

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – MAY 13, 2020**



CALL TO ORDER

Chair Daren Jones called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Pat Jenkins, Monica Butler. Rob Allen and Jamilyn Penn were 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 April 8, 2020, Regular Meeting
2. Approval of April 2020 Payroll, Benefits and Vouchers
3. Technology Renewals: Microsoft Premier Support, Polaris Annual Maintenance

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

ROUTINE REPORTS

Finance and Business Director Cliff Jo reported insurance costs were 15% over budget based on the estimate of actual costs which will be realized when the policy renews at the end of the year. This year includes a 3-year renewal of the mold policy, which is not renewed annually.

UNFINISHED BUSINESS

COVID-19 Update – Executive Director Georgia Lomax provided an update 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.

Technology has been converted to meet the needs for remote work. The Library is using the following principles to guide its decisions during the pandemic: safety and health of staff and public; deliver valued service to the public, steward the taxpayer’s investment in the library; respond to the changing environment and knowledge.

Key areas of focus at this time are 1) providing services online and by phone while temporarily out of the buildings, 2) preparations for returning to the buildings when allowed, and 3) financial management and amending the 2020 work plan and budget.

Work currently underway includes planning for social distancing and safety protocols, developing quarantine plans for books and materials being returned, designing curbside service, and transitioning to Microsoft Teams and some elements of Office 365 to better support remote work.

The Governor’s Safe Start Washington reopening plan places libraries in Phase 3 for reopening. Until we have specific guidance on the requirements libraries must meet to reopen, we are using those developed for retail businesses to help us prepare. Reopening will be a slow process, starting with curbside service which will allow people to return their books to us, pick up their holds and begin to get physical books, movies and other materials. Curbside service will likely continue for some time as people may not be immediately comfortable going into buildings.

With reduced revenue due to the closure, the Library is working on a budget amendment to address lost revenue and new costs related to the pandemic, and to ensure cash flow through the low revenue months of October 2020 and April 2021.

The Board expressed appreciation to the Library for its efforts to maintain fiscal responsiveness.

Ms. Butler 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 May 14, 2020, through June 10, 2020. Mr. Jenkins seconded the motion and it was passed.

Ms. Butler 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 June 10, 2020. Mr. Jenkins seconded the motion and it was passed.

Trustee Vacancy – Applications are due May 15, 2020. Ms. Lomax reported the process will likely be conducted virtually.

OFFICERS REPORTS

Library Giving Day – Foundation Director Dean Carrell reported the event was successful. Regionally, donations have increased from last year. He expressed his appreciation to the donors for their support for the Library. The Board thanked the Foundation for its efforts given the challenges being faced by non-profit organizations.

Graham Property – Ms. Lomax reported a traffic light will be installed in front of the Library and the county has approached the library about purchasing one of the Library’s property parcels adjacent to the site.

Chair Jones thanked the Library and expressed his appreciation to staff for their hard work and perseverance during this time.

ADJOURNMENT

The meeting was adjourned at 4:10 pm on motion by Mr. Jones, seconded by Ms. Butler.

Georgia Lomax, Secretary

Daren Jones, Chair