

Board of Trustees Meeting Minutes

Wednesday, May 28, 2025

5:30 p.m.

Mountain View Timberland Regional Library

10111 US Highway 12

Randle, WA 98377

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: None

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 – Dustin Loup led the pledge.

3. CORRESPONDENCE – at 6:49 of the recording Cheryl shares an email from Stefanie Randolph on May 19, 2025, regarding the Thurston County At-Large vacancy. An email from Pat Welle on May 27, 2025, regarding Naselle and Ocean Park.

4. PUBLIC COMMENTS – at 7:31 of the recording Muriel Wheatley shares her experience working with Judi Brummett and states she has been a valuable mentor.

5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – at 10:16 of the recording

25-011 – BRIAN MITTGE MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 5).

6. EXECUTIVE DIRECTOR HIGHLIGHTS – at 11:12 of the recording:

- Judi Brummett – Welcomes the Board to the Mountain View Timberland Library and shares her appreciation of the proximity to the schools as there have been many children participating in teen time, class fieldtrips, and after school. Brummett shares a potential of adding a story trail throughout the community and ending at the library. Jesse Lloyd participates once a month to help veterans gain access to services. US Representative staff utilize the meeting room. Brummett thanks Trustees Mittge and Blanton for their State of the Library presentation to the county commissioners. Brummett also thanks Brenda Lane for her efforts with the building of Mountain View and helping Brummett become a better public speaker.

Discussion of Brummett's presentation – at 15:41 of the recording Trustee Blanton thanks Judi and Muriel for being present at the commissioners meeting and their expertise on standby. Blanton asks about how the teen participation has changed over the years. Judi shares that the crowd has changed since pre-pandemic but increasing in numbers and activities desired.

Cheryl Highlights at 23:16 of the recording:

- Janet McArthur, Olympia library assistant, last celebrated 50 years with TRL and this year she is retiring, close to 51 years of service. Cheryl thanks her for her service.
- Summer Library Program (SLP) begins June 1 - August 31, 2025, and is for all ages. Cheryl thanks the staff involved for coordinating all the programs, Megan T., Kristin H., and Anna Lisa R.
- Tumwater refresh is nearing the grand opening and on target for June 28, 2025. Anna Lisa R. will be coordinating all of the media and invitations to the grand opening.

- The Tribal Report in your Board packet was created for the i-school at the University of Washington. They were given a grant to interview two libraries in the state, which TRL was a part of these interviews. The report is a snapshot in time with TRL's work with Tribal Nations.
- Cheryl thanks Mary and Scott Chapman for a donation of \$1000 to the General Gift Fund. We received \$2000 anonymously for the Lacey Gift Fund. We also received \$3000 from Carol Burton for the Olympia Gift Fund.

Discussion of Executive Director Highlights – at 26:44 the recording Trustee Gwin asks Cheryl about a recent military event she attended. Cheryl clarifies that she was on a panel at a military event for military families regarding a child and youth symposium to talk about services in the south sound region. Cheryl shares that she discussed all what TRL does and given talking points from Pierce County Libraries and what they can do for military families for support. Trustee Loup asks about any impact updates from the IMLS loss of federal funding. Cheryl shares that the most direct impact would be the funding for the state's consortium of data bases that TRL partakes in their use. Andrea has been reviewing their use through TRL, and it seems minimal, however collections is still reviewing. Cheryl shares that e-rate would be the large cost if we were to pay it on our own, currently the FCC reimburses TRL 70% of the costs. Loup informs that he is aware that the e-rate is currently in the court system and the advocacy groups are optimistic that funding may stay in place.

7. FINANCIAL STATEMENTS & HIGHLIGHTS – At 33:00 of the recording Cheryl highlights the month ending April 30, 2025:

- **General Fund** - \$6,852,624.79 in property taxes was received; Timber revenue - \$120,314.39 was received; and \$279,232.27 in books and materials were purchased. Payments totaling \$32,775.50 to Geiger was processed for the purchase of Summer Library Program shirts and totes. Payment of \$13,649.17 to Foote Prints, Inc. was processed for the purchase of Summer Library Program activity logs. Payment of \$13,082.15 to Creative Office Furniture was processed for the purchase of seating for the Centralia location.
- **Technology Fund** – Payment of \$114,146.61 to MK Solutions, Inc. was processed for the purchase of new self-checkout stations for the district.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Payment of \$16,339.25 to Schwiesow Construction, Inc. was processed for closeout related costs for the Mountain View location. Payment of \$12,580 to Universal Exports, LLC was processed for the purchase of seating pods and laminate tables for the Tumwater location.

Discussion of Financial Highlights – at 35:24 of the recording Trustee Blanton asks about the ending fund balance and if it is where it needs to be. Paige Preston, Finance Administrator, clarifies that the beginning fund balance is currently trending where it should be. Paige shares that it is the beginning fund balance that we need to spend down on all the revamps to the libraries. The money left in the beginning fund balance when it received that flux of cash in 2019 of 5.1 million. Cheryl shares that also the expanded access hours (EAH) project is not complete yet. We as administration, have been looking at potentially a new company for EAH for future locations that could be North Mason, or Montesano, however we need to budget the costs, hopefully in next years budget. And we are still looking at the potential for the AMH machines that could be put in Aberdeen, and Tumwater like the smaller ones in Olympia and Lacey. We still have projects that we

are working on that the monies are still in the building fund to bring down the fund but more so to infuse this into the communities.

8. COMMITTEE REPORT – at 42:10 of the recording

A. Board Working Session – May 10, 2025 – Toni Gwin

Trustee shared that Susan F. presented to the Board at the work session regarding de-escalating situations in the libraries. The TRL Land Acknowledgement was also discussed for revision.

- 1) TRL Land Acknowledgement revision approval - #2 reads: We respectfully acknowledge and honor the people, past, present, and future on whose ancestral lands we live, learn and work.

25-012 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE REVISED LAND ACKNOWLEDGEMENT AS DISCUSSED FOR #2. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 5).

9. NEW BUSINESS – United for Libraries – at 46:07 of the recording Mary Beth Harrington shares with the Board that she was asked to present at an online conference, that if the Board wishes to participate they can work with Rose.

10. FUTURE AGENDA ITEMS – None.

11. BOARD HOUSEKEEPING – at 48:56 of the recording Trustee Gwin reminds the Board of the Facilities Committee is on June 10th, and the Trustee open hours with Cheryl has moved to 2:00 p.m. on Friday June 30th. The next Board meeting in June will be on Zoom, July will be in Ocean Park, pre-refresh.

12. FINAL BOARD COMMENTS at 51:24 of the recording Trustee Blanton shares that he is thankful for the beautiful area and Mountain View. Blanton shares that upkeep on TRL buildings and that TRL is good stewards of public funds to help the buildings that we do not own with Brenda's help. Blanton expresses that over the years, libraries and library services have changed. Trustee Loup shares that on his drive to the meeting, passing seven TRL libraries, his thought was how lucky we are to have them and the value they bring to their communities. Trustee Mittge shared his acknowledgment of the special bond that Judi and Muriel have, helping each other and the sharing of information. Trustee Gwin encourages everyone to sign up for the summer reading program. Gwin shared a book gifted to her that was especially clever bought at a book auction. Cheryl shares that Chris C. and Anna Lisa R. are working on sharing our story with the regional managers promoting the local flavor and communicating that specific Library of Things are available at specific locations through a newsletter. Cheryl also mentions that all locations have the Discovery passes and the birding back packs. Cheryl thanks the Board for their patience through the first quarter of the year as we began working on the new strategic direction as well as a full re-organization of staff.

13. ADJOURNMENT at 6:36 p.m.