



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

July 26, 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, Toni Gwin, Brian Mittge

Present Staff: Cheryl Heywood, Kendra Jones, Andrea Heisel, Brenda Lane, 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 = 55

AGENDA:

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

2. PLEDGE OF ALLEGIANCE – Mary Beth Harrington led the pledge.

3. CORRESPONDENCE – **At 2:01 of the recording** Cheryl shares emails, a follow-up on June 23, 2023 from Vicki Raines. June 27, 2023 from Sean Nickerson concerning Cheryl Heywood and Brenda Lane. July 11, 2023 from Jim Lazar concerning telepresence in meeting rooms. July 18, 2023 from a Thurston County patron concerning Brian Mittge. July 19, 2023 from James Brazil concerning Packwood. Alison Seaton requesting the Facilities Committee Zoom link. Between July 19 and 26, 2023 we received 142 emails against the book rating system. In addition, there were six duplicate emails concerning the book rating system today as well one from Aberdeen Friends.

4. PUBLIC COMMENTS – **At 3:38 of the recording** eleven individuals requested to speak and three individuals requested a comment to be read against the book rating system. One individual expressed frustration concerning the Facilities Committee Meeting.

5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – **at 38:48 of the recording**

23-028 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 7).

6. EXECUTIVE DIRECTOR HIGHLIGHTS – **At 40:01 of the recording** Cheryl highlights:

- “Lewis County Commission Urges Rating System for Kids’ Library Books” article that was published in *The Chronicle* and picked up by *The Seattle Times* was the topic of the majority of tonight’s correspondence. TRL promotes and defends the principles of intellectual freedom based on the first amendment. Library Administration does not condone the prejudicial labeling of the collection. TRL has Board of Trustees approved policies, procedures, collection guidelines, and a community developed Strategic Direction in place that ensure our freedom to read for all our patrons without prejudicial labeling. Materials are already place in age-appropriate areas of the library.
- The Summer Library Program (SLP) runs from June 1st to August 31st 2023. In 2022 TRL distributed 9,774 to patrons and this year, so far, we have distributed 11,631 with more requests coming in each week from locations. We will share with the Board final statistics in the fall.

- Highest number of “clicks” on a link = 1,100 on the TRL events calendar to date in a 24-hour period followed by 900 clicks for the Summer Library Program, Expanded Access Hours, and Story Trails. Thank you, Board, for approving the SLP in this year’s budget.
- Intelligent Material Management System (IMMS) contract to be signed by July 31, 2023 for a \$150,000 thousand dollars in savings.
- Ilwaco grand opening on August 5, 2023 from 11:00 a.m. to 1:00 p.m.
- The City of South Bend received their award letter from the Department of Commerce, today, in the amount of \$249,000 thousand dollars from the Capitol Library Improvement Program. TRL will be providing \$150,000 thousand dollars to this matching grant.
- 2025 – 2029 Strategic Plan Request for Proposal (RFP) is being drafted for later review.

Discussion of Executive Director Report at 45:20 of the recording Trustee Mittge requests a quick explanation of IMMS software and why we need it. Cheryl shares the software will manage, distribute, and control the collection over the 29 library locations. Controlling the items shelved and float management. The software reduces the handling of materials with batch processing, eliminating the need for manual collection rebalancing, it improves the speed of filling holds and optimizes the collection performance. Trustee Harrington adds that this is essential in collection management. Trustee Blanton asks for clarification if the software will free up work time but also may add additional workers. Andrea shares that that is an unknown, it may require an additional staff person at the Service Center to process. Andrea shares that the cost savings will be in the branch locations not having to manually weed and pull items which is very labor intensive. Blanton asks if others currently utilizing the software have shared their experiences. Heisel shares that it will free up the staff at each location to help patrons more. Trustee Mittge asks about the discount and Andrea shares that the contract has the discount already accounted for, in the contract.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 54:44 of the recording Cheryl highlights the month ending June 30, 2023:

- **General Fund** - \$1,055,732.55 in property taxes were received; Timber revenue - \$383,268.33 were received; and \$313,731.26 in books and materials were purchased. A gift of \$2,200 from the Marian J. Weatherwax Charitable Trust was received for the purchase of 10 Early Math STEM Backpacks for the Aberdeen Library.
- **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 \$10,994.02 to Demco Inc. was processed for the purchase of a Technolink circulation desk for the Ilwaco location. Payment of \$54,390.51 to Great Floors Commercial Sales was processed for the removal and replacement of floors at the Ilwaco location. Payments totaling \$28,354.70 to Johansson Wing Architects, PC was processed for architectural design and engineering for the Mountain View location. Payment of \$27,087.50 to Rognlin’s Inc. was processed for a new deck and handrail at the Hoodspport location.

Discussion of Financial Highlights – At 56:40 of the recording Trustee Blanton asks about timber revenue and its stability. Paige shares that the revenue is tracking higher than projected at this point in the year. Cheryl adds that the Department of Natural Resources informed us previously of future years of decreased revenue.

8. COMMITTEE REPORTS – At 59:27 of the recording presentation and discussion begins:

Facilities Committee – Nicolette Oliver

A. Facilities Committee Chair Nomination

23-029 – KEN SEBBY MADE A MOTION TO APPROVE NICOLETTE OLIVER AS THE FACILITIES COMMITTEE CHAIRPERSON. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 7).

B. Library Updates

- 1) Amanda Park – Discussions: after feedback from local patrons at last month’s public comment, tribal council, and staff, we as a committee recommend no change to the service delivery and not moving the building to the Mt. View site.
- 2) Mt. View – reviewed information provided by the architect, concerned about the estimated cost, potentially interested in a green model. Brenda shares the process for purchasing property, public works, and the many options available that were previously discussed for the Randle location. Brenda shares the current estimated costs provided by the architect to be approximately \$2.2 million based on a variety of factors, rural location, rising costs, commercial vs. residential, etc. There was additional conversation concerning the estimated costs.
- 3) Aberdeen – reviewed usage data and MyTRL data.
- 4) Centralia – reviewed usage data and MyTRL data.
- 5) Anywhere Library – discussion on locations.
- 6) Shelton was added to the discussion concerning the need for additional custodial support. Purchasing a self-automated vacuum to clean and mop floors is an option as we have other such products throughout the district currently in use. We stress that Shelton clean the bathrooms more frequently while we will utilize the self-automated vacuum/mop for the interior.

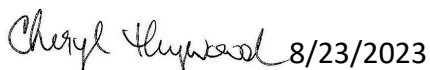
C. New SPA Document Review/Discussions – still in discussions, to be discussed at the next Facility Committee.


D. Health of the Library Document Review/Discussions - still in discussions, to be discussed at the next Facility Committee.

E. Future Meeting Dates – The Facilities Committee has decided to meet monthly for the remainder of the calendar year.

11. FINAL BOARD COMMENTS – At 1:28:19 of the recording Trustee Harrington shares that she has toured the following library locations: Amanda Park, Hawks Prairie, Lacey, Tumwater, West Olympia, Centralia, and Chehalis. Trustee Oliver shares her current read, *The Forgotten Five*, by Lisa McMann and also thanks the TRL staff for the Summer Library Program (SLP) that she and her family participate in. Oliver also shares that she has completed her tour of the Grays Harbor and Lewis County library locations and Pacific County is next! Trustee Dickhoff thanks the Board for listening to the concerns about Amanda Park. Trustee Blanton welcomes Brian Mittge and reminds everyone to always remember what our mission is, to bring library services to rural and underserved areas. Blanton recommends *Fossil Future* by Alex Epstein and *I Never Thought of it That Way* by local author Mónica Guzmán. Trustee Gwin mentions her absence at the next board meeting and her excitement for the grand re-opening of Ilwaco. Gwin adds that SLP has been having quite the impact on traffic in Pacific County with the “Touch a Truck Day” in Raymond and The Reptile Man visiting the stairs of South Bend and later in Raymond. Trustee Mittge states that he is proud to be part of TRL. Trustee Sebbly shares his mission of getting as many library cards in the hands of children as possible.

12. ADJOURNMENT – at 7:09 p.m.


Cheryl Heywood, Executive Director


Ken Sebbly, President