

**Board of Trustees Meeting Minutes**  
**Wednesday, July 23, 2025**  
**5:30 p.m.**

Ocean Park Timberland Library  
1308 256<sup>th</sup> Place  
Ocean Park, WA 98640

**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

**Absent Board:** Dustin Loup

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

**Remote Access:** No remote forum • Approximate Attendance = 15

**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** – Brian Mittge led the pledge
- 3. CORRESPONDENCE** – **at 4:29 of the recording** Cheryl shares two emails from Giselle Silva on July 18, 2025 regarding the Tumwater Timberland Library refresh.
- 4. PUBLIC COMMENTS** – **at 4:55 of the recording** Barbara Bate of Ocean Park shares concern regarding the availability of books during the upcoming refresh. Bate stresses communication is essential when considering a refresh. Linda Dul of Ocean Park asks about the temporary location during the refresh as well as how long the refresh will take place. Rose provides the temporary address for the Ocean Park Timberland Library location while the refresh is happening. Linda also shares her concern about the federal budget cuts and how does that affect TRL. Ann Gaddy of Ocean Park shares her appreciation of staff and the library. Marion Oman of Long Beach shared her concerns about the Ilwaco Timberland Library. Judy Eron of Ocean Park shares her love of the Ocean Park Timberland Library and the song she wrote for TRL and staff.

**5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS** – **at 19:57 of the recording**

**25-020 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 4).**

**6. EXECUTIVE DIRECTOR HIGHLIGHTS** – **at 2:48 of the recording** Cheryl introduces:

Michelle Zilli, Regional Manager, Pacific County shares information about the Ocean Park Timberland Library. Zilli is pleased to offer a temporary library space at Forgotten Treasures, during the refresh. Zilli shares some Ocean Park statistics, from January to June 2025, 281 programs and events were provided to the community with a total of 7,000 patron interactions.

**Cheryl Highlights at 24:29 of the recording:**

- Pacific County staff are doing phenomenal work in the communities
- Congratulations to Mike Monroe celebrating 40 years of service and Susan Faubion celebrating 20 years of service with TRL
- Cheryl thanks the Trustees who attended the Tumwater grand re-opening
- Universal Service Fund, which reimburses 70% of TRL's e-rate will continue on the federal level for funding of internet service and telecommunications; 93% of TRL revenue is from local property taxes and some timber sales

The Institute of Museums and Library Services funding was cut at the federal level which had an impact on the state library system

Cheryl shares information on how TRL budgets and reiterates that the TRL budget is stable

- Cheryl shares that she will be a new member of the Sound Legal Aid Board of Directors, the first non-attorney to be represented; TRL is partnering with them for lawyers in the library program
- The Olympia Gift Fund received an anonymous donation of \$1,500

**Discussion of Executive Director Highlights – at 34:54 of the recording** Trustee Gwin asks who is “Nina” on the bench in front of the Ocean Park Timberland Library. An audience member comments that Nina Stone was a community member, volunteer, and loved the library. The bench was donated in her memory when she passed away.

**7. NEW BUSINESS at 38:08 of the recording**

- A. Lewis County Hazard Mitigation Plan – Cheryl shares that TRL was asked to participate for the first time in this type of planning. FEMA has approved of the document in draft. TRL is agreeing to be a heating and cooling station. Trustee Harrington states that this is something we are already doing in our counties and this codifies it in Lewis County.

**25-021 – MARY BETH HARRINGTON MADE A MOTION TO ADOPT THE LEWIS COUNTY HAZARD MITIGATION PLAN. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 4).**

**8. OLD BUSINESS at 43:09 of the recording**

- A. Board Working Session September 13, 2025 - the Board discuss changing the date of the meeting to October 4, 2025. Trustee Mittge would like to discuss video games at the work session as an agenda item.

**9. FINANCIAL STATEMENTS & HIGHLIGHTS – at 48:39 of the recording** Cheryl highlights the month ending June 30, 2025:

- **General Fund** - \$974,569.33 in property taxes were received; Timber revenue - \$453,970.08 were received; and \$484,502.49 in books and materials were purchased. Quarterly transfers totaling \$142,162.50 were made to the Technology Fund, Unemployment Fund, and Business Fund. Payment of \$129,330.82 to GCSIT Solutions were processed for the purchase of 95 Dell laptops. Payments totaling \$78,506.57 to Mullinax Ford of Olympia were processed for the purchase of two Ford Escape SUVs.
- **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 of \$69,662.50 from the General Fund. Payments totaling \$184,026.24 to Great Floors Commercial Sales were processed for purchase and installation of new flooring and countertops for the Tumwater location.

**Discussion of Financial Highlights – at 50:15 of the recording** Trustee Blanton asks about the purchase of new laptops and Cheryl confirms these are replacement laptops for staff. Blanton also asks about the purchase of the new vehicles. Cheryl adds the TRL vehicles are on a schedule and Brenda Lane adds that she budgets each year for two new vehicles. Blanton asks about timber and DNR, if the revenues expected will come in. Cheryl expresses that her contacts share that it is looking better than they originally thought. Cheryl assures the Board we have a plan if the timber sales cease, there are currently stopped sales with some of these cases still in court.

**10. FUTURE AGENDA ITEMS – None**

- 11. BOARD HOUSEKEEPING – at 53:23 of the recording** Trustee Harrington mentions a new quarterly cyber training is available for the Trustees.
- 12. FINAL BOARD COMMENTS at 54:05 of the recording** Trustee Blanton expresses to the audience his appreciation for attending the meeting. Trustee Mittge shares that he is excited to hear the song that was written by an audience member. Trustee Harrington shares that next week is the American Libraries Association United for Libraries Trustees Day in which Harrington is presenting at the virtual event and still has one free entry if any other Trustee is interested. Harrington enjoyed the Tumwater grand opening and shared that a large audience attended. Trustee Gwin reminisces about a time in the Ocean Park Library when an animal program produced an amusing story.
- 13. EXECUTIVE SESSION EXECUTIVE SESSION pursuant to RCW 42.30.110 (g) at 100:19 of the recording**
  - A. (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;  
At 6:32 p.m. the Board of Trustees requests 20 minutes with Cheryl Heywood and Brenda Lane.  
At 6:52 p.m. the Board of Trustees and Cheryl Heywood return from Executive Session.
- 14. ADJOURNMENT at 6:52 p.m.**