

Board of Trustees Meeting Minutes

Wednesday, March 25, 2026

5:30 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*

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

Present Staff: Andrea Heisel, Brenda Lane, Paige Preston, Kandy Seldin, Rose Enos-Weedmark; recorder

Remote Access: Zoom: <https://Trl-org.zoom.us/j/88278787744> • Meeting ID: 882 7878 7744 • Phone Access

Timberland Regional Library (TRL) Business Meeting Minutes

- 1. CALL TO ORDER AND ROLL CALL** – Brian Mittge called the meeting to order at 5:30 p.m.
- 2. PLEDGE OF ALLEGIANCE** – Mary Beth Harrington led the pledge
- 3. OPENING BOARD COMMENT** – **at 1:12 of the recording** Trustee Mittge announces that the Board has received a letter of resignation from Cheryl Heywood, Executive Director.

26-017 – DUSTIN LOUP MADE A MOTION TO DEFER THE PUBLIC COMMENT AND MOVE THE AGENDA AND CONSENT AGENDA ITEMS BEFORE PUBLIC COMMENT. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 5).

- 4. APPROVAL OF AGENDA** – **at 3:20 of the recording**

26-018 – DUSTIN LOUP MADE A MOTION TO AMENDED THE AGENDA TO INCLUDE THE RESIGNATION OF EXECUTIVE DIRECTOR, CHERYL HEYWOOD AND TO RELEASE HER FROM DUTIES FOR THE REMAINDER OF HER EMPLOYMENT EFFECTIVE JUNE 30, 2026. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 5).

Item added to New Business on the agenda.

- 5. BOARD COMMENT** – **at 5:32 of the recording** Trustee Loup speaks directly to the staff, patrons, and community members, “we are listening, reading, reflecting, and digesting everything that has been and continues to be shared with us.” Loup appreciates the time taken for data driven comments shared via email. The Board must research, discuss, deliberate, and make decisions carefully with respect to the process, to protect the organization, and will hold up over time. Loup adds that he believes TRL needs structural solutions with better forecasting, earlier risk flags, clearer disclosure around reserves and long-term sustainability, better staffing, stronger accountability, and more meaningful community engagement before difficult decisions reaches the point of crisis. Loup believes a continued review and scope of impact of the reduction in force should be considered. Loup seeks a better future that is more transparent, accountable, collaborative, and community driven. Trustee Blanton echo’s Loup’s remarks. Trustee Harrington concurs with Trustees Loup and Blanton and explains the rules and procedures that the TRL Board of Trustees must follow. Trustee Gwin shared an analogy of her perception of the current situation.
- 6. CORRESPONDENCE** – **at 16:44 of the recording** Rose Enos-Weedmark, Executive Administrator, shares that there were 94 written public comments regarding the budget prior to the meeting and 3 additional regarding the TRL budget.
- 7. PUBLIC COMMENTS** – **at 17:11 of the recording** the following individuals made a verbal public comment regarding the budget: Ray Chapman-Wilson, Jen Rinehart, Victoria Loveland, Milo Spivak,

Brandon Goodman, Natalie Howard, Skyler Walker, Stephanie Gleason, Kylie McQuarrie, Pandora Touart, Taylor Kenny, Jason Tippner, Jess Thrift, Lilly Pomeroy, Kyle Kimball, Kami Judy Franklin, Mary Proffit, Michael Rainey, Sandy Moser, Jann Hopler, Suzanne Beatty, Kent Reister, Denver Garcia, Steve Hodes, Jamison Smith, Rachele Martin, Harrison Ashby, Nicki Oliver.

8. FINANCIAL STATEMENTS & HIGHLIGHTS – at 1:40:29 of the recording highlights the month ending February 28, 2026:

- **General Fund** - \$394,053.72 in property taxes were received; Timber revenue - \$58,481.22 were received; and \$244,707.58 in books and materials were purchased; Payment of \$48,243.18 to Technology Unlimited were processed for purchase of five Viewscan 5 Base Model microfilm scanners
- **Technology Fund** – Had minimal activity
- **Unemployment Fund** – Had minimal activity
- **Gift Fund** – Had minimal activity
- **Building Fund** – Payment of \$65,333.86 to Sanna Group LLC were processed for concrete work at the Service Center

Financial Discussion at 1:39:19 of the recording Trustee Mittge asks about the \$200,000 paid for the collection budget. Andrea reminds the board that these costs are from orders placed a few months ago. Andrea adds that from now until the end of April they have budgeted \$50,000 in collection. Mittge asks about microfilm machines in the report. Andrea shares that the current microfilm costs are for replacement machines that are located in each county. Mittge asks Brenda about the North Mason refresh. Brenda shares that they are about three quarters of the way complete and that approximately \$5,200 of the \$100,000 budget has been expended, however she is confident that it shouldn't be more than \$50,000 utilizing our in-house staff. Andrea shares that shelving has been reduced in height for greater accessibility and height is adjusted for audience of collection type. Regarding the collection, Ocean Park's refresh left the same amount of collection just re-arranged. Andrea shares that a collection audit is performed with librarians as advisors to expand or shrink a topic depending on use, TRL aims for 25% usage with some collections being drawn down. Trustee Harrington shares that shelf size can be due to accessibility and safety reasons. Lower shelving provides a better view of the library for potential dangers or patrons requiring assistance. Loup reiterates and asks that the remaining costs to the North Mason refresh would be paint and flooring. Brenda states that some costs have not posted yet to finance, approximately in the amount of \$18,000 and there are not many large ticket items left to purchase. That cost includes the rent of the temporary space we are currently utilizing and rental of a lift to reach the high lighting of the space. Loup adds that Lacey and Aberdeen have refreshes planned for this year funded by gift funds or foundation support of an endowment. Brenda adds that maintenance of buildings is scheduled for the remainder of the year out of the facilities budget. Mittge asks for clarification, will be or was painting over community art at North Mason. Brenda shares that no artwork will be removed from the location and there was a poem in the meeting room that was painted over at the request of the library manager at the time, however the poem was framed and displayed in a different medium. Mittge asks Paige how we are currently doing on revenues vs expenditures and what we are tracking for the rest of the year. Paige explains that currently expenditure is 15% of the budgeted amount. Revenues are at 2% awaiting the influx of property taxes in April. On the balance sheet there are smaller expenditures compared to previous

years. February ended roughly with \$2 million dollars in the General Fund and with the additional funds we have should take us through March and into April. Mittge asks how long the little over \$2 million last will us before the April funding. Paige shares that that is hard to see because we have not run the second accounts payable (AP) cycle for the second part of the month and we are currently trending \$300k to \$400k lower than previous years in expenditures. Brenda, from a previous question, regarding painting over murals, shares that while North Mason was painted over, Ilwaco was covered (but still there) because it is no longer a children's area and in McCleary the branch manager requested a mural be painted over. Brenda adds that all refreshes are discussed with the branch managers and most designs were coordinated with the previous Deputy Director of how to utilize the spaces. Brenda reiterates that the refreshes are a collaborative effort. Trustee Harrington asks about the \$15,000 paid out for union dues. Paige shares that in the benefit cycle those funds are withheld from the employee's paycheck and sent to the union in one sum.

9. APPROVAL OF THE CONSENT AGENDA ITEMS – at 1:42:25 of the recording

26-019 – MARY BETH HARRINGTON MADE A MOTION TO AMEND THE FEBRUARY 10, 2026, BOARD MINUTES ON THE CONSENT AGENDA. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 5).

The amendment and correction are noted in the final Board of Trustees Meetings February 10, 2026, with an asterisk.

26-020 – MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 5).

10. COMMITTEE REPORTS at 2:12:19 of the recording

A. Policy Committee – Loup/Mittge

1. Background Check Policy- Trustee Harrington asks about the statement that TRL may use a third-party administrator and asks for the company name TRL uses and also does the report show all of the counties that they have ever lived in. Brenda shares that we use Orange Tree and yes to the report shows counties, states, and foreign countries. Trustee Loup asks why is the age in the policy 16 years old and not 18 years old, then confirmed that the age of 16 years old is directly in the RCW. Andrea adds that other library districts have no age in their policy and that is another option to strike the age completely.

26-021 – DUSTIN LOUP MADE A MOTION TO APPROVE THE BACKGROUND CHECK POLICY STRIKING THE PHRASE “CHILDREN UNDER 16 YEARS OLD” AND INSERTING “MINORS,” REFERENCING RCW 42.43.830. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 5).

2. Financial Transparency and Planning Policy – Loup shares a new policy that outline specific reports and when the Board would like them. Loup adds that the March 2026 language needs to be revised prior to approval at a future meeting with a six-month review date. Loup emphasizes the need for these reports as soon as possible or by the April Board Meeting and starting with the staffing organizational report and multi-year financial projections. Loup adds he hopes to have much done by the April meeting for discussion, then back to the Policy Committee, and hopefully approved by the May Board Meeting. Mittge suggests providing a financial projection for the rest of the year at the very least by the next Board meeting. Paige shares that she can try to work with her staff. Paige mentions to the Board that they might start thinking about adjusting the 30% in the policy to reflect the inflationary changes that are currently happening. Paige shares that the state auditor reviewed the 2025 budget and stated that they did not have any

ongoing concerns going into the year and expressed it was an exit item to get back within the policy range of 30%.

3. Future Agenda Item Requests – 2026 Policies up for review, Ethics – Board of Trustees Policy

11. NEW BUSINESS at 2:56:37 of the recording

- A. Resignation Acceptance – Trustee Loup clarifies the contract has a 90-day separation based on termination. With Cheryl’s resignation letter it has the same outcome as the 90-day separation without invoking the termination clause.

26-022– DUSTIN LOUP MADE A MOTION TO ACCEPT THE RESIGNATION LETTER FROM CHERYL HEYWOOD, EXECUTIVE DIRECTOR, EFFECTIVE JUNE 30, 2026, AND EFFECTIVE IMMEDIATELY BE RELEASED FROM HER DUTIES WITH PAY FOR THE REMAINDER OF HER EMPLOYMENT. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 5).

- B. Upcoming Meetings – Trustee Mittge would like to add a Special Meeting March 30, 2026, at 5:00 p.m. with an Executive Session to discuss Interim Executive Director qualifications. Trustee Loup requests a separate Closed Session in addition to the meeting on the 30th. There was also discussion about changing the April Board meeting to Zoom and potentially Trustee’s Gwin and Harrington may participate that way.
- C. Board of Trustees Bylaws – Trustee Mittge states that in the Bylaws there is some question around current, previous employees or related individuals being able to sit on the Board. The Bylaws and the Ethics – Board of Trustees be reviewed at a future retreat.
- D. Levy Lid Lift Discussion – Trustee Harrington suggests that TRL go for a levy lid lift in November of this year and will bring additional information about a levy at the April meeting.

12. FUTURE AGENDA ITEMS at 3:43:20 of the recording Trustee Loup suggests a deeper discussion on “local character and history during refreshes.”

13. BOARD HOUSEKEEPING – None

14. FINAL BOARD COMMENTS – at 3:44:37 of the recording Trustee Mittge acknowledges Cheryl’s decades of service to TRL. Trustee Harrington shares that April 1st is Library Giving Day and shared a website to help support all libraries nationally. Trustee Blanton appreciates and also thanks Cheryl for her years of service to TRL, she always wanted libraries to be good and accessible.

26-023 – HAL BLANTON MADE A MOTION TO ADJOURN. DUSTIN LOUP SECONDED. MOTION APPROVED (Unanimous 5).

15. ADJOURNMENT at 9:22 p.m.