



**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – NOVEMBER 8, 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 p.m. Board members present were Jamilyn Penn, Pat Jenkins, Abby Sloan, and Neesha Patel. Pam Duncan 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 October 11, 2023, Regular Meeting
2. Approval of October Payroll, Benefits, and Vouchers
3. Approval of Communico Purchase Order
4. Approval of Facilities Condition Assessments Architects Purchase Order

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

BOARD DEVELOPMENT

Process for Materials Reconsideration Requests – Deputy Director Connie Behe presented information on the Library's Selection of Library Materials policy and the Materials Reconsideration process. In her presentation, she highlighted the significance of the First Amendment and illustrated various forms of censorship through examples. Emphasizing alignment with the Library's values, Director Behe underscored Intellectual Freedom as fundamental in providing equitable access to information. She outlined the procedural steps within the Materials Reconsideration process, an integral part of the broader Selection of Materials policy.

Director Behe elaborated on the Board's role in reviewing appealed materials and stressed the importance of adhering to the policy to mitigate associated risks. Comprehensive training for both staff and the Board are in place to ensure compliance.

UNFINISHED BUSINESS

Proposed 2024 Board Meetings Schedule – Executive Director Caserotti presented options for the 2024 schedule, which includes four meetings held at different locations. She encouraged the Board to hold its regular meetings at consistent times and on specific days each month. Two time options were presented: maintaining the current 3:30 p.m. start time or shifting to a 4:30 p.m. start time. Special meetings would allow for more flexibility on start times.

Executive Director Caserotti noted she would bring forward a recommendation at the December meeting.

Lakewood Libraries Update – Facilities & Capital Projects Director Kristina Cintron and Facilities Project Manager Christina Neville-Neil provided an update on the progress of the capital projects. They specifically addressed concerns about the interim Lakewood Library’s landscaping, which had been discussed in the October meeting.

The Library is still awaiting the site development permit approval from the City of Lakewood following their request for additional information.

2024 Budget and Work Plan – Finance Director Mary Stimson presented the 2024 draft budget. Revenue and expenses are expected to be \$46.8 Million. The Library increased the Maintenance & Operations budget to allow for increasing costs of facilities maintenance. The materials budget remains at 10% of the overall budget. 2024 is a planning year for capital projects, and funds reflect the upcoming strategic and facilities planning processes. Due to vendor timelines, the Capital Improvement Fund will be slightly amended to reflect expenses planned for payment in 2023, which carried over to the 2024 budget. The Election Fund has no budget at this time, but the Library will present an amended budget when we receive invoices for the Sumner Library Capital Facilities Area (LCFA). There are no planned funds allocated for the Property and Facilities Fund. The Library will be processing the 2023 final deposit into the Levy Sustainability Fund. The Debt Service Fund does not have funds allocated but will be utilized for repayments of the Sumner LCFA bond in 2025. The General Fund reflects an increase of \$740,000 from property taxes.

Public Hearing: 2024 Draft Budget of Revenue and Expenditures

Trustee Sloan moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2023 property tax levies for collection in 2024. Trustee Patel seconded the motion and it passed.

Chair Penn asked if there was anyone in the audience who wished to comment on the 2024 draft budget. Comments were received by Lakewood resident Casey Crook.

There being no further comments, Trustee Sloan moved to close the public hearing on the 2024 budget of estimated revenue and expenditures. Trustee Jenkins seconded the motion and it passed.

UNFINISHED BUSINESS (CONT.)

2024 Budget and Work Plan – Trustee Jenkins moved to approve Resolution 2023-18: To Request Highest Lawful Levy and Levy Certification Preliminary Levy Certificate and Implicit Price Deflator. Trustee Patel seconded the motion. Motion carried.

Policy Review – 2nd Readings

Trustee Patel moved to approve the Conflict of Interest and Ethics policy as presented, effective November 1, 2023. Trustee Sloan seconded the motion. Motion carried.

Trustee Jenkins moved to approve the Public Comment at Board Meetings policy as presented. Trustee Sloan seconded the motion. Motion carried.

Trustee Patel moved to approve the Unattended Child and Vulnerable Persons policy as presented, effective December 1, 2023. Trustee Sloan seconded the motion. Motion carried.

Trustee Sloan moved to approve the Community Exhibit Spaces policy as presented, effective December 1, 2023. Trustee Patel seconded the motion. Motion carried.

1st Readings

Accepting Unsolicited Materials and Campaign Literature and Political Forums – The Trustees sought clarification regarding the responsibility for replacing materials on the bulletin boards in instances where they run out. Marketing and Communications Director Mary Getchell clarified that the responsibility for ensuring equitable space on the bulletin boards falls on the Library, but the responsibility to supply materials when they run out does not. She mentioned that the designated community bulletin boards are consistent across all locations to maintain equity in the use of these boards.

Disposition of Policies – Business and Compliance Director Cliff Jo outlined the process involved in repealing policies that are no longer necessary. Some of the policies proposed for repeal will include associated resolutions. Director Jo emphasized the significance of this action to prevent confusion among both staff and patrons of the Library.

Trustee Patel was excused at 4:59 p.m.

ANNOUNCEMENTS

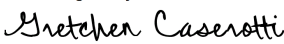
The December Board Development topic has been designated as cybersecurity training, with a request for Trustees to finalize this training by the year's end. Planning for the 2024 Board development sessions is currently in progress. Trustees have been invited to provide suggestions for potential training subjects by reaching out to Executive Director Caserotti.

The 5th annual Trivia Bee will be held Saturday, November 11, 2023 at 7:00 p.m.

District 2 Councilmember Paul Herrera will be holding his in-district meeting at Sumner City Hall on November 29, 2023. Executive Director Caserotti will be presenting a brief update on the Sumner Library and extended an invitation for Trustees to join her.

ADJOURNMENT

The meeting was adjourned at 5:03 p.m. on motion by Trustee Sloan, seconded by Trustee Jenkins.

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Gretchen Caserotti, Secretary

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Jamilyn Penn, Chair