

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – JUNE 12, 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 Monica Butler, Pat Jenkins and Daren Jones. Donna Albers was excused.

**PUBLIC COMMENT**

Linda Stelzer, Community Relations Director of St. Paul's church commented on the importance of the Graham Library to the community.

Jan Edwards, Graham Friends of the Library president shared her appreciation of the Board and the Library.

Sumner City Mayor Bill Pugh spoke about partnerships the city has with others in its community. He said the Sumner community takes much pride in its Library, which is a focal point of the town. He praised the Library for its books and other materials. He also stressed the importance of getting a new Library in the city through a partnership in order to continue to better serve the community. He noted the City was eager to bring resources to the Library to help.

Sumner Council member Barb Bitetto recognized how vital libraries are to the community. She stressed the importance of relocating to a newer and safer location on Main Street. She noted the community is ready to celebrate a Library that provides much more than books, including services and spaces for the community.

Carol Wright, Graham Kapowsin Community Council President, shared her appreciation of the Library and its meeting space and commented on how the Graham Library enriches its community.

**CONSENT AGENDA**

1. Approval of Minutes of the May 8, 2019, Regular Meeting
2. May 2019 Payroll, Benefits and Vouchers totaling \$2,795,843.16
3. Resolution 2019-04: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

**ROUTINE REPORTS**

April 2019 Financial Report – Finance and Business Director Cliff Jo reported the Library received \$2.5M in property tax revenue last month.

Executive Director Report – Executive Director Lomax and Customer Experience Director Jaime Prothro introduced Kim Archer, new Initiative Manager for Enjoyment and Anna Shelton, new Initiative Manager for Community.

**UNFINISHED BUSINESS**

Future Libraries Project – Ms. Lomax said the public engagement survey and material for the public are nearly complete.

Marketing and Communications Director Mary Getchell reported on marketing efforts around the project. The new website, [imagine.pcls.us](http://imagine.pcls.us), will be used to share information about replacing the Sumner and Lakewood libraries and to hear about the communities' interest and readiness. A survey and information about community events are also on the site. There will be a week-long open house this summer.

Media activity includes interviews from Q13 and the Tacoma News Tribune. Direct mail marketing will be delivered to all residents of Lakewood and Sumner. Email marketing will be sent to cardholders 18 years and older residing in both cities.

Ms. Lomax said the Library is excited to have great partnerships and thanked both Cities for sharing the Library's material. The Library will bring a recommendation to the Board based on what it learns from the public.

Capital Campaign Fundraising Feasibility Study – Foundation Director Dean Carrell reported that he and Ms. Lomax are working closely with The Barsness Group consultants to develop a draft case statement, and a study task force will help inform who will be interviewed in the future.

Ms. Lomax said the study will help the Library identify how much it could raise and how long it may take. The Library is looking at a variety of funding sources.

Trustee Vacancy Recommendation – Ms. Lomax reported that the Pierce County Executive accepted the panel's recommendation to appoint Jamilyn Penn and has forwarded it to the Pierce County Council for confirmation.

Ms. Butler and Mr. Jenkins reported on the process, saying they enjoyed the discussions with each of the candidates, noting the revised process was more welcoming to the candidates and was much less intimidating. Chair Allen thanked them both for the work on the panel.

#### **NEW BUSINESS**

Sustainability Revenue Management – Mr. Jo reported the sustainability funding strategy was developed over the past 2 years to determine how the Library could use levy lid lift revenue to maintain a consistent level of service and operation over a 5-7 year funding cycle.

Mr. Jo noted early in the cycle levy lid lift funds will exceed the amount needed to maintain operations and services. This revenue will be set aside for future use later in the funding cycle when expenses again exceed revenue. Each October, calculations will be made to identify operating funds needed throughout the year.

Ms. Lomax said the Library is taking a conservative approach at this time as it begins the funding cycle.

Mr. Jo said the Library will bring recommended revisions to the Fiscal Management policy to include the sustainable funding process next month.

#### **BOARD EDUCATION AND SERVICE**

Graham Library & Community Presentation –Senior Librarian David Seckman thanked the Trustees for visiting the branch. He introduced staff members Margaret Bliss, Assistant Branch Supervisor; Lisa Cipolla, Librarian; Christi Bach, Senior Branch Assistant; and former Senior Branch Assistant Charlene Gingrich.

Mr. Seckman shared information about the Graham community, noting it is a census designated area. He thanked those in attendance for their partnership with the Library. He shared stories about customers who have used the Library's services to get jobs and the Library's collaboration with the Bethel School District to provide books for students' required summer reading.

The Board thanked the staff and recognized them for their personal touch and care for the communities as the true spirit of public service.

#### **OFFICERS REPORTS**

2019 Work Plan – Implementation of the new Human Resources/Finance system launches June 13. This system will aid in reporting and automation of many functions. This major project will take approximately one year to complete.

**ADJOURNMENT**

The meeting was adjourned at 4:45 pm on motion by Ms. Butler, seconded by Mr. Jones.

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Georgia Lomax, Secretary

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Rob Allen, Chair