

Timberland Regional Library

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

BOARD OF TRUSTEES RETREAT MINUTES

Saturday, September 21, 2024

9:00 a.m. – 2:42 p.m.

Raymond Timberland Library

507 Duryea St.

Raymond, WA 98577

Mary Beth Harrington, *President*, Thurston County

Toni Gwin, *President Elect*, Pacific County

Hal Blanton, *At-Large*, Lewis County

Ashley Brooks, *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, Brian Mittge, Ken Sebby, Hal Blanton, Ashley Brooks

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

AGENDA

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE - BOARD PRESIDENT at 9:02 a.m.**

2. **Overview of the Day** – Cheryl Heywood

3. **Discussion – 9:05 – 10:42 a.m.**

- Board of Trustees Operating Principles
- Next Steps – edit suggestions due by October 4, 2024

4. **Break - 10:42 a.m. 10:53 a.m.**

5. **Discussion - 10:53 a.m. – 11:46 a.m.**

- Public Comment Suggestions – changes to public comment will take effect January 2025. All public comment must include the following:
 - Name, anonymous comments will not be considered
 - Contact information(written)/Location (in-person)
 - Topic
- Three (3) minute time limit to speak
- No time limit on the public comment session
- Agenda items and general items will be allowed as public comment
- Written format public comment with links will not be accepted
- Next Steps – Disclaimer added to agenda under public comment and written process that will be posted on the website

6. **Working Lunch - 11:46 p.m. – 12:33 p.m.**

- Board of Trustees Exit Interview Form - To be revised, distributed to Board of Trustees
- Board Working Sessions – Board agreed to add two (2) working sessions to 2025 schedule of meetings. Future topic for both a working session and retreat would be: TRL in the next 5/10/20 years

7. **Discussion - 12:33 p.m. – 12:46 p.m.**

- Executive Director Evaluation – revised documents move to Policy Committee when complete
- Board of Trustees Bylaws – revised documents move to Policy Committee when complete
- Next Steps – revised documents move to Policy Committee when complete

8. Discussion - 12:46 p.m. – 1:27 p.m.

- Future Presentation suggestions and what committees
 - Library managers/multiple locations – Facilities Committee
 - Budget COLA and CBA – Budget Committee
 - IMMS – collection distribution – Facilities Committee

9. Break - 1:27 p.m. – 1:38 p.m.

10. Discussion - 1:38 p.m. – 2:42 p.m.

- Friends of the Library/Board – Roles
- Branch Manager/Locations
- Future Retreat Agenda Item Requests - next retreat:
 - Director presentations and Strategic Planning
 - Purpose of libraries
 - Staff less libraires
 - Naselle self-service review – May 2025

11. Adjournment – 2:42 p.m.