

Board of Trustees Meeting Minutes

Wednesday, December 18, 2024

5:30 p.m.

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: In-person meeting

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 – Ashley Brooks led the pledge.

3. CORRESPONDENCE – at 2:10 of the recording Cheryl shares an email on November 21st from Leslie Nelson regarding an emergency notice. On December 11th from Anonymous, three emails regarding a policy. On December 17th from Rachel Sincerely regarding experiencing the best customer service and comments on a beautiful remodel. On December 17th from Jesse Lloyd, Program Director, Veterans Journey Forward regarding partnerships. On December 18th from Buffy Anderson, twenty emails regarding public comment, access, and accommodations.

4. PUBLIC COMMENTS – None.

5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – at 3:16 of the recording

24-042 – ASHLEY BROOKS MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 7).

6. EXECUTIVE DIRECTOR HIGHLIGHTS – at 3:40 of the recording Cheryl highlights:

- Executive Committee reviewed the Executive Director job description, evaluation form and procedure to align with policy.
- 2024 Highlights: 2025-2029 Strategic Planning; expanded access hours to other locations (12); Anywhere Library going strong; launched the TRL Podcast that currently has eleven episodes; implementation of the Intelligent Materials Management System (IMMS) will be launched January 13, 2025 but has been a year and a half in the making; new construction of Mountain View Timberland Library.
- Mountain View update (video shown). Other library refreshes this year, and facilities projects completed (video shown).
- Fifth year in a row of clean financial and accountability audits!

Discussion of Executive Director Highlights – at 5:02 of the recording Trustee Sebby asks when the last building of a new library in Washington State was. Mary Beth and Cheryl share that many libraries have been built in the last year in the state of Washington. It has been since 1997 that TRL building has been built. Trustee Mittge asked if TRL paid for the exterior painting of the Tenino

location and Cheryl confirmed that TRL painted the exterior and replaced wood rot with our employees. Brenda Lane shares that the project was budgeted for \$25,000.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 15:37 of the recording Cheryl highlights the month ending November 30, 2024:

- **General Fund** - \$3,982,253.79 in property taxes were received; Timber revenue - \$62,079.24 were received; and \$531,023.87 in books and materials were purchased. Payment of \$77,939.83 to Mullinax Ford of Olympia was processed for the purchase of a 2025 Ford E Series cargo van. Payment of \$29,907.00 to Acore Shelving & Products, Inc. was processed for the purchase of booktrucks and shelving for Anywhere Library.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Payment of \$60,126.49 to Great Floors was processed for the purchase and installation of flooring at the Salkum location. Payment of \$236,693.71 to Schwiesow Construction, Inc. was processed for construction-related costs at the Mountain View location.

Discussion of Financial Statements and Highlights – At 17:10 of the recording Trustee Mittge asks about the budget and timeline for the Mountain View project. Brenda Lane shares that we are at the end of the project, on time and on budget. Trustee Harrington asks for more information on the exit audit interview. Cheryl shares that the meeting lasted 12-minutes and Rose will share the PowerPoint that was presented to the Board via email.

8. COMMITTEE REPORTS – at 20:35 of the recording

A. Facilities Committee, November 18, 2024 – **at of the recording**

- 1) South Bend Updates – Trustee Gwin shares that we are in a holding pattern. TRL has shared the two reports that were completed on the building. Hopefully after the holidays there will be more to report. Trustee Mittge asks if there will be an alternate location and Gwin mentions there have been discussions but nothing concrete, however, Anywhere Library sets up in Gwin’s old office one block away from the South Bend Library twice a month.
- 2) Toledo Survey Stats – Trustee Blanton suggests the full Board review the stats provided, however, Blanton feels it doesn’t call for a service point analysis (SPA) at this time. Trustee Loup suggests at a later date to discuss the SPA and its metrics in detail.
- 3) Future Agenda Item Requests – 2025 Projects

B. Policy Committee, December 12, 2024 – **at 38:26 of the recording**

- 1) Timberland Regional Library Board Bylaws

24-043 – DUSTIN LOUP MADE A MOTION TO APPROVE THE TIMBERLAND REGIONAL LIBRARY BOARD BYLAWS AS PRESENTED. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 7).

- 2) Confidentiality of Library Records and Data Privacy Policy

24-044 – DUSTIN LOUP MADE A MOTION TO APPROVE THE CONFIDENTIALITY OF LIBRARY RECORDS AND DATA PRIVACY POLICY AS PRESENTED. KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 7).

- 3) Use of Library Materials Policy

24-045 – TONI GWIN MADE A MOTION TO APPROVE THE USE OF LIBRARY MATERIALS POLICY AS PRESENTED. ASHLEY BROOKS AND KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 7).

- 4) Library Card Eligibility Policy

24-046 – DUSTIN LOUP MADE A MOTION TO APPROVE THE LIBRARY CARD ELIGIBILITY POLICY AS PRESENTED. KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 7).

Discussion of Policy – At 44:47 of the recording Cheryl explains the addition of language in the policy “Indian tribes whose federally recognized lands are wholly or partially within the TRL Service Area.” Queets Clearwater school district and the Quinault Indian Nation reservation extend into Jefferson County, however, TRL will continue to provide service to these areas per RCW 27.12.285. Trustee Sebbly asks why certain library cards have limitations. Cheryl shares that the different types of cards are outlined on the TRL website.

5) Public Comment Policy

24-047 – BRIAN MITTGE MADE A MOTION TO APPROVE THE PUBLIC COMMENT POLICY WITH A REVISED REVIEW DATE OF JANUARY 1, 2030. ASHLEY BROOKS SECONDED. MOTION APPROVED (Unanimous 7).

6) Appraisal of the Executive Director Policy

24-048 – TONI GWIN MADE A MOTION TO APPROVE THE APPRAISAL OF THE EXECUTIVE DIRECTOR POLICY AS PRESENTED. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 7).

Discussion of Policy - At 54:45 of the recording Trustee Blanton asks for clarification of the language change to the policy. Cheryl and Trustee Harrington share that it aligns with the revised Executive Director job description, procedure, and form.

7) Future Agenda Item Requests – None.

9. NEW BUSINESS

A. 2025 President/President Elect

24-049 – ASHLEY BROOKS MADE A MOTION TO APPROVE TONI GWIN AS PRESIDENT AND BRIAN MITTGE AS PRESIDENT ELECT. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 7).

B. 2025 Committee Assignments

24-050 – TONI GWIN MADE A MOTION TO APPROVE THE 2025 COMMITTEE ASSIGNMENTS AS DISCUSSED. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 7).

Budget Committee

Mary Beth Harrington

Thurston County At-Large Trustee

Mason County Trustee

Policy Committee

Brian Mittge

Dustin Loup

Thurston County At-Large Trustee

Facilities Committee

Toni Gwin

Hal Blanton

Dustin Loup

Executive Committee

Current President

President-Elect

Past President (most recent)

C. 2025 Board Meeting and Committee Calendar

24-051 – HAL BLANTON MADE A MOTION TO APPROVE THE 2025 BOARD MEETING AND COMMITTEE CALENDAR AS PRESENTED. KEN SEBBY SECONDED. MOTION APPROVED (Unanimous 7).

D. 2025 Final Budget

24-052 – BRIAN MITTGE MADE A MOTION TO APPROVE THE 2025 FINAL BUDGET AS PRESENTED. ASHLEY BROOKS SECONDED. MOTION APPROVED (Unanimous 7).

10. RESOLUTIONS

A. Resolution 24-003 The 2025 Calendar Year Budget

24-053 – BRIAN MITTGE MADE A MOTION TO APPROVE RESOLUTION 24-003 THE CALENDAR YEAR BUDGET AS PRESENTED. ASHLEY BROOKS SECONDED. MOTION APPROVED (Unanimous 7).

B. Resolution 24-004 The 2025 Tax Levy Amount and Rate

24-054 – ASHLEY BROOKS MADE A MOTION TO APPROVE RESOLUTION 24-004 THE TAX LEVY AMOUNT AND RATE AS PRESENTED. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 7).

C. Resolution 24-005 The 2025 Tax Levy Increase

24-055 – TONI GWIN MADE A MOTION TO APPROVE RESOLUTION 24-005 THE TAX LEVY INCREASE AS PRESENTED. ASHLEY BROOKS SECONDED. MOTION APPROVED (Unanimous 7).

D. Resolution 24-006 The 2025 Non-Resident Fee

24-056 – BRIAN MITTGE MADE A MOTION TO APPROVE RESOLUTION 24-006 THE 2025 NON-RESIDENT FEE AS PRESENTED. ASHLEY BROOKS SECONDED. MOTION APPROVED (Unanimous 7).

Discussion of Resolution - At 1:26:46 of the recording Trustee Blanton asks how the cost is comparable to last year, and Paige Preston clarifies that the amount is the same as last year.

Trustee Sebby asks how many of these cards do we process in a year. Paige clarifies that we have received a total amount of \$3000 dollars in non-resident fees in 2024.

11. FUTURE AGENDA ITEMS – None.

12. BOARD HOUSEKEEPING – None.

13. FINAL BOARD COMMENTS at 1:28:28 of the recording: Trustee Sebby shares his final thoughts as a TRL trustee, that is to use your library and its facilities if you would like to continue to enjoy its full resources. Sebby shares his passion for library services to engage our youth. Sebby also thanks the staff for their time and dedication in providing library services as well as honoring past trustees for their commitment to TRL, Adios! The full Board thanks Sebby for his service. Trustee Mittge is looking forward to the Randle/Mountain View Library grand opening and thanks Brenda and staff for the work. Trustee Loup wishes everyone well this holiday season and looks forward to working together in the new year. Trustee Blanton thanks the staff and trustees for their time and wishes everyone a merry Christmas and happy holidays. Trustee Brooks shares that Cheryl was featured on Moving Forward Together regarding a recent declaration from the Thurston County Board of Health recognizing loneliness, isolation, and lack of social and emotional connections as a public health crisis along with other partners. Cheryl shares additional information concerning this event. Brooks shares that she will be resigning from the Board of Trustees and has accepted a position as an executive aid to one of the Thurston County Commissioners. Trustee Gwin suggests that if you have any unmet gifts, think of the TRL shop for t-shirts and merchandise. The full Board thanks Trustee Harrington for her service as the 2024 Board President. Trustee Harrington adds that she has tried to be a servant leader as this year's president and thanks the trustees for their service. Harrington expresses to the Trustees to remember the positive work TRL does when confronted with tough decisions, and she does not think we emphasize the positives enough.

14. EXECUTIVE SESSION - pursuant to RCW 42.30.110 (g) **at 1:44:04 of the recording**

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

At 7:15 p.m. the Board of Trustees requests a restroom break for 5 minutes and then the Board of Trustees and Cheryl Heywood go into Executive Session for a stated 10 minutes.

At 7:30 p.m. the Board of Trustees requests an additional 15 minutes.

At 7:45 p.m. the Board of Trustees and Cheryl Heywood return from Executive Session.

15. ADJOURNMENT at 7:45 p.m.