

**Board of Trustees Meeting Minutes**

**Wednesday, May 27, 2026**

**5:30 p.m.**

**via Zoom and in-person**

Amanda Park Timberland Library

6118 US-101

Amanda Park, WA 98526

**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, Hal Blanton, Mary Beth Harrington, Toni Gwin

**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 (253) 215-8782 • Approximate Attendance = 130 Zoom/18 In-person

**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** – Brian Mittge led the pledge.

**3. OPENING BOARD COMMENT – at 1:39 of the recording** Trustee Blanton shares his appreciation for the attendance and being at Amanda Park. Trustee Loup shares a couple of points about why Andrea was chosen for the Interim position and happy to discuss with the public if they are inclined. Loup requests that the public judge the decision based on results. Trustee Mittge concurs with Loup and feels like things are already changing.

**4. CORRESPONDENCE – at 7:05 of the recording** Rose Enos-Weedmark, Executive Administrator, shares that from April 22<sup>nd</sup> to May 27<sup>th</sup> there were 60 written public comments regarding the budget, Mason County Trustee position, and the Interim Executive Director.

**5. PUBLIC COMMENTS – at 7:44 of the recording** the following individuals made a verbal public comment: Vicki Loveland, Kylie McQuarrie, Natalie Howard, Brent Caron, Rachel Saelid, Lilly Pomeroy, Meghan Hall, Rachelle Martin, Areya Kugler, Jay, and Shane Bryant.

**6. APPROVAL OF AGENDA AND THE CONSENT AGENDA ITEMS – at 40:33 of the recording**

**26-043 – DUSTIN LOUP MADE A MOTION TO AMEND THE AGENDA TO INCLUDE UNDER NEW BUSINESS B) LOCATION OF JUNE MEETING; C) STATUS REPORT WITH ANDREA; D) PROCESS FOR NON-VOTING MEMBER; UNDER COMMITTEE REPORTS B) LEVY LID LIFT REPORT AND C) ASSESSMENT COMMITTEE REPORT. HAL BLANTON AND TONI GWIN SECONDED. MOTION APPROVED (Unanimous 5).**

**7. TRL UPDATES – at 46:31 of the recording** Andrea Heisel, Interim Executive Director, introduces Evi Buell, Regional Manager for a brief history of Amanda Park.

Andrea shares the highlights of the report:

- North Mason refresh completed, reopening on May 19<sup>th</sup>
- Customer Survey Report – next month’s meeting a full report
- TRL is participating in the One Book, One Coast virtual author talk with George Takei on May 31<sup>st</sup>
- Current district exhibit, International Year of Rangelands and Pastoralists

**TRL Updates Discussion – at 58:23 of the recording** Trustee Loup asks about the North Mason refresh and a door to the children’s area that people are hitting their heads on. Andrea assures it will be addressed.

**26-044 – DUSTIN LOUP MADE A MOTION TO ADD TO THE AGENDA TO INCLUDE UNDER NEW BUSINESS E) ADMIN RESTRUCTURE PLAN. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 5).**

**8. FINANCIAL STATEMENTS & HIGHLIGHTS – at 1:01:25 of the recording** Andrea highlights the month ending April 30, 2026:

- **General Fund** - \$7,182,644.25 in property taxes were received; Timber revenue - \$915,608.31 were received; and \$153,172.43 in books and materials were purchased; quarterly transfer of \$100,912.50 was made to the Unemployment Fund.
- **Technology Fund** – Had minimal activity.
- **Unemployment Fund** – Received quarterly transfer of \$100,912.50 from the General Fund.
- **Gift Fund** – Had minimal activity.
- **Building Fund** – Had minimal activity.

**Financial Discussion - at 1:02:25 of the recording** Trustee Blanton asks if the timber revenue is where it should be at this time. Andrea will check that. Trustee Mittge reiterates that the financial work we do is really important and monitoring the influx of cash in April, May, and in the Fall when most of the revenue comes in from property taxes.

**9. COMMITTEE REPORTS at 1:06:35 of the recording**

A. Policy Committee – Mittge/Loup

1. Financial Planning and Review Policy – Trustee Mittge shares that this policy will provide the Board with reports covering multi-year forecasting, unanticipated costs, reports showing where we are in relation to the 30% fund balance, fiscal impacts of potential collective bargaining agreements. Loup shares that the Board has already seen some of the draft reports reflective in the policy.

**26-045 – POLICY COMMITTEE MADE A MOTION TO APPROVE THE FINANCIAL PLANNING AND REVIEW POLICY TO REVIEW NOVEMBER 10, 2026. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 5).**

2. Interlibrary Loan Policy – no changes

**26-046 – POLICY COMMITTEE MADE A MOTION TO APPROVE THE INTERLIBRARY LOAN POLICY AS PRESENTED. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 5).**

3. Partnerships Policy – Trustee Loup shares that the committee will be reviewing the policy again at a future committee meeting, after staff has had a chance to review the language.
4. Future Agenda Item Requests – Trustee Loup shares that the committee has requested a full list of all policies and procedures for review to potentially triage those that may need revision prior to their review date.

B. Levy Lid Lift Report (Loup/Blanton) – Trustee Loup shares some general updates regarding the research of cost to propose a levy lid lift in the fall and/or spring months, looking into hiring a campaign consultant and working with the community. Trustee Blanton shares that they have received input on who to ask how to run a successful campaign.

C. Assessment Committee Report (Loup/Gwin) – Trustee Loup shares that the objective of this committee is to have a fiscal management assessment and a workplace environment assessment. They are working on parameters to assess bids/costs through a Request for Proposal (RFP) or other appropriate procurement.

**26-047 – BRIAN MITTGE MADE A MOTION TO AUTHORIZE THE COMMITTEE TO DRAFT AND RELEASE A REQUEST FOR PROPOSAL (RFP) TO BRING BACK TO THE FULL BOARD. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 5).**

**26-048 – HAL BLANTON MADE A MOTION TO AUTHORIZE THE COMMITTEE TO DRAFT THE SCOPE OF A FISCAL CONSULTANT TO REVIEW FINANCES SINCE 2018 AND BRING BACK TO THE FULL BOARD. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 5).**

**10. NEW BUSINESS at 1:48:43 of the recording**

A. Recruitment of Regular Director – Trustee Mittge suggested minor changes to document.

**26-049 – BRIAN MITTGE MADE A MOTION TO MOVE FORWARD WITH THE POSTING OF THE REGULAR EXECUTIVE DIRECTOR POSITION AND THE HIRING COMMITTEE WILL BE THE EXECUTIVE COMMITTEE. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 5).**

B. Location of June meeting – Discussion of continued hybrid, Zoom and in-person.

**26-050 – HAL BLANTON MADE A MOTION TO HOLD THE JUNE 24, 2026, BOARD OF TRUSTEES MEETING AT THE OCEAN PARK TIMBERLAND LIBRARY. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 4).**

C. Status Reports with Andrea – discussion of regular interval check-ins with Andrea, the first to commence at the June 24, 2026, meeting, further dates to be specified at that time.

D. Process for non-voting members – further research and review and brought back to the Board.

E. Restructure of Administration – Andrea shares the draft restructure plan to include the following positions, two are Union represented:

- Interim Executive Director
- Deputy Director (Public Services)
- IT Administrators (2)
- Collection Services Administrator
- Finance Administrator
- Human Resources Administrator
- Operations Administrator
- Communication and Marketing Coordinator
- Public Informational Office/Clerk of the Board

The current Executive Administrator will change title to the Public Records Officer and the Special Projects Coordinator will be the Friends of the Library and advocate liaison.

**11. FUTURE AGENDA ITEMS – None.**

**12. FINAL BOARD COMMENTS – at 2:18:14 of the recording** Trustee Mittge adds that the Board is making changes to build transparency and trust with the public.

**13. Executive Session pursuant to RCW 42.30.110 (f) and (g) at 2:19:02 of the recording**

A. To receive and evaluate complaints or charges brought against a public officer or employee (f)

B. To evaluate the qualifications of an applicant for public employment (g)

The Board and Andrea go into Executive Session at 7:51 for 20 minutes.

The Board and Andrea return from Executive Session at 8:11 p.m.

**26-051 – HAL BLANTON MADE A MOTION TO ADJOURN. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 3).**

**14. ADJOURNMENT at 8:11 p.m.**