



## Timberland Regional **LIBRARY**

### 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 regular meeting on the 21st day December 2022, has and does hereby employ Cheryl Heywood, hereinafter "Executive Director", as the Executive Director of the Library effective January 1, 2023.

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 of \$189,000.00 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.
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 shared leave, 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 five (5) 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.

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 21<sup>st</sup> day of December 2022

By: DocuSigned by:  
Cheryl Heywood  
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Cheryl Heywood, Executive Director

ACCEPTANCE APPROVED ON December 22, 2022

By the Board of Trustees of the Timberland Regional Library

By: DocuSigned by:  
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Nicolette Oliver, President

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Jasmine Dickhoff, President Elect

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Bryan Zylstra, Trustee

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Hal Blanton, Trustee

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Kenneth Seby, Trustee

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Toni Gwin, Trustee

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Mary Beth Harrington, Trustee

