



**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – JUNE 14, 2023**

**CALL TO ORDER**

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Jamilyn Penn, Pat Jenkins, and Pam Duncan, and Neesha Patel. Abby Sloan arrived at 3:55 pm. The meeting was conducted in person, with the option of virtual attendance.

**PUBLIC COMMENT**

Written public comments relating to the Lakewood Library were received from Lakewood residents Bob Warfield and William Ernst.

**CONSENT AGENDA**

1. Approval of Minutes of May 10, 2023, Regular Meeting
2. Approval of May Payroll, Benefits, and Vouchers
3. Approve Purchase Order for Door Replacements

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

**EXECUTIVE DIRECTOR REPORTS**

Executive Director Report – Executive Director Gretchen Caserotti noted the report for the COVID wrap-up will be on the July agenda. June 2023 marks the one-year closure of the Downtown Lakewood Library. Regional Services Manager Elysha Ryan summarized highlights of the milestone – Lakewood Library and Outreach department staff conducted 486 programs/events over the past year. In the week of October 23-29, 2022, staff conducted 17 events. Staff have established strong partnerships with many Lakewood community organizations. Director Caserotti expressed appreciation for the ongoing efforts by the Lakewood staff to provide services to the community despite the closure of the facility.

The public library statistical report has been submitted to the state. The financial audit and the annual report will be shared with the trustees via email as soon as they are completed next month. The Library is still waiting on the Pierce County Council to submit materials for the Library Capital Improvement Area (LCFA) to be included on the November ballot.

The Foundation department inducted three new members to its Board of Directors. Through the closure of the April financial reports, the Library is on track with planned general fund expenditures and is seeing more of the capital fund expenditures posting due to the interim Lakewood Library project costs.

Trustees commended the Lakewood staff for their outreach efforts and continued advancement of community partnerships since the closure of the Lakewood Library.

Chair Penn expressed appreciation to Executive Director Caserotti for the Library's transparent communications and reporting to keep the Board apprised of Library operations.

**UNFINISHED BUSINESS**

Interim Lakewood Library Project Status – Executive Director Caserotti reported the Library is working with numerous agencies to move the project forward. A project timeline will be shared once the permitting process has concluded.

Discussion ensued on the building elevation. The roof of the new building will be slightly pitched.

Discussion ensued regarding a target date for the community to begin enjoying the interim Library. Deputy Director of Operations Melinda Chesbro reported this will be dependent on securing a contractor and understanding their timeline for construction but anticipates the Library will be opened in 2024, barring any complications.

Executive Director Caserotti noted the financial commitments made for the interim Library and the goal to open it as expeditiously as possible remains a top priority for the administrators and staff.

Downtown Lakewood Library Demolition Plan Update – Facilities Director Kristina Cintron reported the Library is working closely with the City of Lakewood to understand the demolition timeline. Executive Director Caserotti noted there is no published procedural checklist and timeline related to the City of Lakewood's process. The Library has met the City's requirements to give notification of demolition. She noted the Library is learning as it moves through the process and working closely with the City to coordinate efforts. Additionally, the Library is being mindful not to initiate change orders that could potentially delay the process and increase costs.

Sumner Library Planning Timeline – Executive Director Caserotti reported on the steps needing to occur should the ballot measure pass. She corrected a statement in her memo, noting that once a measure is filed for the November ballot, the Library does not have ability to withdraw it. The Library is preparing for outcomes from the August ballot. If the measure is unsuccessful in August, the Library will be preparing to repeat related activities for the November ballot.

Discussion ensued on the process relating to the LCFA filing its own levy certificate in order for it to collect the revenues if it passes. Business and Compliance Director Cliff Jo noted the Library Board does not pass the levy certificate. The LCFA Board will pass the certificate.

Discussion ensued on potential suitable partners for the Sumner Library building. Executive Director Caserotti noted the Library would be coordinating with nonprofits to create a space dedicated to the organization which occurred prior to her joining the library. Examples include

social workers space and food banks to address food insecurity and social work. The library will continue to explore these arrangements and formalize the partnerships. She added that the Library received a \$300,000 commitment from the Sumner Rotary to help fund the space to include supporting families through these types of partnerships.

Discussion ensued on the possibility the timeline that would need to be extended with the City of Sumner if the ballot measure passes. In that case, the Library would likely negotiate to extend its current lease. If the ballot measure does not pass, the Library will identify spaces to lease and anticipates the City of Sumner would work with the Library to extend the lease. The current contract allows for a one-year extension. The primary concern with extending the lease is the condition of the building.

A question arose around the plan to keep the public apprised of the decisions and actions being taken during the process. Executive Director Caserotti noted that Marketing and Communications Director Mary Getchell has developed a robust communications plan with information on the paths the Library can take based on the outcome. The Library can only use its typical channels to communicate, since a ballot measure has been filed. Communication channels include open houses, community meetings, postcards, videos, and e-newsletters.

### **NEW BUSINESS**

Policy Review Board Policies Discussion – Executive Director Caserotti shared the steps the Board will take to review upcoming policies. She directed their attention to the guidelines developed for policy writers, noting the commitment of providing clarity and incorporating an EDI lens to all policies is at the forefront of policy writing.

She requested the Board review the list of policies up for review first, along with the recommendations outlined for them. In June, Library administrators will present the policies with tracked changes, a clean copy, and a summary of changes for the Board's consideration and discussion. Feedback would be applied and presented at the August meeting.

Policies will be presented to the Board monthly with the first grouping of policies reflecting the most high-level board policies. Currently, administrators are developing the list of policies that will be presented. Executive Director Caserotti noted there is a sense of urgency for the Board to review the Access policies in light of the First Amendment training the Board recently received.

Discussion ensued on the framework on recommendations and measuring outcomes. Most Library policies are based on a legal requirement and may not be measured in this way. Access policies such as Fines and Fees will allow for measuring outcomes.

Executive Director Caserotti welcomed feedback on the process and recommendations presented. She noted the importance of keeping the Board involved in the development as the Library simplifies the process.

Discussion ensued on possible policy committee engagement in the process and the level of involvement required. There was interest from several Trustees to explore forming policy, building, and strategic plan committees.

2024 Budget Development Timeline – Finance Director Mary Stimson provided an overview of the 2024 budget calendar and activities. The Fiscal Management policy will be brought to the Board in July for approval in August. A revenue study session is planned for September.

Sumner Pierce County Library For or Against Proposition 1 Committee for General Election – Executive Director Caserotti reported there were three names submitted to form the “For” committee and none for the “Against” committee.

*Trustee Jenkins moved to appoint Jeffrey Rounce, Tara Bywater, and Georgia Lomax to the committee to prepare arguments advocating voter approval of Proposition 1 in the 2023 November General Election. Trustee Sloan seconded the motion. Motion carried.*

**EXECUTIVE SESSION**

At 4:45 pm, Trustee Duncan moved to recess to Executive Session, per RCW 42.30.110, to discuss a periodic personnel evaluation for approximately 10 minutes. Trustee Sloan seconded the motion. Motion carried. The session ended at 4:59 pm.

**OFFICERS REPORTS**

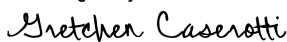
National Library Workers Day – Trustees appreciated the comments shared by members of the community in praise of Library staff.


**ANNOUNCEMENTS**

Sumner Open Houses will be held on June 28, 2023, at 11:00 am and 6:00 pm.  
The Summer Reading kickoff party will be held on June 16, 2023, from 3:00-5:00 pm, at the Parkland/Spanaway Library branch.  
Executive Director Caserotti shared information on virtual trustee training events via email.  
The Library System will be closed on June 19, 2023, for the Juneteenth holiday.

**ADJOURNMENT**

The meeting was adjourned at 5:05 pm on motion by Trustee Duncan, seconded by Trustee Patel.

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Gretchen Caserotti, Secretary

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Jamilyn Penn, Chair