

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – NOVEMBER 13, 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**

Mr. Walter Neary thanked the Library and Board for the work being done to study prospective new buildings. He complimented the Library's consultants for the respect they showed to the communities throughout the process.

**CONSENT AGENDA**

1. Approval of Minutes of October 9, 2019, Regular Meeting
2. Approval of Minutes of October 21, 2019, Special Meeting
3. Approval of October 2019 Payroll, Benefits and Vouchers
4. HVAC Control Systems 5-Year Renewal
5. Resolution 2019-07: 2020 Schedule of Recurring Meetings

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

**BOARD MEMBER REPORTS**

Chair Allen attended the 1st Annual Trivia Bee and encouraged others to attend the next event.

**ROUTINE REPORTS**

September 2019 Financial Report – Finance and Business Director Cliff Jo reported there would be changes to the Special Purpose fund next month.

**UNFINISHED BUSINESS**

Future Libraries Project: Capital Fundraising Campaign Feasibility Study Report – Ms. Lomax introduced Kristin Barsness and Natalie Lamberjack from the Barsness Group, who provided an overview of the study and their recommendations. The Barsness Group began their work in May, working with leadership to design the study, develop the case materials and orient members of the study's Advisory Task Force to guide the process and to open doors to other members of the community.

The Task Force met in August to provide feedback on the case prospectus and recommendations on who the consultants should consider speaking with. Members include: Bill Pugh, Mayor, City of Sumner; Donna Albers, retired Managing Partner, Albers & Co. (Former Trustee, Pierce County Library System; Former Board Member, Pierce County Library Foundation); Holly Bamford-Hunt, Director, Bamford Foundation; John Folsom, Retired (serves on MultiCare's Board of Directors, Co-chair Fundraising Campaign at Tacoma Community House); Kathryn McCarthy, Strategic Communications and Marketing Manager, Tacoma Public Schools (Vice President & Board Member, Pierce County Library Foundation); Mike Harle, Retired (Current Chair of Mary Bridge Children's Foundation Board of Directors).

**Overall Findings**

Pierce County Library System is well-respected as an important community asset. There is support for addressing libraries for the Sumner and Lakewood/Tillicum communities. Participants view Tillicum as high need and support increasing resources of all types in that community. The new Sumner location was seen as a strong potential community anchor with opportunities for partnerships. Most participants had questions about the Lakewood location and the City's plans for the downtown core.

### Timing and Readiness

Ms. Barsness noted the Library needed time to do outreach and help the community understand more about the Library and the fundraising campaign. She recommended that 2020 work focuses on cultivation and planning, to include staffing, Foundation Board recruitment and refining messages. In 2021, the focus should be on public relations and educating and training the Foundation Board, with fundraising campaign implementation in 2022.

The Barsness Group recommended the Library conduct additional outreach efforts to potential funders. Ms. Barsness encouraged the Library to highlight its services, continue building community partnerships and finding innovative ways to use Library space.

She noted the importance of making a case for support and help potential donors see the vision of the Library and its plans. She also recommended the Foundation form a fundraising campaign planning committee to advocate for the Library and position it for the fundraising campaign.

The Barsness Group recommends a fundraising goal of \$4-6M, noting additional research will be needed to refine the target goal.

Chair Allen thanked the Barsness Group for their work, noting the Board has much to consider.

Discussion ensued about funding options and timelines for next steps.

The Trustees directed the Library to move into a planning phase for potential new libraries in Lakewood and Sumner, with the earliest time to consider for a bond election being February 2022.

Based on the outcomes of the public engagement and feasibility studies, they felt that Sumner and Tillicum are the top priorities and that Lakewood is more complex and will require more preparation.

### **EXECUTIVE SESSION**

At 5:17 pm, Ms. Penn moved to recess to Executive Session, per RCW 42.30.110, to discuss labor matters for approximately 20 minutes. Mr. Jones seconded the motion and it was passed. The Session ended at 5:40 pm.

### **UNFINISHED BUSINESS (CONT.)**

2020 Budget: First Reading and Discussion – Ms. Chesbro provided an overview of the estimated budget. The materials budget has increased slightly from last year and the Foundation is expected to commit additional funds to the budget. The Capital Fund includes current building improvement, future buildings and technology updates. Capital contingency has been increased to \$250,000, which will be transferred from the Capital cash balance.

Mr. Jo said in 2020 the Library will continue to add to set-asides for future election costs and for future land, property and facilities.

In December, the Board will establish the Sustainability Fund that will be built in phase one of the funding cycle and drawn from in phase three.

### **PUBLIC HEARING**

Mr. Jones moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2019 property tax levies for collection in 2020. Mr. Jenkins seconded the motion and it passed.

Chair Allen then asked if there was anyone in the audience who wished to comment on the 2020 budget.

There being no further comments, Chair Allen moved to close the public hearing on the 2019 budget of estimated revenue and expenditures. Ms. Penn seconded the motion and it passed.

**UNFINISHED BUSINESS (CONT.)**

2020 Budget and Work Plan –

*Ms. Penn moved to approve Resolution 2019-08 as presented: That an increase in the regular property tax levy be the amount of \$1,334,096.85, which is a percentage increase of 3.390 percent (%) from the previous year of 2019. Mr. Jones seconded the motion and it was passed.*

*Mr. Jenkins moved to approve the Levy Certification as presented: That the Regular Levy amount of \$40,686,385.01 be collected. Ms. Penn seconded the motion and it was passed.*

*Ms. Penn moved to approve Resolution 2019-09: To Set Wages and Benefits for Non-Represented Employees for 2020. Mr. Jenkins seconded the motion and it passed.*

**ADJOURNMENT**

The meeting was adjourned at 6:00 pm on motion by Mr. Jenkins, seconded by Ms. Penn.

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Georgia Lomax, Secretary

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Rob Allen, Chair