



## Timberland Regional **LIBRARY**

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

July 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, Brian Zylstra, Hal Blanton, Toni Gwin, Mary Beth Harrington, Ken Seby, 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** – Trustee Oliver led the pledge.
- 3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

**22-019 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. TONI GWIN SECONDED. MOTION APPROVED.**

- 4. CORRESPONDENCE** – None.
- 5. PUBLIC COMMENTS** – None.
- 6. EXECUTIVE DIRECTOR HIGHLIGHTS – At 2:22 of the recording** Cheryl introduces Kendra Jones

#### A. Library Spotlight

- Kendra Jones, Deputy Director – Mobile Services Update  
Kendra shares that there have been some obstacles with the Anywhere Library. There has been staffing changes and we are currently pausing to re-evaluate the direction we would like to go in, however we are still offering the pop-up service that was previously scheduled, except for Rochester which will be serviced from Thurston County. Liz Borbas will also be scouting for a variety of locations in Rochester that the pop-up will serve for additional partnerships. Judi Brummett will be coordinating Morton and Mineral, and Devon Bergeron coordinating Toledo. Mobile Service Specialists continue to do outreach in the Aberdeen area. While we are still waiting for the trucks that were ordered to come in, Kendra has been working with other libraries gathering data to develop a service model with multiple vehicles and routing.

**Discussion of Spotlight: At 6:25 of the recording** Trustee Zylstra asks about the gas budget due to rising costs. Brenda Lane shares that it has increased about \$1500 a month. Trustee Oliver shares that she has recently finished her tour of the Lewis County locations including the Toledo kiosk. Due to staff illness, patrons did miss the pop-up, and Oliver shares the appreciation of the community for the service to their area, she also sends a big thank you and hopes the staff are feeling better.

### **Cheryl Highlights at 8:04 of the recording:**

- Cheryl thanks the board for their comments in the July 22, 2022 Thurston Talk article, titled “TRL Library Board Members Work Together in Service Care and Commitment to Community.”

- Cheryl shares highlights about the recent Morton City Council presentation, the 2021 library updates and Morton’s vote to add to the November ballot, a de-annexation consideration from TRL. The Morton Report can be found under the Locations/Lewis County/Morton at trl.org. The 2012 timeline brochure, including the frequently asked Q&A, prior to the annexation of Morton to TRL is posted at trl.org at Timeline/2012. The East County Journal posted an article about the presentation. Not covered in the article, Cheryl shares that the city of Morton gave TRL, Ordinance 2012-03, requesting annexation and signed by Mayor Gerwig. TRL conditionally approved Resolution 12-001, Morton City annexation, prior to the Lewis County Commissioners approval on August 3, 2012. Resolution 12-001 states that TRL is not required to establish, maintain, or staff a library facility within the city limits.
- Cheryl shares that the Packwood Timberland Library is celebrating its 40<sup>th</sup> +1 year anniversary, Saturday, August 13, 2022 at the Packwood Park, adjacent to the library. The festivities begin at 11:00 a.m. and Cheryl thanks Judi Brummett, Packwood Library Manager for coordinating this event.
- Cheryl shares that after conversations with Morton, Mineral, and Glenoma the forefront of the most requested items in a new Randle location are air conditioning, bathrooms, Wi-Fi, meeting rooms, additional seating, space for the Friends of the Library book sales, drive-thru pick up/drop off service, additional children’s computers, a seed bank, lots of programming focused on children and families, items that engage children such as play aways, Lego programs, science table, crafts, coloring, puzzle exchange, etc.
- Cheryl informs that the Chehalis Rotary Club will not meet in August and her presentation will be moved to a future date.
- Cheryl shares with her upcoming vacation that Kendra will be in charge August 4<sup>th</sup> and 5<sup>th</sup>, and Andrea will be in charge August 8<sup>th</sup> and 9<sup>th</sup>.

**Discussion of Highlights: At 14:04 of the recording** Trustee Sebbly asks for clarification concerning Morton’s request for de-annexation. Cheryl shares that some members of the Morton community believe they were mis-led prior to the vote for annexation to TRL, that the vote meant a library facility. The TRL service model for cities is that they are to provide the facility and we provide the services. Trustee Sebbly asks if it is a legal issue. Cheryl shares that she clarified in her presentation to the Morton City Council that a yes vote, to de-annex from TRL, means no more library pop-ups or kiosk at the Centralia College East and they would have to pay for their library cards, currently \$102 each. If they vote no, to de-annex, we continue as we have been. The Morton Report contains additional cost and usage thru June 2022. TRL tried to provide a location in the public-school library. A lot of work was done with attorneys, architects, and staff only to have the school board vote against a public library within the school library. Trustee Blanton mentions that he was on the board at the time and Morton wanted the library services, however they never provided a facility. Cheryl adds that the vote to annex was 72.75% yes. Trustee Oliver thanks Cheryl for being on the Olympia Strong conversations and working on the Since Time Immemorial Kits. Cheryl thanks Trustee Oliver for sharing a YouTube video and photo presenting to students about the library resources and summer library programs. Oliver thanks the Centralia staff for providing her the materials to share with the students as she was the spokesperson at her school. Oliver also was able to pick up from the Winlock location, Play Aways, Vox-Books, Launch Pads, and a NASA backpack to show the students samples of the resources.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 26:15 of the recording** Cheryl highlights June:

- **General Fund** - \$1,069,717 in property taxes were received; Timber revenue - \$410,960 received; and \$267,594 in books and materials were purchased. Payment of \$33,963.14 to

GovernmentJobs.com was processed for annual subscriptions to hiring, onboarding, and performance evaluation software for Human Resources; Payment of \$190,403.87 was processed to Sirsi Corporation for SirsiDynix software. Quarterly transfers were made to the Technology Fund, Unemployment Fund, and Building Fund totaling \$148, 612.50.

- **Technology Fund** – Received a quarterly transfer from the General Fund totaling \$62,500; Payment of \$86,840.47 was processed to Ednetics for services at multiple branches.
- **Unemployment Fund** – Received a quarterly transfer from the General Fund totaling \$16,000.
- **Gift Fund** – had minimal activity.
- **Building Fund** – Received a quarterly transfer from the General Fund totaling \$69,662.50; Payment of \$30,538.63 was processed to Ednetics for installation-related expenditures at Elma, Ilwaco, Naselle, Westport, and Winlock.

**Discussion of the Financial Report at 28:48 of the recording:** Trustee Blanton asks about how the transfer with Paige Preston, Finance Manager, is doing. Cheryl clarifies that Paige will not be reporting to the Board but will be in attendance to board meetings for questions.

**8. COMMITTEE REPORTS** – Policy Committee Report and Discussion begins **at 30:13 of the recording**

A. Appraisal of the Executive Director Policy

1. Appraisal of the Executive Director Procedure

Trustee Harrington shares that the changes were to streamline the process and provide an evaluation more in line with the performance of an organization of our size. The staff feedback form was removed due to the time-consuming efforts to organize and not providing much beneficial use. Staff have many avenues for comment either directly to the board, email, or through the union.

**22-020 – HAL BLANTON MADE A MOTION TO APPROVE THE APPRAISAL OF THE EXECUTIVE DIRECTOR PROCEDURE AS PRESENTED. KEN SEBBY SECONDED. MOTION APPROVED.**

2. Executive Director Performance Evaluation Form

Trustee Harrington shares the changes, to rate by section as well as allowing for comments. All the individual forms will be compiled for one board voice.

**22-021 – HAL BLANTON MADE A MOTION TO APPROVE THE EXECUTIVE DIRECTOR PERFORMANCE EVALUATION FORM AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

B. Gift Policy

Trustee Harrington shares that the changes made were for the ability to add online gifts. There were some grammar changes and removed wording regarding the TRL Foundation, that no longer exists.

**22-022 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE GIFT POLICY AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**

C. Travel Policy

Trustee Harrington shares there were grammatical updates.

**22-023 – KEN SEBBY MADE A MOTION TO APPROVE THE TRAVEL POLICY AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

D. Informational Technology Security Policy

Trustee Oliver shares that this policy is currently under review.

**Discussion of the Committee Report at 35:58 of the recording:** Trustee Sebbly asks about physical gifts such as an object under the Gift Policy. Cheryl states that it depends on what location and type of object, also cities have their own process for those types of gifts. Cheryl states that TRL has been offered books as well as artwork in the past and we have declined. Sebbly asks if there has been any expensive (20k+) artwork donated. Cheryl recalls the city receiving a 10k art donation which they insured. Trustee Blanton comments on policy making overall and the efforts it takes to keep policies

updated and grammatically correct. Blanton shares that good policy connects our vision and mission and thanks staff and committee members for their work on TRL policies.

**9. OLD BUSINESS – At 43:41 of the recording:**

A. Board Committee Assignments

**22-024 – NICOLETTE OLIVER MADE A MOTION TO REMOVE JASMINE DICKHOFF FROM THE FACILITIES COMMITTEE AND THE EXECUTIVE DIRECTOR’S EVALUATION SUB-COMMITTEE. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**

**22-025 – NICOLETTE OLIVER MADE A MOTION TO APPOINT MARY BETH HARRINGTON TO THE FACILITIES COMMITTEE. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

**10. NEW BUSINESS – At 48:21 of the recording:**

A. Mt. View Lease Renewal – Brenda Lane states that the current lease for the Mt. View library is set to expire October 31, 2022, and shares two options that the landlord has given to us during the interim until we purchase the new property with a July 31, 2022, due date. If we make no decision, it will roll over to a new three-year lease. Option 1, we renew a 2-year lease from November 1, 2022, through October 31, 2024, with the rent being \$1630 for the first year and \$1650 for the second. Option 2, we renew an 18-month lease from November 1, 2022, through April 30, 2024, with rent being \$1640 for the term. A month-to-month term would still be available to us if we needed the extra 6 months. A Request for Proposal (RFP) for an architect will be ready August 1<sup>st</sup> for a 30-day posting. Design concepts should be forthcoming in the next few months for the boards review.

**Discussion of Mt. View Lease Renewal – At 52:31 of the recording:** Trustee Seby asks if our building can be built that quickly. Brenda shares her optimism for the project. Trustee Dickhoff asks if the additional 6-month option will be included in the lease. Brenda confirms that it would be included however the month-to-month option has a rent increase to \$1650.

**22-026 – HAL BLANTON MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN A RENEWAL LEASE AT THE MT. VIEW LOCATION FROM NOVEMBER 1, 2022, THROUGH APRIL 30, 2024. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**

**11. RESOLUTIONS – None.**


**12. EXECUTIVE SESSION** pursuant to RCW 42.30.110, (d) **At 56:30 of the recording**


A. Negotiations Update (d)

The Board, Cheryl, and Brenda went into Executive Session at 6:26 p.m. for 20 minutes and return at 6:46 p.m.

**13. FINAL BOARD COMMENTS – At 57:00 of the recording:** Trustee Oliver thanks all of Lewis County staff and locations. Oliver presented information on the summer library programs at the Centralia school district. Oliver is still reading the *Shadow Stealers*. Trustee Dickhoff commends Beverly Wakefield from the Aberdeen branch for her quick response to Dickhoff concerning a recent visit by Governor Inslee to the library. Dickhoff shares her read of *The Adults*. Trustee Zylstra thanks TRL for providing cooling stations at certain locations. Trustee Blanton thanks Rose for providing materials and keeping meetings going. Blanton shares his excitement for the upcoming 40 +1 Packwood anniversary, and he recalls the nostalgia of a book mobile from the sixties that he used. Trustee Seby applauds the cooling stations and shares a frustration with the City of Shelton. Trustee Gwin reminds everyone of shark week and mentions a YouTube video from CBS Sunday Morning concerning modern libraries across the country, she recommends viewing the video, it is well worth it. Trustee Harrington mentions her connections on social media and Texas librarians, that they may be interested in working for TRL, if we get a surge, it would be due to Harrington. Trustee Oliver wraps up the meeting sharing her excitement to see everyone next month, in person, at the Hoquiam Timberland Library.

**14. ADJOURNMENT – 6:55 p.m.**

 8/24/2022  
Cheryl Heywood, Executive Director

 8/24/2022  
Nicolette Oliver, President