



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

January 25, 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, Nicolette Oliver, Jasmine Dickhoff, Hal Blanton, Toni Gwin, Brian Zylstra (entered the meeting late at 17:00 of the recording)

Present Staff via Zoom:

Cheryl Heywood, Kendra Jones, Andrea Heisel, Brenda Lane, Kandy Seldin, Stephanie Cahill, 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 = 17

AGENDA:

- 1. CALL TO ORDER AND ROLL CALL** - President Elect, Mary Beth Harrington called the meeting to order at 5:30 p.m.
- 2. PLEDGE OF ALLEGIANCE** – Trustee Oliver led the pledge
- 3. CORRESPONDENCE** – **At 2:06 of the recording** Cheryl shares a postcard that came in the mail from an Aberdeen patron concerning hiring local residents.
- 4. PUBLIC COMMENTS** – None.
- 5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS** – **At 3:42 of the recording**

23-001 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. TONI GWIN SECONDED. MOTION APPROVED. (Unanimous 6).

At 37:19 of the recording:

23-002 – TONI GWIN MADE A MOTION TO ADD TO THE AGENDA UNDER NEW BUSINESS, TO MOVE THE REGULAR BOARD MEETING ON JUNE 28, 2023, TO JUNE 21, 2023. BRIAN ZYLSTRA SECONDED. (Unanimous 7).

- 6. EXECUTIVE DIRECTOR HIGHLIGHTS** – **At 4:30 of the recording** Cheryl highlights:

- Cheryl shares that she signed the agreement for the purchase of the land in Randle, it now needs the final signature to be finalized. The final cost \$215,837.96.
- Cheryl corrects her statement from last month's meeting that we have now completed our fourth three-year Collective Bargaining Agreement (CBA).
- Timberland Regional Library (TRL) received a Business Award of the Month from the Lacey South Sound Chamber in which Library Manager, Holly Paxson and Cheryl accepted the award.
- Cheryl shares the Top 10 Initiatives that we are working on for 2023, which includes staff trainings, mentorship, wellness, calendar of celebrations, early learning practicums, marketing plans, Anywhere implementation, continued library refreshes, new website, and hopefully the completion of the first cohort of the Expanded Access Hours (EAH) library locations.



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- Cheryl commends new staff member Anna Lisa Rasmussen, Social Media Specialist, for starting a new TikTok account and receiving thousands of views, comments, and shared content.
- Cheryl requests that the board consider moving the June 28, 2023, Regular Board Meeting to June 21, 2023.

Discussion of Executive Director Highlights: **At 11:23 of the recording** Trustee Sebbly applauds the bold TikTok move and wondering if libraries can monetize. Cheryl shares that the laws in Washington state have strict rules on this, however utilizing social media promotes our services which the public pays for those resources. Trustee Blanton asks about EAH, in Packwood with power outages, the security of, keeping the locations locked, and communicating this to the library managers. Is there a way to test? Andrea shares that we have learned a lot from this first cohort and have a checklist to test. Cheryl shares that we have a working group of library managers that either currently have EAH live or moving forward with it collaborating on documents and continuous improvements. It is available for all staff to view on our intranet. Blanton also asks about using TikTok and any imbedded data that may or may not exist using the platform. Andrea shares that the IT policy includes using third party applications. Sebbly asks if children can log into social media platforms at the library. Cheryl confirms, if they have an account they can. Trustee Harrington encourages the trustees using social media to like library content and share it.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 21:27 of the recording Cheryl highlights the month ending December 31, 2022:

- **General Fund** - \$705,699.32 in property taxes were received; Timber revenue - \$345,531.99 received; and \$670,614.39 in books and materials were purchased. Quarterly transfers totaling \$148,162.50 were made to the Technology Fund, Unemployment Fund and Building Fund. Payment of \$20,433.60 was processed to the State Auditor's Office for the accountability and financial audits. Payment of \$13,792.89 was processed to OETC for Microsoft System Center software licenses. Payment of \$31,595 was processed to EBSCO Information Services for the Ebsco Discovery Service and Full Text Finder package. Payment of \$14,368.96 was processed to Always Safe & Lock Inc. for door operator installation and service at the Centralia location. Payment of \$22,225.94 was processed to Tyler Technologies for the annual license and maintenance for finance software. Total payments of \$225,711.24 was processed to Mullinax Ford of Olympia for four (4) 2023 Ford Transit vans.
- **Technology Fund** – Received quarterly transfer of \$62,500 from the General Fund.
- **Unemployment Fund** – Received quarterly transfer of \$16,000 from the General Fund.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Received quarterly transfer of \$69,662.50 from the General Fund. Payment of \$20,249.90 was processed to Demco Inc. for the purchase of book trucks and display islands for the Lacey location. Payment of \$49,217.46 was processed to Ednetics, Inc. for EAH installation services at the Tenino location.

8. COMMITTEE REPORTS – At 24:37 of the recording Facilities Committee report and discussion begins Facilities Committee- Toni Gwin

A. Updates:

- Mt. View/Randle – property to be purchased by January 31, 2023. Cheryl shared at the top of the meeting that this has happened. Staff have met with the architects and reviewing cost analysis for square footage. Library Manager, Judi Brummett added that

she plans to notify the Friends of the Library of the purchase update at the next meeting and then more public communications.

- McCleary – the refresh is nearly complete and scheduled to re-open February 1, 2023. There will be a new circulation desk, furniture, lighting, flooring, and cabinets. Space for the Friends of the Library book sales.
- West Olympia – the remodel is moving forward, same footprint but moving the interior wall back adding an additional 1200 square feet for the expansion of the teen and children’s areas. With data and electrical upgrades and it will remain a “Lucky Day” library.

Discussion of the Facility Committee at 29:30 of the recording Trustee Oliver shares her excitement for the West Olympia refresh and thanks TRL for remaining open during this time.

9. OLD BUSINESS

10. NEW BUSINESS at 30:42 of the recording

- A. Board Legislative Day Participation Discussion – Trustee Harrington encourages all trustees to attend the Washington Library Legislative Day on February 9, 2023, to meet other staff and trustees from other library systems as well learn more about advocacy. Trustee Zylstra agrees. Trustee Oliver mentions that it is always encouraged to contact your representative if your unable to attend.
- B. Policy Committee Review – The Timberland Board Bylaws – Trustees Sebby and Harrington suggest a review of The Timberland Board Bylaws and request that the Policy Committee review.
- C. Move the June 28, 2023, Regular Board Meeting to June 21, 2023.


23-003 – TONI GWIN MADE A MOTION TO MOVE THE REGULAR BOARD MEETING ON JUNE 28, 2023, TO JUNE 21, 2023. NICOLETTE OLIVER SECONDED. (Unanimous 7).


11. RESOLUTIONS

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

13. FINAL BOARD COMMENTS – At 39:08 of the recording Trustee Zylstra shares his excitement concerning the purchase of the property in Randle. Trustee Oliver gives a shout out to the West Olympia staff for their help with materials for Martin Luther King Day as well as the upcoming Black History Month in February. Trustee Gwin mentions she is saddened by the loss of Creative Bug from the collection, however she understands why, due to the low circulation. Trustee Harrington thanks everyone for their patience for her first time running the meeting and filling in for Trustee Sebby. Harrington also shares her visits to other locations.

14. ADJOURNMENT – 6:16 p.m.

 2/22/2023
Cheryl Heywood, Executive Director

 2/22/2023
Ken Sebby, President

