## **Timberland Regional Library**

Serving Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties

Board of Trustees Retreat Minutes Saturday, October 11, 2025 10:00 a.m. 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

## **Timberland Regional Library (TRL) Retreat Meeting Minutes**

- 1. Call to Order and Pledge of Allegiance Toni Gwin called the meeting to order at 10:00 a.m.
- 2. Overview of the Day 10:02 a.m. 10:35 a.m.
  - Draft Memorandum of Understanding with South Bend, discussion with Christi Jacobsen, Attorney with Hillis Clark Martin & Peterson P.S. via Zoom.
- 3. Service Point Analysis (SPA) and Future Planning 10:37 a.m. 11:00 a.m.
  - Brenda Lane shares the reasons the SPA was created, to provide parameters for the Board of Trustees to decide if a new library was needed in an area utilizing multiple statistics and data.
  - The SPA evolved to also determine if any changes in services were needed in any given area.
  - Long term planning and building maintenance was discussed. Potential policy creation for building maintenance was also discussed.
- **4.** Break 11:05 a.m. 11:20 a.m.
  - Cheryl shares at the end of the break that she is honored to receive the statewide recognition
    of Workforce Development Trail Blazer Award from the Washington Workforce Association on
    November 5, 2025.
- 5. Service Point Analysis (SPA) and Future Planning continues 11:26 a.m. 12:07 p.m.
  - TRL needs a Capitol Facilities Plan to provide guidelines for patrons, staff, and the Board of Trustees for clear transparency concerning TRL libraries.
  - The Plan would include a variety of information on TRL and city owned buildings, ex: building history and remodels, among other items. The SPA would be just one small part of the Plan.
  - The Plan would cover funding sources for operations, communications, a potential grading system for health and safety of the buildings, and parameters for evaluating the libraries.
  - Most long-standing organizations have a Capitol Facilities Plan, TRL in the past has had many years of plans for future forecasting 1, 3, 5, or 10 years of library services to provide guidance through the years.
- **6.** Lunch and Open Discussion of Ideas 12:07 p.m. 12:30 p.m.
- 7. Tumwater Timberland Library Visit- 12:30 p.m. 1:20 p.m.
- 8. Collective Bargaining & Negotiation Updates 1:20 p.m. 2:00 p.m.
  - Brenda provides an update of negotiations and the collective bargaining agreement.
- **9.** Break 2:00 p.m. 2:13 p.m.
- **10.** Video Games in the Library 2:13 p.m. 3:22 p.m.
  - The TRL blog on video games in libraries, by Chris Chrzan, was shared prior to the meeting.

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- Trustee Mittge and Blanton shared their concerns about video games and addiction.
- Andrea suggested bringing the topic back to the next Board retreat with potential guidelines on use in the libraries.
- **11.** Wrap-up, Updates, and Open Dialogue 3:22 p.m. 3:37 p.m.
- 12. Adjournment at 3:37 p.m.