



## Board of Trustees Meeting Minutes

May 26, 2021 - 5:30 p.m. via Zoom  
Timberland Regional Library (TRL)  
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***  
**Jasmine Dickhoff, *Grays Harbor County***  
**Kenneth Sebby, *Mason County***

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

Bob Hall, Hal Blanton, Brian Zylstra, Nicolette Oliver, Kenneth Sebby, Jasmine Dickhoff

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

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

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

### **AGENDA:**

- 1. LAND ACKNOWLEDGEMENT STATEMENT**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

**21-019 – JASMINE DICKHOFF MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. HALL BLANTON SECONDED. MOTION APPROVED.**

**4. CORRESPONDENCE – At 3:31 of the recording** Cheryl shares correspondence for the month of May, 2021: May 1<sup>st</sup> from Jerry Fallenberg, a thank you for re-opening the libraries. May 6<sup>th</sup> from Behrooz Madjdi, regarding the Pledge of Allegiance. May 10<sup>th</sup> from Rob McDonald, regarding the data incident. May 12<sup>th</sup> from Lily Pomeroy, concerning a letter published in the *Daily World*. May 21<sup>st</sup> from Shaun Collins Brown, regarding Tenino.

**5. PUBLIC COMMENTS – At 4:25 of the recording** Edna Fund comments that the Toledo community would like a full branch. Edna also comments that Commissioner Stamper will call Cheryl concerning the Mt. View branch.

**6. BOARD COMMENTS – At 5:55 of the recording** Trustee Sebby inquiries about the timeline concerning a misrouted check. Cheryl explains it was discovered within 30 days and it was addressed and we would get the majority of the funds returned. Trustee Blanton shares and appreciates moving forward with the Mt. View project and that the Packwood library will remain open, historically being closed during the Memorial Day weekend. Trustee Zylstra shares the loss of Corinne Aiken, a previous library manager at the Chehalis branch and *The Chronicle* wrote a story on her passing. *The Chronicle* also had a story about TRL looking for a new library location in Randle on May 25, 2021. Trustee Dickhoff shares that she appreciates the updates from everyone. Trustee Oliver shares a super thank you to the staff at the West Olympia branch, she is very impressed. Trustee Hall shares that he became aware of some posts on a social group concerning the Raymond library in the early days of the refresh with negative and accusatory remarks. Library manager Jenny Penoyar shared a post of explanation, however that seemed to go unnoticed. Brenda Lane shared pictures and video today with before and after highlights of the Raymond refresh. Pictures were also posted to the Raymond Facebook page. Trustee Hall reiterates that TRL stepped in and dedicated one hundred thousand dollars and staff time to the Raymond refresh.

**7. EXECUTIVE DIRECTOR HIGHLIGHTS – At 14:09 of the recording** Cheryl highlights:

- A thank you to Nathan Coutsoubos for his comments at the last Board meeting concerning the hiring of additional staff at Packwood.
- A Board Orientation meeting was held with the newest Trustees in attendance, Nicolette Oliver, Jasmine Dickhoff, and Ken Sebby. A reminder was made that all new Trustees must complete Open Public Meeting Act (OPMA) training within the first 90 days of appointment and annually thereafter. A Trustee Orientation Handbook binder (260+ pages) was created for all Trustees and also available on the dedicated Trustee P drive on TRL laptops.
- West Olympia library branch will open June 1, 2021. The Raymond library is also having a re-opening on June 9, 2021.
- Effective May 19, 2021 all Washington State Public Libraries no longer need to quarantine physical items.
- Summer Library Programs (SLP) begin June 1– August 31, 2021, they are open to all ages and are being held virtually. Thank you to all staff for the development and coordination of SLP.

**8. FINANCIAL STATEMENTS & HIGHLIGHTS – At 16:17 of the recording** Cheryl highlights:

- Minimal activity on the Building, Gift, Unemployment, and Technology Funds.
- Property taxes of \$6,482,630 was received in April, with a large portion of that being the first half of Thurston County property taxes.
- Books and materials in the amount of \$188,026 were purchased in April.
- New courier van purchased for \$41,701 to replace older courier van.
- IT purchased a rack mounted UPS device for \$14,689 that was scheduled to be replaced.
- The Annual 2020 State Auditors report was submitted today.

**9. COMMITTEE REPORTS – At 19:34 of the recording** Policy Committee report begins:

A. Policy Committee- Nicolette Oliver

i. Review Policies

- Friends of the Library (FOL) Policy

**21-020 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE FRIENDS OF THE LIBRARY (FOL) AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.**

- Partnerships Policy

**21-021 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE PARTNERSHIPS POLICY AS PRESENTED. JASMINE DICKHOFF SECONDED. MOTION APPROVED.**

ii. Library Holidays

- Native American Heritage Day, the day after Thanksgiving  
The Committee discussed the name change update of this holiday to be added in December, matching the Washington State holidays when setting the library holiday schedule.
- Juneteenth  
Has been recently approved as a state holiday to begin in 2022. Trustee Hall mentions that the Collective Bargaining Agreement will need to be taken into consideration when updating holidays.

B. Budget Committee –**At 26:00 of the recording** Bob Hall reports:

- The consensus on moving forward was to stay the current course with many projects in the works.
- Discussions about adding to the collection bringing it from 15.43% of the budget to 16% costing roughly an additional \$23,000.
- FTE expenditures are at 68%.

## 10. OLD BUSINESS

### A. Raymond Update—Brenda Lane at 28:33 of the recording Brenda highlights:

- Late 2019-2020 TRL was notified of health and safety concerns. Rodents; concerns with dust and clutter; American with Disabilities Act (ADA) issues; restrooms having biohazard issues with bodily fluids on surfaces, floors, and walls. TRL's insurance completed an audit of the facility and the report showed serious health and safety issues for staff and patrons deeming it uninhabitable and unsafe to occupy.
- The Raymond library received a *refresh* with no changes to the physical structure. The library was made more accessible and ADA compliant. Floorplans were reimaged for better service and use of the library. Total TRL investment cost was \$100,000 for the supplies and materials with an additional \$200,000+ in staff labor.
- Staff rearranged shelving and items were refurbished. New carpet and luxury vinyl tile was installed throughout. Interior painting, new restroom fixtures, cleaning and preservation of wooden beams, and internal plaster chimney repair. The library was also cleaned from top to bottom. Additional furniture pending arrival.
- The city repaired the exterior of the chimney, replaced broken window panes, and replaced the hot water heater which hadn't worked for years. They also retained adequate janitorial services moving forward.
- TRL has a state mandated surplus procedure for items that we no longer use, such as furniture, shelving, computers, books, etc. TRL items removed from any building are never used, kept, or provided for personal use. Some items were donated to local organizations or repurposed for use in other libraries. Items unsalvageable for health or safety reasons were discarded. Some items were taken down that belonged to the building and kept on the premises due to non- ADA compliance.
- TRL thanks the city and TRL staff for making the refresh a great collaborated project.

**Discussion on Raymond Update at 35:16 of the recording:** Trustee Dickhoff expresses that she feels the staff did remarkable work with the funds allocated. Trustee Hall shares that the furniture disposed of was not antique and was owned by TRL. This was clarified on social media but those comments were ignored.

### 11. BOARD QUESTIONS – None

### 12. NEW BUSINESS- at 41:06 of the recording

A. Web Interactive Room – Discussion concerning upgrading AV equipment for a Zoom/in-person hybrid meeting room. Staff to research other entities providing the balance and add as future agenda item.

### B. Toledo Kiosk at 49:56 of the recording

**21-022 – BRIAN ZYLSTRA MADE A MOTION TO EXTEND THE TOLEDO KIOSK AGREEMENT THREE ADDITIONAL YEARS AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN AND EXECUTE THE AGREEMENT. NICOLETTE OLIVER SECONDED. MOTION APPROVED.**

### C. EV Charging Stations at 55:07 of the recording

**21-023 – NICOLETTE OLIVER MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN AND EXECUTE THE CHARGING STATIONS AGREEMENT AT SALKUM UTILIZING THE FLAT FEE PAYMENT FOR FIVE YEARS. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**

### 13. RESOLUTIONS - None

### 14. EXECUTIVE SESSION pursuant to RCW 42.30.110 - None

**15. FINAL BOARD COMMENTS – At 59:34 of the recording** Trustee Dickhoff thanks Cheryl and Rose for the Trustee Orientation meeting. Trustee Oliver thanks Deborah Lee, an elder of the Nisqually Tribe and Kyle Taylor Lucas with the Urban Indians Northwest organization in Thurston County for their feedback concerning the Land Acknowledgement Statement. She also provides a recognition of local tribes in Thurston County including the Nisqually, Squaxin, and Chehalis Tribes. Trustee Zylstra suggests a continuance of the Pledge of Allegiance at future meetings. He also mentions his appreciation for the opening of the West Olympia branch meeting those needs for the area. Trustee Zylstra also expresses that in the future we may be able to have a Toledo branch. Trustee Blanton shares that it is incumbent as a Trustee to acknowledge their mission is to provide services where needed. Trustee Sebby shares that he is glad the restrooms in Shelton are open and he hopes the West Olympia branch will be a good location. Trustee Sebby asks about the Pledge of Allegiance. Trustee Hall asks the Trustees to show a raise of hands if they would like the Pledge to be at the beginning of meetings, with a count of four hands, Rose will display a flag and the Pledge will be recited. Trustee Hall asks for clarification on the cleaning of restrooms according to L&I and Cheryl confirms, four times a day. Trustee Hall states that the June meeting will continue to be via Zoom after Cheryl shares statistics from the Thurston County Health Office.

**16. FUTURE AGENDA ITEMS**

- Web Interactive Room
- Land Acknowledgement Statement

**17. ADJOURNMENT – 6:41 p.m.**

