



**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – DECEMBER 14, 2022**

**CALL TO ORDER**

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Jamilyn Penn, Pat Jenkins, Neesha Patel and Pam Duncan. The meeting was conducted in person, with the option of virtual attendance.

**PUBLIC COMMENT**

Public comment was received by email from Lakewood resident, Bob Warfield.  
Public comment was received by Milton resident, Dawn Land.

**CONSENT AGENDA**

1. Approval of Minutes of November 9, 2022, Regular Meeting
2. Approval of Minutes of November 17, 2022, Joint Meeting
3. Approval of November 2022 Payroll, Benefits and Vouchers
4. 2023 Insurance Policy Renewal
5. Resolution 2022-15: To Declare Furnishings and Equipment Surplus to Public Service Needs

*Trustee Jenkins moved for approval of the consent agenda with one correction to Minutes of November 9, 2022, Regular Meeting. Trustee Patel seconded the motion. Motion carried.*

**ROUTINE REPORTS**

Executive Director Report - Executive Director Caserotti noted the Trivia Bee event raised close to \$43,000. She reiterated that there was a large turnout at the South Hill Pierce County Library for the Voters Point of Assistance services, and expressed appreciation for recent staff efforts and participation at the annual Winterfest event where over 700 books were given out to the Parkland-Spanaway community.

The Trustees stated their appreciation for the information and for being kept aware of staff involvement in community events.

**UNFINISHED BUSINESS**

Lakewood Libraries Discussion – Chair Penn emphasized the importance of the Trustees discussing and documenting the discussions on this topic, and asked the Trustees if there are any options they are willing to consider removing from the table after having reviewed the information provided by the Library and the community advisory community (CAC), as well as having multiple conversations and one study session thus far.

Trustees acknowledged the diligent work of the CAC and its recommendations. Discussion opened with renovating the current structure. Trustees considered whether renovation is feasible considering the existing size limitations, parking issues, and whether it would provide potential for future growth.

Executive Director Caserotti reiterated the CAC's recommendation is a layered recommendation that starts with rebuilding on the current site, or, if not feasible, looking for another site. If it is decided to pursue the committee's recommendation to rebuild on the current site, that eliminates the option of renovating of the existing structure. Executive Director Caserotti noted that the committee did not recommend renovating the building and that there are strong feelings about preserving the building that the library has heard from community members in recent months. She suggested the Board discuss those points in more detail to fully understand what it would entail and why the committee did not recommend that option. Attention was called to the reports provided to the CAC over the summer regarding the costs to renovate the building. Trustees recognized the desire of some citizens to renovate the building, and acknowledged information previously provided in reports indicated doing so is not financially feasible and would also not provide a building that could evolve in the future.

Trustees remarked the Library is at a nexus to explore and create space beneficial to the community and for future generations. Trustees are aware the Library needs to rebuild with a fiscally responsible strategy.

The discussion transitioned to rebuilding on the same site. Trustees expressed interest in this option, unless financially unfeasible or if doing so would not meet the community's needs. It was also noted that the existing location holds a lot of meaning to the community and is accessible to transit.

There was further discussion about older library buildings not meeting modern needs and the realities of parking constraints on the current site. A suggestion was made that the Library look into providing underground parking if it would allow a bigger footprint on the site instead of having to reserve space for parking. There was concern by a Trustee that underground parking could pose safety issues and even higher project costs.

Trustees noted it would be a time-consuming and expensive project to look for another site that would meet the needs of the community. Interest was also expressed in identifying another location that would better accommodate the needs of the community and exploring whether another site would be the better option. It is currently unclear whether any strong potential alternative sites exist and if they would be worth the time and effort to pursue.

Trustees expressed their respect for the strong feelings expressed by some community members and some Trustees have the position that rebuilding a new library on the existing site would allow the Library to better serve the community in the future.

Chair Penn said the Library is working as quickly as possible on the interim site, and acknowledged the challenges for staff just to find the new temporary location for interim services.

Executive Director Caserotti thanked the Board for sharing their perspective as the governing body. She asked for direction on how to proceed in January 2023 regarding the current building and whether the Library should begin working on a site fit for the property and run cost estimates, which will take a couple months. She added the Library has thus far only explored lease options with respect to an additional alternative site, not purchase options. The Trustees did not individually support renovating the current building and will continue discussing the committee's recommendations at the upcoming meetings.

Trustees would like to schedule another special study session to continue discussing Lakewood Libraries in January in addition to the Regular Monthly Meeting.

Chair Penn thanked the Trustees for the robust conversation.

#### 2022 Fund Transfers

*Trustee Jenkins moved for approval of:*

- *Resolution 2022-16: To Transfer Set-Asides in the General Fund Balance to the Capital Facilities Fund*
- *Resolution 2022-17: To Record All Deposited Property Tax Revenues to the Levy Sustainability Fund*

*Trustee Duncan seconded. Motion carried.*

#### 2023 Budget: Second Reading and Discussion

Finance Director Mary Stimson reviewed the budget including expenditures over 2022-2023.

Chair Penn inquired whether the increase in overtime was a result of staff attrition. Director Stimson responded she would get more information to provide an answer.

#### **Public Hearing: 2023 Budget of Revenue and Expenditures**

*Trustee Duncan moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2022 property tax levies for collection in 2023. Trustee Jenkins seconded the motion. Motion carried.*

Chair Penn then asked if there was anyone in the audience who wished to comment on the 2023 budget. Comments were received by Tacoma resident, John Leslie.

There being no further comments, *Trustee Jenkins moved to close the public hearing on the 2023 budget of revenue and expenditures. Trustee Patel seconded the motion. Motion carried.*

#### **Unfinished Business (cont.)**

*Trustee Patel moved for approval of:*

- *Resolution 2022-18: To Set Wages and Benefits for Non-Represented Employees for 2023*
- *Resolution 2022-19: To Adopt the 2023 General Fund Budget*
- *Resolution 2022-20: To Adopt the 2023 Capital Improvement Fund Budget*
- *Resolution 2022-21: To Adopt the 2023 Election Fund Budget*
- *Resolution 2022-22: To Adopt the 2023 Levy Sustainability Fund Budget*
- *Resolution 2022-23: To Adopt the 2023 Property and Facility Fund Budget*

*Trustee Duncan seconded the motion. Motion carried.*

#### **NEW BUSINESS**

##### Capital Fund Transfers for 2023

*Trustee Patel moved to approve Resolution 2022-24: To Redirect the Transfer Set-Aside in the General Fund Balance for the Property and Facility Fund to the Capital Improvement Fund (\$1,173,200). Trustee Duncan seconded. Motion carried.*

*Trustee Duncan moved to approve Resolution 2022-25: To Transfer Unspent Budget Funds in General Fund to the Capital Improvement Fund (\$2,000,000). Trustee Jenkins seconded. Motion carried.*

*Trustee Jenkins moved to approve Resolution 2022-26: To Transfer the Set-Aside in the Property and Facility Fund Balance to The Capital Improvement Fund (\$1,000,000). Trustee Duncan seconded. Motion carried.*

2023 Election of Officers

*Trustee Duncan moved to approve the slate of officers for 2023 with Trustee Penn as Chair and Trustee Jenkins as Vice-Chair. Trustee Patel seconded the motion. Motion carried.*

2023 Board Calendar of Work

Chair Penn raised a question regarding a topic for a future agenda. She would like to discuss personal growth and development opportunities for the executive director position.

**ANNOUNCEMENTS**

Chair Penn expressed gratitude to the Trustees for a great year. She remarked she was proud to be a Trustee for the Library and looks forward to the new year.

**ADJOURNMENT**

*The meeting was adjourned at 5:09 pm on motion by Trustee Jenkins, seconded by Trustee Duncan.*

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Gretchen Caserotti, Secretary

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Jamilyn Penn, Chair