

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – FEBRUARY 12, 2025**

**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, Pat Jenkins, and Ryan Wheaton. Abby Sloan was excused. The meeting was conducted in person, with the option of virtual attendance.

**PUBLIC COMMENT**

There were no public comments.

**STAFF PRESENTATION**

Information Technology Director Brian Lee presented information on the IT Department Roadmap which aligns with the Library's strategic plan. He also announced the Library is the recipient of two major grants which will support cybersecurity upgrades and new infrastructure technology.

**CONSENT AGENDA**

1. Approval of Minutes of January 8, 2025, Regular Meeting
2. Approval of January Payroll, Benefits, and Vouchers
3. Approval of Public Computer, Wi-Fi and Internet Use Policy
4. Resolution 2025-01: To Declare Furnishings and Equipment Surplus to Public Services Needs

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

**REPORTS**

Executive Director Report – Executive Director Gretchen Caserotti shared that the State Auditor's accountability audit exit conference took place this morning, and the Library received a clean audit report. Additionally, the Library earned an AA rating from Standard & Poor's, positioning it well for the upcoming bond sale for the Sumner LCFA. Executive Director Caserotti also announced that the Norcliffe Foundation has generously committed \$300,000 in support of the Sumner Library Capital Campaign. She further mentioned that she continues to track and monitor bills during the current legislative session.

Deputy Director Report – Deputy Director Connie Behe expressed appreciation to staff for their efforts in providing election support services to the community.

Financial Reporting Updates - December 2024 Financial Report – Finance Director Mary Stimson presented a proposal for a more concise, 5-page monthly report. She highlighted that the proposed quarterly reports would feature a dashboard offering insights into cash and investment funds, as well as snapshots of revenue and expenses. In addition, the more detailed reports will be provided on a quarterly basis.

December Financial Report – Finance Director Stimson reported that the Library has received nearly 100% of its estimated revenues. She also noted that capital funds are underspent, as fewer invoices were received in December than originally anticipated.

**UNFINISHED BUSINESS**

Policy Review:

Comprehensive Purchasing Policy – Trustees reviewed the proposed changes to the policy, which consolidates the existing Public Works Procurement, Purchasing and Procurement, and Surplus policies. Director Stimson explained that the Finance team has also developed an internal Finance Guidelines Manual, which includes guidelines and procedures to serve as a reference tool for staff.

Board Bylaws–

*Trustee Jenkins moved for approval of the Board Bylaws policy. Trustee Wheaton seconded the motion. Motion carried.*

Resolution 2025-02: To Repeal Board Policies No Longer Needed – Executive Director Caserotti pointed out that the memo incorrectly stated the Electronic and Digital Signatures policy would be moved into the Fiscal Management policy. It will be incorporated into the Finance Guidelines Manual.

*Trustee Patel moved for approval of Resolution 2025-02: To Repeal Board Policies No Longer Needed. Trustee Wheaton seconded the motion. Motion carried.*

**ANNOUNCEMENTS**

The Library is recognizing Black History month in its Stories and Voices series. The Bold Visions program will be held on February 20, 2025, at the University Place Library.

**ADJOURNMENT**

The meeting adjourned at 4:38 pm on motion by Trustee Jenkins, seconded by Trustee Wheaton.

*Gretchen Caserotti*

[Gretchen Caserotti \(Mar 18, 2025 09:56 PDT\)](#)

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Gretchen Caserotti, Secretary

*Pamela E. Duncan*

[Pamela E. Duncan \(Mar 19, 2025 21:51 PDT\)](#)

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Pamela Duncan, Chair

# Board Minutes 20250212

Final Audit Report

2025-03-20

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