

Timberland Regional Library
Serving Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties

Board of Trustees Special Meeting Minutes
Tuesday, December 30, 2025
10:00 a.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/81435834005> •Meeting ID: 814 3583 4005 •Phone Access (253) 215-8782 •Approximate Attendance = 13

Timberland Regional Library (TRL) Business Meeting Minutes

- 1. CALL TO ORDER AND ROLL CALL** – Toni Gwin called the meeting to order at 10:06 a.m.
- 2. PLEDGE OF ALLEGIANCE** – Mary Beth Harrington led the pledge
- 3. PUBLIC COMMENTS** – None
- 4. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS** – at 3:58 of the recording

25-044 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 4).

- 5. NEW BUSINESS** – at 4:46 of the recording
 - A. 2026 Final Budget – Paige Preston, Finance Administrator explains the changes made to the 2026 Final Budget.

25-045 – DUSTIN LOUP MADE A MOTION TO APPROVE THE 2026 FINAL BUDGET AS PRESENTED. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 4).

- 6. RESOLUTIONS** – at 8:11 of the recording
 - A. Resolution 25-003 The 2026 Calendar Year Budget
Trustee Mittge asks about the beginning fund balance. Paige shares that in February a budget adjustment is made from when the Final Budget was approved to February when the beginning fund balance is set. The ending fund balance will be adjusted in February 2026 when the budget adjustment is made. Trustee Blanton asks how does the beginning and ending fund balance stays within the parameters estimated. Paige shares, according to the Fund Balance Management Policy, TRL starts the year with 30% and if needed throughout the year adjustments can be made. Paige also shares that the Policy outlines these funds to manage the normal operation and maintenance of the organization prior to receiving the property taxes, primarily two times a year, April/May and October/November.

25-046 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE RESOLUTION 25-003 THE 2026 CALENDAR YEAR BUDGET OF \$29,002,000.00 IN REVENUES AND \$32,811,282.89 IN EXPENDITURES AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 4).

- B. Resolution 25-004 The 2026 Tax Levy Amount and Rate**

25-047 – MARY BETH HARRINGTON MOTION TO APPROVE RESOLUTION 25-004 THE 2026 TAX LEVY AMOUNT OF \$26,149,027.02 AND RATE OF \$0.224404 AS PRESENTED. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 4).

- C. Resolution 25-005 The 2026 Tax Levy Increase – Paige shares that the reason it is zero from the previous year is because the increase is exclusive of additional revenue from new construction, improvements to property, wind turbines, annexations, or refunds made.

25-048 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE RESOLUTION 25-005 THE 2026 TAX LEVY INCREASE TO \$0.00 AS PRESENTED. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 4).

- D. Resolution 25-006 The 2026 Non-Resident Fee – Paige explains the calculation for the non-resident fee based on the property taxes of the five counties and averaged. Paige adds that while not tracked, TRL has received approximately \$3000 dollars to date.

25-049 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE RESOLUTION 25-006 THE 2026 NON-RESIDENT FEE IN THE AMOUNT OF \$93.00 AS PRESENTED. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 4).

7. EXECUTIVE SESSION pursuant to *RCW 42.30.110 (g)* at **27:04 of the recording**

- A. To review the performance of a public employee (g) – the Board and Cheryl go into Executive Session for a stated twenty minutes at 10:33 a.m.

At 10:54 a.m. the Board and Cheryl return from Executive Session.

At 10:54 a.m. the Board requests an additional twenty minutes with Kandy Seldin, HR Administrator.

At 11:15 a.m. the Board and Kandy return from Executive Session.

At 11:16 a.m. the Board and Cheryl go into Executive Session for a stated five minutes.

At 11:22 a.m. the Board and Cheryl return from Executive Session.

After Executive Session

- B. Executive Director Compensation Package

25-050 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE EXECUTIVE DIRECTOR 2026 COMPENSATION PACKAGE AS A TWO (2) YEAR CONTRACT WITH A 3% INCREASE AND AN INCREASE IN FIVE (5) ADDITIONAL PERSONAL HOLIDAYS. HAL BLANTON SECONDED.

25-051 – MARY BETH HARRINGTON MADE AN AMENDED MOTION TO APPROVE THE EXECUTIVE DIRECTOR 2026 COMPENSATION PACKAGE AS A TWO (2) YEAR CONTRACT WITH A 3% INCREASE FOR YEARS 2026 AND 2027. AND AN INCREASE IN PERSONAL HOLIDAY ALLOWANCE BY FIVE (5) ADDITIONAL DAYS, FOR A TOTAL OF TEN (10) PERSONAL HOLIDAYS ANNUALLY. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 4).

8. ADJOURNMENT at 11:26 a.m.