



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

August 25, 2021 - 5:30 p.m. via Zoom
Timberland Regional Library
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

Absent: 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. PLEDGE OF ALLEGIANCE – Trustee Sebby led the pledge.

2. INTRODUCTIONS

3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

21-029 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.

4. CORRESPONDENCE – None.

5. PUBLIC COMMENTS – **At 2:54 of the recording** Dean Hirschi shared his appreciation of the work Mary Proffit did with the Veterans Café and assisting Veteran's. **At 4:14 of the recording** Judi Brummett shares with the board the Packwood's refresh update as well as its history and the 40th Anniversary this month. **At 6:07 of the recording** Mary Proffit shares her concerns about TRL leadership and will be proving the Board documents via email.

6. BOARD COMMENTS – **At 9:40 of the recording** Trustee Blanton shares his appreciation for Judi's update on the Packwood Library and suggests that the trustees visit as many branches as they are able. Trustee Zylstra appreciates the comments and suggestions by Mary Proffit. He also shares his attendance at the former Chehalis Library Manager, Corinne Aiken's honoring event due to her passing. Trustee Oliver thanks Amy Pierce and the Shelton Library for coming to Pioneer School District and providing an outdoor event for her second (2nd) grade class as well as other kindergarten and first (1st) grade classes. Trustee Sebby shared that he visited the Tenino branch. Trustee Sebby shares his concern that the Shelton branch will be closed for a period of time while the restrooms and branch are refreshed. Cheryl comments that the plans are under review when the branch manager returns from leave. Trustee Hall asks if the furniture for Raymond had been delivered. Brenda shares it has not.

7. EXECUTIVE DIRECTOR HIGHLIGHTS – **At 21:50 of the recording** Cheryl highlights:

- Long-time patron of the Olympia library and state employee, Ed Miller has passed away. Ed was generous to his community throughout his retirement years. He hand crafted, salvaged wood boxes and donated them to TRL. They were used as gifts to staff for milestone anniversaries.
- Follow up from July board meeting concerning expenditures:
 - Communication expenditure is at 113% because the reimbursement for E-Rate has not been received yet.

- Equipment expenditure is at 128% because line items will need to be moved to the Building Fund. This will be updated on the next financial report.
- Shares the thank you to the Shelton branch for providing outreach to schools and information about summer programs.
- Shares a letter to the Lacey staff concerning a patron's appreciation for library services.
- Would like to thank staff for the following projects:
 - Picture Book City Working Group for their leadership, vision, their development and implementation of the Picture Book City project.
 - Cataloging and processing staff for the Picture Book City project.

8. FINANCIAL STATEMENTS & HIGHLIGHTS – At 30:35 of the recording Cheryl highlights July:

- General Fund - \$135,915 in property taxes were received and \$311,945 in books and materials were purchased.
- Minimal activity in the following funds: Technology Fund; Unemployment Fund; Gift Fund; Building Fund.

Discussion of Financial Highlights: At 31:06 of the recording Trustee Blanton asks if our statement of revenues and expenditures is on target according to budget. Cheryl shares that she has not been made aware of any concerns. Trustee Sebby asks if TRL has a “rainy day fund?” Cheryl shares that we have funds to address unexpected items that may come up and can move funds to accommodate. Trustee Hall shares that in Pacific County there was an over payment by the state in timber tax payments. Cheryl stated she would check with her contacts. Trustee Blanton asks for finance to recheck percentages, calculations, and formulas.

9. COMMITTEE REPORTS – At 38:51 of the recording Facilities Committee report and discussion begins

A. Facilities Committee- Brian Zylstra

i. Facilities Update:

- Randle/Mt. View Property – Seller is asking two hundred and fifteen thousand dollars (\$215,000.00).

21-030 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE PURCHASE OF THE PROPERTY AT 10111 US HIGHWAY 12, RANDLE, WA FROM JACK KERR AND KATHY HEIMBIGNER FOR THE AMOUNT OF TWO HUNDRED AND FIFTEEN THOUSAND DOLLARS (\$215,000.00). NICOLETTE OLIVER SECONDED. MOTION APPROVED.

Discussion of Motion – At 40:26 of the recording Trustee Hall requests to review the maps with details provided by Brenda.

- Hawks Prairie Timberland Library – Lease agreement awaiting legal review for potential December 1, 2021 opening.
- Access Controls/Extended Access Hours (EAH)

21-031 – NICOLETTE OLIVER MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ACTIVATE THE BOARD APPROVED EXTENDED ACCESS HOURS (EAH) LOCATIONS FOR THE SERVICE HOURS OF SEVEN (7) A.M. TO EIGHT (8) P.M, SEVEN (7) DAYS A WEEK. HAL BLANTON SECONDED. MOTION TABLED.

Discussion of Motion – At 53:04 of the recording Trustee Sebby asks about emergency situations. Cheryl shares that there are protocols in place. There are also cameras and a telephone to call the police if needed. Kendra also shares that when a patron agrees to opt-into the program they are informed that no library staff will be in the branch, additional details will need to be discussed before we put in place.

10. OLD BUSINESS – None.

11. BOARD QUESTIONS – None.



12. NEW BUSINESS – None.

13. RESOLUTIONS – None.

14. EXECUTIVE SESSION pursuant to *RCW 42.30.110* - None.

15. FINAL BOARD COMMENTS – At 1:00:33 of the recording Trustee Oliver shares that she is excited that we are moving forward with the Hawks Prairie location and she believes it will be well utilized. Trustee Blanton agrees with Trustee Oliver and congratulates Packwood. Trustee Blanton expresses his gratitude for the Board and staff for all of the outreach to rural and urban areas alike where patrons need us, pre-pandemic and during a pandemic. He also expressed our work continually moving forward meeting needs. Trustee Sebby hopes the Board can plan a party get together in the upcoming future. Trustee Zylstra states that the Mt. View current lease expires on October 2022 and he appreciates the board for the approval of the new land purchase in Randle. Trustee Hall shares a memory of a meeting in Packwood and upon leaving they were treated to the elk roaming the streets.

16. FUTURE AGENDA ITEMS – Tabled motion 21-031

17. ADJOURNMENT – 6:35 p.m.

Cheryl Heywood 9/22/2021

Cheryl Heywood, Executive Director

Bob Hall 9/22/2021

Bob Hall, President

