



**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – AUGUST 14, 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, Abby Sloan, and Ryan Wheaton. Absent; Pat Jenkins. The meeting was conducted in person, with the option of virtual attendance.

TRUSTEE APPOINTMENT

Recognition of Jamilyn Penn’s service and welcome to new Trustee Ryan Wheaton – Jamilyn Penn was honored for her dedicated service to the Board of Trustees, having served since August 2019, including roles as Vice Chair and Chair. Her tenure saw significant milestones, such as the collective bargaining agreement, increased library hours, the removal of fines, and the successful ballot measure for the new Sumner Library. Fellow trustees and library leadership praised her advocacy, especially for marginalized communities, and expressed gratitude for her impact and leadership.

The Board welcomed Trustee Wheaton as the newest trustee. Mr. Wheaton, the Chief Planning Officer at Pierce Transit, brings valuable experience in organizational strategy, government environments, and fiscal stewardship. Mr. Wheaton expressed his excitement, and the Board and leadership are looking forward to his contributions and involvement.

BOARD PRESENTATION

Sumner Library Project Update – Johnston Architects Partners Mona Johnston Zellers and Jack Chaffin provided the Board with a project update and shared computer-generated images of the current design.

The site plan features two main entry plazas, a central help desk, and approximately 58 parking spaces. The interior plan includes display and shelving areas, a quiet reading area, study rooms, a large public meeting and program room, a sensory room, and a family restroom. The design addresses climate concerns with energy modeling, daylight management, and a sustainable HVAC system.

In this phase of the project, public engagement activities will provide opportunities for input by community members. Later in 2024, construction documents will be finalized, which will include all specifications and details needed for bidding in spring 2025. Construction is estimated to take approximately 16 months.

CONSENT AGENDA

1. Approval of Minutes of July 10, 2024, Regular Meeting

2. Approval of July Payroll, Benefits, and Vouchers

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

EXECUTIVE DIRECTOR REPORTS

June 2024 Financial Report – Finance Director Mary Stimson reported the Library has received over half of its expected revenue and expenditures are at approximately 50% of the budget for most categories, which aligns with expectations. An update on the capital fund will be presented next month.

UNFINISHED BUSINESS

Interim and Downtown Lakewood Libraries Update – Executive Director Caserotti reported the staff is busy setting up the interim Library with books, computers, and testing equipment. An opening date cannot be determined until the Library has received the final Certificate of Occupancy.

Policy Review:

Fiscal Management Policy – Second Reading

There were no additional questions or comments on this proposed policy revision.

Trustee Wheaton moved for approval of the Fiscal Management Policy as presented. Trustee Patel seconded the motion. Motion carried.

Abby Sloan was excused at 4:44 pm.

Strategic Plan Situation Assessment Reflections Discussion – In July, the Coraggio Group presented the Strategic Plan Situation Assessment, concluding the "Get Clear" phase, which involved gathering community insights. The Board now has the opportunity to reflect on the assessment and provide feedback. During the "Get Focused" phase, Coraggio will work with planning committees to draft elements of the strategic plan, which will be reviewed by the Board in September and October, with final approval anticipated at the November Regular Meeting.

Discussion ensued emphasizing the importance of establishing meaningful, measurable outcomes, given the diverse and complex demographics the Library serves. Concerns were raised about the challenges of measuring nuanced library services and the need for collaboration with external stakeholders to assess program effectiveness. It was noted although the Library does not have the resources to conduct longitudinal studies, staff are being trained in outcomes-based planning to measure and demonstrate impact effectively. Deputy Director Behe reported staff are currently working on a project to consolidate all library data into a single, more flexible system, which will allow the Library to measure typical metrics, such as program attendance and the number of programs offered, as well as long-term outcomes informed by social determinants of health and external studies. By combining quantitative data, qualitative insights, and personal stories, this approach will effectively measure and connect the Library's work to established long-term research and benefits.

Discussion continued on leveraging partnerships to enhance library services and modernize operations over the next five years. Deputy Director Behe noted this strategic plan aims to recalibrate the Library's direction post-pandemic, focusing on operational improvements and preparing for future capital projects. Although such projects will take longer to complete, the strategic plan will define the Library's vision, emphasizing the importance of partnerships, community engagement, and modernized services.

NEW BUSINESS

2025 Budget – Estimated 2024 Property Values for 2025 Tax Levy – Business & Compliance
Director Cliff Jo reported property values in Pierce County have begun to increase again after a slight decline last year. The preliminary levy certificate for the upcoming year will be discussed in September. Key points include the average property tax for residents being approximately \$15 per month and the impact of new construction on revenue. New construction has historically added 2-3% to revenue, but recently, it has not kept pace with inflation, indicating a slowdown in new construction in the county. This may affect future funding for staffing, inflation, and other costs. Additionally, Director Jo noted that the taxing district's value is \$110 billion, which would support significant funding if a district-wide bond were issued. The study session to discuss these issues further is scheduled for August 20, 2024.

2023 State Auditor Office (SAO) Annual Report – Finance Director Stimson highlighted the annual report was successfully filed in May. At the request of the SAO, the Library is updating its data for inclusion in the Financial Intelligence Tool (FIT). The Library has been placed on a three-year audit cycle, with the next audit scheduled for October or November. One trustee will be required to participate in the audit's entrance and exit interviews.

Approval of Gensler Purchase Order for Comprehensive Capital Plan Project –
Administrators provided an update on the capital planning project contract, now finalized, and the costs included in the budget as planned.

Trustee Wheaton moved for approval of the Gensler purchase order for comprehensive capital plan project. Trustee Patel seconded the motion. Motion carried.

ANNOUNCEMENTS

A study session is scheduled for August 20, 2024, at 4 p.m., focusing on the 2025 budget and long-term planning for the levy sustainability fund.

"Stories and Voices" programs celebrating Hispanic and LatinX cultural heritage are coming in September.

Chantell Harmon Reed, the new Tacoma-Pierce County Health Department Director, will be hosting meet-and-greets at various library branches, including the Fife Library on August 19, 2024.


Tools for Students – watch for a news release on free, live tutors 24/7, financial assistance.

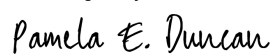
CLOSED SESSION

At 5:25 pm, Trustees recessed to Closed Session to discuss collective bargaining matters.

ADJOURNMENT

The meeting adjourned at 5:49 pm, on motion by Trustee Wheaton, seconded by Trustee Patel.

Signed by:

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Gretchen Caserotti, Secretary

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Pamela Duncan, Chair