

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – OCTOBER 14, 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 3:31 pm. Board members present were Rob Allen, Jamilyn Penn and Brian Thomason. Daren Jones was excused. 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 9, 2020, Regular Meeting
2. Approval of September 2020 Payroll, Benefits and Vouchers
3. Technology Purchase – Microsoft Support Renewal
4. 2020 Monitor and PC Recycling

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

BOARD MEMBER REPORTS

There were no Board member reports.

ROUTINE REPORTS

Foundation Director Dean Carrell reported the 2nd Annual Trivia Bee will be held November 14. Funds raised during the online, live streaming event will support digital equity efforts by the Library, including online technology and resources.

Deputy Director Melinda Chesbro noted overall checkouts of material are at approximately 25% of the number of checkouts in months prior to COVID closures.

UNFINISHED BUSINESS

COVID-19 Update – Executive Director Georgia Lomax reported libraries in phase 2 are now allowed to offer limited services, with no more than 25% capacity of the public in buildings. The Library has been planning for re-opening and is addressing how it provides technology access, how the spaces in buildings are used and how services will be provided. Timing will depend on receipt of supplies and resources needed to meet reopening requirements, as well as guidance by public health officials. Staff teams have identified criteria on how to decide which locations should open first. There is a strong focus on communities that have higher technology access needs. Curbside will continue to be the main method of service delivery. Many service limitations will still be in place.

2021 Budget and Service Plan – Ms. Lomax presented a conceptual budget based on previous Board discussion and asked the Board for direction on setting the 2021 mill rate as work to complete the draft budget by the November meeting continues.

The Board discussed four scenarios. All support robust operations under the limited services allowed, fund the sustainability fund, improve technology and continue to serve the communities with excellence.

The trustees agreed on the importance of doing what's best for the taxpayers while ensuring the Library can meet its obligations. They directed the Library to maintain the tax rate between 2020 and 2021 and bank the unspent capacity.

Ms. Lomax remarked that due to the combined efforts of the Board's sound fiscal decisions, leadership's work on fiscal strategies and staff's efforts to best serve the public the Library is in a fortunate situation to acknowledge the impact of the pandemic and economic situation on taxpayers. She shared her appreciation of the trustees' care for the Library, its staff and the communities it serves.

The draft budget will be presented to the board in November.

EXECUTIVE SESSION

At 4:32 pm, Mr. Thomason moved to recess to Executive Session, per RCW 42.30.110, to discuss labor matters for approximately 15 minutes. Ms. Penn seconded the motion and it was passed. The Session ended at 4:50 pm.

NEW BUSINESS

Proposed 2021 Board Meeting Schedule – Ms. Lomax presented the proposed schedule for the Board's review.

OFFICERS REPORTS

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

ANNOUNCEMENT

Due to the Veteran's Day holiday, the November Board Meeting will be held on November 18, 2020.

The 2nd Annual Trivia Bee will be held on November 14, 2020.

ADJOURNMENT

The meeting was adjourned at 4:56 pm on motion by Mr. Allen, seconded by Mr. Thomason.

Georgia Lomax, Secretary

Pat Jenkins, Vice- Chair