

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – SEPTEMBER 8, 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 August 11, 2021, Regular Meeting
2. Approval of August 2021 Payroll, Benefits and Vouchers
3. Vehicle Purchases
4. 2021 Microsoft EES Agreement Renewal
5. Resolution 2021-10: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

**BOARD MEMBER REPORTS**

Trustee Penn reported the current issue of American Libraries magazine highlights design showcases of new libraries.

**ROUTINE REPORTS**

Fundraising Performance Report – Foundation Director Dean Carrell reported the Foundation is meeting its fundraising goals for 2021.

Metrics Dashboard – Deputy Director Melinda Chesbro provided an overview of the report. She shared statistics on current use in 2021 compared to 2019, noting the Library will monitor these statistics to assess recovery from the pandemic closures.

June Financial Report – Finance and Business Operations Director Cliff Jo provided an overview of the report. He noted the reports will begin changing as the Library adapts to the new financial software.

Branch Services Report – Customer Experience Manager Kayce Austin provided an overview of the report, noting Anderson Island Library will reopen soon. Customer feedback on curbside service has been favorable.

**UNFINISHED BUSINESS**

Future Libraries Sumner Property – Director Lomax reported she attended the Sumner City Council meeting at which the members approved the surplus of three parcels on Main Street and the Purchase and Sale Agreement that would allow the Library to purchase the property for a new Sumner Library.

Director Jo presented the required documents to legally transfer the property and allow the Library to continue service in the current location on Fryar Avenue for three years, with the option of two 6-month extensions if needed.

*Trustee Patel moved to approve all documents as presented and authorize the Executive Director to sign (1) the Purchase and Sale Agreement for the Main Street property, the Purchase and Sale Agreement from the Fryer Avenue property, and the Amended and Restated Lease Agreement for the Fryer Avenue property and (2) any other documents as required to complete the transaction. Trustee Penn seconded the motion and it was passed.*

The sale will close in early October.

2022 Budget and Work Plan – Trustees shared their thoughts about how the Library’s priorities may need to change in response to its customers and communities. Ideas included alternative service options such as kiosks and drive-through pick-up windows; podcasts; digital design labs and studio spaces; a greater focus on e-sources; more diversity in the collection; increased focus on accessibility; literacy programs; in-person outreach; and continued curbside services.

Director Lomax thanked the Trustees for their input, noting the Library will also engage the public for future discussion and planning.

Fiscal Management, Purchasing and Procurement, Surplus Policies – Director Jo presented the policies for Board consideration.

*Trustee Jones moved to approve the Fiscal Management Policy as presented. Trustee Penn seconded the motion and it was passed.*

*Trustee Penn moved to approve the Board Policy on Purchasing and Procurement as presented. Trustee Patel seconded the motion and it was passed.*

*Trustee Penn moved to approve the Board Policy on Surplus as presented. Trustee Jones seconded the motion and it was passed.*

2020-21 Property Values for 2022 Tax Levy – Director Jo provided an overview of the forecasted data and projections that aid the Library in planning for expenditures in the 2022 budget.

#### **NEW BUSINESS**

Communications with the Public Policy – Marketing and Communications Director Mary Getchell provided an overview of the recommended updates to the policy. Trustees requested additional time to review the policy. No action was taken.

2022 Budget and Work Plan – Deputy Director Chesbro provided an overview of the Library’s work plan and budget and how both align with the Library’s 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.

#### **EXECUTIVE SESSION**

*At 4:59 pm, Trustee Jones moved to recess to Executive Session, per RCW 42.30.110, to discuss a periodic personnel evaluation for approximately 30 minutes. Trustee Penn seconded the motion and it was passed. The Session was extended for an additional 15 minutes and ended at 5:47 pm.*

#### **NEW BUSINESS (CONT.)**

2022 Executive Director Employment and Agreement – *Trustee Jones moved to authorize Chair Jenkins to implement a salary agreement with the Executive Director for 2022. Trustee Penn seconded the motion and it was passed.*

Director Lomax said she looks forward to continuing working for the Library until her planned retirement in the first half of 2022. She thanked Trustees and staff for the honor of working for PCLS.

The Board discussed the recruitment process for a new Executive Director and plan to do a national recruitment with the support of a search firm that specializes in libraries.

*Trustee Penn moved to authorize Staff Experience Director Green to engage in conversation with Bradbury Miller Associates based on the Library's previous experience with them and in the interest of expediting the recruitment process. Trustee Jones seconded the motion and it was passed.*

**ANNOUNCEMENTS**

There were no announcements.

**ADJOURNMENT**

The meeting was adjourned at 6:16 pm on motion by Trustee Patel, seconded by Trustee Penn.

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Georgia Lomax, Secretary

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Pat Jenkins, Chair