

**Board of Trustees Meeting Minutes**

November 15, 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, Hal Blanton, Brian Mittge, Toni Gwin

**Absent:** Jasmine Dickhoff

**Present Staff:** Cheryl Heywood, Kendra Jones, Andrea Heisel, Brenda Lane, Paige Preston, Rose Enos-Weedmark; recorder

**Remote Access:** Zoom: <https://Trl-org.zoom.us/j/81856301597> • Meeting ID: 818 5630 1597 • Phone Access (253) 215-8782 • Approximate Attendance = 19

**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** – Brian Mittge led the pledge.
- 3. LAND ACKNOWLEDGEMENT** – Toni Gwin read the Land Acknowledgement Statement.
- 4. CORRESPONDENCE** – None.
- 5. PUBLIC COMMENTS** – None.
- 6. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS** – at 6:55 of the recording

**23-039 – MARY BETH HARRINGTON MADE A MOTION TO AMEND THE AGENDA BY ADDING UNDER NEW BUSINESS, LAND ACKNOWLEDGEMENT STATEMENT DISCUSSION AND APPROVE THE CONSENT AGENDA AS PRESENTED. NICOLETTE OLIVER SECONDED. MOTION APPROVED (Unanimous 6).**

- 7. EXECUTIVE DIRECTOR HIGHLIGHTS** – At 8:03 of the recording Cheryl highlights:

- Public libraries have been havens for people of all ages to access information. Timberland’s mission is to welcome everyone. Our values include access for all, working together, diverse communities, and ideas. Hate speech is never acceptable to mischaracterize the excellent work staff do on a daily basis is aberrant to any kind of human decency. If we, as staff encounter hate speech threats or other types of egregious or unlawful behavior, staff will take action to address the disruptive behavior up to and including withdrawing permission for a person to re-enter our facilities or libraries or to access services for a length of time.
- Thank you to Kristen Hylton, Raina Sedore, Victoria Rivera, Sean Lotz, and Torey Young for coordinating the three (Chehalis, Service Center, Hoquiam) Friends of the Library events. Thank you to trustees Hal Blanton, Brian Mittge, and Mary Beth Harrington for attending the events.
- New to the Chehalis Library December 1, 2023, a ‘Gadget’ Library added to the Library of Things with items supplied by the Washington State University Recyclers of Lewis County. Financially funded by a grant from the Department of Ecology.
- Mountain View project bid amendment, hoping to bring it to the Facilities Committee at their next meeting.

- Congratulations to all of Timberland! TRL was awarded the Nancie Payne Award for Workplace Excellence 2023. This award is from the Pacific Mountain Workforce Development Council established in memory of Nancie Payne, and will accompany a \$1,000, which will go into the TRL Gift Fund. The award to be announced on December 7, 2023 at the Economic Forecast and Innovation Expo, at the Great Wolf Lodge.

**Discussion of Executive Director Report at 15:06 of the recording.** Trustee Oliver thanks TRL for partnering with schools concerning attendance, Library of Things, and assisted devices.

**8. FINANCIAL STATEMENTS & HIGHLIGHTS – At 16:23 of the recording** Cheryl highlights the month ending October 31, 2023:

- **General Fund** - \$5,609,279.79 in property taxes were received; Timber revenue - \$40,548.05 were received; and \$396,873.82 in books and materials were purchased. Payments totaling \$43,801.00 were received for the auction and sale of four Timberland vehicles.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Payment of \$26,121.79 to Pacific Entrance, LLC. for ADA-compliant door rails and automatic swing door operators for the Amanda Park location which allows for Expanded Access Hours (EAH).

**9. COMMITTEE REPORTS – At 17:38 of the recording presentation and discussion began.**

A. Budget Committee – Ken Sebby

- 1) Review the Budget Process – reviewed 2024 Preliminary Budget and approval at December meeting.
- 2) General Finance Updates – reviewed revenue and expenditure trends.

**10. NEW BUSINESS (Additional item added C) – At 20:57 of the recording.**

A. 2024 Preliminary Budget

**23-040 – BRIAN MITTGE MADE A MOTION TO APPROVE THE 2024 PRELIMINARY BUDGET AS PRESENTED. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 6).**

B. Pacific Mountain Workforce Development Council – Cheryl Heywood

- Voting for TRL to be recertified as connection sites.
- Cheryl’s term is expiring on the PacMtn board, a re-appointment recommendation letter is needed from the TRL Board President.

C. Land Acknowledgement Statement Discussion – Mary Beth Harrington

- Suggested to read the Land Acknowledgement Statement at every Board meeting.

**23-041 – MARY BETH HARRINGTON MADE A MOTION TO READ THE LAND ACKNOWLEDGEMENT STATEMENT AT THE BEGINNING OF EVERY BOARD MEETING AS PRESENTED. NICOLETTE OLIVER SECONDED.**

**MARY BETH HARRINGTON MADE A MOTION TO AMEND HER MOTION AS FOLLOWS:**

**23-041 MARY BETH HARRINGTON MADE A MOTION TO READ THE LAND ACKNOWLEDGEMENT STATEMENT AT THE BEGINNING OF EVERY BOARD MEETING AFTER A REVIEW FROM THE POLICY COMMITTEE OF THE WORDING.**

**NICOLETTE OLIVER RESCINDED HER SECOND OF THE MOTION. MOTION FAILS.**

**Discussion at 32:01 of the recording** – Trustee Sebby has concerns about other potential acknowledgements that may be requested. Trustee Blanton shares that the Board had decided upon Native Heritage Month only, which he supports. Trustee Oliver points out that working

with Tribal Governments is part of the RCWs with the state and does not reflect a singular special interest celebration. Oliver also favors more frequent reminders of our partnerships utilizing the statement.

- 11. FUTURE AGENDA ITEMS -at 43:59 of the recording** – Trustee Blanton requests adding for discussion, regular agenda presentations from different branches and potentially quarterly presentations from the different departments for a better understanding of the inner workings of TRL.
- 12. EXECUTIVE SESSION** pursuant to *RCW 42.30.110 (g)* – **At 47:40 of the recording.**
  - A. To review the performance of a public employee (g)
    - At 6:18 p.m. the Board of Trustees and Cheryl Heywood go into Executive Session for a stated 25 minutes. At 6:43 p.m. the Board returns and requests an additional 20 minutes. At 7:03 p.m. the Board of Trustees and Cheryl Heywood return.
- 13. FINAL BOARD COMMENTS at 49:14 of the recording:** Trustee Gwin shares her appreciation that TRL carries materials with obscure topics. Trustee Blanton states his pleasure to be part of the Friends of the Library events. Trustee Harrington expresses her gratitude to meet with the Friends of the Library at the recent events. Harrington thanks staff that participated in the new website creation, “it’s incredible!” She also encourages everyone to get the new app and anxiously awaits the new newsletter. Harrington congratulates staff for winning the Nancie Payne award. Trustee Mittge shares his appreciation for the friends that participated in the Friends of the Library events. Mittge recently noticed TRL’s local author shelving and was excited. Mittge also thanks Cheryl and Andrea for the Gadget library addition to the Library of Things. Trustee Oliver shares her excitement to attend the weekend Friends of the Library event. Oliver sends positivity and gratitude to the staff. Trustee Sebby shares a quote from Andrew Carnegie. Sebby is honored to share his appreciation for Veteran’s Military Appreciation Month including those Indigenous Tribes that participated as soldiers. Trustees Oliver, Sebby, and Mittge wishing everyone Happy Thanksgiving.
- 14. ADJOURNMENT** – at 7:13 p.m.

 12/27/2023  
Cheryl Heywood, Executive Director

 12/27/2023  
Ken Sebby, President