



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

March 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, Brian Zylstra, Nicolette Oliver

Absent Board: Jasmine Dickhoff, Hal Blanton, Toni Gwin

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, Ken Seby called the meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE – Trustee Zylstra led the pledge

3. CORRESPONDENCE – **At 1:44 of the recording** Cheryl shares that there have been five emails of correspondence addressed to the trustees concerning a Storytime at Shelton. On March 12th by raokindness@yahoo.com, Anita Geheim, and Jim Shepard. On March 13th by Margaret Wilson and Carol Vanderwal.

4. PUBLIC COMMENTS – None.

5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – **At 3:45 of the recording**

23-013 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. NICOLETTE OLIVER SECONDED. MOTION APPROVED (Unanimous 4).

6. EXECUTIVE DIRECTOR HIGHLIGHTS – **At 4:54 of the recording** Cheryl highlights:

- The McCleary grand opening was fabulous, with pictures and video links in the Executive Director Report.
- The West Olympia location will have its grand opening on Saturday, May 6, 2023, between 9:00 a.m. and 12:00 p.m.
- April 4, 2023 is National Library Giving Day and Timberland Regional Library's (TRL) fourth year of participation.
- TRL is in partnership with the Capital STEM Alliance in coordinating a virtual event, *Moving Forward Together - Mental Health and Resilience in the Capital Region*, May 25, 2023, from the hours of 9:00 a.m. to 12:00 p.m. for the public, this will be recorded and shared out.
- Shelton Sunday hours to begin May 1, 2023, 10:00 a.m. to 4:00 p.m.
- The State Auditor completed the audit for years 2019, 2020, and 2021. TRL has a clean financial audit for all three years. The links to the reports, Financial Audit and Accountability Audit are in the Executive Director Report.

Discussion of Executive Director Highlights: At 8:01 of the recording Trustee Zylstra asks how many locations will have Sunday hours. Cheryl shares that the locations with Sunday hours will be

Shelton, West Olympia, and Hawks Prairie. Trustee Sebby congratulates the team for the clean audit and states, "it's a BIG DEAL." Trustee Oliver shared her appreciation for the "kids for and by kids" books and encouraged her class and school library to create some of their own hoping this will catch on with other teachers.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 10:32 of the recording Cheryl highlights the month ending February 28, 2023:

- **General Fund** - \$412,062 in property taxes were received; Timber revenue - \$49,605 were received; and \$222,286 in books and materials were purchased. Payment of \$11,836.99 to Creative Office Furniture for tables and other furniture for the IT Department. Payment of \$11,328.89 to Brodart for mobile storage units and furniture for the Elma location. Payment \$13,540.29 to Geiger for Summer Library Program promotional items. Payments totaling \$34,657.08 to TCMS to replace and service the boiler at the North Mason location. Payments totaling \$23,236 to the City of Yelm for annual contracted maintenance services.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Had minimal activity.

8. COMMITTEE REPORTS

9. OLD BUSINESS

10. NEW BUSINESS – At 12:32 of the recording


A. Fall Board Retreat Discussion -September 23, 2023, the fall retreat is scheduled. We would like to move the date to accommodate a potential facilitator, Doug Mah, to September 16, 2023. The trustees suggest bringing this item back for discussion in April when additional trustees will be present.

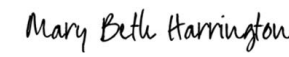
11. RESOLUTIONS

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

13. FINAL BOARD COMMENTS – At 13:52 of the recording Trustee Harrington congratulates the staff for the clean audits as she has never seen a clean financial audit. Trustee Zylstra also congratulates Admin on the clean audit. Trustee Oliver shares the current book that she is reading. Trustee Sebby shares his enthusiasm for newborn babies getting a library card.

14. ADJOURNMENT – 5:45 p.m.

 4/26/2023
Cheryl Heywood, Executive Director

 4/26/2023
Mary Beth Harrington, President Elect