

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING, AUGUST 8, 2007**

**CALL TO ORDER**

Vice-Chair Paul Chasco called to order the regular meeting of the Pierce County Rural Library District Board of Trustees on August 8, 2007, 3:31 pm. Board members present were Eugene Matsusaka and J.J. McCament. Allen Rose and Budd Wagner were excused.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Minutes of the July 11, 2007 Regular Meeting of the Board of Trustees
2. July 2007 Payroll, Benefits and Vouchers in the total amount of \$2,206,742.90
  - a. Payroll Warrants 2524 - 2539 dated 07/06/07 – 07/20/07 in the amount of \$10,051.87
  - b. Payroll Disbursement Voucher dated 07/06/07 in the amount of \$437,459.96
  - c. Payroll Disbursement Voucher dated 07/20/07 in the amount of \$424,320.45
  - d. Accounts Payable Warrants: 518343 - 518699 dated 07/03/07 – 07/31/07 in the amount of \$1,334,910.62
3. Resolution 2007-07: Surplus Furnishings and Equipment

Mr. Matsusaka moved for adoption of the Consent Agenda. Ms. McCament seconded the motion and it was approved.

**BOARD MEMBER REPORTS**

**Mr. Chasco:** Visited the Tieton Library in Eastern Washington. It will soon offer Express Checkout.

**OFFICER REPORTS**

**Library Mascot:** Judy Nelson reported on the plans to create a Pierce County Library System mascot. Focus groups suggested that the library have an official mascot, geared for younger children. Artwork, created by Judy Buskirk, was used to wrap the early learning van and the ladybug from the artwork was chosen as a mascot. Ms. Nelson displayed the costume designed for the mascot. Library users are being asked to vote on a name for the ladybug mascot.

**Teen Services:** An “end of summer” gathering was held for the South Hill branch teens on a Friday night.. The teen group chose “Heavy Metal Kidnapping” as a theme. 64 teens participated in the event.

**Correspondence from Kenneth and Theresa Lloyd:** Prior to the Board meeting, the Board had been sent correspondence from Mr. and Mrs. Lloyd related to an incident that occurred at the Buckley branch. The Board was also given a draft letter for review. Concern was expressed about the incident and the length of time it took to respond to the initial complaint. Suggestions were made to incorporate into the draft response letter for Mr. Chasco’s signature.

**Workshop on Library Leadership:** Ms. Parikh reported that three staff members will be participating in panels during the Workshop on Library Leadership. Board members present indicated they would not be able to attend the two-day workshop.

**Browns Point Bookdrop:** Ms. Parikh reported that approximately 15 to 20 items per week were being returned at the bookdrop at Browns Point and it seems to be meeting the needs of the community.

**Early Learning:** Libraries have been the leaders in early learning efforts. Neel Parikh and Judy Nelson have been involved in efforts to further partnership efforts by informing state and local leaders about the library's activities and role in early learning to further partnership efforts. It is a unique service that only libraries provide. Early learning is important in child development and getting a child ready for school. Washington State libraries agreed to fund an early learning advocate to work toward this effort. 15 library systems will contribute funding for the advocate, at a cost of one-tenth of 1% of the operating budget. Ms. Parikh will be bringing an inter-local agreement to the Board for the consideration at the next regular meeting.

## UNFINISHED BUSINESS

**1. Levy Implementation – Update:** Georgia Lomax reported that circulation comparisons were being examined. The early figures show that the expectation of increased circulation is being met at the larger branches. There are large spikes in circulation at the small community branches as well. Door counts from 2006 to 2007 have increased. The library now offers the option of paying fines online. Although it's not been advertised, patrons are finding the option on the catalog and using it. The library will soon launch the 3<sup>rd</sup> pledge of the levy implementation plan: increased services to teens and youth. Tutor.com will offer live homework help to children.

**2. University Place Project:** The City of University Place has chosen not go out to bid again on the garage and will break ground immediately. The completion date for the library/city hall building remains September 2009. An eco-charette will be held next week to discuss LEED certification for the building. At the September Board meeting, the Board will review a revised agreement with the city

**3. Classification and Compensation Study:** Work on the new job descriptions is behind schedule, but should be completed shortly. When the job descriptions are completed, the employee appeal process will begin. Library management has not yet received information from the completed salary survey.

**4. 2007 Mid-Year Budget Adjustments:** Cliff Jo, IT and Finance Director, reviewed the 2007 mid-year budget. The budget reflects the costs of the increased staffing, increased open hours, Sunday premium pay, salary increases due to the negotiated labor contract, the settlement of the Department of Labor and Industries issue regarding overtime and travel reimbursement for custodians, and an increase to the materials budget. Property tax revenue is in line with earlier projections. Grants, donations and gifts are now budgeted line items. Unanticipated revenue was moved to the capital improvement budget and the ending cash fund.

Ms. McCament moved for adoption of Resolution: 2007-08, to revise the General Fund Budget of Estimated Expenditures for 2007. Mr. Matsusaka seconded the motion and it passed.

## NEW BUSINESS

**1. 2008 Budget Process and Preliminary Calendar:** The Board reviewed the 2008 budget process and calendar. A draft 2008 budget, containing early projections, will be available at the September meeting. Mr. Jo noted that the CPI-U for 2008 is 3.5%. As scheduled by the labor agreement, the staff salary increase will be set at 3.1%, which is 90% of the CPI-U.

**2. Fiscal Management Policy:** Cliff Jo presented a proposed amendment to the Fiscal Management Policy. The amendment would allow the library to plan for spending cash reserves to sustain services provided through the levy lid-lift implementation plan. The proposed change allows for expenditure of cash reserves for operational purpose and requires that cash reserves shall not fall below 20% of the following year's revenues. Ms. McCament suggested that the word 'anticipated' be included, so that the sentence would read, "Develop and manage fiscal practices and strategies so that cash reserves do not fall below twenty percent (20%) of the following year's anticipated revenues." The Board agreed to the recommendation.

Mr. Matsusaka moved to adopt the amended Fiscal Management Policy, 3.15. Ms. McCament seconded the motion and it passed.

**3. Reciprocal Borrowing with Puyallup Public Library: Second Quarter Report:** The Board briefly reviewed the second quarter statistics of the reciprocal agreement between Pierce County Library System and Puyallup Public Library. Although Puyallup Public Library issued more non-resident cards and has higher circulation than PCLS, Puyallup residents are placing more holds on PCLS materials than vice versus. Hold numbers are included because handling of materials impacts the workload.

**4. Discontinuing Blockage of MySpace.Com:** Judy Nelson briefly reviewed the history of Internet filtering decisions made by the library system to comply with conditions of the Children's Internet Protection Act (CIPA). MySpace.com was selected to be blocked because of teen safety concerns. In the intervening time, however, the situation has changed. Since early 2006, MySpace.com has aggressively added security measures and features to protect young people, including tools for teens and parents. MySpace.com is just one of the social networking tools available on the Internet, yet is the only one that PCLS blocks. After much staff consideration, the decision was made to discontinue blockage of MySpace.com as it is a significant draw for teens and PCLS needs to offer teens the social networking mechanism they are currently using. Ms. Lomax noted that in the social networking area, sites such as MySpace are becoming more the standard. The library's role should be in educating the public by the offering of computer training and introducing parents to sites such as MySpace and teaching them how to control usage of the sites.

**5. Policy on Participation in Community Organizations:** Ms. Parikh reported that one of the objectives of the library's 2006-2007 Balanced Scorecard was to improve public awareness and knowledge of the library system. Measures and goals were set to ensure that library staff is actively involved in community organizations and endeavors in the library service area. A requirement will be set that managing librarians and persons in management positions participate in visible community organizations. In order to meet that goal, a draft policy was developed outlining the goals for community involvement and a vehicle to reimburse staff for costs associated with membership and participation, such as initiation fees, membership dues or fees and required meal charges.

In review of the draft policy, several questions were raised dealing with specific costs, a ceiling for expenditures, inclusion of mileage reimbursement, and use of tax dollars for this purpose. It was suggested that the library system review state audit findings related to this topic. J.J. McCament suggested that mileage be added for reimbursement. Mr. Chasco requested that library review audit concerns and present documentation as to the purpose of the policy and its value to the library system. He wished for a clear record of the library's deliberation of the issue. Ms. Parikh noted that the policy is consistent with those in force at King County Library System, Fort Vancouver Library System, Sno-Isle Regional Library, Timberland Regional Library and Kitsap Regional Library. She also stated that the policy would assist the library system in creating partnerships and fully understand community needs and concerns. A revised policy will be considered by the Board at its September meeting.

**EXECUTIVE SESSION**

At 5:01 pm, Ms. McCament moved to convene into Executive Session to discuss the revision of the Agreement with the City of University Place regarding the new University Place Pierce County Library. Mr. Matsusaka seconded the motion and it was passed. Vice-Chair Chasco announced the executive session would last approximately 15 minutes. The Board moved back into open session at 5:21 pm.

<b>ADJOURNMENT</b>
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The meeting was adjourned at 5:22 pm on motion by Mr. Matsusaka, seconded by Ms. McCament.

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Secretary

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Chair