

Board of Trustees Meeting Minutes

Wednesday, November 20, 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 = 25

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 – Brian Mittge led the pledge.

3. LAND ACKNOWLEDGEMENT – Mary Beth Harrington shared the acknowledgement.

4. CORRESPONDENCE – **at 4:34 of the recording** Cheryl shares two emails, on October 26th from Leslie Neilson regarding library patrons and safety. On November 7th from Pam Beattie regarding Montesano Friends meeting with TRL representatives.

5. PUBLIC COMMENTS – **at 4:53 of the recording** Barbara Bate of Ocean Park regarding Naselle.

6. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – **at 9:15 of the recording**

24-038 – ASHLEY BROOKS MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 7).

7. EXECUTIVE DIRECTOR HIGHLIGHTS – **at 10:21 of the recording** Cheryl highlights:

- Latinx Youth Summit to be held Friday, November 22, 2024 at Grays Harbor College. TRL will have an exhibition booth available for students sharing TRL resources. TRL has been involved from the inception and is being recognized on t-shirts as a gold partner this year. Kudos to staff and Betsy Story for her coordination of the event.
- A thank you to Trustee Gwin for her participation in episode 11 of the TRL podcast regarding the Anywhere Library.
- Working with Jennifer Hines, Deputy CEO Medicine Creek Enterprise, part of the Nisqually Tribe, and Yelm staff to issue 960 library cards to employees.
- A big thank you for generous donations from Mary and Scott Chapman of Olympia for \$500 to the general gift fund; Linda Newsome of Olympia for \$1000 for Lacey and \$1000 for Olympia gift funds; Talia Johnson of the Queets Clearwater Pioneer Reunion of Sherwood, OR for \$1000 to the general gift fund; and Bob and Joan Wubbena of Olympia for \$1000 to the general gift fund.

Discussion of Executive Director Highlights – **at 12:51 of the recording** Trustee Mittge asks if we financially support the Latinx Summit. Cheryl confirms that TRL does not provide financially but usage of time to help coordinate. Mittge also asks about the status of meeting rooms and expanded

access hours (EAH). Kendra Jones clarifies that all meeting rooms are open and comply with the meeting room policy and are available to use with EAH. Trustee Gwin shares that she was in a library with no staff and had an issue, she called for help, and was promptly helped as if a person was standing beside her.

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

- **General Fund** - \$300,953.67 in property taxes were received; Timber revenue - \$209,527.47 were received; and \$369,499.02 in books and materials were purchased. Payment of \$12,533.23 to Zivaro, Inc. was processed for the purchase of backup batteries for branch network equipment. Payment of \$10,443.44 to Costco was processed for the purchase of nesting tables for the Hoodspout location. Quarterly transfers totaling \$132,162.50 were made to the Technology Fund and the Building Fund.
- **Technology Fund** – 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 \$344,995.81 to Schwiesow Construction, Inc. was processed for construction-related costs at the Mountain View location. Payment of \$46,021.52 to Elite Mechanical Services, LLC was processed to install a mop sink and plumbing for the Service Center Annex. Received quarterly transfer of \$62,662.50 from the General Fund.

At 17:34 of the recording Cheryl highlights the month ending October 31, 2024:

- **General Fund** - \$5,590,163.72 in property taxes were received; Timber revenue - \$71,785.15 were received; and \$230,389.11 in books and materials were purchased. Payment of \$11,063.33 to The Signpost was processed for the purchase of automotive wrapping for Anywhere Library. Payment of \$11,077.30 to Budget Blinds was processed to install blinds at the Hoquiam location. Payments totaling \$30,636.87 to Broadview Planning were processed for Strategic Planning project consultation services. Payments totaling \$113,956.60 to Mullinax Ford of Olympia were processed for the purchase of a 2024 Ford F250 truck and Transit cargo van.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Payments totaling \$189,561.75 to Mullinax Ford of Olympia were processed for the purchase of five 2024 Ford Escapes for use throughout the district.
- **Building Fund** – Payment of \$12,214.53 to Demco Inc. was processed for the purchase of display tables for the Salkum location. Payment of \$266,644.93 to Schwiesow Construction, Inc. was processed for construction-related costs at the Mountain View location.

Discussion of Financial Statements and Highlights – At 19:26 of the recording Trustee Blanton asks when final payments are expected for Mountain View. Brenda Lane adds that if things stay on trend, she anticipates a final payment no later than December 31st but that is dependent if all of the work is complete, currently they are working on a punch list.

9. COMMITTEE REPORTS – at 20:32 of the recording

- A. Strategic Planning Committee, October 30, and November 14, 2024 – Harrington/Mittge/Loup Andrea Petzel and Sarah Belz of Broadview Planning (BVP) provide a brief presentation concerning the strategic planning process and what the planning committee worked on over the

past year, what was discussed and the agreed upon for a revised TRL Mission, Vision, and Values (MVV) as well as the 2025-2029 Strategic Direction.

Discussion of Presentation at 34:08 of the recording: There was discussion concerning comments from the community survey; how MVV met the concerns from the survey and specific county weighting of the returned survey responses; BVP data analyst report will be provided concerning the comments provided by the survey; and potential outliers discussed.

24-039 – ASHLEY BROOKS MADE A MOTION TO APPROVE THE 2025-2029 STRATEGIC DIRECTION AND THE TRL MISSION, VISION, AND VALUES AS PRESENTED. DUSTIN LOUP SECONDED. MOTION APPROVED (4 Yay 3 Nay).

Discussion of Motion at 52:40 of the recording: There was discussion from the Trustees concerning an email Trustee Mittge wrote to the Board a few hours prior to the Board meeting providing alternate language for the MVV; suggestion to wait and review before voting because unable to yay or nay at this time; a complete process was followed and there is confidence and trust in the sub-committee decision; if the Board takes additional time and wordsmithing, it could lose what many people put many hours into compiling; a suggestion to potentially table the motion; hundreds of thousands of dollars of taxpayer money have been spent with staff time and the many months to provide the work product, also considering the input of the public with 6,817 survey responses; *Trustee Blanton moved to table the motion (1st motion is still on the table/out of order); Trustee Mittge moves to amend the motion (Trustee Brooks does not agree with the amendment); Trustee Mittge moved for a vote on his amendment “Move to have the consultants provide the statistical data and preliminary report before voting on the 2025-2029 Strategic Direction and TRL Mission, Vision, and Values”(1st motion is still on the table/out of order); making small tweaks to the language is bad for the process after many months spent in the committee and collaborating on the final product, to change it because one person thinks it is better; a meeting of the Board is suggested to review; reiterate the process, the Board had plenty of time to question, delaying this process is misuse of taxpayer dollars; it is one of the most important things a Trustee does and should be done right; there were disagreements amongst the committee members, I believed that we should respect their thoughts as part of the process; not a matter of disrespect but for the Trustees to review with a deeper dive; Rose clarifies the Robert’s Rules on amendments, “An amendment is a motion to change, to add words to or omit from the original motion. The change is usually used to clarify or improve the original motion;” during the committee Trustee Mittge had shared his thoughts amongst the other members of the committee; if the Board wishes to create a plan in the future and not involve staff they should plan for that, however there are people in this room and from the committee that have done this work for decades and are the professionals on the topic; Trustees have a dual responsibility, to the public and commissioners of their counties; Trustee Mittge withdraws his motion; a question asked why the raw data is needed when it has been filtered by the consultants.*

- B. Budget Committee, November 12, 2024 **at 1:30:33 of the recording**– Brian Mittge/Ken Seby/Dustin Loup
Trustee Mittge provides a brief overview of the Budget Committee and Budget Hearing.
1) 2025 Preliminary Budget

24-040 – KEN SEBBY MADE A MOTION TO APPROVE THE 2025 PRELIMINARY BUDGET AS PRESENTED. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 7).

2) Unemployment Fund

Discussion at 1:42:43 of the recording: Trustee Blanton asks if the fund balance is low and is there is an expected rising cost for it. Paige mentions that she has budgeted a higher amount for this fund since there hasn't been a deposit in the last few years.

24-041 – KEN SEBBY MADE A MOTION TO APPROVE THIRTY-TWO THOUSAND DOLLARS (\$32,000) TO BE ADDED TO THE UNEMPLOYMENT FUND IN 2025. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 7).

3) Future Agenda Item Requests – None.

C. Facilities Committee, November 18, 2024 – **at 1:41:22 of the recording** Blanton/Gwin/Sebby

1) South Bend Updates – Roglins report shared and will be sent to the city. Staff is confirming if items can be salvaged and/or cleaned.

2) Future Agenda Item Requests – None.

Discussion at 1:43:22 of the recording: Trustee Mittge asks if we are still heating the South Bend library during this time. Trustee Gwin and Cheryl confirm that it is a city building and their responsibility to heat it. Trustee Harrington clarifies that South Bend is a city owned building and the actions TRL is taking is for the safety of the public and staff. Trustee Blanton mentions the Salkum grand opening with Trustee Brooks in attendance. Mountain View has a grand opening scheduled for January 11th time has yet to be determined.

10. FUTURE AGENDA ITEMS – None.

11. BOARD HOUSEKEEPING – Trustee Harrington mentions the potential possibility of a late December resolution approval meeting.

12. FINAL BOARD COMMENTS at 1:51:31 of the recording: Trustee Gwin was able to get a sneak peek at a new play structure. Gwin also participated in a new upcoming podcast about the Anywhere Library. Trustee Harrington thanks both Chris Chrzan and Anna Lisa Rasmussen for their work on the podcasts. Trustee Brooks shares her appreciation for the Salkum grand opening. Trustee Blanton thanks Paige Preston, Finance Administrator, and the Budget Committee for their work. Blanton thanks everyone for the robust discussions even when disagreements happen. Trustee Loup agrees and acknowledges with Blanton to make space for discussions. Loup enjoys the Bonfire Store with TRL merchandise. Trustee Mittge was saddened for missing the Salkum grand opening. Trustee Sebby reiterates that a difference of opinion and not being a rubber stamp is a good thing and also acknowledges that November is the Native American Heritage month. Harrington adds it is also Veterans month.

13. EXECUTIVE SESSION - pursuant to RCW 42.30.110 (g) at 2:00:25 of the recording

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

At 7:31 p.m. the Board of Trustees and Cheryl Heywood go into Executive Session for a stated 30 minutes.

At 8:01 p.m. the Board of Trustees requests an additional 15 minutes.

At 8:03 p.m. the Board of Trustees and Cheryl Heywood go into Executive Session for a stated 15 minutes.

At 8:18 p.m. the Board of Trustees and Cheryl Heywood return.

14. ADJOURNMENT at 8:18 p.m.