

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

CALL TO ORDER

Vice-Chair Neesha Patel called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were Neesha Patel, Pat Jenkins, Ryan Wheaton, and Abby Sloan. Chair Pamela Duncan was excused. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

There were no public comments.

STAFF PRESENTATION

Public Services: Alison Eckes, Customer Experience Director, Programs and Services shared a presentation on the structure and services of the department as it transitions from the Public Services 3-year plan toward the work in support of the new strategic plan.

CONSENT AGENDA

1. Approval of Minutes of February 12, 2025, Regular Meeting
2. Approval of February Payroll, Benefits, and Vouchers
3. Approval of Ednetics Purchase Order
4. Resolution 2025-03: To Declare Furnishings and Equipment Surplus to Public Services Needs

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

REPORTS

Executive Director Report – Executive Director Gretchen Caserotti shared an update on the legislative session and the bills still being monitored. Last month's Black Stories and Voices programs held throughout the system were successful. Executive Director Caserotti and Director Eckes had an opportunity to tour the JBLM library.

Finance Director Report - January 2025 – Finance Director Mary Stimson provided an update on the new reporting format. The Library received \$520,000 from the Foundation's Capital Campaign fundraising efforts. A 2025 amended capital budget will be presented next month. The Sumner Library Capital Facilities Area will have its own fund apart from the Library's. The 2024 draft documents of the state auditor's financial report are being prepared.

UNFINISHED BUSINESS

Policy Review:

Privacy and Confidentiality Discussion – Executive Director Caserotti presented the draft of the newly written policy. Discussion ensued on the use of Artificial Intelligence. The document has not yet had legal review, which will be obtained prior to the next review of the draft.

Comprehensive Purchasing Policy –

Trustee Sloan moved for approval of the Comprehensive Purchasing Policy as presented. Trustee Wheaton seconded the motion. Motion carried.

Resolution 2025-04: To Commit to Funding the Sumner Library Project – Executive Director Caserotti reported the funds from the bond sale were deposited today. A requirement of the Library Capital Improvement Plan was that the Library have a commitment of funds for the project. Discussion ensued on the fiscal impacts to the project due to economic uncertainties. It was noted in paragraph 4, the date of March 12, 2024, should read March 12, 2025.

Trustee Jenkins moved for approval of Resolution 2025-04: To Commit to Funding the Sumner Library Project as amended. Trustee Sloan seconded the motion. Motion carried.

NEW BUSINESS

2024 Year End Financial Review – Director Stimson shared a presentation on the activities of the budget's year-end closing review process and the financial status of the various funds. She presented recommendations to reduce the transfer amount from the Levy Sustainability Fund into the General Fund by \$1M, originally \$1.8M to \$800,000. An additional recommendation is to transfer \$2M of the General Fund balance to the Capital Improvements Fund towards the Sumner Library project and other capital needs. Executive Director Caserotti noted the need to have funds in place for unanticipated facility costs and the need to address deferred maintenance. Executive Director Caserotti noted the Library will continue to increase the Library's transparency and clarity around its finances.

Trustee Wheaton moved for approval of Resolution 2025-05: To Rescind Resolution 2024-24 and Reduce the Transfer Amount from the LSF to \$800K. Trustee Sloan seconded the motion. Motion carried.

Trustee Jenkins moved for approval of Resolution 2025-06: To Transfer a Portion of the General Fund Balance to the Capital Improvements Fund. Trustee Wheaton seconded the motion. Motion carried.

Trustee Jenkins moved for approval of Resolution 2025-07: To Close the 2024 Fiscal Year. Trustee Sloan seconded the motion. Motion carried.

ANNOUNCEMENTS

As part of the Stories and Voices series in celebration of Women's History Month, the Lakewood Library will host a screening of the film, *Free for All – the Public Library*. The event takes place on March 18, 2025, from 4-6 pm.

The Graham Library will host *Pioneer Memories and Future Dreams* about Eliza Jane Meeker, on March 20, 2025.

Marketing and Communications Director Mary Getchell is planning to retire this Spring after over 30 years in the field. More details will be shared as plans get underway to recognize Director Getchell for her accomplishments.

ADJOURNMENT

The meeting adjourned at 4:49 pm on motion by Trustee Wheaton, seconded by Trustee Jenkins.

Gretchen Caserotti
Gretchen Caserotti (Apr 14, 2025 09:57 PDT)

Gretchen Caserotti, Secretary

Pamela E. Duncan
Pamela E. Duncan (Jun 4, 2025 17:19 PDT)

Pamela Duncan, Chair