



**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING MINUTES – MAY 8, 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, and Pat Jenkins. Jamilyn Penn joined the meeting at 3:52 pm. The meeting was conducted in person, with the option of virtual attendance.

**CONSENT AGENDA**

1. Approval of Minutes of April 10, 2024, Regular Meeting
2. Approval of Minutes of April 20, 2024, Special Meeting
3. Approval of April Payroll, Benefits, and Vouchers
4. Approval of Polaris Support Renewal
5. Resolution 2024-07: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

**BOARD DEVELOPMENT**

Cybersecurity Training Modules –Trustees are asked to complete the online cybersecurity training by July 31, 2024.

**REPORTS**

**Executive Director Report** – Executive Director Caserotti reported on the long-range capital planning efforts, Nash Leadership training for supervisors, and meetings with law enforcement in preparation for the upcoming legislative change relating to open carry of firearms.

Executive Director Caserotti noted overall feedback from the recent All Staff Day was positive and that staff appreciated the opportunity to connect with colleagues and hear from the community panel. She also reported on her and Deputy Director Connie Behe’s SnackChats, noting this has been a way to get to know more about staff and learn of the deeper connections they are making to the community. It is also an opportunity to hear more about the concerns and challenges faced at the branches. Following branch visits, the Executive Team will also visit each of the support departments located in the Administrative Center.

**Fundraising Performance Report** – Foundation Director Dean Carrell noted fundraising is trending slightly below expectations. Key factors include this being a general election year, perceptions of the health of the economy and hesitancy due to changes in the tax deduction laws that will end in 2024. He noted the bulk of fundraising is typically received in the 2<sup>nd</sup> half of the year.

**Financial Reports** – Executive Director Caserotti noted more cash outflows are being realized as a result of the large contracts underway. Property tax revenue will be received at the end of the month. Personnel expenditures are at approximately 25%.

**Public Services Report and Metrics Dashboard** – Trustees were pleased to see key performance indicators rising and noted the Ask Us service model looks promising.

### **UNFINISHED BUSINESS**

#### **Lakewood Libraries:**

Interim and Downtown Libraries Update – Facilities and Capital Projects Director Kristina Cintron reported the City required additional changes to the sidewalks and catch basins resulting in approximately \$80,000 in unanticipated charges. There were additional requirements from Tacoma Public Utilities that increased project costs.

Questions arose regarding whether additional charges were anticipated. Business and Compliance Director Cliff Jo noted that additional expenses were also incurred for the required evaluation and decommissioning of the monitoring wells, which neither the property owners nor the Library were aware of.

*Trustee Penn moved to approve an amended purchase order total to A1 Landscaping and Construction in the amount not to exceed \$1,600,000. Trustee Sloan seconded the motion. Motion carried.*

**Future Lakewood Libraries Planning** – Executive Director Caserotti asked if the Board had any questions or requests for additional information Library Administrators could provide in preparation for the May 11, 2024, Study Session.

**Buckley Site Contamination** – Director Jo noted a comprehensive report outlining the full body of work will be brought to the Board before yearend. He also noted the Library's insurance company has been advised by their legal counsel to discontinue pursuing the claim for damages due to precedence set in the early 1990's. The claim was closed out without prejudice. No legal fees were incurred during the process of determining whether the claim was viable.

*Trustee Sloan moved to approve an amended purchase order total to EHS-I, in an amount not to exceed \$265,000. Trustee Patel seconded the motion. Motion carried.*

*Trustee Jenkins moved to approve a purchase order to Buckley Nursery Company, Inc., in an amount not to exceed \$249,000. Trustee Sloan seconded the motion. Motion carried.*

#### **Policy Review:**

**Programming and Displays Discussion** – Customer Experience Director Alison Eckes introduced the policy, noting it was an update and expansion of the current policy. Director Eckes noted the intent of the policy was to recognize that Library programs and displays, in addition to materials, fall within the First Amendment protections.

Discussion ensued on language indicating the Library recognizes and makes every effort to provide equitable access and service.

Executive Director Caserotti noted one of the goals of these policy reviews is to provide continuity and consistency between all policies that fall under the umbrella of the First Amendment.

**Meeting Room Discussion** – Customer Experience Director Melissa Munn presented the policy for discussion. The aim of this update was to simplify the language and rename conference rooms to align and be categorized as small and large meeting rooms.

Discussion ensued on whether the policy needed clarification on the usage of study rooms. Executive Director Caserotti noted the Library's website clarifies usage requirements for study rooms and is not required within this policy.

**Naming Recognition 2nd Reading –**

*Trustee Penn moved to approve the Naming Recognition policy as presented. Trustee Patel seconded the motion. Motion carried.*

**Fiscal Management Policy Introduction** – Executive Director Caserotti reported the Library is reviewing its financial policies and determining the course of the planned revision work. Finance Director Mary Stimson reported she plans to present an updated Fiscal Management policy for discussion at the June meeting, which incorporates several existing policies. She is preparing a Finance Manual to help clarify for staff where procedures align with the policies.

Executive Director Caserotti noted that in preparation for budget season, next month's Board development will focus on additional training by Christine Smith from TDJ CPAs.

**NEW BUSINESS**

**Levy Sustainability Fund Review** – Executive Director Caserotti and Director Jo provided an overview of the work the Library has done since the levy passed in 2018. As the Library enters phase 3 of the sustainability plan where revenues will be less than anticipated expenses, strategic decisions will need to be made regarding fund utilization and efficiencies. Director Jo provided an overview of the mil rate law which defines the maximum taxes that can be levied.

Executive Director Gretchen Caserotti noted Library administrators will guide and inform the Board along the way and provide projections that will aid them in their decision-making process.

Trustees indicated it would be helpful to receive extensive training in preparation for future Board action and being well informed as prudent stewards of taxpayer dollars.

Director Jo noted the Library will remain in phase 2 for one more year.

**2025 Budget Development Timeline** – Director Stimson provided an overview of future budget-planning activities. The Board will participate in a study session on the levy sustainability fund in August. The draft budget will be presented in November.

**Ordinance No. 802, City of Lakewood Tax Increment Area Notification Discussion –**

Executive Director Gretchen Caserotti reported the City of Lakewood notified the Library of the

ordinance passed in April for a tax increment finance (TIF) area to provide funding for municipal parks. The City of Lakewood is the first in Pierce County to implement a TIF.

Discussion ensued on the fiscal impacts to the Library System and the operational aspects of the Lakewood Libraries. Trustees expressed concern about the length of time the Library will be impacted as a result of the TIF and the fact that funding for future libraries would be limited. While it remains to be seen what the financial impacts would be, estimates run from \$2-4 Million.

Questions arose on how long jurisdictions have had access to TIFs and about whether the Library has heard from other jurisdictions within the county. Discussion ensued on the Library's efforts to express the impacts to legislators.

Director Jo noted additional insight will be gained from the Library's comprehensive capital planning process.

Chair Duncan noted the Board and Library administrators must remain aware and be prepared for the potential of additional TIFs.

**Approval of Purchase Order for Security Patrols at Parkland Library**

Customer Experience Director Munn reported on the ongoing work to navigate and mitigate incidents at the Parkland Library. Discussion ensued on potential decline of patronage as a result of the safety and behavioral issues. Trustees questioned if these issues were regionally based and whether there were plans for additional patrols in other locations. Executive Director Caserotti noted the experiences and incidents are not unique, but more frequent. She noted the Library has a duty to protect staff and provide response. The lack of concentrated municipal services and transit proximity may also play a factor. Currently, there is no need for patrols at another location. Finance Director Mary Stimson noted when requests such as this arise, there is contingency in the budget to account for these needs.

Trustees appreciated the intention to understand the usage and need and making budgetary adjustments as needed.

*Trustee Sloan moved to approve a purchase order to Markham Investigation and Protection LLC. in an amount not to exceed \$138,000. Trustee Jenkins seconded the motion. Motion carried.*

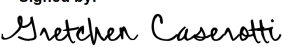
**ANNOUNCEMENTS**


The Study Session on the Tillicum Library will be held on May 11, 2024.

Trustees were encouraged to share and promote the Library's events celebrating Asian American, Native Hawaiian, Pacific Islanders History month.

**ADJOURNMENT**

The meeting was adjourned at 5:27 pm on motion by Trustee Jenkins, seconded by Trustee Sloan.

Signed by:  
  
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Gretchen Caserotti, Secretary

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Pamela Duncan, Chair