



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

August 24, 2022 - 5:30 p.m.

Hoquiam Regional Library

420 7th St.

Hoquiam, WA 98550

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

Present Board:

Nicolette Oliver, Brian Zylstra, Hal Blanton, Mary Beth Harrington, Jasmine Dickhoff

Via Zoom: Ken Seby

Absent: Toni Gwin

Present Staff:

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 Seby led the pledge.

3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

22-027 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

4. EXECUTIVE SESSION - pursuant to *RCW 42.30.110 - 1 (i)*

A. Litigation Update -*1(i)* **at 2:00 of the recording:**

The Board, Cheryl, and Rose remain for the Executive Session as the audience is escorted out of the meeting room at 5:33 p.m. for 15 minutes and return at 5:47 p.m.

5. CORRESPONDENCE – None.

6. PUBLIC COMMENTS – At 3:25 of the recording: Christine Peck shares her enthusiasm that the first in person meeting of the board is in Hoquiam. Ms. Peck requests that on a future agenda there is an update on the Hoquiam and Aberdeen libraries. Thirza Krohn expresses a concern about the Aberdeen staffing levels and if there are any recruitment ideas. She also expresses concern about the janitorial services in Aberdeen.

7. EXECUTIVE DIRECTOR HIGHLIGHTS – At 6:17 of the recording Cheryl shares her highlights:

- Cheryl shares that she and Trustee Dickhoff met with the City of Aberdeen's mayor, public works, and finance individuals earlier in the day to discuss some of the concerns addressed in the public comments. Cheryl explains that there are a lot of moving parts, but we have a plan moving forward. Cheryl comments that filling the library manager position for Aberdeen has been difficult, but we continue to advertise. Staffing levels are what they were pre-pandemic, and we continue to live within the 1%. With 21 years of no change on the 1%, we have been addressing the unsustainable staffing levels since 2013, changing the way the work is done, facing out more, while doing what is needed in the buildings. The hiring process has been a challenge for all industries, and we will continue to do our best with new advertising ideas. The remodel of Aberdeen is on hold until we have a library manager in place.
- Kim Storbeck will be present next month to provide an update on Collection Development.

- Packwood’s 40 +1 Anniversary was attended by Cheryl, Trustee’s Blanton and Harrington, as well as many of the residents for the activities and festivities provided. Cheryl thanks Judi Brummett, Stephanie Cahill, Laura Schwalbe, Demi Deletang, and the Packwood Friends of the Library for all their work and support at the celebration, making it so fun and memorable. Nicole June took video that is hyperlinked in the Executive Director’s report from our drone.
- Congratulations to Juliet Lawson- Hall, District Manager of Equity, Diversity, and Inclusion, who was one of seven selected by the Thurston County Commissioners to serve on the Thurston County Council on Racial Equity and Inclusion. The Council is expected to expand to a fifteen-member group over the course of the next three years. The group’s purpose is to advise the commissioners and elected or appointed officials on racial equity and inclusion within the counties policies, processes, and practices to accomplish the mission of the Thurston County Government.
- Creative Services Marketing Update in the board packet shows the types of marketing that we are currently using. A thank you to Stephanie Cahill, Creative Services Coordinator, Westley Wolford, Print and Media Specialist, Nicole June, Graphic Designer, Taniah Najih, Operations Coordinator.
- Cheryl will be presenting to a group of library students with a presentation titled, “Building Communities, Growing Communities: Partnering for Impact” for the People Connect Institute next month. The presentation is available at trl.org under media.

Discussion of Highlights: At 12:14 of the recording Kendra Jones clarifies the delay on the Aberdeen project is not solely due to the library manager vacancy but also the need for the city to hire a project manager. Cheryl shares that the funding for the project manager will be coming from the Grays Harbor Foundation in the amount of two to four million dollars. Trustee Oliver thanks the staff of Hoquiam and Aberdeen for offering such great services with a shout out to Bryce Luke. Oliver comments that she enjoys the library of things including fine art prints and assistive devices. Cheryl adds that we just recently obtained two plankton kits from the Pacific Shellfish Institute in Olympia and will be piloting a cooking kit in Montesano soon. Trustee Blanton shares that Randle has fishing kits and asks about the usage. Andrea shares it is going well and is also available in Tumwater, Lacey, and Hawks Prairie.

8. FINANCIAL STATEMENTS & HIGHLIGHTS – At 16:53 of the recording Cheryl highlights July:

- **General Fund** - \$112,698.05 in property taxes was received; Timber revenue - \$100, 881.52 received; and \$193,566.97 in books and materials was purchased. E-Rate rebate received in the amount of \$185,591.47 for internet and WAN charges for all branches. Payment of \$19,367.08 to Brodart was processed for shelf end panels at the Shelton branch; Payment of \$78,488.96 to OCLC was processed for annual cataloging, metadata subscription, and Worldshare ILL access; Payment of \$10,350.62 to Budget Blinds of Aberdeen was processed for the installation of solar and roller shades at the South Bend branch; Payment of \$15,210.92 to Bulldog Trailer Sales was processed for the purchase of a Big Tex trailer for the Facilities Department.
- **Technology Fund** – Received E-rate rebate of \$113,987.67 for 2020 cabling and the Wireless Access Point Project.
- **Unemployment Fund** – had minimal activity.
- **Gift Fund** – had minimal activity.
- **Building Fund** – had minimal activity.

9. COMMITTEE REPORTS – Facilities Committee Report and Discussion begins at **18:56 of the recording:**

Facilities Committee – Brian Zylstra

- A. West Olympia – Contract/Lease Review and Statistical Report
Trustee Zylstra shares that the two-year lease at the mall location is set to expire April 30, 2023. Administration has been working with the city to extend the lease another two years at the city's expense. Cheryl adds that in terms of circulation, it is 11th in the district.

22-028 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE EXTENTION OF SERVICE POINT, WEST OLYMPIA, AT THE CAPITOL MALL, AN ADDITIONAL TWO YEARS FROM MAY 1, 2023, TO APRIL 30, 2025. NICOLETTE OLIVER SECONDED. MOTION APPROVED.

- B. Mt. View Update – RFP on Website for 30 Days
We are still waiting for the property sale to finalize; it has been held up at the county's permitting office. An RFQ has been posted online, for 30 days, for an architect. A couple of architects interested in the project completed a walk through.
- C. Expanded Access Hours (EAH) Update
We are waiting on microchips and materials to arrive to complete installation. The locations needing installation are Salkum, Westport, Elma, Ilwaco, South Bend, Tenino, and Winlock. The locations that currently have EAH are Ocean Park, Naselle, Hoodspport, Packwood, and McCleary. Cheryl clarifies that Winlock and South Bend will only be getting the key card access and not EAH.
- D. Morton Update
The current contract has expired, and a new contract will be proposed with no end date. Cheryl clarifies the contract is with the Centralia College. If Morton votes to de-annex from Timberland Regional Library (TRL) we would remove it, if they vote to remain then it would keep going.

22-029 – BRIAN ZYLSTRA MADE A MOTION TO RENEW THE INTERLOCAL AGREEMENT BETWEEN CENTRALIA COLLEGE AND TIMBERLAND REGIONAL LIBRARY. HAL BLANTON SECONDED. MOTION APPROVED.

- E. 2023 Projects - Ilwaco, Tumwater, West Olympia, McCleary, North Mason, Salkum, Amanda Park, Lockers
McCleary is scheduled for updated flooring, paint, and new shelving, November 2022 through January 2023. West Olympia will have a wall removed, increasing the space by an additional 1200 sq ft., flooring, shelving, lighting, and furniture beginning in February 2023. Ilwaco is scheduled for flooring, paint, work in the circulation area, and work room in April and May 2023. Amanda Park is scheduled for shelving. North Mason is scheduled for exterior repairs, paint window trim, pressure washing, gutters cleaned, re-paint parking lot lines. Tumwater is scheduled for an interior refresh with paint, youth service wall, furniture, and work on the circulation desk. Salkum and Naselle are scheduled for interior paint.
- Discussion of the Committee Report at 28:55 of the recording:** Cheryl adds that we are researching lockers potentially located in Rochester, which be in the 2023 budget. Andrea shares that the lockers would be used for hold pick-ups and returns. Trustee Blanton asks about the status of the Salkum charging station. Cheryl shares that the engineer was scheduled to visit in August and the installation is scheduled for October at no cost to us. The project is with Energy Northwest and there will be two charging station that will require payment for use.

10. OLD BUSINESS – At 33:55 of the recording:

- A. Board Meetings Discussion – Rose Enos Weedmark
A discussion took place at the April board meeting, Trustee Sebby suggested that we schedule two in person meetings (May and December) and other meetings conducted via Zoom. Retreats would remain in person with the December one being the annual meeting for budgets and resolution documents. Trustee Zylstra suggests that the May meeting be held at a branch. Trustee Blanton and Zylstra suggests that in the future we look at moving back to in-person

meetings. Trustee Dickhoff also suggests the rotation of different counties when doing so.

Dickhoff and Blanton thank Rose and staff for coordinating the remote in-person meeting.

22-030 – JASMINE DICKHOFF MADE A MOTION TO APPROVE IN PERSON BOARD MEETING DATES, TWO TIMES A YEAR, ONE IN MAY, AND ONE IN DECEMBER, THE REMAINDER OF THE BOARD MEETINGS TO BE CONDUCTED VIA ZOOM. NICOLETTE OLIVER SECONDED. MOTION APPROVED.

11. NEW BUSINESS – At 40:13 of the recording:

A. Motion Corrections 2019 – Rose Enos-Weedmark

In preparation for the TRL upcoming audit, Rose shares that there was a duplication in motion numbers from 2019. Rose explains that each motion in a meeting has its own number which in a few meetings in 2019 were duplicated. Rose created an addendum to accompany the corrected 2019 minutes adding an “A” to distinguish it as its own individual motion identity.

22-031 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE 2019 MOTION CORRECTION ADDENDUM AS PRESENTED. MARY BETH HARRINGTON SECONDED. MOTION APPROVED.

Discussion of Motion Corrections 2019 – At 41:42 of the recording: Trustee Blanton clarifies that we are not changing any motions just the labeling and asks if the auditor has approved. Rose clarifies that we are hoping this will be an acceptable correction to the auditor.

12. RESOLUTIONS – None.

13. EXECUTIVE SESSION pursuant to RCW 42.30.110, (d) **At 43:06 of the recording**

A. Negotiations Update (d)

The Board, Cheryl, and Brenda went into Executive Session at 6:28 p.m. for 20 minutes and return at 6:48 p.m.

13. FINAL BOARD COMMENTS – At 43:31 of the recording: Trustee Harrington thanks staff and shares her enjoyment of the 40 + 1 Anniversary celebration at the Packwood library and that she visited Salkum, McCleary, Elma, Montesano, and Aberdeen recently. Trustee Seby comments that his plans for the summer include reading a few more books. Trustee Blanton thanks Cheryl for attending the 40 +1 Anniversary in Packwood, speaking to the business group, PBOC, and the local Friends of the Library group, during her visit. Blanton thanks Rose for coordination of the August Board in-person meeting. Trustee Zylstra shares that it is nice to see everyone, new trustees and staff, in person since 2020 and is thankful. Trustee Dickhoff shares her appreciation for being able to attend a meeting with the Aberdeen city officials, Cheryl and the city brought forward helpful suggestions to resolve the restroom concerns in the long term. Dickhoff appreciates the meeting taking place in Hoquiam and encourages the trustees to explore the facility. Trustee Oliver shares that meeting everyone in-person and exploring Grays Harbor communities has been great.

14. ADJOURNMENT – 6:54 p.m.

 9/28/2022

Cheryl Heywood, Executive Director

 9/28/2022

Nicolette Oliver, President