

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, Abby Sloan and Neesha Patel. Pam Duncan was excused. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Tacoma resident Marianne Lincoln provided public comment relating to library locations.

BOARD DEVELOPMENT

Dave Trageser, Managing Director of Local Government Finance, D.A. Davidson & Co. presented an overview on bond financing activities that would occur during the forming of an LCFA.

Trustees expressed their thanks to Mr. Trageser.

CONSENT AGENDA

1. Approval of Minutes of January 11, 2023, Regular Meeting
2. Approval of January 2023 Payroll, Benefits and Vouchers
3. Resolution 2023-02 To Declare Furnishings and Equipment Surplus to Public Service Needs

Trustee Patel moved for approval of the consent agenda as presented. Trustee Sloan seconded the motion. Motion carried.

EXECUTIVE SESSION

At 4:00 pm, Trustee Jenkins moved to recess to Executive Session, per RCW 42.30.110, to discuss a property matters and a periodic personnel evaluation for approximately 20 minutes. Trustee Sloan seconded the motion. Motion carried. The session was extended an additional 10 minutes and ended at 4:30 pm.

EXECUTIVE DIRECTOR REPORTS

Executive Director Report – Executive Director Gretchen Caserotti reported the financial report reflects the closure of 2022 activities. The financial reports will be updated in the coming months as the Library moves toward further migration of the new HR/Financial system.

The Bonney Lake Library refresh is complete. The children’s art installation will be completed by the end of the month.

The Library is still not back to pre-pandemic levels in most categories but continues to work toward full restoration in library usage.

UNFINISHED BUSINESS

2023 Foundation/Library Addendum #2

Trustee Sloan moved to authorize Executive Director Gretchen Caserotti to sign Addendum #2 as presented. Trustee Patel seconded the motion. Motion carried.

Interim Lakewood Library – Executive Director Caserotti noted the Library is working through discussions with the responsive bidder and hopes to be able to present a vendor contract for Board approval by the March meeting.

Downtown Lakewood Library – Executive Director Caserotti noted the architects completed a test fit summary to determine what the site can accommodate while still meeting City of Lakewood code requirements. The summary noted the site can accommodate up to a 25,000 square foot single-story library or a larger multi-story structure. Project costs are estimated at \$950-1000 per square feet. She noted the Library is working with the real estate broker to identify other potential sites. Trustees were encouraged to review the information provided on the City of Lakewood’s vision for the downtown area.

Questions arose on how a two-story building would impact the amount of staff hours. Executive Director Caserotti noted both building and staffing costs would typically be higher. She offered to provide more detailed operational cost projections at a future meeting.

Deputy Director Melinda Chesbro noted the current estimates are broad and do not take into account the assessment of the community’s needs, which will be addressed in future months.

Executive Director Caserotti noted the Lakewood Library is the only two-story building in the system. She suggested the Library bring to the Board internal data, as well as data on peer cities, to help the Trustees understand what might be the appropriate size of a building for the Lakewood community.

Executive Director Caserotti noted the Library has an impending deadline of March 23, 2023, to submit information about its plan with the Lakewood Library building and will be looking for direction from the Board in order to meet that deadline. She added that since the Board has agreed renovation is not an option for the Lakewood Library, and the building cannot remain unoccupied in its current state indefinitely, the organization must move toward formal course of action within the next 30-60 days. The next procedural step would be for the Library to provide information, including cost estimates to remove the building and prepare the site for rebuilding in the future.

Trustees noted the information on cost estimates would be useful, however the plan to remove the current building is imminent. They expressed the desire to provide the citizens of the Lakewood community a new library as expeditiously as possible.

Executive Director Caserotti confirmed there are a lot of strong feelings about the building, including the Douglas fir slice, which the Library is committed to preserving and keeping in the city of Lakewood.

Executive Director Caserotti stated she would bring information on procedural steps and action items for the Board to the March meeting which will aid the Library in delivering a commitment to the City of

Lakewood, noting the Library would work closely with the City to establish timelines and contracts necessary to complete this portion of the project.

Sumner Library Capital Project – Executive Director Caserotti reported the February 13, 2023, joint meeting with the Sumner City Council will provide more detailed information on the Library Capital Facilities Area (LCFA). The Library's architects will share a presentation on modern library concepts. There will be an opportunity to engage in discussion on potential boundaries of the LCFA and to review potential household impacts for the project.

2023 Annual Work Plan Summary – Deputy Director of Public Services Connie Behe reported the Library's projects are founded on the Board's Philosophy and Equity, Diversity and Inclusion policies, which are to provide the most access possible to citizens in a fair and equitable way, and ensure the Library has a welcoming space for all members of its communities.

She noted the report focuses on Future Libraries, Customer Service Initiatives and Technology Infrastructure but there is additional work taking place that is not reflected in the report.

Deputy Director Chesbro affirmed the report covers the major highlights of the work the Board may have seen reflected in the budget and added the Library will continue to provide periodic updates on the work not included on the report.

Deputy Director Behe noted the library locations are now divided into six regions, with a regional services manager (RSM) assigned to each. The RSM's will be guided by the Customer Experience Directors to create and implement plans to support the strategic plan and long term vision through teams within those regions. The new plan also allows for better staff utilization among each region. Along with system wide programs, the plan also includes developing programs and services specific to each region. These changes are expected to improve communications and reduce obstacles that may prevent work from progressing.

Discussion ensued about leadership development opportunities for staff. Deputy Director Chesbro noted previous development opportunities were offered through Leadership Academy cohorts and were offered to supervisors and above. Trustees expressed interest in gaining more clarity on the scope of training and the job classification levels for new leadership development opportunities being offered.

OFFICERS REPORTS

2022 Marketing and Communications Overall Results – Trustees expressed appreciation for the depth of the marketing and communications plans led by Marketing and Communications Director Mary Getchell, and praised the far-reaching efforts of her team to promote the Library.

Chair Penn noted the Board recognizes the immense amount of work being conducted throughout the Library outside of the scope of work focusing on facilities, and expressed her gratitude to administrators and staff.

ANNOUNCEMENTS

Executive Director Caserotti is arranging a presentation to the Board in May from Bethel School District superintendent Tom Siegel about the services needs in the area.

The Foundation Board of Directors has vacancies and Trustees are encouraged to share any referrals to Executive Director Caserotti or Foundation Director Dean Carrell.

Executive Director Caserotti expressed appreciation to the IT department for the installation of the new conference technology used during the meeting which is planned to be rolled out to the branches for future traveling Board meetings.

ADJOURNMENT

The meeting was adjourned at 5:11 pm on motion by Trustee Jenkins, seconded by Trustee Patel.

DocuSigned by:
Gretchen Caserotti
14852AC05E814CD

Gretchen Caserotti, Secretary

DocuSigned by:
Jamilyn Penn
093F8B1FB2864A3...

Jamilyn Penn, Chair