

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JULY 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 3:32 pm. Board members present were Pat Jenkins, Monica Butler, Rob Allen and Jamilyn Penn. 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 June 10, 2020, Regular Meeting
2. Approval of Minutes of June 18, 2020, Special Meeting
3. Approval of June 2020 Payroll, Benefits and Vouchers

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

ROUTINE REPORTS

Metrics Dashboard – Executive Director Georgia Lomax noted the Library included comparisons for the same period last year to see how eBook and downloadable checkouts have increased. The Collections Management department has been purchasing more online materials to ensure customer access. The Library will learn what the appropriate balance between online and paper materials will be once they are again provided.

May Financial Report – Finance and Business Director Cliff Jo reported the special purpose fund balance is \$2.1M and the Levy Sustainability fund balance is \$5.5M.

Farewell and Thank You to Monica Butler – Ms. Lomax reported the County Council board appointments had been on hold until last week but she expects they will be taking action on the new Trustee recommendation soon.

Ms. Lomax and the Trustees thanked Ms. Butler for her insight and her commitment to the value of public libraries and serving its communities. They expressed appreciation for her stories and observations of public libraries and for making a difference for the Library and its customers.

Ms. Butler said it was an honor serving on the Board and learning about how much the Library does for the community. She praised the staff for their creativity and Ms. Lomax for her leadership, noting the Board and staff accomplished great things during her tenure. She expressed confidence that the Board and staff will rise to the occasion to all the challenges facing the Library.

UNFINISHED BUSINESS

COVID-19 Update – Ms. Lomax reported that the Library is moving into its fifth month operating under the pandemic. The Library will be welcoming customers back with curbside service and will then begin planning for how to provide library services and a safe experience inside buildings for the public and staff in the future under Phase 3 of the governor's reopening plan. Customers will have an opportunity to respond to a survey to help the Library understand how comfortable they think they will be inside library buildings in the future, what services they'll want to use the most, and how they'd like the Library to handle limitations required by the reopening guidelines. This survey will help the Library as it plans for various scenarios. The Library is also working on a plan in the event Pierce County is rolled back to Phase 1.

Services During COVID-19 – Customer Experience Director Jaime Prothro reported on the new curbside service delivery that will soft-launch next week at eight locations. Customers will be able to schedule a time to drive up or walk/bike up and pick up their books and other materials, and can also choose activity packs designed for a various age groups. Customers can also drop in without a reservation.

The Board thanked the Library for its work and intentionality to provide broad services to the public.

Amended 2020 Budget – The Library presented an amended budget due to the impacts of Covid-19 and subsequent changes to revenue and expenditure. The Library incorporated reduced/lost/delayed revenue into its spending plan to ensure there will be necessary cash on hand during the low revenue months of October 2020 and April 2021. Property tax revenue was delayed, but down only slightly. Any further revenue from overdue fines, printing and other use fees was eliminated, and projections for fundraising by the Foundation and Friends of the Library groups was reduced. Because of the uncertain nature of costs related to safety and revising service delivery due to the pandemic, the contingency fund was increased and funding will be allocated into appropriate budget line items as needed. While there are increased costs because of COVID, there are also savings related to the building closures, holding vacancies open, and elimination of activities such as travel. The Library has been approved for FEMA reimbursements though the timeline for receipt of those funds is not clear, and has received some funding through the CARES Act.

Mr. Allen moved to adopt amended 2020 budget as provided. Ms. Butler seconded the motion and it was passed.

OFFICERS REPORTS

Graham Property Update – Mr. Jo reported the Library and the County will sign an Interlocal agreement related to the County’s traffic light project, and the County will reimburse the Library for the cost of relocating the parking spaces impacted by the right-of-way.

2017 Funding Year USAC/E-Rate Audit – Ms. Lomax noted the e-rate audit has been completed.

EXECUTIVE SESSION

At 4:22 pm, Mr. Allen moved to recess to Executive Session, per RCW 42.30.110 to discuss personnel matters for approximately 10 minutes. Mr. Jones seconded the motion and it was passed. The Session ended at 4:32 pm.

ADJOURNMENT

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

Georgia Lomax, Secretary

Daren Jones, Chair