

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – APRIL 14, 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, Jamilyn Penn and Brian Thomason. Daren Jones was excused. 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 March 10, 2021, Regular Meeting
2. Approval of March 2021 Payroll, Benefits and Vouchers
3. Resolution 2021-02: To Declare Furnishings and Equipment Surplus to Public Service Needs
4. Polaris Annual Maintenance Renewal
5. HVAC Service Contract

Trustee Allen moved for approval of the consent agenda. Trustee Thomas seconded the motion and it was passed.

BOARD MEMBER REPORTS

Trustee Jenkins reported he recently read a story in a South Carolina newspaper about libraries exploring the use of outdoor space for their library activities.

ROUTINE REPORTS

Fundraising Performance Report – Foundation Director Dean Carrell provided an update on the recent Library Giving Day. The goal of \$75,000 was exceeded with donations exceeding \$95,000 which is a 51% increase over last year.

Director Lomax and the trustees expressed appreciation to the Foundation and the donors for a successful event.

UNFINISHED BUSINESS

Trustee Vacancy – Director Lomax noted efforts are underway to recruit the next trustee to fill Trustee Allen's position. The interview process documents were reviewed and discussed. Interviews will be conducted virtually. It was agreed that candidates would receive interview questions 15 minutes prior to the interview.

Electronic Signatures Policy – Director Lomax asked the board for input on the draft policy. Director Lomax said she would bring the updated policy draft for review during the next meeting.

Graham Property Sale – Finance and Business Operations Director Cliff Jo noted revenue was received for the sale of portions of the property. He recommended the proceeds from the sale of the property, less the funds needed to replace the parking spaces, be moved into the future property and buildings special purpose fund and asked for board approval of the transfer of the funds.

Trustee Allen moved for approval Resolution 2021-03: To Transfer Set-Asides in the General Fund Balance to the Special Purpose Fund. Trustee Thomason seconded the motion and it was passed.

NEW BUSINESS

City of Puyallup – Proposed Freeman Road Annexation – Director Jo recommended taking no immediate action and waiting to see what the levy certification will be. He added the Library would make any necessary adjustments at that time.

OFFICERS REPORTS

COVID-19 Update: Technology Services – Director Lomax noted that although the county has been rolled back to phase 2 there is no impact to the Library’s plans for reopening. Customer Experience Director Jaime Prothro noted the Parkland/Spanaway and Buckley libraries will open for technology services April 26.

Director Prothro reported she would be resigning on June 1. The Trustees thanked her for her leadership and professionalism and expressed their appreciation for the work she did to keep them connected to what goes on in the libraries through her branch reports.

Director Lomax thanked Ms. Prothro for her leadership and vision, noting her commitment to the community, staff and the Library has helped the Library grow and thrive.

Women of History Month Recognition – The trustees congratulated Director Lomax on being recognized for her leadership.

ANNOUNCEMENTS

Trustee Penn reported she earned her doctorate and will defend her dissertation next month.

The month of May marks the 75th anniversary of the Pierce County Library System.

ADJOURNMENT

The meeting was adjourned at 4:30 pm on motion by Trustee Allen, seconded by Trustee Penn.

Georgia Lomax, Secretary

Pat Jenkins, Chair