



Timberland Regional **LIBRARY**

Board of Trustees Retreat Minutes

Saturday, September 23, 2023

9:00 A.M.

Administrative Service Center

415 Tumwater Blvd. SW

Tumwater, WA 98501

No Video Recording

Kenneth Sebby, *President*, Mason County

Mary Beth Harrington, *President Elect*, Thurston County

Nicolette Oliver, *At-Large*, Thurston County

Jasmine Dickhoff, Grays Harbor County

Brian Mittge, Lewis County

Hal Blanton, *At-Large*, Lewis County

Toni Gwin, Pacific County

Present Board: Ken Sebby, Mary Beth Harrington, Hal Blanton, Brian Mittge, Toni Gwin, Nicolette Oliver

Absent: Jasmine Dickhoff

Present Staff: Cheryl Heywood and Rose Enos-Weedmark; recorder

AGENDA

- 1) **Call to Order** – President Ken Sebby called the meeting to order at **9:02 a.m.**
- 2) **Pledge of Allegiance**
- 3) **Overview of the Day** – Cheryl Heywood
- 4) **Dan Gottlieb, Hillis Clark Martin & Peterson P.S.** – Introduction of self and shared library board experience and perspective.

A. Roles and Responsibilities

Basic Powers and Duties – RCW 27.12.210

- a) Adopt such bylaws, rules, and regulations for their own guidance and for the government of the library as they deem expedient.
- b) Have the supervision, care, and custody of all property of the library, including the rooms or buildings constructed, leased, or set apart therefor.
- c) Employ a librarian, and upon his recommendation employ such other assistants as may be necessary, . . . prescribe their duties, fix their compensation, and remove them for cause.
- d) Submit annually to the legislative body a budget containing estimates in detail of the amount of money necessary for the library for the ensuing year; except that in a library district the board of library trustees shall prepare its budget, certify the same and deliver it to the board of county commissioners in ample time for it to make the tax levies for the purpose of the district.
- e) Have exclusive control of the finances of the library.
- f) Accept such gifts of money or property for library purposes as they deem expedient.
- g) Lease or purchase land for library buildings.
- h) Lease, purchase, or erect an appropriate building or buildings for library purposes, and acquire such other property as may be needed therefor.
- i) Purchase books, periodicals, maps, and supplies for the library; and
- j) Do all other acts necessary for the orderly and efficient management and control of the library.

Annual Report to Legislative Body

- a) "Condition of their trust during the year."
- b) Sums of money received.
- c) Expenditures and purposes.
- d) Number of books and periodicals on hand, number added, number retired and numbered loaned out, and
- e) Such other statistics, information and suggestions as board deems to be in the public interest. *RCW 27.12.260.*

The Board as a Whole

- a) Approves the Annual Budget and policies that govern public library operations in twenty-nine (29) libraries and a Service Center located in Pacific, Grays Harbor, Mason, Lewis, and Thurston counties.
- b) Collaborates and prioritizes actions for a five-year Strategic Plan as a forward analytical, strategic thinker.
- c) Participates in the hiring and performance reviews of the Executive Director.
- d) Works collaboratively with library administration in planning and setting goals.
- e) Is informed of TRL's mission, vision, values, policies, budget, collections, programs, and services; with the ability to listen, analyze, think clearly and creatively, and work well with people and communities.
- f) Represents the communities of their counties by understanding local and district wide issues to apply the information in establishing district policies; makes decisions as a governing body that benefits all five counties.

An Individual Trustee

- a) Attends monthly Board meetings, annual Board meeting, standing committee meetings, ad hoc meetings, retreats, and special meetings as requested.
- b) Attends continued public library education and trainings to develop an understanding of future public library needs and trends.
- c) Mentors new Trustees to build relationships and to share information.
- d) Conducts oneself with the highest level of professionalism as a thoughtful leader and visionary; acting as an ambassador of TRL in the community and groups in which involved, sharing, and expanding interest about TRL.
- e) Participates in developing and approving policies that govern Library services.
- f) Participates in focusing on policy, overall budget, and long-term planning. Working collaboratively, constructively, and creatively to support the BOT to effectively advise TRL by aligning with TRL's mission and strategic plan, not operational and staff level details.
- g) Participates in collaborating with the Executive Director in planning and setting long-term goals.
- h) Participates in working with library administration in planning and setting goals.
- i) Reviews materials in advance of meetings, including policy and planning

documents, meeting summaries, and financial analyses to understand the scope of the issues and potential approaches. These items will be mostly provided electronically and stored on a dedicated BOT drive with the TRL network.

- j) Brings a valuable and informed perspective, contributing useful information to the process with regards to their respective counties and district-wide issues; being an active advocate for the library.
- k) Abides by the TRL policies and participating in ongoing, continued education trainings; adhering to policies pertaining to the Board of Trustees such as the Ethics Policy, and Trustee Orientation and Development Policy.

B. New Policy Suggestion

Code of Conduct Policy – Dan shared a policy used by another library system that may be helpful to the TRL Board. The Board discussed implementing a Board Code of Conduct and requested staff draft the policy and bring it to the next Policy Committee for further discussion.

Discussion ends at 10:50 a.m.

5) Break at 10:50 a.m. until 11:10 a.m.

6) **Commitment Letter – Mary Beth Harrington** – Discussion ensued as Mary Beth explained that the Board is self-governed. She explained that many organizations utilize commitment letters to hold each other accountable for attendance and other deemed important reasons. The Board made suggestions of what they would like to see in a commitment letter. Suggestions included freedom to read statement, commitments to attendance, serving on a sub-committee, training, respect for one another’s opinion, and when speaking in public, any individual trustee speaks with one voice (individual opinions are that. Advocacy should be used in public, social media, etc. per policy). Mary Beth will provide a draft after she complies the suggestion in a cohesive letter.

7) Lunch 12:25 until 1:00 p.m.

8) Cheryl Heywood

- A. 2025-2029 Strategic Plan Vision – Discussion – Cheryl shares that the Request for Proposal (RFP) will go out on September 29, 2023 and the deadline to submit a proposal will close on November 1, 2023. The full RFP will be located on the TRL website. The Board will need to select an ad hoc committee during a regular business meeting.
- B. P Drive Review – Rose shared the location of the P drive on a laptop. The P drive was created for the board to have access to documents 24/7.
- C. TRL Email – Cheryl discussed the importance of utilizing the TRL email, with potential public records, the boards private devices would be subject to search if utilizing their personal device for TRL business. All board members agreed to utilize the TRL email for all TRL business. There was a discussion about providing each board member a cell phone or iPad to access their TRL email. The board currently have TRL laptops enabling them to access their TRL email and the P drive. Cheryl suggested she would look into the matter.

Discussion ends at 2:05 p.m.

9) **Communicating with Indigenous Audiences - Rose Enos-Weedmark**

Rose began discussing her experience working at the Quinault Indian Nation, collaborating with other tribes and the state and federal governments concerning tribes. Rose shared five slides created by Linda McLean, Office Director/FRTEP/ANR/4-H Educator WSU Colville Reservation Extension titled, “Developing Relationships and Collaborative Efforts with

Tribal Audiences.”

Know Your Audience

- There are 29 Federally Recognized Tribes in Washington State and 565 Federally Recognized Tribes in the United States. Each has their own government, history, and traditions.
- Familiarize yourself with the tribes in your local service area – view websites, learn the name of Chairperson, follow local events, even participate in some events.
- Learn how to properly pronounce names of people and places.

Understand Sovereignty

- Tribes are sovereign nations. They have unique trust relationships with the US Government.
- As with any sovereign nation, Tribes have the right to consult, government to government with federal, state, and local entities.
- In modern times, there is on-going political tension between federal and state rights, which has complicated the federal-tribal relationship since tribal reservations and trust land are within the boundaries of the states.

Do Not Tie Yourself to One Tribal Employee or Council Member

- Employee turnover is common, and elected officials can run every two, three, or four years. This varies by tribe.
- When working in a new area, it is important to find a champion.
- In the Tribal communities, there are different viewpoints and different levels to consider. As with all communities, you have different extremes – Ultra liberal – to ultra conservative and everything in between. With tribes, you also have traditional views and more modern views to consider.
- Partnering with just the right mix can be an art and takes a lot of effort. Much more than just an email.

Respect Time and Process - It takes years to develop trust & good relationships. It only takes moments to destroy trust and a good relationship.

- When collaborating with Tribes, understand that the process can be time consuming.
- Depending on the tribe, the issue, and then agency, the consultation may be smooth, and it may be fast, but it is all about relationship-building. This process is on-going.
- If we do not follow-through or deliver, then we are just another self-serving agency willing to make and break promises. Respect Time & Process It takes years to develop trust & good relationships. It only takes moments to destroy trust and a good relationship.
- Consultation should not be a one-time thing!

Humor – Choose Wisely

- Humor is prevalent in many native communities.
- For entertainment or to cover embarrassment or insecurities.

- Good-natured bantering can be a sign of trust.
- If you are not good at humor & try to force humor, it may not be received well. But if done well, it can help build a connection and make a presentation much more enjoyable.

10) Adjournment at 2:30 p.m.

Cheryl Heywood 10/25/2023

Cheryl Heywood, Executive Director

Ken Seby 10/25/2023

Ken Seby, President