



**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – AUGUST 9, 2023**

CALL TO ORDER

Vice-Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Pam Duncan, Neesha Patel and Abby Sloan. Chair Jamilyn Penn joined the meeting at 3:34 pm. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Lakewood resident Casey Crook provided comments regarding the Lakewood Library.

CONSENT AGENDA

1. Approval of Minutes of July 12, 2023, Regular Meeting
2. Approval of July Payroll, Benefits, and Vouchers
3. Buckley Library Site Update: EHS-I Consulting Services Agreement
4. Resolution 2023-12: 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

First Amendment in Virtual Spaces Training – Jessica Goldman, Partner, Summit Law Group presented training on applying the First Amendment in government public online and virtual forums. She cited several case laws regarding several government social media accounts and noted that the outcomes depend on the judges' interpretation of the First Amendment.

Ms. Goldman provided guidelines for government entities to consider when managing their social media platforms. Marketing and Community Relations Director Mary Getchell noted the Library is updating its social media policies to align with these guidelines.

Trustees expressed gratitude to Ms. Goldman for the information shared.

EXECUTIVE DIRECTOR REPORTS

Executive Director Report – Executive Director Gretchen Caserotti reported Library administrators continue working on policy updates. The Ethics/Conflict of Interest policy will be presented at the September meeting.

The Foundation was pleased to report that they received an anonymous bequest for \$350,000.

The levy sustainability funds and revenue sources will be reviewed at the September 18, 2023, study session. The Library is examining reallocation of unexpended funds to accommodate capital expenses.

Deputy Director of Public Services Connie Behe reported the Tillicum Party in the Park event achieved significant success, boasting an attendance of over 500 participants. Lakewood staff also attended the Lakewood Summerfest, interacting with over 800 attendees. They continue to have a weekly presence at the Lakewood farmer's market.

UNFINISHED BUSINESS

Sumner Library Capital Facilities Area (LCFA) Ballot Measure— Executive Director Caserotti noted the vote count is currently at 68.5 % approved. She extended her appreciation to all stakeholders and citizens for their input and engagement. Certification of the election will be on August 15, 2023. The Library is coordinating with the County and preparing for next steps in the process to engage an architectural firm for the project.

Downtown and Interim Lakewood Libraries Update – Executive Director Caserotti expressed appreciation to Facilities and Capital Projects Director Kristina Cintron and Facilities Project Manager Christina Neville-Neil for maintaining progress to reach the site design approval milestone.

2024 Budget Process – Fiscal Management Policy Approval (2nd Reading) – Business and Compliance Director Cliff Jo noted the policy was unchanged, therefore required no action.

Policy Review – Board Bylaws Revision (1st Reading) – Following a conclusive discussion with the Library's legal counsel, the recommendation concerning Article III Membership is to uphold the existing procedure and collaborate with the County for recruitment, refraining from any attempt to override state laws within the bylaws. Consequently, Article III will remain unaltered to remain consistent with state laws, which do not impose any restrictions on Board membership. Further discussions with the County will be pursued to explore potential updates to the process. The attorney also confirmed a Trustee may be appointed to fill a partial term and would still be eligible to serve up to two full terms thereafter.

Additionally, *Article V Meetings* was updated to include a definition for excused absence as advance notification and three unexcused absences from a regular meeting for recommended removal.

The attorney also strongly encouraged keeping the Public Comment policy as a standalone policy so it will not be incorporated into the Bylaws.

NEW BUSINESS

Policy Review Discussion: Library Rules of Conduct Revision – Deputy Director of Public Services Connie Behe presented recommended revisions to the policy and invited feedback and discussion.

Deputy Director Behe noted the recommended changes will reduce the potential for disparate impact and potential for unconscious bias for the Library's visitors. By focusing on conduct that is disruptive, Library staff can focus on behavior rather than the person. These recommendations are formulated with an equity, diversity, and inclusion (EDI) perspective, while also incorporating trauma-informed best practices. The recommendation is to merge the Exclusion from Library Services, Rules and Regulations for Use of Library Facility and Access policies into the Library Rules of Conduct policy, thereby sunseting them as individual policies.

Deputy Director Behe noted all recommendations satisfy the Library's obligations as a government agency to create policy that is content and viewpoint neutral while enacting the reasonable time, space and manner restrictions that allow the Library to safely manage its public spaces.

Trustees and staff discussed legal obligations around some subjects such as pornography and firearms. The proposed language in the policy centers on observable behavior which permits staff to respond appropriately, consistently, and fairly when such behavior is disruptive, constitutes inappropriate use of space, poses safety concerns, or is illegal.

EXECUTIVE SESSION

At 4:54 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 Patel seconded the motion. Motion carried. The session ended at 5:09 pm.

ANNOUNCEMENTS

- The Board Study Session will be held on September 18, 2023, at 9:00 am.
- Assistant Attorney General Morgan Damerow will present Open Public Meetings Act Training at the September 13, 2023, regular meeting.
- Deputy Director of Operation Melinda Chesbro will be retiring from the Library at the end of October.

ADJOURNMENT

The meeting was adjourned at 5:13 pm on motion by Trustee Duncan, seconded by Trustee Patel.

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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