

### **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 and Neesha Patel, Pam Duncan. Abby Sloan arrived at 3:40 pm. The meeting was conducted in person, with the option of virtual attendance.

### **PUBLIC COMMENT**

The following past or present members of the Lakewood community addressed the Board: Katie Kauffman, Roxy Giddings, Rachel Mackey and Crystal Liberatore.

### **CONSENT AGENDA**

1. Approval of Minutes of June 8, 2022, Special Meeting
2. Approval of June 2022 Payroll, Benefits and Vouchers

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

### **BOARD MEMBER REPORTS**

There were no Board member reports.

### **ROUTINE REPORTS**

Executive Director Report – Executive Director Gretchen Caserotti completed her tours of the branches and departments. She is still summarizing her learnings from these tours but noted her initial observations include building conditions and staff's desire to focus on fully reopening to serve the Library's customers.

Fundraising Performance Report – Foundation Director Dean Carrell reported the Foundation received Capital Campaign commitments of \$1,266,102.00, not including an additional pending gift of \$300,000. The annual fund is nearly \$135,000 and does not reflect an additional \$15,000.00 in commitments. Director Carrell and Major Gifts Officer Christina Greene have been working closely with donors regarding future commitments to the Library.

Metrics Dashboard – Director Caserotti reported the Library is seeing slight increases due to children being out of school for the summer. She anticipates increases in overall metrics throughout the summer. The Library is still significantly impacted by staffing shortages which will impact the ability to staff the facilities during extended hours in the fall.

Deputy Director Melinda Chesbro noted the one-year comparison on the dashboard is to May 2021 while the Library was only open for curbside service. She will present a statistical trend report to the Board in September. She noted the largest mobile service effort takes place during the summer while the Library serves low-income housing centers. This information will likely be included in future dashboards.

Public Services Deputy Director Connie Behe noted work is underway to reorganize the collection of metrics to track additional activities.

May Financial Report – Finance and Business Director Cliff Jo reported interest rates are increasing to curb inflation. He estimates the Library will see double interest returns every month for the foreseeable future. This should offset increased costs estimated for 2023. Director Jo noted the budget was adjusted to reflect what the Board approved in December 2021.

Public Services Report – Deputy Director Connie Behe reported the Customer Experience department will be renamed to Public Services and will also include the Collection Management department. This allows for greater partnership in designing better customer experiences. She noted the report will be changing in the coming months, better reflecting the work being done collaboratively between the departments.

### **UNFINISHED BUSINESS**

Lakewood Library Services and Communications – Deputy Director Behe reported there is a team of staff that remains in the branch and are planning outreach and community engagement programming for the fall. They are also assisting with the removal of materials and other assets from the building.

Deputy Director Behe reported she attended the first Lakewood Community Advisory Committee meeting and is working with BERK Consulting to ensure committee members have the necessary materials and information needed to conduct their assessment and bring a recommendation to the Board. She added that communications material are being distributed to the community.

Deputy Director Chesbro noted Collections department staff are working on the move-out activities, assessing over 66,000 items. Facilities and IT staff are coordinating and removing technology and furnishings.

Director Caserotti asked if Trustees had any questions or comments regarding online communications online about the safety or cleanliness of the Lakewood property site. There were no questions or comments.

Buckley Site Contamination Update – Director Jo reported the remediation report has been filed with the Department of Ecology. The Library expects approval by the end of the year. Costs are estimated at \$750,000.00 - \$1million. Director Jo anticipated much of the funding will be covered by grants and former insurance policies that will be researched by an insurance archeologist. As additional costs are identified that may need to be paid by the Library, an amended budget would be brought to the Board in the future.

*Due to an omission on the agenda, action was deferred to approve a sole source agreement for Restorical Research, LLC.*

### **NEW BUSINESS**

Public Comments to the Board of Trustees – Executive Director Caserotti reported the Library's Public Comment policy required an update in accordance with new Open Public Meeting Act statutes.

She also made recommendations to create new mechanisms for the community to communicate directly with the Board using a formal email account for the Board.

Discussion ensued regarding removing the requirement to obtain the address of someone wishing to make public comment. Director Caserotti noted the importance of providing equitable access as well as consideration of safety and privacy concerns.

The Public Comment policy will be presented to the Board for action at the August meeting.

Additional work on processes around the new emails will continue and be discussed at a future meeting.

2023 Budget Calendar – Director Jo provided an overview of the upcoming budget activities.

Selection of Library Materials Policy Discussion – Executive Director Caserotti reviewed the recommended revisions to the policy. She stated the importance of applying the constitutional responsibilities under the First Amendment and anchoring the discussion under the Library’s legal obligations and approach this work within its EDI commitment. She noted the draft incorporates necessary elements to protect readers’ rights and the Library from liability and risk of exposure. She welcomed the Board’s input and feedback to the proposal.

Discussion ensued around providing a diverse range of materials to the community.

Collection Management Director Amy Anderson reported the collection process is responsive to community needs while still supporting a diverse collection.

It was suggested the verbiage on page 2 be changed from “the Library will” to “the Library will continue to”.

The policy will be brought before the Board again in August.

#### **OFFICERS REPORTS**

World Languages – Trustee Patel inquired why the Hindi language was not included. Collections Management Director Amy Anderson noted there are some world language DVDs that are purchased that fall outside of the list of languages. These can be driven by customer requests or reviews. The Library will conduct another demographic study in the near future since the current study took place in 2019 prior to the pandemic.

2020 Audit – Trustee Patel noted the audit team was very complimentary of Director Jo and Finance Manager Mary Stimson and appreciated the thorough and hard work. The Trustees complimented the Library on having no findings on the report.

Director Jo noted that should the Board choose to have a more frequent audit cycle, that request will be considered by the State Auditor.

Trustee Sloan was excused from the meeting at 5:00 pm.

**EXECUTIVE SESSION**

At 5:03 pm, Trustee Duncan moved to recess to Executive Session, per RCW 42.30.110, to discuss property matters for approximately 10 minutes. Trustee Jenkins seconded the motion. Motion carried. The session was extended for 10 minutes and ended at 5: 25 pm.

**ANNOUNCEMENTS**

There were no announcements.

**ADJOURNMENT**

The meeting was adjourned at 5:27 pm on motion by Trustee Jenkins, seconded by Trustee Duncan.

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Gretchen Caserotti, Secretary

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Jamilyn Penn, Chair