

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – OCTOBER 8, 2025**

CALL TO ORDER

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

PUBLIC COMMENT

Public comments were offered by Library customer Danielle Reeves and President of the Lakewood Friends of the Library, Robert Estrada.

PROCLAMATION 2025-03: National Friends of the Library Proclamation – Trustees expressed gratitude and appreciation for the Friends of the Library.

STAFF PRESENTATION: Kristina Cintron, Facilities Director, delivered a comprehensive overview of the Facilities Department, highlighting the team's operational efficiencies and outlining upcoming projects.

CONSENT AGENDA

1. Approval of Minutes of September 10, 2025, Regular Meeting
2. Approval of September Payroll, Benefits, and Vouchers
3. Resolution 2025-15: To Declare Furnishings and Equipment Surplus to Public Service Needs
4. Approval of Sole Sourcing to Vertiv

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

EXECUTIVE DIRECTOR REPORTS

1. Executive Director Report – Executive Director Gretchen Caserotti thanked Trustees Duncan, Patel and Jenkins for attending the Sumner Library groundbreaking ceremony. She noted the 7th annual Trivia Bee will be held October 11, 2025.
2. Deputy Director Report – Deputy Director Connie Behe stated that the 2025 data covers the period from January through June, while the previous year's figures reflect the entire year. She expressed appreciation for the leaders and staff whose dedication makes these programs possible.
3. Finance Director Report – August 2025 – Finance Director Mary Stimson reported expenditures are on track. Property tax revenue will be coming in October. She reminded trustees to review the IRS form 990. Unspent departmental funds are being reallocated.

UNFINISHED BUSINESS

1. Strategic Implementation Plan Quarterly Update – Deputy Director Behe reported on the strategic priorities for Q3. All projects are on track, though time constraints are the biggest challenge. Monthly community of practice meetings will maintain progress.

NEW BUSINESS

1. 2026 Unbalanced Budget – Director Stimson reported the 2026 budget is being refined. Currently the Library is at a \$5.71M deficit. Estimated capital fund budget is \$4.48M and may increase due to upcoming expenditures requests. The balanced draft budget will be presented in November.
 - a. Preliminary Levy Certificate and Implicit Price Deflator – Director Stimson reported the Library will receive approximately \$380K in property tax revenue in 2026, an estimated \$600K for new construction, and administrative funds of \$130K. Lakewood Tax Incremental Financing is impacting the Library’s revenue by \$6K and will continue to be monitored.
2. 501(c)(3) Status Dissolution – Executive Director Caserotti reported the Library studied the impacts and uses of holding the status for the past two years, noting dissolving the status has no impact on the Library’s statutory authority to continue being a special purpose district. Upon Board approval, the status will end as of December 31, 2025.

Trustee Jenkins moved for approval of the 501(c)(3) Status Dissolution as presented. Trustee Sloan seconded the motion. Motion carried.

3. 2024 State Auditor’s Office (SAO) Unaudited Annual Report – Director Stimson reported the report was timely filed. She asked Trustees to review the unaudited report prior to the SAO audit taking place in December.
4. Proposed 2026 Board Meeting Schedule – Trustees discussed the options of either maintaining the current schedule or adjusting the start time and including several meetings in the branches. Additionally, the November 2026 meeting will need to be moved due to the Veteran’s Day holiday. Discussion ensued on the value of the visibility of trustees with staff in branches. The proposed schedule will be presented at the November meeting.
5. Standardized Branch Hours Beginning January 2026 – Deputy Director Behe reported the Library is planning new hours of operations for library branches in 2026. These changes will aid in providing more equitable service to the public as well as increasing resource sharing. Communications to the public will commence in November and the new hours would go into effect on January 18, 2026.

ANNOUNCEMENTS/TRUSTEES COMMENTS

- Trustees were reminded to acknowledge their review of the IRS Form 990 by October 15, 2025.
- The 7th annual Trivia Bee will be held October 11, 2025, at 6:30 pm at the Foss Waterway Seaport.

- The Friends of the Library book sale will be on October 11, 2025, from 10:00 am - 4:30 pm at Saint Mary's Episcopal Church.
- Trustees were reminded to conduct a forced password reset on their email accounts.
- The Big Read program kickoff will be held October 16, 2025, at 5:30 pm at the Museum of Glass.

ADJOURNMENT

The meeting adjourned at 5:00 pm on motion by Trustee Sloan, seconded by Trustee Wheaton.

Gretchen Caserotti

Gretchen Caserotti (Nov 13, 2025 17:19:59 PST)

Gretchen Caserotti, Secretary

Pamela E. Duncan

Pamela E. Duncan (Nov 13, 2025 16:15:01 PST)

Pamela Duncan, Chair