

**Board of Trustees Meeting Minutes**

**Wednesday, January 22, 2025**

**5:30 p.m. via Zoom**

Administrative Service Center

415 Tumwater Blvd SW

Tumwater, WA 98501

**Toni Gwin, *President, Pacific County***

**Brian Mittge, *President Elect, Lewis County***

**Hal Blanton, *At-Large, Lewis County***

**Mary Beth Harrington, *Thurston County***

**Dustin Loup, *Grays Harbor County***

**Vacant Position, *Mason County***

**Vacant Position, *At-Large, Thurston County***

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**Present Board:** Toni Gwin, Brian Mittge, Hal Blanton, Mary Beth Harrington, Dustin Loup

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

**Remote Access:** Zoom: <https://Trl-org.zoom.us/j/82997086092> • Meeting ID: 829 9708 6092 • Phone Access (253) 215-8782 • Approximate Attendance = 22

**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** – Toni Gwin led the pledge.

**3. CORRESPONDENCE** – **at 6:06 of the recording** Cheryl shares an email from Susan Leite on December 31<sup>st</sup> thanking the Board for their work. An email from Charlene Richards on January 12<sup>th</sup> thanking the Board for the Westport libraries expanded access hours and refresh. And an email from Civic Arete from today January 22<sup>nd</sup> congratulating the Board on the new Mountain View library as well as mentioning the February 20, 2022, Facilities Committee meeting.

**4. PUBLIC COMMENTS** – None.

**5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS** – **at 7:22 of the recording**

**25-001 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 5).**

**6. EXECUTIVE DIRECTOR HIGHLIGHTS** – **at 8:59 of the recording** Cheryl highlights:

- Thank you, Kendra Jones, for serving TRL for nine years, getting us through the pandemic, strategic direction work, and leaving us in a good place with public services. Kendra will go on to do great work at the Tacoma Public Library.
- Mountain View Library grand opening on January 11<sup>th</sup> was very successful. Both Trustees Blanton and Mittge spoke. Thank you to Judi Brummet, Brenda Lane, Kendra Jones, Andrea Heisel, and all the staff for completing this multi-year project.
- Intelligent Materials Management System (IMMS) went live last week after a five-year planning period. Special thanks to Andrea Heisel, Ryan Williams, Kitty Kozisek, Lisa Bianchi, Westley Wolford, and Annie Bowers, Library Manager of Hoodspoint, and North Mason, as well as all the staff in the libraries.
- Milestone reached in 2024 - **over two million digital items checked out!**
- TRL has been nominated for the 21<sup>st</sup> Annual Willapa Business of the Year Award, presented by the Willapa Chamber of Commerce. The banquet will be attended by Trustee Gwin, Cheryl Heywood, Stephenie Reece, Tania Remmers, Michelle Zilli, and Emily Libecki.
- Thank you to the anonymous donor who donated \$1000 for the TRL Gift Fund.
- Public Services new staffing plan, shared in the board packet, the union has been notified and implementation is underway. The Board requested in the most recent evaluation of the

Executive Director, to review the potentially long-term unsustainable staffing plan. The goal of the new plan is to improve efficiency, sustainability, career mobility, service, programming, and outreach. The new plan includes forecasts based on attrition with no reduction in force, it also is budget neutral or will result in savings. Implementation begins with managers February 1<sup>st</sup> and staff to follow February 16<sup>th</sup>.

- The Executive Director 2025 Goals is available to the Board of Trustees on their P drive.

**Discussion of Executive Director Highlights – at 18:14 of the recording** Trustee Mittge asks if IMMS is a single cost or an annual one. Andrea Heisel adds that we currently have a two-year agreement, and she will be negotiating a new longer agreement in June of 2025. Mittge asks, for the benefit of potential viewers, what is IMMS and what are the benefits to our patrons. Andrea shares that IMMS will balance the collection among our 29 libraries, sorting them intelligently and sending them to libraries with space or local interest in a specific topic. Trustee Blanton asks what a siloed staffing model is. Cheryl shares that a siloed model is contained and we are moving toward a more cross department sharing of communication and information. Trustee Gwin asks about the Naselle programs attendees if the number includes duplicates. Kendra Jones shares that there could be duplication in those numbers because TRL does a headcount at an event and not individuals, so a family of three could attend three events and be counted as nine in the overall total.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 25:02 of the recording** Cheryl highlights the month ending December 31, 2024:

- **General Fund** - \$550,082.49 in property taxes were received; Timber revenue - \$335,731.09 were received; and \$514,490.78 in books and materials were purchased. Quarterly transfers totaling \$132,162.50 were made to the Technology Fund and Building Fund. Payments totaling \$129,271.32 to Trivan Truck Body, LLC were processed for installation of Anywhere Library van extensions. Payment of \$64,848.88 to Elite Mechanical Services, LLC was processed for HVAC system repair at the North Mason location. Payment of \$13,840.45 to the State Auditor’s Office was processed for work performed as part of the 2023 financial and accountability audits.
- **Technology Fund** – Received quarterly transfer of \$62,500.00 from the General Fund. Payment of \$197,394.18 to MK Solutions, Inc. was processed for purchase of new patron self-service.
- checkout stations. Payment of \$23,500.00 to Quipu Group, LLC was processed for setup of online library card registration system.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Received quarterly transfer of \$69,662.50 from the General Fund. Payment of \$20,586.90 to CR Landscaping, LLC was processed for installation of turf at the Mountain View location. Payments totaling \$27,553.11 to Ednetics, Inc. were processed for installation of network infrastructure at the Mountain View location. Payment of \$167,444.45 to Schwiesow Construction, Inc. was processed for construction-related costs at the Mountain View location.

**Discussion of Financial Statements and Highlights – At 27:45 of the recording** Trustee Blanton asks for the cost difference of an eBook versus a hard copy. Andrea shares that it depends on the author and publisher. Trustee Mittge asks if eBooks have limitations. Andrea shares that eBooks have different limitations dependent on their licenses such as buying with a limited number of uses before having to repurchase the license. Trustee Blanton asks if there is ever a time when an eBook is less expensive than a hard copy. Andrea shares that there are free

eBooks online, mostly the classics, but no, eBooks cost more. Trustee Harrington added that publishers vary in the number of users per eBook as well.

**8. COMMITTEE REPORTS – at 31:26 of the recording**

A. Facilities Committee, January 14, 2025 – Blanton/Gwin/Loup

1) Facilities Committee Chair

**25-002 – TONI GWIN MADE A MOTION TO APPROVE DUSTIN LOUP AS FACILITIES COMMITTEE CHAIRPERSON. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 5).**

2) 2025 Projects – Chair Loup shares three large projects this year, Tumwater refresh currently underway, Ocean Park in June, and later in the year Lacey. Trustee Harrington adds that she witnessed a storytime at the Administrative Service Center, where they will be until Tumwater refresh is complete, and it was wonderful. Kudos to the Tumwater staff and the seamless programming states Brenda Lane. Loup commends Lane’s team for the amazing amount of work they complete. Loup adds that while Lane’s team is a cost saving, the play structure for Lacey will be commercial grade and professionally installed due to the high traffic and Lane confirm. Blanton clarifies that both Tumwater and Lacey are city owned buildings.

3) Q&A

4) Future Agenda Item Requests – Service Point Analysis (SPA) discussion

**9. FUTURE AGENDA ITEMS – None.**

**10. BOARD HOUSEKEEPING – None.**

**11. FINAL BOARD COMMENTS at 43:30 of the recording:** Trustee Loup shares a children’s book that he has been reading to his little one and stated that January 22<sup>nd</sup> is National Polka Dot Day! Trustee Mittge shares his feelings about his experience at the Randle/Mountain View grand opening. Mittge mentions that Skylar Voie, one of TRL’s carpenters that built the mushroom play structure at Mountain View, was named the people’s champion of the week in the Chronicles podcast! Mittge thanks Brenda and her team for getting the Mountain View project built early and under budget. Mittge also shared with parents at the grand opening, EAH, who were very excited. Trustee Harrington thanks Trustee Gwin for chairing the meeting and thanks Kendra for her service. Trustee Blanton echoes Mittge’s sentiments, former Trustees Zylstra and Fund as well as Commissioner Brummer attended the grand opening. Trustee Gwin shares a recent read where she identified as the main character and could not put it down. Gwin mentions a quilt that will be auctioning off, to contact Gwin.

**12. ADJOURNMENT at 6:22 p.m.**