

**Board of Trustees Meeting Minutes**

December 27, 2023 - 5:30 p.m.

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*

*Vacant Position, 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

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

**Remote Access:** None • Approximate Attendance = 16

**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** – Ken Seby led the pledge.

**3. CORRESPONDENCE** – **At 2:52 of the recording** Cheryl shares an email was received December 26, 2023 from a Betty Johnson regarding the Ilwaco library.

**4. PUBLIC COMMENTS** – None.

**5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS** – **at 3:57 of the recording**

**23-042 – NICOLETTE OLVER MADE A MOTION TO APPROVE THE AGENDA AND THE CONSENT AGENDA AS PRESENTED. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 6).**

**6. EXECUTIVE DIRECTOR HIGHLIGHTS** – **At 5:05 of the recording** Cheryl highlights:

- Anywhere Library van prototype arrived at the Service Center for use in Thurston County until we can order additional vans for other counties and locations.
- Timberland Regional Library (TRL) received the Nancie Payne Workplace Excellence Award from Pacific Mountain Workforce Development
- Top 10 TRL accomplishments:
  - Staff training, mentorship, and wellness programs, qualifying for a 2% discount on benefits
  - Clean financial audit for 2019, 2020, and 2021
  - Expanded Library of Things with a Gadget Library and additional math backpacks
  - Introduced Expanded Access Hours (EAH) at our Westport, Elma, Tenino, Ilwaco, and Ocean Park locations and the board approved the age of 14 for key card access to EAH
  - Anywhere Library Services launch in Pacific, Mason, and Thurston counties, Grays Harbor and Lewis counties are coming online soon
  - Refreshed Hoodspoint, Ilwaco, North Mason exterior, McCleary, and doubled the space of West Olympia at the Capitol Mall
  - Library Card contest
  - Expanded books by mail program
  - Launched our new website
  - Purchased land for a Randall location

- Upcoming in 2024:
  - Strategic Planning for 2025 -2029
  - Virtual bestselling author program for adults and teens
  - Implementing the Intelligent Material Management System
  - Expanding Anywhere Library Service
  - Refreshing the interiors of Ocean Park, Naselle, Salkum, and Westport locations; exteriors of Montesano and Tenino locations
  - The Board of Trustees potentially deciding on construction plans for the Randall location at the January 2024 Regular Board meeting

**Discussion of Executive Director Report at 11:07 of the recording.** Trustee Oliver shares her appreciation of turning the artwork from the Library Card Contest into stickers. Trustee Seby is pleased to see that TRL have been awarding computers to some children. Cheryl clarifies that those computers were gifted to us by the Nisqually Indian Tribe to provide to Thurston County youth from a grant. TRL has been using them as door prizes with the Anywhere Library Service.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 12:17 of the recording** Cheryl highlights the month ending November 30, 2023:

- **General Fund** - \$3,681,905.91 in property taxes were received; Timber revenue - \$42,349.20 were received; and \$500,333.43 in books and materials were purchased. Payment of \$12,536.27 to Creative Office Furniture for the purchase of lounge seating at the Chehalis location; payment of \$73,876.47 to Trivan Truck Body, LLC for upfitting a 2022 Ford Transit for Anywhere Library.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Payment of \$13,398.81 to Great Floors Commercial Sales for project materials at the Tenino location; payment of \$34,977.84 to Johansson Wing Architects, PC for ongoing project costs for the Mountain View location.

**8. COMMITTEE REPORTS – At 14:24 of the recording presentation and discussion began.**

A. Facilities Committee – Nicolette Oliver

- 1) Mountain View Updates – an updated timeline summary was provided, RFP and press release went out December 27, 2023. Bid opening January 17, 2023 at 3:00 p.m.
- 2) Aberdeen Updates – the city is planning to hire a project manager in 2024 for design and construction.

**9. NEW BUSINESS – At 16:42 of the recording.**

- A. 2024 President/President Elect – current circumstances, President-Elect Mary Beth Harrington is awaiting Lewis County approval to confirm her appointment. Trustee Seby comments that he accepts Interim President position for no longer than two months.

**23-043 – BRIAN MITTGE MADE A MOTION TO APPROVE KEN SEBBY AS INTERIM PRESIDENT AND TONI GWIN AS PRESIDENT-ELECT. NICOLETTE OLIVER SECONDED. MOTION APPROVED (Unanimous 6).**

B. 2024 Committee Assignments

**23-044 – HAL BLANTON MADE A MOTION TO APPROVE THE 2024 COMMITTEE ASSIGNMENTS AS DISCUSSED. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 6).**

Policy Committee

- Nicolette Oliver
- Brian Mittge

Budget Committee

- Ken Sebby
- Brian Mittge

Facilities Committee

- Toni Gwin
- Ken Sebby
- Hal Blanton

- C. 2024 Board Meeting and Committee Calendar – including six in person meetings in 2024. The March retreat date was moved to March 23, 2024. Budget Committee moved to November 13, 2024 at 4:30 p.m.; Budget Hearing and Regular Board meeting moved to November 20, 2024 due to holiday conflict. Policy and Budget Committee times were changed to 4:30 p.m.

**23-045 – TONI GWIN MADE A MOTION TO APPROVE THE 2024 BOARD MEETING AND COMMITTEE CALENDAR AS DISCUSSED. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 6).**

- D. 2024 Final Budget – a change summary with four additions were provided to the Board; \$2,000 additional allocated to the Lacey location for meeting room technology; additional \$150,000 for planning consultants in Administration; additional \$4,000 for insurance premiums in Finance; additional \$150,000 for HVAC repair/replacement at the Service Center.

**23-046 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE 2024 FINAL BUDGET AS PRESENTED. KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 6).**

- E. 2025-2029 Strategic Plan Committee – the committee will meet monthly in 2024 as scheduled by the consultant, consisting of board members, administrative staff, and front-line staff. We received eight bids and interviewed four companies; we are in the process of hiring one of those companies.

**23-047 – HAL BLANTON MADE A MOTION TO APPROVE THE 2025-2029 STRATEGIC PLAN COMMITTEE AS DISCUSSED. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 6).**

**2025-2029 Strategic Plan Committee**

- Nicolette Oliver
- Brian Mittge

**10. RESOLUTIONS**

- A. Resolution 23-002 The 2024 Calendar Year Budget

**23-048 – NICOLETTE OLIVER MADE A MOTION TO APPROVE RESOLUTION 23-002, THE CALENDAR YEAR BUDGET AS PRESENTED. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 6).**

- B. Resolution 23-003 The 2024 Tax Levy Amount and Rate

**23-049 – NICOLETTE OLIVER MADE A MOTION TO APPROVE RESOLUTION 23-003, THE 2024 TAX LEVY AMOUNT AND RATE AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 6).**

- C. Resolution 23-004 The 2024 Tax Levy Increase

**23-050 – NICOLETTE OLIVER MADE A MOTION TO APPROVE RESOLUTION 23-004, THE 2024 TAX LEVY INCREASE AS PRESENTED. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 6).**

- D. Resolution 23-005 The 2024 Non-Resident Fee

**23-051 – NICOLETTE OLIVER MADE A MOTION TO APPROVE RESOLUTION 23-005, THE 2024 NON-RESIDENT FEE AS PRESENTED. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 6).**

**11. FUTURE AGENDA ITEMS** – None.

**12. EXECUTIVE SESSION** pursuant to *RCW 42.30.110 (g)* – **At 1:09:55 of the recording.**

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

At 6:40 p.m. the Board of Trustees go into Executive Session for a stated 30 minutes. At 7:10 p.m. the Board returns and requests an additional 15 minutes. At 7:25 p.m. the Board of Trustees return.

**13. EXECUTIVE SESSION REPORT**

A. Executive Director Evaluation

B. Executive Director 2024 Compensation Package – Kandy Seldin, HR, confirms with the board that the 4.6% increase in the Executive Director’s salary is for each year of the two years contract and the benefits remain the same.


**23-052 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE EXECUTIVE DIRECTOR 2024 COMPENSATION PACKAGE AS A TWO (2) YEAR CONTRACT WITH A 4.6% INCREASE. HAL BLANTON SECONDED. MOTION APPROVED (Aye = 5, Nay = 0, Abstain =1). ROLL CALL VOTE:**

- **Mary Beth Harrington – Aye**
- **Hal Blanton – Aye**
- **Nicolette Oliver – Aye**
- **Brian Mittge – Abstain**
- **Toni Gwin – Aye**
- **Ken Sebby - Aye**

**14. FINAL BOARD COMMENTS at 1:14:07 of the recording:** Trustee Sebby thanks Cheryl for her help and service. Trustee Harrington shares that she hopes to be able to continue on the board as she feels that she has a lot more to offer. Trustee Blanton shares his appreciation for another year moving forward with great staff and board members and remembering our mission, to bring library services to our rural areas. Trustee Oliver comments that our libraries are thriving, all locations are open, building new locations, expanding services with Anywhere Library, and expanding partnerships. Trustee Mittge wanted to highlight Susan Fabion at the Centralia library and now she will be accepting a new position at the Service Center. Trustee Gwin shares that she has been referring many people to the library. Trustee Sebby praises dogs in the library during a reading session.

**15. ADJOURNMENT** – at 7:37 p.m.

  
1/24/2024  
Cheryl Heywood, Executive Director

  
1/24/2024  
Ken Sebby, Interim-President