

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – SEPTEMBER 9, 2020**



**CALL TO ORDER**

Vice-Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:33 pm. Board members present were Daren Jones, Rob Allen, Jamilyn Penn and Brian Thomason. The meeting was conducted virtually due to the Governor’s Safe Start Washington Reopening Plan to slow the transmission of the coronavirus.

**CONSENT AGENDA**

1. Approval of Minutes of August 12, 2020, Regular Meeting
2. Approval of August 2020 Payroll, Benefits and Vouchers
3. Technology Purchase - Staff Laptops

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

**BOARD MEMBER REPORTS**

There were no Board member reports.

**ROUTINE REPORTS**

Metrics Dashboard – Ms. Lomax reported the dashboard includes metrics on the services during Phase 2 of the Stay Home order showing how the Library is adapting services to limitations caused by the pandemic. The dashboard will continue to evolve as the Library adapts to upcoming changes.

**UNFINISHED BUSINESS**

COVID-19 Update – Ms. Lomax reported the Library is monitoring expenses closely. Customer Experience Director Jaime Prothro reported the Summer Reading Program has concluded. The Library’s mobile app now features 342 Classic books in its collection. Curbside customer feedback has been positive. Ms. Lomax added there are a number of teams in place as the Library prepares to welcome customers back into the buildings. Teams will focus on how customers are going to be utilizing the public spaces, technology support needs for customers, and service points that are efficient and safe. Design principles are being implemented to ensure customers are well served.

Cash Status – Finance and Business Director Cliff Jo reported the cash status will be clearer once the Library receives September tax receipts.

2021 Budget and Work Plan – Ms. Lomax provided an overview of the Library’s budget process. She noted this year the Library has an opportunity to build the budget differently as a result of the Implicit Price Deflator (IPD). Ms. Lomax asked for guidance on how to determine the 2021 budget and the level it will set for taxes based on three options: accepting the IPD, overriding the IPD by passing a substantial need resolution, or overriding the IPD and collect an amount less than 1%, which creates banked capacity that can be used in the future.

Ms. Penn briefly left the meeting at 4:24 pm, returning at 4:49 pm.

Trustees discussed the impacts of each option, agreeing on the importance of providing some financial relief to taxpayers while ensuring the Library is able to provide services to customers while maintaining future sustainability.

### **EXECUTIVE SESSION**

At 4:50 pm, Mr. Allen moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel matters for approximately 15 minutes. Mr. Jones seconded the motion and it was passed. The Session ended at 5:12 pm.

### **NEW BUSINESS**

2021 Executive Director Salary Agreement – *Mr. Allen moved to authorize Chair Jones to implement a salary agreement with the Executive Director for 2021. Mr. Jones seconded the motion and it was passed.*

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

Racial and Social Equity, Diversity and Inclusion – Ms. Lomax reviewed the Access and Philosophy policies with the Board. These policies are considered the high-level framework to the Library’s work and how they support equity, diversity and inclusion.

Staff Experience Director Cheree Green provided an overview of the Diversity and Inclusion, Access to Library Services for Persons with Disabilities, Equal Employment Opportunity and Non-discrimination and Anti-harassment policies. She noted several of them need legal review and updating to meet the current needs of the Library, its staff and its customers and to ensure compliance with Washington State laws.

Discussion ensued as the Trustees were asked where they felt there may be gaps or need for additional considerations and revisions.

Trustees noted several updates were necessary and stressed the importance of living up to the Library’s policy statements and measuring outcomes. Ms. Lomax reported the Library will undergo an organizational assessment to help identify blind spots where more work is needed. From that work, the Library will develop ways to measure success and progress in this area.

Recommendations will be brought before the Board for review and will be included on the 2021 Board calendar of work. Ms. Lomax extended the offer to Trustees to participate in future training on racial equity.

### **OFFICERS REPORTS**

Parkland Spanaway Library Refresh – Ms. Lomax said this work is underway and as a result of the Library being closed to the public is not an inconvenience to Library’s customers.

Teen Volunteer League – Ms. Lomax noted this year’s program is being implemented with social distancing guidelines in place.

### **ANNOUNCEMENT**

There were no announcements.

### **ADJOURNMENT**

The meeting was adjourned at 5:48 pm on motion by Mr. Allen, seconded by Mr. Thomason.

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Georgia Lomax, Secretary

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Pat Jenkins, Vice- Chair