



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

September 22, 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, 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 Oliver led the pledge.

2. INTRODUCTIONS

3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

21-032 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.

4. CORRESPONDENCE – Letter to the Board from Jenny Penoyar concerning South Bend.

5. PUBLIC COMMENTS – At 3:10 of the recording Mary Prophit provided additional comments concerning the statement she made at the August 25, 2021 board meeting.

6. BOARD COMMENTS – At 6:32 of the recording Trustee Zylstra shared that he spoke with Mary Prophit after *The Chronicle* article and listened to her feedback. Zylstra hopes for improved communication throughout the organization. Trustee Sebby shared an article written in the *Mason County Journal* titled “Long Live the Librarians.” Trustee Oliver thanked the library for proving online offerings, take out services, and e-books during this pandemic time. Oliver also mentioned that her students love the virtual and online services. Trustee Blanton comments that the trustees are dedicated, they listen, care, and put time and effort into decisions not everyone will agree with. Blanton congratulates Judi Brummett for taking on two branches (Packwood and Mt. View), he also thanks admin and staff for keeping things moving. Trustee Hall expresses his appreciation for the *Libby* service. Hall mentions the commissioners have received the letter addressing his soon-to-be vacant trustee position in Pacific County. Hall also mentions his appreciation for the South Bend refresh nearing completion.

7. EXECUTIVE DIRECTOR HIGHLIGHTS – At 15:24 of the recording Cheryl highlights:

- Regarding Lewis County timber overpayment from the August 25, 2021 board meeting; the Department of Revenue (DOR) upgraded software in 2018 and produced incorrect data. TRL original revenue payment should have been \$272,000 and now being slated to repay \$73,000 of timber excise tax, mean’s that we will be receiving \$199,202.84. Grays Harbor has decided to repay the DOR this quarter and our portion would be \$23,000 that we will not be getting in timber excise tax. Cheryl will be meeting with the other three counties treasurers soon.
- September 17, 2021, the Hawks Prairie lease was signed with keys being provided October 1st for a December 1st opening.

- September 18, 2021, North Mason branch experienced a flash flood event effecting some of the new carpeting, wiring, ducting, drywall, and part of the collection. Library Manager Mary Halterman did a great job handling the situation.
 - September 21, 2021, a presentation was given to the Pacific County Kiwanis of Willapa, and a student shared his positive experience with MyTRL.
 - October 8, 2021, a presentation will be given to the Twin Cities Rotary for Chehalis/Centralia.
 - County Commissioner update meeting dates were emailed to the trustees.
 - Executive Director evaluation documents will be emailed and available on the trustee P drive.
- Discussion of Executive Director Highlight's: At 18:57 of the recording Trustee Oliver shared from the report that she is thankful for TRL's involvement with voter registration and our voter resource partnership.

8. FINANCIAL STATEMENTS & HIGHLIGHTS – At 20:25 of the recording Cheryl highlights August:

- General Fund - \$135,145 in property taxes were received; Timber revenue - \$201,540 received; Comparative financials for the year were updated to correct Building Fund expenditures that had been charged to the General Fund and \$274,583 in books and materials were purchased.
- Technology Fund - \$89,556 in expenditures related to the Wireless Access Points Project. We are anticipating a 70% reimbursement from the FCC.
- Unemployment Fund – \$19,577 were paid for unemployment fees to the Employment Security Department.
- Gift Fund - \$7,888 were received for Aberdeen from the Weatherwax Grant for Pre-K tablets.
- Building Fund - \$287,395 in expenditures for capital building expenses for Amanda Park, Hoodspert, Naselle, North Mason, Ocean Park, Packwood, Raymond, Salkum, Service Center and West Olympia locations; Comparative financials for the year were updated to correct Building Fund expenditures that had been charged to the General Fund.

9. COMMITTEE REPORTS – At 22:38 of the recording Policy Committee report and discussion begins

A. Policies Committee- Hal Blanton

1. Background Check Policy
 - a. Mandatory Disclosure Form

21-033 – HAL BLANTON MADE A MOTION TO APPROVE THE BACKGROUND CHECK POLICY AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

Discussion of Motion – At 23:33 of the recording Paige Preston explains the Equal Employment Opportunity Commission (EEOC) made changes that are now reflected in the policy for compliancy. The Policy review date was also shorted to a two-year review.

21-034 – HAL BLANTON MADE A MOTION TO APPROVE THE MADATORY DISCLOSURE FORM AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.

10. OLD BUSINESS – None.

11. BOARD QUESTIONS – None.

12. NEW BUSINESS – At 27:40 of the recording:

- A. To Review the Performance of a Public Employee, Executive Director - Process
 - Evaluation Sub-Committee – Trustee Zylstra, chair; Trustee Oliver and Trustee Sebbly.
 - Kandy Seldin with Human Resources to assist sub-committee with survey.
- B. Personal Service Contract -Lowell

21-035 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE PERSONAL SERVICE CONTRACT FOR ERIC LOWELL IN THE AMOUNT OF FORTY THOUSAND DOLLARS (\$40,000) AS PRESENTED. NICOLETTE OLIVER SECONDED. MOTION APPROVED.

Discussion of Motion: **At 42:35 of recording** Trustee Sebby asks when was TRL's last audit. Cheryl states in 2018, however we are anticipating an audit this fall for 2019 and 2020.

13. RESOLUTIONS – None.

14. EXECUTIVE SESSION pursuant to *RCW 42.30.110* (c) **At 47:56 of the recording**

- A. To Consider the Minimum Price at which Real Estate will be Offered for Sale or Lease (c)
At 6:18 p.m. the Board and Cheryl go into Executive Session for 5 minutes. At 6:23 p.m. the Board and Cheryl return from Executive Session.

21-036 – NICOLETTE OLIVER MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ACCEPT THE PRICE ESTABLISHED BY THE BOARD. KEN SEBBY SECONDED. MOTION APPROVED.

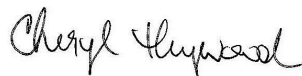
15. FINAL BOARD COMMENTS – At 49:26 of the recording Trustee Blanton apologies for not calling Mary Proffit as he had told her but he states he will. Trustee Sebby asks Cheryl for any updates on the Shelton restroom/library potential closure. Cheryl states that LM, Erin Stumpf, shared information on Facebook that during September 27th and October 16th the Shelton library will be offering alternative services outside, dependent on weather which can include take-out and curbside. Trustee Oliver shares that parents are very happy with the West Olympia location at the mall and looking forward to the Hawks Prairie location opening.

16. FUTURE AGENDA ITEMS

- A. Tabled Item –Motion **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.)**

November Board Meeting Discussion.

17. ADJOURNMENT – 6:27 p.m.

 10/27/2021

Cheryl Heywood, Executive Director

 10/27/2021

Bob Hall, President