



**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – MARCH 8, 2023**

CALL TO ORDER

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:35 pm. Board members present were Jamilyn Penn, Pat Jenkins, Abby Sloan, Neesha Patel and Pam Duncan. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Public comments relating to the Lakewood Library were made by Lakewood residents Casey Crook and Christina Manetti.

CONSENT AGENDA

1. Approval of Minutes of February 8, 2023, Regular Meeting
2. Approval of Minutes of February 13, 2023, Special Meeting
3. Approval of January 2023 Payroll, Benefits and Vouchers
4. Approval of Purchase Order for Internet and WAN Services
5. Resolution 2023-03: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

EXECUTIVE DIRECTOR REPORTS

Executive Director Report – Executive Director Gretchen Caserotti provided an update on the legislative session. She noted the Library expects to hear updates on its capital funding requests after March 20, 2023. She reported she is finalizing the Board development calendar for the remainder of 2023.

Also noted was the launch of the Foundation’s new platform, Free Will, having already received two bequests since its recent launch date.

Monthly Dashboard – The monthly statistics reflect there were more library cards issued this month year over year.

Financial Reports – these are now being produced from the new HR/Finance system. She invited the Board’s feedback on the format of the new reports.

Public Services Reports – Executive Director Caserotti highlighted the story from the Parkland Library in which a patron was successful in finding a job as a result of the assistance they received from staff through the Book a Librarian program. She extended her thanks to staff at the branch.

UNFINISHED BUSINESS

Approve Interim Lakewood Library Bid Award and Purchase Order – Executive Director Gretchen Caserotti directed the Trustees to the related memo and expressed her understanding around the passion and feelings of members of the community around the Lakewood Library process. The Library has been working for many months to provide an interim library to provide service to the community until the

process of determining the long-term library direction and funding is known. She stressed the importance of providing an interim space and commitment to this process. She also praised Facilities Manager Christina Neville-Neal for managing multiple requirements and bringing the work into a scope that ensures service delivery at the fastest rate possible. Following approval of the bid and awarding of the contract, the architectural drawing will be finalized and ready for approval to begin construction. Site design and civil engineering activities for the landscaping are ready to be implemented upon approval of the contract. Executive Director Caserotti noted the amounts reflected in the memo are estimates only and that the Library would issue requests for bids for the public works contracts at the appropriate time.

Executive Director Caserotti noted the difficulty in committing to a timeframe before developing a full project schedule, which would begin upon approval of the contract. She added that funding and building a modular building will be much quicker than a new construction project.

The total budget for the project is estimated at 8.7 million, however, the Library estimates the modular building will come in under budget. Trustees commended staff for applying value engineering to help reduce costs without materially changing the scope of the project. Executive Director Caserotti noted the findings from the coordination with the City of Lakewood that residents contribute approximately \$4 million in property taxes annually to the entire PCLS budget and this project is applying about two years of those taxes to the interim library (in rough estimates).

Trustee Duncan moved to award Modern Building Systems as the successful responsive bidder for the Lakewood Interim Library Project. Trustee Jenkins seconded the motion. Motion carried.

Trustee Jenkins moved to authorize the Library to create a purchase order to Modern Building Systems in the amount not to exceed \$7,000,000. Trustee Patel seconded the motion. Motion carried.

Downtown Lakewood Library Direction on Building Removal – Executive Director Caserotti noted the Library would provide information on the considerations of various sized libraries at the April meeting.

The 180-day extension granted to the Library to provide the City of Lakewood with its intentions regarding the building on Wildaire Rd. expires this month. In an effort to move forward with firm commitments in the direction of demolishing the Lakewood Library building, Executive Director Caserotti requested the Board's approval of the motion before them. She noted there would be a number of steps and requirements involved before the building is removed, including surveys, permits and architectural consultation.

Trustees stressed the importance of making note of the timeline that outlines how the Library arrived at the decision before them regarding the demolition of the current building. They also expressed hope Lakewood residents would see this is a difficult and good faith effort to provide them with the type of library services they are accustomed to.

Trustee Sloan moved to direct Executive Director Caserotti to plan for removal and to formally notify the City of Lakewood. Trustee Jenkins seconded the motion. Motion carried.

Systemwide Public Opinion Survey Results – Marketing and Communications Director Mary Getchell provided an overview of the scientific survey. The last survey was conducted in 2018. The current survey

reflects differences in the methodology from those conducted in 2017 and 2018. She introduced Brian Vines and Ian Stewart, from EMC Research, who reviewed the results. Residents of the Library's service area received a postcard inviting them to take the survey online or to request a live telephone interview. The survey was conducted in English and Spanish. The data collection took place between mid-January and early March. Approximately 500 interviews were conducted.

Sumner Library Survey Results – The Sumner survey mirrors the system wide survey. The purpose of this survey was to gauge interest of respondents in a potential new Sumner Library. Approximately 152 survey results were received. 70% were Library cardholders.

Public Engagement Results Discussion – BuildingWork partner and architect Kate Wieland provided an overview of the results of the Sumner Library public engagement results. Over 200 online responses were received through interactive boards in libraries, online surveys, open houses and civic meeting attendance. Overarching themes acknowledge a changing community and competing needs that are addressed by a public library.

Sumner Library Capital Facility Area – Executive Director Caserotti noted the Sumner City Council passed their resolution to proceed with the ballot measure. The proposed boundaries are the city limits of the city of Sumner which leaves an approx. \$10 per month impact on taxpayers. Questions arose whether limiting boundaries to the city limits allows for a large enough voter turnout base.

Trustee Sloan moved for approval of Resolution 2023-04: requesting the establishment of the Sumner library capital facility area to finance a new library in Sumner and thereby expand library service. Trustee Patel seconded the motion. Motion carried.

Trustee Jenkins moved for approval of Resolution 2023-05: requesting the establishment of the Sumner library capital facility area to finance a new library in Sumner and thereby expand library service. Trustee Sloan seconded the motion. Motion carried.

BOARD DEVELOPMENT

Election Do's and Don'ts for Public Officers – Marketing and Communications Director Mary Getchell provided an overview of conduct required by public officers as it relates to the potential of bringing a ballot measure to the voters.

OFFICERS REPORTS

Policy Review Process – Executive Director Caserotti reported the Library is undergoing a robust internal process to develop a comprehensive policy review structure in order to better aid the Board in setting policies.

ANNOUNCEMENTS

Executive Director Caserotti will address Trustee Patel's questions about the long-term Lakewood Library timeline at the April meeting.

The Library was recognized with the WellCity award. Executive Director Caserotti thanked the Wellness Committee for its efforts in achieving the award again this year, resulting in a 2% insurance discount.

Executive Director Caserotti shared information on the March 17, 2023, training on the First Amendment and library collections, held at the Kitsap Library.

Library Giving Day is April 4, 2023.

Trustee Sloan shared her appreciation for UP Library staff for the care and attention they provide her family during their visits.

ADJOURNMENT

The meeting was adjourned at 5:37 pm on motion by Trustee Duncan, seconded by Trustee Sloan.

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Gretchen Caserotti
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Gretchen Caserotti, Secretary

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Jamilyn Penn
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Jamilyn Penn, Chair