

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

City of Lakewood Councilmember Michael Brandstetter appreciates the Board's focus on the many communities in Pierce County, and the Library's recent efforts to solicit feedback about new libraries through the public engagement survey. He frequently hears about the public's appreciation of library staff and their expertise.

**CONSENT AGENDA**

1. Approval of Minutes of the September 11, 2019, Regular Meeting
2. September 2019 Payroll, Benefits and Vouchers totaling \$2,736,432.12

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

**ROUTINE REPORTS**

August 2019 Financial Report – Finance and Business Director Cliff Jo reported the Library recently received the second of two E-rate reimbursements, as well as today received the fourth-quarter payment. Discussion ensued about the future of E-rate reimbursements.

**Unfinished Business**

2020 Budget and Work Plan, 2020 Budget Strategy and Funding Cycle Overview – Ms. Lomax reviewed the three phases in the newly developed multi-year funding cycle approach that is central to the Library's stable, sustainable funding strategy for delivering library services for at least five years, noting a different process is needed to set a budget when it is not driven exactly by the projected revenue each year. By adjusting the Library's fiscal management strategy and making careful choices and investments, the Library anticipates the recent levy lid lift and development of a sustainability fund will support an 8-10 year funding cycle. Ms. Lomax noted the Library is currently in the transitional period of the new multi-year funding cycle. "Year 0" is a time of stabilizing and catch-up.

There was discussion about what influences the length of the funding cycle. The Library will regularly evaluate elements and strategy that impact the cycle, including during each budgeting process.

The Board expressed appreciation for the long-range approach, prudent work and thinking, and the responsible stewardship of public funds to develop budgets based on the strategic plan and services the community values.

Levy Certificate and Implicit Price Deflator – Mr. Jo stated that the implicit price deflator does not apply this year.

Policy Updates, Rules of Conduct/Exclusion from Library Services – Customer Experience Director Jaime Prothro presented drafts incorporating the Board's discussion at the September meeting, including strengthening the Library's position for zero tolerance of discriminatory behaviors, and revisions to issuance of a permanent trespass. The policy has been reviewed by legal counsel.

*Ms. Butler moved to approve the Library Rules of Conduct policy as presented. Mr. Jones seconded the motion and it passed.*

*Mr. Jones moved to approve the Exclusion from Library Services policy as presented. Ms. Penn seconded the motion and it passed.*

**NEW BUSINESS**

Proposed 2020 Board Meeting Schedule – The Board discussed the proposed schedule and asked that the November 2020 meeting be held the third week, as Veteran’s Day holiday falls on the regular meeting date.

**BOARD EDUCATION AND SERVICE**

Lakewood Library and Community Presentation – Ms. Prothro introduced Jill Merritt, Supervising Librarian of the Lakewood branch who welcomed the Board and thanked them for visiting. Ms. Merritt shared the history of the branch and provided information about the Lakewood community.

Lakewood staff introduced themselves and each provided information about their work and its positive impact on the community. Patrick Rayment, Adult Services Librarian, noted AS weekly drop-in tech plus adult services programs and reference services are popular; Youth Services Librarians Seung Kang and Michelle Angell said they feel fortunate in serving diverse communities. Ms. Angell expressed appreciation for the Board and thanked the Friends group for their ongoing support. Elise Bodell, Teen Services Librarian, likes the spirit of collaboration and the Library’s support for youth and families.

Bob Estrada, president of Friends of Lakewood Library, thanked the board for coming. He provided a brief history of the Friends, and he attributes their success to the many volunteers who enjoy supporting and promoting the Library.

The Board thanked Mr. Estrada and the Friends in attendance.

**OFFICERS REPORTS**

National Friends of the Library Week Proclamation – Chair Allen read the proclamation. He commented that it is the Friends and the Foundation that make us a great library.

Future Libraries Public Engagement – Ms. Lomax reported BERK Consulting will present their final report and recommendations to the Board at the study session on October 21, 2019.

The capital fundraising feasibility study is still underway, and the Barsness Group will present their findings and recommendations to the Board in November.

**ANNOUNCEMENTS**

Pierce County MakerFest will be held Saturday, November 2, 2019, from 10 AM – 3 PM, at the Washington State Fair Events Center AgriPlex, located at 110 9th Avenue SW, Puyallup

**ADJOURNMENT**

The meeting was adjourned at 4:53 pm on motion by Mr. Jenkins, seconded by Ms. Butler.

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Georgia Lomax, Secretary

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Rob Allen, Chair