

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – JANUARY 8, 2020**



**CALL TO ORDER**

Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were Pat Jenkins, Rob Allen and Jamilyn Penn. Monica Butler was excused.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of December 11, 2019, Regular Meeting
2. Approval of December 2019 Payroll, Benefits and Vouchers
3. 2020 Insurance Renewal

*Mr. Allen moved for approval of the consent agenda. Mr. Jenkins seconded the motion and it was passed.*

**BOARD MEMBER REPORTS**

The Board expressed condolences to the Library for the loss of Finance Specialist Adrian Smith who recently passed away.

Chair Jones thanked Rob Allen for his guidance over the past years as he served as Chair.

Mr. Jenkins visited the UP branch recently and observed staff positively engaging with their customers.

Chair Jones shared information about a book event in Oregon featuring Dolly Parton.

**ROUTINE REPORTS**

Financial Report – Due to the cutover into the new financial system, the Library may bring the fiscal yearend report to the Board later than usual.

**NEW BUSINESS**

2020 Library/Foundation Agreement – Ms. Lomax provided an overview of the updated agreement and addendum.

*Mr. Allen authorized Ms. Lomax to sign the 2020 Foundation Agreement. Ms. Penn seconded the motion and it was passed.*

*Ms. Lomax to sign the 2020 addendum to the Foundation Addendum. Ms. Penn seconded the motion and it was passed.*

2020 Trustee Vacancy Process – Ms. Butler is nearing the end of her term. The Board considered knowledge and expertise that could strengthen the Board. Trustees confirmed the list of skills, knowledge, diversity and representations and noted it would be valuable to have someone with construction, project management or financial experience, stressing the importance of continuing to shape the Board to represent the communities it serves.

Ms. Lomax said the discussion will inform development of the recruitment plan and materials, which will be shared with the trustees at a future meeting.

Agenda Review – The Board reviewed their agenda approach and topics the staff provides.

Trustees expressed appreciation of the Board Education and Services segments, Branch Services reports, Core Services reports and branch presentations at the traveling meetings.

Discussion ensued on meeting times and use of conference calls in the case of a limited agenda.

Policy Review – Employee Whistleblower Protection Update

*Mr. Allen moved to approve the Employee Whistleblower Protection policy as presented. Ms. Penn seconded the motion and it was passed.*

#### **OFFICERS REPORTS**

2020 Work Plan Summary – Mr. Allen was pleased to see the Emergency Preparedness project being studied and encouraged the Library to explore what the Library's role is before, during and after a disaster.

2018 Fiscal Audit – Chair Jones reported he attended both the entrance and exit conferences and found them very interesting. In response to the finding, Ms. Lomax said the Library would seek the services of an independent CPA to review annual financial documents prior to submitting to the State Auditor.

#### **ANNOUNCEMENTS**

There were no announcements.

#### **ADJOURNMENT**

The meeting was adjourned at 4:25 pm on motion by Mr. Jenkins, seconded by Mr. Allen.

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Georgia Lomax, Secretary

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Daren Jones, Chair