



**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – JULY 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 3:30 pm. Board members present were Pamela Duncan, Neesha Patel, Abby Sloan, and Pat Jenkins. Jamilyn Penn was excused. The meeting was conducted in person, with the option of virtual attendance.

**EXECUTIVE SESSION**

At 3:34 pm Trustee Jenkins moved to recess to Executive Session, per RCW 42.30.110, to discuss potential litigation for approximately 15 minutes. Trustee Sloan seconded the motion. Motion carried. The session ended at 4:00 pm.

**CONSENT AGENDA**

1. Approval of Minutes of June 12, 2024, Regular Meeting
2. Approval of June Payroll, Benefits, and Vouchers
3. Resolution 2024-08: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

**UNFINISHED BUSINESS**

Strategic Plan Situation Assessment, Coraggio Group – Sarah Lechner and Cara Meyer provided an update of the strategic planning process, including a high-level overview of the situation assessment and its seven key themes. Ms. Lechner recalled the “get clear” phase from November 2023 to May 2024, which consisted of gathering community perspectives, ideas, and insights, resulting in the situation assessment. “Get focused” is the current phase which involves working with the strategic planning committee to draft elements of the strategic plan. This iterative process will include sharing drafts with the Board in September and October for feedback, aiming for final approval in November.

**BOARD DEVELOPMENT**

Government Finance – Bonds, Dave Trageser, Managing Director of Local Government Finance, D.A. Davidson & Co provided an update on the Sumner Library Capital Facilities Area (LCFA), including the bond issuance process, participants involved, and a brief bond market update. A preliminary distribution list included all participants in bond financing, noting the reliance on Library System staff and coordination with Susan Long, Chief Counsel of Pierce County. Attorney Dan Gottlieb, acting as both bond and disclosure counsel, will provide legal opinion and draft disclosure information, called a preliminary official statement. U.S. Bank, contracted by the State Treasurer, will serve as the registrar and paying agent. The importance of obtaining a bond

rating from S&P Global Ratings was also discussed, noting it provides an independent credit review.

Unlimited Tax General Obligation Bonds are approved by voters and are tax-exempt, allowing for lower interest rates. The bond issuance process and preliminary schedule of events were outlined. The delegation resolution, the primary action for the Sumner LCFA, will be approved in October.

The due diligence process includes preparing a rating pitch book, which is a summary of all the relevant financial information and credit information. S&P analysts will review the bond rating in October with the Library's administrative staff which may include a representative from the LCFA. In early December, bond pricing will finalize interest rates and debt service, with the bond issue closing in late December. Proceeds will be available for use in 2025. These funds will be invested according to the planned spending schedule for 2025.

The discussion concluded with remarks on the bond market stability, the tax base's strength, and the expectation of at least a AA rating from S&P, ensuring good market access and low tax rates, though final outcomes depend on the market at the time of bond pricing in December.

#### **EXECUTIVE DIRECTOR REPORTS**

May 2024 Financial Report – Finance Director Mary Stimson reported the Library has received more than half of anticipated property tax revenue as of May. She also highlighted notable expenses from the Capital Improvement Projects Fund.

#### **UNFINISHED BUSINESS (CONT.)**

Interim and Downtown Lakewood Libraries Update – Executive Director Gretchen Caserotti reported progress on the interim library is moving quickly. The Library is addressing concerns about weeds on the Wildaire property, given the absence of on-site personnel and ongoing landscaping maintenance. Executive Director Caserotti noted she and Regional Services Manager Elysha Ryan, provided updated to the Lakewood City Council during their study session on July 8, 2024, and that the meeting will be recorded and available on their YouTube channel. While an opening date has not been determined, staff are starting move-in activities. An opening date will be set once a Certificate of Occupancy has been issued.

#### **Policy Review:**

Internet Use – Discussion. Executive Director Caserotti noted the Public Computer, Wi-Fi, and Internet Use Policy will be presented for its first reading at next month's Board meeting.

Fiscal Management Policy – First Reading – Finance Director Stimson reviewed the fiscal management policy as part of the Library's annual budget process, emphasizing the Board's commitment to sound financial practices and legal compliance. Key points include funding current year operations with current revenues, using debt as a last resort, maintaining cash

reserves, and managing emergency funds. The policy also clarifies fund management and bonding, library responsibilities, and includes the food purchase and payment of claims policies.

Library Programs and Displays – Second Reading

*Trustee Sloan moved to approve the Library Programs and Displays Policy as presented. Trustee Jenkins seconded the motion. Motion carried.*

Public Meeting Rooms – Second Reading – Executive Director Caserotti noted the policy would not go into effect until August 1, 2024.

*Trustee Jenkins moved to the approve the Public Meeting Rooms Policy as presented, effective August 1, 2024. Trustee Patel seconded the motion. Motion carried.*

**OFFICERS REPORTS**

All Staff Day – Discussion on an update of outcomes from the All-Staff day and subsequent actions. It was noted that the Coraggio Group had integrated staff feedback into the strategic planning process, and that while efforts are ongoing, staff may not always see immediate changes. Additionally, the executive team is redefining roles and responsibilities to modernize training and development approaches, ensuring alignment with EDI commitments. An officer's report with additional information will be provided in the future.

**ANNOUNCEMENTS**

A Board Study Session on levy sustainability and budget development will be held in August. Trustees will receive a survey beforehand to gather input for shaping the agenda and preparing relevant materials.

Library staff will host a table at the Tacoma Pride Festival on Saturday, July 13, 2024.

**EXECUTIVE SESSION**

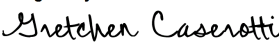
At 5:36 pm Trustee Patel moved to recess to Executive Session, per RCW 42.30.110, to discuss a periodic personnel evaluation for approximately 10 minutes. Trustee Jenkins seconded the motion. Motion carried. The session ended at 5:51 pm.

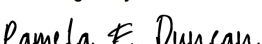
**CLOSED SESSION**

At 5:52 pm, Trustees recessed to Closed Session, per RCW 42.30.110, to discuss collective bargaining matters. The session ended at 6:00 pm.

**ADJOURNMENT**

The meeting adjourned at 6:03 pm on motion by Trustee Patel, seconded by Trustee Sloan.

Signed by:  
  
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Gretchen Caserotti, Secretary

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Pamela Duncan, Chair