



**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – SEPTEMBER 13, 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 Pat Jenkins, Pam Duncan, and Neesha Patel. Abby Sloan was excused. 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 August 9, 2023, Regular Meeting
2. Approval of August Payroll, Benefits, and Vouchers
3. Resolution 2023-13: To Declare Furnishings and Equipment Surplus to Public Service Needs

There was discussion on a potential conflict of interest concerning Trustee Duncan's employment with the Department of Enterprise Services (DES) and Resolution 2023-13, declaring furnishings and equipment surplus to public service needs. Library administrators and the Board did not deem it necessary for Trustee Duncan to abstain from participating in the voting process, as the approval of Resolution 2023-13 would not result in personal gain.

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

BOARD DEVELOPMENT

Open Public Meetings Act Training – Assistant Attorney General Morgan Damerow provided Board training on the Open Public Meetings Act (OPMA), emphasizing the obligation of government entities to maintain transparency and accountability. He reviewed the 2022 formalized legislation on accepting public comments at meetings. While not mandatory, it is strongly recommended to retain an option for virtual attendance as a means of lowering barriers to public participation.

Mr. Damerow offered insights into the responsibilities of governing bodies and their compliance with OPMA requirements. He noted OPMA regulations may extend to committees that possess delegated authority, gather testimony on behalf of the Library, or are established through legislative action. When committees serve in an advisory capacity, they typically fall outside the scope of OPMA coverage.

Trustees conveyed their appreciation for the training provided by Mr. Damerow.

UNFINISHED BUSINESS

Sumner Library Capital Facilities Area (LCFA) Ballot Measure and New Library Next Steps – Executive Director Gretchen Caserotti reported that the Library is currently collaborating with the county council staff to establish the LCFA. The Library anticipates the LCFA board will be established by the end of the year, at which time the Library plans to enter into an Interlocal agreement with the LCFA.

Preparations are underway to issue the Request for Qualifications for architectural services. The Library has also received information from the Department of Commerce regarding the Library Capital Improvement Plan grants and is actively taking steps to fulfill the necessary requirements to ensure compliance.

Executive Director Caserotti expressed her commendation for Marketing and Communications Director Mary Getchell's dedicated efforts in managing the process, Foundation Director Dean Carrell's role in cultivating relationships and securing private funding, and all those who played a role in reaching the milestones that resulted in the successful ballot measure.

Downtown and Interim Lakewood Libraries Update – Facilities Project Manager Christina Neville-Neil stated the Library would prioritize the repurposing of existing furnishings whenever feasible. In cases where new furnishings are required, a standardized approach will be adopted to ensure consistency and efficiency.

Trustee Duncan moved to approve a purchase order for Workpointe in an amount not to exceed \$170,000. Trustee Patel seconded the motion. Motion carried.

Trustee Jenkins moved to approve a purchase order for Southwest Solutions Group, Inc. in an amount not to exceed \$129,000. Trustee Duncan seconded the motion. Motion carried.

Trustee Patel moved to approve a purchase order to A-1 Landscaping and Construction, Inc. for \$1,374,000 plus tax. Trustee Duncan seconded the motion. Motion carried.

Facilities Condition Assessment Architect Purchase Order – Executive Director Caserotti noted the distinction between the facilities assessments and the facilities master planning, which follows this body of work.

There was discussion regarding the evaluation of building resilience in the face of climate change. Ms. Neville-Neil highlighted that the first stages of the report will involve a thorough examination by architects and engineers to assess the ability of the Library's facilities to withstand environmental challenges, followed by recommendations for any necessary upgrades. The Trustees acknowledged the significance of responsibly managing public facilities and expressed their gratitude for the proactive approach taken to evaluate all buildings and integrate the findings into the new master facility plan.

Trustee Duncan moved to approve a purchase order to Starling Whitehead Lux Architects in the amount not to exceed \$133,000 for Phase 1 of this project. Trustee Jenkins seconded the motion. Motion carried.

Policy Review – Board Bylaws Revision (2nd Reading)

Trustee Patel moved to approve the Board Bylaws policy as presented. Trustee Jenkins seconded the motion. Motion carried.

Library Rules of Conduct (1st Reading) – Deputy Director Connie Behe reported that no substantial changes were made since the policy was last presented, with the exception of changes to the appeals section. Any bans or trespasses over 30 days would be appealed to the Deputy Director. Bans or trespasses for less than 30 days could be appealed to the local branch decision makers.

Deputy Director Behe and Customer Experience Director Melissa Munn have developed a training plan to provide support to staff as they navigate the revisions to the policy.

Ethics and Conflict of Interest Discussion – Executive Director Caserotti noted the challenges in merging two existing policies and elected to rewrite and annotate context in the tracked changes on the document. Elements from both policies were combined to clarify that all Library employees and its governing body will uphold the Library's standards and not abuse their positions for personal gain.

Trustee Duncan reminded the Board that she is working with Library administrators to review policies in advance of them coming before the full Board.

Executive Director Caserotti proposed new language in the Reporting and Remedies section to better define process and procedures. Trustees should bring concerns of potential conflicts to the Board Chair and Executive Director to research the matter and seek legal counsel. If necessary, the Chair and Executive Director will then prepare to bring concerns to the full Board for discussion.

Public Comment Discussion – A question arose around removal of the language regarding the reading of public comments if citizens are unable to attend Board meetings in person. Executive Director Caserotti noted that this is not required, nor does she recommend the reading. She added that while members of the public are welcomed to submit written comments to the Board, Trustees will read these at their own convenience.

Executive Director Caserotti recommended including language to clarify that the Library will keep a separate record of the written materials presented to the Board, to stand alone from the official meeting minutes.

Library Access-Related Policies Discussion (Unattended Persons, Meeting Rooms, and Community Exhibits) – Discussion arose regarding application of the policy to public meeting rooms versus study rooms.

NEW BUSINESS

Strategic Planning Process – Deputy Director Behe reported that consultant interviews were in the final stages. She asked for Board input regarding their desired level of engagement and where the Library should invite specific, versus collective, input.

Approval of Revised Foundation Agreement – Business and Compliance Director Cliff Jo reported a technical error was made to the Foundation Agreement’s value, which should be \$452,000.

Trustee Duncan moved to approve the Revised Foundation Agreement as presented. Trustee Patel seconded the motion. Motion carried.

EXECUTIVE SESSION

At 5:01 pm, Trustee Duncan moved to recess to Executive Session, per RCW 42.30.110, to discuss a periodic personnel evaluation for approximately 15 minutes. Trustee Patel seconded the motion. Motion carried. The session ended at 5:16 pm.

NEW BUSINESS (CONTINUED)

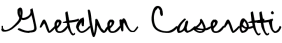
2024 Executive Director Salary Agreement –
Trustee Patel moved to authorize a representative of the Board to negotiate a salary agreement with the Executive Director for fiscal year 2024. Trustee Duncan seconded the motion. Motion carried.


ANNOUNCEMENTS

- The Board Study Session for the levy sustainability fund and revenue will be held on September 18, 2023, at 9:00 am.
- The Library’s annual Trivia Bee will be held on November 11, 2023. Doors open at 6:00 pm.
- Executive Director Gretchen Caserotti will not be attending the October 11, 2023, Regular Board meeting.

ADJOURNMENT

The meeting was adjourned at 5:24 pm on motion by Trustee Duncan, seconded by Trustee Patel.

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Gretchen Caserotti, Secretary

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Jamilyn Penn, Chair