

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JANUARY 13, 2021**



CALL TO ORDER

Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Rob Allen and Brian Thomason. Jamilyn Penn and Daren Jones joined the meeting at 3:40 pm. The meeting was conducted virtually due to the Safe Start Washington Reopening Plan to slow the transmission of the coronavirus.

CONSENT AGENDA

1. Approval of Minutes of December 9, 2020, Regular Meeting
2. Approval of December 2020 Payroll, Benefits and Vouchers
3. ACL Underground Storage Tank Decommissioning
4. Capital Fundraising Campaign Consulting Contract
5. Resolution 2021-01: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

BOARD MEMBER REPORTS

Chair Jenkins noted he was having technical issues preventing him from attending via video and expects this to be resolved by the February meeting.

ROUTINE REPORTS

Fundraising Performance Report – Foundation Director Dean Carrell noted the donations received in 2020 were \$493,252.00. Ms. Lomax thanked Mr. Carrell and the Foundation for their efforts.

BOARD EDUCATION AND SERVICE

Capital Fundraising Campaign Overview– Kristin Barsness and Natalie Lamberjack of the Barsness Group provided an overview of the elements for a successful capital fundraising campaign and shared the Foundation and Library's plan to meet their fundraising goal of \$2 million.

Due to the pandemic, the scope of the original Future Libraries project, which was based on public engagement and the results of the fundraising feasibility study conducted in 2019, has been revised to focus on relocating one library and exploring innovations to increase serving communities, especially those experiencing poverty or that have been disadvantaged or marginalized.

The Capital Fundraising Campaign for the Sumner Pierce County Library and innovative projects begins this quarter.

Chair Jenkins thanked the Barsness Group on behalf of the Board.

NEW BUSINESS

Equal Employment Opportunity, Non-Discrimination and Anti-Harassment, Diversity and Inclusion Policies Update – Staff Experience Director Cheree Green reviewed the recommended updates to the policies for legal compliance and asked the Board for comments.

Ms. Green will bring updated policy drafts based on the feedback to the next meeting for consideration for approval.

DEIA Consultant Request for Qualifications – Ms. Lomax noted the Library will create a Diversity, Equity, Inclusion and Anti-Racism strategic plan in 2021 that will build on the staffing strategy and focus on the organization as a whole, and consider applying an EDI lens to both internal and external work. How the Library designs services and how it engages with the community will also be a focus.

Seven applications were received and finalists will be interviewed in January. The goal is to have the plan completed by July.

Trustee Vacancy Process – Mr. Allen is nearing the end of his term. Ms. Lomax shared preliminary information on the trustee vacancy process and asked the trustees for input to guide the Library as it prepares for recruitment.

The Board considered knowledge and expertise that could strengthen the Board. These include project management, fundraising experience, legal background, a strong commitment to DEI, ecology of landscape (growth and development of libraries across the region), lens to work collaboratively with the community regarding safety and health in light of the pandemic, and a true passion and appreciation for the role libraries play in our community.

2021 Foundation Agreement – *Mr. Allen moved to authorize Ms. Lomax to sign the 2021 Foundation Agreement. Ms. Penn seconded the motion and it was passed.*

The 2021 addendum to the agreement will be presented next month.

OFFICERS REPORTS

2021 Annual Work Plan Summary – Customer Experience Manager Jaime Prothro noted work is underway to form a rapid response team to provide information on high-interest and rapidly evolving topics of interest to the community.

Q1 Marketing Focus – Get Hired – Mr. Allen noted the need for small business operators to learn more about how to use data in order to better understand their business.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:05 pm on motion by Mr. Allen, seconded by Ms. Penn.

Georgia Lomax, Secretary

Pat Jenkins, Chair