



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

July 28, 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: Bob Hall, Hal Blanton, Brian Zylstra, Nicolette Oliver, Kenneth Sebby, Jasmine Dickhoff

Present Staff: 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. PLEDGE OF ALLEGIANCE** – Trustee Zylstra led the pledge.
- 2. LAND ACKNOWLEDGEMENT** – Revised wording to include the Chinook people, available on website.
- 3. INTRODUCTIONS**
- 4. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

21-025 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. NICOLETTE OLIVER SECONDED. MOTION APPROVED.

5. CORRESPONDENCE – **At 3:21 of the recording** Trustee Hall shares if any individual wishes to speak about their correspondence they can utilize Public Comments. Cheryl shares correspondence for the end of June and the month of July: June 24th an email from Harvest Campbell regarding the Land Acknowledgement Statement; July 1st an email from Lilly Pomeroy of Montesano concerning the standardization of libraries; July 3rd an email from Tenney Singer of Montesano concerning changes to the library; July 10th an email from Trish Bradbury of McCleary concerning changes to the library; July 19th two emails from Helen Hepp concerning changes at the Montesano library.

6. PUBLIC COMMENTS – None.

7. BOARD COMMENTS – **At 5:28 of the recording** Trustee Sebby mentioned that he was happy to see TRL staff participating at the local event. Trustee Zylstra mentioned an article in *The Chronicle* concerning the recent sale of fellow Trustee Blanton grocery store in Packwood. Trustee Oliver shares that she has been visiting the Thurston County reopened libraries (Lacey, Tumwater, and West Olympia) and utilizing the services and thanks the staff and the Friends of the Library's. Trustee Dickhoff mentioned that she is taking the correspondence comments under advisement and has also been visiting some Thurston County libraries. Trustee Hall commented a personal opinion concerning a comment made from last month's correspondence.

8. EXECUTIVE DIRECTOR HIGHLIGHTS – **At 9:03 of the recording** Cheryl highlights:

- Follow up to Trustee Sebby's request for funding through local credit unions in Mason County for Covid response. The funding is designed for small businesses through loans.
- Winlock library manager, Aisha Banes has given her resignation, last day July 31, 2021. Deb Peterson will be in charge for the month of August. Mt. View Library Manager Mary Prophet also has given her resignation with her last day being July 31, 2021. Judi Brummet will be in charge of Packwood and Mt. View until the end of September. Cheryl thanks them for their years of service and wishes them the best in their future endeavors.

- Project Community Connect at the Long Beach Elementary School in Pacific County was attended by library managers, Michelle Zilli, Amy Hitchcock, Jenny Grenfell, and Kristen Hylton. This group will also be attending the Long Beach Farmers Market in August and September.
- Mason County's Chamber Expo and Bites on July 16th, Library Manager Erin Stumpf and staff handed out information and promotional materials. They made library cards, signed people up for the summer and Mason County Passport programs.
- Washington Library Association Conference has opened registration. The conference runs from September 30th thru October 2nd in Bellevue, WA and offers hybrid options for participation.

Discussion of Executive Director Highlights at 12:43 of recording: Trustee Zylstra mentioned that West Olympia circulation is doing well. Cheryl shares it is #11 out of 28. Trustee Hall mentioned that the next Public Library Association conference is sometime in March 2022 in Portland, OR.

9. FINANCIAL STATEMENTS & HIGHLIGHTS – At 13:48 of the recording Cheryl highlights June:

- **General Fund** - \$953,640 in property taxes were received; \$385,869 in books and materials were purchased; \$24,525.28 was spent on AMH tubs from Global Equipment Company
- **Technology Fund** - \$125,000 transferred into the fund for 1st and 2nd quarter of 2021
- **Unemployment Fund** - \$32,305 transferred into the fund for 1st and 2nd quarter of 2021
- **Gift Fund** - Minimal activity
- **Building Fund** - \$139,325 transferred into the fund for 1st and 2nd quarter of 2021

Discussion of the Financial Statements and Highlights at 15:13 of the recording: Trustee Oliver makes note of Amazon purchases and suggests we shop locally. Trustee Blanton asks about the Equipment and Communication line items being a high percentage, if we will stay within the budget. Cheryl comments that she will need to review and bring back to the Board.

10. COMMITTEE REPORTS – At 16:31 of the recording Executive Committee by Trustee Hall:

- A. 2020-2022 Strategic Direction – the Committee recommends that the Strategic Direction be extended until the end of 2024 due to a variety of reasons.

Discussions on Committee Report at 17:25 of the recording: Trustee Seby asks if this is the first time a Strategic Direction has been extended. Cheryl shares that TRL has historically gone with a five year plan.

21-026 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE EXTENSION OF THE STRATEGIC DIRECTION TWO ADDITIONAL YEARS TO END IN 2024. JASMINE DICKHOFF SECONDED. MOTION APPROVED.

11. OLD BUSINESS – None.

12. BOARD QUESTIONS – At 18:15 of the recording: Trustee Seby asks if the Board will meet in person again. Cheryl shares that research is being done to accommodate remote/in-person arrangements. Andrea shares that there will be costs to implement and our small IT staff with many projects makes it difficult.

13. NEW BUSINESS - None

14. RESOLUTIONS – at 30:07 of the recording:

- A. Signature Authority – Resolution 21-002

21-027 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE SIGNATURE AUTHORITY RESOLUTION 21-002 AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.

15. EXECUTIVE SESSION pursuant to *RCW 42.30.110* (c) To consider the minimum price at which real estate will be offered for sale or lease **at 33:15 of the recording**

- A. North Mason Property - At 6:03 p.m. the Board and Cheryl go into Executive Session for 5 minutes. At 6:08 p.m. the Board and Cheryl return from Executive Session.

21-028 – NICOLETTE OLIVER MADE A MOTION TO SELL THE NORTH MASON PROPERTY AT A SALES PRICE OF \$86,485 TO THE HOOD CANAL SALMON ENHANCEMENT GROUP. JASMINE DICKHOFF SECONDED. MOTION APPROVED.

16. FINAL BOARD COMMENTS – At 35:06 of the recording Trustee Blanton mentions that he knows the Packwood refresh will be great when finished and appreciates the activity. Trustee Oliver thanks the Lacey branch for partnering with the Washington State Auditor’s office for a voting center. Trustee Sebby expresses his enthusiasm to meet in Tumwater anytime.

17. FUTURE AGENDA ITEMS - None

18. ADJOURNMENT – 6:12 p.m.

 8/25/2021
Cheryl Heywood, Executive Director

 8/25/2021
Bob Hall, President