

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – AUGUST 11, 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, Daren Jones, Neesha Patel, Jamilyn Penn and Abby Sloan. 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 July 14, 2021, Regular Meeting
2. Approval of July 2021 Payroll, Benefits and Vouchers
3. Resolution 2021-09: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

**BOARD MEMBER REPORTS**

New Trustees Welcome – Chair Jenkins welcomed new trustees Abby Sloan of University Place and Neesha Patel of Edgewood. Introductions were made and each trustee shared their experiences and inspiration for serving on the Board. Ms. Lomax thanked the trustees for their support, leadership and guidance to ensure the Library provides the right services to its communities.

**ROUTINE REPORTS**

Fundraising Performance Report – Foundation Director Dean Carrell provided an overview of the report.

Metrics Dashboard – Deputy Director Melinda Chesbro provided an overview of the report. She noted the Library would be surveying customers in the future to learn how beneficial curbside services are to them.

June Financial Report – Finance and Business Operations Director Cliff Jo provided an overview of the report.

Branch Services Report – Customer Experience Managers Kayce Austin provided an overview of the report.

**UNFINISHED BUSINESS**

Future Libraries Sumner Property – Director Lomax reported on the activities underway related to an intergovernmental transfer of the new Sumner Library. Director Jo provided details on the process and the elements requiring the Board's approval. These include the Purchase and Sale Agreement (PSA) for the current building from the Library to the City; the PSA for the new property from the City to the Library; and the Amended and Restated Agreement for the Library to continue to use the current building until it moves into the new building. Each of these agreements will be executed via an Interlocal Agreement.

Director Jo reported the City of Sumner would provide the Library an allowance of \$200,000 for the site cleanup. Any unspent funds from the allowance remain with the Library.

*Trustee Jones moved to approve the Library to "sole source" to NV5/GeoDesign work related to the Sumner site condition evaluation. Trustee Penn seconded the motion and it was passed.*

*Trustee Penn moved to approve a purchase order not to exceed \$80,000 for NV5/GeoDesign to conduct work related to Sumner site condition evaluation. Trustee Jones seconded the motion and it was passed.*

Buckley Underground Storage Tank – Director Jo reported EHSI is completing its report of the contamination and the Department of Ecology will then develop the plan for clean-up, which could take 3-4 months. This is the next step of the process that began in 2016.

*Trustee Jones moved to approve a purchase order for final RI/FS work, in an amount not to exceed \$60,000. Trustee Penn seconded the motion and it was passed.*

**NEW BUSINESS**

2022 Budget and Work Plan – Deputy Director Chesbro provided an overview of the Library’s work plan and budget and how they align with its strategic directions. In 2018, the Library shifted to a more community based service offering. Part of that work involved a reorganization of the Customer Experience department. Planning was underway up until the pandemic closed libraries. Moving into 2022, the Library will study how to best serve customers post-pandemic. She noted that planning for services will involve more discussion from the Board, evaluating partnerships and looking at internal and external influences.

Director Lomax noted as the Library considers service delivery and desired results for the community, the Library will need to understand what is or has changed for the public and ensure that informs future decisions.

Fiscal Management Policy Update – Discussion carried forward to the September meeting.

2020-21 Property Values for 2022 Tax Levy – Discussion carried forward to the September meeting.

**ADJOURNMENT**

The meeting was adjourned at 5:45 pm on motion by Trustee Penn, seconded by Trustee Abby.

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Georgia Lomax, Secretary

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Pat Jenkins, Chair