

Board of Trustees Meeting Minutes

Wednesday, October 23, 2024

5:30 p.m. via Zoom

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

Ken Sebby, Mason County

Brian Mittge, Lewis County

Dustin Loup, Grays Harbor County

Ashley Brooks, *At-Large*, Thurston County

Present Board: Mary Beth Harrington, Toni Gwin, Hal Blanton, Ken Sebby, Brian Mittge, Dustin Loup, Ashley Brooks

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 = 56

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 – Ken Sebby led the pledge.

3. CORRESPONDENCE – at 1:44 of the recording Cheryl shares thirteen emails/letters on September 25th and 26th from Tim Mattson, concerning Naselle. On September 26th, from Mike Boyer, concerning Naselle. On September 26th, from Vincent Tejada, concerning the North Mason library. On September 26th and 27th, from Mary Francis Lewis, concerning Montesano. On September 30th, from Chelsea Heley, concerning Naselle. On October 1st, from Corby Varness, concerning expanded access hours. On October 1st and 14th, from Susan Roberts, concerning the Montesano library. On October 4th, from Pat Bossard, concerning Montesano and the refresh plans. On October 3rd four emails and also on October 10th and October 17th, from Marcia Holly Brady, concerning public record requests. On October 4th, from Bonnie Lou Cozby, concerning Naselle. On October 8th, from Bill Turner, concerning DNR sustainable forestry. On October 8th, from Gilbert Solt, concerning public comment. On October 11th, from Gayle Mahan, concerning Naselle.

4. PUBLIC COMMENTS – at 2:54 of the recording Rachelle Martin of Tumwater commented on unstaffed libraries.

5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – at 6:44 of the recording

24-033 – ASHLEY BROOKS MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 7).

6. EXECUTIVE DIRECTOR HIGHLIGHTS – at 8:42 of the recording Cheryl highlights:

- 10th episode of the “*No Shhh...It’s the TRL Podcast*” is now available that covers topics of renovations, refreshes, and remodels with Brenda Lane, Operations Director.
- Thank and recognize employees for providing presentations at various conferences.
 - Anna Lisa Rasmussen and Chris Chrzan gave a presentation about the podcast at BiblioCon October 9th – 11th.
 - Stephanie Cahill gave a presentation at BiblioCon about the TRL homepage and website.
 - Amorena Harpole and Emily Libecky gave a presentation at the Association of Bookmobile and Outreach Services.

Discussion of Executive Director Highlights – at 10:36 of the recording Trustee Blanton comments that Brenda did a great job on the podcast. Trustee Sebby comments that he enjoys the podcasts as well.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 12:50 of the recording Cheryl highlights the month ending August 31, 2024:

- **General Fund** - \$149,471.53 in property taxes were received; Timber revenue - \$92,319.88 were received; and \$314,714.00 in books and materials were purchased. Payment of \$20,907.00 to Acore Shelving & Products, Inc. was processed for the purchase of book trucks, carts, and long shelves for Anywhere Library; Payment of \$18,088.65 to Cressy Door Company, Inc. was processed for door installation at the Montesano location.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Payment of \$17,949.90 to Travers Electric, Inc. was processed for electrical work at the Westport location.
- **Building Fund** – Payment of \$297,856.42 to Schwiesow Construction, Inc. was processed for construction-related costs at the Mountain View location; Payment of \$18,709.17 to Elite Mechanical Services, LLC was processed to install a sewer drain line and water supply for the Service Center Annex.

Discussion of Financial Statements and Highlights – At 14:21 of the recording Trustee Blanton asks about the status of more current financials. Paige shares that we are still working with the county Treasurer’s office as they continue to adjust to their new software. September’s financials became available today, however it was too late to include in tonight’s Board packet.

8. COMMITTEE REPORTS – at 18:03 of the recording

A. Strategic Planning Committee, September 30, 2024 – Harrington/Mittge/Loup

Trustee Harrington shares that the plan is coming together, revising the Vision, Mission and Values of TRL and setting three goals for the Strategic Plan. We are hoping that after the last few meetings the committee can present to the Board for approval of the finalized plan at the November Board meeting. Trustee Mittge shares some of the survey information covered at the meeting. Trustee Sebby asks about the consultant’s input. Harrington shares that they present the information as a summary from the survey. Trustee Loup adds that the facilitators have engaged the committee with vibrant discussions and consolidated those discussions into a summary and have the committee review it for accuracy. Loup comments that he feels they have done a solid job with the process. Sebby asks what information the survey provided about those without library cards. Harrington shares it was approximately 3% and were asking for things we already provide or potential access inadequacies. Cheryl adds that the consultants were able to extract the information after the last meeting and provide the comments for this group, which can be made available to anyone on the committee if requested. It does reflect what has been discussed here.

B. Facilities Committee, October 8, 2024 – at 26:48 of the recording Blanton/Gwin/Sebby

1) Location Updates

- a. South Bend – Gwin provides an update that the city is working on the building, it has been fenced off and lots of activity is happening. Anywhere Library has visited and set up a block from the South Bend facility. Harrington adds, for clarification, that as a city owned building

it is their responsibility to provide safe and adequate space and TRL provides the services and employees. Brenda Lane shares that the report we have had done is for our own peace of mind and knowledge of the health and safety of the building. Lane adds there is a Washington Administrative Code that requires a building open to the public and any areas with children to be lead dust free spaces. The report TRL has shows asbestos, mold and lead dust. Lane adds that the city is responsible for the updates on their building. Blanton asks if there is regular contact with the city. Lane shares that the city has not been providing any updates to TRL, however, TRL will be sharing the report we paid for the mold, asbestos, and lead. Heywood adds that our report states that another testing will need to be completed after abatement before any people, employees, and/or patrons, can be allowed back into the building.

b. Salkum – Blanton shares that the refresh should be complete by the end of the month and Lane confirms. Heywood shares that the grand re-opening may be November 2nd or 9th.

c. Mountain View/Randle – Blanton shares the construction is ahead of schedule and preparing for occupancy and a soft opening in December. Lane shares a potential grand opening in January 2025 and that the project was completed ahead of schedule and under budget. Harrington concurs. Blanton and Gwin recommend viewing the recording of the October 8th Facilities Committee as other topics were discussed as conversation after the agenda items.

2) Future Agenda Item Requests - None

C. Policy Committee, October 17, 2024 – **at 36:06 of the recording** Mary Beth Harrington/Brian Mittge/Ashley Brooks

Harrington begins the discussion by mentioning that these agenda items for the Policy Committee were previously discussed with minor changes.

1) Appraisal of the Executive Director Policy – Trustee Blanton asks about filling a position should it become vacant and the process for that.

24-034 – ASHLEY BROOKS MADE A MOTION TO APPROVE THE APPRAISAL OF THE EXECUTIVE DIRECTOR POLICY AS PRESENTED. KEN SEBBY SECONDED. MOTION APPROVED (YAY 6 NAY 1).

2) Timberland Regional Library Board Bylaws – Harrington clarifies that the changes to the Bylaws include a two (2) year commitment to each committee for continuity and diversity. Trustee Blanton reiterates about filling a position should it become vacant and the process for that. Heywood adds that this has happened in the past and the Board addresses it in real time. Trustee Loup adds he feels this is a better place for this discussion than in the last motion. Blanton suggests it return to the Policy Committee for discussion.

24-035 – ASHLEY BROOKS MADE A MOTION TO APPROVE THE TIMBERLAND REGIONAL LIBRARY BOARD BYLAWS AS PRESENTED. BRIAN MITTGE SECONDED. MOTION DENIED. (YAY 2 NAY 5).

3) Public Display Spaces Policy – Trustee Sebbly comments that the bulletin boards occasionally have advertising not associated with TRL. Trustee Blanton asks for background on the changes. Trustee Harrington explains that the job description of the library manager covers display space work and its management. Trustee Mittge adds that anything in a TRL job description should not be done by a volunteer.

24-036 – KEN SEBBY MADE A MOTION TO APPROVE THE PUBLIC DISPLAY SPACES POLICY AS PRESENTED. TONI GWIN AND ASHLEY BROOKS SECONDED. MOTION APPROVED (Unanimous 7).

4) Chair of Policy Committee – Discussion

24-037 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE ASHLEY BROOKS AS POLICY CHAIRPERSON. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 7).

5) Future Agenda Item Requests – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS – at 52:52 of the recording

A. Expanded Access Hours (EAH) – discussion suggested by Trustee Mittge at the September 25, 2024 Board Meeting – Trustee Mittge comments that there has been correspondence concerning Naselle and the operational/staff changes made utilizing EAH for an unstaffed library. Mittge wanted the full Board to discuss, when a libraries status changes substantially, should there be a need for Board input? Trustee Harrington reminds Mittge that this was discussed at the Board Retreat meeting where the Board agreed to discuss Naselle after nine (9) months when there would be statistical data to review for impact to the community. Harrington adds that the Board will be getting a monthly report on Naselle with statistical data after a full month has passed. Kendra Jones clarifies that there will be no staffed hours on-site, it will be considered a self-service model. Staff will be at the Naselle library providing the maintenance of the collection, holds, programs, and other duties. Cheryl adds that if needed patrons can schedule techs help on-site. Trustee Blanton adds that EAH offers patrons additional access to library service, however, if EAH only libraries are considered in the future, the Board should have discussions with communities concerning this. Trustee Seby agrees it is good to have this discussion and monitor. Seby asks if its possible for one (1) person to run the library for eight (8) hours a day? Jones shares that TRL has tried to negotiate that with the union and have been unsuccessful. While it is feasible the current union requires two (2) people in a building. Jones adds that there are two (2) other library districts that are run by one (1) person, North Central Washington and Mid-Columbia. Jones shares that when the negotiations with the union was unsuccessful, Jones reported back to the employees that potentially somewhere in the future staffing models may need to change due to the union’s response. TRL can do different things to help keep our limited funding sustainable and still provide great services to our communities. Gwin added that this topic is planned on a future agenda in nine (9) months.

11. FUTURE AGENDA ITEMS – None.

12. BOARD HOUSEKEEPING – at 1:10:07 of the recording Trustee Harrington reminds the Board that the Q4 NeoGov Training was sent to you in your email. Harrington also reminded Trustee Mittge to complete his Q3 NeoGov Training. This is required as a Trustee and something the State auditor reviews. Harrington also informs the Board of her recent Risk Management meeting with the state auditor’s office prior to the TRL formal audit process this fall.

13. FINAL BOARD COMMENTS at 1:12:05 of the recording: Trustee Seby would like to recognize October as the Americano Filipino Appreciation month and to remind young readers that its Halloween on October 31st and encourages them to go to their libraries. Trustee Mittge thanks everyone for their service, employees, and Trustees. Trustee Loup is thankful for such a wonderful library system that prioritizes children. Trustee Blanton reiterates that even things that are really uncomfortable for us to do that they’re important to do and keeping that part of our culture, as Trustees and as part of TRL is important. Trustee Brooks assures the public that she will be attending and participating in all the requirements of a TRL Trustee. Brooks also reminds everyone

to vote on November 5th. Trustee Harrington mention that the Olympia Timberland Library was having a fill out your ballot party! Trustee Gwin shares her visit to Ilwaco recently and her experiences with running into patrons that recognize her as a TRL Board Trustee. Gwin also publicly apologizes to the South Bend Friends of the Library as she cannot make their meeting on November 7th.

14. EXECUTIVE SESSION - pursuant to *RCW 42.30.110 (g)* at **1:17:19 of the recording**

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

At 6:48 p.m. the Board of Trustees go into Executive Session for a stated 30 minutes.

At 7:19 p.m. the Board of Trustees return.

15. ADJOURNMENT at 7:19 p.m.