



**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – NOVEMBER 13, 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, Pat Jenkins, and Ryan Wheaton. The meeting was conducted in person, with the option of virtual attendance.

**PUBLIC COMMENT**

Public comments were received from Steve (no last name provided) and from Oscar Gray.

**CONSENT AGENDA**

1. Approval of Minutes of October 10, 2024, Regular Meeting
2. Approval of October Payroll, Benefits, and Vouchers
3. Resolution 2024-10 To Declare Furnishings and Equipment Surplus to Public Service Needs

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

**BOARD DEVELOPMENT**

The Board was reminded to complete the required Cybersecurity training by December 31, 2024.

**EXECUTIVE DIRECTOR REPORTS**

Executive Director Report – Executive Director Gretchen Caserotti reported more than 1,000 voters utilized the VPOA services on election day. She also commended the Foundation staff for their efforts in hosting the 6<sup>th</sup> annual Trivia Bee. She noted the new Sumner Library project and the long-range capital planning projects are both on track.

Fundraising Performance Report – Foundation Director Dean Carrell reported \$323,000 of the department’s fundraising goal has been received. An additional \$190,000 will be applied towards the Library’s capital campaign before the end of the year.

September 2024 Financial Report – Finance Director Mary Stimson reported the Capital Fund balance is decreasing, initiating an earlier than usual request for transfer of funds. Expenditures are at 60-70% for the year.

Public Services Report and Metrics Dashboard – Trustees expressed appreciation for the work staff put into the programs for sharing the stories of library users in this report.

## **UNFINISHED BUSINESS**

2025-2029 Strategic Plan Final Draft Discussion – Deputy Director Connie Behe presented the final draft of the strategic plan. The final version will be presented for adoption in December, with implementation planned for February 2025.

Resolution 2024-11: 2025 Schedule of Regular Meetings –

*Trustee Wheaton moved for approval of the 2025 Schedule of Regular Meetings as presented.*

*Trustee Patel seconded the motion. Motion carried.*

Policy Review:

Borrowing Privileges 2nd Reading – Deputy Director Behe noted the policy would take effect on January 1, 2025.

*Trustee Jenkins moved for approval of the Borrowing Privileges policy. Trustee Patel seconded the motion. Motion carried.*

Trustee Sloan was temporarily excused from the meeting.

Disposition of Policies Discussion – Executive Director Caserotti presented the list of policies that were outdated, no longer needed, or revised during the policy review project. The Board will be asked to approve the disposition of these policies at the December meeting.

2025 Budget and Work Plan - Finance Director Mary Stimson provided an overview of the draft budgets. She noted the Library has identified the need to request a \$950,000 transfer from the Levy Sustainability Fund to the General Fund. The 2025 budget is balanced at \$48.49 million.

Director Stimson provided an overview of the General Fund. Personnel expenditures account for 62% of the budget, at \$32 million. Director Stimson noted there may be changes to this item depending on the outcome of the current contract negotiations. She reviewed FTE comparisons and outlined how the Library will adjust the FTE to meet the fiscal management guidelines. Maintenance and Operations account for 17% of the budget. Library leaders were able to make budget reductions of approximately \$16,000. The Materials budget remains at 10% of the overall budget. Set-asides and transfers are budgeted at \$3 million.

Trustees questioned the potential impacts of reductions to the personnel budget. Executive Director Gretchen Caserotti explained that personnel changes are based on current business.

Director Stimson provided a brief overview of the new budget book software, which will include interactive charts to portray various scenarios of the Library's budget. She then provided a brief overview of the Capital, Election and Debt Service funds.

## **FIRST PUBLIC HEARING: 2025 DRAFT BUDGET OF REVENUE AND EXPENDITURES**

*Trustee Wheaton moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2024 property tax levies for collection in 2025. Trustee Patel seconded the motion, and it passed.*

Chair Duncan asked if there was anyone in the audience who wished to comment on the 2025 draft budget.

*There being no comments, Trustee Wheaton moved to close the public hearing on the 2024 budget of estimated revenue and expenditures. Trustee Patel seconded the motion, and it passed.*

**UNFINISHED BUSINESS (CONT.)**

2025 Budget and Work Plan

*Trustee Wheaton moved for approval of Resolution 2024-12 Requesting Highest Lawful Levy and Levy Certification. Trustee Patel seconded the motion. Motion carried.*

*Trustee Wheaton moved for approval of Resolution 2024-13 To Transfer \$2,050,000 of the Set-Asides in the General Fund to the Capital Improvement Fund. Trustee Patel seconded the motion. Motion carried.*

Director Stimson noted there is the potential the Library may need to request an amendment for a very small additional dollar amount for the Capital Fund.

**ANNOUNCEMENTS**

- Trustee Patel was happy to announce her grandson received his first library card.
- In partnership with Goodwill, the Key Center Library will hold a career exploration workshop on December 4, 2024, at 11:30 am
- Trustees expressed appreciation for the efforts of Library administrators and staff in preparing comprehensive agenda packets.

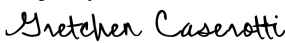
Trustee Sloan returned to the meeting.


**CLOSED SESSION**

At 4:26 pm, Trustees recess to Closed Session, per RCW 42.30.110, to discuss collective bargaining matters. The session ended at 4:45 pm.

**ADJOURNMENT**

The meeting adjourned at 4:46 pm.

Signed by:  
  
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Gretchen Caserotti, Secretary

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Pamela Duncan, Chair