

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – OCTOBER 13, 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 and Abby Sloan. Jamilyn Penn joined the meeting at 3:55 pm. 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 September 8, 2021, Regular Meeting
2. Approval of Minutes of September 29, 2021, Special Meeting
3. Approval of September 2021 Payroll, Benefits and Vouchers
4. 2022 Microsoft Premier Support Renewal
5. Resolution 2021-11: To Declare Furnishings and Equipment Surplus to Public Service Needs

Trustee Sloan moved for approval of the consent agenda. Trustee Patel seconded the motion and it was passed.

BOARD MEMBER REPORTS

There were no Board member reports.

ROUTINE REPORTS

Introduction of New Customer Experience Deputy Director – Executive Director Georgia Lomax introduced Customer Experience Deputy Director Connie Behe to the Board. Director Behe shared her library background and expressed enthusiasm for her new role at Pierce County Library System.

Fundraising Performance Report – Foundation Director Dean Carrell noted the report has a new look and will continue to provide a quick visual on the overall, annual and capital campaign goals. He thanked the Board for their support of the capital campaign.

Branch Services Report – The trustees expressed their appreciation for the ways the Library is providing personal service to its communities.

UNFINISHED BUSINESS

2022 Budget and Work Plan – Director Lomax provided background on the Library's multi-year funding cycle. The long-term fiscal strategy is to build the Levy Sustainability Fund to the goal of \$14-15 million. These funds will be used to balance the budget and maintain operations in the future when expenditures exceed revenue. Other funds have been established to budget for future elections, land and buildings or one time capital needs. These are meant to be used during the current funding cycle.

Directors Cliff Jo and Melinda Chesbro provided an overview of 2022 estimated revenue and expenditures.

Director Chesbro noted the Library develops its work and service plan and subsequently builds the budget to achieve it. She noted the personnel budget has not been established at this point, but that operational expenditures will be similar to 2021. The materials budget will remain steady at approximately \$4.5 Million, however the Library may set some of those funds for materials needed in the new Sumner Library. Director Chesbro reported the Library is budgeting for facility updates, vehicle replacements, the 5-year technology plan, and the Sumner building project out of its Capital Improvement fund.

Director Lomax noted the Library will again plan to remain nimble and flexible in order to respond to situational events that may arise throughout the year as the pandemic continues.

Preliminary Levy Certificate and Implicit Price Deflator – Director Lomax asked the Board for direction regarding options for next year’s levy. While the Library is in the first phase of the sustainability plan it receives more tax funds than needed for operations. This allows the trustees to consider options when setting the levy: to levy the full lawful amount, or to levy at a lower rate and bank capacity of the amount that is not collected.

Trustees directed staff to develop a budget based on levying at the full legally authorized amount for 2022, plus new construction and releasing the levying capacity banked in 2021.

2021 Inter-Fund Transfers – In response to the Board passing the revised fiscal management policy at the September meeting, Director Jo requested authorization to create new funds based on the auditor’s recommendations.

Resolution 2021-12: To Create an Election Fund

Trustee Patel moved to authorize the Library to create the Election Fund and transfer the set-aside in the Special Purpose Fund to it. Trustee Penn seconded the motion and it was passed.

Resolution 2021-13: To Create a Property and Facility Fund

Trustee Sloan moved authorize the Library to create the Property and Facility Fund and transfer the corresponding set-aside in the Special Purpose Fund to it. Trustee Jones seconded the motion and it was passed.

Executive Director Recruitment – Staff Experience Director Cheree Green reported the contract with Bradbury Miller Associates has been signed. The detailed recruitment plan will be developed next.

Policy Update: Communication with the Public – Marketing and Communications Director Mary Getchell presented the revised policy draft.

Trustee Patel moved to approve the Communication with the Public Policy as presented. Trustee Penn seconded the motion and it was passed.

NEW BUSINESS

Proposed 2022 Board Meeting Schedule – Director Lomax shared the schedule which will be brought forward for approval at the November meeting.

National Friends of the Library Proclamation – The Trustees and the Library extended their thanks and gratitude to the Friends of the Libraries for their support to Pierce County Library System and its communities.

OFFICERS REPORTS

Library Conference Attendance – Director Lomax reminded the trustees to let her know if they are interested in attending a conference in 2022.

EXECUTIVE SESSION

At 4:34 pm, Trustee Penn moved to recess to Executive Session, per RCW 42.30.110, to discuss collective bargaining matters for approximately 15 minutes. Trustee Patel seconded the motion and it was passed. The ended at 4:52 pm.

ANNOUNCEMENTS

The 3rd annual Trivia Bee will be held virtually on November 13, 2021.

ADJOURNMENT

The meeting was adjourned at 4:53 pm on motion by Trustee Sloan, seconded by Trustee Patel.

Georgia Lomax, Secretary

Pat Jenkins, Chair