

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – SEPTEMBER 11, 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 Daren Jones, Monica Butler, Pat Jenkins and Jamilyn Penn.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the August 14, 2019, Regular Meeting
2. August 2019 Payroll, Benefits and Vouchers totaling \$2,680,996.40

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

**ROUTINE REPORTS**

July 2019 Financial Report – Finance and Business Director Cliff Jo reported the Library received the first of two E-rate reimbursements in the amount of \$89,234.36.

Executive Director Report – Trustees viewed a video segment on the Library's Job+Business Center that will air on KBTC and be featured in the PBS program "Journey to Jobs". KBTC will begin airing the five-minute video on September 16, 2019, leading into the full hour-long program airing October 8, 2019, at 9 pm.

**Unfinished Business**

Future Libraries Project – Ms. Lomax noted the public engagement phase of the project is nearly complete and results will be shared with the Board in October. The results of the capital fundraising feasibility study will be presented in November. At that time, the Board will decide whether or not to move into a planning phase, which will include preliminary building design work and public input.

Capital Fundraising Feasibility Study – Foundation Director Dean Carrell introduced Kristin Barsness and Natalie Lamberjack of The Barsness Group, who gave an overview of the study process and goals. They are assessing the level of support and timing for potential new libraries in Lakewood, Tillicum and Sumner.

A Study Task Force met in August for the first of two sessions. During the first meeting, the community leaders provided input and guidance on the case statement and study. Task Force members are Donna Albers, John Folsom, Mike Harle, Holly Bamford-Hunt, Kathryn McCarthy, and Bill Pugh.

Interviews are currently being scheduled with current donors and supporters, regional foundations, and business and community leaders in Sumner and Lakewood to gather their opinions, perspective and advice to help determine a realistic fundraising goal, timeline and plan.

The Barsness Group will present their findings and recommendations to the Trustees in November.

**NEW BUSINESS**

2020 Budget and Work Plan – Mr. Jo reported the Library will present an estimated 2020 budget in October, a draft budget in November and the final balanced budget in December. He provided an overview of the key elements that will impact the budget.

Policy Updates – Rules of Conduct/Exclusion from Library Services – Customer Experience Manager Jaime Prothro presented draft language to update the Rules of Conduct policy and for a new proposed Exclusion from Library Services policy, which outlines the consequences for violating the Rules of Conduct.

The Board discussed due process elements and provided direction for another draft to discuss at a future meeting.

#### **EXECUTIVE SESSION**

At 5:10 pm, Mr. Jones moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel matters for approximately 15 minutes. Mr. Jenkins seconded the motion and it was passed. The Session ended at 5:25 pm.

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

2020 Executive Director Salary Agreement – *Mr. Jones moved to authorize Chair Allen to implement a salary agreement with the Executive Director for 2019. Ms. Penn seconded the motion and it was passed.*

#### **OFFICERS REPORTS**

PLA Conference – Ms. Lomax reminded the Board about the upcoming event and to let her know if they are interested in attending.

Fiscal Accountability Audit – Mr. Jones volunteered to represent the Board for this year's entrance and exit interviews.

#### **ANNOUNCEMENTS**

Pierce County Reads: A Year of Reading Series 3 author event, featuring *There There* by Tommy Orange, will be held at the Rialto Theater (310 S. 9<sup>th</sup> St., Tacoma) September 20, 2019, at 6:30 pm. The event is sold out.

The October Board Meeting will be held at the Lakewood Library, located at 6300 Wildaire Rd. SW, Lakewood, WA 98499.

#### **ADJOURNMENT**

The meeting was adjourned at 5:40 pm on motion by Ms. Penn, seconded by Mr. Jones.

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Georgia Lomax, Secretary

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Rob Allen, Chair