



## Timberland Regional **LIBRARY**

### Board of Trustees Meeting Minutes

June 22, 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 Sebby, Mason County  
Toni Gwin, Pacific County  
Mary Beth Harrington, Thurston County

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

Nicolette Oliver, Brian Zylstra, Hal Blanton, Toni Gwin, Mary Beth Harrington, Ken Sebby

### **Absent:**

Jasmine Dickhoff

### **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** – Cheryl Heywood led the pledge.
- 3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

**22-018 – HAL BLANTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**

- 4. CORRESPONDENCE** – **At 2:30 of the recording** Cheryl shares two correspondence, individual letters addressed to each of the trustees on May 31, 2022, from Rebecca Roadman requesting her trespass be repealed. The second from Larry Skinner on June 16, 2022, concerning the Aberdeen book drop.

- 5. PUBLIC COMMENTS** – None.

- 6. EXECUTIVE DIRECTOR HIGHLIGHTS** – **At 3:45 of the recording** Cheryl introduces Kendra Jones

#### A. Library Spotlight

- Kendra Jones, Deputy Director – Programming and District Events Process  
Kendra shares that she gathered the details for accuracy from Jessica Friberg, Youth Services and Programs District Manager as well as Juliet Lawson-Hall, Equity, Diversity, and Inclusion (EDI) District Manager. One of the objectives from the 2020-2024 Strategic Direction, located on our website, for the EDI focus was to create a Celebrations Calendar, this included the national heritage months and other U.S. recognized awareness months. It was created specifically to celebrate and recognize the diverse communities in which we serve and therefore promoting a culture of inclusion, representation, and belonging in our libraries. The calendar provides guidance for staff to focus on creating programs, displays, and social media posts. The information is updated quarterly in the action plans section and also included in the Executive Director report of a board meeting packet.  
Kendra shares for programming that we utilize the 2020-2024 Strategic Direction to guide us, and multiple internal materials, including a Program Manual, Outreach Guide, and a Community Engagement Toolkit. These documents help staff design programs that are based on best practices to move us forward toward an equitable, inclusive, and accessible programming district that meets all of the diverse needs of all of our communities.

Generally, both district and local planning programs utilize the same guidance and practices with a few exceptions, local programming focus on the specific needs or interests of the community; they align with the strategic direction; and they seek to increase the underserved members. District Programming, often called initiatives, consider the needs of the communities within the five districts, the need to be cohesive, flexible, and easy for staff in all sized locations to do. We are always building on and trying to improve our practices of how we do things, and now, adding in person programming. Friberg revamped all of the guidance documents and republished them at the beginning of the year so everyone would be refreshed for the fall.

**Discussion of Spotlight: At 6:60 of the recording** Trustee Harrington asks about the use of a specific calendar, listing all the holidays and designated days, curious where that started. Kendra shares that we have an EDI working group/advisory team that comes up with a starting calendar. Cheryl adds that the document has also been shared with other organizations that we partner with. Trustee Seby asks how the selection of materials is determined for programming. Kendra shares that it is based on a topic and/or any of the month celebration foci. Seby asks if programming has a censorship and Kendra clarifies that we do not. Trustee Oliver thanks Timberland Regional Library (TRL) for our monthly offerings. Trustee Blanton shares his appreciation for the discussion and the programming process. Blanton feels it is important to have a clear, transparent, and easily explained process and thanks Kendra for the spotlight.

**Cheryl Highlights at 17:08 of the recording:**

- Cheryl follows up in regard to a staff public comment made at the May board meeting, “a threat of staff layoffs is being held over staff,” and for the board to consider a levy lid lift. Cheryl shares that staff are free to speak during public comments however this comment was not factual. Cheryl has never stated or written that there is a threat of layoffs, nor have any of the administrative staff. Cheryl shares that we take staff comments and concerns seriously and a member of the team has reached out to the Library Manager of Tumwater, Lily Grant, to determine where the staff member got the information. TRL has been in a soft hiring freeze since 2019 and as positions open, they are carefully reviewed by administration to fill or not to fill. We continue to bring in new technology and streamline processes such as the Automated Materials Handling (AMH) machines. With levy lid lifts there are senior taxing districts such as city and county governments and there are junior taxing districts of which TRL is a part of as well as fire districts, water districts, cemetery districts and numerous other districts nearing 80-81 district types in the state that have been living with the 1% increase on its annual property tax levy, plus any new construction, since 2001. Limited revenue does not keep pace with increased costs. TRL did attempt a levy lid lift in 2009 and it failed during a recession. Economists are stating that there will likely be a recession in 2023 due to inflation. Cheryl encourages the board to consider specific items before considering a future levy lid lift attempt including, the complexity, cost, and timing. In our five counties there are 46 special purpose districts in Grays Harbor, 61 in Lewis County, 36 in Pacific County, 41 in Thurston County, and 42 in Mason for a grand total of 226.
- The Shelton fire watch issue may be fixed soon, as reported by Library Manager, Erin Stumpf. Patrons have been understanding but frustrated. This has been a great physical demand on our staff.
- Judi Brummett, Library Manager of the Mountain View and Packwood libraries will be conducting a community engagement, called community conversations in Glenoma and Morton on July 20, 2022. We have received 40 surveys with the link to the survey placed in the most recent Timberland Newsletter.

- Cheryl shares the achievements of our foci from the 2020-2024 Strategic Direction, to reflect on the first half of the year and celebrate our accomplishments including:
  - ✓ Early leaning and mentorship pathway.
  - ✓ Youth Services toy guide.
  - ✓ Early learning website refresh.
  - ✓ In-person program roll out plan.
  - ✓ TRL Program Manual.
  - ✓ Summer Library Program Manual.
  - ✓ Intellectual freedom training – created by Collection Services staff.
  - ✓ 0–1-day turnaround for all new materials coming into headquarters and out to the 29 locations.
  - ✓ Equality, Diversity, and Inclusion (EDI) training plan and diversity statement.
  - ✓ District social media participation plan and roll out as well as social media training videos.
  - ✓ Windows 10 installed into 300 new internet and library catalog stations in 29 locations.
  - ✓ Hawks Prairie location opened, a Lucky Day Demonstration Library with a 3-year lease.
  - ✓ Shelton library refresh.
  - ✓ Transitioned to new software, Springshare, that answers patrons’ questions on the TRL website.
  - ✓ Expanded Access Hours (EAH) opened at Naselle, Hoodsport, Ocean Park, and McCleary.
  - ✓ Developed and experimenting with new ways of marketing.

Projects currently in progress:

- Collective bargaining negotiations.
- Introductions to Youth Services Pathways.
- Time and Memorial Project.
- Youth Services purpose statement.
- EDI audit and networking projects.
- Facilities refresh in: Elma, Centralia, and Ocean Park.
- Phone replacement project.
- Community engagement in Randle for new Mountain View library location.
- New marketing through memberships, YouTube commercials (on Vox, playbooks, play aways, and launch pads), advertisements at 7-11’s in Thurston County at the ATM machines.
- Regular supervisor meetings to strengthen relationships and improve communication.

Cheryl thanks staff for all of their contributions and is grateful for the staff’s commitment of supporting each other.

- Cheryl shares that she will be on vacation from June 27, 2022 to July 11, 2022 and again from July 18, 2022 to July 22, 2022 where Kendra will be charge, with the exception of July 18, 2022 when Brenda Lane will be in charge.

#### **7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 25:35 of the recording Cheryl highlights May:**

- **General Fund** - \$4,574,407 in property taxes were received; Timber revenue - \$143,486 received; and \$191,546 in books and materials were purchased. Payment of \$31,454.69 to Apple Inc. was processed for 48 iPad Minis; Payment of \$21,070.00 to Ednetics was processed

for 43 Verifone credit card terminals; Payment of \$34,142.43 to OETC was processed for 280 Microsoft 365 subscription licenses; Payment of \$ 127,095.46 to GCSIT was processed for 150 Dell laptop computers.

- **Technology Fund** – had minimal activity.
- **Unemployment Fund** – had minimal activity.
- **Gift Fund** – had minimal activity.
- **Building Fund** – Payment of \$27,706.06 to Creative Office Furniture was processed for new chairs, tables, and partitions at the Shelton Library.

**Discussion of the Financial Report at 27:18 of the recording:** Trustee Blanton states that in review of the budget documents, he notices that currently, we are at 51% of the revenue and at 35% expected expenditures and wondering if this is typical at this time of the year. Paige explains that there are lot of ongoing projects at this time and items may not have been invoiced yet. Paige confirms this is typical at this time of year. Cheryl adds that due to publishing, we tend to purchase more items in the fall for the collection. Cheryl shares that another factor to consider would be the property revenue that we receive twice a year is heavier in the spring. Blanton also asks about the Unemployment Fund, that it appears to be holding a substantial amount of unused funds at this time and if we have a policy or procedure of an amount to keep in the fund or could we free up some of the monies and use elsewhere. Blanton asks about the Building Fund and how are items earmarked for projects. Cheryl comments that the board had previously approved \$1 million for the Mt. View location, land inclusive, that is included in the Building Fund and budget will be discussed in the fall of this year concerning the Unemployment Fund.

**8. COMMITTEE REPORTS** – None.

**9. OLD BUSINESS** – At 33:47 of the recording:

- A. Board of Trustees Retreat Discussion -Trustee Oliver confirms the retreat to take place on September 24, 2022 at the Administrative Service Center from the hours of 9:00 a.m. to 4:00 p.m.

**10. NEW BUSINESS** - None.

**11. RESOLUTIONS** – None.

**12. EXECUTIVE SESSION** pursuant to RCW 42.30.110, (g) At 36:41 of the recording:

- A. To review the performance of a public employee (g)

The Board went into Executive Session at 6:07 p.m. for 15 minutes for Board discussions.

Trustee Oliver returns at 6:19 p.m. for an additional 10 minutes with Cheryl for discussions.

The Board and Cheryl return from Executive Session at 6:32 p.m.


- B. Negotiations Update

The Board, Cheryl, and Brenda went into Executive Session at 6:33 p.m. for 15 minutes and return at 6:47 p.m.

**13. FINAL BOARD COMMENTS** – At 39:13 of the recording: Trustee Zylstra shares that he is looking forward to the Mt. View public feedback on the new library. Trustee Sebby comments that he hopes the City of Shelton manages their affairs and highly recommends the author James Lee Burke. Trustee Gwin shares the South Bend project of the Gnome make and take that was highly visible on social media. Trustee Harrington shares her excitement at attending the Shelton grand opening. Harrington also shares a book recommendation, *As Texas Goes...*, by Gail Collins. Trustee Blanton added that the recent Farmer's Market in Packwood was great with librarian, Judi Brummett, utilizing the story trail boards, did a fantastic job. Trustee Oliver shares that she is currently reading two books, a fantasy, horror by Holly Black and an audio book of Bridgerton, Season 1. Oliver gave a shout out the Olympia Library and staff for visiting her classroom virtually, Matt Roach provided information about the summer library programs and the NASA backpacks. The class was so excited about the discussion of

Timberland books and resources, that 30 minutes turned into an hour. Oliver thanks all of the TRL staff for community programs like these.

**14. ADJOURNMENT – 6:15 p.m.**

 7/27/2022  
Cheryl Heywood, Executive Director

 7/27/2022  
Nicolette Oliver