



**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – OCTOBER 9, 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, Pat Jenkins, Abby Sloan and Ryan Wheaton. The meeting was conducted in person, with the option of virtual attendance.

**PUBLIC COMMENT**

There were two written comments regarding Library policies.

**PROCLAMATION**

National Friends of the Library Proclamation – Trustees expressed appreciation for the Friends of the Library and the community members who support the events sponsored by the Friends.

**BOARD DEVELOPMENT**

Comprehensive Capital Planning – Director Caserotti introduced Tessa Levine-Sauerhoff and Aly Holmes, from Gensler & Associates, who are assisting with the Library’s long-range capital planning. The presentation provided an overview of the project’s vision, goals, and strategy for library facilities through 2025, emphasizing community engagement and equity-driven perspectives.

**CONSENT AGENDA**

1. Approval of Minutes of September 11, 2024, Regular Meeting
2. Approval of September Payroll, Benefits, and Vouchers
3. Resolution 2024-09 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.*

**EXECUTIVE DIRECTOR REPORTS**

Executive Director Report –Executive Director Caserotti noted the Staff Experience department has developed a sustainable, impactful Employee Resource Group program.

August 2024 Financial Report – Through the end of August the Library had expended 66.7% of the budget. Finance Director Mary Stimson reported expenses are being closely monitored until property tax revenue is received at the end of the month.

Public Services Report and Metrics Dashboard – Deputy Director Connie Behe noted the decline in circulation of CDs is under 1%. The combination of digital and print circulation is increasing.

The Library is still assessing what its new baseline is since the pandemic. With the new strategic plan soon to be implemented, the Library will be analyzing and responding to those changes.

### **UNFINISHED BUSINESS**

Interim Lakewood Library Opening – Executive Director Caserotti reported the new interim Library officially opened on September 12, 2024. The Library was well-received by the community. She expressed appreciation to staff and the Facilities team, most notably Facilities Manager Christina Neville-Neil for coordinating the project.

Policy Review: Borrowing Privileges – 1<sup>st</sup> Reading – Deputy Director Behe presented a first reading of the updated Borrowing Privileges policy, incorporating five previous policies into one streamlined document. Trustees were asked to review the policy for approval at the November meeting with an effective date of January 1, 2025.

### **NEW BUSINESS**

2025 Budget and Work Plan – Director Stimson reported the Library anticipates the mill rate will continue to decrease due to home valuations in the county. As the market stabilizes, market growth will impact rates from an economic standpoint. The updated levy certificate will be brought to the Board in November.

2025 Preliminary Balanced Budget Presentation – Executive Director Caserotti and Director Stimson shared a presentation on the budget timeline and process, the budget structure related to the fiscal management policy elements, revenue sources and estimated expenditures for 2025. The Library is estimating \$700,000 will need to be transferred from the Levy Sustainability Fund to the General Fund, based on the feedback from the trustees during the August 20, 2024, study session.

2025 Annual Workplan Summary – Deputy Director Connie Behe noted the format of the report would be revised in the future as the Library aligns its work plan with the upcoming strategic plan.

Proposed 2025 Board Meeting Schedule – Two options for next year's meeting schedule were discussed, one retaining the current 3:30 pm time, and the other proposing a 5:30 pm time to facilitate meetings at branch locations. Executive Director Caserotti noted that in order to hold meetings in the branches, staff would need a quorum of the Board to attend in person. Discussion ensued, with trustees leaning toward maintaining the current schedule due to concerns of not being able to have in-person quorums.

### **ANNOUNCEMENTS**

- Cybersecurity training for staff and trustees is currently being rolled out.
- The 6<sup>th</sup> Annual Trivia Bee will be held on October 26, 2024, at Foss Seaport Waterway Museum.
- The Friends of the Lakewood Library book sale will be held on October 19, 2024.

- Voter Point of Assistance services will be offered on November 5, 2024, until 8:00 pm in all Library locations except Anderson Island and the Administrative Center.
- Trustee Patel shared her experience visiting a reference library in England.


**CLOSED SESSION**

At 5:04 pm, Trustees recessed to Closed Session, per RCW 42.30.110, to discuss collective bargaining matters. The session ended at 5:20 pm.

**ADJOURNMENT**

The meeting adjourned at 5:21 pm on motion by Trustee Wheaton, seconded by Trustee Jenkins.

Signed by:  
  
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Gretchen Caserotti, Secretary

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Pamela Duncan, Chair