

1. **CALL TO ORDER:** Board Vice Chair Ryan Wheaton called the meeting to order at 3:31 pm. Trustees Pamela Duncan, Pat Jenkins and Tono Sablan were in attendance. Trustee Neesha Patel was excused. The meeting was conducted in person, with a remote attendance option.

Vice Chair Wheaton announced he would need to leave at approximately 4:45 p.m. and appointed Trustee Jenkins to serve as Vice Chair pro tem thereafter. *Trustees Duncan and Sablan moved and seconded. All in favor. Motion carried.*

2. **PRESENTATIONS:**

- a. Comprehensive Capital Plan Report (CCP): Administrative Center; Anderson Island: Executive Director Gretchen Caserotti shared information and recommendations for the two locations as the final review of the Library System's building portfolio.

PUBLIC COMMENT: Comments were submitted by Anne Junod, Jen Edwards, and Mary Pat Bergin-Sperry.

3. **EXECUTIVE SESSION:** The Board of Trustees recessed at 3:57 pm to Executive Session, per RCW 42.30.110, for approximately 18 minutes, to review the performance of a public employee. The session ended at 4:15 pm.
Executive Director Salary Agreement — Trustee Jenkins moved to authorize Chair Patel to negotiate the 2027 Executive Director Salary Agreement. Trustee Sablan seconded the motion. Motion carried.

4. **CONSENT AGENDA [ACTION]:**

- a. Approval of Minutes of August 12, 2026, Regular Meeting
- b. Approval of August Payroll, Benefits, and Vouchers
- c. Resolution 2026-08: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

6. **EXECUTIVE DIRECTOR REPORT**

Executive Director Gretchen Caserotti highlighted legislation being monitored for potential Library impacts, including an FCC proposal to eliminate E-Rate reimbursement funding for schools and libraries. She also shared that Congresswoman Strickland toured the University Place Pierce County Library.

7. **FINANCIAL REPORT**

Finance Director Mary Stimson reported no significant changes in the July financial reports following the mid-year review presented last month. Budget planning continues, along with strategy work related to procurement.

8. UNFINISHED BUSINESS

- a. New Sumner Library Update – General Contractor – Executive Director Caserotti noted a correction to page 29 regarding the project’s funding sequence, clarifying that costs involve multiple funding sources, including LCIP reimbursements, LCFA bond funds, and Library funds. The contract is complete, but a date has not yet been set for dirt removal from the property. The contractor will handle neighbor notifications.
- b. CCP Funding Tools Presentation - Initial Discussion – Director Stimson invited Trustees to share initial impressions of the funding presentation from the previous month’s meeting, including potential trade-offs and risks. Trustees expressed interest in geographic fairness and recognizing it as an important factor in future board decisions. Trustees acknowledged that significant capital needs will require choices among competing priorities and a clearer understanding of the Board’s appetite for financial and service risks. The Library’s biennial public opinion poll, future discussions regarding the Levy Sustainability Fund, and community input were identified as important considerations in future funding decisions. Staff noted these discussions are expected to continue monthly for the foreseeable future.
- c. Donations and Sponsorships Policy – Approval

Trustees Jenkins and Sablan moved and seconded approval of the Donations and Sponsorships Policy as presented. All in favor. Motion carried.

9. NEW BUSINESS

- a. Works of Art Policy – Initial Review – Executive Director Caserotti noted the proposed policy includes significant revisions to address gaps in the Library’s oversight of artwork,. The revisions also address digital art and changes in technology. Trustees were asked to review the proposal, with time set aside for further discussion at the October meeting.
- b. Key Center Property - Executive Director Caserotti noted community interest in a Fire District-owned property in the Key Center area. Staff are conducting due diligence, including property conditions, environmental considerations, costs, site fit, and water and sewer access. This research aligns with Gensler’s recommendation to relocate and expand the Key Center Pierce County Library. Additional information will be provided as the review progresses.
- c. Budget
 - i. Budget Optimizations/Cost Savings - Finance Director Stimson presented the Library’s 2026–2027 cost-containment strategies, categorized as process improvement and operational efficiency, and sustainability and stewardship. No single action will resolve the Library’s long-term fiscal challenges, but the strategies help extend the life of the Levy Sustainability Fund (LSF) and advance a more sustainable operating model. In response to Trustee questions, she shared that departments regularly analyze opportunities for cost savings, though there is no set dollar-reduction target. Trustees expressed appreciation for the tangible strategies and ongoing efficiency efforts.

- ii. Estimated 2026 Property Values for 2027 Tax Levy – Finance Director Stimson reported a declining trend in estimated property tax values, with a 1% decrease compared with a 3.1% increase last year, which will slightly impact overall revenues. Revenue from new construction and the 1% cap is expected to increase by approximately \$1 million, which does not cover rising expenditures, inflation and other costs.

It was noted that the earlier action regarding the Executive Director salary negotiations had not been included on the agenda. The Board amended the agenda to include the item and subsequently approved authorizing Chair Patel to enter into contract negotiations with Executive Director Caserotti.

Trustee Sablan moved to amend the agenda to add 2027 Executive Director Salary Agreement as an action item. Trustee Jenkins seconded the motion. All in favor. Motion carried.

Trustee Duncan moved to authorize Chair Patel to enter into contract negotiations with Executive Director Caserotti. Trustee Jenkins seconded the motion. All in favor. Motion carried.

It was clarified that the Chair had authority to appoint a Trustee pro tem without Board action.

Vice-chair Wheaton was excused at 4:45 pm.

10. MANAGEMENT REPORTS:

- a. Library Trends – Behind the Scenes Efficiency: Executive Director Caserotti encouraged Trustees to watch the videos linked in the memo.
- b. Primary Election Certified Results: August 18, 2026: Executive Director Caserotti highlighted several library levy campaigns and elections outside Pierce County and noted that the Library continues to monitor other library-related ballot measures.

11. CLOSING COMMENTS: Executive Director Caserotti highlighted the upcoming Stories and Voices theme, with a variety of activities and resources available across the system, and welcomed Trustees' help in "signal boosting".

12. ADJOURNMENT

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

The meeting adjourned at 4:54 pm.

Gretchen Caserotti

Gretchen Caserotti (Oct 15, 2026 17:11:05 PDT)

Gretchen Caserotti, Secretary

Pat Jenkins

Pat Jenkins (Oct 19, 2026 11:02:37 PDT)

Pat Jenkins, Trustee (Chair Pro Tem)

Please sign the approved minutes from the October 2026 meeting. Thank you.

Final Audit Report

2026-10-19

Created:	2026-10-15
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-  Document created by Brenda Tanksley (btanksley@piercecounitylibrary.org)
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