



**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING MINUTES – FEBRUARY 14, 2024**

CALL TO ORDER

Chair Pamela Duncan called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:33 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.

PUBLIC COMMENT

Casey Crook and Christina Manetti provided public comments to the Board.

CONSENT AGENDA

1. Approval of Minutes of January 10, 2024, Special 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

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

REPORTS

Executive Director Report – Deputy Director Connie Behe reported that Executive Director Gretchen Caserotti was attending the Library Legislative Day. She noted Johnston Architects was selected for the Sumner Library building project. She also introduced the Library’s new IT Director Brian Lee. Trustees expressed appreciation that Executive Director Caserotti was participating in the legislative process on behalf of the Library System.

Public Services Report and Metrics Dashboard – Director Behe reported she recently attended the Black Voices in the Arts event at Tacoma’s Parable bookstore. The series, started by Summit Library staff eight years ago, has since grown into regional programming. Director Behe noted the 3% year-over-year increase in circulation of print and digital materials and highlighted the trend of digital circulation growth. Statistical data such as this will be useful in the strategic planning process.

Director Behe informed Trustees that she would provide a progress report on the strategic planning project at the March meeting.

Discussion ensued on budget impacts from the increased use of digital materials. Director Behe assured Trustees that there is still a strong need for physical materials, as well as open spaces for community gatherings and general interaction. Consultants will consider these needs as part of the strategic planning process.

Discussion ensued on the waiting period for materials, as well as the availability of materials for those with accessibility needs.

UNFINISHED BUSINESS

Lakewood Libraries – Facilities and Capital Projects Director Kristina Cintron reported the Interim Lakewood Library’s recent groundbreaking. Site work and modular building arrival is scheduled for April. The Certificate of Occupancy is expected in June. The Library is anticipated to open in August.

Future Lakewood Libraries Planning – Deputy Director Behe reported that a mutual date and time was not found for the study sessions. Trustees were given the option to either be polled for additional dates in May or to incorporate discussion into the regular Board meetings. The Clerk will re-issue the survey and include dates into May.

Sumner Library Architect Purchase Order – Business and Compliance Director Cliff Jo requested approval of the purchase order for Johnston Architects to provide construction management and design services to the Library. The Library has committed to Silver LEED certification.

Discussion ensued around LEED certification implications and the importance of considering EDI when engaging services for the Library. Director Jo noted Johnston Architects is minority and women owned and is applying the diversity lens into the design and community engagement elements as they commence their work.

Trustee Sloan moved to approve a purchase order to Johnston Architects, not to exceed \$2,714,000. Trustee Jenkins seconded the motion. Motion carried.

BOARD DEVELOPMENT

Morgan Damerow, Assistant Attorney General and Melissa Drewry, Local Government Public Records Consultant presented training on the Public Records Act. Topics included public records requests, personal devices and information, exemptions and privacy, requester motives, enforcement and penalties, and identifying a public record.

UNFINISHED BUSINESS (CONT.)

Policy Review: Donations and Sponsorships Discussion – Deputy Director Behe noted the recommendation is to combine essential elements from the current gifts policy and the sponsorship policy in ongoing efforts to simplify and reduce the number of policies when possible.

Discussion ensued on the non-discrimination language in the policy statement, including whether age should be mentioned among the protected class information. Further discussion ensued on the language around the donations of real property.

Policy Review: Human Resources Policy Manual 1st Reading – Staff Experience Director Cheree Green presented the policy manual. The purpose of presenting a compilation of various employment-related policies into one document is to provide clarity and simplify access to information. The Board will be asked to approve the manual, a new structure for employment-related policies at the March meeting

Policy Review: Public Records Request Policy 1st Reading – Deputy Director Behe drew Trustee attention to the statement clarifying inclusion of a fee schedule. Discussion ensued on the language around how requests can be made.

Trustees appreciated the thoroughness in preparing the policies.

PUBLIC HEARING REGARDING PROPOSED PUBLIC RECORDS POLICY FEE SCHEDULE

Trustee Penn moved that in accordance with RCW 42.56.077, the public hearing be open for consideration of a proposed revision to the public records request policy fee schedule. Trustee Jenkins seconded the motion. Motion carried.

There being no comments, Trustee Sloan moved to close the public hearing. Trustee Patel seconded the motion. Motion carried.

NEW BUSINESS

2023 Year-end Financial Review – Deputy Director Behe acknowledged that 2023 is the earliest the Library has closed a fiscal year. She commended the finance department team and Finance Director Mary Stimson for her leadership and creating many efficiencies to make this possible. Director Stimson provided a summary of the General, Capital, Special Purpose, Property and Facilities, and Levy Sustainability funds.

Trustees expressed appreciation to the Friends of the Library for their donation of over \$17,000 to the Pierce County Library Foundation. Trustees also expressed appreciation for the work of the Finance team and the presentation of documents.

Trustee Jenkins moved to approve Resolution 2024-04: To Transfer a Portion of the General Fund Balance to the Capital Improvements Fund. Trustee Patel seconded the motion. Motion carried.

Trustee Patel moved to approve Resolution 2024-05: To Close the 2023 Fiscal Year. Trustee Sloan seconded the motion. Motion carried.

OFFICERS REPORTS

Trustees expressed appreciation for the detail in the Marketing and Communications reports, noting that they reflect the great work of staff across the system, including the efforts to reach diverse demographics.

ANNOUNCEMENTS

Pierce County Library was invited to support the Museum of Glass Big Read program. The Museum is holding a kickoff event on February 15, 2024, from 5:30-7:30 pm.

Pierce County Councilmember Jani Hitchen will be presenting a Pierce County Proclamation for Read Across America Week at the February 27, 2024, council meeting.

Trustees expressed gratitude to Bonney Lake staff for welcoming Congresswoman Kim Schrier and providing her with an informative tour of the library during her visit.

ADJOURNMENT

The meeting was adjourned at 5:53 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 Duncan, Chair