



**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING MINUTES – MARCH 13, 2024**

CALL TO ORDER

Vice-Chair Neesha Patel 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

Christine Smith, CPA from TDJ CPAs, presented training on financial oversight tailored for governing boards of library trustees. Ms. Smith will provide additional training in June as part of the budget review process.

CONSENT AGENDA

1. Approval of Minutes of February 14, 2024, Regular Meeting
2. Approval of February Payroll, Benefits, and Vouchers
3. Change Order for Sumner Architect to Include LEED Certification Services
4. Change Order for Environmental Consultant Firm NV5

Executive Director Gretchen Caserotti noted there was a scrivener's error detected in the February 14, 2024, minutes, wherein it was noted the approvals for the Public Record Requests Policy would be held in April rather than March. It was requested the minutes be approved as amended to reflect the correct month.

Trustee Jenkins moved for approval of the consent agenda, with the amended minutes, as presented. Trustee Penn seconded the motion. Motion carried.

REPORTS

Executive Director Report – Executive Director Caserotti reported the financial report summary includes a note on the difference in the figure from cash basis and accrual reporting that was addressed at the February meeting.

Executive Director Caserotti noted the legislative session ended on March 7. Planning is underway for any new laws that come into effect that relate to libraries.

Public Services Report and Metrics Dashboard – Deputy Director Connie Behe addressed questions on the digital and physical materials data posed by the Board at the February meeting. She noted the trend is consistent among the libraries she surveyed.

She noted there are a variety of activities planned at Park Lodge Elementary School once the Interim Lakewood Library opens.

Ms. Behe shared that on March 27, 2024, as part of the Library's Cultural Heritage series, author Elise Hooper would be speaking at the Parkland Library. She noted this is an example of the centralized programming efforts by staff.

UNFINISHED BUSINESS

Lakewood Libraries:

Interim and Downtown Libraries Update —Facilities and Capital Projects Director Kristina Cintron confirmed the power to the Interim Lakewood Library will be provided underground.

Future Lakewood Library Planning: In-Person Study Sessions – Meetings will be held on April 20, 2024, to discuss the Lakewood Library and May 11, 2024 for the Tillicum Library.

City of Lakewood Interlocal Agreement – Tree Artifact Transfer – Business and Compliance Director Cliff Jo noted that while the Library is interested in ensuring degradation of the tree is avoided, it cannot verify whether its base is sound until the process of removing it begins.

Chair Duncan stated the Library will take the utmost care of the transfer of the artifact.

Trustee Sloan moved to authorize the Executive Director to enter into the Interlocal Agreement between the Library and City of Lakewood, as presented. Trustee Jenkins seconded the motion. Motion carried.

New Sumner Library Development, Ownership and Management Agreement –

Trustee Patel moved to authorize the Executive Director to sign the Sumner Library Development Ownership and Management Agreement, as presented. Trustee Sloan seconded the motion. Motion carried.

Policy Review:

Naming Discussion – Discussion ensued on the change in who is responsible to approve the levels of giving and recognition, as well as the addition of the morals clause provision.

Donations and Sponsorships 1st Reading – Executive Director Caserotti noted age has been included in the standard language covering protected classes.

Human Resources Policy Manual 2nd Reading –*Trustee Patel moved to approve the Human Resources Manual as presented, effective April 1, 2024. Trustee Sloan seconded the motion. Motion carried.*

Public Records Request 2nd Reading – There being no further discussion, Chair Duncan sought a motion to move into the Public Hearing.

PUBLIC HEARING REGARDING PROPOSED PUBLIC RECORDS POLICY FEE SCHEDULE

Trustee Sloan 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 public comment, Trustee Patel moved to close the public hearing. Trustee Penn seconded the motion. Motion carried.

UNFINISHED BUSINESS (CONT.)

Policy Review: Public Records Request – *Trustee Penn moved to approve the Public Records Policy as presented. Trustee Sloan seconded the motion. Motion carried.*

NEW BUSINESS

New Sumner Library Building Design – Executive Director Caserotti reported on the phases of the design process which will take place throughout 2024. Public engagement activities will commence in the latter quarters of the year, following the closure of the strategic plan survey. Trustee Jenkins will serve as the Board liaison.

Discussion ensued on the community engagement activities being planned as well as how the Library will adjust if costs exceed estimates. Executive Director Caserotti noted the Library is beginning to see shifts in construction costs which could potentially lean in the Library’s favor.

OFFICERS REPORTS

All Staff Day – Trustees were pleased to learn of the upcoming event and acknowledged that although closing the Library System for the entire day will have an impact on the community, the value it provides to staff is of equal importance. Discussion ensued about the difficulty in finding a date that poses the least interruption. Deputy Director Behe noted the Coraggio Group will be providing a session on the strategic plan and the mission, vision and values.

Trustee Vacancy Update – Executive Director Caserotti reported that Lakewood Friends president Bob Estrada and Foundation Board member Travis Mahugh will be participating on the selection committee. They join Chair Duncan, Trustee Patel and Catherine Rudolph, Strategic Advisor of Community and Regional Affairs of Pierce County. Applications are open until March 29, 2024.

ANNOUNCEMENTS

Executive Director Caserotti shared the Read Across America Day Proclamation which was presented to the Library by the Pierce County Council.

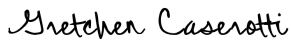
Library Giving Day will be April 3, 2024.


The Library received the Well City Award for the 9th consecutive year. Executive Director Caserotti commended the team for their leadership in those efforts.

Chair Duncan shared that she recently visited and toured a local library in Bozeman, MT.

ADJOURNMENT

The meeting was adjourned at 5:15 pm on motion by Trustee Sloan, seconded by Trustee Patel.

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Gretchen Caserotti, Secretary

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Pamela Duncan, Chair