



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

September 28, 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

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, Andrea Heisel, Brenda Lane, Rose Enos-Weedmark; recorder

Remote Access: Zoom: <https://Trl-org.zoom.us/j/89785150954> • Meeting ID: 897 8515 0954 • Phone Access (253) 215-8782 • Approximate Attendance = 20

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 Zylstra led the pledge.
- 3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

22-033 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. MARY BETH HARRINGTON SECONDED. MOTION APPROVED BY SIX TRUSTEES, TRUSTEE SEBBY DID NOT VOTE YEA/NAY/ABSENTIA.

- 4. CORRESPONDENCE** – None.
- 5. PUBLIC COMMENTS** – None.

- 6. EXECUTIVE DIRECTOR HIGHLIGHTS – At 3:26 of the recording** Cheryl introduces Kim Storbeck
A. Library Spotlight

- Kim Storbeck, Collections Services Manager – Collection Development Process
Kim explains that Timberland Regional Library (TRL) utilizes centralized collection development for its selection of materials for the district. TRL has a youth selector which selects board books, young adult fiction/non-fiction. TRL has both a fiction and nonfiction adult selector. The selection process is guided by TRL's policies, procedures, and related documents such as the Collection Guidelines as well as ALA Intellectual Freedom Statement. TRL's collection is a popular collection intended to meet the cultural, informational, educational, and recreational needs of our district. TRL provides material from all points of view. Including or not including a particular viewpoint does not mean TRL endorses either viewpoint. TRL works to include a wide variety of materials so the patron can make their own reading, listening, or viewing choices. TRL also provides a variety of comprehension levels and formats for the inclusion of intellectual and sensory needs of patrons. Considering the Strategic Direction, selectors have focused on acquiring materials representing diverse voices, perspectives, and experiences. They utilize a variety of sources, including staff and patron input, as well as social media when choosing items for the collection. The number of copies we purchase is based on past use and anticipated demand. The digital collection demand continues to rise and currently circulation is even with the physical collection. Some physical items are not available in digital format and sometimes both physical and digital items can be released to the public before being part of a library offering, unfortunately.

Discussion of Spotlight: At 10:13 of the recording Trustee Blanton thanks Kim for her presentation and comments that it is helpful for patrons to understand the process for collection selection. Blanton asks Kim to explain the process on having a patron challenge an item or lack of an item in the collection. Kim explains the first step is discussing their concern with a staff member for information, most concerns can be alleviated at that point. If a patron wishes to complete the comment form, it will go from the library to the Service Center and Andrea Heisel. A committee is established, comprised of the selector of the area or topic of the item and two staff members from the library where the comment form came from, and potentially an additional librarian to review the form, discuss the item or concern, review other library systems, and then make a recommendation to Andrea and the Executive Director, and a letter is sent out to the patron with the decision. Blanton would like the patrons to know that there is a process TRL follows for the selection of materials. Trustee Harrington asks about the coordination of the Inter-Library Loan (ILL) and how it works. Kim explains that ILL opens a world of collection to our patrons, borrowing items from other libraries that we do not have in our collection, processing a couple thousand items each month. We borrow from local systems that have no fees; however, some sources charge a fee the farther we go out or educational institutions. Harrington also asks, "If you had a magical wand to wave, what would your greatest wish be?" Kim shares that having Kindle and Audible titles available would be a magical request! Trustee Oliver appreciates that we skew with the popular titles, but that we also have local authors and history in our collection. Trustee Sebby asks if the TRL district owns all its collection exclusively? Kim confirms that the collection is owned by TRL. Cheryl adds that we review the collection's worth annually for insurance purposes.

Cheryl Highlights at 18:12 of the recording:

- Cheryl shares the success of the Board Retreat Saturday, September 24, 2022. The meetings presenters were Assistant Attorney General, Morgan Damerow. He spoke on the Open Public Meeting Act (OPMA); Dan Gottlieb, Attorney from the firm of Hillis Clark Martin & Peterson P.S., he spoke on board development with roles and responsibilities; Cheryl Heywood, Executive Director of TRL, who spoke on Board Advocacy for 2023; and Jill Jean, Retired, former Kitsap Regional Library Director shared her experiences with levy lid lifts. And after, a tour of the Service Center.
- Cheryl commends Stephanie Cahill for her design work and staff in selecting the four new library card designs.
- Lewis County open hours change, Centralia open Monday-Saturday and Chehalis open Tuesday-Saturday both new hours are 10:00 a.m. to 6:00 p.m. as there has been a lack of usage between the hours of 6:00 and 7:00 p.m.
- Cheryl commends the amazing teamwork that staff initialized when we discovered the Ask a Librarian 1-800 number fraud. It was a concerted effort of the entire district led by Andrea Heisel and Stephanie Cahill was able to order enough new library cards, just in time.
- Another great teamwork mention for staff of the Packwood library, Judi Brummett, Demi Deletang, and Stephanie Wendler for their quick response to close the library due to the Goat Rock's fire in Lewis County.
- Cheryl shares the *Coastal Currents Magazine* Fall 2022 edition for Grays Harbor, highlighting all the county's libraries.
- Cheryl thanks Kat Santana, Executive Director, for featuring TRL in an article in the Centralia Community Foundation newsletter to the members of that community, the Foundation, residents of Lewis County, and the local media.

- Cheryl shares that Taniah Najih will be sending out a news release and a Morton FAQ to the Lewis County media.
- Cheryl shares her invitation to be the welcome speaker at the Future of Work Summit and Expo, October 12, 2022, at the Olympia Hotel at Capitol Lake.
- Cheryl will be on bereavement leave October 20, 21, 24, 25, where Kendra Jones will be in charge.
- Cheryl states that Rose Enos-Weedmark will be sending out Cheryl's self-evaluation documents to the board after the meeting and she thanked those trustees who worked on improving the process.

Discussion of Highlights: At 20:52 of the recording Trustee Zylstra mentioned that he heard the radio interview on KIRO concerning the Ask a Librarian 1-800 number fraud with Andrea Heisel and thanks staff for providing that information. Trustee Dickhoff shares that Rick Moyer of Moyer Multimedia took the photographs for the *Coastal Currents Magazine*. Trustee Harrington enjoys the pun of the articles headline, "Are you due for a visit to a Grays Harbor library? The prose outweigh the cons!" Trustee Oliver mentions in the Executive Report there is a section concerning Hand's on Children's Museum partnership and how they have provided arts and crafts supplies. Oliver also suggested every one check out those free tickets and enjoy all that the museum offers. Cheryl states that we have a deep partnership with them, they have supplied the libraries with monthly free passes to the library for nearly two decades and this year and last we received additional donations from them to give out crafts to provide to the youth in our region.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 25:46 of the recording Cheryl highlights August:

- **General Fund** - \$108,669.21 in property taxes were received; Timber revenue - \$155,663.37 received; and \$402,396.20 in books and materials were purchased. Payment of \$12,748.86 to Demco was processed for displays, tables, chairs, and casters at the Shelton library; Payment of \$55,846.02 to Rainier Dodge was processed for the purchase of a 2022 Dodge Tradesman Crew Cab Truck for the Facilities Department; Payment of \$17,046.96 to GCSIT Solutions was processed for the purchase of a Dell Server for the IT Department.
- **Technology Fund** – had minimal activity.
- **Unemployment Fund** – had minimal activity.
- **Gift Fund** – had minimal activity.
- **Building Fund** – Payment of \$25,162.00 to Great Floors Commercial Sales was processed for flooring and countertops for the Service Center restrooms.

8. COMMITTEE REPORTS – Policy Committee Report and Discussion begins at 27:27 of the recording
Policy Committee – Mary Beth Harrington

A. Health, Safety, and Wellness Policy

- Sunset the Wellness Program Policy

Trustee Harrington shares that the Wellness Program Policy is being combined as part of the Health, Safety and Wellness Policy. Harrington adds that the Operations Director is the designated Safety Officer as well as the correction of the Bloodborne Pathogen Exposure Control Plan addition. The policy has a three-year review date.

22-034 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE HEALTH, SAFETY, AND WELLNESS POLICY AND SUNSET THE WELLNESS PROGRAM POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED BY SIX TRUSTEES; KEN SEBBY CAST A VOTE OF ABSENTIA.

B. Information Technology Security Policy

A change in title from Informational Technology Security Policy to Information Technology Security Policy. The policy has a three-year review date.

22-035 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE INFORMATION TECHNOLOGY SECURITY POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED BY SIX TRUSTEES; KEN SEBBY CAST A VOTE OF ABSENTIA.

C. Charge Card Management Policy

Clean up language in the policy portion in B and F.

22-036 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE CHARGE CARD POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED BY SIX TRUSTEES; KEN SEBBY CAST A VOTE OF ABSENTIA.

Discussion of the Committee Report at 32:34 of the recording: Trustee Blanton comments a policy discussion can seem dull and dry but having solid policies in place help run the organization with regular updates and corrections. Blanton also thanks administration and those trustees on the committee for their input.

9. OLD BUSINESS – None.

10. NEW BUSINESS – None.


11. RESOLUTIONS – None.

12. EXECUTIVE SESSION pursuant to *RCW 42.30.110*, as requested or needed.

13. FINAL BOARD COMMENTS – At 33:58 of the recording: Trustee Oliver shares that she and her daughter are currently reading, *Siege and Storm*, the second in the *Shadow and Bone* series. Oliver adds that in addition to sharing the libraries resources with her children she also, recently, checked out the Check Out Washington backpack filled with birding, wildlife, and plant brochures and participated in a romantic double date at the Billy Frank Jr. Refuge. “It was just a lovely thing to do with just grownups,” she stated. Trustee Dickhoff appreciates the new library card designs, the banned book theme, and the light therapy option. Dickhoff also mentions that every residence in Grays Harbor receives a free copy of the *Coastal Currents Magazine*. Trustee Zylstra shares his willingness to serve another term as a TRL trustee considering his current term will expire December 31, 2022. Trustee Blanton shares his appreciation for the presenters at the retreat for their information as it establishes the responsibilities placed on the trustees as well as being able to come together. Trustee Sebby welcomes the children back to school and strongly promotes the partnership of TRL and our districts local schools. Trustee Gwin shares she is finishing *Hell and Back* by Craig Johnson. Gwin shares that she enjoyed the OPMA training at the retreat, having it presented in an engaging way. Trustee Harrington comments that in the *Coastal Currents* article, they highlighted something special from each of the Grays Harbor locations and is available by signing up online. Harrington also encourages the other trustees to read the materials from EveryLibrary that Cheryl shared in the Executive Director report. Harrington reminds the board that she will be meeting with the state librarian soon.

14. ADJOURNMENT – 6:14 p.m.

 10/26/2022
Cheryl Heywood, Executive Director

 10/26/2022
Nicolette Oliver, President