



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

February 22, 2023 - 5:30 p.m. via Zoom
Timberland Regional Library
Administrative Service Center
415 Tumwater Blvd. SW
Tumwater, WA 98501

Ken Seby, *President*, Mason County
Mary Beth Harrington, *President Elect*, Thurston County
Brian Zylstra, Lewis County
Hal Blanton, *At-Large*, Lewis County
Nicolette Oliver, *At-Large*, Thurston County
Toni Gwin, Pacific County
Jasmine Dickhoff, Grays Harbor County

Present Board via Zoom:

Ken Seby, Mary Beth Harrington, Jasmine Dickhoff, Hal Blanton, Toni Gwin, Brian Zylstra, Nicolette Oliver (arrived at 3:57 of the recording)

Present Staff via Zoom:

Cheryl Heywood, Kendra Jones, Andrea Heisel, Brenda Lane, Kandy Seldin, Stephanie Cahill, Paige Preston, Rose Enos-Weedmark; recorder

Remote Access: Zoom: <https://Trl-org.zoom.us/j/86273140206> • Meeting ID: 862 7314 0206 • Phone Access (253) 215-8782 • Approximate Attendance = 19

AGENDA:

- 1. CALL TO ORDER AND ROLL CALL** – President, Ken Seby called the meeting to order at 5:30 p.m.
- 2. PLEDGE OF ALLEGIANCE** – Trustee Dickhoff led the pledge
- 3. CORRESPONDENCE** – None.
- 4. PUBLIC COMMENTS** – None.
- 5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS** – At 2:56 of the recording

23-004 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED. (Unanimous 6).

At 13:50 of the recording:

23-005 – NICOLETTE OLIVER MADE A MOTION TO AMEND THE AGENDA, TO ADDRESS THE EXPANDED ACCESS HOURS (EAH) BUDGET ADJUSTMENT BEFORE THE 2023 CARRY FORWARD BUDGET AND RESOLUTION UNDER THE BUDGET COMMITTEE. BRIAN ZYLSTRA SECONDED. MOTION APPROVED (Unanimous 7).

- 6. EXECUTIVE DIRECTOR HIGHLIGHTS** – At 3:56 of the recording Cheryl highlights:

- Cheryl congratulates Kitty Kozisek, Collection Services Manager, for her fifty years of service!
- McCleary Grand Opening March 2, 2023, at 11:00 a.m., everyone is invited to attend.
- 2022 Annual Report is now available on the TRL website Media landing page.
- Timberland Regional Library (TRL) is applying for congressional funding through Senator Murray's office for fiscal year 2024. We are applying for \$1MM for the Mt. View location and \$600k for refreshes of other locations.

Discussion of Executive Director Highlights: At 8:27 of the recording Trustee Zylstra asks, if approved for the congressional funds, do we know when we would get the funding. Cheryl and Rose confirm the funding would be received within two to three months after awarded and we must spend the funding within a year. Trustee Harrington points out that Lacey MakerSpace received funding this year from the senator's office and Cheryl recently toured their building.

- 7. FINANCIAL STATEMENTS & HIGHLIGHTS** – At 10:47 of the recording Cheryl highlights the month ending January 31, 2023:

- **General Fund** - \$78,131 in property taxes were received; Timber revenue - \$161,894 were received; and \$189,888 in books and materials were purchased. Payment of \$50,260.50 was processed to GCSit Solutions for Dell monitors and soundbars for the IT Department. Payment of \$292,640.15 was processed to Bibliocommons Corporation for the Bibliocommons catalog and website implementation project. Payment of \$22,664.27 was processed to Ladue Fencing, Inc. for fencing installation at the Amanda Park location. Payment of \$168,252.06 was processed to CIAW for annual insurance premiums for the district.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Payment of \$14,402.87 was processed to MB Electric for the installation of new lighting and a power pole at the McCleary location. Payment of \$29,680.69 was processed to Great Floors Commercial Sales for the removal and replacement of flooring at the McCleary location. Payment of \$215,837.96 was processed for the land purchase and closing costs for the new Mt. View Library.

8. COMMITTEE REPORTS – At 12:45 of the recording Budget and Policy Committee reports and discussion begins.

Budget Committee, February 9, 2023- Ken Sebby

- A. Expanded Access Hours (EAH) – In 2020 the board approved \$900k for the project, with increasing costs it is requested to approve an additional \$150k to address door replacement issues.
- B. 2023 Carry Forward Budget and Resolution

23-006 – NICOLETTE OLIVER MADE A MOTION TO ADOPT THE 2023 CARRY FORWARD BUDGET AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED (Unanimous 7).

Policy Committee, February 16, 2020 – Hal Blanton

- C. Review Policies **at 19:18 of the recording**
 1. Dress and Appearance Policy – Review date 2027, changes made to policy were in 5A addressing masking and latex.

23-007 – HAL BLANTON MADE A MOTION TO APPROVE THE DRESS AND APPEARANCE POLICY AS PRESENTED. NICOLETTE OLIVER SECONDED. MOTION APPROVED (Unanimous 7).

2. Employment Policy

23-008 – HAL BLANTON MADE A MOTION TO APPROVE THE EMPLOYMENT POLICY AS PRESENTED. MOTION APPROVED (Unanimous 7).

3. Public Records – Public Access to Library Records Policy

23-009 – HAL BLANTON MADE A MOTION TO APPROVE THE PUBLIC RECORDS – PUBLIC ACCESS TO LIBRARY RECORDS POLICY AS PRESENTED. MOTION APPROVED (Unanimous 7).

4. Security Monitoring Policy

23-010 – HAL BLANTON MADE A MOTION TO APPROVE THE SECURITY MONITORING POLICY AS PRESENTED. MOTION APPROVED (Unanimous 7).

5. Special Use of Library Facilities and Grounds Policy

23-011 – HAL BLANTON MADE A MOTION TO APPROVE THE SPECIAL USE OF LIBRARY FACILITIES AND GROUNDS POLICY AS PRESENTED. MOTION APPROVED (Aye 6, Absentia 1).

23-012 – JASMINE DICKHOFF MADE A MOTION TO AMEND THE SPECIAL USE OF LIBRARY FACILITIES AND GROUNDS POLICY WITH ANY VERBIAGE OF MAPS REMOVED. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 7).

- D. Bylaws Review and Discussion – Trustee Sebby suggests that the Board review and discuss

at the Retreat on March 25, 2023.

Discussion of the Budget Committee at 15:53 of the recording Trustee Oliver clarifies that the doors being replaced are sliding doors at three locations making the doors more ADA and EAH compatible.

Discussion of the Policy Committee at 23:09 of the recording Trustee Sebby asks about the addition to the Employment Policy in H concerning termination. Kandy clarifies that this would be in the event of an involuntary termination. Cheryl suggests that any mention of maps in the Special Use of Library Facilities and Grounds Policy be removed for approval tonight.

9. OLD BUSINESS

10. NEW BUSINESS

11. RESOLUTIONS

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

13. FINAL BOARD COMMENTS – At 39:15 of the recording Trustee Oliver shared that she appreciates the recordings of meetings and was able to review a sub-committee meeting she missed. Trustee Harrington thanked Stephanie and Creative Services for the 2022 Annual Report. Harrington also thanked Cheryl and Trustee Sebby for attending the Library Legislative Day. Trustee Dickhoff shares that she is excited for the McCleary grand opening. Trustee Zylstra thanks the staff for their work on the 2022 Annual Report. Trustee Blanton shares that he is happy that the property sale has been finalized in Randle and excited to keep moving forward. Trustee Gwin is also very appreciative for the acquisition of the Randle property. Trustee Sebby shares his outreach to Mason General Hospital for a partnership providing library cards for all newborns and their mothers.'

14. ADJOURNMENT – 6:14 p.m.