

Board of Trustees Meeting Minutes

Wednesday, August 28, 2024

5:30 p.m. via Zoom

Administrative Service Center

Timberland Regional Library

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*

Vacant Position, *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

Present Staff: Cheryl Heywood, 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 = 20

Timberland Regional Library (TRL) Business Meeting Minutes

- 1. CALL TO ORDER AND ROLL CALL** – Mary Beth Harrington called the meeting to order at 5:30 p.m.
- 2. PLEDGE OF ALLEGIANCE** – Dustin Loup led the pledge.
- 3. CORRESPONDENCE – at 1:55 of the recording** Cheryl shares correspondence, July 24th -Steve Hepp and Judy Holliday concerning the July 24, 2024 meeting in Montesano; July 24th -Kate O’Neal concerning the South Bend Library; July 25th -Darrell McVea concerning the vacant trustee position; July 30th – spam email; August 28th -Steve Hepp concerning Montesano staff; August 28th -Jeff Gadman, Thurston County Treasurer with comments for the Board.
- 4. PUBLIC COMMENTS – at 2:44 of the recording** Susan Roberts shares that she sent an email in July 31st to the Board concerning the Montesano library July 24th meeting. Roberts also requests the Board considers a policy concerning library refreshes.
- 5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – at 7:33 of the recording**

24-026 – TONI GWIN MADE A MOTION TO APPROVE THE CONSENT AGENDA AND AGENDA AS PRESENTED. KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 6).

- 6. EXECUTIVE DIRECTOR HIGHLIGHTS – At 8:07 of the recording** Cheryl highlights:
 - Congratulations to Janet M., Olympia Library Assistant, on her 50th Anniversary with TRL
 - Holly Paxson, from Lacey, is the new Employee Experiences Advisor for the district
 - Westport grand opening on July 27th, Trustees Harrington, and Loup in attendance
 - Strategic Planning Committee survey has received 4000+ thus far with 2% who do not have library cards
 - Two new library card designs will be offered starting September 1st, one celebrating Hispanic American Heritage Month (September 15 - October 15) with the design created by Angie Hinojos and the other celebrating Freedom to Read - Banned Books Week which is September 22-28 this year with the design created by Stephanie Cahill and other employees in Creative Services with a tagline created by Andrea Heisel, “Everyone’s Story belongs in the Library”
 - Beginning October 1st, the Naselle library will move to a fully self-serve, expanded access library
 - Summer library program ends August 31st, a big thank you to the TRL employees

Discussion of Executive Director Highlights – At 14:03 of the recording – Trustee Mittge asks for clarification on the meaning of the Naselle library being fully self-service. Cheryl shares that the Naselle location will be open from 7:00 a.m. to 8:00 p.m. seven days a week including holidays,

providing 91+ open hours a week. Mittge offers the Board to think about a potential policy in the future concerning unstaffed libraries. Trustee Harrington suggests we think of this as a pilot project and see how it works in this community. Trustee Gwin shares that statistical data must not be the only concern but also the make up of the community as Gwin has seen the Naselle community change with time. Trustee Blanton questions if the decision was internal and if any of the Board were involved. Cheryl shares that the decision was internal and shared with the Executive Committee prior to the full Board. Mittge asks if in 6-9 months this can be brought back to the Board with an update. A review will commence in nine (9) months.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 24:26 of the recording Cheryl shares the financial information for all funds ending July 31, 2024:

- Due to unforeseen delays with Thurston County’s implementation of a new Enterprise Resource Planning (ERP) system, we have not received finalized reports for July’s financial transactions. Once received, the Comparative Financials and highlights will be updated to reflect July’s transactions.

Discussion of Financial Statements and Highlights – At 25:54 of the recording Trustee Blanton asks if TRL keeps our own financial books. Paige confirms that TRL does have our own books, however, we are required to reconcile our books to Thurston County as they are the stewards of our funds and we are only waiting on the tax information for July. Once that is received, everything can be reconciled.

8. COMMITTEE REPORTS – at 29:13 of the recording

A. Executive Committee – Mary Beth Harrington/Toni Gwin/Ken Sebbly

1. September Board Retreat Topic Discussion – The Board Retreat will be held September 21, 2024 at the Raymond Timberland Library. Topics from previous discussions will be included such as Board Operating Principles, Public comments, Board of Trustees Exit Interview, Executive Director Evaluation – policy/procedure/form, Board of Trustees Bylaws – committee terms, Board working sessions, future presentations, retreat topics, and laptops.

B. Facilities Committee (34:49)– Hal Blanton/Toni Gwin/Ken Sebbly

1. South Bend Updates – Brenda Lane shares that testing from an outside company was completed on August 27th, consisting of mold, asbestos, and lead testing inside of the South Bend building. Initial indicators show additional mold and asbestos requiring the building to be sealed and closed. Hazmat suits were used, by TRL employees, to take video footage of the testing being completed for our records. Next steps would involve a contractor to perform an assessment for dry rot, water intrusion, fire issues from 2019 that were not corrected, and basement concerns. Then meeting with the city to address the health and safety concerns with the building for the community and TRL employees. Cheryl adds that the city is aware of our plan to test and meet again to share the results. Cheryl also mentions an email exchange, shared with the city, with the Department of Commerce concerning the grant that the city was awarded for stair and other repairs to the building, if other items could be added to the grant or options available to address any new concerns. TRL’s creative team is working on a news release and social media postings for communications to the community. Trustee Gwin adds that the Anywhere Library Mobile Services has stepped up and added new stops to fulfill the deficit.

Discussion of Facilities Committee – At 46:20 of the recording Trustee Blanton asks about EAH at the Packwood location and Andrea Heisel confirms that the issue has been fixed. Blanton also asks if the timeline for Mountain View is still on target. Brenda Lane shares that we are ahead of schedule and the building is nearly finished, projected to be open to the public right before or after Thanksgiving.

2. Future Agenda Item Requests - None

C. Strategic Planning Committee **(50:01)** – Dustin Loup/Brian Mittge

Trustee Loup shares that there were a lot of survey responses so far and seemed pretty evenly distributed across the district. Loup is thankful to the consultants from Broadview Planning for attending an event, Summer Fest, in Aberdeen for additional outreach. The survey closes on September 9th with a big final push on September 6th. The committee took a deeper look at the current Vision, Mission, and Values (VMV) as well as the Strategic Direction (SD) foci, they will bring back a draft of a revised VMV that were discussed, at the next meeting. Trustee Mittge added that it was noted that of the survey responses only 2% had come from people who do not have a library card. Trustee Sebbly, Cheryl, and other entities share that 2% is impressive, however Sebbly would like to see it at 5%. Mittge also mentions that getting input from teens, young adults, and minority groups is desired. Trustee Harrington shares her understanding of what the consultants will do, to bring back the gathered information, from the survey, employees, and what has been discussed so far on the VMV so the committee can then revise/create the VMV and SD based on the themes that are prominent. The next meeting is scheduled for September 30th, at the Service Center.

Discussion of Strategic Planning Committee – At 53:02 of the recording Trustee Sebbly asks about what locations or events did the consultants attend in Mason County. Cheryl shares that she is sure they have visited the employees, and the survey is being promoted from the branches as well as Anywhere Library for a broader outreach. Sebbly requests a list of where they went.

D. Budget Committee Meeting **(107:44)** – Brian Mittge/Ken Sebbly/Dustin Loup

1. 2025 COLA – Trustee Mittge shares that the committee reviewed the latest CPI for the Seattle area, which is what the TRL CBA has used, and the employees will be getting a 3.8% COLA next year along with any step/longevity/change in position increases. Trustee Sebbly adds that he researched what the CPI for the Olympia would be and found it posted at 2.8%. Mittge adds that may be something to think about for the next CBA.

2. 2023 Audit Update – Mittge shares that Paige is currently working on the upcoming audit and awaiting scheduling for the 2023 audit. Fiscal years 2019 – 2022 TRL has had clean financial audits.

3. Future Agenda Item Requests – None

Discussion of Budget Committee – At 1:09:38 of the recording Brenda Lane makes it very clear that the CPI is not the only metric used in the calculations for a CBA and offers additional information if requested. The bargaining for the COLA in the CBA is approved by the Board, which is done in an Executive Session through deliberation and providing parameters for bargaining.

E. Policy Committee Meeting **(1:14:52)** – Mary Beth Harrington/Brian Mittge

1. Public Works and Purchasing Policy – Trustee Mittge shares that the changes made are state mandates concerning public works and women/minority owned businesses.

24-027 – BRIAN MITTGE MADE A MOTION TO APPROVE THE PUBLIC WORKS AND PURCHASING POLICY AS PRESENTED. MARY BETH HARRINGTON and KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 6).

2. Capitol Assets Policy – Trustee Mittge shares the changes about surplus items and streamlining the process. Suggestion of utilizing GovDeals for surplus items. Revised with a new thresh hold of two thousand five hundred dollars (\$2500). Paige adds that using this process with better align with the state auditors record on how we manage our assets. The policy will be set for a three (3) year review date.

24-028 – KEN SEBBY MADE A MOTION TO APPROVE THE ASSETS MANAGEMENT POLICY WITH A THRESH HOLD OF TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500). BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 6).

3. Future Agenda Item Requests – None

9. OLD BUSINESS – None.

10. NEW BUSINESS – None.

11. BOARD HOUSEKEEPING – at 1:28:33 of the recording Trustee Harrington reminds everyone of the upcoming Board Retreat scheduled for September 21st at the Raymond Timberland Library. Harrington shares that the Thurston County Commissioners have chosen a candidate for fulfilling our vacant Trustee position. Harrington reminds the Board to review and complete any outstanding quarterly trainings.

12. FUTURE AGENDA ITEMS – None.

13. FINAL BOARD COMMENTS at 1:31:27 of the recording: Trustee Gwin shares her experience as a ride-a-long in the Anywhere Library Mobile Service van. Trustee Blanton shares his concern if we are serving our five counties well and listening to community’s concerns. Blanton comments on the new mural, on a retaining wall, at the Chehalis Timberland Library. Trustee Loup appreciated the Westport grand opening celebration. Loup also recently attended a Smokey Bear event at the Hoquiam Timberland Library. Trustee Mittge shares that he is looking forward to seeing everyone in Raymond for the retreat and North Mason for the next Board meeting. Trustee Sebbly shared that he proposed to the Shelton School Board that they consider requiring students to have a library card. Trustee Harrington shared that she enjoyed the Westport grand reopening celebration. Harrington praised the Facilities/Operation employees for their work on Westport, “it’s really incredible and impressive.” Harrington adds that in July she presented at the Alaska Public Library Association who partners with the Pacific Northwest Library Association.

14. ADJOURNMENT – at 7:15 p.m.