



# Timberland Regional **LIBRARY**

## **Board of Trustees Meeting Minutes**

September 27, 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***

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**Present Board:** Ken Seby, Mary Beth Harrington, Nicolette Oliver, Jasmine Dickhoff, Hal Blanton, Brian Mittge, 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 = 23

## **Timberland Regional Library Business Meeting Minutes**

### **AGENDA:**

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

**2. PLEDGE OF ALLEGIANCE** – Jasmine Dickhoff led the pledge.

**3. CORRESPONDENCE** – None.

**4. PUBLIC COMMENTS** – None.

**5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS** – at 2:17 of the recording

**23-035 – HAL BLANTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED (Unanimous 7).**

**6. EXECUTIVE DIRECTOR HIGHLIGHTS** – At 2:55 of the recording Cheryl highlights:

- Stacy White, North Mason Timberland Library Assistant, who worked for Timberland Regional Library (TRL) for 18 years, recently passed away.
- Congratulations to our Library Card Design winners, Madison N (birth to 5), Issac F (6-12), Ari K (12-18).
- Bibliocommons website went live for the public to preview Monday, September 25, 2023 until October 22, 2023. The official website launch is October 23, 2023.
- Banned Books Week is October 1-7, 2023 and also the 70<sup>th</sup> anniversary of the Freedom to Read Statement which was published in 1953. The TRL Board of Trustees adopted the Freedom to Read Statement in 1972.
- Nisqually Tribe received a 2-year grant (Digital Literacy) from the Department of Commerce. Their pilot of the project provided TRL library cards and utilized North Star Literacy online resources to train. TRL will continue to work on this project.
- Third Quarter accomplishments include: Library Card Contest, launched the mail order service project refresh, development of new website, Ilwaco refresh and grand opening, Mt. View ongoing work, Expanded Access Hours (EAH) live in Westport, Strategic Planning RFP for 2025-2029 will be posted to our website beginning September 29, 2023.
- Self-evaluation for the Executive Director due today to the board, will be sent out after the meeting.

**Discussion of Executive Director Report at 7:11 of the recording.** Andrea shared that the new website would require all users to register by creating a username and password to manage your account, TRL library card numbers will still be used to check out items. Please do not use your library card number as your username as it will show to everyone.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 16:51 of the recording** Cheryl highlights the month ending August 31, 2023:

- **General Fund** - \$122,677.51 in property taxes were received; Timber revenue - \$70,443.29 were received; and \$316,536.12 in books and materials were purchased. Payment of \$11,961.78 to Sirsidynix was processed for the purchase of annual BlueCloud server subscriptions for the IT Department. Payment of \$18,313.05 to Ednetics, Inc. was processed for the purchase of managed internal broadband service for the IT Department. Payment of \$16,535.83 to GCSIT Solutions was processed for the purchase of Dell Poweredge service hardware for the IT Department.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Payment of \$38,168.75 to Roglin’s, Inc. was processed for the deck and guardrail project at the Hoodspoint location. Payment of \$38,089.09 to Travers Electric, Inc. was processed for electrical work completed as part of the West Olympia branch refresh.

**Discussion of Financial Statement & Highlights – At 18:42 of the recording.**

**8. OLD BUSINESS at 20:57 of recording:**

A. Strategic Plan Sub-Committee/Ad Hoc Selection

**23-036 – HAL BLANTON MADE A MOTION TO APPROVE KEN SEBBY TO THE STRATEGIC PLAN SUB-COMMITTEE. NICOLETTE OLIVER SECONDED. MOTION APPROVED (Unanimous 7).**

B. Committee Assignments

**23-037 – NICOLETTE OLIVER MADE A MOTION FOR BRIAN MITTGE TO REPLACE HER ON THE BUDGET COMMITTEE. JASMINE DICKHOFF SECONDED. MOTION APPROVED (Unanimous 7).**

**10. NEW BUSINESS – At 26:07 of the recording.**

A. Executive Director Evaluation – Mary Beth Harrington

- Procedure began in June with mid-year check-in and goals progress.
- Individual trustee assessment forms will be distributed tonight. Forms consist of a rating and critique space to comment then returned to sub-committee.
- Forms and comments are to be summarized and condensed into one voice.
- Trustees meet in October in executive session to discuss.
- Trustees meet in November in executive session with Executive Director to present consolidated appraisal and discussion.
- Compensation discussions are separate from the appraisal.
- December board meeting discussion for review and approval of future goals.

**10. FINAL BOARD COMMENTS at 35:27 of the recording:** Trustee Gwin states that she is looking forward to the new website. Trustee Blanton shares his appreciation for the recent retreat. Trustees Dickhoff and Mittge share their excitement for the library card design contest and reviewing all of the entries. Trustee Oliver and Sebby wish everyone a happy Hispanic Heritage Month. Trustee Harrington congratulates staff on the new website and shares her enthusiasm.

**11. ADJOURNMENT – at 6:11 p.m.**