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

**Board of Trustees Meeting Minutes**
**Wednesday June 24, 2026**
**5:30 P.M.**
**Via Zoom and In-person**
Ocean Park Timberland Library
1308 256th Place
Ocean Park, WA 98640



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**Present Board:** Brian Mittge, Dustin Loup, Mary Beth Harrington, Toni Gwin, Hal Blanton
**Present Staff:** Andrea Heisel, Muriel Wheatley, Helena Farrell, Kandy Seldin, Chris Chrzan; recorder
**Remote Access via Zoom**: https://Trl-org.zoom.us/j/88278787744 - Meeting ID: 865 5857 6386 - Phone Access – Approximate attendance: 130 Zoom / 125 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** – Dustin Loup led the pledge.
3. **OPENING BOARD COMMENTS – at 00:01:57 of the recording**
   - Trustee Mittge delivers an opening statement addressing a document listing “desired outcomes,” and explains his intentions in authoring the document. Trustee Harrington shares her perspective on the document and thanks the public for sending their comments. Trustee Loup comments on the document and speaks about the ongoing work to address TRL’s future sustainability. Trustee Gwin expresses appreciation for working on a diverse board with different backgrounds and thought processes. Trustee Blanton comments on the “desired outcomes” document, receiving community feedback, and ensuring a sustainable future for the library.
4. **CORRESPONDENCE – at 00:31:54 of the recording**
   - Chris Chrzan, Public Information Officer, reports that there were 106 written public comments received prior to the meeting with common themes related to the “desired outcomes” document, intellectual freedom, and the potential for a levy lid lift.
5. **PUBLIC COMMENTS – at 00:32:27 of the recording** the following individuals made a verbal public comment:
   - Robin Winwood, Kylie McQuarrie, Ray Chapman-Wilson, Jann Hoppler, Jonah Barnett, Veejay Lach, Kyle Kimball, Lilly Pomeroy, Hallie Ralls, Kace Jenkins, Rachelle Martin, Meghan Hall, Tim Chapman-Wilson, Charles Gillespie, Ron Glowen, Jade Laidlaw, Freddy Vineberg, Brent Caron, Edna Fund, Betty Johnson, Cherie Snyder, Leah Sisemore, Chris Holleran, Amy Vaglica, John Ciminello, Patricia Ciminello, Wynne McHale, Kat Thomson, Alice Rosewater, Rob Hurst, Emily Meyerding, Bethany Barnard, Jerry Porter, Ann Saari, Susan Carney, Diantha Weilepp, Cedric Hille, Lunden Espinosa-Kennedy
6. **APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS – at 02:28:35 of the recording**

**26-053 HAL BLANTON MADE A MOTION TO AMEND THE AGENDA TO PLACE FINAL BOARD COMMENTS AHEAD OF THE CLOSED SESSION AND ADD THE AD HOC ASSESSMENT COMMITTEE UNDER COMMITTEE REPORTS. TONI GWIN SECONDED. MOTION APPROVED (Unanimous 5).**

7. **TRL UPDATES – at 02:30:24 of the recording**
   - Interim Executive Director Andrea Heisel provides a summary of June Informational Report submitted to the board including the appointment of Muriel Wheatley as Interim Deputy Director, a report on final costs related to the North Mason library refresh project, and finalized plans for administrative restructuring.
8. **FINANCIAL STATEMENTS & HIGHLIGHTS** – **at 02:32:56 of the recording**
   - Finance Coordinator Helena Farrell reviews the monthly financial reports and projections provided to the Board of Trustees.
   - Highlights the month ending May 31, 2026:
     - **General Fund** – Minimal activity
       - Property taxes of $5,133,372.56 were received in May
       - Timber revenues of $95,388.33 were received in May
       - Books and materials in the amount of $374,913.45 were purchased in May
     - **Technology Fund** – Minimal activity
     - **Unemployment Fund** – Minimal activity
     - **Gift Fund** – Minimal activity
     - **Building Fund** – Minimal activity
9. **COMMITTEE REPORTS at 02:47:21 of the recording**
   - Facilities Committee
     1. Aberdeen: Trustee Loup provides an update on the status of the upcoming Aberdeen Library remodel project.
     2. South Bend: Trustee Gwin provides an update on discussions between TRL, the City of South Bend and the Washington State Department of Commerce regarding the status of the South Bend library and work being done to explore potential grant funding for needed repairs and mitigation work.
     3. Toledo Kiosk: Trustee Loup discusses the renewal of the agreement between TRL and the Toledo Community Library to continue offering a TRL Kiosk in Toledo.

**26-054 FACILITIES COMMITTEE MADE A MOTION TO RENEW THE TOLEDO KIOSK AGREEMENT FOR TWO YEARS. BRIAN MITTGE SECONDED. MOTION APPROVED (Unanimous 5).**

4. Tumwater: Trustee Gwin brings forward discussion about a proposed extension to the agreement between the City of Tumwater and TRL to allow both parties more time to discuss and agree to terms of a longer agreement regarding library services in Tumwater.

**26-055 FACILITES COMMITTEE MADE A MOTION TO ACCEPT A 6-MONTH EXTENSION TO CURRENT AGREEMENT BETWEEN THE CITY OF TUMWATER AND TRL. BRIAN MITTGE SECONDED. MOTION APPRVOED (Unanimous 5).**

5. LEAF Center: Trustee Loup brings forward discussion regarding TRL's interest in working with the City of Lacey to explore relocation of the Hawks Prairie library to the Lacey Education and Family (LEAF) Center. Interim Executive Director Andrea Heisel requests a motion from the Board affirming TRL's intent to work with the City of Lacey on this project.

**26-056 FACILITIES COMMITTE MADE A MOTION TO APPROVE THAT TRL MOVE FORWARD WITH THE CITY OF LACEY ON PROPOSED PLANS TO RELOCATE THE HAWKS PRAIRIE LIBRARY TO THE LACEY EDUCATION AND FAMILY (LEAF) CENTER AT THE EXPIRATION OF THE CURRENT HAWKS PRAIRIE LEASE IN 2027. MARY BETH HARRINGTON SECONDED. MOTION APPROVED (Unanimous 5).**

- Ad Hoc Levy Lid Lift Committee: Trustee Blanton and Trustee Loup provide an update on the work being done by the committee and invite interested members of the public to reach out about participating as the committee seeks increased public involvement. Trustees finalize a Board Retreat for July 18, 2026 to be focused on levy options and planning.
- Ad Hoc Assessment Committee: Trustee Loup reports that the committee is in the process of drafting Request for Proposals for financial and workplace assessments.

**10. NEW BUSINESS at 03:27:28 of the recording**

- Furloughs: Interim Executive Director Andrea Heisel and Human Resources Administrator Kandy Seldin review plans for administrative restructuring and a proposal to implement furloughs for most non-represented staff and request that the board approve implementation.

**26-057 MARY BETH HARRINGTON MADE A MOTION TO APPROVE THE IMPLEMEMENTATION OF FURLOUGHS FOR ALL NON-REPRESENTED STAFF (EXCLUDING THE SAFETY OFFICER) FOR 2 DAYS PER MONTH BEGINING JULY 1, 2026, AND ENDING OCTOBER 31, 2026. HAL BLANTON SECONDED. MOTION APPROVED (Unanimous 5).**

**11. BOARD HOUSEKEEPING at 03:24:29 of the recording**

- Trustee Loup thanks Public Records Officer Rose Enos-Weedmark for her longtime service to the Board, having previously served as clerk to the Board for many years.

**12. FUTURE AGENDA ITEMS at 03:35:39 of the recording**

- Trustee Gwin requests to add Staff Fest to the next agenda.

**13. FINAL BOARD COMMENTS at 03:36:05 of the recording**

- Trustee Blanton thanks staff and the public for showing up and continuing the work to move TRL forward. Trustee Harrington shares that she and Trustee Gwin have traveled to Mason County to speak with community members while Mason County is without a trustee. Trustee Mittge invites Regional Manager Michelle Zilli to speak, and she thanks the Ocean Park community, shares information about the library, and talks about upcoming events. Trustee Mittge thanks the community for showing up and staff for their work.

**14. CLOSED SESSION - *at 03:45:59 of the recording***

- *RCW 42.30.140 (4)(b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.*
- The Board and Andrea enter Closed Session at 9:31 P.M. for 10 minutes.
- The Board and Andrea return from Closed Session at 9:41 P.M.

**26-058 MARY BETH HARRINGTON MADE A MOTION TO ADJOURN. DUSTIN LOUP SECONDED. MOTION APPROVED (Unanimous 5).**

**15. ADJOURNMENT 9:41 P.M.**