



# Timberland Regional **LIBRARY**

**Board of Trustees Retreat Minutes**  
**Saturday, March 25, 2023**  
**9:00 A.M.**

Administrative Service Center  
415 Tumwater Blvd. SW  
Tumwater, WA 98501  
**No Video Recording**

**Kenneth Seby, President, Mason County**

**Mary Beth Harrington, President Elect, Thurston County**

Nicolette Oliver, *At-Large*, Thurston County

Jasmine Dickhoff, Grays Harbor County

Brian Zylstra, Lewis County

Hal Blanton, *At-Large*, Lewis County

Toni Gwin, Pacific County

**Present Board:** Ken Seby, Mary Beth Harrington, Hal Blanton, Jasmine Dickhoff, Brian Zylstra, Toni Gwin, Nicolette Oliver – Via Zoom.

**Present Staff:** Cheryl Heywood, Andrea Heisel, Brenda Lane, Rose Enos-Weedmark; recorder

## **AGENDA:**

- 1) **Call to Order** – President Ken Seby called the meeting to order at **9:05 a.m.**
- 2) **Pledge of Allegiance** – Cheryl Heywood led the pledge.
- 3) **Board Bylaws** – Cheryl led the discussion and suggested corrections to the Bylaws as follows:
  - a. Article 1 – the correct reference for the Chapter is 27.12.
  - b. Article 2, Section 4 – add *RCW 27.2.190* as this is the reference language. Rose will check with county clerk for the process they utilize.
  - c. Article 4, Section 8 – added language: *“A quorum for the transaction of business shall consist of a majority of the members of the board, except that a quorum for the annual meeting at which the annual budget is adopted shall consist of one member from each of the five counties. In circumstances where there are any vacant positions and a quorum of all five counties cannot be established, a quorum consisting of the majority members shall proceed.”*
  - d. Article 4, Section 9 – added language: *“Regular attendance is expected ...”*
  - e. Article 5, Section 1 – added language: *“Standing committees are the Facilities Committee, Policy Committee, Budget Committee that meet regularly, and the Executive Committee consisting of the chair of each sub-committee, which meets as needed.”*
  - f. Board Bylaws and the suggested changes will move to the next Policy Committee April 11, 2023.
  - g. The board agreed that the county commissioners would get an annual memo reporting the attendance of each appointed trustee.

Discussion ends at 9:53 a.m.

- 4) **Ethics Policy Discussion** – began at **9:55 a.m.** led by Brenda Lane with suggested changes to the Policy:
  - a. Purpose – *“It is in the best interest of Timberland Regional Library (TRL) to avoid the reality or appearance of improper influence, favoritism, and conflicts of interest. TRL establishes this policy to establish and ...”*

- b. Definitions, A – *“Conflict of Interest - Any action, that in the opinion of TRL, might interfere with, or appear to interfere with, the independent exercise of judgment of performance of duties or present the potential of undue influence upon actions by the Trustee. “*
- c. Definitions, C – removal of outdated language and adding updated language.
- d. Policy, A1 – *“Conflict of Interest - Trustees will assure that their actions are fully consistent with the requirements of RCW 42.23. Situations that may appear to be a conflict of interest include, but are not limited to:*
  - *Employment*
    - *Where the trustee would have direct or indirect authority or practical power to hire, appoint, remove, promote, discipline, or terminate an employee.*
    - *Where, to avoid the reality or appearance of improper influence or favor, or to protect its confidentiality, TRL must limit the employment of close relatives, spouses or significant others, owners or policy level vendors, competitors, regulatory agencies, or others which whom the employer deals.”*
- e. Policy, A2 –
  - *Volunteering*
    - *Trustees may volunteer for promotional/marketing events such as building openings, fairs, parades, or other non-paid public events that support TRL.*
    - *No Trustee can be a member or officer of another Library Board.*
    - *No Trustee can volunteer to work in a library, kiosk, mobile service, TRL service point, or Administrative Headquarters.*
    - *As a Trustee, it is the opinion of TRL that the conflict of interest of serving as a Trustee and volunteering as a Friend of the Library, might interfere with, or appear to interfere with, the independent exercise of judgement of performance of duties or present the potential of undue influence upon actions by the Trustee. Therefore, no Trustee can be member, officer, or volunteer of a Friends of the Library group while serving as a TRL Board of Trustee.*
- f. Policy, A3 –
  - *Financial Conflict of Interest*
    - *Any action, that in the opinion of TRL would create a real or perceived appearance of improper influence or favor that would not ensure confidence in government, as guardians of public facilities and public funds, no actual or perceived conflict between the public trust and private interest can exist.*
    - *No Trustee may use their position to obtain financial or other gain for their own benefit, or to benefit a relative or significant other, or an entity in which the Trustee or their relative or significant other has a significant ownership interest.*

- *Trustee shall use their position to influence the purchase of, removal of, or overturn a purchase of library resources.*
- h. Policy, B - removal of outdated language and adding updated language.
- i. Citations – removal of A.

Discussion ends at 10:37 a.m.

**5) Break – 10:38 a.m. to 10:54 a.m.**

**6) Intellectual Freedom Refresh – began at 10:55 a.m.** Andrea Heisel begins with refreshing the board on the American Library Association (ALA) documents, ALA Code of Ethics, ALA Freedom to Read, ALA Freedom to view as well as specific TRL Policies and guidelines. The board also receive talking points with short statements if they are asked or are contacted. The board views three short videos on the topic.

Kendra Jones provides an example of a current rumor that TRL will be hosting a Drag Queen Storytime. Currently there are no plans, but TRL may participate in the future. The board views a short video on the topic.

Discussion ends at 11:37 a.m.

**7) Lunch – 11:40 a.m. to 12:40 p.m.**

**8) Elevator Speech Discussion/Practice/Exercise – began at 12:50 p.m.** Cheryl led the discussion and the board members participated in gathering information, by asking questions, for developing multiple elevator speeches to tailor to an individual. Trustee Gwin shared three of her speeches and gave tips how to tailor. Trustee Harrington suggested that all board members use a unified message in their speeches such as referencing a portion of the mission statement, *“Welcoming everyone to a vibrant world of possibilities. Connecting people, places, and ideas. Evolving to meet the needs of our communities.”* Trustee Blanton asked what are the top three points to share out? Cheryl suggests a top three talking points as follows: 1) TRL covers five counties in which a card user has access to all twenty-nine library locations. 2) Get a library card! 3) Show the landing page where you can search the collection or data and utilize a live chat feature to help you.

Brenda makes a quick mention of a social media marketing plan that will be taking off soon called “How I TRL?” or “TRL in the Wild” or “Wild about TRL” which will use local people of interest and short video clips, photos, etc. to encourage the use of the public library system. This will be an ongoing campaign.

Discussion ends at 2:00 p.m.

**9) Break – 2:00 p.m. to 2:10 p.m.**

**10) 2025-2029 Strategic Direction Committee Volunteers – began at 2:12 p.m.** Cheryl shares the timeline for the next strategic direction planning.

- Develop Request for Proposal (RFP) this summer for a firm to survey the counties and what the local communities would like to see.
- Advertise to hire the firm in the fall.
- Gather board members and staff for an interview committee to interview the firms that responded to the RFP and hire.
- Have the firm hired to start in January of 2024 and work to create a new 2025-2029 Strategic Direction.



- Have the board approve and adopt the new 2025-2029 Strategic Direction in December 2024.

**11) Top 10 Services** – discussed during Elevator Speech Discussion/Practice/Exercise.

**12) Other Topics of Discussion** – September retreat topics to include 1) Visioning the future of TRL 2) Open Public Meeting Act (OPMA) refresher

**13) Adjournment** at 2:46 p.m.

*Cheryl Heywood* 4/26/2023  
Cheryl Heywood, Executive Director

*Mary Beth Harrington* 4/26/2023  
Mary Beth Harrington, President Elect

