

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JULY 10, 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 Donna Albers. Daren Jones was excused.

PUBLIC COMMENT

There was no public comment.

RECOGNITION

Statement of Support of National Guard and Reservists – Staff Experience Director Cheree Green introduced Mr. Wayne Hilton, Area Chair of Employer Support of Guard and Reserve (ESGR) who presented the Library with recognition for its support of employees serving in National Guard and Reserve units.

CONSENT AGENDA

1. Approval of Minutes of the June 12, 2019, Regular Meeting
2. June 2019 Payroll, Benefits and Vouchers totaling \$2,869,418.82
3. Resolution 2019-05: To Transfer Portions in the General Fund Balance to the Capital Improvement Fund

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

ROUTINE REPORTS

May 2019 Financial Report – Finance and Business Director Cliff Jo reported the Library refiled for the e-rate refund that was previously submitted.

Executive Director Report – Executive Director Lomax and Foundation Director Dean Carrell introduced Christina Greene, the Library's new Major Gifts Officer for Individual and Corporate Philanthropy.

Chair Allen expressed his appreciation for Ms. Albers time, service, leadership and insight during her years on the Board. Ms. Albers shared her gratitude for the Library. She said she enjoyed her role as a trustee and praised the Library and staff for the work they do. She enjoyed the traveling Board meetings, learning more about e-rate and the Library's work on leadership development and the work on creating a positive culture with the union. She expressed her pleasure supporting the work of Ms. Lomax and was pleased with her efforts facilitating a strong team of leaders who take their passion for the Library to the next level.

Ms. Lomax thanked Ms. Albers for her dedication to the Library and its communities and looks forward to her future work in support of the Library's Capital Campaign feasibility study. She expressed her appreciation for Ms. Albers' guidance and support.

NEW BUSINESS

2020 Budget and Work Plan – Mr. Jo provided an overview of the 2020 Fiscal Year calendar and the work that will be done annually during this multi-year funding cycle.

Fiscal Management Policy – Mr. Jo shared the draft policy that was updated to reflect the multi-year sustainable funding strategy developed by the Library. Ms. Lomax said the revisions recognize that the Library will not immediately use all of the funds from the restored levy but set aside some in a sustainability fund early in the cycle. Toward the end of the cycle, as costs again exceed revenue, the Library will draw funds from the sustainability fund to maintain services.

There was discussion about how the Capital Fund is used and the distinction between building projects and routine large purchases.

Ms. Butler moved to approve the Fiscal Management Policy as edited by the Board. Ms. Albers seconded the motion and it passed.

BOARD EDUCATION AND SERVICE

Core Services Report: Partnerships – University Place Branch Manager Steve Carmody, Facilities Manager Kristina Cintron, Mr. Carrell, Ms. Getchell, Ms. Green and Customer Experience Director Jaime Prothro highlighted the benefits of the Library’s partnerships and sponsorships as well as potential future partnerships.

Ms. Albers commended the Library for its work on partnerships and how staff embrace cultivating relationships.

OFFICERS REPORTS

Trustee Appointment– Ms. Lomax reported that she met with new trustee, Jamilyn Penn, for an orientation.

EXECUTIVE SESSION

At 4:55 pm, Mr. Jenkins moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel matters for approximately 10 minutes. Ms. Albers seconded the motion and it was passed. The Session ended at 5:04 pm.

ANNOUNCEMENTS

The August Board Meeting will be held at the Key Center Library, located at 8905 Key Peninsula Hwy NW, Lakebay, WA 98349.

New Trustee, Jamilyn Penn, will join the Board at the August Meeting.

ADJOURNMENT

The meeting was adjourned at 5:05 pm on motion by Ms. Albers, seconded by Mr. Jenkins.

Georgia Lomax, Secretary

Rob Allen, Chair