

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – DECEMBER 8, 2021**



**CALL TO ORDER**

Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:34 pm. Board members present were 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 November 10, 2021, Regular Meeting
2. Approval of November 2021 Payroll, Benefits and Vouchers
3. Approval of Insurance Policy
4. Tri-Care Managed Support Renewal
5. Tyler Support Renewal

*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**

October Financial Report –Executive Director Georgia Lomax reported the final tax levy was received today. Official details will be presented in January.

Customer Experience Services Report – Customer Experience Deputy Director Connie Behe reported on recent public behavior issues at the Lakewood and Graham libraries. The Risk Management Team will be addressing the concerns and working toward solutions.

The Board shared their concern for staff and thanked them for their ongoing commitment to serving the Library's customer.

**UNFINISHED BUSINESS**

Executive Director Recruitment Update – Staff Experience Director Cheree Green reported the Executive Director position has been posted and will be open through mid-January. Interviews for semi-finalist are scheduled for February and finalists will be interviewed in March.

**2021 Transfers**

*Trustee Patel moved to approve Resolution 2021-18: To Transfer Set-Asides in the General Fund Balance to the Capital Facilities Fund. Trustee Sloan seconded. Motion carried.*

*Trustee Patel moved to approve Resolution 2021-19: To Record All Deposited Property Tax Revenues to the Levy Sustainability Fund. Trustee Sloan seconded. Motion carried.*

2022 Budget and Service Plans – Executive Director Lomax reported the Library is budgeting for full operations and use levels in order to be prepared despite the ongoing pandemic. The Capital fund is larger than previous years to allow for additional maintenance planned for several locations. The Levy Sustainability fund is projected to reach its target goal of \$15 million in 2024. Projections reflect that revenue will balance with the budget in 2025, and in

following years, costs to provide library services and operate buildings will exceed revenue. At that time funds will be drawn from the Levy Sustainability fund to balance the budget.

Chair Jenkins commented the budget is well received and represents excellent stewardship of the public trust. Trustee Penn commended the Library for its outstanding navigation of the budgeting process. Trustees Sloan and Patel concurred.

### **Public Hearing: 2022 Budget of Revenue and Expenditures**

Trustee Sloan moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2021 property tax levies for collection in 2022. Trustee Patel seconded the motion. Motion carried.

Chair Jenkins then asked if there was anyone in the audience who wished to comment on the 2022 budget. There being no further comments, Trustee Penn moved to close the public hearing on the 2022 budget of revenue and expenditures. Trustee Patel seconded the motion. Motion carried.

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

*Trustee Sloan moved for approval of:*

- *Resolution 2021-20: To Adopt the 2022 General Fund Budget*
- *Resolution 2021-21: To Adopt the 2022 Capital Improvement Fund Budget*
- *Resolution 2021-22: To Adopt the 2022 Election Fund Budget*
- *Resolution 2021-23: To Adopt the 2022 Levy Sustainability Fund Budget*
- *Resolution 2021-24: To Adopt the 2022 Property and Facility Fund Budget*
- *Resolution 2021-25: To Set Wages and Benefits for Non-Represented Employees for 2022*

*Trustee Penn seconded the motion. Motion carried.*

### **NEW BUSINESS**

2022 Election of Officers –

*Trustee Patel moved to approve the slate of officers for 2022 with Trustee Penn as Chair and Trustee Jenkins as Vice-Chair. Trustee Sloan seconded the motion. Motion carried.*

2022 Board Calendar of Work – Director Lomax presented an overview of the major work expected to come before the Board next year.

### **OFFICERS REPORTS**

Future Libraries 2022 – The Sumner project will move into a more active phase in 2022 as design begins. Building assessments will take place for all locations with special focus on the Lakewood and Tillicum libraries. The Library will explore new and innovative ways to deliver library services that do not have a building.

### **EXECUTIVE SESSION**

At 4:34 pm, Trustee Patel moved to recess to Executive Session, per RCW 42.30.110, to discuss collective bargaining matters for approximately 15 minutes. Trustee Penn seconded the motion. Motion carried.

The session ended at 4:47 pm.

### **ANNOUNCEMENTS**

Director Lomax thanked the Board for another great year and extended wishes for a happy and safe holiday.

### **ADJOURNMENT**

The meeting was adjourned at 4:47 pm on motion by Trustee Sloan seconded by Trustee Patel.

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Georgia Lomax, Secretary

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Pat Jenkins, Chair