

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES - MARCH 13, 2019**

**CALL TO ORDER**

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

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the February 13, 2019, Regular Meeting
2. February 2019 Payroll, Benefits and Vouchers totaling \$2,729,058.53

*Mr. Jones moved for approval of the consent agenda. Ms. Albers seconded the motion and it was passed.*

**ROUTINE REPORTS**

Executive Director Report – Ms. Lomax reported that Blythe Summers has been hired as the first Learning Initiative Manager.

**UNFINISHED BUSINESS**

Metrics – Deputy Director Melinda Chesbro shared the revised Dashboard.

**NEW BUSINESS**

2018 Fiscal Year Report – Finance and Business Director Cliff Jo provided an overview of the report.

*Ms. Albers moved for approval of Resolution 2019-03: To Close out the 2018 Fiscal Year. Mr. Jenkins seconded the motion and it was passed.*

Trustee Vacancy – Trustee Donna Albers will complete her term in August. Trustees discussed the upcoming recruitment process and materials, and the interview process. Ms. Lomax will bring a draft interview process to the next meeting for discussion.

**BOARD EDUCATION AND SERVICE**

Strategic Framework Report: Core Service, Materials – Collection Manager Tracey Thompson provided information about the publishing world and the challenges libraries face related to eBooks and downloadable audiobooks and DVDs. An increased focus on the data behind the collections as well as improvements being made to departmental workflows and software functionality are instrumental in meeting current business needs and those of the Library's customer.

Lakewood Branch Manager Kim Archer reported on the ongoing collaboration between the Collection Management and Customer Experience departments. One shared goal is to increase circulation by 2%. Merchandising through displays, reading lists and several other initiatives have been effective methods for promoting the collection.

Ms. Archer reported that the Pierce County Reads program, A Year of Reading, emphasizes the connection with the Library's customers who indicate in surveys that books and other materials are important to them. This 3-part series

will expand the program throughout the year. Over 800 people attended the first event held February 19. The second event will be held June 9, and the third this fall.

**ANNOUNCEMENTS**

The April 10th Board Meeting will be held at the Fife Library, located at 6622 20th St. E., Fife, WA 98424.

**ADJOURNMENT**

The meeting was adjourned at 5:05 pm on motion by Mr. Jenkins, seconded by Mr. Jones.

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Georgia Lomax, Secretary

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Rob Allen, Chair