

**Timberland Regional Library**

Serving Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties

**BOARD OF TRUSTEES RETREAT MINUTES**

**Saturday, March 23, 2024**

**9:00 A.M.**

Administrative Service Center  
415 Tumwater Blvd. SW  
Tumwater, WA 98501

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

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


Hal Blanton, Lewis County  
Nicolette Oliver, *At-Large*, Thurston County  
Ken Sebby, Mason County  
Brian Mittge, Lewis County  
Dustin Loup, Grays Harbor County

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

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

**AGENDA**

1. **CALL TO ORDER** – President Mary Beth Harrington called the meeting to order at 9:00 a.m.
2. **Overview of the Day** – Cheryl Heywood
3. **Library Visit** - Tour West Olympia Library at the Capital Mall
4. Break 10:45 a.m. – 11:00 a.m.
5. **Morgan Damerow**, Washington State, Assistant Attorney General  
And working lunch
  - Public Records Act Review RCW 42.56
  - Open Public Meeting Act Review RCW 42.30**Discussion ends at 1:30 p.m.**
6. **Ryan Williams**, IT Administrator
  - Open Data on the Timberland Regional Library Website
  - How to use and interpret Open Data
7. Break 2:15 p.m. – 2:30 p.m.
8. **Travel Policy Discussion**
  - Additional review needed and sent back to the Policy Committee
  - Request to review the Travel Procedure with Policy at Policy Committee
9. **Commitment Letter Discussion** – no discussion
  - All board members provided with a copy to review and provide feedback via email
  - To be reviewed at the next Policy Committee
10. **Adjournment at 3:45 p.m.**

 4/24/2024

Cheryl Heywood, Executive Director

 4/24/2024

Mary Beth Harrington, President