



**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING MINUTES – JUNE 12, 2024**

**CALL TO ORDER**

Chair Pamela Duncan called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Pamela Duncan, Neesha Patel, Jamilyn Penn and Pat Jenkins. Abby Sloan was excused. The meeting was conducted in person, with the option of virtual attendance.

**PUBLIC COMMENT**

Casey Crook provided public comments to the Board.

**CONSENT AGENDA**

1. Approval of Minutes of May 8, 2024, Regular Meeting
2. Approval of Minutes of May 11, 2024, Special Meeting
3. Approval of May Payroll, Benefits, and Vouchers

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

**BOARD DEVELOPMENT**

Christine Smith, CPA from TDJ CPAs, presented part two of the training on financial oversight, specifically tailored for governing boards of library trustees, focusing on the budget review process.

**REPORTS**

**Executive Director Report** – Executive Director Gretchen Caserotti reported on her recent presentations with local city councils regarding the Library’s annual report, and on new signs installed at all Pierce County Library System locations in compliance with the recent passage of SB5444 regarding the open carry of firearms.

**April 2024 Financial Report** – Finance Director Mary Stimson noted a payment to Pierce County for fees and half of the property taxes on some of the Library’s leased properties. The Library, as a 501(b)(3) organization, is exempt from paying property taxes on its own locations, but there are assessment charges amounting to approximately \$52,500 annually. Additionally, the Library does pay property taxes on leased properties, with \$4,600 being the first half for this period. The Library also earned close to \$600,000 in investment earnings through April. The year-to-date budget report aligns with expectations for April, and the elevated supplies and services costs are due to encumbrances for planned purchase orders.

**Public Services Report and Metrics Dashboard** – Deputy Director Connie Behe expressed excitement to attend the Library’s Teen Volunteer Council meeting in July. She reported circulation has been steadily increasing compared to last year, with digital growth surpassing

that of print materials, though both remain highly popular. The Library will continue monitoring this pattern to assess and respond to evolving business needs in the coming years.

### **UNFINISHED BUSINESS**

**Interim and Downtown Libraries Update** – Executive Director Caserotti confirmed the Library is responsible for paying for the installation of the sidewalk along Gravelly Lake Drive and the curbs in the parking lot, which did increase the cost of the project.

### **Policy Review:**

Internet Use, Introduction – Executive Director Caserotti and Information Technology Director Brian Lee noted this policy falls under the First Amendment and involves compliance with CIPA for e-rate funding. The proposed policy revisions are intended to align with the Library Rules of Conduct policy and technology capabilities.

Fiscal Management Policy Discussion – Finance Director Mary Stimson reported the proposed changes focus on reorganizing and streamlining content for clarity and transparency, including definitions and headers for easier reference. A significant addition is the incorporation of bonding information, which wasn't previously included, to provide a comprehensive understanding of fiscal management and fund responsibilities.

Library Programs and Displays, 1st Reading – Alison Eckes, Customer Experience Director of Programs and Services reported that updates were made based on previous discussions, with comments highlighting changes and justifications for retaining some original language. Trustee Patel raised a question about accessibility, and it was clarified that the policy aligns with First Amendment protections while also committing to accessibility per the Americans with Disabilities Act.

Public Meeting Room, 1st Reading – Melissa Munn, Customer Experience Director of Operations noted that once approved this policy would become effective on August 1, 2024.

**Trustee Vacancy** – Executive Director Caserotti reported the appointment process is moving forward with the county, and orientation sessions are being scheduled for new trustee Ryan Wheaton over the next two months.

### **ANNOUNCEMENTS**

Summer Reading Program began Friday, June 1.

University Place Library, in partnership with the Tahoma Bird Alliance, host poetry nature walks every month at Chambers Creek Regional Park.

Library staff will be tabling at the City of Lakewood's Juneteenth celebration on Saturday, June 15.

Library staff will participate in the Tacoma Pride Festival in July.

Trustees were invited to participate in upcoming summer library events and programs as their schedules allow.

**ADJOURNMENT**

The meeting was adjourned at 5:14 pm on motion by Trustee Jenkins, seconded by Trustee Penn.

Signed by:

*Gretchen Caserotti*

14852AC05F814CD

Gretchen Caserotti, Secretary

DocuSigned by:

*Pamela E. Duncan*

3B0335B510D4449

Pamela Duncan, Chair