



## Timberland Regional **LIBRARY**

### **Board of Trustees Meeting Minutes**

April 26, 2023 - 5:30 p.m. via Zoom  
Timberland Regional Library  
Administrative Service Center  
415 Tumwater Blvd. SW  
Tumwater, WA 98501

**Ken Sebby, *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***

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**Present Board via Zoom:** Mary Beth Harrington, Brian Zylstra, Nicolette Oliver, Jasmine Dickhoff, Hal Blanton, Toni Gwin

**Absent Board:** Ken Sebby

**Present Staff via Zoom:** Cheryl Heywood, Kendra Jones, Andrea Heisel, Brenda Lane, Kandy Seldin, Paige Preston, 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 = 20

### **AGENDA:**

- 1. CALL TO ORDER AND ROLL CALL** – Mary Beth Harrington called the meeting to order at 5:30 p.m.
- 2. PLEDGE OF ALLEGIANCE** – Trustee Blanton led the pledge.
- 3. CORRESPONDENCE** – **At 2:02 of the recording** Rose read an email dated April 26, 2023 from Darleen Adkins of Tumwater expressing her happiness for the variety of offerings that Timberland Regional Library (TRL) has and suggestions for other offerings that she would like to see. Adkins also provided a link for additional information, ([https://www.who.int/health-topics/health-promotion#tab=tab\\_3](https://www.who.int/health-topics/health-promotion#tab=tab_3)).
- 4. PUBLIC COMMENTS** – None.
- 5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS** – **At 4:03 of the recording**

**23-014 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED (Unanimous 6).**

- 6. EXECUTIVE DIRECTOR HIGHLIGHTS** – **At 5:49 of the recording** Cheryl highlights:
  - April 25, 2023 was National Library Worker’s Day, Kendra sent out a message from Admin and Public Services Teams to staff to celebrate and share our appreciation for everyone.
  - Galaxy of Stars on TRL Instagram has had a pouring in of comments from patrons.
  - Thank you to the estate of Rodney Maupin, as he left in his will a \$920,000 donation thus far to the Lacey Library. When the estate closes TRL may get additional funds.
  - Library Giving Day brought in \$11,676.11 in donations, doubling from last year. The donations will go into the Timberland General Gift Fund. Cheryl shares Stephanie Cahill’s message to staff for all their support, raising awareness, and promoting Library Giving Day. Cheryl thanked Creative Services for the marketing and promotional campaign including Stephanie Cahill, Nicole June, Westley Wolford, and Anna Lisa Rasmussen.
  - Cheryl shares accomplishments from the first quarter of the year including: Customer Service, EDI and Youth Pathway trainings for staff; Happy Trails staff wellness program; completed McCleary and West Olympia refreshes; purchased land for the Randall library location;

activated Expanded Access Hours (EAH) in Elma; Sunday hours at Hawks Prairie; completed EDI internal audit; added multiple schools to the MyTRL Program; implementation of BiblioCommons is underway; TRL helped launch and support the Dolly Parton Imagination library program.

- Cheryl shares upcoming projects for the second quarter including: staff wellness programs continuing; new evaluation process utilizing real time check-ins; Sunday hours beginning May 1<sup>st</sup> at specific locations; monthly library manager presentations to raise awareness; Ilwaco refresh with EAH to open June 1<sup>st</sup>; continued architectural design on the Randal location; the Anywhere van for Thurston County getting fitted as well as a new hire for the program; and lastly, the Creative Services team is working on a library card contest for kids and teens coming in June.

**Discussion of Executive Director Highlights: At 12:23 of the recording** Trustee Harrington comments on the positive TRL impact statements from patrons concerning Library Giving Day in the Executive Directors Report.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 13:42 of the recording** Cheryl highlights the month ending March 31, 2023:

- **General Fund** - \$865,134.33 in property taxes were received; Timber revenue - \$222,493.82 were received; and \$382,501.63 in books and materials were purchased. Reimbursement of \$95,901.56 from FEMA was received for COVID-19 pandemic-related supply purchases from 2020 and 2021; Reimbursement of \$15,000 from the City of Olympia for West Olympia lease expenditures for 2022; Payments of \$28,868.69 to Ednetics for annual managed services and access-related purchases; Quarterly transfers totaling \$132,162.50 were made to the Technology Fund and Building Fund.
- **Technology Fund** – Received quarterly transfer of \$62,500 from the General Fund.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Received quarterly transfer of \$69,662.50 from the General Fund; Payment of \$13,749 to LiteZilla, LLC for the purchase of a 4' by 5' LiteZilla unit and accessories.

**8. COMMITTEE REPORTS – at 16:10 of the recording** presentation and discussion begins:

- A. Facilities Committee – Brian Zylstra shares the committee met March 30<sup>th</sup> via Zoom.
- i. Mt. View/Randle Updates – an official cost analysis was received in the amount of \$1,932,000 for a 2800 square foot building which is all inclusive, landscaping, parking lot, HVAC, etc. Zylstra reminds the board that TRL has previously allocated \$1 million for the project and of that we have already spent \$215,000 on the land purchase and \$100,000 on the architect costs. Senator Patty Murray's office has a program, Build Back America, which can fund qualifying projects up to 75% of the costs utilizing American made products. If approved the funds would need to be spent within a year of receiving. The architect final design is forthcoming.
  - ii. Expanded Access Hours (EAH) Policy – a discussion and recommendation to lower the age on participation of EAH from 18 years of age.
  - iii. Building Fund Policy – as it pertains to Facilities – to align our policy with our practice it was recommended that the policy remove wording to reflect this.
  - iv. Facilities Policy – as it pertains to Facilities – to change the wording from Open Plus to Expanded Access Hours (EAH) in the policy.
  - v. Janitorial Services Discussion – cities are having issues maintaining our facilities on a regular basis per their annexation agreements. A discussion of hiring a permanent TRL

employee to help enhance cleaning the facilities, cost, and FTE were also discussed.

**Discussion on Committee Report at 22:12 of the recording:** Trustee Oliver states for clarification that the annexation agreements reflect the cities responsibility for the janitorial services for the libraries. Cheryl confirms except for Yelm, in 2012 the board approved that TRL would pay for the janitorial services. Oliver asks what the circumstances were for taking over Yelm's janitorial. Brenda clarifies that after discussions with the city TRL agreed to take on the ongoing costs for services in a contract ending 2031.

B. Policy Committee – Hal Blanton **at 26:00 of the recording** presentation and discussion begins:

i. Expanded Access Hours – suggested to change 5A wording to match 5E when an age can be determined, it currently is 18 years of age. **Discussion on Policy at 27:52 of the recording.**

**23-015 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE EXPANDED ACCESS HOURS (EAH) POLICY WITH THE AGE OF 14 YEARS OLD FOR ACCESS. TONI GWIN SECONDED. MOTION APPROVED (AYE 4/NAY 2).**

ii. Building Fund Policy – suggested change to 5D7 with removing wording. **Discussion on Policy at 39:54 of the recording.**

**24-016 – HAL BLANTON MADE A MOTION TO APPROVE THE BUILDING FUND POLICY AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED (Unanimous 6).**

iii. Facilities Policy - to change the wording from Open Plus to Expanded Access Hours (EAH) in the policy. **Discussion on Policy at 57:49 of the recording.** Cheryl suggested the item be tabled for further discussion at the Facilities Committee.

**25-017 – HAL BLANTON MADE A MOTION TO APPROVE THE FACILITIES POLICY AS PRESENTED. JASMINE DICKHOFF SECONDED. (Motion Tabled – Unanimous 6).**

iv. Ethics – Board of Trustees Policy - **Discussion on Policy at 59:18 of the recording.**

**26-018 – HAL BLANTON MADE A MOTION TO APPROVE THE ETHICS – BOARD OF TRUSTEES POLICY AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED (AYE 5/NAY 1).**

v. Board Bylaws – suggested changes, Article I- updated reference. Article II revised wording, Per the Ethics – Board of Trustees Policy, a trustee should not have a conflict of interest to serve on the board such as being a relative of a TRL employee; or a current or former TRL employee. Article IV section 8, removal and clarifying language concerning a quorum.

**Discussion on Bylaws at 1:22:35 of the recording.**

**27-019 – HAL BLANTON MADE A MOTION TO APPROVE THE BOARD BYLAWS, TO INCLUDE THE CHANGE, PER THE ETHICS – BOARD OF TRUSTEES POLICY, A TRUSTEE SHOULD NOT HAVE A CONFLICT OF INTEREST TO SERVE ON THE BOARD SUCH AS BEING A RELATIVE OF A TRL EMPLOYEE; OR A CURRENT OR FORMER TRL EMPLOYEE. JASMINE DICKHOFF SECONDED. MOTION APPROVED (Aye 5/NAY 1).**


**9. OLD BUSINESS– At 1:38:40 of the recording:**

A. Fall Board Retreat Discussion – follow up from March discussion – Cheryl confirms the agreed upon retreat date of September 23, 2023. Planning to have the annual Open Public Meetings Act (OPMA) training and Board visioning for the future and next Strategic Plan.

**10. FINAL BOARD COMMENTS – At 1:43:01 of the recording** Trustee Gwin commented that she toured the local TRL restrooms near her and a couple of them were appalling and glad that we are discussing this issue. Trustee Dickhoff thanks staff for organizing the March retreat. Trustee Oliver shares her excitement of watching the West Olympia (WO) branch go thru the refresh process and comments that she witnessed other patrons' excitement for WO to return to regular hours. Oliver also shares her current read, *Everlasting Nora* by Marie Miranda Cruz.

**11. ADJOURNMENT** – at 7:15 p.m.

  
Cheryl Heywood Executive Director  
5/24/2023

  
Ken Sebby, President  
5/24/2023