



## **Board of Trustees Meeting Minutes**

January 27, 2021 - 5:30 p.m. via Zoom  
Timberland Regional Library  
Administrative Service Center  
415 Tumwater Blvd. SW  
Tumwater, WA 98501

**Bob Hall, *President, Pacific County***  
**Nicolette Oliver, *President Elect, Thurston County***  
**Brian Zylstra, *Lewis County***  
**Hal Blanton, *At-Large, Lewis County***

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### **Present Board via Zoom:**

Bob Hall, Hal Blanton, Brian Zylstra, Nicolette Oliver

### **Present Staff via Zoom:**

Cheryl Heywood, Kendra Jones, Andrea Heisel, Brenda Lane, Kandy Seldin, Rose Enos-Weedmark; recorder

President Bob Hall called the Regular Board Meeting to order at 5:30 p.m.

### **AGENDA:**

- 1. PLEDGE OF ALLEGIANCE** – Brian Zylstra led the pledge
- 2. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

**21-001 – HAL BLANTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. NICOLETTE OLIVER SECONDED. MOTION APPROVED.**

- 3. CORRESPONDENCE – At 1:14 of the recording** Cheryl shared a thank you letter from Jenny Penoyar dated December 19, 2020; and an email chain between January 2<sup>nd</sup> and 6<sup>th</sup> 2021 from Linda Sue Martin concerning damaged DVD's. Cheryl mentions that staff check items when returned and Andrea adds that there is a process in place to weed damaged items out of the collection.
- 4. PUBLIC COMMENTS – At 3:31 of the recording** Edna Fund states that she hopes communication issues have been resolved between trustees and staff; she heard that TRL wasn't celebrating holidays; and she hopes the library can help advertise vaccine locations. Trustee Hall comments that he requested the staff member from the December meeting, public comment, apologize for making a comment in excess of the 3 minute time limit.
- 5. BOARD COMMENTS – At 6:43 of the recording** Trustee Blanton shared that he participated in the recent Winlock City Council meeting and commends Cheryl's interaction expressing TRL's concerns. Trustee Oliver thanks the staff for their response to the new Covid-19 protocols with the changing guidelines. Trustee Zylstra hopes that with the increasing availability of a vaccine that we will soon see the reopening of the libraries. Trustee Hall shares that if any individual has a comment in excess of 3 minutes they are welcomed to submit them in writing. Trustee Hall welcomes Jasmine to the meeting after the director highlights and hopes to have her on board at the next meeting.
- 6. EXECUTIVE DIRECTOR HIGHLIGHTS – Cheryl Heywood at 9:30 of the recording**
  - Cheryl recognized Jasmine Dickhoff, present at the meeting, as our soon to be, new Grays Harbor Trustee with currently three county confirmations. Cheryl also recognized and thanked the Mayor of Raymond, Tony Nordin who was also present.
  - Cheryl congratulates Erin Stumpf for accepting the Shelton Library Manager position which she will start February 1, 2021.
  - Cheryl notes that the Chehalis Friends gave a very generous donation to the Chehalis Library Gift Fund in the amount of \$36,400.
  - The East Lewis County engagement with our Community Engagement Team (CET) have contacted 24 community groups and will be conducting interviews. They will also be reaching out to schools and childcare centers for those 18 and under. There is a survey in both the December and January e-newsletter with a total of 76 completed surveys.

- Cheryl spoke to the City of Lacey General Government Committee with updates on TRL’s Covid-19 response, and the demonstration libraries in Hawkes Prairie and at the Capitol Mall. The Olympian was present and requested comment for an article they published today.
- The RFP for Mobile Services was extended from January 29, 2021 to February 5, 2021.
- Cheryl spoke with the City Council of Winlock, Monday, January 25, 2021 concerning library contracted services since 1969; the annexation agreement; and library usage in 2019; the commitment of the TRL Board to the library with the refresh; and the roles and responsibilities concerning janitorial services especially during the pandemic.
- The Nisqually Indian Tribe has donated \$6,500 to the Friends of the Lacey Library for the program, *Lacey Loves to Read 2021* virtual celebration.
- Cheryl spoke to staff about ‘Public Comment’ and the 3 minute limit.
- As requested by Trustee Hall, when reporting the salary and benefits, he had requested several years before to break them down by line number and employee. Most library organizations report them as one total amount for each as we did in the past.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 19:11 of the recording** Trustee Hall asks about the Kanopy charges on the expense report. Andrea states that it is our annual renewal for Kanopy. Trustee Hall asks about multiple landscape charges on the expense report. Cheryl shares that those were invoices, rerouted from a former employee’s email, which were recently discovered and paid.

**8. COMMITTEE REPORTS**

A. Policy Committee- Nicolette Oliver

i. Anti-Discrimination and Harassment Policy

**21-002 – BRIAN ZYLSTRA MADE A MOTION TO APPROVE THE ANTI-DISCRIMINATION AND HARASSMENT POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.**

ii. Non-Retaliation Policy – Trustee Blanton clarifies that the information in the Non-Retaliation Policy are contained in the Anti-Discrimination and Harassment Policy.

**21-003 – NICOLETTE OLIVER MADE A MOTION TO SUNSET THE NON-RETALIATION POLICY. HAL BLANTON SECONDED. MOTION APPROVED.**

**9. OLD BUSINESS** - None

**10. NEW BUSINESS – At 23:47 of the recording**

A. Complaint Form – In board packet. Kandy mentions we also accept other forms of complaints.

B. New Hires – Kandy explains that new hires are placed in the grade scale based on qualifications experience.

**11. RESOLUTIONS** - None

**12. EXECUTIVE SESSION** pursuant to *RCW 42.30.110*, (c), (f), and (g) **at 30:13 of the recording and at 6:00 p.m.**

Trustee Hall called to order, Executive Session for forty five (45) minutes.

A. To Consider the Minimum Price at which Real Estate will be offered for Sale or Lease (c)

B. To Receive and Evaluate Complaints or Charges Brought Against a Public Officer (f)

**At 30:21 of the recording and at 6:28 p.m.** Trustee Hall and Cheryl go in to executive session.

C. To Review the Performance of a Public Employee, Executive Director (g)

**At 30:53 of the recording and at 6:45 p.m.** the Board returns from Executive Session.

**13. FINAL BOARD COMMENTS – At 31:03 of the recording** Trustee Oliver wanted to say a huge thank you to the Nisqually Tribe for their generous donation. Trustee Hall comments that the Executive Session with the attorney went well and her feedback was appreciated.

**14. FUTURE AGENDA ITEMS – At 32:30 of the recording** Trustee Blanton asks about having trainings on Board Culture or other topics. Cheryl suggests we wait until we have additional board members to help with a consistency for all. OPMA and Board Training when we have a full board.

**15. ADJOURNMENT – 6:51 p.m.**