



## Timberland Regional **LIBRARY**

### Board of Trustees Meeting Minutes

May 24, 2023 - 5:30 p.m. via Zoom  
Shelton Timberland Library  
710 Alder St.  
Shelton, WA 98584

**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:** Ken Sebby, Mary Beth Harrington, Brian Zylstra, Nicolette Oliver, Hal Blanton, Toni Gwin

**Present Remotely:** Jasmine Dickhoff

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

**Approximate Attendance:** 22

### AGENDA:

- 1. CALL TO ORDER AND ROLL CALL** – Ken Sebby called the meeting to order at 5:30 p.m.
- 2. PLEDGE OF ALLEGIANCE** – Trustee Gwin led the pledge.
- 3. CORRESPONDENCE** – **At 2:52 of the recording** Cheryl shares three emails, May 22<sup>nd</sup> from Auren; May 23<sup>rd</sup> from Antoinette LaBarbera and Sandi Bell; and May 24<sup>th</sup> from Brooke Pederson and Rich McConnell, all concerning Amanda Park.
- 4. PUBLIC COMMENTS** – **At 3:30 of the recording** Hellen Hepp shares about a program that has been ongoing with guest speakers. September 26, 2023 at 12:00 p.m. is the next meeting of *Lunch for your Brain*, with Russ Cahill speaking about his various books. Hellen also reads a letter concerning Amanda Park.

**5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – At 7:53 of the recording**

**23-020 – HAL BLANTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. BRIAN ZYLSTRA SECONDED. MOTION APPROVED (Unanimous 7).**

**6. EXECUTIVE DIRECTOR HIGHLIGHTS – At 9:02 of the recording** Cheryl highlights:

- Sad news with the sudden passing of TRL's current employee Ted Hurd, Operations Technician. Ted had worked for TRL for 26 years, he will be missed.
- Ilwaco refresh is coming along with a grand opening scheduled for June 17, 2023 from 11:00 a.m. to 1:00 p.m.
- The Anywhere library, bookmobile services, will have one truck per county, is having its grand opening in Thurston County scheduled for June 21, 2023 at the Rainier Senior Community Center from 10:30 to 11:30 a.m.
- We have received a donation in the amount of \$81,818.18 from the estate of Janet Engle that will go into the General Gift Fund.
- Library Design Card Contest, for youth under 18 years of age, will run from June 1<sup>st</sup> to July 15<sup>th</sup>. Three winners will be chosen, and their designs will be created into library cards to be issued in September. Other potential finalists may have their designs used in other TRL promotional ways such as van wraps.
- Thank you, Brian Zylstra, for your years of service as a TRL Trustee.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 13:35 of the recording** Cheryl highlights the month ending April 30, 2023:

- **General Fund** - \$6,383,624.59 in property taxes were received; Timber revenue - \$155,187.85 were received; and \$235,573.23 in books and materials were purchased. Payment of \$12,138.39 to SBI US Enterprises, LLC. was processed for slatwall end panels and shelving units for the Shelton location. Payment of \$14,625.17 to Opening the Book North America, LLC was processed for bookcases for the West Olympia location.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Donations totaling \$11,846.11 were received as part of Library Giving Day. A gift of \$920,000 for the Lacey branch was received from the Estate of Rodney Maupin.
- **Building Fund** – Payment of \$14,830.00 to the Urban Energy Group was processed for the completion of the Service Center LED light conversion project. Payment of \$22,080.72 to Great Floors Commercial Sales was processed for the installation of cabinets at McCleary.

**8. At 16:20 of the recording** Trustee Blanton requested the staff at Shelton to say a few words about the library. Library manager, Erin Stumpf shares about the refreshed building and events. Cheryl adds a few comments and statistics of the Shelton Timberland Library. Trustee Sebby mentions the efforts to collaborate with Mason General Hospital for newborns' obtaining library cards. Stephenie Reece, Public Services Manager also made comments about Shelton and Erin's great leadership.

**9. COMMITTEE REPORTS – at 23:53 of the recording** presentation and discussion begins:

A. Facilities Committee – Mary Beth Harrington

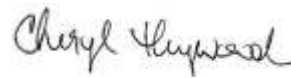
- i. Amanda Park – Updates: Statistics of Amanda Park were shared and a request by the trustee members for administration to create a way to do a facility assessment was discussed.
- ii. Facilities Policy – discussion about if the Anywhere services would be included in the policy or if a new policy would need to be created. And 5B of the document a change in language from “hosting” to “funding” was done. An addition was suggested for health and safety reasons as well as keeping the language of “partnerships.”


**Discussion on Committee Report at 27:05 of the recording:** Trustee Zylstra comments on the emails to the trustees concerning Amanda Park. Trustee Harrington clarified about the discussion concerning Amanda Park. Trustee Dickhoff comments that she has no intentions of decreasing services in Grays Harbor. Trustee Oliver asks who is in discussions concerning Amanda Park. Trustee Harrington clarifies the discussion was to produce a way to have discussions about facility assessments and a process/procedure for that to happen. Trustee Blanton comments that it may or may not worth a discussion or process for a broader review of facilities.

**10. FINAL BOARD COMMENTS – At 38:22 of the recording** Trustee Blanton comments that the Shelton facility is great and it is nice to be here in person. Trustee Gwin thanks the audience for coming in person to the meeting and how she feels “known” now after having her picture taken in a branch. Trustee Dickhoff thanks Rose and Erin for helping her attend the meeting remotely and thanks her constituents. Trustee Oliver shares that she wanted to join the board because it is a part of the state's education initiative as well as a lover of libraries. She also adds that looking statewide, our support and commitment to rural library systems makes her proud to be a part of the TRL board as we look forward in providing services in many different ways to many different people. Trustee Sebby suggests an Executive Session at the next meeting to discuss the Executive Director mid-year performance evaluation. Trustee Harrington shares her enthusiasm and suggests that all trustees visit all locations. Trustee Zylstra thanks the Shelton staff for hosting the meeting and shares his

resignation comments. Zylstra also shares his excitement for the upcoming Randle location, and he thanks the administrative staff as well as the frontline staff for their service.

**11. ADJOURNMENT** – at 6:19 p.m.

 6/21/2023  
Cheryl Heywood, Executive Director

 6/21/2023  
Ken Sebby, President