

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – SEPTEMBER 10, 2025**

CALL TO ORDER

Pam Duncan, Chair called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were Pam Duncan, Neesha Patel, Ryan Wheaton, and Abby Sloan. Pat Jenkins joined the meeting at 3:36 pm. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Public comments were offered by Library customers India La Motte, Mandy Darmody, Faith Smith, Luke Senesac and Sue Molver; and Library staff members Q Gabumpa and Yuri Button.

STAFF PRESENTATION

Finance Department – Mary Stimson, Finance Director provided an overview of the department, highlighting cost efficiencies, accomplishments, and plans for future optimizations.

CONSENT AGENDA

1. Approval of Minutes of August 13, 2025, Regular Meeting
2. Approval of August Payroll, Benefits, and Vouchers
3. Resolution 2025-13: To Declare Furnishings and Equipment Surplus to Public Services Needs

Items 4 and 5 (Resolution 2025-14: To Designate Primary and Alternate Signatory, Investment, and Auditing Officers and the approval of SiteCrafting Sole Source Contract and Purchase Order) were removed from the consent agenda to New Business for further discussion.

Trustee Wheaton moved for approval of items 1-3 of the consent agenda as presented. Trustee Patel seconded the motion. Motion carried.

REPORTS

Executive Director Report — Executive Director Gretchen Caserotti stated that the Library Card design contest is in progress. She provided information about resources acquired from a recent workshop organized by the Nonprofit Association of Washington. She also mentioned that planning for the Sumner groundbreaking is underway.

UNFINISHED BUSINESS

Lakewood Property Feasibility Study Report — Johnston Architects presented findings from the Lakewood site study, outlining zoning and parking constraints and recommending preservation of agricultural areas as a key asset. The study focused on defining site parameters, not building designs, with proposed facility sizes ranging from 15,000 to 30,000 square feet. Cost estimates were based on comparable library projects. Final concepts will be completed in early October, incorporating feedback and informing the draft Comprehensive Capital Plan.

NEW BUSINESS

Budget Optimizations/Cost Savings — Director Stimson shared an overview of initiatives the Library has undertaken to optimize operations and reduce ongoing costs.

Estimated 2025 Property Values for 2026 Tax Levy — Director Stimson reported the Library could expect approximately \$450,000 in property tax revenue and approximately \$300,000 from new construction, which is significantly lower than projected. The mill rate will be between 33.2 and 33.7 cents per \$1,000 of assessed value.

Resolution 2025-14: To Designate Primary and Alternate Signatory, Investment, and Auditing Officers — *Trustee Wheaton moved for approval of Resolution 2025-14: To Designate Primary and Alternate Signatory, Investment, and Auditing Officers. Trustee Sloan seconded the motion. Motion carried.*

Approval of SiteCrafting Sole Source Contract and Purchase Order — Executive Director Caserotti requested board approval to contract SiteCrafting for communications support, using funds reallocated from the vacant Marketing and Communications Director position. *Trustee Sloan moved to approve the Library to sole source the Marketing and Communications assessment and consulting work to of the SiteCrafting and approve a Purchase Order for an estimated cost not to exceed \$55,000. Trustee Wheaton seconded the motion. Motion carried.*

EXECUTIVE SESSION

The Board of Trustees recessed at 5:10 pm to Executive Session, per RCW 42.30.110, to discuss the performance of a public employee and to discuss current or potential litigation with legal counsel for approximately 20 minutes. Chair Duncan extended until 5:41 pm. The session ended at 5:41 pm.

Trustee Wheaton left the meeting at 5:30 pm.

NEW BUSINESS (CONT.)

Executive Director Salary Agreement — *Trustee Sloan moved to authorize a representative of the Board to negotiate the 2026 Executive Director Salary Agreement. Trustee Jenkins seconded the motion. Motion carried.*

ANNOUNCEMENTS

Stories and Voices programs celebrating Hispanic and Latinx heritage will be held at branches from September 15 to October 15, 2025.

ADJOURNMENT

The meeting adjourned at 5:47 pm on motion by Trustee Sloan, seconded by Trustee Jenkins.

Gretchen Caserotti
Gretchen Caserotti (Oct 20, 2025 11:26:06 PDT)

Gretchen Caserotti, Secretary

Pamela E. Duncan
Pamela E. Duncan (Oct 22, 2025 10:28:27 PDT)

Pamela Duncan, Chair