

**Board of Trustees Meeting Minutes**

**Wednesday, December 17, 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**

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**Present Board:** Brian Mittge, Hal Blanton, Mary Beth Harrington, Dustin Loup

**Absent Board:** Toni Gwin

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

**Remote Access:** None • Approximate Attendance = 12

**Timberland Regional Library (TRL) Business Meeting Minutes**

**1. CALL TO ORDER AND ROLL CALL** – Biran Mittge called the meeting to order at 5:30 p.m.

**2. PLEDGE OF ALLEGIANCE** – Dustin Loup led the pledge

**3. CORRESPONDENCE** – at 2:41 of the recording Cheryl shares an email dated November 11 and 24, with a follow up on December 11, 2025, from scarhead930 regarding Cheryl Heywood and the Collective Bargaining Agreement (CBA). On December 11 and 17, 2025 an email from Michelle Zenner regarding a grievance procedure. On December 17, 2025, an email from Meghan Hall regarding the 2026-2028 CBA.

**4. PUBLIC COMMENTS** – None

**5. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS** – at 3:40 of the recording

**25-035 – HAL BLANTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA REMOVING ITEMS 9C AND ALL OF ITEM 10 RESOLUTIONS. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 4).**

**6. EXECUTIVE DIRECTOR HIGHLIGHTS** – at 4:41 of the recording Cheryl shares:

- Video footage of the year in review 2025; Video of the Washington Workforce Association Chair Award Recipient, Cheryl Heywood; thank you to Ben and Anna Lisa as coaches with this project and it was shared out widely
- Congratulations to Scott McMillan celebrating 20 years with TRL and John Keplinger celebrated 50 years with TRL!
- Additional highlights of 2025:
  - Created and launched a supervisor training program as well as introducing Radical Candor training to all staff; reintroduced All Staff Day to reconnect and recharge; hired 31 new staff members and promoted 30 members; Public Services staff reorganization, thank you to all involved; negotiated with the Union a new 2026-2028 agreement
  - Grand opening of the new Mountain View Timberland Library; implementation of Intelligent Materials Management Software (IMMS); new online card registration; a new digital service named Comics Plus; new performers for the Summer Library Program; new podcasts; library refreshes
  - A Board retreat and a Working Session as well as monthly drop-ins with Trustees and leadership; thank you Hal Blanton for his 13 years of service on the Board of Trustees

- Anonymous donation of \$1000 to the Olympia gift fund

**Discussion of Executive Director Highlights – at 16:47 the recording** Trustee Blanton asks about adjusting the budget process from the ED report and Paige shares that the branches are operating with regional leadership and adjustments to all positions and departments are reflecting the staffing in the branch in the budget documents. Blanton also asks about the mention of overhauling the public works bidding process. Paige shares that Helena, Finance Coordinator, has taken that program, redeveloped it and all the documentation requirements are codified for clear transparency.

**7. FINANCIAL STATEMENTS & HIGHLIGHTS – at 20:56 of the recording** Cheryl highlights the month ending November 30, 2025:

- **General Fund** - \$4,063,199.55 in property taxes was received; Timber revenue - \$78,323.12 was received; and \$373,825.59 in books and materials was purchased.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Had minimal activity.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Payment of \$14,022.95 to ULINE was processed for tables, desks, and filing cabinets at the Ocean Park location; payment of \$29,635.98 to Sunset Air, Inc. was processed for high efficiency heat pump installation at the Ocean Park location; payments totaling \$51,338.39 to Lindberg Electrical LLC were processed for new lighting and electrical outlet installation at the Ocean Park location; payments totaling \$97,165.22 to Great Floors were processed for custom countertop and flooring installation at the Ocean Park location

**8. OLD BUSINESS at 22:39 of the recording**

- A. Unemployment Fund

**25-036 – MARY BETH HARRINGTON MADE A MOTION TO DECREASE FUNDING OF THE TECHNOLOGY FUND FROM \$250K TO \$125K AND INCREASE FUNDING TO THE UNEMPLOYMENT FUND FROM \$32K TO \$150K FROM THE GENERAL FUND. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 4).**

**9. NEW BUSINESS at 23:45 of the recording**

- A. 2026 President/President Elect

**25-037 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE BRIAN MITTGE AS THE 2026 PRESIDENT AND DUSTIN LOUP AS THE 2026 PRESIDENT ELECT. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 4).**

- B. 2026 Board Meeting and Committee Calendar

**25-038 – HAL BLANTON MADE A MOTION TO APPROVE THE 2026 BOARD MEETING AND COMMITTEE CALENDAR CHANGING THE MAY MEETING LOCATION FROM OCEAN PARK TO AMANDA PARK. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 4).**

- C. 2026-2028 Collective Bargaining Agreement Base Unit Approval and the 2026-2028 Collective Bargaining Agreement Supervisory Unit Approval – Brenda Lane shares that this has been an amazing bargaining session. The collaboration and thoughtfulness to ensure that TRL is a fantastic place to work. The agreement has been voted on and approved by the employees. Lane thanks the staff representatives, Mike, Carrie, and Beth, for all that they do for our employees.

**25-039 – DUSTIN LOUP MADE A MOTION TO APPROVE THE 2026-2028 BASE UNIT (LOCAL 3758) AND SUPERVISORY UNIT (LOCAL 3758-S) COLLECTIVE BARGAINING AGREEMENTS AS NEGOTIATED BETWEEN**

**TIMBERLAND REGIONAL LIBRARY AND THE WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, AFSCME, AFL-CIO, AND RATIFIED BY THE UNION.**

**THAT WAGE LEVELS BE INCREASED FOR THE BASE AND SUPERVISORY UNITS BY 2.7% EFFECTIVE JANUARY 1, 2026.**

**THAT 2027 AND 2028 COLAS WILL BE BASED OFF THE SEATTLE CPI OF THE PREVIOUS YEAR (JUNE-JUNE) AND WILL BE 1.0-4.0% EFFECTIVE JANUARY 1, 2027, AND 1.0 – 4.0% EFFECTIVE JANUARY 1, 2028.**

**THAT FOR FULL-TIME EMPLOYEES, THE EMPLOYER WILL CONTRIBUTE 100% OF THE PREMIUM FOR MEDICAL, DENTAL, VISION, LONG-TERM DISABILITY, AND GROUP LIFE INSURANCE, AND, FOR FULL-TIME EMPLOYEES ENROLLED IN AN AWC HIGH DEDICTIBLE HEALTH PLAN, THE EMPLOYER SHALL CONTRIBUTE UP TO \$220 PER MONTH INTO THE EMPLOYEE'S HEALTH SAVINGS ACCOUNT.**

**THAT FOR PART-TIME EMPLOYEES WORKING A REGULAR SCHEDULE OF TWENTY HOURS OR MORE, BUT LESS THAN 40 HOURS PER WEEK, THE EMPLOYER WILL PAY 100% PREMIUMS FOR DENTAL, VISION, LONG-TERM DISABILITY, AND GROUP LIFE INSURANCE, AND THAT THE EMPLOYER WILL PAY MEDICAL INSURANCE AT A PRORATED AMOUNT, BASED ON THE HIGHEST MEDICAL PREMIUM AVAILABLE THAT CALENDAR YEAR, AND, THAT FOR PART-TIME EMPLOYEES WHO ARE ENROLLED IN AN AWC HIGH DEDICTIBLE HEALTH PLAN, THE EMPLOYER SHALL CONTRIBUTE A PRORATED PORTION OF \$220 PER MONTH INTO THE EMPLOYEE'S HEALTH SAVINGS ACCOUNT.**

**HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 4).**

**D. 2026-2028 Non-Represented Employees Approval**

**25-040 – DUSTIN LOUP MADE A MOTION TO INCREASE WAGE LEVELS FOR NON-REPRESENTED EMPLOYEES BY 2.7% EFFECTIVE JANUARY 1, 2026.**

**THAT 2027 AND 2028 NON-REPRESENTED EMPLOYEE COLAS WILL BE BASED OFF THE SEATTLE CPI OF THE PREVIOUS YEAR (JUNE-JUNE) AND WILL BE 1.0-4.0% EFFECTIVE JANUARY 1, 2027, AND 1.0 – 4.0% EFFECTIVE JANUARY 1, 2028.**

**THAT FOR FULL-TIME NON-REPRESENTED EMPLOYEES, THE EMPLOYER WILL CONTRIBUTE 100% OF THE PREMIUM FOR MEDICAL, DENTAL, VISION, LONG-TERM DISABILITY, AND GROUP LIFE INSURANCE. FOR FULL-TIME NON-REPRESENTED EMPLOYEES ENROLLED IN AN AWC HIGH DEDICTIBLE HEALTH PLAN, THE EMPLOYER SHALL CONTRIBUTE UP TO \$220 PER MONTH INTO THE EMPLOYEE'S HEALTH SAVINGS ACCOUNT.**

**MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 4).**

**10. COMMITTEE REPORTS at 42:44 of the recording**

**A. Facilities Committee – Gwin/Blanton/Loup**

**1) Tumwater Agreement – Cheryl provides a background for the agreement.**

**25-041 – HAL BLANTON MADE A MOTION TO APPROVE THE FIRST AMENDMENT AGREEMENT BETWEEN THE CITY OF TUMWATER AND TIMBERLAND REGIONAL LIBRARY AS PRESENTED. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 4).**

- 2) 2026 Projects and Maintenance – North Mason is the next location to get a zhuzhing refresh and starts mid-January, with a Lacey refresh beginning sometime in the fall and Hawks Prairie will take the overflow while the Lacey Library is refreshed. Aberdeen is currently underway planning to replace the HVAC, elevators, and bathrooms, etc., which we currently do not know when those updates will be made but we will also be refreshing the location after the city has made their updates.
- 3) Future Agenda Item Requests - None

B. Policy Committee – Mittge/Loup

- 1) Employment Policy – Trustee Loup shares that the two policies were updated to align with the CBA voted on earlier in the meeting.

**25-042 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE EMPLOYMENT POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 4).**

- 2) Leaves Policy

**25-043 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE LEAVES POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 4).**

- 11. FUTURE AGENDA ITEMS** – A Special Board of Trustees Meeting will be held on December 30, 2025, at 10:00 a.m. to address the removed items from today's agenda.  
Trustee Blanton suggests a future agenda item regarding correspondence.  
Trustee Blanton suggests a future agenda item regarding children's books and exposure.  
Trustee Loup suggests these discussions would do well at a work session and requests we add two more to the meeting calendar.
- 12. BOARD HOUSEKEEPING – at 1:04:54 of the recording** Trustee Loup shares that he has finished his cybersecurity training. Trustee Mittge confirms his assigned active shooter training.
- 13. FINAL BOARD COMMENTS – at 1:05:31 of the recording** Trustee Loup shares his opinion that it was a hard year on libraries in general and we are very fortunate in this region that we have the structure that we do. Loup adds that it is important not to lose sight of the public institutions that have shaped and aided our society and communities for decades. Trustee Harrington shares about learning and surprised by a pseudo celebrity in the area “Phoebe” recently recognized on social media the value of getting a library card at sixty-one years of age. Harrington reminds the Trustees to advocate and encourage people of all ages to get a library card because she is so proud of all the services TRL offers. Harrington thanks the staff for all they do but states that the Trustees should continue to advocate. Trustee Blanton adds that TRL is here to meet the needs of the community and we should always be looking for better ways to serve our patrons. Blanton adds that as Trustees we are tasked to listen to the people whether they praise us or are mean sometimes and serve them as best as we can. Blanton shares that the end of the year is a good time to reflect on what we have done well and what we could do differently. Blanton thanks administration and Cheryl. Trustee Mittge confirms the grand re-opening of the Ocean Park Timberland Library on January 10, 2026, from 12:00 to 2:00 p.m. Mittge thanks Blanton for his service and his years of experience, thoughtfulness, gentle but firm action, and always willing to talk and listen to bridge that gap. Mittge presents Blanton with a certificate of appreciation and cake!

**Timberland Regional Library**

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

**14. EXECUTIVE SESSION** - pursuant to *RCW 42.30.110* (g) To review the performance of a public employee will be discussed at the December 30, 2025, meeting.

**15. ADJOURNMENT at 6:51 p.m.**