



**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – DECEMBER 11, 2024**

**CALL TO ORDER**

Vice-Chair Neesha Patel called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:35 pm. Board members present were Pamela Duncan, Neesha Patel, Abby Sloan, and Pat Jenkins. Ryan Wheaton was excused. The meeting was conducted in person, with the option of virtual attendance.

Executive Director Gretchen Caserotti clarified that the agenda item under New Business, "2025 Election of Officers," should be noted as an action item, aligning with the Board memo stating such.

**PUBLIC COMMENT**

Quigley Grey provided a comment.

**CONSENT AGENDA**

1. Approval of Minutes of November 13, 2024, Regular Meeting
2. Approval of November Payroll, Benefits, and Vouchers
3. Approval of Administrative Center Transformer Replacement Purchase Order
4. Resolution 2024-14: To Declare Furnishings and Equipment Surplus to Public Service Needs
5. 2025 Insurance Renewal

*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 Gretchen Caserotti reported on 2024 work accomplished by the organization and expressed appreciation to all staff. She noted a minor correction in her report regarding web accessibility standards to WCAG2.1AA. In 2025, reports to the Board will evolve and be updated. Departmental presentations will also be included in 2025 meetings.

Fundraising Performance Report – Foundation Director Dean Carrell reported the Foundation received \$570,800 to date and that the fundraising goal will be met by year end. He noted the Foundation anticipates achieving all capital campaign commitment goals by the end of 2025. He also reported that while the total number of donors has decreased in recent years, much larger gifts are being given, which has been a trend in non-profit fundraising. Discussion ensued on matching gifts from donors' employers. A recent gift of \$25,000 was matched by Boeing, resulting in a \$50,000 donation.

October 2024 Financial Report – Executive Director Caserotti reported approximately 80% of the budget has been expended. Larger expenditures are coming out of the Capital Fund for the Lakewood project. The November financial report will reflect the receipt of property tax payments.

Public Services Report and Metrics Dashboard – Deputy Director Connie Behe shared information on visitor counts at the various locations and how that data is captured.

### **UNFINISHED BUSINESS**

2025-2029 Strategic Plan – Deputy Director Connie Behe shared the final design from consultants Coraggio Group.

*Trustee Duncan moved to approve the 2025-2029 Strategic Plan as presented. Trustee Sloan seconded the motion. Motion carried.*

Policy Review:

Public Records – Discussion

Director Caserotti emphasized the Library's commitment to transparency, access to information, and privacy under the Public Records Act. Library administrators have collaborated with legal counsel and the Assistant Attorney General to ensure compliance while maintaining efficient operations. A recent complaint about a staff member was reviewed, confirming no illegal or fraudulent activity and that the employee acted in good faith. She added that she would not comment further on personnel matters.

In recent weeks, the Library and Board received numerous public comments and nearly 75 new records requests, straining staff resources. The surge highlights the need for updated procedures, as existing ones were designed for lower volumes. Proposed updates to this policy include clarifying that records requests are accepted at any Library location, retaining public records officer designation flexibly, and incorporating cybersecurity exemptions as permitted by law.

Staff are adopting modern, cloud-based systems to streamline records management and working with a Lean Specialist from the State Auditor's Office to refine processes. Grant funding is being pursued to support redaction and file conversion tools.

Discussion covered timelines, fees, and resource challenges. Processing requests is labor-intensive, with two Executive Office staff working nearly full-time on this task. Fee adjustments will be revisited in 2025 after completing process improvements; fees are currently waived.

Questions arose about the role of bots in the surge, but Director Caserotti noted that while many requests are similar and anonymous, they do not appear to involve bots.

Works of Art in Library Facilities – Discussion

Executive Director Gretchen Caserotti reported the policy was last presented in 2022 and noted the need to eliminate unnecessary bureaucracy and broaden the scope. Director Caserotti noted the Library has the right to accept or decline the art. This policy also aligns with the Donations and Sponsorships Policy by stating that, once the art is accepted, ownership transfers to the Library.

Access to Library Services for Persons with Disabilities: Grievance Process – Discussion

No material content revisions were made to this policy as presented. It will move toward approval in January.

Smoke and Tobacco Free Campus –

*Trustee Duncan moved for approval of the Smoke and Tobacco Free Campus policy. Trustee Jenkins seconded the motion. Motion carried.*

Alcohol Consumption on Library Premises –

*Trustee Duncan moved for approval of the Alcohol Consumption on Library Premises policy. Trustee Sloan seconded the motion. Motion carried.*

Resolution 2024-15: To Repeal Board Policies No Longer Needed

*Trustee Duncan moved for approval To Repeal Board Policies No Longer Needed. Trustee Sloan seconded the motion. Motion carried.*

2025 Budget: Second Reading and Discussion – Executive Director Caserotti and Finance Director Mary Stimson presented an overview of the proposed 2025 budget. Key points included:

- Healthcare cost increases
- Additional \$136,000 in cost saving measures in M&O
- Increases in facilities repairs and maintenance
- Increases in utilities costs
- Increases in software costs
- Reduction in the contingency to align with use of less Levy Sustainability Funds (LSF)
- Materials budget remains close to 10%
- Anticipate transferring \$2M to the Capital Fund
- Seeking \$1M in the General Fund

Levy Sustainability Fund - As the Library enters phase three of the curve, operating expenditures will exceed revenues. The Library requests \$1.8M be transferred to the General Fund in January 2025, to offset cash flow needs.

Capital Fund - The Fiscal Management Policy requires the Library to keep \$4M in this fund. Total revenue is estimated at \$16,024,000. \$11.8M will come from Sumner LCFA bond proceeds, which will support construction costs. The remainder is comprised of Foundation Capital Planning funds, the LCIP grant from the Department of Commerce, and investment interest.

Expenditures include final payments on the Buckley site project and the Lakewood demolition. Critical needs include HVAC equipment replacements, transformer replacement and electrical panel upgrades. Final payments will be made for the interim Lakewood Library. Sumner Library design and preliminary construction costs, consultant fees, vehicle purchases, the public opinion poll and technology upgrades are also reflected in the budget.

Aside from investment income, there are no budgeted activities for the Election, Property and Facility, and Debt Service Funds.

### **SECOND PUBLIC HEARING: 2025 BUDGET OF REVENUE AND EXPENDITURES**

*Trustee Duncan moved that in accordance with RCW 84.55.120, the public hearing be opened to receive comments from interested members of the public regarding the Pierce County Library System's 2025 budget of Revenue and Expenditures. Trustee Sloan seconded the motion, and it passed.*

Quigley Grey provided a comment.

There being no additional comments, *Trustee Duncan moved to close the public hearing on the 2025 budget of revenue and expenditures. Trustee Patel seconded the motion, and it passed.*

**UNFINISHED BUSINESS (CONT.)**

2025 Budget Approvals

*Trustee Duncan moved for approval of Resolution 2024-16 To Release a Portion of the Levy Sustainability Funds for 2025 Budget. Trustee Patel seconded the motion. Motion carried.*

*Trustee Duncan moved for approval of Resolution 2024-17 To Set 2025 Wages and Benefits for Non-Represented Employees. Trustee Sloan seconded the motion. Motion carried.*

*Trustee Duncan moved for approval of Resolution 2024-18 To Adopt the 2025 General Fund Budget. Trustee Jenkins seconded the motion. Motion carried.*

*Trustee Duncan moved for approval of Resolution 2024-19 To Adopt the 2025 Capital Improvement Fund Budget. Trustee Patel seconded the motion. Motion carried.*

*Trustee Duncan moved for approval of Resolution 2024-20 To Adopt the 2025 Election Fund Budget. Trustee Sloan seconded the motion. Motion carried.*

*Trustee Duncan moved for approval of Resolution 2024-21 To Adopt the 2025 Property and Facility Fund Budget. Trustee Sloan seconded the motion. Motion carried.*

*Trustee Duncan moved for approval of Resolution 2024-22 To Adopt the 2025 Levy Sustainability Fund Budget. Trustee Patel seconded the motion. Motion carried.*

*Trustee Duncan moved for approval of Resolution 2024-23 To Adopt the 2025 Debt Service Fund Budget. Trustee Sloan seconded the motion. Motion carried.*

*Trustee Duncan moved for approval of Resolution 2024-24 Transfer a Portion of Levy Sustainability Funds to the General Fund. Trustee Jenkins seconded the motion. Motion carried.*

**NEW BUSINESS**

2025 Election of Officers – Executive Director Caserotti and the Trustees thanked Chair Duncan and Vice-Chair Patel for serving in their positions in 2024. Trustee Duncan will continue to serve as Chair and Trustee Patel will continue to serve as Vice-Chair in 2025.

*Trustee Sloan moved to approve the slate of officers for 2025 as presented. Trustee Jenkins seconded the motion. Motion carried.*

**ANNOUNCEMENTS**

Director Caserotti thanked the Trustees for completing Cybersecurity training modules. She invited them to review the calendar of events for many holiday events in branches. She expressed her excitement for the structure of programs and events in 2025.

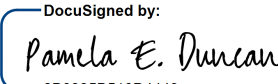
**CLOSED SESSION**

At 5:34 pm, Trustees recessed to Closed Session, per RCW 42.30.110, to discuss collective bargaining matters. The session ended at 6:02 pm.

**ADJOURNMENT**

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

Signed by:  
  
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Gretchen Caserotti, Secretary

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Pamela Duncan, Chair