



**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – NOVEMBER 9, 2022**

CALL TO ORDER

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

PUBLIC COMMENT

Public comments were made by the following Lakewood residents: Lacey Johnson, James Dunlop, Tichomir Dunlop, Rachel Mackey and Christina Manetti.

CONSENT AGENDA

1. Approval of Minutes of October 12, 2022, Regular Meeting
2. Approval of October 2022 Payroll, Benefits and Vouchers

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

BOARD MEMBER REPORTS

There were no Board member reports.

ROUTINE REPORTS

Fundraising Performance Report – Foundation Director Dean Carrell reported corporate sponsorship for the Trivia Bee has increased by 48% over last year. He added the Foundation is actively growing its endowment fund, which is currently at \$258,000.

September Financial Report – Business and Compliance Director Cliff Jo reported the Library received a large amount of property tax revenue in October. He noted the Library will ask the Board to approve the transfer of funds into the levy sustainability fund.

Public Services Report – Deputy Director Behe introduced Melissa Munn, the new Customer Experience Director in charge of public operations.

UNFINISHED BUSINESS

Resolution 2022-13: 2023 Schedule of Recurring Meetings

Trustee Sloan moved to approve Resolution 2022-13: 2023 Schedule of Recurring Meetings. Trustee Patel seconded the motion. Motion carried.

Lakewood Library Buildings and Services Update – Director Caserotti provided updates on progress and activities related to the Lakewood Library.

Upcoming Joint Meeting – Director Caserotti reported she will be sharing additional details on the meeting as they become available.

Decision Making Discussion – Director Caserotti introduced an option for a decision making tool to aid the Trustees as they weigh the information they receive from the Lakewood Advisory Committee’s recommendations and give Library administrators direction as it relates to the future of the Lakewood Library.

Interim Library Status – Deputy Director Chesbro reported the Library will report additional details as they become available.

Approval of Purchase Order for Architectural Design Services

Trustee Jenkins moved to approve BuildingWork as the principal architect for the Lakewood Interim Library Project. Trustee Sloan seconded the motion. Motion carried.

Trustee Jenkins moved to authorize the Library to create a purchase order in the amount not to exceed \$513,000. Trustee Patel seconded the motion. Motion carried.

2023 Budget and Services Plan – Deputy Director Chesbro reviewed the Library’s budgeting principles and provided an overview of the budgetary goals which include funding for current services and staffing, bringing the levy sustainability fund to a \$15 million balance, funding construction of the interim Lakewood Library and maintaining a minimum of \$2 million in the property and facility fund. She directed the Board to the levy sustainability curve, noting the Library estimated it would be in the initial phase until 2024 but would likely end this phase a year earlier than anticipated. There will be no significant revenue from fines or lost book charges. She noted the Library will be working on a plan to remove economic barriers to its customers.

Trustees expressed appreciation for the Library administrators’ thoughtful and prudent efforts in producing the draft budget.

Public Hearing: 2023 Draft Budget of Revenue and Expenditures

Trustee Jenkins moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2022 property tax levies for collection in 2023. Trustee Patel seconded the motion and it passed.

Chair Penn then asked if there was anyone in the audience who wished to comment on the 2023 draft budget. Comments were received by Lakewood resident Christina Manetti.

There being no further comments, Trustee Patel moved to close the public hearing on the 2023 budget of estimated revenue and expenditures. Trustee Sloan seconded the motion and it passed.

UNFINISHED BUSINESS (CONT.)

2023 Budget and Services Plan – Director Jo reported the language of the resolution changed slightly from previous years, now reflecting the intent of Initiative 747 and allowing the Board to levy additional taxes for new construction separately. He noted the Board does not need to pass a resolution to override the Implicit Price Deflator this year.

Trustee Sloan moved to approve Resolution 2022-14: To Request Highest Lawful Levy and Levy Certification. Trustee Jenkins seconded the motion. Motion carried.

NEW BUSINESS

Capital Funding Overview – Director Cliff Jo provided an overview of the various funding methods available to the Library. He noted it is likely that a combination of these methods would be utilized. Director Caserotti noted that as each project is unique, a variety of funding methods will be considered and the Library will prepare a recommendation for blended funding methods as projects begin.

ANNOUNCEMENTS

The Trivia Bee event will be on November 12, 2022 at 6:30 pm.

The District 6 Community Conversation event hosted by Councilmember Jani Hitchen at the Clover Park Technical College rotunda, on November 10, 2022.

The Joint Lakewood City Council/Board of Trustees Study session will be on November 17, 2022, at Lakewood City Hall.

Director Caserotti extended thanks to Initiative Manager Anna Shelton and staff at branches for providing assistance to voters on Election Day through the Voter Point of Assistance program.

ADJOURNMENT

The meeting was adjourned at 4:47 pm on motion by Trustee Jenkins, seconded by Trustee Sloan.

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Gretchen Caserotti

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Gretchen Caserotti, Secretary

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Jamilyn Penn

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Jamilyn Penn, Chair