

Board of Trustees Meeting Minutes

March 27, 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

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

Absent Board: Dustin Loup, Nicolette Oliver

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 5:30 p.m.
- 2. PLEDGE OF ALLEGIANCE** – Ken Sebby led the pledge.
- 3. CORRESPONDENCE – At 1:47 of the recording** Cheryl shares an email dated March 3, 2024 from Steve Ness concerning Wowbrary. Two emails dated March 7 & 20, 2024 from Gina DeSantis concerning a public records request. Two emails dated March 8, 2024 from Michele Horaney addressing the City and Mayor of Olympia as well as the Timberland Regional Library (TRL) Board of Trustees concerning the exterior of the Olympia library.
- 4. PUBLIC COMMENTS – At 2:31 of the recording** Pat Caldwell and Joh Jones each speak concerning the Toledo Library/TRL kiosk. Kenji Seta, Director of the TRIO Educational Opportunity Center, serving Grays Harbor and Pacific counties introduces himself and share his organizations mission which is getting into college.
- 5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – at 12:35 of the recording**

24-013 – HAL BLANTON MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 5).

- 6. EXECUTIVE DIRECTOR HIGHLIGHTS – At 13:08 of the recording** Cheryl highlights:
 - South Bend Timberland Library, a city owned facility, experienced a camper trailer fire behind the building, on private property March 17, 2024. The fire impacted the library building walls, windows, and blinds. There has been no damage to the collection, even though there was smoke in the building, that we are aware of at this time. TRL’s insurance will be assessing any damage in the upcoming weeks.
 - Library Giving Day is April 3, 2024 and we are launching a new online store with merchandise, the newsletter and our website have additional details.
 - National Library Week is April 7-13, 2024 where we will be celebrating staff and how libraries transform lives and strengthen communities thru our collections, programs, and services.
 - April 8th – The Right to Read Day
 - April 9th – National Libraries Workers day

- April 10th – National Libraries Outreach Day
 - April 11th – Take Action for Library Days
 - The Facebook live ceremonial groundbreaking will be in the 2nd or 3rd week of April.
 - First quarter highlights include: clean financial and accountability audit for 2022; the ‘No Shh... It’s the TRL Podcast’ launch; Shelton’s sunken pirate ship, “The Jolly Reader” launch March 9th; Anywhere Library launch in Lewis and Grays Harbor counties; Strategic Planning Committee
- Discussion of Executive Director Highlights: At 17:52 of the recording** Trustee Sebby comments on the sale of the TRL merchandise and wonders if it will expand. Cheryl shares that the items are available online, for a limited time.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 19:30 of the recording Cheryl highlights the month ending February 29, 2024:

- **General Fund** - \$432,401.52 in property taxes were received; Timber revenue - \$44,298.87 were received; and \$477,022.73 in books and materials were purchased. Payment of \$90,638.63 to GCSit Solutions was processed for the purchase of 110 Dell Optiplex desktop computers for the district. Payment of \$12,500 to PBC Guru LLC was processed for the district’s annual membership for the Library Speakers Consortium. Payment of \$133,398.38 to Sunset Air, Inc was processed for the purchase and installation of two 7.5-ton split heat pump systems for the Service Center.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Payment of \$27,998.90 to Aetta Architects, PC (formerly Johansson Wing Architects, PC.) was processed for project design and consultancy fees for the Mountain View location. Payment of \$24,457.20 to Cressy Door Company, Inc. was processed for door installation work in preparation for Expanded Access Hours (EAH) at the Salkum location.

Discussion of Financial Statements and Highlights – At 21:19 of the recording Trustee Blanton requests additional information concerning the Library Speakers Consortium. Cheryl shares that we have access online and for programs to national bestselling authors.

8. COMMITTEE REPORTS – None.

9. NEW BUSINESS – At 24:00 of the recording

A. 2023 Annual Report Presentation to Pacific County Commissioners - Toni Gwin

Trustee Gwin shares her experience providing the State of the Library Presentation to her Pacific County Commissioners on March 12, 2024.

B. Branch and Department Presentations – Discussion

Trustee Blanton shares that he would like to have presentations for additional knowledge of the things that are happening in the district by location and department. Trustee Sebby enjoyed staff input at the retreat. Trustee Mittge is in favor. Cheryl adds that since the launch of our new website, staff have been able to contribute to the website, writing blogs, and sharing the work they do. Cheryl also encourages Trustees to follow TRL on other social media platforms for the most updated information as well as YouTube videos and podcasts. Cheryl suggests mindfulness that this type of request can have a budgetary impact and the leadership team, who attends the Board meetings can also provide presentations as needed. Trustee Harrington is concerned about staff time management and their potential anxiety. It was agreed to moving this topic

to the April Board Meeting when the full Board can participate.

C. Retreat Recap – Mary Beth Harrington

March 23, 2024 the Board of Trustees held a retreat. The retreat began with some social time followed by a field trip to the West Olympia Timberland Library at the Capital Mall. Back at the Service Center, Morgan Damerow, Assistant Attorney General, provided Public Records Act (PRA) and Open Public Meetings Act (OPMA) training. Ryan Williams, IT Administrator, provided Open Data training.

10. FUTURE AGENDA ITEMS – None.

11. FINAL BOARD COMMENTS at 43:31 of the recording: Trustee Gwin was impressed with the online store of TRL Merchandise and the pre-sales and thanks staff for the work they do. Trustee Blanton shares that between Administration and staff, TRL is a really good organization, and we need to keep looking forward. Trustee Mittge thanks Trustee Gwin for her input on presenting to her commissioners as Trustee Blanton and he will be presenting to the Lewis County Commissioners in April. Trustee Sebbby mentions the celebration of librarians in our district. Trustee Harrington mentions that April 3, 2024 is Library Giving Day, an international day of celebration to support your library. Harrington encourages everyone to support your library and buy all your favorite items during the limited time they will be offered. On April 9, 2024 Harrington encourage the Trustees to visit their local branch and say thank you to staff. Harrington also suggests everyone watch the podcasts because they are very informational.

12. ADJOURNMENT – at 6:26 p.m.

 4/24/2024

Cheryl Heywood, Executive Director

 4/24/2024

Mary Beth Harrington, President