



## Timberland Regional **LIBRARY**

### Board of Trustees Meeting Minutes

May 25, 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 (Trustee Seby excused himself from the meeting at 2:24 of the recording for a family emergency)

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

**22-012 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**

- 4. CORRESPONDENCE** – Cheryl shares two correspondence, individual letters addressed to each of the trustees on April 29, 2022, from Christine Vincent concerning the vaccination. The second from Barry Jones on May 2, 2022, concerning the to serve process.
- 5. PUBLIC COMMENTS** – **At 2:12 of the recording** Alice Rosewater of Olympia commented on the need for a levy lid lift for the library. **At 5:44 of the recording** Edna Fund requested the process be shared for naming the Mt. View/Randle and the rooms within.
- 6. EXECUTIVE DIRECTOR HIGHLIGHTS** – **At 7:26 of the recording** Cheryl introduces Linda McKinnie
  - A. Library Spotlight

- Linda McKinnie, Library Manager of Tenino: Linda shares the history of the City of Tenino and its first library in 1922. Tenino joined Timberland Regional Library (TRL) in 1972. The take and make kits, popular during the pandemic and are still a popular item. The in-person programming will be coming in September. Linda shares, that in 2020, Tenino was designated a Creative District by the State of Washington, a pavilion was built directly behind the library, its use is not exclusively for TRL, but TRL will use the pavilion during the Farmer's Market and summer programming. TRL partnerships in Tenino include, The City of Tenino, Chamber of Commerce, Tenino School District, Tenino Arts, and B-THAT. In 2021 Tenino received a building refresh with a new circulation desk, bookshelves, furniture, staff room refresh, and a new manager's offices creating a brighter open space throughout.

**Discussion of Spotlight: At 23:39 of the recording** Trustee Zylstra asks if patron numbers are back to pre-pandemic numbers. Linda shares the numbers are improving but not quite there yet. Linda shares that her planning includes getting out into the community to increase those numbers. Trustee Oliver thanks Linda for having take and make kits last year to pass out with the free student lunch program. Unfortunately, Linda shares they will not be offering that program this year, but she will look for other opportunities. Cheryl shares that the City Council loves Linda!

**Cheryl Highlights at 25:58 of the recording:**

- Summer Library Programming runs from June 1, 2022 to August 31, 2022. Cheryl thanks Kristi Selby, Westly Wolford, Stephanie Cahill, Nicole June, Timothy Murphy, and Jessica Friberg for the planning of this year's programming.
- Shelton's grand re-opening is June 10, 2022, from 11:00 to 2:00 p.m.
- Aberdeen Library Tour with Representative Jim Walsh on June 1, 2022, at 9:00 a.m.
- Yelm Library Tour with Representative J.T. Wilcox on June 8, 2022, at 9:00 a.m.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 27:46 of the recording** Cheryl highlights April:

- **General Fund** - \$6,415,825 in property taxes were received; Timber revenue - \$129,672 received; and \$490,778 in books and materials were purchased. Payment of \$12,689.48 to Creative Office Furniture was processed for cubicles panels and tables for the Collections Department. Payments of \$50,211.37 to the City of Yelm were processed for 2020 and 2021 operations and maintenance services contract dues. Payment of \$12,291.10 to GCSit Solutions was processed for a Dell PowerEdge server for the IT Department.
- **Technology Fund** – Payment of \$28,389.54 to Ednetics was processed to purchase 213 Yealink IP phones for the district.
- **Unemployment Fund** – had minimal activity.
- **Gift Fund** – had minimal activity.
- **Building Fund** – Payment of \$ 153,397.12 to Great Floors was processed for the installation of new flooring at the Shelton Library.

**Discussion of the Financial Report at 29:28 of the recording:** Cheryl mentions that the payment to Yelm is an ongoing cost, however the city did not submit invoices for 2020 or 2021, we now are back on track with annual payments.

**8. COMMITTEE REPORTS – At 29:58 of the recording** Policy Committee report and discussion begins.

Policy Committee – Hal Blanton

Review Policies:

A. Employment Policy

**22-013 – HAL BLANTON MADE A MOTION TO APPROVE THE EMPLOYMENT POLICY AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

B. Expanded Access Hours (EAH) Policy

**22-014 – HAL BLANTON MADE A MOTION TO APPROVE THE EXPANDED ACCESS HOURS (EAH) POLICY AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

C. Employee Use of TRL Equipment and Resources Policy

**22-015 – HAL BLANTON MADE A MOTION TO APPROVE THE EMPLOYEE USE OF TRL EQUIPMENT AND RESOURCES POLICY AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

D. Volunteer and Presenter Policy (currently Volunteer Program Policy)

1. Volunteer and Presenter Procedure (no current procedure)

**22-016 – HAL BLANTON MADE A MOTION TO APPROVE THE VOLUNTEER AND PRESENTER POLICY AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

E. Appraisal of the Executive Director Policy

1. Appraisal of the Executive Director Procedure

2. Executive Director Performance Evaluation Form

**22-017 – HAL BLANTON MADE A MOTION FOR THE EXECUTIVE DIRECTOR EVALUATION SUBCOMMITTEE TO REVIEW AND REVISE THE APPRAISAL OF THE EXECUTIVE DIRECTOR POLICY, PROCEDURE, AND SUPPORTING DOCUMENTS. NICOLETTE OLIVER SECONDED. MOTION APPROVED.**

**Discussion of Policy Committee Report – At 34:59 of the recording** Cheryl clarifies on the Volunteer and Presenter Policy the age the committee agreed to was thirteen (13). Trustee Oliver acknowledges that the procedure is administrations purview, she shares her appreciation for the way it has evolved. Trustee Zylstra questions the redline draft and the wording of Executive Director Policy. Trustee Oliver shares her enthusiasm to review the documents and revise.

**9. OLD BUSINESS** – None.

**10. NEW BUSINESS** - None.

**11. RESOLUTIONS** – None.

**12. EXECUTIVE SESSION** pursuant to *RCW 42.30.110*, if needed or requested.

**13. FINAL BOARD COMMENTS – At 39:39 of the recording:** Trustee Blanton asks about how monthly programs and foci decisions are made, with a future presentation to the board. Cheryl agrees that we can do a spotlight presentation at the next board meeting. Trustee Oliver wishes everyone a happy Asian American, Pacific Islander, Native Hawaiian month. Oliver thanks Westley Wolford and Stephanie Cahill for their help with the video for the Washington Library Association (WLA) conference. Oliver also shares about her Lewis County location visits. Oliver mentioned how staff at the West Olympia location are very excited to be open on Sundays as it has been very busy. Oliver shares her current read is *Atlas of the Heart* by Brene Brown. Trustee Harrington requests a presentation about collection acquisition. Cheryl agrees that we can set that for the July spotlight. Trustee Oliver asks about the housing of the Library of Things. Andrea comments that the Yelm location requested that the musical instruments no longer be housed at their location. The new location will be Tumwater and will be available soon. Trustee Gwin express's that this is her favorite time of year when she is on call to be able to read to youth as a community member. She has a book picked to read, *Mary Wears What She Wants*. Trustee Zylstra suggests reaching out to local tribes for items to exhibit in November for Native American Heritage month. Oliver suggests it does not just have to be for November. Trustee Dickhoff shares that she is reading the *Performance Cortex*, which is about biology and athletic genius. Dickhoff shares that the Hoquiam Library is having a book sale on Saturday, May 28, 2022 at 10:00 a.m. Dickhoff also shares that the Greater Grays Harbor Incorporated will have a presentation with the Aberdeen Library on how to retain employees. The Journal of Olympia, Lacey and Tumwater (JOLT) posted an article about the Check Out Washington kits that Dickhoff enjoyed and is excited about this partnership. Trustee Oliver asks if TRL will be participating in in the county fair with any booths, etc. Cheryl mentioned that we have in the past and are still planning the summer events. Trustee Blanton shares that he recently was in Branson, MO and stopped into a library for printing and discovered they were not publicly funded and have a thrift and bookstore that generates their funding which surprised him. Trustee Oliver mentioned at the WLA conference there was a theme in discussions about library advocacy and urging federal representatives for additional help in the funding of public libraries. Oliver applauds the staff of TRL for all they do in the handling of budgets, supporting staff and communities, it is a lot and very complicated work, thank you.

**14. ADJOURNMENT – 6:26 p.m.**

 6/22/2022

Cheryl Heywood, Executive Director

 6/22/2022

Nicolette Oliver, President