

### **CALL TO ORDER**

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Jamilyn Penn, Pat Jenkins, Abby Sloan, Neesha Patel and Pam Duncan. The meeting was conducted in person, with the option of virtual attendance.

### **PUBLIC COMMENT**

Public comments relating to the Lakewood Library were made by Lakewood resident Bob Warfield.

### **BOARD DEVELOPMENT**

Attorney Daniel Gottlieb, partner with Hillis, Clark, Martin & Peterson PS, presented information to the Board on the Library Capital Facilities Area (LCFA), which was established over 25 years ago to aid libraries in funding capital projects through property taxes by creating a smaller taxing district within the library's taxing district. He provided an overview of historical ballot measures and the process of forming an LCFA.

Parties involved in forming the LCFA include the Board of Trustees, library administrators, City or County Council, city attorney and the county prosecutor.

The creation of the LCFA would begin with the Trustees directing Library administrators to request that the County Council pass a resolution to place the measure on the ballot. The measure requires a 60% super majority, with a 40% validation, to pass. Once a resolution has been submitted, an MOU would be formed among the Library District and the City with an understanding that if the ballot proposition is successful, that document will serve as the basis for the creation of a 3-party Interlocal agreement with the Library, City and LCFA.

The request to Pierce County Council to form an LCFA must include a description of the boundaries of the LCFA and a copy of the resolution approving the creation and outlining how election costs are paid. The deadline for getting on the ballot next primary election is May 12, 2023. Initial costs for ballot propositions are approximately \$2,800. Funding the election would include production of voters' pamphlet, mailing, and legal document preparation.

Mr. Gottlieb identified the forms required to proceed with the process. These include an explanatory statement, for and against committee forms.

If the vote is successful and the LCFA is created, a separate board comprised of three county council members is formed to manage the LCFA. Their sole power is to issue bonds to finance a capital facility. Once the LCFA is formed, it will adopt bylaws, enter into an Interlocal Agreement to delineate roles once the bonds are issued and adhere to any statutory agreements. Bonds can be sold in a number of ways, including through a public offering or directly to a financial institution. Each has different legal requirements.

The LCFA can retain title to the library or transfer to the Library District or any city or town. When the bonds are paid off, the LCFA can dissolve itself.

Trustees expressed their thanks to Mr. Gottlieb.

### **CONSENT AGENDA**

1. Approval of Minutes of December 8, 2022, Study Session
2. Approval of Minutes of December 14, 2022, Regular Meeting
3. Approval of December 2022 Payroll, Benefits and Vouchers
4. Resolution 2023-01 To Declare Furnishings and Equipment Surplus to Public Service Needs

*Trustee Sloan moved for approval of the consent agenda. Trustee Jenkins seconded the motion. Motion carried.*

### **EXECUTIVE DIRECTOR REPORTS**

Executive Director Report – Executive Director Gretchen Caserotti noted the Library has undergone much change in the past year and leadership is prepared to understand the best ways to stabilize the organization and to continue to improve staff culture in the spirit of improving library services to the community.

She noted the Foundation met and exceeded fundraising goals for 2022, the Bonney Lake Library refresh is progressing as planned and the Library continues to see growth trends in collection usage in the online space.

Executive Director Caserotti is reaching out to many elected officials as the new legislative session is now underway. She will be advocating for support related to the request for funding for the Bonney Lake and Sumner library projects out of the state budget. Items of note before the legislators that are of interest to libraries this session are the tax structure, homelessness, and behavioral and mental health services which are also top of mind for many of our elected officials.

Executive Director Caserotti commended staff for their outreach efforts to meaningfully provide library services outside the brick and mortar facilities.

### **UNFINISHED BUSINESS**

Lakewood Libraries Discussion – There was discussion about the need to hold an upcoming study session. Trustees expressed interest in knowing whether purchasing the Tillicum Library building was feasible. If so, they noted the Board would need additional information to make that decision, including cost, structure viability, and availability.

Executive Director Caserotti noted the library, as tenants of the building, merely hired the architects to conduct a visual assessment of the building. A comprehensive evaluation of the facility has not been done. She remarked she has strong reservations on using public funds to restore the building in such poor condition. She noted this option is counter to the Community Advisory Committee's (CAC) recommendations to prioritize having a shared space for community partners over restoring a building in poor condition.

Deputy Director Connie Behe shared information on the trends and needs demonstrated in the Tillicum community related to technology and access to basic services. Tillicum Library staff partner with several entities outside of the building such as popup events in parks. They also participate in local community events offered by the community center, such as back-to-school giveaways and trunk-or-treat.

There is also participation in community events. There is a strong need for bilingual story times and for senior technology assistance. Crafting, Storytime and STEAM-related events are popular. Other resources made available to the Tillicum community include legal and housing assistance. Deputy Director Behe noted the partnerships are abundant and exist both within and outside the community center, which is an important place for gathering. She identified SeaMar Health Clinic as the major tenant with additional social services using the space, including WIC, community garden, Senior Center meal provisions and a clothing and food bank.

Trustee Jenkins commented that renovating on the existing site does not seem viable and stressed the importance exploring other options that consider financial and logistical impacts and have community support.

Trustees noted the value of the partnerships within the building as opposed to close physical proximity to those partners, who currently facilitate events out of the community center.

Questions arose about which entity shoulders the cost of these partnerships and how that might look in the future. Executive Director Caserotti noted the partners in the current center have their own agreements with the property owners, of which the Library has no knowledge of the terms.

The question arose that should the library move, is there a sense of understanding that the other partners will remain in the community center and the resources would continue to be offered. The Library is unaware of any future plans of those entities.

When asked if there are other spaces to relocate the library, Executive Director Caserotti suggested the Trustees take future action to asking Library administrators to engage a real estate broker to present options.

Trustee Jenkins reiterated exploring other options, stressing the focus must be on the Library's patrons and what's best for them.

When asked if any other libraries share property with other services, Deputy Director Melinda Chesbro noted the Anderson Island Library is housed in a community center. Key Center Library is a HUD building owned by the Library and houses the local health center as a tenant. University Place Library is a condo agreement. Orting Library is in space owned by the city of Orting and shared with a community programming space. Sumner Library is being leased from the city of Sumner until 2024.

Chair Penn asked Library administrators to engage PCLS' real estate broker to provide additional property options for the Lakewood locations.

Discussion ensued on the Lakewood Library. Executive Director Caserotti noted there was an awareness that renovating the current facility would not be feasible for the Library today. The Library has engaged in conversation about the Douglas fir artifact to find options for relocation within the city of Lakewood. If

the library is asked to pursue the recommendation to rebuild on the current site, staff will prepare additional information at the February meeting for necessary steps the Library will need to take.

She suggested engaging the real estate broker to compile additional properties available for sale in the Lakewood city limits as well as Tillicum. The previous knowledge-based decision making exercise was done with respect to leasing rather than property acquisition. She noted it would be important to know what would fit on the property and would engage an architect to provide this information. The Library administrators will bring additional information to the Board at an upcoming meeting to better understand these considerations.

Executive Director Caserotti reported the interim library planning is ongoing. Architects continue working on finalizing designs and plans, which will be presented to the Board upon completion. She added that whatever direction the Library takes on a permanent location will take time and funds, likely including a ballot measure.

Trustees stressed the importance of being mindful of milestones needed to carry out the work as expeditiously as possible, noting this is a rare opportunity to establish a new Lakewood facility that will be in existence for many years and serve the community well as a 21<sup>st</sup> century library.

Sumner Capital Project Proposal – Executive Director Caserotti recommended a joint meeting with the Board and the Sumner City Council to share information and issues in order to build consensus and expedite information sharing. Information shared at this meeting will include the relative size and estimated cost of the building, potential household tax impacts, and precincts defining boundary lines.

The Board will be evaluating the scope of the project, understand what the library can afford and following procedural steps outlined for them. Executive Director Caserotti continues to coordinate with Pierce County Executive Dammeier and his staff as well as City of Sumner officials.

Executive Director Caserotti noted the education being received on LCFAs in Sumner will be helpful when the Library replicates this process for the Lakewood facility.

The Library is interested in hearing from the community about the future Sumner location and has embarked on a public engagement campaign which includes interactive exhibits in the branches, surveys and open houses on January 31, 2023, at 11:00 am and 3:00 pm in the Sumner Library.

### **NEW BUSINESS**

Policy Revision - Real Property – Business and Compliance Director Cliff Jo shared the policy noting the amendments are required due to the impending possibility of necessary removal of the library building on the current Lakewood property, as well as consideration of the possibilities of selling libraries in the future.

*Trustee Duncan moved to approve the amendments as presented on the Board policy for Real Property. Trustee Sloan seconded the motion. Motion carried.*

2023 Foundation/Library Agreement and Addendum – Director Jo provided an overview of the agreement. Foundation Director Dean Carrell provided an overview of the addendum #1, which depicts the activities the Foundation will be providing to the Library in support of the agreement.

Addendum #2 was erroneously omitted from the Board agenda packet and will be presented at the upcoming February 8, 2023, meeting.

*Trustee Jenkins moved to authorize Executive Director Gretchen Caserotti to sign the Foundation Agreement as presented. Trustee Patel seconded the motion. Motion carried.*

*Trustee Patel moved to authorize Executive Director Gretchen Caserotti to sign Addendum #1 as presented. Trustee Duncan seconded the motion. Motion carried.*

### **OFFICERS REPORTS**

Buckley Library Site Evaluation Update – Director Jo reported he recently met with the consultant and is awaiting a “No Further Action” designation. He noted Restorical Research only receives compensation if the insurance claims are approved.

Public Opinion Poll – Trustees appreciate the report and are looking forward to the result of the poll in March.

Chair Penn thanked the Library administrators and staff for the work they do in providing relevant training and information to meet the needs of the Board.

### **ANNOUNCEMENTS**

Sumner Library open houses will be held January 31, 2023, at 11:00 am and 3:00 pm, at 1116 Fryer Avenue, Sumner.

Executive Director Caserotti will be scheduling another Community Conversation with District 6 Councilmember Jani Hitchen.

Executive Director Caserotti will be attending Library Legislative Day on February 9, 2023. She invited Trustees to let her know if they are interested in joining her.

### **ADJOURNMENT**

The meeting was adjourned at 5:07 pm on motion by Trustee Jenkins, seconded by Trustee Duncan.

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Gretchen Caserotti, Secretary

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Jamilyn Penn, Chair