Hoquiam Timberland Library, the Trustees agree.

**11. RESOLUTIONS – None.**

**12. EXECUTIVE SESSION** pursuant to *RCW 42.30.110 (c)* **At 1:18:19 of the recording and 6:54 p.m.:**


A. To consider the minimum price at which real estate will be offered for sale (c) –


The Board and Cheryl went into Executive Session for five minutes. The Board and Cheryl return from Executive Session at 6:58 p.m.

**22-011 – NICOLETTE OLIVER MADE A MOTION TO REAPPROVE THE SALE OF THE NORTH MASON PROPERTY TO THE HOOD CANAL SALMON ENHANCEMENT GROUP AT A PRICE OF \$40,000 BASED ON THE WET LAND DELINIATION AND APPRAISAL. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

**13. FINAL BOARD COMMENTS – At 1:20:00 of the recording:** Trustee Dickhoff shares that she visited the Montesano Library and the Shelton Library (prior to the reopen). Trustee Blanton mentions that the Friends of the Library put on an event April 2, 2022, in Packwood with the Reptile Guy, it had a great attendance. Blanton also noted a tweet on Twitter that asked, “what book could you read annually?” that made him ponder. Trustee Sebby mentioned the new school superintendent would be touching base with the Shelton staff. Trustee Gwin mentioned that she visited Naselle. Trustee Harrington shared that she visited the Hoquiam library and noted that next door was a gaming store for the youth in the community to hang out. She noted a great synergy between the library and the store. Harrington also visited Aberdeen, Centralia, and Chehalis library locations. Trustee Oliver shares that she also intends to finish up her visits with Lewis County. Oliver visited Salkum, Packwood, and Mt. View last month and hoping to get to Winlock and Centralia during the upcoming weekend. Oliver also visually shared two owls made at the Montesano library via the 3D printer. Oliver mentioned that she and Trustee Harrington will be attending the WLA conference at the beginning of May where Oliver will present.

**14. ADJOURNMENT – 7:04 p.m.**

 5/25/2022  
Cheryl Heywood, Executive Director

 5/25/2022  
Nicolette Oliver, President