

Board of Trustees Meeting Minutes

April 24, 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, Dustin Loup, Nicolette Oliver

Present Staff: Cheryl Heywood, Kendra Jones, Andrea Heisel, Brenda Lane, Kandy Seldin, 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** – Mary Beth Harrington called the meeting to order at 5:30 p.m.
2. **PLEDGE OF ALLEGIANCE** – Brian Mittge led the pledge.
3. **CORRESPONDENCE – At 2:00 of the recording** Cheryl shares two emails dated March 31 and April 2, 2024 from Joh Jones concerning the Toledo Community Library. An email dated April 10, 2024 from Tawnya LaRoy concerning Library Furniture International. An email dated April 11, 2024 from Beverly at the Lacey Library with a request for Trustee Loup to call an interested party. An email dated April 24, 2024 from Darren Keith concerning an individual named Susan Callihan.
4. **PUBLIC COMMENTS – None.**
5. **APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – at 3:08 of the recording**

24-014 – BRIAN MITTGE MADE A MOTION TO AMEND THE CONSENT AGENDA AND ADD AN EXECUTIVE SESSION PURSUANT TO RCW 42.30.110 (f) AND NICOLETTE OLIVER REQUESTED TO ADD A POLICY COMMITTEE REPORT. HAL BLANTON AND KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 7).

6. **EXECUTIVE DIRECTOR HIGHLIGHTS – At 8:00 of the recording** Cheryl highlights:
 - Timberland Regional Library (TRL) Trustees have been presenting to their respective Commissioners. We received 250 submissions on Library Workers Day about the great work of our employees and can be found as an attachment to the board packet as a comic book. The Administrative team continues to be accountable, ethical, high performing, and responsibly using public resources of the taxpayers, all the while adhering to TRL’s core values of access for all of the 550,000 people, in the diverse communities, we serve.
 - Library Giving Day captured \$5,287.56, and we would like to thank all that donated. A special thanks to Sheryl Bezdziecki from Olympia donated \$1000, and Joy Adams donated \$500. All proceeds will go into the General Gift Fund for programming. The online store captured \$1,610.09, selling 337 items thus far with the proceeds going into the General Gift Fund.
 - TRL and the Nisqually Indian Tribe two-year partnership continues as TRL works with Mike Mason, Economic Development Director, previously provided TRL with 30 laptops to give away at the Thurston Anywhere Library Mobile Services stops. Today he offered an additional 30

tablets and 30 laptops to give away. We thank Mike and Marianne Judd, Thurston County Chamber of Commerce, because together they are providing digital learning classes in Thurston County as requested by the tribe. Cheryl has also met with other Nisqually affiliates, Pete Ansara, Chief Executive Officer (CEO), and Bob Iyall, tribal elder, CEO of the Medicine Creek Enterprise Corporation (MCEC), as well as a Port of Olympia Commissioner. Discussions included having all 900 employees of the Enterprise get signed up with library cards. Deputy CEO of MCEC, Jennifer Hines, is currently requiring all staff to register for a library card for staff development and training.

- Cheryl met with Thurston County Auditor staff to discuss TRL providing electronic pamphlets for future elections. Other counties were invited to meet if they are interested in the same.
- The fourth TRL podcast is available, titled *"The Good, The Bad, The Ugly: Safety in the Library."*
- Trustees Harrington, Blanton, and Mittge as well as Cheryl and Brenda Lane met with Pat Caldwell and Joh Jones concerning the Toledo Community Library requests and the kiosk agreement which will expire in June of 2024. Caldwell expressed a one-year extension of the agreement which will be discussed at the next Facilities Committee meeting.
- Updates on library refreshes:
 - Westport refresh will begin May 1, 2024 thru June 30, 2024 and expected to reopen on July 9, 2024. Library services for Westport has moved to another location during this period.
 - Mountain View construction is coming along.
 - Shelton City Council recently approved the funding for the Shelton deck. TRL will also be adding funding for the deck.

Discussion of Executive Director Highlights: At 13:08 of the recording Trustee Oliver offers congratulations for the TRL award and recognition in Pacific County as well as asks if there is a librarian staffed to Timberland Naselle library. Cheryl clarifies that TRL was nominated for an award, and we would know on May 8, 2024 at the ceremony if we received the award. Michelle Zilli is overseeing the Naselle, Ocean Park, and Ilwaco locations. Oliver asks about the acronym IMMS. Cheryl clarifies that the Board was introduced last summer to Intelligent Materials Management Software (IMMS) that we have begun training staff on, most of the work will be done at the Service Center. Oliver asks about the Tumwater refresh. Cheryl shares that the Tumwater refresh is very large and the city budget runs from July to June, with that in mind, in May of 2024 TRL will be submitting a proposal to the city manager to have that done next year. Typically, the meeting room will be used for library services during a refresh in a library of this size avoiding a full closure, only having to close for a few days to finalize. Trustee Harrington adds that she recalls in a previous Board minutes, that the refresh could take as long as nine months. Trustee Sebby asks how the laptops will be disbursed. Cheryl clarifies that they are door prizes. Sebby shares his appreciation that the Anywhere Mobile Services will be coordinating a stop at the Hood Canal School. Cheryl shares that is thanks to Joe Alessi, Anywhere Library Specialist, Mason County. Trustee Mittge asks about the cost of refreshes and city owned buildings. Cheryl shares that the cost is dependent on the cities budget and provides examples of different situations where cost was solely TRL and shared expenditures with a city. Trustee Harrington adds that the reason TRL takes on some of these costs is to ensure equitability among all locations. Trustee Oliver mentions a lot of change she has noticed at the Tumwater location including shelving. Cheryl shares that she is aware they are

getting ready for the refresh but does not have the specifics, however we are not buying new items at this time. We save a lot of money by cutting shelves, rearrangements, and re-purposing with our staff as we know shelving is quite expensive.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 23:05 of the recording Cheryl highlights the month ending March 31, 2024:

- **General Fund** - \$938,961.46 in property taxes were received; Timber revenue - \$128,991.70 were received; and \$225,411.95 in books and materials were purchased. Payment of \$26,448.46 to Geiger was processed for Summer Library Program (SLP) tote bags for the Creative Services Department. Quarterly transfers totaling \$132,162.50 were made to the Technology Fund and Building Fund.
- **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. Payment of \$22,702.14 to the Lewis County PUD #1 for construction service charges for the Mountain View location. Payment of \$10,658.75 to Aetta Architects, PC (formerly Johansson Wing Architects, PC.) was processed for project design fees for the Mountain View location.

Discussion of Financial Statements and Highlights – At 24:40 of the recording Trustee Blanton asks if the costs for the SLP bags are typical of previous years. Kendra Jones shares that we do grow every year and the cost increases as well. Cheryl mentions that the numbers are in the 2023 Annual Report.

8. COMMITTEE REPORTS – At 25:49 of the recording

A. Strategic Planning Committee – Mary Beth Harrington

Two meetings have transpired, March 1st and April 9th. The first meeting was to identify the project, scope, and what is involved. The second meeting honed in on focus groups, to identify the stakeholders, the people we want to be talking to and hearing from. It was agreed that the most diverse and individuals not coming into the libraries was important to hear from. Board members may also be TRL ambassadors, potentially helping with surveys at events such as summer fairs, also utilizing multiple approaches, etc. More reports as the progress comes along will be shared with the full Board. Trustee Mittge added that the consultants shared that we would have ten interviews and five focused conversations but also add other methods as mentioned.

B. Policy Committee – Nicolette Oliver **at 32:21 of the recording**

At the February meeting the Travel Policy was discussed and then shared at the retreat for additional input. Oliver adds that she felt her final Board comments were not adequately captured in the February minutes about the Board members right and responsibility to question, to discuss, and to disagree with policy proposals. The most recent Policy Committee was cancelled where Oliver was hoping to discuss the Travel Policy, Procedure, and Commitment Letter and her procedure concerns for her recent trip to a library conference. Oliver stated that the committee consists of Board members, and they should be able to meet as scheduled. Oliver also mentions a job description for Board members on the P drive without Board review and asks that be reviewed by the Policy Committee in the future.

Discussion of Policy Committee Report – At 35:21 of the recording discussion ensues concerning how and why the meeting was cancelled. Trustee Harrington shared that she had a conflict in schedule and in combination with staff changes due to medical leave, she believes the meeting was cancelled. Trustee Oliver suggests looking further into the matter and Trustee Harrington suggests the discussion move to the next Policy Committee meeting.

9. OLD BUSINESS – At 37:58 of the recording

- A. Branch and Department Presentations – Trustee Blanton shares his appreciation for presentations and would like to see them at future meetings. Trustee Oliver adds that she would prefer branch presentations on a regular cycle. Trustee Loup agrees that he would like to see presentations, however, he cautions, to be mindful of staff workload in addition to regular duties. Trustee Harrington shares that departments will begin presentations in June and add future branch presentations.
- B. Board Laptops/Phone – At 47:43 of the recording Cheryl clarifies that all Board members have a laptop at a cost of \$1,500 each except Trustee Loup, as he will be using his own personal device. Staff utilize their own devices and the application to access. A phone for Trustees would cost between \$40-60 dollars each. Cheryl also adds that she has spoken with her colleagues around the issue and no other library system offers phones to Board members. Cheryl shares that access through a personal device is utilizing an application and email is in the cloud and not on the hard drive of your phone.

9. NEW BUSINESS – At 52:16 of the recording

- A. 2023 Annual Report Presentations per RCW 27.12.210 (4)
Submit annually to the legislative body a budget containing estimates in detail of the amount of money necessary for the library for the ensuing year; except that in a library district the board of library trustees shall prepare its budget, certify the same and deliver it to the board of county commissioners in ample time for it to make the tax levies for the purpose of the district.
 - 1) April 1, 2024, Thurston County – Trustee Harrington mentions the new county manager, Leonard Hernandez, also a librarian, started his first day of work that day and was very receptive and excited about what was shared. Commissioner Menser had a few questions which were addressed as well as other questions the commissioners asked.
 - 2) April 2, 2024, Lewis County – Trustee Blanton shares that their presentation went well and Trustee Harrington was present and introduced. Trustee Mittge adds that one of the commissioners encouraged public outreach.
 - 3) April 9, 2024, Mason County – Trustee Sebby commented that it seemed to go well.
 - 4) April 16, 2024, Grays Harbor County – Trustee Loup commented that it went well and that Grays Harbor did provide special recognition of National Library Week and provided a resolution to the effect.
- B. Public Library Association (PLA) Report – Trustee Oliver encourages other Board members to seize opportunities to become educated on library topics. Oliver adds the sessions of interest to her were, Libraries as the Cornerstones of Democracy, Artificial Intelligence (AI), Culture of Trust, Funding, and Floating Collections. Oliver shared the later topic details being the most applicable and her concerns. Andrea Heisel, Content and Access Director, also attended the same session and commented how TRL balances its collection, and with the introduction of IMMS is the final

balancing piece. Trustee Mittge asks if TRL does staff surveys, and Trustee Oliver asks if TRL does climate surveys of staff? Cheryl shares that we have in the past with both staff and patrons, and that will be a component of the Strategic Plan. Cheryl shares that the outstanding reply from the public is that they want additional hours, early evening hours, and Sunday hours. Expanded Access Hours (EAH) was a way to provide those extra hours of service. Trustee Mittge asks if there will be a review of EAH. Cheryl shares that on the website under Open Data has all of the statistics of EAH. Trustee Sebby suggests that the Safety and Security Coordinator, Susan Faubion, be more involved with this. Trustee Harrington mentions that if any Board member is interested in attending a library conference, the requests are added into the budget in August. Trustee Blanton agrees to Board training and recently took a one-hour webinar, "Making Each Other Look Good: "The Library Board and the Library Director."

- C. Trustee Harrington added that a staffing report will be provided to the Board quarterly in the future beginning in May.

10. FUTURE AGENDA ITEMS – None.

11. FINAL BOARD COMMENTS at 1:16:31 of the recording: Trustee Gwin mentions she is enjoying the podcasts and a favorite book she rediscovered. Trustee Blanton appreciates the meeting with the Toledo Community Library folks. Blanton also shares that TRL was sent up to be governed by a citizen group, with seven different views, being financially responsible to the taxpayers, TRL as an organization, with Board members knowing their role. Blanton adds that as a Board, to remember our mission, to bring library service to rural communities. Trustee Loup proudly announces the newest addition to the TRL system and new card holder. Loup is happy to explore and check out new books for his son. Trustee Mittge adds that he also enjoyed the Toledo meeting, their contract coming up for renewal as well some of their building concerns and is looking forward to another meeting with them next month. Mittge also mentions the Garden Seed Bank at the Chehalis Library. Trustee Oliver shared her recent read, book seven, "Chalice of the Gods" of the Percy Jackson series. Trustee Sebby congratulates Dustin. Trustee Harrington thanks everyone for their extraordinary efforts, presenting to the commissioners and getting out into the community. Harrington also shares her recent read, The Jefferson Bible.


12. EXECUTIVE SESSION – at 1:29:00 of the recording pursuant to RCW 42.30.110 (f)

- A. *(f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing, or a meeting open to the public shall be conducted upon such complaint or charge;*

At 6:59 p.m. the Board of Trustees go into Executive Session for a stated 30 minutes. The Zoom room removed the trustees at 7:26 p.m. The Board returns and requests an additional 15 minutes plus, the missed previous minutes. At 7:45 p.m. the Board of Trustees return.

13. ADJOURNMENT – at 7:46 p.m.

 5/22/2024
Cheryl Heywood, Executive Director

 5/22/2024
Mary Beth Harrington, President