

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JUNE 11, 2025**

CALL TO ORDER

Chair Pam Duncan called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:33 pm. Board members present included Pam Duncan, Neesha Patel, Pat Jenkins, Ryan Wheaton, and Abby Sloan. The meeting was conducted in person, with the option of virtual attendance.

PROCLAMATION 2025-02

Chair Duncan began the meeting with the reading of a formal proclamation recognizing and honoring Dan Gottlieb, attorney with Hillis Clark Martin & Peterson, who retired in June after a long and distinguished legal career, particularly in service to Washington State libraries. Mr. Gottlieb has served as general legal counsel for the Library for 30 years including support through multiple levy lid lift ballot measures, most recently the Sumner Library Capital Facility Area ballot measure.

PUBLIC COMMENT

There were no public comments.

STAFF PRESENTATION

Collection Management – The presentation will be rescheduled for a later date.

CONSENT AGENDA

Approval of Minutes of May 14, 2025, Regular Meeting

Approval of May Payroll, Benefits, and Vouchers

Resolutions 2025-11- To Repeal Board Policies No Longer Needed

Resolution 2025-12: To Declare Furnishings and Equipment Surplus to Public Services needs

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

REPORTS

Executive Director Report – Executive Director Gretchen Caserotti reported the Library has completed the assessment and remediation of the system outages, noting that all services are back online. She expressed appreciation to the IT staff for their diligence. She also noted that several digital equity grants the Library applied for have been canceled through the federal administration. The Library did receive a \$50,000 grant for digitizing paper records, which is part of the overall improvements for the organization in migrating to cloud-based platforms, adoption of Microsoft 365, and making additional records management adjustments. Executive Director Caserotti will be sharing the 2024 Annual Report to city councils across the county this fall.

The Library received a No Further Action notice from the Department of Ecology on the Sumner property, which allows the Library up to begin preloading dirt onto the future Sumner Library site.

Trustees commended the Library for its handling and quick resolution of the cybersecurity incident.

Deputy Director Report – Deputy Director Connie Behe reported all backlogged records and materials have been processed following the recent system outage. She expressed her appreciation to staff for their efforts.

Finance Director Report - April 2025 – Executive Director Caserotti noted that expenses for the Comprehensive Capital Campaign are reflected in the report, as well as the demolition of the old Lakewood Library building on Wildaire Road.

UNFINISHED BUSINESS

Approval of Purchase Order for Lakewood Property Feasibility Study – Executive Director Caserotti reported on the need to conduct a site study on the property for more accurate cost estimating. Adjustments to this unplanned expense will be made in the budget.

Trustee Jenkins moved for approval of the Approval of Purchase Order for Lakewood Property Feasibility Study. Trustee Wheaton seconded the motion. Motion carried.

Policy Review

Library Rules of Conduct – Customer Experience Director Melissa Munn noted the policy would have an effective date of July 1, 2025.

Trustee Wheaton moved for approval of the Library Rules of Conduct as presented. Trustee Patel seconded the motion. Motion carried.

Fiscal Management Policy Discussion – Business and Compliance Director Cliff Jo presented the updated policy which includes language that the Library will no longer handle cash. A discussion ensued on the risks of cash management in the branches.

NEW BUSINESS

2026 Budget Development Timeline – The timeline of the budget process was presented. Executive Director Caserotti invited a discussion on the possibility of holding a study session in the early fall for budgeting work.

Trustee Reappointment – Executive Director Caserotti reported Pierce County Executive Ryan Mello has reappointed Trustee Patel to a full five-year term. It will be ratified by the County Council in an upcoming meeting.

Lakewood Libraries Update – Executive Director Caserotti provided an update on activities related to the Lakewood Library. Demolition has been completed, and fencing will be installed

on the vacant lot. The Library has explored some public use opportunities. She also noted the Board of the Tillicum/Woodbrook Community Association has been making improvements to the building. The Library and the Association meet quarterly as they work toward addressing building needs.

EXECUTIVE SESSION

The Executive Session was cancelled.

ANNOUNCEMENTS

Summer reading activities have begun in the branches.

The July 9, 2025, regular meeting will be cancelled. The next meeting will be on August 13, 2025.

Trustee Patel shared her positive experience using the Library's Ask Us service.

ADJOURNMENT

The meeting adjourned at 4:27 pm on motion by Trustee Wheaton, seconded by Trustee Sloan.

Gretchen Caserotti

Gretchen Caserotti (Sep 4, 2025 09:57:37 PDT)

Gretchen Caserotti, Secretary

Pamela E. Duncan

Pamela E. Duncan (Sep 23, 2025 17:06:24 PDT)

Pamela Duncan, Chair