

Board of Trustees Meeting Minutes

October 25, 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, Hal Blanton, Brian Mittge, Toni Gwin

Absent: Jasmine Dickhoff

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 = 22

Timberland Regional Library Business Meeting Minutes

AGENDA:

- 1. CALL TO ORDER AND ROLL CALL** – Ken Seby called the meeting to order at 5:31 p.m.
- 2. PLEDGE OF ALLEGIANCE** – Hal Blanton led the pledge.
- 3. CORRESPONDENCE – At 2:35 of the recording** Cheryl shares two emails from October 5, 2023 from Jo Teed and Cornelia B. Teed concerning rating policies. On October 24, 2023 an email from Riann Schell concerning Naselle staffing. On October 25, 2023 from Julie Forth concerning Banned Books Week and banning books.
- 4. PUBLIC COMMENTS – At 3:39 of the recording** Meghan Hall, President of AFSCME Local 3758B Timberland Regional Library (TRL) AFL-CIO made a public comment opposing recent statements at a Lewis County Commissioners public meeting, that TRL and LGBTQ+ union members were referred to as engaging in grooming and sexual predatory behavior for providing library materials to the public.

5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – at 8:06 of the recording

23-038 – HAL BLANTON MADE A MOTION TO AMEND THE AGENDA BY ADDING UNDER NEW BUSINESS, “FUTURE AGENDA ITEMS” AND APPROVE THE CONSENT AGENDA AS PRESENTED. NICOLETTE OLIVER SECONDED. MOTION APPROVED (Unanimous 6).

6. EXECUTIVE DIRECTOR HIGHLIGHTS – At 10:21 of the recording Cheryl highlights:

- New website went live Monday, October 23, 2023. Special thanks to Andrea Heisel, Ryan Williams, Stephanie Cahill, Chris Chrzan, Westley Wolford, Kitty Kozisek, Kim Storbeck, and Lisa Bianchi. Thank you also to the frontline staff for learning the website and teaching patrons.
- The Request for Proposal (RFP) for the construction of Mountain View was posted on the website on October 16, 2023. Base bid reviews will be November 14, 2023 at the Administrative Service Center at 2:00 p.m.
- The presentation scheduled for the Quinault Indian Nation (QIN) was cancelled by QIN to be rescheduled at a later date.
- Invited to meet with Congresswoman Marie Gluesenkamp Perez’ district director Sarah Kohout October 25, 2023.

- Touring Tenino, West Olympia, and Shelton libraries with Senator Patty Murray’s staff on October 27, 2023.
- Invited to a roundtable discussion with Congresswoman Marilyn Strickland on November 8, 2023.
- Strategic Plan Request for Proposal response deadline is November 1, 2023.

Discussion of Executive Director Report at 13:37 of the recording.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 16:57 of the recording Cheryl highlights the month ending September 30, 2023:

- **General Fund** - \$232,354.42 in property taxes were received; Timber revenue - \$146,575.03 were received; and \$308, 815.17 in books and materials were purchased. E-Rate rebates totaling \$259,653.58 were received. Quarterly transfers totaling \$132,162.50 were made to the Technology Fund and Building Fund. Payment of \$135,844.33 to Sirsi Dynix were processed for the purchase of annual services for the district.
- **Technology Fund** – Received quarterly transfer of \$62,500 from the General Fund Payment of \$24,090.00 to Lyngsoe Systems, Inc. was processed for software implementation related services.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Received quarterly transfer of \$69,662.50 from the General Fund Payments totaling \$51,410.47 to Johansson Wing Architects, PC was processed for design and engineering related costs for the Mountain View location. Payment of \$22,387.48 to Lewis County Community Development was processed for fees related to the Building Plan for Mountain View. Payments totaling \$70,610.10 to Travers Electric, Inc was processed for electrical work performed at the Chehalis and Ilwaco locations. Payment of \$32,408.28 to Sunset Air, Inc. was processed for heat pumps and air handlers at Ocean Park.

Discussion of Financial Statement & Highlights – At 19:15 of the recording.

8. COMMITTEE REPORTS – At 20:27 of the recording presentation and discussion began.

A. Facilities Committee – Nicolette Oliver

- 1) Mountain View – Updates – RFP due November 14, 2023. Facilities Committee to meet after. Potential Special Board meeting for approval.
- 2) Hawks Prairie – A good deal of usage with 2646 sq ft. Lease ends October 2024.
- 3) Hoodsport.

9. OLD BUSINESS at 24:02 of recording:

A. Commitment Letters – Mary Beth Harrington

Additional work needs to be done on the letter, will bring back.

10. NEW BUSINESS (Addition to Agenda) – At 24:34 of the recording.

- A. Future Agenda Items – Trustee Blanton requests to add “Future Agenda Items” on future agendas. Blanton also requests to have a Social Media presentation in the future.

11. EXECUTIVE SESSION pursuant to RCW 42.30.110 (g) – At 27:55 of the recording.

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

At 6:00 p.m. the Board of Trustees go into Executive Session for a stated 20 minutes.

At 0.24 of the Pt.2 recording. At 6:20 p.m. the Board returns and at 6:21 p.m. request an

additional 15 minutes. At 6:37 p.m. the Board returns and requests an additional 15 minutes.

At 6:52 p.m. the Board returns.

12. FINAL BOARD COMMENTS at 1:18 of Pt.2 recording: Trustee Gwin asks if the musical instrument “Library of Things” will be getting additional instruments as they are always checked out. Trustee Blanton is looking forward to the Strategic Planning process. Trustee Harrington thanks her fellow trustees for the help provided on the Executive Director’s evaluation. Trustee Mittge suggests the board and administration listen to its constituents. Trustee Oliver thanks staff for celebrating Filipino American History Month, Banned Books Week, where families get to decide what to read. Trustee Sebby enjoyed the Shelton Police reading a storytime at the Shelton location.

13. ADJOURNMENT – at 7:01 p.m.

 11/15/2023
Cheryl Heywood, Executive Director

 11/15/2023
Ken Sebby, President