

**Board of Trustees Meeting Minutes**

February 28, 2024 - 5:30 p.m. via Zoom  
Timberland Regional Library  
Administrative Service Center  
415 Tumwater Blvd. SW  
Tumwater, WA 98501

*Mary Beth Harrington, President, Thurston County*  
*Toni Gwin, President Elect, Pacific County*  
*Hal Blanton, At-Large, Lewis County*  
*Nicolette Oliver, At-Large, Thurston County*  
*Ken Sebby, Mason County*  
*Brian Mittge, Lewis County*  
*Dustin Loup, Grays Harbor County*

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

**Absent Board:** 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 = 22

**Timberland Regional Library Business Meeting Minutes**

**AGENDA:**

1. **CALL TO ORDER AND ROLL CALL** – Mary Beth Harrington called the meeting to order at 5:32 p.m.
2. **PLEDGE OF ALLEGIANCE** – Hal Blanton led the pledge.
3. **CORRESPONDENCE – At 3:45 of the recording** Cheryl shares an email dated February 7, 2024 from a Bonnie Lou Cozby concerning the Naselle Library. A letter dated February 14, 2024 from a Kyle Stephens concerning telephone usage.
4. **PUBLIC COMMENTS – At 4:17 of the recording** Rose read aloud a letter from Janise Disbrow concerning policy making and displays in the library.
5. **APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – at 8:02 of the recording**

**24-008 – KEN SEBBY MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. NICOLETTE OLIVER SECONDED. MOTION APPROVED (Unanimous 6).**

6. **EXECUTIVE DIRECTOR HIGHLIGHTS – At 9:12 of the recording** Cheryl highlights:

- Congratulations to Ryan Williams in achieving a major milestone of 30 years of service to Timberland Regional Library (TRL).
- Thank you to the Board for the construction approval in Randle. Thank you to our employees, Judi Brummett, Brenda Lane, Kendra Jones, Taniah Najih, Stephanie Cahill, and Anna Lisa Rasmussen for their work and the many details that went into the preparation for the Board’s approval. For future reference, the costs are outlined below:

Base Bid	\$1,934,000.00
Trench safety provisions	\$1000.00
Sales tax	\$150,852.00 (7.8%)
Construction contingency	\$96,700.00 (5% of base bid)
Construction testing/inspection	\$5,000.00
Hazmat/abatement/clean up	\$25,000.00
<b>Total Cost</b>	<b>\$2,212,552.00</b>

- The 2023 Annual Report is available online at [trl.org](http://trl.org).

- Thank you to the Shelton staff for supporting the Shelton stories a day of events celebrating community voices program, recognizing the faces, voices, and talents of Shelton. Readings by local authors, new community portrait gallery, and a play was performed by the Shelton High School Drama Club as well as other activities were all a part of the event.
- Lacy Librarian Raina Sedore coordinated the 21<sup>st</sup> Lacy Loves to Read VIP event at the Lacy Timberland Library.
- Congratulations to Paige Preston and the employees who helped with the 2022 Audit process, TRL receiving a clean financial and accountability audit for 2022.
- TRL will be receiving the 2025 Well City Distinction which translates to our sixth year consecutively to receive a 2% premium discount on employee benefits.
- New Podcast release: No Shhh...It's the TRL Podcast debuting its first episode on YouTube, Apple Podcast, and Spotify discussing intellectual freedom and censorship.
- Strategic Planning Committee first meeting is scheduled for March 1, 2024 at 5:30 p.m. including three Trustees, Administration, and three TRL employees, as well as the Broadview Planning staff.

**Discussion of Executive Director Highlights: At 14:22 of the recording** Trustee Mitte asks about future podcast topics. Cheryl shares that the next podcast will be about youth services and providing more inviting children areas in our libraries with Kendra Jones. Kendra shares more details on the monthly podcast topics and the library speaker consortium. Trustee Blanton asks how much the 2% discount in benefits would equal in dollars. Paige Preston, Finance Administrator, provides the saving as a total of \$41,354.13 for TRL. Trustee Blanton, Mittge, and Oliver request, to ensure patrons receive responses to emails that Administration share those responses with the Board. Paige clarifies the budget revenues versus expenditures for 2023.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 30:20 of the recording** Cheryl highlights the month ending January 31, 2024:

- **General Fund** - \$97,012.45 in property taxes were received; Timber revenue - \$210,830.24 were received; and \$189,309.30 in books and materials were purchased. Payment totaling \$19,934.12 to Lakeshore Learning Materials was processed for the purchase of furniture for the Shelton location. Payment of \$11,373.91 to the State Auditor's Office was processed for work performed as part of the 2022 financial and accountability audits.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Payments totaling \$132,625.53 to Aetta Architects, PC (formerly Johansson Wing Architects, PC.) was processed for contractor and project designs fees for the Mountain View location. Payment of \$24,457.20 to Cressy Door Company, Inc. was processed for door installation work at the Salkum location.

**Discussion of Financial Statements and Highlights – At 32:00 of the recording** Trustee Oliver asked about an expense and Paige responded.

**8. COMMITTEE REPORTS – At 35:32 of the recording presentation and discussion began.**

A. Budget Committee – Brian Mittge

1) General Updates

2) Budget Adjustment and Resolution – beginning of the year budget adjustment of \$1.58 million

for Randale and adding \$577,000. \$155,000 for shelving and furniture. Paige adds that we are identifying the actual beginning fund balance based on the actual expenditures in 2023 that are projects not yet spent and funds that are being carried forward. There are also additional costs added to projects based on the actual costs as they are being completed.

**24-009 – BRIAN MITTGE MADE A MOTION TO ADOPT RESOLUTION 24-001 BUDGET ADJUSTMENTS AND AMENDMENTS. MOTION APPROVED (Unanimous 6).**

3) Exit Financial and Accountability Audit

TRL had a clean audit for 2022.

B. Policy Committee – Nicolette Oliver **at 39:21 of the recording**

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

**24-010 – NICOLETTE OLIVER MADE A MOTION TO ADOPT THE SIGNATURE POLICY AS PRESENTED. MOTION APPROVED (ADOPT 5, OPPOSED 1).**

2) Facility Use for Political Purposes Policy– no changes made to the policy except the new review date.

**24-011 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE FACILITY USE FOR POLITICAL PURPOSES POLICY AS PRESENTED. MOTION APPROVED (Unanimous 6).**

3) Employee Use of TRL Equipment and Resources Policy – addition of Trustees may still use resources as a patron when not in their official capacity.

**24-012 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE USE OF TRL EQUIPMENT POLICY AS PRESENTED. MOTION APPROVED (Unanimous 6).**

4) Travel Policy – Committee Review

Trustee Oliver requested the policy be reviewed by the committee. Trustee Sebby recommended it be discussed at the retreat on March 23, 2024.

5) Commitment Letter – added to retreat agenda for discussion on March 23, 2024.

**9. NEW BUSINESS – At 50:45 of the recording**

A. Draft Board Retreat Agenda Review, March 23, 2024 – Rose reads the draft retreat agenda on the day's planned events. Trustee Sebby suggests the Travel Policy be discussed as a working lunch.

Trustee Mittge suggests some time at the retreat for Board history, context, and socialization.

B. 2023 Annual Report – Reporting Out

TRL Board of Trustees will be reporting to their commissioners on the 2023 Annual Report.

C. June Board Meeting Date Discussion

June Board Meeting Date to be moved the week prior.

**10. FUTURE AGENDA ITEMS – At 1:26:30 of the recording.** Trustee Blanton suggests as regular agenda items, branch presentations and department reports.

**11. FINAL BOARD COMMENTS at 1:36:35 of the recording:** Trustee Gwin enjoyed the first podcast and would like to be a guest and discuss mobile library services from the past. Trustee Blanton suggests that the Board listen to the patrons and remind us that our mission is to serve rural areas with library services. Trustee Mittge mentioned the Gadget Library of Things and he is excited to utilize. Trustee Oliver also mention her excitement to use the Gadget Library of Things. Thurston County Boards handbook is available on the P drive. Trustee Sebby shares local Mason County events. Trustee Harrington will speak in San Diego and Alaska this summer at library conferences.

**12. ADJOURNMENT – at 7:21 p.m.**