

**Board of Trustees Meeting Minutes**

**Wednesday, October 22, 2025**

**5:30 p.m.**

Shelton Timberland Library

710 W Alder Steet

Shelton, WA 98584

**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

**Absent Board:** Mary Beth Harrington, Dustin Loup

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

**Remote Access:** No remote access • Approximate Attendance = 12

**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** – Chris Chrzan, Public Information Officer, led the pledge

**3. CORRESPONDENCE** – None

**4. PUBLIC COMMENTS** – at 6:36 of the recording, Darius Delaney of Shelton shares that the week is National Friends of the Library week and the highlights of the Shelton Friends of the Library.

**5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS** – at 9:41 of the recording

**25-029 – TONI GWIN MADE A MOTION TO AMEND THE AGENDA TO EXCLUDE THE EXECUTIVE SESSION UNTIL ALL BOARD MEMBERS ARE PRESENT AT THE NOVEMBER BOARD MEETING 2025. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 3).**

**25-030 – HAL BLANTON MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 3).**

**6. EXECUTIVE DIRECTOR HIGHLIGHTS** – at 12:13 of the recording

A. Annie Bowers, Regional Manager, Mason County – Annie highlighted the three Mason County branches and the Anywhere Library stops. Some of the highlights included Annie mentioning the 1056 events the libraries in Mason County hosted that were attended by 11, 917 people. Bowers also shared some patron feedback. Cheryl added additional happenings in Mason County including the potential of North Mason becoming our next EAH building, which TRL owns.

**At 22:05 of the recording**, Cheryl shares the Executive Director Highlights:

- TRL e-newsletter this month, October, had a highlight that this month is Friends of the Library week, recognizing all the contributions of the local Friends groups in the counties, the e-newsletter goes out to more than 84k patrons.
- Supervisory Leadership Teams have begun to meet in person for training.
- Second year in a row, staff has had a table at the “try a trade” event at the Satsop Business Park, where 33 school districts, 1400 students, and 3 tribes attended the event.
- An anonymous donation was received in the amount of \$3000.00 for the Olympia Library Gift Fund.

**Discussion of Executive Director Highlights** – at 24:59 the recording Trustee Mittge asks what was offered by TRL at the Satsop Business event. Cheryl shares that our staff offered TRL resources like SAT prep tests and signed up anyone who wanted or needed a library card. Andrea Heisel added

that TRL also offered a STEM activity which is pictured in the Executive Director Report. Trustee Blanton asks, with the closing of our vendor Baker and Taylor, how that will affect TRL? Andrea shares that other vendors are currently coming into the library market as Baker and Taylor was showing a decline and TRL was adjusting all along, however, there is a longer wait for newer titles and staff is having to do a little more hands on to process the newer items and get them out to branches. Trustee Blanton asks about the supervisor training and Cheryl explains that this is a high priority focus to work with staff in all types of training. Additional training will be required in 2026 in addition to the regular training. Andrea shares that TRL wants to invest in staff and have them be successful.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – at 32:49 of the recording** Cheryl highlights the month ending September 30, 2025:

- **General Fund** - \$250,293.93 in property taxes was received; Timber revenue - \$171,888.29 was received; and \$339,855.77 in books and materials was purchased. Quarterly transfer of \$140,162.50 was made to the Technology Fund, Unemployment Fund, and the Business Fund; payment of \$12,670.04 to Sunset Air, Inc. was processed for HVAC repairs at the West Olympia location
- **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** – Payment of \$16,647.47 to Great Wolf Lodge was processed for the 2025 Staff-Fest space rental
- **Building Fund** – Received quarterly transfer of \$69,662.50 from the General Fund; payment of \$155,647.75 to Travers Electric Inc. was processed for electrical work performed at the Tumwater location; payment of \$14,926.30 to Lindberg Electrical LLC was processed for electrical work performed at the Ocean Park location

**Discussion of Financial Highlights – at 34:31 of the recording** Trustee Blanton asks if anyone knows how much TRL's free printing costs. Cheryl states that last year TRL gave away 3.1 million pieces of paper, which is noted in the annual report. Blanton also asks what percentage of the TRL budget comes from timber revenue today, from 20 to 30 years ago. Trustee Gwin notes that this information was provided to the trustees earlier this year. Cheryl adds that it has always been less than 10% of the overall budget, most likely 6-8%, even from the beginning. Cheryl mentions in an email that she received notification that all Carnegie Libraries were going to receive \$10,000 from the Carnegie Corporation of New York. Trustee Blanton asks how many Carnegie libraries are in our district and Cheryl replies that there are four libraries, South Bend, Raymond, Centralia, and Hoquiam.

**8. BOARD OF TRUSTEES RETREAT – October 11 – Gwin/Loup at 42:09 of the recording**

- A. Memorandum of Understanding Draft for South Bend – Trustee Gwin explains that a lot of time has been spent to get the MOU draft ready for signatures.

**25-031 – HAL BLANTON MOTIONS TO APPROVE THE SIGNING OF THE MEMORANDUM OF UNDERSTANDING (MOU) BY THE BOARD OF TRUSTEES PRESIDENT, TRL EXECUTIVE DIRECTOR AND THE CITY OF SOUTH BEND. BRIAN MITTGE SECONDED (Unanimous 3).**

- B. Service Point Analysis (SPA) and Future Planning – Trustee Gwin explains the need to know the history of facilities, both present and past in an easy-to-read document to share out. Trustee Mittge explains that we need to know the facilities' maintenance and status for future planning.

Brenda Lane adds that the purpose of creating a capital facilities plan is for planning and investing in our infrastructure, facilities, and equipment. It helps to identify and prioritize capital projects, building upgrades, infrastructure issue projects. It provides timelines, potential funding sources, and establishes a schedule that confirms where we are going. It is also a communication plan with transparency to the public and supports community engagement. Other items would include statistics, usage, population indicators, and ongoing maintenance of facilities.

**25-032 – BRIAN MITTGE MOTIONS TO APPROVE THE FACILITIES COMMITTEE AND STAFF TO DRAFT A CAPITOL FACILITIES PLAN FOR THE TIMBERLAND REGIONAL LIBRARY. HAL BLANTON SECONDED (Unanimous 3).**

- C. Tumwater Timberland Library Tour
- D. Collective Bargaining & Negotiation updates
- E. Video Games in Libraries – further discussions at next retreat
- F. Wrap up, updates & open dialogue

**9. FUTURE AGENDA ITEMS – None**

**10. BOARD HOUSEKEEPING – at 59:29 of the recording** Trustee Gwin shares the upcoming Budget Hearing, Board meeting before Thanksgiving, and additional training.

**11. FINAL BOARD COMMENTS – at 100:57 of the recording** Trustee Blanton thanks the audience for attending the meeting and expresses that TRL is a great organization with good staff. Trustee Mittge also thanks the audience and wishes the Friends a happy Friends of the Library week. Trustee Gwin shares a recent read that showcases how important the Friends of the Library are and an article about Andrew Carnegie and his work establishing libraries. Gwin mentions there is also an article regarding a Texas library with no books, no walls, and what it is doing in the nation and the world.

**12. ADJOURNMENT at 6:35 p.m.**