



**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING MINUTES – APRIL 10, 2024**

**CALL TO ORDER**

Chair Pamela Duncan called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 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.

**CONSENT AGENDA**

1. Approval of Minutes of March 13, 2024, Regular Meeting
2. Approval of March Payroll, Benefits, and Vouchers
3. Resolution 2024-06: To Repeal Board Policies No Longer Needed

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

**BOARD DEVELOPMENT**

Books Bans and Advocacy Recording – Executive Director Gretchen Caserotti encouraged the Board to review the list of the top ten challenged books. Trustees were encouraged to review the material referenced in the board report.

**REPORTS**

**Executive Director Report** – Executive Director Caserotti reported the All Staff Day will be held on April 11, 2024, giving all staff the opportunity to connect with others in the Library System, and to discuss the future and focus of the Library as the strategic planning process continues.

Discussion ensued around the differing learning and development needs within the various locations. Executive Director Caserotti noted much of the event will focus on universal elements such as the mission and vision of the Library rather than on skill development.

Chair Duncan noted that it was National Library Workers Week and encouraged Trustees to post on social media and share their appreciation of library workers. She thanked Library Administrators for their efforts to review policies as well as their engagement in the community.

Executive Director Caserotti expressed her appreciation to those who donated on Library Giving Day this month.

**Public Services Report and Metrics Dashboard** – Deputy Director Connie Behe reported on the efficiencies being realized through the consolidation of programming kits.

**UNFINISHED BUSINESS**

**Lakewood Libraries:**

Interim Library Update – Facilities and Capital Projects Director Kristina Cintron reported progress continues at the Interim Library. The modular building is estimated to be placed onto the new site on April 16 and 17, 2024. Discussion ensued on plans for the opening activities.

**Approval of Wildaire Property Demolition Purchase Order** – *Trustee Sloan moved to approve a purchase order to Skycorp, Ltd. not to exceed \$273,000. Trustee Jenkins seconded the motion. Motion carried.*

**Future Lakewood Libraries 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 discussions.

#### **Policy Review:**

**Naming 1<sup>st</sup> Reading** – Executive Director Caserotti presented the policy for consideration. There was no further discussion.

**Donations and Sponsorships 2<sup>nd</sup> Reading** – *Trustee Patel moved to approve the Donations and Sponsorships policy as presented, and to replace all preceding versions having been merged into this policy and deemed unnecessary. Trustee Sloan seconded the motion. Motion carried.*

#### **NEW BUSINESS**

**Increasing Meeting Efficiency: Revised Agenda Structure and Topics** – Executive Director Caserotti noted the Library will be making procedural changes to improve Board meeting efficiency.

Chair Duncan expressed appreciation for the streamlined efforts of calling for votes. Library administrators will continue to seek feedback on the reports and adjust the agenda accordingly throughout the year.

**Strategic Plan Update** – Deputy Director Behe reported that the core planning team is entering into the next phase of their work. Several work sessions are scheduled throughout the summer. The situation assessment and community engagement phase is concluding. Data will be analyzed by the consultants and provided to the core planning team. She noted the Board will be engaged in the review and support of the draft plan later this year.

Discussion ensued on making meaning of the demographic data and changes to the census reporting for certain race and ethnicity criteria.

#### **OFFICERS REPORTS**

**2024 Legislative Session Summary** – Executive Director Caserotti noted 2025 is the beginning of the biennial budget and many legislators will be new to their positions due to a significant number of incumbents not seeking re-election. It is unknown whether bills that did not advance will be brought again. Library administrators will continue to monitor legislative activities. Executive Director Caserotti noted Property tax reform is of concern to many organizations and jurisdictions.

**Trustee Recruitment Update** – Chair Duncan expressed gratitude to the panel and Library staff involved in the recruitment process.

**Q2 Marketing and Communications Focus – Online Books, Videos, Magazines** – Discussion ensued on the ADA materials for the board packets and the website.


**ANNOUNCEMENTS**


All Library branches will be closed on April 11, 2024, for All Staff Day.  
Board development next month will be on annual cybersecurity training.  
The first in-person study session to discuss future Lakewood Libraries will be held on April 20, 2024.

There was discussion on the Library’s ADA compliance efforts.

**ADJOURNMENT**

The meeting was adjourned at 4:30 pm on motion by Trustee Sloan, seconded by Trustee Penn.

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Gretchen Caserotti, Secretary

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Pamela Duncan, Chair