

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – MARCH 10, 2021**



CALL TO ORDER

Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Rob Allen, Daren Jones, Jamilyn Penn and Brian Thomason. 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 February 10, 2021, Regular Meeting
2. Approval of February 2021 Payroll, Benefits and Vouchers

Trustee Thomason moved for approval of the consent agenda. Trustee Penn seconded the motion and it was passed.

BOARD MEMBER REPORTS

There were no Board Reports.

ROUTINE REPORTS

Trustees expressed their appreciation for the depth of information in the statistical reports.

Branch Services Report – Customer Experience Manager Meghan Sullivan reported the Lakewood Library reopened for technology service on February 22. Customers were pleased to be able to reenter the Library to get help with tax forms, printing and other services. Staff reported many positive interactions with customers. The Fife Library will open next week, followed by a focus to provide browsing services in the next phase of reopening.

Executive Director Lomax noted staff and customer safety are a priority as the Library welcomes the community back into its buildings.

UNFINISHED BUSINESS

Equity, Diversity, Inclusion, and Anti-Racism Policies – Director Lomax reported the Racial Equity team selected HenderWorks Consultants to work with the Library to develop a strategic plan and framework to build an inclusive and diverse culture, operations, and service approach.

Trustee Vacancy – Director Lomax shared the draft application form that will be used for the upcoming trustee recruitment. Trustees expressed interest in broadening recruitment efforts to attract a more diverse set of applicants. They also recommended including an EEO statement on the application form.

Lomax and Trustees Thomason and Jenkins will meet to discuss ways the Library could recruit more diversely.

NEW BUSINESS

Policies Review - Electronic Signatures – Trustees agreed on the need for the organization to utilize electronic signatures. A draft policy will be presented next month.

BOARD EDUCATION AND SERVICE

5-year Technology Roadmap Update – IT Manager Stephanie Ratko presented an update on the Library's third year of the technology work plan. She noted much of the unplanned work was related to the needs brought forth due to the pandemic. Lomax noted the importance of plans such as this to improve the organizational maturity of the Library.

The Board expressed appreciation for the report, noting its impact in making decisions on future Library facilities and services.

OFFICERS REPORTS

COVID-19 Update: Technology Services – Customer Experience Director Prothro said the order of reopening locations is dependent on a variety of factors. The Library will balance efficiency, speed and safety. She said Wi-Fi would be expanded into the parking lots and be available during service hours.

ANNOUNCEMENTS

Foundation Director Carrell reported the 3rd Annual Library Giving Day is April 7, 2021. The Foundation’s goal is to raise \$75,000 in honor of Pierce County Library’s 75th year of service to the community. Donations can be made at <https://librarygivingday.org>.

ADJOURNMENT

The meeting was adjourned at 4:29 pm on motion by Trustee Penn, seconded by Trustee Allen.

Georgia Lomax, Secretary

Pat Jenkins, Chair