



EXECUTIVE DIRECTOR'S CONTRACT

This agreement is entered into by and between the Board of Trustees, hereinafter "Board", of the Timberland Regional Library, hereinafter "Library", and Cheryl Heywood. The Board, in accordance with its action at its meeting on the 30th day December 2025, has and does hereby employ Cheryl Heywood, hereinafter "Executive Director", as the Executive Director of the Library effective January 1, 2026.

WHEREAS, the Library and the Executive Director desire to enter into a contract whereby the Executive Director will perform services as such for the Library;

IT IS NOW, THEREFORE, AGREED as follows:

1. In consideration of an annual salary, the Executive Director agrees to faithfully perform the duties of the Executive Director of the Library as prescribed by the laws of the State of Washington and by the policies, rules, and regulations made thereunder by the Board. The annual salary shall be paid in a minimum of twenty-four (24) semi-monthly installments in accordance with the rules and regulations of the Board. The annual salary for 2026 shall be \$212,991.64 (3% above the 2025 salary). The annual salary for 2027 shall be \$219,381.38 (3% above the 2026 salary).
2. The Executive Director agrees to devote their time, skill, labor and attention to the duties of the Executive Director of the Library.
3. The Board shall evaluate the Executive Director's performance not less than once per year.
4. The Board shall grant vesting of twelve days per year of sick leave and twenty-five days per year of vacation leave, each vested pursuant to the current Library policies and practices. Other leaves including civil leave and emergency leave apply to the Executive Director the same as non-represented employees. The Board President or designee shall review the Executive Director's leave requests.
5. The Library shall provide a monthly contribution in an amount established by the Board toward the Executive Director's payment of premiums for the Library approved health care insurance coverage for which she has enrolled.
6. The Executive Director shall receive the number of paid holidays consistent with Library policies as well as ten (10) personally declared personal holidays per year.
7. It is understood by the parties that the Executive Director serves in said position at the will of the Board. If the Board intends to replace the Executive Director as the director of the Library, the Board will provide the Executive Director with a written notice to that effect not less than ninety days prior to the date that the Board has determined that she will no longer serve as the Executive Director of the Library. After receipt of any such notice the Executive Director shall be entitled to her salary and benefits then in existence during that ninety-day period and it will be the Board's decision if she will be required to continue to function as the Executive Director during that ninety-day transition period.



Timberland Regional LIBRARY

8. This contract represents the total agreement between the parties regarding the employment of the Executive Director by the Board and there are no verbal agreements or other written agreements that modify its terms. This contract shall be enforced and interpreted consistent with the laws of the State of Washington.

Accepted this 30th day of December 2025

Signed by:
Cheryl Heywood
By: _____
Cheryl Heywood, Executive Director

ACCEPTANCE APPROVED ON December 30, 2025

By the Board of Trustees of the Timberland Regional Library

Signed by:
Toni Gwin
By: _____
Toni Gwin, President

Signed by:
Brian Mittge

Brian Mittge, President Elect

DocuSigned by:
H Blanton

Hall Blanton, Trustee

DocuSigned by:
Mary Beth Harrington

Mary Beth Harrington, Trustee

Signed by:
Dustin Loup

Dustin Loup, Trustee

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Vacant Position, Trustee

//vacant//
Vacant Position, Trustee

