



Timberland Regional **LIBRARY**

Board of Trustees Meeting Minutes

June 21, 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
Open Position, Lewis County

Present Board: Ken Seby, Mary Beth Harrington, Nicolette Oliver, Jasmine Dickhoff, Hal Blanton, Toni Gwin
Present Staff via Zoom: 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 = 57

AGENDA:

- 1. CALL TO ORDER AND ROLL CALL** – Ken Seby called the meeting to order at 5:30 p.m.
- 2. PLEDGE OF ALLEGIANCE** – Ken Seby led the pledge.
- 3. CORRESPONDENCE** – **At 2:22 of the recording** Cheryl shares emails received between May 24th and June 21st concerning Amanda Park (24). On June 15th Harvest McCampbell concerning a zip book library program.
- 4. PUBLIC COMMENTS** – **At 4:00 of the recording** thirteen individuals requested to speak and one individual requested a comment to be read concerning Amanda Park. One individual requested a comment read concerning a recent approved policy, Amanda Park, and the Facilities Committee.
- 5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS** – **at 50:19 of the recording**
23-021 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 6).
- 6. EXECUTIVE DIRECTOR HIGHLIGHTS** – **At 51:39 of the recording** Cheryl highlights:
 - All emails and social media posts have been read concerning Amanda Park. Although a difficult topic, it is up to the ED and Board to use public funds responsibly. Options and guidance are being requested from the TRL Board as they are the governing body and have the ultimate authority with decisions concerning facilities. We follow internal processes and for additional transparency, we began recording all committee working session meetings available to the public.
 - Thank you to the Board and staff for the months of April, May, and June for the strong focus on patron experiences, improving library spaces, making services more accessible and streamlining internal processes for maximum efficiency.
 - Shelton began new Sunday hours from 10:00 a.m. to 4:00 p.m. May 1, 2023.
 - Ilwaco refresh completed June 16, 2023 including an addition of Expanded Access Hours (EAH).
 - Hoodspport received some improvements.
 - McCleary refresh completed.
 - Grand re-opening of West Olympia doubling the space to 2500 sq ft. on May 6, 2023.
 - Tenino began EAH on June 15, 2023.

- EAH at 8 locations: Ilwaco, Tenino, Ocean Park, Naselle, Packwood, Hoodspport, McCleary, and Elma. Access is for patrons 14 years and older from 7:00 a.m. to 8:00 p.m. including holidays and Sundays, providing approximately an additional 480 open hours in rural library locations.
- We are also looking at adding Salkum and additional libraries to EAH in the future.
- Mt. View design work is underway.
- Anywhere Library, bookmobile services grand opening at the Rainer Senior Community Center, June 21, 2023, currently with 10-11 identified stop locations in Thurston County and expanding up to 32 stop locations in each county. Mason and Lewis counties are next for stop locations to be identified and routes to begin later in the year. Grays Harbor and Pacific counties are planned for early next year to begin routes. Anywhere could be potentially 160 new sites where people will be able to access our services.
- Library card contest underway for children in June; winners will be ready for distribution in September.
- Expanded Books by Mail program.
- Bibliocommons project on target to roll out to the public in October.
- Donations received: \$920,000 from the estate of Rodney Maupin for Lacey; \$81,818.18 from the estate of Janet Engle for the district; \$11,676.11 from Library Giving Day; and \$1000 from the South Puget Sound Community Foundation.

Discussion of Executive Director Report at 57:45 of the recording Trustee Blanton requests more information about the Summer Library Program, Save the Children, with 2,800 new book donations. Cheryl shares that we will be giving the books away during the summer. Blanton asks about criteria for acceptance and Cheryl explains that there are multiple copies of best seller books. Trustee Dickhoff mentions her organization also works with Save the Children and the titles are highly desired.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 59:55 of the recording Cheryl highlights the month ending May 31, 2023:

- **General Fund** - \$4,694,953.21 in property taxes were received; Timber revenue - \$133,494.31 were received; and \$419,065.70 in books and materials were purchased. Payment of \$36,123.67 to Governmentjobs.com was processed for the Human Resources software annual subscriptions. Payment of \$35,311.12 to OETC was processed for annual Microsoft 365 licenses. Payments totaling \$228,389.16 to Rainier Dodge, Inc. was processed for the purchase of four 2023 Dodge Ram vans.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – A gift of \$81,818.18 for the district was received from the estate of Janet Engle. Payment of \$10,777.10 to LaDue Fencing, Inc. was processed for the installation of fencing and gates at the Aberdeen location.
- **Building Fund** – Payment of \$23,525.00 to Johansson Wing Architects, PC was processed for architectural design and engineering for the Mountain View location.

Discussion of Financial Highlights – At 1:01:47 of the recording Trustee Blanton requests confirmation for budget projections, that TRL plans for salary and benefits for full use and do we ever have that. Cheryl confirms that yes that is how we project, and no. Blanton clarifies this is why we usually have funds at the end of the year.

8. COMMITTEE REPORTS – At 1:02:45 of the recording presentation and discussion begins:

- A. Facilities Committee – Toni Gwin
 - i. Amanda Park – Discussions concerning the moving of the building and further

discussions at the next Facilities Committee meeting on July 25th.

- ii. Aberdeen – Discussions concerning the staff back entrance that now has been fenced for safety. The city has hired a new custodian.
- iii. Naming Policy – Reviewed and sent to the Policy Committee.
- iv. Service Point Analysis Update – Requested ideas from committee members for criteria that they would like to see in a SPA for further review.

Discussion of Facilities Committee – At 1:05:35 of the recording Trustee Dickhoff asks if the moving of the Amanda Park location has come up before in the Facilities Committee. Trustee Gwin comments that it has not. Dickhoff also ask if there is a timeline to request bids or estimates of the costs for something like this, or has any companies been identified who do this type of work. Trustee Sebby comments that the Facilities Committee has more to do. Due to Trustee Zylstra’s departure Trustee Oliver would like to volunteer for the Facilities Committee. Oliver also asks if TRL has reached out to the tribe for input. Trustee Harrington explains that there was discussion to produce a plan or timeline how facility assessments would be conducted in the future, to open or change service points. We are still in the discussion phase of vetting all the facts and we would not want to go to the tribe if all of this is a moot point. Harrington stresses that when we get to a point where we are seriously considering something we will go to the tribes, go to the communities, we will go out and discuss it and hear more. Cheryl adds that we are seeking direction from the full board, we will not go out to the community until the full board says to go forward.

23-022 – HAL BLANTON MADE A MOTION TO APPOINT NICOLETTE OLIVER TO THE FACILITIES COMMITTEE. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 6).

B. Policy Committee – Hal Blanton - **At 1:15:30 of the recording**

- i. Ethics – Employee Policy – Blanton shares that 5B was added concerning employee influence. 5E clarifies conference details. With a new review date of 2030.

Discussion – Trustee Dickhoff asks why the changes are being requested. Cheryl adds that the additional language clarifies the policy, strengthens it, and helps us be proactive.

23-023 – HAL BLANTON MADE A MOTION TO APPROVE THE ETHICS – EMPLOYEE POLICY AS PRESENTED. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 6).

- ii. Facilities Policy – Blanton shares that 5D changes were made to align with the thoughts of the Board to support the libraries that are not owned by TRL. Changed the wording of Open Plus to Expanded Access Hours (EAH). With a new review date of 2030.

Discussion – Trustee Oliver expresses unease about assisting some libraries as it goes outside of our existing agreements with the cities. Oliver also states she sees the need due to staff and patrons’ safety. Trustee Blanton agrees with Oliver and adds lots of discussion would happen before action. Trustee Sebby agrees that it may open a door, but we have to do what we have to do. Trustee Harrington points out the caveats of the language in the policy and stresses this will mostly come up as a case-by-case basis.

23-024 – HAL BLANTON MADE A MOTION TO APPROVE THE FACILITIES POLICY AS PRESENTED. MOTION APPROVED (Unanimous 6).

Naming Policy - Blanton shares that in 5A2 and 5A3 inserted language concerning the Boards authority to name, re-name, or change a library name. With a new review date of 2028.

Discussion – Trustee Harrington shares her experience and the importance of the clear language.

23-025 – HAL BLANTON MADE A MOTION TO APPROVE THE NAMING POLICY AS PRESENTED. MOTION APPROVED (Unanimous 6).

- iii. Trustee Orientation and Development Policy – Blanton shares that added language at 5A3 concerning a trustees training on Open Public Meetings Act (OPMA) and the Public Records Act (PRA) and 5B5 for the refresher of OPMA and PRA. With a new review date of 2030.

23-026 – HAL BLANTON MADE A MOTION TO APPROVE THE TRUSTEE ORIENTATION AND DEVELOPMENT POLICY AS PRESENTED. KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 6).

- iv. Timberland Regional Library Board of Trustees Bylaws – Blanton shares that in Section 8 added language concerning quorum in the event of a tie vote.

23-027 – HAL BLANTON MADE A MOTION TO APPROVE THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES BYLAWS AS PRESENTED WITH THE ADDITION OF A SEVEN YEAR REVIEW DATE IN 2030. KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 6).

10. EXECUTIVE SESSION - pursuant to RCW 42.30.110 (g).

A. To review the performance of a public employee (g).

At 1:35:06 of the recording or 7:06 p.m. the Board went into Executive Session for 15 minutes.

At 7:16 p.m. the Board came out and requested Cheryl join them for 10 minutes.

At 7:32 p.m. the Board has requested another 5 minutes.


The Board returned at 7:37 p.m. and announced its return at 7:38 p.m.

11. FINAL BOARD COMMENTS – At 1:37:20 of the recording Trustee Blanton shares his concerns about the new DarkTrace email filter. Trustee Dickhoff thanks all those that called, emailed, and sent letters concerning Amanda Park. Dickhoff states that there is historical reason that tribal members in Grays Harbor are leery of trusting institutions about taking resources and it is not a small conversation to them. Dickhoff suggests looking at all possible options and encourages patrons to use their library, “the best way to advocate is to use.” Trustee Gwin shares that she spent a Saturday afternoon at Amanda Park for their craft activity, toured the building, and met staff. Trustee Oliver shares that at a recent visit to Packwood, she signed up for EAH as well as visited other libraries along the way. Oliver shared her intention to visit the Amanda Park location as a family road trip and all the libraries along the way too. Oliver also shared her excitement for the SLP, having her students and her own children sign up for the fun! Trustee Sebby suggests a book to read, *Rules by Radicals* by Saul Alinsky. Trustee Harrington addresses a recent comment concerning her terminology discussion made at the May Board meeting. Harrington adds that “discussion pertains to items that, and issues that are being discussed. Sometimes there is brainstorming, sometimes there’s time to ask questions, sometimes there’s new ideas, and sometimes in this, after discussions, nothing happens.” Harrington noted TRL’s transparency in the recording of its committee meetings and is concerned with recent public reactions, the ability to have the freedom to discuss ideas and future planning. The TRL Board, Administration, and staff want to do what is best for the library, and the communities we serve, we always welcome suggestions and comments. Harrington expresses that some comments felt threatening and bullying and provided inaccurate information. Discussions about differences of opinion are welcome, however the toxic rhetoric is not. Harrington notes, “the people in this district make decisions with the utmost of integrity. They follow procedures and policies to the letter. They consider best practices and trends. They are creative sometimes with the ideas they come up with. And above all, everyone here is focused on ensuring all of our communities are equitable.” Examples are all around, with all the refreshed library projects, introducing new services such as the Anywhere Library bookmobile, Expanded Access Hours, Books by Mail, and other services reaching out into our communities.

12. ADJOURNMENT – at 7:53 p.m.

 7/26/2023

Cheryl Heywood, Executive Director

 7/26/2023

Ken Sebby, President