

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – APRIL 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 3:25 pm. Board members present were Pat Jenkins, Rob Allen and Monica Butler. Jamilyn Penn was excused. The meeting was conducted by telephone conference due to the Governor’s Stay Home, Stay Healthy order to slow the transmission of the coronavirus.

CONSENT AGENDA

1. Approval of Minutes of March 11, 2020, Regular Meeting
2. Approval of March 2020 Payroll, Benefits and Vouchers
3. Technology Warranty Renewals – Firewall, Routers, Switches

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

UNFINISHED BUSINESS

COVID-19 Preparation and Planning – Executive Director Georgia Lomax and the Risk Management team reported on the Library's response to the COVID-19 pandemic and how the Library is serving its community under the Governor’s Stay Home, Stay Healthy order.

Customer Experience Director Jaime Prothro reported on the Library's services and engagement with community partners. Public services have been modified and staff are answering questions and helping customers by telephone and email. Staff will be reporting to work remotely over the next several weeks. Library facilities have been monitored during the closure.

Deputy Director Melinda Chesbro reported the Library is maintaining critical services remotely and phasing more staff in to support important and useful work. She outlined the planning phases the Library has put in place to respond to current and future scenarios.

Ms. Lomax noted there is much work and planning taking place, using a variety of new methods, including the use of teleconference resources. She expressed appreciation of staff for their flexibility, responsiveness and creativity as they think about the needs of the community, and dealing with the challenges of the Library not being available as a physical space. She added that the Library will continue to provide services that are important to the public.

Ms. Lomax noted the Library’s technology is working well due to investments in infrastructure guided by the 5-year Technology Roadmap, and quick response by the IT team. The Library does not offer Wi-Fi at this time based on recommendations of the Tacoma Pierce County Health Department and concerns about people congregating without staff on hand to ensure social distancing protocols are followed. The Library understands the difficulty for those not able to access the internet and helps direct individuals to free hotspots throughout the community.

Clifford Jo provided an update on the Library's financial position. The Library is working to understand possible changes in revenue and is evaluating likely scenarios. The property tax deadline has been extended to June 1, so the Library will not know if collections are on target or lower until then. Revenues from fines, fees and other non-tax sources will be lower, and the Library anticipates a loss of at least \$1 million in revenue. The Library will be drafting an amended 2020 budget for the Board as more information is gathered. The Library is assessing the 2020 work plan in light of the circumstances and is thinking about what the changes might be made once the public is no longer under the Stay Home, Stay Healthy order.

Mr. Allen moved to authorize the Pierce County Library System, in the event there is a need for emergency expenditures and there is insufficient time to meet as per the Open Public Meeting Act requirements, or it is not possible to convene a quorum of the Board, to (1) suspend normal Board approval for purchases of \$50,000 or more and (2) to make purchases up to \$500,000 without Board approval for purposes of a COVID-19 response between April 9, 2020, through May 13, 2020. Ms. Butler seconded the motion and it was passed.

Mr. Allen moved to authorize the Executive Director to take timely and appropriate emergency actions which balance service to the public, staff and resource investments, and long-term sustainability in response to COVID-19, in a manner to be determined by the Executive Director. These actions may include closing buildings, reallocating resources, and paying personnel costs. This authorization expires when the Library resumes normal operations and will be effective through May 13, 2020. Ms. Butler seconded the motion and it was passed.

OFFICERS REPORTS

E-Book Purchasing Changes– Collection Management Manager Tracey Thompson reported that while the E-book publishers are offering different purchasing options, pricing has not changed for the online material. She noted many vendors are finding ways to help the community and increase visibility during the pandemic. It is unclear how this will change in the future. She reported that many databases are offering 3-4 months of free access. This provides a greater opportunity for the Library to share online resources with the community.

ANNOUNCEMENTS

The 2nd Annual Library Giving Day is April 23, 2020. A total of \$20,000 in matching grants have been made by an individual donor and the Foundation Board of Directors. Donations can be made at <https://librarygivingday.org>.

The Pierce County Reads Author event has been postponed.

ADJOURNMENT

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

Georgia Lomax, Secretary

Daren Jones, Chair