

- 1. CALL TO ORDER:** Board Chair Neesha Patel called the meeting to order at 3:30 pm. Vice-Chair Ryan Wheaton and Trustees Pamela Duncan, Pat Jenkins and Abby Sloan were in attendance. The meeting was conducted in person, with a remote attendance option.
- 2. PUBLIC COMMENT:** Comments were submitted by Ronald Buckbee, Jen Edwards, Jerry Layne and Meagan Rhoades.
- 3. EXECUTIVE SESSION:** Chair Patel announced that Executive Session will be held after New Business.
- 4. PRESENTATION:** Comprehensive Capital Plan Report: Gig Harbor, Key Center, Steilacoom – Executive Director Gretchen Caserotti continued the presentation on the Capital Campaign Plan recommendations, providing an overview of the recommendations on Gig Harbor, Key Center and Steilacoom. She noted the work was aligned with the Library’s Strategic Plan and best practices for libraries. She shared the design experience principles, which are common in public libraries. Space allocation of the various sized libraries was also reviewed.
- 5. CONSENT AGENDA [ACTION]:**
  - a. Approval of Minutes of February 11, 2026, Regular Meeting
  - b. Approval of February Payroll, Benefits, and Vouchers
  - c. Approval of Purchase Order for Starling Whitehead Lux Architects
  - d. Resolution 2026-02: To Declare Equipment and Furnishings Surplus to Public Services Needs

*Trustees Duncan and Wheaton moved and seconded approval of the consent agenda. All in favor. Motion carried.*

**6. EXECUTIVE DIRECTOR REPORT**

Deputy Director Connie Behe reported that offering more bilingual programming is a gap that the Library is addressing through structure and recruiting efforts.

**7. FINANCIAL REPORT**

Finance Director Mary Stimson reported the financial system software has been moved to the cloud. 2024 fiscal and accountability audit documents are being prepared.

**8. UNFINISHED BUSINESS**

- a. Trustee Vacancy 2026 – Committee Representation

*Trustees Duncan and Wheaton moved and seconded approval of Trustees Patel and Jenkins as PCLS Board representatives on the trustee selection committee. All in favor. Motion carried.*

- b. Summer Meeting Cancellation

*Trustees Wheaton and Duncan moved and seconded to approve the cancellation of the July 8, 2026, Regular meeting of the Board of Trustees. All in favor. Motion carried.*

## **9. NEW BUSINESS**

a. 2025 Budget – Year End Financial Review – Director Stimson shared a presentation of the year-end process and reported additional savings of \$31K which required amending the resolutions to reflect the income statement positive balance amount in the General Fund from \$4,304,506 to \$4,335,948.

i. Resolution 2026-03: To Rescind Resolution 2025-29 and Reduce the LSF Transfer to the General Fund.

*Trustees Jenkins and Wheaton moved and seconded approval To Rescind Resolution 2025-29 and Reduce the LSF Transfer to the General Fund as amended. All in favor. Motion carried.*

ii. Resolution 2026-04: To Transfer a Portion of the General Fund Balance to the Capital Improvement Fund

*Trustees Wheaton and Duncan moved and seconded To Transfer a Portion of the General Fund Balance to the Capital Improvement Fund as amended. All in favor. Motion carried.*

iii. Resolution 2026-05: To Close the 2025 Fiscal Year

*Trustees Duncan and Wheaton moved and seconded approval To Close the 2025 Fiscal Year as amended. All in favor. Motion carried.*

b. ClearGov Budget Book – Director Stimson reported the Library is now using an interactive, web-based platform to enable it to more transparently present financial data. She shared a demonstration of how to access and review the 2018-2026 budget information.

c. Policy Review: Real Property – Acquisition and Disposition Discussion – Director Stimson reviewed the recommended revisions to the policy. She will bring the policy before the board for approval next month.

**EXECUTIVE SESSION:** *At 5:12 pm, Trustees Jenkins and Duncan moved and seconded to recess to Executive Session, per RCW 42.30.110, to discuss current or potential litigation with legal counsel for approximately 15 minutes. All in favor. Motion carried.*

Chair Patel announced the session would end at 5:30 pm. The session ended at 5:30 pm.

## **10. MANAGEMENT REPORTS:**

- a. Library Trends – Libraries That Endure: Resilience, Shared Systems, and Future Readiness
- b. 2026 Special Election Results
- c. Wellness Program Update

**11. CLOSING COMMENTS**

Deputy Director Behe shared information on upcoming Library events in the branches. Executive Director Caserotti will give a brief presentation at Pierce County Councilmember Robyn Denson’s In-District (7) meeting at the Key Peninsula at the Civic Center on April 2, 2026.

**12. ADJOURNMENT**

*Trustees Wheaton and Duncan moved and seconded for adjournment. All in favor. Motion carried.*

The meeting adjourned at 5:34 pm.

*Gretchen Caserotti*  
Gretchen Caserotti (Apr 13, 2026 17:23:02 PDT)  
Gretchen Caserotti, Secretary

*Neesha Patel*  
Neesha Patel (Apr 14, 2026 12:46:26 PDT)  
Neesha Patel, Chair