

Board of Trustees Meeting Minutes

Wednesday, March 26, 2025

5:30 p.m. via Zoom

Administrative Service Center

415 Tumwater Blvd SW

Tumwater, WA 98501

Toni Gwin, *President, Pacific County*

Brian Mittge, *President Elect, Lewis County*

Hal Blanton, *At-Large, Lewis County*

Mary Beth Harrington, *Thurston County*

Dustin Loup, *Grays Harbor County*

Vacant Position, *Mason County*

Vacant Position, *At-Large, Thurston County*

Present Board: Toni Gwin, Brian Mittge, Hal Blanton, Mary Beth Harrington, Dustin Loup

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

Remote Access: Zoom: <https://Trl-org.zoom.us/j/82997086092> • Meeting ID: 829 9708 6092 • Phone Access (253) 215-8782 • Approximate Attendance = 24

Timberland Regional Library (TRL) Business Meeting Minutes

1. CALL TO ORDER AND ROLL CALL – Toni Gwin called the meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE – Hal Blanton led the pledge.

3. CORRESPONDENCE – **at 3:50 of the recording** Cheryl shares an email from Darlene Adkins on March 6th regarding Brain Awareness Week 2025. Three emails from Greg Wirkkala on March 19th regarding the Naselle library water. An email from Jennifer Bunch on March 21st regarding a trespass. Two emails from Pat McLain on March 22nd and 26th regarding the Friends of Olympia Library.

4. PUBLIC COMMENTS – None.

5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – **at 5:05 of the recording**

25-008 – HAL BLANTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. DUSTIN LOUP SECONDED. MOTION APPROVED (Unanimous 5).

6. EXECUTIVE DIRECTOR HIGHLIGHTS – **at 7:01 of the recording** Cheryl highlights:

- Congratulations to Lisa B. on her upcoming retirement with 28+ years with TRL!
- The Olympia location is closed for two weeks for maintenance and upgrades. Cheryl thanks Brenda Lane and Andrea Heisel for their leadership, Stephenie R., Megan T., and the Olympia staff for their efforts on this project.
- Library Giving Day is April 1st, the e-newsletter offers new TRL merchandise.
- National Library Week is April 6th – 12th with Library's Workers Day on April 8th, with well over 100 responses, from patrons, to nominate their favorite library worker.
- For the seventh year in row TRL has received the AWC 2% premium discounts for 2026 on employee benefits. Cheryl thanks our Human Resources Department and employees for their concerted efforts.

Discussion of Executive Director Highlights – **at 9:54 of the recording** Trustee Mittge asks if AWC was the Associated Washington Cities. Cheryl affirms that AWC is for employee's health benefits. Mittge asks for clarification of the open hours for the Naselle location. Andrea clarifies that Naselle is staffed between 3-6 hours a week during programming. Mittge also shares his appreciation for the added patron comments about EAH in the Executive Director Report. Discussion amongst the Trustees ensues concerning EAH and patron safety. Trustee Harrington suggests anyone with concerns to review the TRL podcasts about EAH and another on safety in the branches.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – **At 20:10 of the recording** Cheryl highlights the month

ending February 28, 2025:

- **General Fund** - \$449,304.63 in property taxes were received; Timber revenue - \$70,670.22 were received; and \$489,045.28 in books and materials were purchased.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Payment of \$80,025.98 to Schwiesow Construction, Inc. was processed for construction-related costs at the Mountain View location. Payment of \$14,941.04 to Great Floors was processed for installation of vinyl flooring at the Tumwater location.

Discussion of Financial Highlights – at 21:10 of the recording Trustee Blanton asks when will TRL finalize payment on the Mountain View location. Brenda clarifies that we are complete with the exception of one additional item to the HVAC we needed at an approximate cost of \$3000, and there was no reserve to be met.

8. BOARD OF TRUSTEES RETREAT – at 22:28 of the recording March 15, 2025 / Toni Gwin

- A. Future Planning – Work Session May 10, 2025
- B. Land Acknowledgement Statement – Work Session May 10, 2025
- C. Collective Bargaining and Negotiations – Work Session May 10, 2025

Discussion of Board Retreat – at 23:13 of the recording Trustee Gwin thanks Andrea for the email sent to staff regarding customer service in the TRL locations. Trustee Mittge thanks Brenda for the facilities discussion, other topics, and the open agenda had a great flow. Trustee Loup appreciates the ability to dive deeper on the topics and see a Storytime at the location during a break. Trustee Blanton adds that there was good discussion and echoes Mittge and Loup’s sentiments. Cheryl shares that she enjoyed the framework which provided a lot of latitude to make connections on a variety of topics. Cheryl also thanks the Board for their commitment to meet an additional four times in the year for these deeper dive discussions.

9. FUTURE AGENDA ITEMS – None.

10. BOARD HOUSEKEEPING – at 27:17 of the recording Trustee Gwin reminds everyone for their support on April 1st as Library Giving Day and Library Worker’s Day April 8th. Gwin also reminds the Board to complete their IT training.

- A. 2024 Annual Report Presentation scheduling - TH/GH
Be sure to schedule your dates for the presentation of the 2024 Annual Report.

11. FINAL BOARD COMMENTS at 29:04 of the recording Trustee Loup stated this was a great meeting. Trustee Blanton stated it was a great retreat. Trustee Harrington shares that she is visiting as many libraries as she can this year. Harrington presented at the Louisiana Library Conference recently as they were celebrating the 100th year of this conference and many were excited to hear about TRL. Harrington also shares that she unfortunately missed the declaration of proclamation for National Library Week by the Thurston County Commissioners. Trustee Gwin applauds Andrea as Gwin has been visiting libraries and noticing the shelves getting fuller with the utilization of the IMMS software for recalibrating the TRL collection. Gwin also shared that she spoke with her local Kiwanis Club about libraries. Brenda Lane shares that the Montesano basement mold has been mitigated, spayed down, and cleaned, which was completed on the 17th. We are waiting for the room to dry so we can paint and ensure everything is sealed.

12. ADJOURNMENT at 6:05 p.m.