

**Board of Trustees Meeting Minutes**

**Wednesday, April 23, 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***

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**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 = 21

**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** – Mary Beth Harrington led the pledge.

**3. CORRESPONDENCE** – **at 4:44 of the recording** Cheryl shares an email from Anne on March 30<sup>th</sup> regarding library staff. An email from Phyllis Booth on April 15<sup>th</sup> regarding the Olympia Friends book sale room. An email from Jordan Vyonder on April 18<sup>th</sup> regarding patron conduct. An email from Susan Roberts on April 20<sup>th</sup> titled "Letter to you."

**4. PUBLIC COMMENTS** – Diantha Weilepp shared her thoughts regarding the South Bend Library.

**5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS** – **at 9:14 of the recording**

**25-009 – HAL BLANTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 5).**

**6. EXECUTIVE DIRECTOR HIGHLIGHTS** – **at 10:14 of the recording** Cheryl highlights:

- National Library Workers Day was April 8<sup>th</sup>, and we celebrated all library staff's efforts. Many TRL patrons provided statements of appreciation for library staff, this was shared with you in a digital zine created by a TRL staff member, Erin, titled "Timberlands Brightest Stars," a tribute to our stellar staff.
- Library Giving Day was April 1<sup>st</sup> in which TRL has been participating in since 2019. This year we received in both checks and through PayPal a little over \$3700 from 47 donors. We also sold over 300 items totaling a little over \$1900 from the Timberland online store. Many thanks to the Creative Services Team for all their work for both Library Giving Day and National Library Workers Day.
- Olympia experienced a two-week closure for maintenance and IT upgrades. Cleaning was performed inside and out. Thank you to the public service administrators, coordinators, facilities staff, and members of the city staff who participated in this effort.
- The Tumwater refresh is nearly complete with the grand opening scheduled for Saturday, June 28, 2025, at 11:00 a.m.
- TRL's new podcast, episode 15, featuring Sara Jones, Washington State Librarian, shares the impact to the cuts made to the Institute of Museum and Library Services (IMLS).
- Accomplishments for 2025, January to present:

- Large Public Service staff reorganization with the support of Human Resources, Finance, IT, and Creative Services staff, thank you all.
- Celebrated the opening of the Mountain View Timberland Library in early January.
- Implemented the Intelligent Materials Management Software (IMMS).
- Online card registration.
- Tumwater refresh.
- Olympia clean-up and upgrades.

**Discussion of Executive Director Highlights – at 14:51 the recording** Trustee Mittge asks about the Mason County voter registration and TRL's involvement. Cheryl shares that the libraries carry pamphlets on voter registration and on the candidates available to the public. Mittge shares he has viewed the podcast regarding IMLS and asks if there will be any cuts or impacts to TRL. Cheryl shares that it only affects state databases such as Gale. Cheryl elaborates that there are very few companies that have these databases and without funding from libraries this may impact on their ability to stay in business, leaving us without any databases current or past. Trustee Harrington adds this will affect all museums large and small in addition to libraries. Trustee Gwin confirms with Cheryl this year's Summer Library Program (SLP) logo.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 19:27 of the recording** Cheryl highlights the month ending March 31, 2025:

- **General Fund** - \$898,952.95 in property taxes was received; Timber revenue - \$123,529.67 was received; and \$356,968.90 in books and materials were purchased. Quarterly transfers totaling \$140,162.50 were made to the Technology Fund, Unemployment Fund, and Building Fund. Payment of \$11,104.00 to The Signpost was processed for purchase of automotive wrapping for Anywhere Library. Payments totaling \$120,664.62 to Trivan Truck Body, Inc. was processed for installation of Anywhere Library van extensions.
- **Technology Fund** – Received quarterly transfer of \$62,500.00 from the General Fund.
- **Unemployment Fund** – Received quarterly transfer of \$8,000.00 from the General Fund.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Received quarterly transfer \$69,662.50 from the General Fund.

**Discussion of Financial Highlights – at 21:00 of the recording** Trustee Blanton asks what are the van extensions. Andrea shares that it is for the final retrofitting of the Anywhere van shelving. Blanton asks to be reminded what professional services refer to. Paige shares professional services are things like exterminators or things that other groups provide for us as a service.

**8. COMMITTEE REPORT – at 23:57 of the recording**

Facilities Committee – April 15, 2025 – Loup/Gwin/Blanton

A. Toledo Agreement – requested renewal agreement for one year.

**25-010 – FACILITIES COMMITTEE MADE A MOTION TO APPROVE THE TOLEDO AGREEMENT AS PRESENTED. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 5).**

B. Library updates

- 1) Tumwater – Brenda reiterates what Cheryl shared about the maintenance, clean up, and upgrades as well as construction updates.
- 2) South Bend – Brenda shares no new news from South Bend other than the most recent report provided by the city. Cheryl adds that the mayor had some quotes come back to address the concerns from the report and the city found it to be much higher than expected. The mayor

also suggested that South Bend and Raymond combine branches in a new location was discussed by the South Bend and Raymond mayors that was also shared with the city council, residents and the Friends of the Library. The Friends are looking at scheduling an open public meeting concerning this.

- 3) Olympia – Brenda shares that some high levels of bacteria were addressed in the clean-up. A clutter reorganization was also tackled. Soon there will be replacement flooring and restroom restoration.
- B. Service Point Analysis (SPA) review – reviewed the framework and will review at the May 10<sup>th</sup> Board Work Session.
- C. Future Agenda Item Requests – None.

**Discussion of Facilities Committee** – at 31:37 of the recording Trustee Blanton asks about the status of our collection at South Bend and if we have moved forward with our insurance yet. Cheryl shares that we have not, but we do know the value that we will report to the insurance company. We are waiting for the city to determine what and how they will tackle this as it is their building. We will inform the Board when a plan is formulated, and we begin to execute the plan.

9. **FUTURE AGENDA ITEMS** – at 35:19 of the recording Trustee Loup requests a deeper discussion regarding IMLS cuts at a retreat or work session, potentially the May 10<sup>th</sup> date.
10. **BOARD HOUSEKEEPING** – at 37:06 of the recording Trustee Gwin reminds the Board of the upcoming Board Work Session at the Elma Timberland Library on May 10<sup>th</sup>.
11. **FINAL BOARD COMMENTS at 37:23 of the recording** Trustee Harrington states kudos for National Library Workers Day. Harrington enjoyed the online options to purchase. Harrington adds a big thank you to her fellow Trustees as it is National Volunteer Week and all the Trustees are volunteers, thank you for your service. Trustee Mittge, considering National Volunteers Week provided a shout out to the Toledo volunteers. Trustee Loup comments on the cuts we are seeing and the importance of community libraries that some are facing critical loss of federal funding. Loup adds that while the impacts are not necessarily felt by TRL, it is not a distant or irrelevant threat to us and we may feel an indirect impact. Loup shares that we need to double down on our Vision, Mission, and Values to connect our diverse communities to ideas and each other. Trustee Gwin shares an experience recently at a local branch and receiving a handout with all of the mobile apps that are connected to our libraries. Gwin also shares her recent presentation of the TRL Annual Report to the Pacific County Commissioners with Trustee Harrington and Michelle in attendance. Andrea thanks Dustin for his realization of the value that libraries have and his verbal support and also suggests others share their verbal support when possible.
12. **EXECUTIVE SESSION - *pursuant to RCW 42.30.110 (c)* at 47:20 of the recording**
  - A. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of a decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public; (c)  
At 6:19 p.m. the Board of Trustees, Cheryl Heywood, and Brenda Lane go into the Executive Session for a stated 20 minutes.  
At 6:38 p.m. the Board of Trustees, Cheryl Heywood, and Brenda Lane return from Executive Session.
13. **ADJOURNMENT at 6:38 p.m.**