



**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – DECEMBER 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 3:30 pm. Board members present were Jamilyn Penn, Pat Jenkins, Pam Duncan, and Neesha Patel. Abby Sloan was excused. The meeting was conducted in person, with the option of virtual attendance.

CONSENT AGENDA

1. Approval of Minutes of November 8, 2023, Regular Meeting
2. Approval of November Payroll, Benefits, and Vouchers
3. 2024 Insurance Policy Renewal
4. Approval to Sole Source to Peer Washington

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

UNFINISHED BUSINESS

2024 Board Meetings Schedule – Trustees expressed interest in the opportunity to hold meetings in branch locations in the future.

Trustee Jenkins moved to approve the proposed 2024 Board meeting schedule as presented. Trustee Patel seconded the motion and it was passed.

Lakewood Libraries Update – Facilities and Capital Projects Director Kristina Cintron reported the site development permits have been approved. A timeline is anticipated to be brought before the Board in January pending the approval of the right of way and sewer permits.

2023 Fund Transfers – Finance Director Mary Stimson reported 2023 is the final year the Library will deposit revenue into the Levy Sustainability Fund. Approximately \$3.2 Million are anticipated to be available pending final review of 2023 expenditures.

Trustee Jenkins moved for approval of Resolution 2023-19: To Record All Deposited Property Tax Revenues to the Levy Sustainability Fund. Trustee Duncan seconded the motion. Motion carried.

2023 Election Fund Budget and Payment of General Election Costs –

Trustee Duncan moved for approval of Resolution 2023-20: To Approve the 2023 Proposed Amended Election Fund Budget. Trustee Patel seconded the motion. Motion carried.

2024 Budget: Second Reading and Discussion – Director Stimson noted there were slight modifications to the general fund budget due to reallocations of funds and realignment of

leases as a result of the GASB 87 lease requirements. \$2,050,000 will be moved from the general fund to the capital fund for priority projects. Director Stimson added that due to supply chain issues, permits, and other unanticipated items, payments of approximately \$6M of the 2023 capital fund budget will not be able to record in 2023, thus requiring reallocation to 2024 for payment. Special revenue funds remain unchanged.

PUBLIC HEARING: 2024 BUDGET OF REVENUE AND EXPENDITURES

Trustee Jenkins 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 Duncan seconded the motion and it passed.

Chair Penn then asked if there was anyone in the audience who wished to comment on the 2024 draft budget. There being no comments, and Trustee Patel 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 Approvals

- a. Resolution 2023-21: To Set Wages and Benefits for Non-Represented Employees for 2024
- b. Resolution 2023-22: To Adopt The 2024 General Fund Budget
- c. Resolution 2023-23: To Adopt The 2024 Capital Improvement Fund Budget
- d. Resolution 2023-24: To Adopt The 2024 Election Fund Budget
- e. Resolution 2023-25: To Adopt The 2024 Property and Facility Fund Budget
- f. Resolution 2023-26: To Adopt The 2024 Levy Sustainability Fund Budget
- g. Resolution 2023-27: To Adopt The 2024 Debt Service Fund Budget

Trustee Patel moved to approve Resolutions 2023-21 through 2023-27 as presented. Trustee Duncan seconded the motion. Motion carried.

Policy Review

2nd Readings

Trustee Duncan moved to approve the Accepting Unsolicited Materials and Campaign Literature and Political Forums policy as presented. Trustee Patel seconded the motion. Motion carried.

Trustee Patel moved to approve the Communication with the Public policy as presented. Trustee Duncan seconded the motion. Motion carried.

Trustee Duncan moved to approve the Social Media policy as presented. Trustee Jenkins seconded the motion. Motion carried.

Resolution 2023-28: To Repeal Board Policies No Longer Needed. Trustee Jenkins moved to approve the resolution as presented. Trustee Patel seconded the motion. Motion carried.

HR Policy Manual – Staff Experience Director Chereé Green presented an introduction of a new document for the Board’s consideration and approval at a future meeting. The manual combines employment-related policies, procedures, programs, and information that internally exist on the Library’s intranet and other assorted places. She noted she and her team worked closely with employment attorneys who have recommended, similar to other peer libraries in the area, compiling all of those elements into one document. The manual would apply to union and non-represented staff. The Collective Bargaining Agreement will supersede if there are discrepancies.

Director Green noted the plan is to take a multi-step approach. Phase 2 will allow more exploration and review to identify gaps and provide more clarity. The manual will be reviewed regularly and the Library will make any necessary updates as it pertains to any laws and future bargaining.

Executive Director Gretchen Caserotti proposed the Trustees reach out to her if they have any questions prior to seeking Board approval in January and February.

2022 Annual Report Amendment GASB 87 – Director Stimson reported the Library amended its annual report with the state auditor and updated its required lease reporting of 2022 debts for properties and major office equipment to be in alignment with new regulations.

NEW BUSINESS

2024 Election of Officers – Executive Director Caserotti and the Trustees thanked Chair Penn and Vice-Chair Jenkins for serving in their positions for a second year. Trustee Duncan will serve as Chair and Trustee Patel will serve as Vice-Chair in 2024.

Trustee Jenkins moved to approve slate of officers for 2024 as presented. Trustee Patel seconded the motion. Motion carried.

2024 Board of Trustees Calendar of Major Work – Executive Director Caserotti provided an outline of the standard Board work requirements and upcoming 2024 special projects that will require the Board’s involvement and/or approval. She invited additional input for Board development opportunities as a standing topic in the regular meetings. She noted two Trustees would be required to serve on the Trustee appointment committee, adding she will seek volunteers for additional liaison and committee opportunities as they arise.

Trustees expressed appreciation for the regular Board development features to aid them in their role and for Executive Director Caserotti’s leadership in guiding the process.

Future Lakewood Libraries Planning – Executive Director Caserotti provided an overview of the planning related to the future Lakewood Library. The following phase includes taking the Community Advisory Committee’s recommendations and developing next steps during study sessions or special meetings. She sought guidance from the Board on the tools that would be helpful to them to reach a decision.

Discussion ensued on the importance of discussing the Tillicum and Lakewood libraries separately. Trustees confirmed their preference to hold study sessions to focus on the work.

Further discussion ensued on which criteria and information staff could provide relating to feasibility and any type of framework or process that would aid them in their decision-making. Trustees indicated that the process must be fluid and transparent; criteria should include what is best for the public and the Library System, as well as what is best for public support; and considerations should include whether the current site can support a library that meets the needs and expectations of the public, including modern amenities and adequate parking. Trustees stressed the importance of being intentional about engaging the community, noting public support and goodwill are the Library's best resource.

Executive Director Caserotti stated Library administrators would bring a draft to the Board in January.

ANNOUNCEMENTS

Executive Director Caserotti reminded the Board that their cybersecurity training must be completed by the end of the year.

Executive Director Caserotti expressed her appreciation to the Trustees for their engagement throughout the year and wished them a happy holiday.

Trustees expressed their appreciation to staff for their guidance, support, and professionalism as they serve the needs of the community.

ADJOURNMENT

The meeting was adjourned at 4:58 pm on motion by Trustee Jenkins, seconded by Trustee Duncan.

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Gretchen Caserotti
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Gretchen Caserotti, Secretary

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Pamela E. Duncan
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Pamela Duncan, Chair