



**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – JULY 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 3:31 pm. Board members present were Jamilyn Penn, Pat Jenkins, and Abby Sloan. Pam Duncan arrived at 4:13 pm. Neesha Patel was excused. The meeting was conducted in person, with the option of virtual attendance.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of June 7, 2023, Special Meeting
2. Approval of Minutes of June 14, 2023, Regular Meeting
3. Approval of June Payroll, Benefits, and Vouchers

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

**BOARD DEVELOPMENT**

Collection Management Director Amy Anderson shared a presentation on the Library's materials selection and purchasing processes. She provided an overview of the responsibilities of the department, including materials management, responding to purchase and interlibrary loan requests, acquisitions and cataloging, and selection and withdrawal of materials. Director Anderson shared some of the challenges the Library faces with regard to world language material and the need find a vendor that can do cataloging in a meaningful way to support the customers seeking these items.

Trustees expressed appreciation to Ms. Anderson and her staff for the thoughtful and equitable process.

**EXECUTIVE DIRECTOR REPORTS**

Executive Director Report – Executive Director Gretchen Caserotti noted the Annual Report was presented to the Pierce County Council and will be mailed to Trustees. The State statistical report will also be emailed to them when it is published this fall.

Also of note, the Ethics and Conflict of Interest policies will be presented next month, the Foundation department held an advocacy retreat with the induction of new Board members, and 2024 budget development is underway.

The new Public Services and statistics report continues to be refined. Public Services Deputy Director Connie Behe reported that youth programs and attendees have increased mainly due to more programs being offered in the Library's buildings.

### **UNFINISHED BUSINESS**

2023 Board of Trustees Development Update and Opportunities – Executive Director Caserotti noted corrections to the dates on the memo presented at the June meeting.

Interim Lakewood Library Update – Director of Facilities and Capital Projects Kristina Cintron reported the Library is in the permit review stage. The site plan permit review was extended several weeks. The Library is now awaiting any comments on its applications. Following permit issuance, PCLS will open a Request for Bids (RFB) for site work.

Downtown Lakewood Library Building Demolition Timeline – The State Environmental Policy Act checklist was submitted to the City of Lakewood. Ms. Cintron noted the process might move to spring if weather does not allow for winter ground work.

Sumner Library Capital Facilities Area (LCFA) Election Update – Executive Director Caserotti reported on planned activities held or executed in the month of June. Library leaders have continued outreach efforts to inform voters of the ballot measure. The open houses were well-attended. Executive Director Caserotti attended Pierce County Council study session on July 10. The Rules Committee discussed the request to have the measure placed on the November ballot, and it will go before the full Council at their July 18 meeting.

2024 Budget Development – Fiscal Management Policy Review (1<sup>st</sup> Reading) – Finance Director Mary Stimson noted the Library is not recommending any changes to the policy this year. The most recent change was in September 2022.

Buckley Library Site Update – Business and Compliance Director Cliff Jo reported the Library received seven bids in response to its RFB.

*Trustee Sloan moved to approve a purchase order to Rivers Edge Environmental Services not to exceed \$380,000. Trustee Duncan seconded the motion. Motion carried.*

### **NEW BUSINESS**

Policy Review – Board Bylaws Revision Discussion – Executive Director Caserotti presented her recommended revisions to the Bylaws policy and invited feedback and discussion.

Discussion ensued on the following:

ARTICLE III. Section 1. Appointment: Trustees prefer to have as much geographic diversity as possible and prefer to codify the language to include the requirement for Trustees to be adults, 18 years or older, and residing or working within the district.

ARTICLE III. Section 3. Vacancies: Executive Director Caserotti noted she is working on coordinating with the County and documenting the process for additional clarity.

ARTICLE III. Section 4. Vacancies Due to Unexpired Terms: Executive Director Caserotti noted the value of allowing someone filling a partial term the right to serve up to two terms. Trustees requested updating the language within the parameters of the legal requirements to avoid any confusion between Section 2 and Section 4.

ARTICLE IV. Section 3. Term: Trustees appreciated the EDI considerations relating to pronouns. Trustees recommended adding language that clarifies a term is *the equivalent* of five years.

ARTICLE V. Section 5. Absences: Trustees desire that there is latitude for absences in extraordinary situations. Executive Director Caserotti recommended a revision specifying three unexcused absences from regular meetings that are established throughout the year and communicated ahead of time be explicitly cited as grounds for considering removal. Trustees concurred, noting that special meetings would be the exception, since they are not scheduled at the beginning of the year.

ARTICLE V. Section 5. Roll Call: Trustees concurred with Executive Director Caserotti's recommendation to conduct roll for all actions.

ARTICLE V. Section 9. Records of Board Meetings: PCLS should consider the resources necessary for recording and making board meeting recordings online in the future, but not recommending changes at this time.

Trustees recommended including in the comments section of the revision drafts whenever language revision is required or prohibited due to state law.

Upcoming Library Access-Related Policies – These policies will be brought to the Board for discussion at the August meeting. Trustees are encouraged to read the current policies in preparation for future discussion.

#### **OFFICERS REPORTS**

COVID-19 Impacts to Library Use and Operations – Executive Director Gretchen Caserotti thanked Library administrators for their efforts in coordinating and capturing the detailed events related to operations during the pandemic.

#### **ANNOUNCEMENTS**

- The Pierce County Council will vote on adding the LCFA to the November ballot on July 18, 2023.
- Sumner Mayor Kathy Hayden will be participating in a Storytime at the Sumner Library on July 15, 2023.
- Lakewood Mayor Jason Whalen will be participating in a Storytime at the Lakewood City Hall on August 1, 2023.

- The annual Lakewood SummerFest will be held on July 15, 2023.
- A new exhibit about the Lakewood Library at the Lakewood History Museum will open Saturday, August 12, 2023, during the City of Lakewood's Saturday Street Festival. Lakewood Regional Services Manager Elysha Ryan has been working closely with the Lakewood Historical Society on this exhibition to memorialize the Tenzler Library building.

Trustees expressed interest in participating in future Storytimes.

**ADJOURNMENT**

The meeting was adjourned at 5:18 pm on motion by Trustee Sloan, seconded by Trustee Jenkins.

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*Gretchen Caserotti*  
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Gretchen Caserotti, Secretary

DocuSigned by:  
*Jamilyn Penn*  
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Jamilyn Penn, Chair