

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees

February 14, 2024 | 3:30 p.m.

The meeting will be held in person at 3005 112th St E, Tacoma, WA 98446

Virtual attendance options: **Phone:** Dial+1.253.205.0468 | Webinar ID: 862 2356 6846 | Passcode: 539640

Web Browser or App: <https://us06web.zoom.us/j/86223566846?pwd=2hF4iFK21bhxftMgR8R6FSRdN4sPhv.1>

(Zoom user account is required to join via web browser)

Call to Order: Pamela Duncan, Chair

Public Comment: *This is time set aside for members of the public to speak to the Board of Trustees. Comments will be limited to three (3) minutes. To provide comments virtually, sign up by emailing pmcbride@piercecountylibrary.org by 2:00 p.m. on February 14. Written comments must be provided 24 hours prior to the meeting.*

Consent Agenda [ACTION]: *Consent agenda items are considered routine and are acted on with one motion. There will be no separate discussion on these items unless a member of the Library Board requests an item to be removed from the Consent Agenda for discussion.*

1. Approval of Minutes of January 10, 2024, Regular Meeting
2. Approval of January Payroll, Benefits, and Vouchers
3. Approval of Change Order – Buckley Library Underground Storage Tank
4. Resolution 2024-03: To Declare the Surplus of Art

Reports

1. Executive Director Report
2. Fundraising Performance Report
3. December 2023 Financial Report
4. Public Services Report and Metrics Dashboard

Unfinished Business

1. Lakewood Libraries
 - a. Interim and Downtown Libraries Update
 - b. Future Lakewood Library Planning
2. Sumner Library Architect Purchase Order **[ACTION]**

Board Development

1. Public Records Act: Morgan Damerow, Assistant Attorney General and Melissa Drewry, Local Government Public Records Consultant

Unfinished Business (cont.)

3. Policy Review
 - a. Donations and Sponsorships – Discussion
 - b. Human Resources Policy Manual – 1st Reading
 - c. Public Records Request – 1st Reading

Public Hearing Regarding Proposed Public Records Policy Fee Schedule [ACTION]: *The purpose of this hearing is to receive comments from interested members of the public regarding the Pierce County Library System's proposed revision to the Public Records Request Policy Fee Schedule (per RCW 42.56.070(7)). Comments will be limited to three (3) minutes.*

1. Public Records Request Policy

New Business

1. 2023 Year-end Financial Review **[ACTION]**
 - a. Resolution 2024-04: To Transfer a Portion of the General Fund Balance to the Capital Improvements Fund
 - b. Resolution 2024-05: To Close the 2023 Fiscal Year

AGENDA

Officers Reports: *Brief, informational updates or reports about the Library, its staff, and activities*

1. Q1 2024 Marketing and Communications Focus: Job and Business Services
2. Q4 2023 Marketing and Communications Results
3. Q4 2023 Marketing and Communications Focus Results: Pierce County Library – the Heart of Your Community

Announcements

Adjournment [ACTION]