

### **CALL TO ORDER**

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:33 pm. Board members present were Jamilyn Penn, Pat Jenkins and Neesha Patel and Pam Duncan. Chair Penn was excused from the meeting at 3:50 pm. Abby Sloan joined the meeting at 4:18 pm in Executive Session. The meeting was conducted in person, with the option of virtual attendance.

### **PUBLIC COMMENT**

Puyallup resident, and staff member, Juli Powell and Lakewood resident Casey Crook provided comments regarding the Lakewood Library.

### **CONSENT AGENDA**

1. Approval of Minutes of September 14, 2022, Regular Meeting
2. Approval of September 2022 Payroll, Benefits and Vouchers
3. South Hill and Gig Harbor Parking Lot Repavement – Approve Contractor Change
4. IT Infrastructure Replacements Purchase Approval
5. Resolution 2022-12: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

### **BOARD MEMBER REPORTS**

There were no Board member reports.

### **ROUTINE REPORTS**

Fundraising Performance Report – Foundation Director Dean Carrell reported he and Foundation Officer for Operations and Engagement Christina Greene met with a generous donor who will bequest \$1,000,000 to the Library. This endowment will be funded over a lifetime, with a lead gift of \$100,000. The Trivia Bee will be held at the Foss Waterway Seaport on November 12, 2022. Doors open at 6:30 pm.

Director Carrell noted the Foundation is projected to reach its fundraising goal by quarter 4. He added the Foundation has reserves in its own accounts to make up the difference should the goal not be met.

Metrics Dashboard – Deputy Director Melinda Chesbro reported the statistics reflect strong circulation. The Summer Reading program participation was influential in the increased circulation.

August Financial Report – Finance and Business Director Cliff Jo reported the Library made a payment to Geodesign for monitoring of the new Sumner property. The quarter 1 results were clean. Should the Library receive 3 additional clean reports, it is likely Geodesign will issue a “No Further Action” letter.

Public Services Report – Chair Penn expressed an interest in future discussion around opportunities for trustees to attend conferences. Director Caserotti noted she is developing a framework for board development opportunities to connect them to happenings in the library industry as well as within governing bodies.

At 3:46 pm, Chair Penn yielded the floor to Vice Chair Jenkins to serve in the capacity of Chair.

### **UNFINISHED BUSINESS**

Lakewood Library Building and Services Update - Director Caserotti reported the Communications team has developed informational material about the Lakewood events that are being conducted citywide through partnerships with several organizations. Those materials have been translated into additional languages and are being shared out of City Hall. A site for the bookmobile is still being sought. The Library has been coordinating with the City to follow local requirements on the building at Wildaire Street. Fencing is being installed around the perimeter of the property. The Library continues to explore and discuss timelines around keeping the tarps on the roof and is working on contingency plans should they be necessary.

In preparation for the joint meeting with the City and the Library to hear the recommendations of the Lakewood Library Buildings Advisory Committee, Director Caserotti is building a framework to support the Trustees' work as they move through the decision making process.

Lakewood Library Buildings Advisory Committee – Marketing and Communications Director Mary Getchell reported on the highlights of the October 4 2022, meeting. City representatives shared with the committee the process involved for identifying historical properties in Lakewood. The committee also reviewed the costs involved in repairing/restoring the Lakewood and Tillicum Libraries. In the upcoming October 26 meeting, the committee will continue discussion on what they value in the Lakewood and Tillicum Libraries.

Interim Library Status - Director Chesbro reported the interim library is in the preliminary stages of planning. The kickoff meeting was held today. Staff are working with the architects on building design. Next steps include gathering information for a pre-application meeting with the City of Lakewood.

Chesbro noted the outline of an estimated budget will be shared at the November meeting. The estimated budget of \$4M will include expenses relating to site development, parking lot and foundation construction, installation of the modular, permitting fees, and architectural fees. Director Chesbro noted these costs reflect the Library's ownership of the modular building, allowing it to be repurposed in the future.

### **2023 Budget and Work Plan**

Preliminary Levy Certificate and Implicit Price Deflator (IPD) – Business and Compliance Director Cliff Jo reported the certificate was received and reflects significant growth in the county. The IPD came in at 6.5%, meaning the Board will not be required to take action to override it. The mill rate will drop to 33.3 cents, which is quite low and indicative of how assessed values have been moving up this year.

Organizational Priorities – Director Caserotti reported on her organization priorities for 2023, which focus on Service, Simplifying, Stability and Stats/Stories. She noted that the organization has weathered much change in the past several years due to the pandemic, leadership transition, turnover and cultural

changes and challenges. Her intent is to honor the work that has been underway and to respect the fatigue that has been experienced by staff. Director Caserotti expects these priorities will guide staff in the work over the next year. She noted departmental work plans are being built in concert with the priorities. In, 2023, the Library will employ the services of a consultant to explore strategic goals and design implementation around them.

### **EXECUTIVE SESSION**

At 4:08 pm, Trustee Duncan moved to recess to Executive Session, per RCW 42.30.110, to discuss a periodic personnel evaluation for approximately 20 minutes. Trustee Patel seconded the motion. Motion carried. The session was extended for an additional 40 minutes and ended at 5:07 pm.

### **NEW BUSINESS**

2023 Executive Director Salary Agreement

*Trustee Patel moved to authorize (a representative of the Board) to implement a salary agreement with the Executive Director for 2023. Trustee Duncan seconded the motion. Motion carried.*

Art Surplus – Bonney Lake Library Mural Director Jo reported the Library is prepared to exercise the language in the recently updated policy as it relates to the mural artwork at the Library.

*Trustee Duncan moved to approve the Library to surplus the Bonney Lake Library mural, through the process of pentimento or any permanent coverings as required to finish the renovation project. Trustee Patel seconded the motion. Motion carried.*

Proposed 2023 Board Meeting Schedule - Director Caserotti invited discussion by the Board as it relates to the 2023 meetings. Trustees expressed an interest in returning to traveling meetings a few times a year. Director Caserotti noted the Library is working on identifying technical resources to meet the requirement of hybrid participation.

Future Libraries Planning – Director Caserotti reported on her summary of the Future Libraries project. Additional material will be shared each month as the Library moves toward the decision point. Director Caserotti encouraged Trustees to let her know what information they wanted or needed in order to make decisions around the capital projects or the Sumner and Lakewood Libraries.

National Friends of the Library Proclamation – Director Caserotti commended Anna Shelton and the team who organized, hosted and facilitated the Friends Connection meeting this month.

The proclamation was read aloud by Trustee Duncan. The Trustees and the Library extended their thanks and gratitude to the Friends of the Libraries for their support to Pierce County Library System and its communities.

### **ANNOUNCEMENTS**

Director Caserotti encouraged Trustees and audience members to spread the word and participate in the Trivia Bee even on November 12, 2022.

The Lakewood Library Buildings Advisory Committee will meet on October 26, 2022. The meeting will be available to stream.

The Library is coordinating Director Caserotti's participation at a District 6 community conversation event with Councilwoman Hitchen.

Jenkins reported he attended one of several open house events at the Sumner Library for members of the public to meet Director Caserotti. He thanked the Library for arranging these meetings.

**ADJOURNMENT**

The meeting was adjourned at 5:25 pm on motion by Trustee Sloan, seconded by Trustee Duncan.

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Gretchen Caserotti, Secretary

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Jamilyn Penn, Chair