

Board of Trustees Meeting Minutes

Wednesday, September 25, 2024

5:30 p.m.

North Mason Timberland Library

23081 NE State Route 3

Belfair, WA 98528

Mary Beth Harrington, *President, Thurston County*

Toni Gwin, *President Elect, Pacific County*

Hal Blanton, *At-Large, Lewis County*

Ken Sebby, *Mason County*

Brian Mittge, *Lewis County*

Dustin Loup, *Grays Harbor County*

Ashley Brooks, *At-Large, Thurston County*

Present Board: Toni Gwin, Hal Blanton, Ken Sebby, Brian Mittge, Ashley Brooks

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

Remote Access: None. Approximate Attendance = 25

Timberland Regional Library (TRL) Business Meeting Minutes

1. CALL TO ORDER AND ROLL CALL – Toni Gwin called the meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE – Hal Blanton led the pledge.

3. CORRESPONDENCE – at 2:09 of the recording Cheryl shares eighteen (18) email messages, Steve Hepp on August 28th concerning Montesano; Tenny Singer on August 30th concerning Montesano; Kiah Koski on August 31st concerning Montesano; Gayle Mahan on September 3rd and 17th concerning Naselle; JoAnna Reibel on September 4th concerning Montesano; Pat Bossard on September 10th concerning Montesano; Patricia and John Ciminello on September 11th and 15th concerning Naselle; Dr. Robert Michael Pyle on September 17th, 18th, 22nd, and twice on the 24th concerning Naselle; Alan Richards on September 17th concerning Naselle; Charlotte Pulitzer on September 18th concerning Naselle; Kate O’Neal on September 18th concerning Naselle; Marion Oman on September 18th concerning Ilwaco and Ocean Park; Doris Busse on September 20th concerning Naselle; Scott Cokely on September 22nd concerning the Vidette Newspaper archives in Montesano; Cathy Maxwell on September 23rd concerning Naselle; Marsha Woods on September 23rd concerning Naselle; Mary Frances Lewis on September 23rd concerning standardization and the Montesano library; Susan Redd on September 24th concerning Montesano.

4. PUBLIC COMMENTS – at 3:27 of the recording Mike Boyer, Union Representative read aloud a letter from the Base Unit Membership 3758 concerning the Naselle library; Lynn Coffman commented on the North Mason Friends of the Library and TRL cooperation; Ronalyn Huenergard commented on Board Policy.

5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – at 15:29 of the recording

24-029 – ASHLEY BROOKS MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED. KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 5).

24-030 – ASHLEY BROOKS MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 5).

6. EXECUTIVE DIRECTOR HIGHLIGHTS – At 16:40 of the recording:

Annie Bowers, North Mason Library Manager shares information about herself, that she is on the TRL district wide project for IMMS, and her recent trip to the Association for Small and Rural Libraries Conference in Massachusetts. Bowers commends and thanks her three Library Assistants and Public Services Specialist for their amazing work, she also mentions they are currently looking to hire an additional programming specialist for both Hoodspout and North Mason locations.

Trustee Gwin asks about a program with babies and strollers that she has seen on Facebook and if Bowers can provide additional information. Bowers clarifies that community members are asked to meet at the nearby park and participate in a stroller walk to build connections within the community and meet their neighbors. Gwin also asks what the Sea of Adventure is referring to. Bowers shares that it was part of the Summer Library Program. Trustee Sebby thanks Bowers for her service at TRL for 20+ years.

Cheryl highlights at 21:35 of the recording:

- September 22-28 is a celebration of Banned Books Week
- Anywhere Library Report from January to August 2024 is available at trl.org highlighting the 429 stops and the 191 organizational visits with over 7700 participants
- Summer Library Program increased in programming by 100% and an increase in attendance by 48%, a report is also available at trl.org
- Cheryl thanks all staff involved with Anywhere Library and the Summer Library Program
- Cheryl will be providing the Executive Director evaluation forms to the Board

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 24:41 of the recording Cheryl highlights the month ending July 31, 2024:

- **General Fund** - \$126,113 in property taxes were received; Timber revenue - \$80,587.20 were received; and \$349,283 in books and materials were purchased.
- **Technology Fund** – Payment of \$22,646.53 to Samsung was processed for the purchase of 115 Galaxy A15 phones for the IMMS project in the Technology Fund.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Payment of \$193,833.89 to Schwiesow Construction, Inc. was processed for construction related costs for the Mountain View location; Payment of \$12,886.08 to Great Floors Commercial Sales was processed for carpet removal and installation for the Salkum location; Payment of \$10,181.71 to Travers Electric, Inc. was processed for electrical work for the Winlock location.

Discussion of Financial Statements and Highlights – At 27:20 of the recording Trustee Sebby asks if Cheryl can provide a brief overview of the budget. Cheryl shares that the 2024 projected revenue is \$27.2 million dollars and considered a junior taxing district that can levy up to 50¢ per every \$1000 of assessed property value. 70% of TRL’s budget pays salaries and benefits, 15% is spent on the collection, and 15% to maintain 29 physical library locations including the Administrative Service Center. This information is in the budget document located on our website. Cheryl shares from the TRL website under Open Data, usage from 2013-2023 showing a 47.9% decrease in physical check-outs across the district and especially a 594.75% increase in digital check-outs in just the last two (2) years. Trustee Blanton shares that while the budget may look like it is in the red, it is not, as we carry forward monies. Blanton also asks for a clarification of what types of items would fall under professional services. Paige clarifies that performers, exterminators, electricians, or anyone that provides a service for TRL would be under that category. Blanton asks about timber revenue and Paige clarifies that she estimates timber revenue based on previous years as we operate on an estimated budget. Paige and Cheryl share that we have been told that timber revenue will slow in the future.

8. COMMITTEE REPORTS – at 41:44 of the recording

A. Facilities Committee – Hal Blanton/Toni Gwin/Ken Sebby

1. South Bend Updates – Gwin confirms the city owned building has mold and lead dust and we are awaiting a structural report. Brenda Lane adds that asbestos was also found.
2. Montesano Door – Blanton shares that the new glass door has been installed after someone threw a brick through it.
3. Mountain View – Brenda Lane shares that the building is ahead of schedule. Video progress is available on the website under the project headline. The project will be able to open early and under budget.
4. Future Agenda Item Requests - None

9. OLD BUSINESS at 49:47 of the recording

A. Committee Assignments

24-031 – HAL BLANTON MADE A MOTION TO APPROVE ASHLEY BROOKS TO THE POLICY COMMITTEE. KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 5).

10. NEW BUSINESS at 52:49 of the recording

A. Resolution 24-002 Public Record Index

24-032 – ASHLEY BROOKS MADE A MOTION TO APPROVE RESOLUTION 24-002 AS PRESENTED. KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 5).

11. BOARD HOUSEKEEPING

12. FUTURE AGENDA ITEMS at 54:14 of the recording Trustee Mittge suggested a Board discussion on Expanded Access Hours (EAH).

13. FINAL BOARD COMMENTS at 58:03 of the recording: Trustee Blanton welcomes Trustee Brooks to the Board. Blanton thanks Trustee Harrington for her work connecting with friend's groups as he enjoys input from our communities. Trustee Mittge thanks Library Manager, Annie Bowers and the Friends of the Library for attending and their support over the years. Mittge suggests there may be a way to incorporate unstaffed models of library service, to be fiscally responsible, but this is just an idea at the moment. Trustee Sebby shares that he is thankful for all he has learned in his service. Trustee Gwin thanks the North Mason Friends for accepting Trustee Harrington's invitation to speak to the group. Gwin also wanted to publicly thank whoever gave her the book "I'll Prescribe you a Cat." Trustee Brooks thanks Trustee Sebby for his service on the Board. Brooks also thanks the staff and those in attendance.

14. ADJOURNMENT at 6:37 p.m.