



## **Board of Trustees Meeting Minutes**

September 23, 2020 - 5:30 p.m. via Zoom  
Timberland Regional Library  
Administrative Service Center  
415 Tumwater Blvd. SW  
Tumwater, WA 98501

**Brenda Hirschi, *President, Mason County***  
**Bob Hall, *President Elect, Pacific County***  
**Corby Varness, *Grays Harbor County***  
**Brian Zylstra, *Lewis County***  
**Hal Blanton, *At Large, Lewis County***  
**Kathleen Varney, *Thurston County***  
**Nicolette Oliver, *At Large, Thurston County***

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

Brenda Hirschi, Hal Blanton, Kathy Varney, Brian Zylstra, Bob Hall, Nicolette Oliver

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

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

President Brenda Hirschi called the Regular Board Meeting to order at 5:30 p.m.

### **AGENDA:**

- 1. Pledge of Allegiance-** Trustee Blanton led the pledge
- 2. Welcome and Board Introductions**
- 3. Approval of Agenda**
- 4. Correspondence** – Cheryl reports she had received on September 14, 2020 from Kerri Neathery stating that she wants to applaud the work Timberland is doing to address systemic racism, she supports TRL efforts, she states she has much to learn and expects her local library to help with resources and support to be part of the solution.
- 5. Public Comments** - None
- 6. Board Comments** – Trustee Blanton states that he is just glad to be here. Trustee Varney officially welcomes Trustee Oliver. Trustee Varney mentions that it is nearing to the end of the year with deadlines approaching and she wants to be sure the Trustees take the time not to rush and get set up for next year. Trustee Oliver says thank you for allowing her to be a part of this Board and she is very excited to work with the other Trustees and support our library systems. Trustee Oliver shares that she is an educator with a view from a school perspective having worked in Lewis County, and currently working in Mason County. Trustee Hirschi comments on the process that the Board followed at the last Board meeting during the Facilities Committee Report. There was a motion and vote to approve expenditures for city owned and TRL owned facilities from the Building Fund that were not on the agenda. Trustee Hirschi explains that TRL Bylaws state the following of Robert’s Rules of Order, i.e. following an approved agenda with approved motions. Trustee Hirschi states that she had not reviewed the facility document thoroughly enough or prepared to make a vote, nor had the Policy Committee met to discuss some of the details contained in the expenditures to city owned facilities that may be in conflict with policy. Trustee Hirschi shares that after the meeting she reviewed the Amanda Park request, and discovered from 2009-2019 we have spent \$831,000 (total) on Amanda Park out of the Building Fund, of that total, in the last five years we have spent \$639,000 on Amanda Park. We are finding out that the approved \$10K on the list, may be higher. Trustee Hirschi asks if there is a better way to provide library service to northwest Grays Harbor County. On the Washington State Public Library Assessment it notes that TRL would need \$7.9M to maintain the nine TRL owned



facilities. Trustee Hirschi clarifies that she accepts the majority of the Board decision on this motion and vote that was made, however she would like the Board to consider how the Board makes the decisions.

## **7. Executive Director's Report-** Cheryl Heywood

Report and discussion begin at 8:45 of the recording.

Executive Director highlighted the following items:

- Cheryl welcomes Trustee Oliver and notified her that her photo and information has been posted to the website on the Trustees' page
- Cheryl also shares that she has been invited to do an interview called "Declassified" that has a weekly series that will be recorded and posted on the Thurston County Chamber of Commerce and the Thurston Economic Development Council websites to help small business owners getting through the covid crisis. Cheryl will be discussing library services and resources
- Cheryl has also been invited to speak to a class at the Information School at the University of Washington about community partnerships and Timberland Regional Library about community led libraries as we are about to begin that process
- Cheryl shares that last year there were community conversations concerning the focus of our 2020-2022 Strategic Direction. Those conversations gave direction to our focus of: Local Communities, Equity, Diversity and Inclusion (EDI), and Children Birth to Five
- The EDI Action Plan was delayed due to the pandemic and racial unrest however we will be updating the plan quarterly online for the public to see its development and the work we have done
- Cheryl shares that we hope to have an EDI Policy by the next Policy Committee meeting in November for review
- Cheryl also mentions that Andrea and her staff have been reviewing the collection to include EDI

### **Discussion of Executive Director's Report**

Trustee Varney asks about a new document, "Employees Standards of Conduct" and if it needed to go through the Policy Committee. Cheryl shares that it does not because it is an umbrella of various existing Board approved policies that we currently have and pertain to employees, of which are mentioned for reference at the end of the document. This will also be used as part of evaluations beginning January 2021. Trustee Hirschi asks Cheryl to explain the main points of all of the library take-out documents. Cheryl explains that the documents show that even with outside events happening the public has become comfortable with our take-out services and miss the physical collection. Trustee Hirschi comments that she researched and discovered that e-books and e-audio books are in much higher demand with higher wait times at this time. Andrea added that e-books and e-audio books are also three times the cost of a physical item. Cheryl mentions that we have put in the budget this upcoming year for an additional 1% (roughly \$350K) for additional online resources, this will bring collections up to 14% of the overall budget. Trustee Hirschi wants to bring to the attention of the Trustees that online materials are trending and may continue, this will be something the Board will need to keep thinking about. Trustee Hirschi requests population statistics of our five county region and asks if our staff mirror the population. Cheryl will provide to Trustee Hirschi the requested information.



**8. Financial Statements & Highlights Report – Eric Lowell**

Report and discussion begin at 43:12 of the recording.

Financial Director highlighted the following items:

- Property Taxes Received in August \$199,785
- Timber Revenue Received \$134,142
- Collection - Books and Materials Purchase \$233,169
- New Tote Bags for Curbside Service Purchase \$17,550
- New Wireless Phones Purchase \$10K
- Minimal Activity on Other Funds
- General Fund is at 59% of Budgeted Revenues and 59% of Budgeted Expenditures

**Discussion of Finance Report**

Trustee Hall asks about the negative numbers under revenue for copies and printing for a few different months. Eric confirms he will need to review and get back with Trustee Hall but it may be related to taxes. Trustee Hirschi requests an approximate savings by the end of the year. Eric states that the estimated savings by end of year would be a little over \$1M. Trustee Hirschi requests that the highlights be included in the Board packet as per the Signatory Authority Policy.

**9. Consent Agenda – Motion for approval**

**20-54 – NICOLETTE OLIVER MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED.**

**10. Old Business - None**

**11. Unfinished Business - None**

**12. New Business**

**a. Executive Director Self Appraisal, Staff Feedback Review, Executive Director Performance**

**Evaluation** - Trustee Varney explains the procedure and the documents will be delivered to the Board via email with a deadline to return by October 9, 2020 to Trustee Varney. Once consolidated this will be reviewed by the full Board at a Special Meeting October 19, 2020 at 4:00 p.m.

**b. New Trustee Nicolette Oliver Committee Assignment until December 31, 2020**

Trustee Hirschi explains that Trustee Oliver will be taking the next three months to take the OPMA Trainings and wait until December to be assigned to a committee.

**c. First Draft of the 2021 Budget–Eric Lowell**

Report and discussion begin at 1:00:15 of the recording.

First Draft of the 2021 Budget Highlights:

- 2021 budgeted FTE are down 12.55 FTE from the 2020 adopted budget, going from 249.50 FTE to 236.95 FTE
- There will probably be some changes to positions however overall FTE should not change much between this draft and the preliminary budget. There is still settling from retirements and position movement
- Property Tax Revenue is based on previous years and has only received preliminary values from two of the five counties at this time. Hopefully all of them by October
- We will have to have a Special Board Meeting after December 21<sup>st</sup> to approve the budget and the resolutions that go with them



- Timber Revenue will be available at the end of October. DNR did report that our level of revenue would probably stay the same this coming year as last year and the year before however there will be a decrease in funding beginning 2022 due to over harvesting
- Salaries and benefits will see minimal changes mostly dependent on position movement and retirements. AWC will have a final on the 2021 premiums first week in October
- Collections – Books and Materials increase to 14% (13.99%) up to \$3.5M and increase of \$350K
- Technology Fund only has the wireless access point project and we have been discussing purchasing Automated Materials Handling machines. We just received a quote for the Service Center for \$500K and waiting on quotes for Lacey and Olympia branches, we should have an update in the preliminary budget
- Unemployment Fund was increased based on 2020
- Gift Fund – there was a request by Naselle for \$400
- Building Fund – there are items that need to be discussed and will be more addressed in the preliminary budget
- For the preliminary budget, each department will be giving a presentation
- Eric explains the budget process, from the draft budget, to the more detailed preliminary budget, and then the final budget for Board approval

#### **Discussion of First Draft of the 2021 Budget:**

Trustee Varney asks about the Professional Services and Equipment budget lines for explanation. Eric shares that the Equipment budget line is down due to purchased replacement of laptops this year and not that much equipment will be needed next year. Eric explains that professional services are entities that we contract outside of TRL for services and with that increase the Repairs and Maintenance budget lines decreased. Trustee Hirschi asked about the gift funding given to Shelton. Cheryl shares that we will be working with the city to repair the restrooms with that funding and will be viewable as a budget line in the preliminary budget. Trustee Hirschi shares that upon review of the draft budget there is a trend of accumulation of funds in our fund balance accounts when compared to previous years and they are growing which provides a huge opportunity to shape TRL out into the future.

#### **d. Regular Board Meeting Schedule Locations**

**20-55 – KATHY VARNEY MADE A MOTION FOR THE OCTOBER, NOVEMBER, AND DECEMBER REGULAR BOARD MEETINGS TO BE HELD VIA ZOOM. NICOLETTE OLIVER SECONDED. MOTION APPROVED.**

#### **13. Committee Reports**

- a. Policy Committee Report – Hal Blanton  
Report and discussion begin at 1:33:41 of the recording.  
The Policy Committee met on September 1, 2020 via Zoom and highlights of the meeting are as follows:
  - The committee is not bringing forward any recommendations for a vote at this time
  - Trustee Hirschi comments that the committee decided not to make changes to the Building Policy at this time in response to the pandemic
  - Trustee Hirschi also recommends a thorough review of the Facility Policy by the full board and first reading to be discussed at the October Board meeting
- b. Facilities Committee Report – Kathy Varney



Report and discussion begin at 1:39:10 of the recording.

The Facility Committee met on September 18, 2020 via Zoom and highlights of the meeting are as follows:

- Trustee Varney shares that the Aberdeen library's remodel is nearly complete utilizing the Sherk funds and TRL utilizing approximately \$26K for design services
- Trustee Varney shares that the Facility Committee is recommending that Cheryl have the authority to execute an interlocal agreement to define the roles and responsibilities of TRL and the city of Aberdeen based on the annexation agreement

**20-56 – KATHY VARNEY MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN INTERLOCAL AGREEMENT WITH ABERDEEN TO CLEARLY DEFINE THE ROLES AND RESPONSIBILITIES. BRIAN ZYLSTRA SECONDED. MOTION APPROVED.**

- Raymond is mostly complete with the fireplace and chimney repairs to be completed by Thanksgiving
- Two food trucks to be ordered by the end of September for the alternative services at a cost of \$200K; the larger truck to be included in the 2021 budget expense at a cost of \$300K
- Waiting on impact statement for West Olympia which may help reduce the rent
- Custodial update – we will continue using contractors for janitorial services
- Card access/cameras – an update with cost benefit analysis next month
- Amanda Park is being reviewed to best serve this community
- A budget adjustment of \$203K will need to be made to the 2020 budget for expenses that were not spent and some that were not budgeted

**14. Future Agenda Items** – Trustee Hall and Zylstra recommend cancelling the October Budget Committee meeting; Budget Hearing October 28<sup>th</sup>

**15. Executive Session pursuant to RCW 42.30.110, or requested or needed – None.**

**16. Final Board Comments** - Trustee Hall comments on e-books and meeting the demand of our patrons. He states that there are so many popular authors with items coming out, he believes it to be unrealistic that we can meet even a partial amount of the demand. This will mean they will most likely have to wait for a title. Trustee Hall compares the demand for DVD's when we would get a new popular DVD, we were not trying to meet that immediate demand. Trustee Hall concludes that there is always a tradeoff between demand and money. Trustee Blanton mentions that there has been a recent change in the Packwood Friends leadership to a younger group with an interest in doing more things and he is excited about four new members stepping up. Trustee Oliver thanks the Board for its flexibility about committee assignments and allowing her to get acclimated, she expresses her excitement to be more hands on at the beginning of the New Year. Trustee Hall comments as the oldest member of the Board with fifty years as an educator, welcomes Trustee Oliver, now the youngest member of the Board and also an educator. Trustee Hirschi thanks Trustee Oliver for coming on board and thank the rest of the Board for a good meeting and she appreciates their enthusiasm for loving the library and wants to see Timberland flourish. Trustee Hirschi also thanks Cheryl, staff and Rose.

**17. Adjournment at 7:24 p.m.**