



**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – APRIL 12, 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 library services in the Lakewood and Tillicum area were made by Lakewood resident Bob Warfield.

CONSENT AGENDA

1. Approval of Minutes of March 8, 2023, Regular Meeting
2. Approval of March 2023 Payroll, Benefits and Vouchers
3. Eatonville Library Air Handling Unit Replacement
4. Resolution 2023-06: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

BOARD DEVELOPMENT

Upcoming Policy and Facility Decision-Making Resources – Trustees appreciated that leadership is taking the time to provide development opportunities for the Board.

EXECUTIVE DIRECTOR REPORTS

Executive Director Report – Executive Director Gretchen Caserotti reported the Library Giving Day event raised approximately \$43,000, including a \$10,000 matching gift from an anonymous donor.

NEW BUSINESS

2022 Year-End Financial Review – Finance Director Mary Stimson provided an overview of the 2022 financial records. The Library is approximately \$2.1 million from meeting its Levy Sustainability Fund goal of \$15 million. The Library has transitioned from Eden to Munis software, which requires filing a new reconciliation report to the auditor’s office in the next few months. She provided an overview of the revenues and expenditures, noting the Library received property tax funds very near projected amounts, ARPA grant funds and higher return rates from investments. Due to reduced services in Lakewood, the staffing budget was approximately 6% less than the actual budget. As a result of the General Fund balance being \$1.5 million in excess, the Library requests these funds be transferred to the Capital Improvement Fund.

Discussion ensued on the investments returns and the unspent monies due to the closure of the Lakewood Library. Business and Compliance Director Cliff Jo noted the unspent funds are expected to be spent in 2023 on capital projects. Trustees asked if there were on any other existing needs within the system before transferring the funds to the Capital Fund. Executive Director Caserotti noted the greatest

need is in Lakewood and the Library is focused on ensuring additional funds move into the Capital Fund without diminishing any services at the other locations.

Director Jo added the Library did not budget any revenue that is anticipated to be received from the Buckley underground storage tank insurance claims.

Trustee Sloan moved to approve Resolution 2023-07: To Transfer a Portion of the General Fund Balance to the Capital Improvements Fund. Trustee Patel seconded the motion. Motion carried.

Trustee Jenkins moved to approve Resolution 2023-08: To Close the 2022 Fiscal Year. Trustee Patel seconded the motion. Motion carried.

UNFINISHED BUSINESS

Systemwide Public Opinion Survey Results – Brian Vines, from EMC Research, provided a continuation of their March presentation on the survey results. The last statistically valid survey conducted was in 2018. Due to the pandemic, the Library had not conducted surveys between 2018 and 2023.

The survey resulted in 500 responses, for a 95% confidence level in the responses representing the Library's service area. In all, 69% of the respondents said they were familiar with the Pierce County Library, and with a mix of people who use library services and those that do not, the same number of respondents – 69% said they were satisfied with the Pierce County Library. Discussion ensued around the findings of the responses, with particular focus on sentiments relating to taxpayer implications and services offerings.

Marketing and Communications Director Mary Getchell noted this survey will provide a new benchmark for subsequent surveys planned for 2025, and the information will be utilized in future planning by Library administrators.

Interim Lakewood Library Update – Executive Director Caserotti noted the Library is finalizing revised drawings and is close to executing the final contract. Next steps include formally engaging in construction process, including approvals and landscape designs.

Downtown Lakewood Library – Executive Director Caserotti provided an overview of the reports providing information to the Board which informs decision making. The reports summarized building sizes within the Library's service area and peer cities to Lakewood. She noted there were no specific formulas identified, although past references were made in capital facility plans using a .6-1.0 square foot per capita.

Caserotti noted the Library is investing in the interim project because the scope, timeline and cost of a long-term Lakewood Library are significant and would delay the process considerably.

Trustees found information in the reports very helpful to aid in their understanding of the reasoning behind the costs involved.

Deputy Director Melinda Chesbro noted the Library built many of its locations with a major bond and the other facilities were either inherited or purchased. She added the information provided serves as a

preliminary point for discussion on how the Library assesses needs on how to size and create a plan for future building locations.

Executive Director Caserotti reported the Library gave formal notice to the City of Lakewood on its intent not to renovate or repair the existing library facility. The next steps would be to engage with the contractors, during which a more formalized cost estimate and timeline will be provided. The contractors will be instructed to restore and prepare the site to be ready for a future construction project. In order to move to the next phase of the project, a formal resolution must be passed to surplus the current building.

Trustee Duncan moved to approve Resolution 2023-09: To Declare the Lakewood Library Building Surplus. Trustee Sloan seconded the motion. Motion carried.

Executive Director Caserotti thanked the Board for its thoughtful consideration and decision making during this process.

Buckley Library Site Evaluation Update – Director Cliff Jo reported the Buckley site is being prepared for mitigation of contamination. The Library will attempt to recover all costs incurred since the early 1990s, with the exception of commissions paid to the consultants. Trustees praised the Library for its environmental stewardship.

Trustee Jenkins moved to approve a purchase order to EHS-I not to exceed \$172,600. Trustee Sloan seconded the motion. Motion carried.

NEW BUSINESS (CONT.)

Customer Experience Director Kayce Hall and Finance Director Mary Stimson shared an overview of the Library's work to study fines and fees in an effort to eliminate barriers to access for members of the community. The Library stopped charging fines for all materials when the pandemic began in 2020.

Trustee Sloan moved to approve Resolution 2023-10: Eliminating Assessing Overdue Fines and Canceling Outstanding Library Fine Balances. Trustee Patel seconded the motion. Motion carried.

Fees for damaged and lost books will be studied later in 2023, with a recommendation coming to the Board upon completion of the study.

Master Facility Planning – Deputy Director Chesbro provided an overview of plans to engage an outside consultant to conduct the work. Executive Director Caserotti noted the Library intended to update the *Facilities Master Plan 2030* in 2017 but was not able to revisit the work. The Library will conclude the prior efforts to refresh the document and work with a consultant to develop a new long-range facility plan in concurrence with the upcoming strategic planning process.

OFFICERS REPORTS

Policy Review Project – 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 encouraged Trustees to review the Library’s new website at myplcs.org. She thanked the website team and staff for the work conducted to include accessibility standards.

The Bonney Lake Library is holding an open house on April 15, 2023, from 11:00 am – 2:00 pm. to celebrate the refresh of the building. Artwork from fourth graders at Derringer Elementary School, honoring a fellow student who passed away in 2020, is being displayed at the library.

The Legislature adjourns on April 23, 2023.

The final vote on the LCFA through the Pierce County Council is scheduled for April 25, 2023, at 3:00 pm.

ADJOURNMENT

The meeting was adjourned at 5:28 pm on motion by Trustee Sloan, seconded by Trustee Jenkins.

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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