

**Board of Trustees Meeting Minutes**

**Wednesday, July 24, 2024**

**5:30 p.m.**

Montesano Timberland Library

125 Main St.

Montesano, WA 98563

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

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

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

**Vacant Position, *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, Hal Blanton, Ken Sebby, Brian Mittge, Dustin Loup

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

**Remote Access:** None. Approximate Attendance = 40

**Timberland Regional Library (TRL) Business Meeting Minutes – Part 1 of recording**

- 1. CALL TO ORDER AND ROLL CALL** – Mary Beth Harrington called the meeting to order at 5:30 p.m.
- 2. PLEDGE OF ALLEGIANCE** – Toni Gwin led the pledge.
- 3. CORRESPONDENCE – at 2:37 of the recording** Cheryl shares fifteen (15) email messages for the months of June and July. Gina Marie De Santis on June 11, 2024 at 3:41, 4:18, and 5:30 p.m. and on June 12, June 18, and July 18 all concerning public records. Darrell McVea on June 24, 2024 inquiring about open trustee position. Ray Chapman-Wilson on June 24, 2024 concerning book ratings. Reporter, Steven on July 8, 2024 requesting trustee email address. Dance in Maryland on July 12, 2024 concerning the Timberland Montesano Library. Joe Parr on July 18, 2024 concerning the Timberland Oakville Library. Kate O’Neil on July 23, 2024 concerning the Timberland South Bend Library. Elle Dridg on July 24, 2024 concerning a donation. Spam emails on June 18 and June 27, 2024. *(There were technical difficulties with the recording during correspondence)*

**Timberland Regional Library (TRL) Business Meeting – Part 2 of recording**

- 4. PUBLIC COMMENTS – in progress at beginning of the recording** Lily Pomeroy provided a welcome. Cathy Carter discussed her concern on communication between the Friends and Administration. Helen Hepp, Elizabeth Sims, Mary Fran Lewis, Teri Halsey, Jennifer Leiland, Carmen Pattison, Dawn Thomas concerning the meeting room. Susan Roberts concerning rural libraries. Chris Church concerning home schooling. Jacquie Hollingsworth concerning the elderly. Donna Albert concerning the Legacy Forest. Heather S. concerning food items. Tyler Tremble concerning availability of meeting agenda and the meeting room.

**5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – at 37:00 of the recording**

**24-023 – KEN SEBBY MADE A MOTION TO APPROVE THE CONSENT AGENDA AND AGENDA AS PRESENTED. DUSTIN LOUP SECONDED. MOTION APPROVED (Unanimous 6).**

**6. EXECUTIVE DIRECTOR HIGHLIGHTS – At 37:57 of the recording** Cheryl highlights:

- In light of public comments, Cheryl confirms that the Montesano Timberland meeting room will continue as a feature in a TRL owned building with a potential refresh in the future. The library may also get fitted for Expanded Access Hours (EAH) like the other eleven rural libraries with EAH.
- TRL expends about 16% of its annual budget on the collection, compared to the national average of 10-11%.

## Timberland Regional Library

Serving Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties

- The Administration Team continues to be accountable, ethical, and high performing for taxpayers, all while adhering to TRL's core values of access for all, about 550,000 people, working together, diverse communities and ideas, and responsible use of public resources.
- Thank you to the Board of Trustees for approving the 2020-2024 Strategic Direction.
- New Mountain View Timberland Library currently in construction by Schwiesow Construction, not to exceed \$2,212,552.00 that comes from the Building Fund. This is the first new library for TRL since the late 1990's.
- Expanded Access Hours (EAH) – added Salkum and Amanda Park libraries.
- No Shhh...It's the TRL Podcast now launched – 8 episodes – most recent is called "Show Me the Money."
- New sunken pirate ship at the Shelton Timberland Library and a new beach house at Westport. Thanks to employees Skyler Voie, Operations Technician III, for his superb craftsmanship and support from Mike Boone, Operations Technician II.
- Strategic Planning 2025-2029 is underway with surveys in multiple languages now available until end of August or early September. Next meeting will be August 14, 2024, at 5:30 p.m. in person at the Administrative Service Center.
- Anywhere Library launches new stops in Lewis and Grays Harbor Counties where thirty-eight (38) laptops/tablets were distributed that were donated by the Nisqually Tribe for Anywhere Library and community digital literacy.
- Intelligent Materials Management Software (IMMS) implementation underway and on time.
- Westport Timberland Library grand opening Saturday July 27, 2024 from 1:00-3:00 p.m.
- Congratulations to the staff of the Hoquiam Timberland Library who were selected as the Greater Grays Harbor Inc.'s business of the quarter. Sarah Livingston, Library Manager II and Katie Lutz, Librarian, accepted the award at the monthly ambassador meeting on June 11, 2024 at the Montesano Timberland Library.
- Thank you to all staff on the TRL Summer Library Program, which began June 1, 2024 and will end August 31, 2024. Last year 22,363 people attended 906 programs and more than 9,500 books were distributed.
- A memorial donation was received in the amount of \$1,300 in memory of Bridget to benefit the Lacey Timberland Library programs, especially the Summer Library Program. There will be a plaque on the Lacey Donor Wall, in memory of Bridget. A \$3,000 dollar donation was made from Agnes Bennick, Friends of the Yelm Library for the Yelm Gift Fund.
- Medicine Creek Enterprise Corporation and their Deputy CEO, Jennifer Hines, will be requiring all 960 staff, current and new, to register for a library card.
- Mary Ransier, Human Resources Director of Mason County will be signing up all 460 employees with library cards.
- Rice Fergus Miller Architecture contacted TRL and visited three (3) Mason County locations concerning the refreshed spaces and were delighted by our designs utilizing both beauty and function in our youth areas.
- South Bend Timberland Library is temporarily closed effective Wednesday July 24, 2024. TRL Administration in consultation with the Facilities Committee of the Timberland Board of Trustees has decided to close the library until more comprehensive testing on air quality and mold, and any necessary mitigation, can be completed.

- Since Time Immemorial kits are ready to checkout. The kits are designed for preschoolers and their families and contain books, toys, activities, and a photo story by a Quinault tribal member. The purpose of the kits is to bring awareness and appreciation of Native culture.

**Chris Springer** – Montesano Library Manager shares his background and experience working in libraries. Springer shares the variety of uses that the library encapsulates. He also shares that the Montesano library has a “*Library of Things*” item which includes cooking items and specialty pans. They also have a 3-D printer.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 1:15:19 of the recording** Cheryl highlights the month ending June 30, 2024:

- **General Fund** - \$1,006,510.89 in property taxes were received; Timber revenue - \$476,849.20 were received; and \$187,644 in books and materials were purchased. Payment of \$10,400.76 to Budget Blinds was processed for the purchase of roller shades and installation for the Centralia location; quarterly transfers totaling \$132,162.50 were made to the Technology Fund and the Building Fund.
- **Technology Fund** – Payment of \$33,000.00 to Lyngsoe Systems Inc. was processed for IMMS software onsite training; received quarterly transfer of \$62,500.00 from the General Fund.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Payment of \$297,215.88 to Schwiesow Construction, Inc. was processed for construction related costs for the Mountain View location; Payment of \$19,885.51 to Aetta Architects, PC was processed for architectural services for the Mountain View location; received quarterly transfer of \$69,662.50 from the General Fund.

**Discussion of Financial Statements and Highlights – At 1:17:40 of the recording** Trustee Blanton asks for clarification about revenue being at 51%. Paige Preston, Finance Manager, confirms we are currently at what has been budgeted and on trend. Cheryl thanks Paige and her team for their work and commends them on clean financial audits for the past three (3) years.

**8. COMMITTEE REPORTS – at 1:19:52 of the recording**

- A. Strategic Planning Committee – May/July – Mary Beth Harrington shares that the May meeting contained a SWAT analysis of TRL and discussion concerning survey questions. The July meeting was for updates. The most current survey responses were noted at twenty-five hundred (2500).
- B. Facilities Committee  
June – Hal Blanton
  1. Toledo Discussions – Administration will be working with the Toledo Community Library with concerns they had. The Strategic Plan survey will also be utilized to review any special needs of this community.

**24-024 – HAL BLANTON MADE A MOTION TO APPROVE THE ONE YEAR AGREEMENT WITH THE TOLEDO COMMUNITY LIBRARY. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 6)**

July – Toni Gwin

2. Hawks Prairie – Request to extend the current lease for another three (3) years.

**24-025 – TONI GWIN MADE A MOTION TO EXTEND THE HAWKS PRAIRIE LEASE AGREEMENT FOR THREE (3) YEARS FROM OCTOBER 2024 TO SEPTEMBER 2027 WITH A RATE INCREASE OF \$21.95 PER SQUARE FOOT. MOTION APPROVED (Unanimous 6).**

3. South Bend Updates – Temporarily closed due to mold.

**9. OLD BUSINESS – None.**

**10. NEW BUSINESS – at 1:31:02 of the recording**

- A. Trustee Exit Interview Discussion – Trustee Blanton suggested looking at a way to get feedback from Trustees as they leave the Board. The information might help develop policies or a culture to better the organization. Trustee Harrington suggests an interview or survey provided to the departing Trustee. It was suggested to have Executive Committee review and discuss.
- B. Board Housekeeping – Mary Beth Harrington suggests this agenda item to be a standing item for any items that need to be addressed.
- C. American Library Association – Mary Beth Harrington attended this conference and presented *“10 Things Every Board Should Know but Often Do Not,”* which was a huge success. Harrington enjoyed sharing about all the wonderful things TRL does and heard about items of interest that other systems are doing and attended may other presentations.

**11. FUTURE AGENDA ITEMS – None.**

**12. FINAL BOARD COMMENTS at 1:47:21 of the recording:** Trustee Gwin commends Brenda Lane and her employees for the Westport refresh, “it looks great!” Gwin shares that she has enjoyed riding along with our Anywhere Library employees throughout Pacific County. Trustee Blanton thanks Chris Springer, Library Manager for the Montesano updates. Blanton shares information on some of *“Library of Things”* that TRL offers and have been donated, such a birding and fishing packs. Blanton thanks those individuals who attended the meeting and especially those who provided public comment. Trustee Sebby commented that the audience was infectious. Trustee Mittge thanks those that participated in public comment and all of the Friends of the Library for their dedication. Mittge mentions on Facebook there is a video of the Mountain View Library construction available. Mittge also mentions the *“Library of Things”* at Tumwater that has musical instruments and he encourages everyone to try out the different libraries and what they offer. Trustee Loup thanks everyone for attending and shares his appreciation for the Friends of The Library.

5-minute break to utilize the restroom was taken.

**13. EXECUTIVE SESSION – at 2:04:19 of the recording pursuant to RCW 42.30.110 (g)**

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

At 7:48 p.m. the Board of Trustees go into Executive Session for a stated 15 minutes.

At 8:03 p.m. the Board of Trustees return.

**14. ADJOURNMENT – at 8:03 p.m.**