



# Timberland Regional LIBRARY

## Board of Trustees Meeting Minutes

April 28, 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, 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** – Brenda Lane led the pledge

**2. INTRODUCTIONS**

**3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

**21-017 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. NICOLETTE OLIVER SECONDED. MOTION APPROVED.**

**4. CORRESPONDENCE** – **At 2:15 of the recording** Cheryl shares that the Board have received four emails from Jeffrey McMorro concerning his patron account on March 24<sup>th</sup>, 25<sup>th</sup>, 31<sup>st</sup>, and April 9<sup>th</sup>.

**5. PUBLIC COMMENTS** – **At 2:48 of the recording** Nathan Coutsoubos, Packwood resident, thanks the Board for investment into the area and for one additional staff person at Packwood.

**6. BOARD COMMENTS** – **At 4:41 of the recording** Trustee Sebby expresses concern that the library restrooms are not open to the public at this time. Trustee Dickhoff expressed that she is aware that the Aberdeen community is excited about the libraries upcoming improvements and that there have been porta-potties outside of the Timberland Bank that may be an option for us, she also mentioned that she visited the Amanda Park location. Trustee Blanton shares that he is feeling disconnected from our communities and thanks Nathan for his comments. Trustee Hall added that he has enjoyed meeting the “Friends” of any particular branch upon a visit. Trustee Oliver shares that the Thurston County Commissioner’s meeting officials named April, Billy Frank Jr. month and offers a land acknowledgement of the tribal lands we live and work on. Trustee Zylstra added that the state legislature recently passed a bill into law that approved a statue of Billy Frank Jr. to be placed at the state capitol. Trustee Zylstra also commends the staff for the work done on the East Lewis County report and shared questions concerning the project from Commissioner Stamper via email via Edna Fund. Trustee Hall commented that the Sparks video refreshes were informative. Trustee Hall shares some thoughts about the pandemic and adds the comment, don’t take it so hard, make the best of it, life is what you make it.

**7. EXECUTIVE DIRECTOR HIGHLIGHTS** – **At 13:55 of the recording** Cheryl highlights:

- Met with the Amanda Park community via Zoom and shared the board’s approval for the repairs to the library. They expressed gratitude to the Board of Trustees.
- Equity, Diversity, and Inclusion (EDI) Plan has been updated online for the first quarter 2021.
- Board orientation will begin in May for Trustees Oliver, Dickhoff and Sebby every other Thursday, Rose will provide hardcopy orientation binders to all of the Trustees.

- Update on the cost of upgrading meeting room one at the Service Center to an interactive web room, initial quotes come in at \$65k.

**8. FINANCIAL STATEMENTS & HIGHLIGHTS – At 16:07 of the recording** Keith highlights:

- General Fund tracking closely comparative to 2020 for revenues.
- Wages are down from last year. Acquisitions were down last month but back on track.
- Technology Fund paid the down payment for Automated Materials Handling (AHM) project.
- Unemployment and Gift Funds show minimal activity.
- Building Fund shows payment for the North Mason and Raymond project refreshes.

**Board comments/questions on Highlights-** At 18:56 of recording Trustee Oliver comments on our partnership with the Department of Children, Youth, and Families and shares that April is National Child Abuse Prevention month and they are trying to raise funds for awareness and prevention by promoting a purchase program of pinwheel bouquets. Trustee Oliver wonders if TRL would be allowed to sponsor such organizations and how that plays into the budget. Cheryl explains that we offer a social media push and with our e-newsletter than serves over eighty five thousand library card holders with a link to the department’s landing page, and that this is the first time we have worked with this state agency at this level.

**9. COMMITTEE REPORTS – At 21:41 of the recording** Committee reports and discussions begin

A. Facilities Committee – Brian Zylstra

1) Updates

- Hawks Prairie – landlord requests 5 year lease/requesting additional \$300k in addition to the already Board approved \$500k for a total of \$800k for project/with a lease signed and projected to begin September 2021.

**21-018 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE AN ADDITIONAL \$300K FOR THE EAST LACEY SERVICE POINT IN HAWKS PRAIRIE. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

- Tenino – refresh nearly complete; interior painting, restroom fixtures replaced, new shelving; and landscaping; with future siding replacement.
- Raymond – refresh nearly complete; roof leak fix soon.
- East Lewis County Community Engagement Report – recommendation of physical branch in Randle, WA.
- Extended Access Hour (EAH) installation – 3 week start date; In May, Ednetics will be performing a walk-through of the locations planned for install. TRL owned branches for this are Amanda Park, Hoodspout, Nasalle, Ocean Park, Packwood, Salkum, and the Service Center.

2) Aberdeen Project Manager – beginning to look for this position to coordinate this project at the beginning of next year.

**10. OLD BUSINESS-** None

**11. BOARD QUESTIONS –** None.

**12. NEW BUSINESS –** None.

**13. RESOLUTIONS –** None.

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

**15. FINAL BOARD COMMENTS – At 43:45 of the recording** Trustee Oliver shares that the Thurston County Commissioner’s office named May the Asian Pacific American (APA) Heritage month to celebrate those Asian and Pacific Islander patrons. Trustee Blanton thanks Cheryl for her presentation to the Lewis County Commissioners recently. Trustee Blanton also thanks the Facilities Committee members for their work reviewing a long agenda. Trustee Sebby expresses his opinion concerning the transmission of Covid-19. Trustee Hall shares that the legislative action approved many projects in

district 19 and the banning of the use of Native American names, symbols and images as school mascots, logos, and team names at most public schools.

**16. FUTURE AGENDA ITEMS**

- Service Center interactive web room
- Land Acknowledgement Statement

**17. ADJOURNMENT – 6:21 p.m.**

*Cheryl Heywood* 5/26/21

Cheryl Heywood, Executive Director

*Bob Hall* 5/26/21

Bob Hall, President