



Timberland Regional LIBRARY

Board of Trustees Meeting Minutes

June 23, 2021 - 5:30 p.m. via Zoom
Timberland Regional Library (TRL)
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

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, Rose Enos-Weedmark; recorder

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

AGENDA:

1. LAND ACKNOWLEDGEMENT STATEMENT

2. PLEDGE OF ALLEGIANCE – Trustee Sebby led the pledge.

3. INTRODUCTIONS

4. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

21-024 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

5. CORRESPONDENCE – At 3:05 of the recording Cheryl shares correspondence for the month of June, 2021: Laura McMahan email from May 28th concerning the Mountain View meeting room. Kris Knutzen email on June 1st concerning the Land Acknowledgement statement located on the TRL website. Craig Spredeman email on June 17th concerning the Pledge of Allegiance. Debbie Cool email on June 17th concerning the plants at the Montesano library and thanking the Board and staff for their work throughout the pandemic.

6. PUBLIC COMMENTS – None.

7. BOARD COMMENTS – At 4:26 of the recording Trustee Zylstra mentions that his son has been able to enjoy the reopening of the Chehalis Library. Trustee Dickhoff shares her excitement concerning the reopening of the libraries and Aberdeen's summer programming and meeting room use. Trustee Blanton mentions that it's nice to see patrons visiting the library again and expresses his opinion that the Board's main focus is to be advocates for library services. Trustee Oliver commends the West Olympia team on their opening and shares that her family and neighbors are excited to have a branch so close to their homes and also thanks the Board for being able to provide library services to this community. Trustee Hall shares his experiences visiting the Raymond library after its refresh and shared that Mayor Nordin seemed pleased as well.

8. EXECUTIVE DIRECTOR HIGHLIGHTS – At 9:20 of the recording Cheryl highlights:

- Epidemic, Pandemic, and Communicable Diseases Procedure was updated for staff and available on the TRL website
- We will be receiving \$134,000 from the American Rescue Plan Act (ARPA) through the Washington State Library to respond to the pandemic recovery with a deadline for spending of June 30, 2022; this is reimbursable funding following an allowable expense guideline

- Key accomplishments in the first half of the year:
 - January 2021 we began recording all Board sub-committee meetings, available online for additional organizational transparency
 - Created a P drive for Trustees with meeting documents and trainings
 - Created a hardbound Trustee Orientation Manual
 - The opening of the new West Olympia Branch at the Capital Mall
 - The re-opening of the Raymond Library after its refresh
 - The Tenino Library refresh completed
 - The East County Engagement Report process and input completed
 - Currently identifying land in Randle for new location
 - Access controls and EAH projects all underway
 - Mobile Services project has ordered two trucks and underway
 - Currently negotiating a lease for the Hawks Prairie location
 - Currently AMH installation in Lacey; August or September for Service Center
- Toledo Kiosk agreement signed
- Kendra will be in charge June 25th to July 5th while Cheryl is on vacation

Discussion of Executive Director Highlights at 13:32 of recording: Trustee Zylstra says thank you for the Trustee Manual and that it's good to see the large checks for the book mobiles moving forward. Trustee Blanton asks for a review of the Creative Services projects. Brenda Lane clarifies that they are working on a Strategic Marketing Plan for TRL and social media postings. They have also been working on video footage of each branch, possibly using a drone in the future; essentially telling the TRL story and all that we have to offer. Trustee Sebby asks if TRL will be present at any community functions and Cheryl states each library manager determines if they will participate in local events dependent on staffing.

9. FINANCIAL STATEMENTS & HIGHLIGHTS – At 20:30 of the recording Cheryl highlights:

- Minimal activity in the following funds: Technology, Unemployment, Gift and Building
- General Fund:
 - Property taxes of \$4,232,992 was received in May
 - Books and materials in the amount of \$202,731 were purchased in May
 - Put a deposit down for the first bookmobile in the amount of \$139,521

Discussion of the Financial Statements and Highlights at 21:30 of the recording: Trustee Blanton asks if salary and wages are projected to be as budgeted. Cheryl shares that, historically, we have always come in under budget.

10. COMMITTEE REPORTS – At 22:54 of the recording Facilities Committee report begins: Trustee Zylstra shares the meeting highlights of the Facilities Committee meeting June 15, 2021.

A. Updates:

- Mt. View – staff met with a realtor concerning property for new location; working on a survey and easement to purchase one acre
- Hawks Prairie – earlier location designated was rented out to another individual; TRL submitted a letter of interest to a new location, similar area, and awaiting response
- EAH/Access Controls – cabling being done at the Service Center and then Amanda Park and Hoodspoint, still waiting for final quotes for city owned locations

Discussions on Committee Report at 26:00 of the recording: Trustee Blanton asks if the asking price for the potential land is the average price for a one acre lot. Brenda Lane clarifies that she is unsure but that was the initial quoted price but we are awaiting the survey and assessment of the location, however the location is ideal for TRL and we will need to negotiate final cost. Trustee Hall

asks about contaminated soil and Brenda clarifies that many other businesses have been on and around the location. Trustee Oliver shares that she appreciates the location proximity to a school for their use.

11. OLD BUSINESS

- A. Land Acknowledgement Review **at 31:10 of the recording:** Cheryl shares that in 2019 TRL included community engagement input in preparation for designing a strategic plan. A focus for 2020-2022 has been Equity, Diversity and Inclusion (EDI). Trustee Oliver shares that a land acknowledgement is an extension of the Strategic Direction that was adopted by the Board and is a common practice recognized by other library systems.
- B. Web Interactive Room **at 43:46 of the recording:** Cheryl shares the research conducted thus far with David Reid of Thurston Regional Planning Council, Amy Davis of the Thurston County Commissioners and Kyle Overmiller of the WA House of Representatives and awaiting additional details. Trustee Hall suggests making contact with South Bend City Council as they recently had a reasonably successful inexpensive hybrid meeting.

Discussion on Old Business at 35:06 of the recording: Trustee Hall asks if the Board prefers to read a Land Acknowledgement at the beginning of every Board meeting or have the statement solely displayed on the website. Trustee Blanton shares that while the acknowledgement is important that we remain focused on providing great library services. Trustee Zylstra suggests that it remain on the website and possibly during the month of Native people's recognition. Trustee Sebby agrees. Trustee Dickhoff suggests it's good to keep in the forefront of our minds and takes less than 30 seconds to read aloud at the beginning of the meeting.

12. BOARD QUESTIONS – Trustee Sebby asks if there are any updates on the data security incident. Cheryl clarifies that all parties involved have been notified and additional information is posted on the TRL website per Washington State Law.

13. NEW BUSINESS- at 48:05 of the recording Trustee Sebby shared that two credit unions in Mason County have received funding for Covid response monies for the community, TRL should review.

14. RESOLUTIONS - None

15. EXECUTIVE SESSION pursuant to *RCW 42.30.110 (g)* **at 49:34 of the recording**

A. To review the performance of a public employee, Executive Director (g); Executive Director mid-year check-in


At 6:20 p.m. the Board and Cheryl go into Executive Session for 10 minutes. At 6:31 p.m. the Board and Cheryl return from Executive Session.

16. FINAL BOARD COMMENTS – At 51:31 of the recording Trustee Oliver thanks the Board for considering the Land Acknowledgement Statement and happy to see it remain on our website. Trustee Dickhoff thanks the Board for their time. Trustee Sebby asks if we are considering an in person meeting sometime this year. Cheryl clarifies that we are still researching and the next meeting in July will be on Zoom.

17. FUTURE AGENDA ITEMS - None

18. ADJOURNMENT – 6:41 p.m.

 7/28/21
Cheryl Heywood, Executive Director

 7/28/21
Bob Hall, President