

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – AUGUST 10, 2022**

**CALL TO ORDER**

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:38 pm. Board members present were Jamilyn Penn, Pat Jenkins, Abby Sloan, and Pam Duncan. The meeting was conducted in person, with the option of virtual attendance.

**PUBLIC COMMENT**

Casey Crook addressed the Board by reading a statement which she has also submitted to the Lakewood Library Buildings Community Advisory Committee.

**CONSENT AGENDA**

1. Approval of Amended Minutes of June 8, 2022, Regular Meeting
2. Approval of Minutes of July 13, 2022, Regular Meeting
3. Approval of Minutes of July 29, 2022, Special Meeting
4. Approval of July 2022 Payroll, Benefits and Vouchers
5. Resolution 2022-11: To Declare Furnishings and Equipment Surplus to Public Service Needs
6. Contracts, Purchase Orders, and Other:
  - a. Bonney Lake Interior Tenant Improvement
  - b. Buckley Library Site Evaluation
  - c. South Hill Library Parking Lot

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

**BOARD MEMBER REPORTS**

There were no Board member reports.

**ROUTINE REPORTS**

Executive Director Report – Executive Director Gretchen Caserotti highlighted the Equity, Diversity, Inclusion (EDI) pillar teams which will lead the work of integrating EDI principles into the Library’s operations. The Library continues to experience a high vacancy rate and has conducted over 80 interviews since July. Director Caserotti is reviewing the leadership structure to better support the Library’s work. Summer Reading continues this month and has been successful, despite staffing shortages. The Library remains mindful of the many impacts from the closure of the Lakewood Library and continues to be responsive to the public’s comments and apply the feedback as planning continues.

Fundraising Performance Report – Foundation Director Dean Carrell reported on current fundraising efforts, including the upcoming 4<sup>th</sup> Annual Trivia Bee on November 12, 2022. Director Carrell also noted that August is National Make a Will month.

Metrics Dashboard – Deputy Director Melinda Chesbro noted that next month the Board will begin to see more comparative numbers on the report.

June Financial Report – Finance and Business Director Cliff Jo reported the Library has started paying for mitigation work on the Sumner Library site.

Public Services Report – Public Services Deputy Director Connie Behe reported the Library is working on a Memorandum of Understanding (MOU) with the Friends of the Libraries. The usual Friends Connections meeting will return in October. Book sales and other activities will follow. In-person programs will also be returning in the fall, as well as public access to meeting rooms.

Trustees expressed appreciation for the work of the Library in support of its community.

### **EXECUTIVE SESSION**

At 4:07 pm, Trustee Jenkins moved to recess to Executive Session, per RCW 42.30.110, to discuss property matters and a periodic personnel evaluation for approximately 15 minutes. Trustee Duncan seconded the motion. Motion carried. The session ended at 4:20.

### **UNFINISHED BUSINESS**

Lakewood Library Building and Services Update – Lease Documents for Temporary Lakewood Library were not available. Deputy Director Behe reported on interim services, including fall programming for youth and adults, weekly story times, and eventual bookmobile service. Deputy Director Chesbro reported the Library is nearly finished with removing and securing assets. Wi-Fi has been turned off and additional security will be added in response to increased camping and loitering.

Director Jo noted final funding will be determined once a lease is finalized. The funding model ranges between 3 to 4 million for a temporary location. He will bring resolutions to a future meeting once the Library is under contract on a lease.

Policy Updates – Public Comments to the Board of Trustees – Director Caserotti said she would be contacting the Board at a later date to discuss the process.

*Trustee Jenkins moved for approval of the Public Comment at Board Meetings Policy as presented. Trustee Duncan seconded the motion. Motion carried.*

Selection of Library Materials Policy Revision – This topic was tabled for a future meeting.

2023 Budget and Work Plan – Fiscal Management Policy Review – Director Jo reviewed the annual process and noted only one edit (page 84) depicting a policy name change. Mr. Jo will bring the policy back for approval at the September board meeting.

2021-22 Property Values for 2023 Tax Levy – Director Jo presented the information and offered to review the materials with any Trustee, if desired. Trustees expressed appreciation for the details provided to help the board make informed decisions.

**NEW BUSINESS**

Policy Update – Provision to Dispose of Public Art – Director Caserotti is working with a small team to update many of the Library’s policies. She noted she was presenting this policy for consideration only and that no action was requested at this meeting as the Library awaits additional input from its attorney. The policy will be presented for action in September.

**OFFICERS REPORTS**

Marketing and Communications Plan Q2 Results – Chair Penn noted the dynamic data in the report. Marketing and Communications Director Mary Getchell said it demonstrates that communities are using and enjoying Library services. It also raises awareness to those who may not use, but still value, the services in the community.

Staff Demographics – Census Comparison – Director Caserotti noted the data is consistent with public libraries across the country, and efforts are underway at a professional level to increase diversity of candidates. Trustees noted the importance of diversity in providing effective service, the absence of indigenous people, and a gender disparity in a female-occupied industry. Director Green noted one of the Library’s EDI pillar teams will be focused on recruitment and retention

**ANNOUNCEMENTS**

The Board was informed there may be a need for a special meeting in the coming weeks.

**ADJOURNMENT**

The meeting was adjourned at 4:57 pm on motion by Trustee Duncan, seconded by Trustee Jenkins.

\_\_\_\_\_  
Gretchen Caserotti, Secretary

\_\_\_\_\_  
Jamilyn Penn, Chair