

**Board of Trustees Meeting Minutes**

January 24, 2024 - 5:30 p.m. via Zoom  
Timberland Regional Library  
Administrative Service Center  
415 Tumwater Blvd. SW  
Tumwater, WA 98501

**Ken Seby, *President, Mason County***

**Toni Gwin, *President Elect, Pacific County***

**Hal Blanton, *At-Large, Lewis County***

**Nicolette Oliver, *At-Large, Thurston County***

**Mary Beth Harrington, *Thurston County***

**Brian Mittge, *Lewis County***

**Dustin Loup, *Grays Harbor County***

---

**Present Board:** Ken Seby, Mary Beth Harrington, Nicolette Oliver, Hal Blanton, Brian Mittge, Toni Gwin, Dustin Loup

**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/84976106684> • Meeting ID: 849 7610 6684 • Phone Access (253) 215-8782 • Approximate Attendance = 27

**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** – Toni Gwin led the pledge.
- 3. CORRESPONDENCE – At 3:20 of the recording** Cheryl shares an email on January 11, 2024 from Gayle Mahan concerning the Naselle location. An email on January 24, 2024 from Paula Holroyde concerning saying no to unnecessary rating policies at Timberland Regional Library (TRL). And an email on January 24, 2024 from Janise Disbow concerning policy making and community comments.
- 4. PUBLIC COMMENTS – At 3:58 of the recording** Janise Disbrow spoke concerning policy making and displays in the library.
- 5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – at 8:40 of the recording**

**24-001 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 7).**

- 6. EXECUTIVE DIRECTOR HIGHLIGHTS – At 16:39 of the recording** Cheryl highlights:
  - Congratulations to Kendra Jones, Deputy Director for serving on the 2024 Caldecott Committee, reviewing an upwards of 700 eligible picture book titles.
  - Broadview Planning was selected for the 2025-2029 Strategic Planning Consultant. A total of eight bids were received and four were interviewed. All proposals are available for viewing on our website. Administration met with Broadview to discuss project coordination and timeline.
  - Adhering to the Board’s agenda, the proper time to request future Board meeting agenda items would be at that point of the agenda and not during final Board comments.
  - In terms of transparency and a reminder to the Board, business of the Board is held only during a business meeting, with no side bar conversations on business topics.

At the December Board meeting there was a conversation brought up after the meeting concerning why Cheryl would not meet with the Lewis County Commissioners and an email about the reappointment of Thurston County Trustee, Mary Beth Harrington and newly appointed Grays Harbor Trustee, Dustin Loup. The email stated that while the Lewis County

Commissioners support having the partner counties voices heard on the TRL Board of Trustees, they would like an opportunity to meet with Cheryl before submitting any letters of support. In a follow up email, the county clerk clarified the commissioners' reason for wanting to meet with Cheryl was to discuss policy and strategic vision for the future. Cheryl clarified that appointments to the Board and policy are two separate issues.

Commissioner Brummer also sent an email requesting information regarding a trustee's role in TRL policy because it was the Lewis County Commissioners' desire to take a broader look at access controls. Cheryl informed the Lewis County Commissioners' the process of policy and future strategic direction is the purview and responsibility of the full TRL Board of Trustees.

Earlier in the 2023, the commissioners were informed that if they wanted to discuss policy, they need to speak with their appointed trustees who would then report back to the full Board. Another option offered to the commissioners was to address the full Board at a Board meeting during public comment.

The 2025-2029 Strategic Plan is currently underway, TRL will gather information during the 2<sup>nd</sup> and 3<sup>rd</sup> quarters from the commissioners, residents, patrons, and staff from all five counties. The Board of Trustees will approve the 2025-2029 Strategic Direction when it has been finalized.

At the January 12<sup>th</sup> Policy Committee meeting, the recording should have remained on because after the meeting the topic of a policy that the Lewis County Commissioners brought forward last fall was discussed. Administration never received a revised version of said policy after the initial email. It is the responsibility of a trustee to bring forward policy suggestions to the Policy Committee for discussion or to the full Board of Trustees agenda under new business.

Cheryl will remain vigilant to redirect topics and begin recording again if an after-meeting conversation turns to topics of TRL business.

- Executive Director 2024 goals are located on the P drive for the Board's review.
- The 2023 Financial and Accountability Audit Exit Interview is scheduled for January 29, 2024.
- A big thank you to the Nisqually Indian Tribe and Mike Mason, Senior Economic Development Manager, for donating an additional 30 laptops, this is in addition to the 20 laptops they provided to us last year. These are for the Thurston Anywhere Library Mobile Service locations.
- TRL received an anonymous donation in the amount of \$1,000 and will be used for general purposes across the district.

Kelly Ackley of the Peninsula Arts Association in Ocean Park donated \$1,000 from the Cody Downs Scholarship for Arts for the 'Music on the Lawn' family program in the summer.

- Social Media Guidelines requested by Trustee Blanton are available on the P drive.
- For clarification, Brenda Lane has never met Janise Disbrow from correspondence and public comment.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 25:29 of the recording** Cheryl highlights the month ending December 31, 2023:

- **General Fund** - \$587,282.78 in property taxes were received; Timber revenue - \$287,505.02 were received; and \$492,283.53 in books and materials were purchased. Quarterly transfers totaling \$132,162.50 were made to the Technology Fund and Building Fund. Payment of \$210,855.84 to CIAW was processed for 2024 annual insurance premiums for the district. Payment of \$21,086.00 to Propel Insurance was processed for 2024 annual insurance broker fees for the district.
- **Technology Fund** – Received quarterly transfer of \$62,500 from the General Fund.
- **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 \$17,030.43 to Floor Express, Inc was processed for laminate flooring at the Elma location. Payment of \$11,457.47 to All City Seamless, LLC was processed to seal and attach leaking corner seams at the North Mason location. Payment of \$27,255.48 to Cressy Door Company, Inc was processed for door installation at the Naselle location.

**Discussion of Financial Statements and Highlights** – At 27:46 of the recording Trustee Blanton asks Paige if the total revenues and expenditures for the end of the year is typical and what is expected. Paige clarifies this is typical, that we over budget expenditures and under budget revenues. We are trending extremely close to what was budgeted, which is what we should be doing. Blanton thinks TRL should be commended for that and suggests any trustee to ask questions concerning the budget if they are unsure.

**8. COMMITTEE REPORTS – At 29:50 of the recording presentation and discussion began.**

A. Policy Committee – Brian Mittge

1) Fees Policy – no changes made to the policy except the new review date.

**24-002 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE FEES POLICY AS PRESENTED. KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 7).**

2) Open Data Policy – no changes made to the policy except the new review date.

**24-003 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE OPEN DATA POLICY AS PRESENTED. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 7).**

B. Facilities Committee – Hal Blanton at 33:33 of the recording

1) Mountain View Bid Updates – a webpage is available with information concerning the project. The webpage has all of the ten bids that were submitted for the project, the recorded Facebook Live event when the bids were opened, some of the building schematics, timelines, summaries, and FAQ's. Brenda Lane and her team have put together a draft Mountain View Library Project Communication Plan which is on your P drive for review if the Board moves forward with the suggested lowest bid. Press releases, interviews, email distribution lists for the local community have been created for communication concerning the project. Trustee Sebby comments and clarifies that in addition to the final bid cost approximately \$414,000.00 has already been spent on the project on the purchase of the land and architectural design. Sebby believes the cost is too much.

**24-004 – HAL BLANTON MADE A MOTION TO APPROVE THE CONSTRUCTION OF A NEW LIBRARY BUILDING IN RANDLE AND ISSUE A CONTRACT WITH SCHWIESOW CONSTRUCTION FOR AN AMOUNT NOT TO EXCEED TWO MILLION, TWO HUNDRED TWELVE THOUSAND, FIVE HUNDRED AND FIFTY-TWO DOLLARS (\$2,212,552.00). BRIAN MITTGE SECONDED.**

**ROLL CALL VOTE:**

Toni Gwin = Aye

Hal Blanton = Aye

Dustin Loup = Aye

Mary Beth Harrington = Aye

Brian Mittge = Aye

Nicolette Oliver = Aye

Ken Seby = Nay

**MOTION APPROVED (AYE=6 NAY=1 ABSTAIN=0).**

2) Mountain View Lease

**24-005 – HAL BLANTON MADE A MOTION TO APPROVE THE EXTENTION OF THE MOUNTAIN VIEW LEASE UNTIL DECEMBER 31, 2024. KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 7).**

3) Budgeted Refresh Libraries in 2024 – also mentioned at the meeting and included in the budget was the interior painting at Ocean Park, Salkum, and Westport. Exterior painting and repair at Montesano and Tenino. The City of Aberdeen is also moving forward with that library remodel in 2024. Planning this year with the City of Tumwater for a refresh in 2025.

**9. OLD BUSINESS – At 59:21 of the recording**

A. 2024 President

**24-006 – NICOLETTE OLIVER MADE A MOTION TO APPROVE MARY BETH HARRINGTON AS THE 2024 PRESIDENT. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 7).**

B. 2024 Committee Assignments – **At 1:01:45 of the recording**

**24-007 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE 2024 COMMITTEE ASSIGNMENTS AS DISCUSSED.MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 7).**

**Budget Committee**

**Brian Mittge – Chair**

**Ken Seby**

**Dustin Loup**

**Facilities Committee**

**Toni Gwin – Chair**

**Hal Blanton**

**Ken Seby**

**Policy Committee**

**Nicolette Oliver – Chair**

**Mary Beth Harrington**

**Brian Mittge**

**Strategic Planning Ad-Hoc Committee**

**Mary Beth Harrington – Chair**

**Nicolette Oliver**

**Brian Mittge**

**10. FUTURE AGENDA ITEMS – At 1:06:45 of the recording.**

A. Public Comment Discussion – Trustee Blanton suggested the topic to discuss how public comments, letters either directly to the Board or brought forward from administration inform the Board of concerns that may be in the community. Blanton asks how we follow up and how do we discuss them as a Board? How do we encourage people to speak up and how will we follow up and respond? Trustee Oliver expresses that she believes it to be her personal responsibility to listen to the public and utilizes the sub-committee meetings to inform with discussions and make decisions at a policy level because there is a separation of the work the Board does and operational work. Oliver expresses the importance to operate within her role. Oliver also shares that she has conversations with community members and allows for organic discussions about libraries. Trustee Harrington mentions the Board discussed responding to emails and Rose

sends an acknowledgement of receipt. Harrington also comments that she has not ever had someone from the community come to her to inform her of something that she did not know was happening. Trustee Gwin shares her experiences with community member discussions at the grocery store or around town. Gwin appreciates the email response Rose provides. Trustee Sebby comments that if you are out there, in the community, they will find you. Trustee Mittge asks if there is a more systematic way to connect with people and that may be answered with the strategic plan and outreach. Mittge suggests potentially adding to the agenda a conversation time to discuss topics that come up. Trustee Oliver clarifies that everything has its place, a policy concern should be discussed at a Policy Committee, a facility concern should be discussed at a Facility Committee, and an operational concern should be discussed by staff. Trustee Oliver expresses that she is uncomfortable having a discussion until it has gone through the appropriate channels first. "The better we are informed of our roles and responsibilities the more efficiently we will run." Oliver adds, "we are here to listen to the public and serve them. But that does not mean that we are involved in their personal specific issue. We cannot solve their personal specific issue." The mission of the Board is to guide the future and vision on a broad sense. Cheryl shares that TRL has been moving forward to reach out and expand services with Anywhere Library Mobile Services, books by mail, Expanded Access Hours (EAH), and additional services to reach people who have not been reached previously, and TRL will continue to do so. The goal of Anywhere Library is to reach 32 sites per month/per county. This would reach an astounding 160 sites, in addition to the 29 library locations.

**11. FINAL BOARD COMMENTS at 1:36:48 of the recording:** Trustee Gwin shares some offerings of the Spokane Library. Trustee Blanton reminds the Board to keep focus that TRL was created to offer library services to rural and isolated areas. Trustee Loup shares his excitement to be part of the TRL Board of Trustees. Trustee Harrington shared that she recently spoke to a group that had members from all the five counties about Anywhere Library Mobile Services and its capabilities to rival any static location. Trustee Mittge thanks the Board and the community for investing in this new library location. Trustee Oliver shares her recent read. Trustee Sebby shares his current read.

**12. ADJOURNMENT** – at 7:18 p.m.

*Cheryl Heywood* 2/28/2024  
Cheryl Heywood, Executive Director

*Mary Beth Harrington* 2/28/2024  
Mary Beth Harrington, President