



**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
SPECIAL MEETING MINUTES – JANUARY 10, 2024**

CALL TO ORDER

Chair Pamela Duncan called to order the special meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were Pamela Duncan, Neesha Patel, Abby Sloan, Jamilyn Penn and Pat Jenkins. The meeting was conducted in person, with the option of virtual attendance.

Board Development – Cara Meyer, of The Coraggio Group, presented an overview of the strategic planning process currently underway. Ms. Meyer shared the project timeline which targets November for the completion of the plan. Implementation would begin shortly thereafter. Stakeholding activities include engagement with nonprofits, government agencies, education and civic organizations, and businesses. Various information gathering approaches will be used, including an online survey, focus groups and interview, and community engagement. The work will involve gaining clarity on the organization’s mission, vision and values and position. The roles of the trustees include participation in a survey, review of a situation assessment and the draft plan, and final review and approval in November.

CONSENT AGENDA

1. Approval of Minutes of December 13, 2023, Regular Meeting
2. Approval of December Payroll, Benefits, and Vouchers
3. Resolution 2024-01 To Declare Furnishings and Equipment Surplus to Public Service Needs

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

EXECUTIVE DIRECTOR REPORT

Executive Director Gretchen Caserotti expressed her appreciation to staff who were available to welcome the public into the libraries during the holiday season.

Deputy Director Connie Behe reported that due to various departments, staff and community contacts, the Ukrainian language collection is being placed onto shelves this week. Collection Management Director Amy Anderson reported that approximately 600 items are being distributed throughout the system. Digital resources are also available in the Ukrainian language.

Executive Director Caserotti reported on a recent meeting with the Puyallup Tribe of Indians Director of Historic Preservation Department. She noted she is hopeful to continue learning about their priorities and potential partnership opportunities working with indigenous communities.

Executive Director Caserotti noted future agenda packets will be evolving and invited trustees to share which types of reports and information about Library operations they would like to see. She expects bringing updated financial report proposals in March.

UNFINISHED BUSINESS

2024 Schedule of Regular Meetings – Executive Director Caserotti informed the Board that a resolution on the 2024 meeting schedule was not included in the December agenda packet, therefore this January meeting has been revised to be noticed as a special meeting to allow for formal approval.

Trustee Jenkins moved to approve Resolution 2024-02: To set the 2024 Schedule of Regular Meetings. Trustee Sloan seconded the motion. Motion carried.

Lakewood Libraries – Facilities and Capital Projects Director Kristina Cintron reported the City has not yet been able to provide a timeline for the Interim library but communications are ongoing. Facilities Project Manager Christina Neville-Neil noted a preconstruction meeting with the City has been scheduled to discuss traffic and safety control requirements. Design revisions requested by the City have been submitted in December and the Library is awaiting completion of their review.

Subcontractor bids for the demolition of the Downtown Library on Wildaire Rd. and removal of the Douglas Fir artifact are due in March. Once a contractor is identified, they would be applying for permits involving their work and will be dependent on other jurisdictions.

Trustees expressed concern with the timelines and delays impacting the Library's ability to serve the community. Executive Director Caserotti noted that opening the doors of a library in Lakewood is a top priority and the Library is committed to being responsive to any requests made by the City and will continue to do its best to be good partners.

Future Lakewood Libraries Planning – Executive Director Caserotti provided an overview of a proposed approach to scheduling time for the Board to finalize decisions on the Downtown and Tillicum libraries. Following discussion, trustees indicated their preference to hold two study sessions in person. Trustees will respond to a poll to identify availability by email.

Policy Review

Human Resources Policy Manual Discussion – Staff Experience Director Cheree Green and the Library's labor and employment counsel on employment, Sofia Mabee of Summit Law, presented the Human Resources manual for further discussion. Ms. Mabee noted the consolidation of the policies and guidelines is a significant move forward for the organization. The purpose of this work is to ensure staff have easier access to the information. Library administrators would maintain the manual upon the Board's approval.

Executive Director Caserotti noted this work is intended to consolidate, simplify and provide clarity and focuses on structural changes. Much of the change involves the movement of the

various independent policies into one document. Material content changes will not be made until the following year.

Trustees expressed appreciation for the time and effort involved in consolidating this body of work.

Public Records Request Policy Discussion – Executive Director Caserotti reported Library administrators are determining which information belongs on a policy and what belongs on the Library’s website relating to administrative procedures. Of interest was whether trustees had a desire to retain the clause on appeals, which is not required by state law.

Executive Director Caserotti invited feedback on the proposed language in the fees section of the policy. She recommended the Library include a fee schedule to address the costs involved in producing responsive records. Trustees discussed the importance of being equitable when charging fees to requestors.

Under State law, the Library must hold a public hearing related to any fees that it might charge for the production of public records. This would take place at the time the Board takes action to approve the policy with its updated fee schedule.

NEW BUSINESS

2024 Foundation/Library Agreement

Trustee Sloan moved to Authorize Executive Director Gretchen Caserotti to sign the Foundation Agreement as presented. Trustee Penn seconded the motion. Motion carried.

Trustee Patel moved to authorize Executive Director Gretchen Caserotti to sign Addendum #1 as presented. Trustee Sloan seconded the motion. Motion carried.

Trustee Sloan moved to authorize Executive Director Gretchen Caserotti to sign Addendum #2 as presented. Trustee Patel seconded the motion. Motion carried.

Trustee Vacancy Process

Executive Director Caserotti invited trustees to provide input on recruitment materials and considerations around the knowledge, skills and qualifications desired and importance of reaching people of diverse backgrounds and experiences. Discussion ensued on various ways to raise awareness about the vacancy. When considering what types of applicants would appeal to the Board, it was noted that the interview panel remain mindful of the major bodies of work the Board will be engaged in over the next several years. It was noted that applicants should be fully aware of the time commitments involved when serving on the Board. Also noted was a desire for the interview panel to strongly consider applicants who demonstrate a passion for libraries. Trustees expressed an interest in having youth representation on the Board as an opportunity to be mentored and have exposure to the processes and responsibilities that a Board undertakes. Executive Director Caserotti noted that the application material would state that applicants live in the Library’s service area.

Chair Duncan and Trustee Patel volunteered to serve on the selection committee.

2024 Revised Levy Certificate – Finance Director Mary Stimson reported final property tax valuations depict a net increase of \$57,667 in revenue.

ANNOUNCEMENTS

Executive Director Caserotti thanked the trustees for completing their cybersecurity training. She also invited trustees to participate in, and promote, the strategic planning survey launching in February.

Trustee Patel expressed appreciation to staff at the Milton Edgewood library for the layout of the children’s space and providing engaging and inclusive programming.

ADJOURNMENT

The meeting was adjourned at 5:38 pm on motion by Trustee Jenkins, seconded by Trustee Patel.

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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