

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – DECEMBER 10, 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 present were Pamela Duncan, Neesha Patel, Abby Sloan, and Pat Jenkins. Ryan Wheaton joined at 3:33 PM. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Written comments received by Laurie Austin (2), Kerry Bayliss, Kellie Bennett, Kristina Bookshnis, Jerry Boothe, Ashley Braaten, Karen Brinkley, Stephanie Rae Brown, Tiffany Chambers, Stacy Ciota, Joshua Coronado, Cathy Curtis, Dorinda Deimund, Astrid Deleo, Helen Dodge, Jessica Doherty, Wendy Ferrell, Patty Fisher, Linda Franklin, Becca Gjertson, Maureen Gomez, Rachel Hall, Adria Hanson, Melinda Ruth Head, Amanda Hefa, Will Hinds, Edmund Johnson, Linda Johnson, Oliver Oscar Jones, Deborah Ann Jordan, Cindy Knisely, Kristina Lanouette, Ellen LeVita, Sarah Lindhartsen, Lynn Lloyd, Christina Locklear, Christine Luna, Joyce Major, Angel Martinez, Christina Matthies, Genna Messmer, Kathryn Milburn, Katherine Moore, Edith Morgan, Wuesthoff Moxee, Susan O'Brien, Nikki Plank, Sally Plumly, Tracy Rainwaters, Maureen Reilly, Judy Riggs, Katie J Rooney, Gretchen Roosevelt, Reni Ross, Barbara Rowland, Megan Scarpelli, Jennifer Sherman, Heather Stevenson, Donald Swensen (2), Christie Tackett, Julianne Taylor, Kathleen Tei, Sara Thompson, Mahlin B Toves, Courtney Turk, Patty Van Valkenburg, Michael Walker, Carolyn Wiley, Bobbi Worden.

In-person comments received by Gerald Layne, Tina Gorski, Madeleine Spencer, Christie Tackett.

CLOSED SESSION

At 3:44 pm, Trustees recessed to Closed Session to discuss collective bargaining matters. The session ended at 4:11pm.

Presentation: Collection Management – Collection Management Director Amy Anderson shared highlights from the department's work in 2024 and early 2025.

CONSENT AGENDA

1. Approval of Minutes of November 12, 2025, Regular Meeting
2. Approval of November Payroll, Benefits, and Vouchers
3. Resolution 2029-19: To Declare Furnishings and Equipment Surplus to Public Service Needs

Trustee Jenkins moved for approval of the consent agenda as presented. Trustee Sloan seconded the motion. All in favor. Motion carried.

REPORTS

1. Executive Director Report – Executive Director Gretchen Caserotti reported on current countywide flooding related to the atmospheric river. Several locations are experiencing parking lot flooding, notably Parkland, where Facilities have removed approximately 22,000 gallons of water to date.
2. Deputy Director Report – Deputy Director Connie Behe reported Stories and Voices service highlights demonstrate an effective balance between centralized resource sharing and locally driven service approaches.
3. Finance Director Report – October 2025 - Finance Director Mary Stimson reported coordinating with the State Auditor’s Office on the 2024 audit and will follow up on scheduling entrance interviews, potentially in January.

UNFINISHED BUSINESS

1. 2026 Balanced Final Budget: Director Stimson reviewed the balanced budget for each of the Library’s funds. The budget reflects economic shifts, rising costs, and long-term infrastructure needs, with decisions grounded in the library’s mission and community priorities. Operating expenses now exceed revenues, requiring tighter controls and ongoing adjustments. Through careful prioritization and analysis, the Levy Sustainability Fund drawdown was reduced from \$5.9 million to \$2.5 million. The General Fund incorporates expense reductions, updated revenues, and increased employee training support. Capital Improvement funding remains at \$7.315 million, focused on facilities, IT, and the Sumner Library project.

SECOND PUBLIC HEARING: 2026 BUDGET OF REVENUE AND EXPENDITURES

Trustees Sloan and Wheaton 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, Trustees 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.)

2. 2026 Budget Approvals
 - a. *Trustee Sloan moved for approval of Resolution 2025-20: To Release a Portion of the Levy Sustainability Funds for 2026 Budget as presented. Trustee Wheaton seconded the motion. All in favor. Motion carried.*
 - b. *Trustee Jenkins moved for approval of Resolution 2025-21: To Release a Portion of the Property and Facility Funds for 2026 Budget as presented. Trustee Sloan seconded the motion. All in favor. Motion carried.*
 - c. *Trustee Sloan moved for approval of Resolution 2025-22: To Set 2026 Wages and Benefits for Non-Represented Employees as presented. Trustee Jenkins seconded the motion. All in favor. Motion carried.*

- d. *Trustee Patel moved for approval of Resolution 2025-23: To Adopt The 2026 General Fund Budget as presented. Trustee Sloan seconded the motion. All in favor. Motion carried.*
- e. *Trustee Sloan moved for approval of Resolution 2025-24: To Adopt The 2026 Capital Improvement Fund Budget as presented. Trustee Patel seconded the motion. All in favor. Motion carried.*
- f. *Trustee Jenkins moved for approval of Resolution 2025-25: To Adopt The 2026 Levy Sustainability Fund Budget as presented. Trustee Wheaton seconded the motion. All in favor. Motion carried.*
- g. *Trustee Sloan moved for approval of Resolution 2025-26: To Adopt The 2026 Property and Facility Fund Budget as presented. Trustee Wheaton seconded the motion. All in favor. Motion carried.*
- h. *Trustee Sloan moved for approval of Resolution 2025-27: To Adopt The 2026 Election Fund Budget as presented. Trustee Patel seconded the motion. All in favor. Motion carried.*
- i. *Trustee Jenkins moved for approval of Resolution 2025-28: To Adopt The 2026 Debt Service Fund Budget as presented. Trustee Sloan seconded the motion. All in favor. Motion carried.*
- j. *Trustee Sloan moved for approval of Resolution 2025-29: To Transfer a Portion of Levy Sustainability Funds to the General Fund as presented. Trustee Wheaton seconded the motion. All in favor. Motion carried.*
- k. *Trustee Patel moved for approval of Resolution 2025-30: To Transfer a Portion of Property and Facility Funds to the Capital Improvement Fund as presented. Trustee Jenkins seconded the motion. All in favor. Motion carried.*

NEW BUSINESS

1. 2026 Election of Officers: Executive Director Caserotti and the Trustees thanked Chair Duncan and Vice-Chair Patel for serving in their positions in 2025. Trustee Patel will serve as Chair and Trustee Wheaton will serve as Vice-Chair in 2026.

Trustee Sloan moved for approval of the 2026 Election of Officers as presented. Trustee Duncan seconded the motion. All in favor. Motion carried.

2. Approval of Insurance Renewal Purchase Order

Trustee Sloan moved for Approval of Insurance Renewal Purchase Order as presented. Trustee Wheaton seconded the motion. All in favor. Motion carried.

ANNOUNCEMENTS/TRUSTEES COMMENTS

Trustees were encouraged to regularly check the Library program calendar, with example programs highlighted in the Public Services report. Staff are closing out 2025 statistics and preparing for 2026. The Comprehensive Capital Plan (CCP) will begin in January, including branch meetings and site visits, with library trends on efficiency and space design integrated into 2026 discussions.

Executive Director Caserotti expressed pride in staff for the significant internal work completed this year to strengthen organizational infrastructure and support sustainable service delivery. She also thanked the Board for its leadership, guidance, and thoughtful engagement.

Chair Duncan expressed appreciation for serving as Chair, and to the staff and Executive Director Caserotti for the work being done for the communities.

ADJOURNMENT

The meeting adjourned at 5:06 pm on motion by Trustee Jenkins seconded by Trustee Wheaton. All in favor. Motion carried.

Gretchen Caserotti
Gretchen Caserotti (Jan 22, 2026 10:41:39 PST)

Gretchen Caserotti, Secretary

Pamela E. Duncan
Pamela E. Duncan (Jan 30, 2026 11:25:24 PST)

Pamela Duncan, Chair