



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

August 23, 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*
Nicolette Oliver, *At-Large, Thurston County*
Jasmine Dickhoff, *Grays Harbor County*
Hal Blanton, *At-Large, Lewis County*
Toni Gwin, *Pacific County*
Brian Mittge, *Lewis County*

Present Board: Ken Seby, Mary Beth Harrington, Nicolette Oliver, Jasmine Dickhoff, Hal Blanton, Brian Mittge

Absent Board: Toni Gwin

Present Staff: Cheryl Heywood, Kendra Jones, Andrea Heisel, Kandy Seldin, 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 = 24

AGENDA:

1. CALL TO ORDER AND ROLL CALL – Ken Seby called the meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE – Nicolette Oliver led the pledge.

3. CORRESPONDENCE – **At 2:10 of the recording** Cheryl shares four emails; one dated July 29, 2023 from N Hibbard Pelly concerning the book rating system; dated August 22, 2023 from Jan Hopper, Friends of Olympia President concerning age-appropriate sections; dated August 23, 2023 from the Aberdeen Library Advisory Board concerning the library; dated August 23, 2023 from Anonymous concerning public records request.

4. PUBLIC COMMENTS – None.

5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – **at 4:16 of the recording**

23-030 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 6).

6. EXECUTIVE DIRECTOR HIGHLIGHTS – **At 5:18 of the recording** Cheryl highlights:

- Ilwaco's grand reopening on August 5, 2023 was a delight, with thanks to Trustees Blanton, Harrington, and Gwin for their attendance. Cheryl also thanked library and operations staff.
- Anywhere Library mobile services completed its first full month in July in Thurston County. Open positions in the other counties have been announced.
- The Strategic Direction Request for Proposal (RFP) is expected to be announced in September.
- Three (3) winners were chosen for the Library Card Contest, one from each age group, birth to five (0-5), six to twelve (6-12), and thirteen to eighteen (13-18). Cheryl will be taking pictures with each winner at their home location library. The winning drawings will be created into library cards to be distributed during library card sign up month in September.
- The new Bibliocommons website is currently under staff review, it will open to the public September 25, 2023, with the full launch October 23, 2023.
- Trustees are encouraged to provide their interest in attending any conferences in 2024 for budget planning.

Discussion of Executive Director Report at 10:22 of the recording Trustee Blanton requests additional information on the Anywhere Library Mobile Service. Cheryl and Kendra share additional details. Blanton also asked about the Strategic Plan timeline. Cheryl shares we hope to have it

approved by the December 2024 board meeting. There will be community outreach and meetings throughout 2024. Trustee Harrington comments on the Anywhere Library grand opening. Cheryl shares that the Westport City Council approved Expanded Access Hours (EAH) which will begin in Westport September 5, 2023. Trustee Mittge asks about the timeline for the other four counties for Anywhere Library. Kendra shares that potentially we could have routes moving in November or December dependent on a variety of factors with three to four days a week. Cheryl adds that each van will have a hub in their own county.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 25:54 of the recording Cheryl highlights the month ending July 31, 2023:

- **General Fund** - \$123,681.73 in property taxes were received; Timber revenue - \$60,774.16 were received; and \$248,946.32 in books and materials were purchased. Payment of \$108,930.60 to GCSIT Solutions was processed for the purchase of 120 Dell Optiplex computers for the district. Payment of \$12,564.73 to OETC was processed for the purchase of Microsoft DataCenter annual licenses for the IT Department
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – A gift of \$36,000.00 from the Friends of the Chehalis Library was received by the Chehalis location.
- **Building Fund** – Payment of \$14,712.76 to Opening the Book North America, LLC was processed for the purchase of furniture at the Olympia location. Payment of \$16,228.49 to Johansson Wing Architects, PC was processed for design and engineering for the Mountain View location.

8. COMMITTEE REPORTS – At 27:43 of the recording, presentation and discussion begins:

A. Policy Committee – Ken Sebby

1. Public Comment Policy

23-031 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE PUBLIC COMMENT POLICY AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED (Unanimous 6).

2. Food Purchasing Policy

23-032 – BRIAN MITTGE MADE A MOTION TO APPROVE THE FOOD PURCHASING POLICY AS PRESENTED. KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 6).

At 44:51 of the recording, presentation and discussion begins:

B. Facilities Committee – Nicolette Oliver

1. Mountain View – received architect design and estimated costs, moving forward with RFP.
2. Proposed Service Point Analysis – used as a tool to determine service point additions, alterations, or closing.
3. Chehalis – committee reviewed data on location.
4. Elma – committee reviewed data on location.
5. Custodial continued discussions – continued discussion concerning the cities annexation agreements and their responsibility concerning janitorial services. Potentially hiring a position to supplement regular cleaning was discussed.
6. South Bend - Library Capital Improvement Program – the stair project is moving forward.

At 1:35:20 of the recording, presentation and discussion begins:

C. Budget Committee – Ken Sebby

1. General Finance Updates – chain of command with checks written and signed at the end of the month.
2. Overview and Annual Budget Process – budget is a June to February process. December, final board meeting where the budget is finalized for the following year.

3. Staff Wages - 2024 COLA Finalized – 2024 COLA increase of 4%.
4. Cash Drawers and Change Funds – locations have contacted Paige to return monies due to the decreased use of cash and multiple drawers. Paige to bring back to Budget Committee or full Board next spring.
5. Audit Update – upcoming audit December 2023.

9. OLD BUSINESS at 1:47:55 of recording:

A. Committee Assignments – Sub-Committee/Ad Hoc


23-033 – NICOLETTE OLIVER MADE A MOTION TO APPROVE MARY BETH HARRINGTON AS THE CHAIR OF THE AD HOC EXECUTIVE DIRECTOR EVALUATION COMMITTEE. HAL BLANTON SECONDED. MOTION APPROVED (AYE = 5 and ABSENTIA = 1).


23-034 – KENNETH SEBBY MADE A MOTION TO ADD JASMINE DICKHOFF TO THE BUDGET COMMITTEE. NICOLETTE OLIVER SECONDED. MOTION APPROVED (Unanimous 6).

B. Retreat Updates – Cheryl shares that Rose will lead on “Communication with Native Audiences.” We will also be brainstorming for the Strategic Direction. Mary Beth will lead on developing a Commitment Letter. Further developing Roles and Responsibilities.

10. FINAL BOARD COMMENTS at 2:01:24 of the recording: Trustee Oliver thanks the Olympia staff for the Summer Library Program (SLP). Trustee Dickhoff thanks staff and co-trustees. Trustee Blanton shares his pleasurable experience at the Ilwaco grand opening. Trustee Mittge thanked the Centralia staff for participating in a local event and making the event fun and magical for the kids.

11. ADJOURNMENT – at 7:38 p.m.

 9/27/2023
Cheryl Heywood, Executive Director

 9/27/2023
Ken Seby, President