

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JUNE 9, 2021**



CALL TO ORDER

Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were Jamilyn Penn, Daren Jones and Brian Thomason. Rob Allen was excused. Executive Director Georgia Lomax was also 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 May 12, 2021, Regular Meeting
2. Approval of May 2021 Payroll, Benefits and Vouchers
3. Resolution 2021-06: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

BOARD MEMBER REPORTS

Trustee Thomason has accepted a position as a VP of Finance in a university in Southern California. He expressed his gratitude to everyone who welcomed him and their graciousness as he transitions off the Board. Chair Jenkins and the trustees offered their congratulations.

ROUTINE REPORTS

Deputy Director Melinda Chesbro reported Collection Manager Tracey Thompson has accepted a position with King County Library System.

April Financial Report – Cliff Jo reported the Library received \$2.8M in revenue at the end of May.

Branch Services Report – Customer Experience Manager Kayce Austin reported Graham, Milton/Edgewood and Steilacoom libraries have reopened for in-building browsing. Hours will be limited for the time being. Staff was excited to welcome customers back and customers were happy to return.

Trustees expressed appreciation of staff who worked diligently to open the libraries.

NEW BUSINESS

2020 Year-end Financial Review – Director Jo reported expenditures were managed conservatively throughout last year which allowed additional funds to be transferred into the sustainability fund. Funds from the capital fund were not expended as anticipated in 2020 and were transferred to the 2021 budget. The audit of the 2020 budget will begin in approximately 4 months.

Trustee Jones moved to approve Resolution 2021-07: To Close the 2020 Fiscal Year. Trustee Thomas seconded the motion and it was passed.

BOARD EDUCATION AND SERVICE

Library Foundation Progress and Corporate Giving Program – Foundation Director Dean Carrell thanked the Board of Trustees for their support and investment in the library to provide services to the community. He presented information on fundraising efforts of the Foundation, praising Executive Director Lomax for her exceptional efforts over the past 18 months to cultivate relationships and share the work of the Library, resulting in strong financial support from donors.

Director Carrell reported the Foundation received its first structured gift from a donor who deeded a portion of their property to the Foundation. He noted the efforts on the capital campaign are supported by campaign counselors Kristin Barsness and Natalie Lamberjack of The Barsness Group, and a strong campaign task force who is readily reaching out to the community.

Major Gifts Officer Christina Greene presented information on efforts around Corporate Giving Opportunities and provided an overview of a marketing resource that is being shared with donors.

Trustees expressed satisfaction with the strategy outlined and thanked the Foundation for its work leading the capital campaign.

OFFICERS REPORTS

2019 Fiscal and Accountability Audit – Trustee Penn asked where the \$3000 will be pulled from and how will that be reflected. Director Jo indicated he budgets higher than the auditor’s estimate. The library will adjust on either the revenue or expenditure side to account for the cost.

Chair Jenkins reported that the auditor praised Director Jo and the Library for their efforts and support during the process.

Trustee Vacancy – Chair Jenkins noted the interview panel would be expanding the interview process to look for an additional candidate to complete the remainder of Trustee Thomason’s term.

Wowbrary – Customer Experience Initiative Manager Kim Archer reported customers can now sign up for the e-Newsletter service and the marketing materials are being deployed.

United Way of Pierce County Board Appointment – Chair Jenkins offered congratulations to Director Lomax on her position on the Board.

ADJOURNMENT

The meeting was adjourned at 4:20 pm on motion by Trustee Penn, seconded by Trustee Jones.

Georgia Lomax, Secretary

Pat Jenkins, Chair