

**Board of Trustees Special Meeting Minutes**

**Wednesday, March 18, 2026**

**4:30 p.m. via Zoom**

Administrative Service Center  
415 Tumwater Blvd SW  
Tumwater, WA 98501

**Brian Mittge, *President, Lewis County***

**Dustin Loup, *President Elect, Grays Harbor County***

**Mary Beth Harrington, *Thurston County***

**Toni Gwin, *Pacific County***

**Hal Blanton, *At-Large, Lewis County***

**Vacant Position, *Mason County***

**Vacant Position, *At-Large, Thurston County***

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

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

**Remote Access: Zoom:** <https://Trl-org.zoom.us/j/83558844380> • Meeting ID: 835 5884 4380 • Phone Access (253) 215-8782 • Approximate Attendance = 299

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

- 1. CALL TO ORDER AND ROLL CALL** – Brian Mittge called the meeting to order at 4:30 p.m.
- 2. PLEDGE OF ALLEGIANCE** – Hal Blanton led the pledge
- 3. AGENDA DISCUSSION– at 2:03 of the recording** Trustee Harrington explains the meeting was initially intended to be a Budget Committee meeting that the Board would be discussing some of the options that the public had suggested regarding the budget shortfall. However, the Board decided to have an Executive Session a few days prior to this meeting is why it appeared to be short notice while following the RCW regarding meeting notification. Harrington shares her frustration with such a short turnaround to preparing for the meeting. Trustee Gwin shares in Harrington’s thoughts regarding being able to prepare for this meeting due to the short notice. Gwin encourages the Board to take the time to listen to public comments. Trustee Mittge shares that there be public comments, share the budget suggestions that have come from the public and potentially make additional adjustments to the budget in addition to the current plan, and then have the Executive Session.
- 4. OPENING BOARD COMMENTS at 8:07 of the recording** – Trustee Harrington confirms that the Board is reading their comments and listening to their suggestions. Harrington adds that she has been meeting with members of her community to listen to their input regarding the TRL budget. It takes time to be objective and do your due diligence. Mittge announces that there be 30 minutes of public comments at 3 minutes per person. Trustee Gwin confirms the public can sign up to speak at the next meeting.
- 5. CORRESPONDENCE** – not announced at the meeting, there were 63 individuals that provided written comment regarding the budget.
- 6. PUBLIC COMMENTS – at 11:51 of the recording** the following provided verbal comment regarding the budget: Rachele Martin, Mary Boone, Kylie McQuarrie, David Webb, Katarina Simons, Katt Fossett, Chris Hansen, Shellee Billings, Kyle Kimball, Jason Tippner, and John Kistner.
- 7. BUDGET DISCUSSION – at 45:45 of the recording** Trustee Mittge asks if the recent cancellation of programs are due to the layoffs and Andrea shares that is due to staff calling in absent and organizations cancelling programs. Mittge reiterates that layoff notices have been sent out that will take effect in two months. Mittge starts with public suggestions as follows:

- **Resuming late fees** – Andrea shares there was a study of the cost analysis of staff time managing cash transactions vs fines brought in was 1.3% of revenue and costing \$220,968.32 in staff time.
- **Administration and Service Center raise, rollback raises, or pay cuts** – Kandy Seldin, HR Administrator, shares that every year a market survey is performed for unrepresented and union staff as outlined in the Collective Bargaining Agreement (CBA). Other reasons for a survey could include job changes, new positions, and reclassification with additional duties. In 2025 we did a reorganization and with that many union staff were reclassified and received pay increases. Library Assistants also received raises to provide a living wage. TRL employees are eligible for two increases in wages a year, one being a Cost-of-Living Adjustment (COLA) and a 3% step increase on your anniversary date as part of the 12 step pay increase that TRL follows. The COLA is based on a June-to-June Consumer Price Index to keep pace with the market. Kandy shares in 2020 there was a major class and comp study that showed TRL was behind on wages at that point. Trustee Loup asks Kandy how the classifications/numerical grades are set. Kandy clarifies that the market is a tool we utilize and considering grade compression. Kandy explains that when a reclassification is done, many different positions fall under the same grade making the same salary, grade compression, can be a factor. Sometimes a position takes on additional duties. The two remaining Directors took on additional duties and staff when the Deputy Director left the organization. Loup asks what the criteria is if a position is a 77 or an 81. Kandy shares that we look at the market and comparable similar positions at state agencies or other library districts. One of the library districts, annually tracks Executive Director salaries and shares this with other districts for comparable wages. Comparables consist of size of district, number of employees, and number of branches. Loup asks if the eminent financial concerns were factored into during the decision-making process. Kandy shares that at the time of the reorganization there was no eminent financial concern, and the purpose of the reorg was to save money. TRL is still within the 68% of salary and benefits for staff Paige confirms. Furloughs could be considered; however, the union has stated they are not interested in a furlough so we will be looking at Administration and non-represented staff in the future. Kandy mentions the Service Center staff has had about a 17.5% decrease in both represented and non-represented staff. Trustee Harrington clarifies that the Board of Trustees has one employee they oversee, the Executive Director.
- **Volunteer use** – Trustee Harrington shares that a volunteer cannot do the same job as an employee limiting the utilization of volunteers, per the Washington Labor and Industries. Cheryl confirms that union work is protected and that we use volunteers for summer programs and cleaning.
- **Fundraisers and Grants** – Trustee Harrington shares that Friends of the Libraries group were established to alleviate some financial burden to such government agencies as libraries, however fundraising is not a viable option. Grants are also a limited source of revenue, generally for a specific project. Paige affirms that grants are one-time funding, very restrictive, and cannot be used for staffing. Trustee Loup enquires about the TRL Foundation and what happened to it. Cheryl shares that the Foundation was formed in the late 1990's

never bringing in more than \$50,000 and was shut down by the state auditor in 2012 because it could not sustain itself.

- **Current or upcoming remodels or refreshes** – Brenda shares that we are currently working on a small refresh in North Mason, TRL owned building, out of the Building Fund. It consists of mostly paint, repurposed shelving, moving furniture, purchasing some furniture for teens and tweens, computer tables, chairs, and items for the children’s area. Turning current light fixtures for better lighting and adding surplus carpet to the meeting room utilizing our Facilities staff for the refresh. Loup asks if this project is currently active and Brenda confirms that the refresh should be done by the end of April. Paige shares that the current costs are \$5,224.80. Loup asks if there are any other slated projects this year. Brenda shares that the plan was to perform maintenance on other buildings such as parking lot stripping, pressure washing, cleaning gutters, landscaping, and steam cleaning carpets through August. In September Lacey is slated to begin its refresh with the funding coming from the Lacey Gift Fund and should take approximately nine months to complete. Harrington confirms that the funds for the Lacey refresh are from a donation (approximately \$900,000 willed to TRL) to the Lacey Timberland Library specifically, not to be used for any other purpose. Cheryl adds that the Aberdeen Timberland Library is also potentially going to be remodeled this year, overseen by the city utilizing the Weatherwax Fund. Harrington asks for the total number of TRL building locations does TRL own and is responsible for all of its maintenance and adds that the rest of the building’s maintenance belongs to the cities where the TRL location are located. Brenda states that TRL owns ten buildings and is responsible for the Hawkes Prairie leased location as well as West Olympia at the Capitol Mall. Trustee Gwin adds that TRL also owns all of the five Anywhere Library vans. Loup asks for clarification that no other refreshes are planned outside of those already budgeted out of their gift funds. Brenda shares that the budget for North Mason was budgeted for \$100,000. Paige adds that in the Budget Adjustment document there is a carry forward budget for a parking lot refinish because the project was not billed before the year rolled over. Loup asks for updates on the cost of North Mason before the April Board meeting and Brenda confirms. Trustee Blanton asks about South Bend budgeting and insurance coverage. Cheryl states that we are working with the insurance company and a third party who had to assess the damage and our costs were submitted to the insurance company. Blanton asks about the budget for South Bend and Paige adds that South Bend is being budgeted at 100% (\$89,317) until decisions are made. Andrea adds that the collection in South Bend has 2,335 items with an estimated cost of \$59,247.86. Mittge mentions the importance of a levy lid lift discussion at the next meeting. Loup adds if the Board could be presented with a range in cost for a levy.

**8. EXECUTIVE SESSION** pursuant to *RCW 42.30.110 1(g)* at **1:38:10 of the recording**

- A. To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee (g)

The Board of Trustees and Sophia Mabee, Summit Law, went into Executive Session at 6:09 p.m. for 90 minutes.

The Board of Trustees and Sophia Mabee return to the main session at 7:39 p.m.

**9. ADJOURNMENT at 7:39 p.m.**