

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – NOVEMBER 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 3:30 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

Written comments were submitted by Danielle Reeves and Natoyah Autry.

CONSENT AGENDA

1. Approval of Minutes of September 30, 2025, Special Meeting
2. Approval of Minutes of October 8, 2025, Regular Meeting
3. Approval of October Payroll, Benefits, and Vouchers

Item 4 (Approval of Comcast Contract) was removed from the consent agenda to New Business for further discussion.

Trustees Wheaton and Patel moved and seconded approval of the consent agenda as amended. All in favor. Motion carried.

PRESENTATION: Tessa Levine-Sauerhoff and Aly Holmes from Gensler and Associates shared an overview of the draft Comprehensive Capital Plan they prepared for the Library, which was designed to guide long-term investment and development of capital needs.

REPORTS

2. Deputy Director Report – Deputy Director Connie Behe reviewed highlights on the report. Discussion ensued on the downward trend of physical material circulation.
3. Finance Director Report – September 2025 – Finance Director Mary Stimson noted the financial report memo should read September rather than August. Because of the new sales tax law, the Library will be impacted by approximately \$300,000.

UNFINISHED BUSINESS

1. Resolution 2025-16: 2026 Board Meeting Schedule

Trustees Jenkins and Sloan moved and seconded the approval of Resolution 2025-16, establishing the 2026 Schedule of Recurring Meetings as presented. All in favor. Motion carried.

2. 2026 Draft Budget – Director Stimson shared a presentation of the draft balanced budget for each of the Library's funds.

Trustees Sloan and Patel moved and seconded that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2025 property tax levies for collection in 2026. All in favor. Motion carried.

There being no comments, Trustee Sloan and Jenkins moved and seconded to close the public hearing on the 2026 budget of estimated revenue and expenditures. All in favor. Motion carried.

UNFINISHED BUSINESS (CONT.)

3. 2026 Draft Budget
 - a. Trustees Jenkins and Sloan moved and seconded the approval of Resolution 2025-17: To Request Highest Lawful Levy and Levy Certification as presented. All in favor. Motion carried.
 - b. Trustees Wheaton and Patel moved and seconded the approval of Resolution 2025-18: To Transfer Set-Asides in the General Fund to the Capital Improvement Fund as presented. All in favor. Motion carried.

NEW BUSINESS

1. Approval of Comcast Contract – This item was removed from the consent agenda to allow for further discussion. IT Director Brian Lee indicated that the new Comcast contract is projected to cost \$75,000 less than the Library's current service expenditure. Applicable taxes are included in the purchase order. The Library anticipates considerable savings due to e-Rate reimbursements.

Trustees Wheaton and Sloan moved and seconded the approval of the Comcast Contract as presented. All in favor. Motion carried.

OFFICERS REPORTS

1. Public Opinion Poll Results – Executive Director Caserotti noted additional work is needed to address the poll results and their impacts on capital planning.

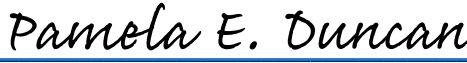
ANNOUNCEMENTS

As part of the Native American and Alaska Native Stories and Voices programs, Burke Boxes will be available for viewing at the Bonney Lake Library on November 19, 2025, and at the Buckley Library on November 25, 2025.

ADJOURNMENT

Trustees Jenkins and Wheaton moved and seconded for adjournment. All in favor. Motion carried. The meeting adjourned at 5:11 pm.


[Gretchen Caserotti \(Dec 15, 2025 12:22:10 PST\)](#)
Gretchen Caserotti, Secretary


[Pamela E. Duncan \(Dec 24, 2025 21:17:18 PST\)](#)
Pamela Duncan, Chair