

Board of Trustees Meeting Minutes
Wednesday, August 27, 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 = 17

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 4:15 of the recording** Cheryl shares an email from a Tamarah Morgan on July 23rd regarding janitorial services at the Olympia location. Barbara Sarhan on August 17th regarding the Tumwater refresh.
- 4. PUBLIC COMMENTS** – **at 4:35 of the recording** Jann Hoppler, Friends of the Olympia Library, sharing what the organization is up to.
- 5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS** – **at 9:27 of the recording**

25-022 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 5).

- 6. EXECUTIVE DIRECTOR HIGHLIGHTS** – **at 10:21 of the recording** Cheryl shares
 - Congratulations to Frank Flores on celebrating 20 years of service
 - Congratulations to Eva Shaw, our winner of our Level Up at the library teen video contest
 - Staff Fest for all staff September 12th and the first time all staff will be together since 2019
A big thank you to Holly Paxson, Employee Experience Advisor, for coordinating the Staff Fest along with Kitty, Diane, James, Kristie, and Sirena
 - Currently working on the MOU with the City of South Bend and TRL
 - We have received a \$2,000 donation to the Olympia Gift Fund from an anonymous donor; we also received \$1,000 for the general gift fund from Tommy and Mark Redwine

Discussion of Executive Director Highlights – **at 12:53 the recording** Trustee Mittge asks where the Staff Fest is being hosted at and Cheryl share that it will be at the Great Wolf Lodge.

- 7. FINANCIAL STATEMENTS & HIGHLIGHTS** – **at 13:25 of the recording** Cheryl highlights the month ending July 31, 2025:
 - **General Fund** - \$141,598.42 in property taxes were received; Timber revenue - \$41,707.35 were received; and \$280,434.72 in books and materials were purchased. Payment of \$10,000.00 to Eleanor Peterson was processed for districtwide Summer Library Program classes. Payment of \$11,468.20 to Correct Equipment, Inc. was processed for replacement of septic pump at the North Mason location. Payment of \$18,000.00 to Dallas Akins was processed for districtwide Summer Library Program performances.

- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Payment of \$17,077.45 to ULINE was processed for workstations and furnishings at the Tumwater location. Payment of \$26,936.39 to Rognlin's, Inc. was processed for sidewalk repairs at the Ocean Park location.

Discussion of Financial Highlights – at 14:54 of the recording Trustee Mittge asks about the septic pump purchase for North Mason to confirm they not on a sewer system by a sewer district.

8. COMMITTEE REPORTS at 15:37 of the recording

1) Policy Committee – Mittge/Loup/Vacant position

A. Anti-Discrimination and Harassment Policy – continued revisions and will be brought back to the Policy Committee

B. Expanded Access Hours Policy – no changes, some discussion ensued.

25-023– THE POLICY COMMITTEE CAME WITH A MOTION TO APPROVE THE EXPANDED ACCESS HOURS POLICY AS PRESENTED. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 5).

C. Internet Use Policy – no changes

25-024 – THE POLICY COMMITTEE CAME WITH A MOTION TO APPROVE THE INTERNET USE POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 5).

D. Tobacco and Smoke Free Workplace Policy

25-025 – THE POLICY COMMITTEE CAME WITH A MOTION TO APPROVE THE TOBACCO AND SMOKE FREE WORKPLACE POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 5).

E. Drug and Alcohol-Free Workplace Policy

25-026 – THE POLICY COMMITTEE CAME WITH A MOTION TO APPROVE THE DRUG AND ALCOHOL-FREE WORKPLACE POLICY AS PRESENTED. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 5).

F. Chemical Hazard Communication Policy

25-027 – THE POLICY COMMITTEE CAME WITH A MOTION TO APPROVE THE CHEMICAL HAZARD COMMUNICATION POLICY AS PRESENTED. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 5).

2) Future Agenda Item Requests – None.

9. OLD BUSINESS at 28:55 of the recording

A. Board Working Session October 4, 2025 – discussion ensued and a new date of October 11, 2025 tentatively

10. FUTURE AGENDA ITEMS – None

11. BOARD HOUSEKEEPING – at 31:52 of the recording Trustee Gwin mentions a new quarterly active shooter training is available for the Trustees and confirms that Trustee Mittge completed his cyber training.

12. FINAL BOARD COMMENTS at 34:38 of the recording Trustee Gwin shares about her recent visit at an Anywhere stop in Ocean Park senior center.

13. ADJOURNMENT at 6:06 p.m.