

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – DECEMBER 11, 2019**



CALL TO ORDER

Chair Rob Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Daren Jones, Monica Butler and Pat Jenkins. Jamilyn Penn was excused.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of November 13, 2019, Regular Meeting
2. Approval of November 2019 Payroll, Benefits and Vouchers
3. 2020 Insurance Renewal

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

BOARD MEMBER REPORTS

Ms. Butler reported she has seen many beautiful libraries during her recent travels.

ROUTINE REPORTS

Executive Director Report – Ms. Lomax reported the 2nd Annual Trivia Bee has been scheduled for November 14, 2020.

Customer Experience Manager Meghan Sullivan introduced new Lakewood Branch Manager Amy Anderson.

BOARD EDUCATION AND SERVICE REPORTS

Staff Core Services Report – Staff Experience Director Cheree Green, Application Services Manager Teresa Covington, Parkland/Spanaway Branch Manager Tim Sage and Ms. Sullivan presented a report on the ways the Library invests in its staff.

Mr. Sage reported 98% of staff completed Respectful and Inclusive Workplace training. All supervisors attend New Leader Orientation. This training includes additional information and tools necessary for supervisors to support the Library's goals. 91% staff have completed this training. Both trainings are now part of the regular new hire orientation process. Additional work has been accomplished to remove barriers to diversity and inclusion during the hiring process. Steps include identifying new community partners to send employment opportunities to and the development of standardized hiring criteria and revising some job titles to reflect their customer service purposes.

Ms. Sullivan reported in the last 12 months 10,209 staff hours were spent on learning time. The Training Advisory Committee guides, vets, coordinates and makes decisions about training to help close the skills and abilities gaps for staff and supervisors in order to meet the needs of the organization. The committee is made up of representatives across the system and has provided a pathway to expand learning opportunities, as well as for staff to bring their training ideas to fruition. In 2019, the Library has offered 195 training classes. Tuition assistance is also available to staff interested in pursuing degrees.

Ms. Green reported on the formal succession planning process which is completed every 2 years. This involves an assessment of the Library's leadership competencies for each supervisor as well as a review of other factors for each leader that involve placement in the organization and future growth potential. This process provides a comprehensive review of strengths and opportunities and guides the Library's learning and development strategy

and plan. Reorganization has been implemented in many departments and the Library is intentional about creating career ladders throughout the organization that provide opportunities for growth and promotion.

The Board was pleased at the diversity and inclusion efforts and progress.

UNFINISHED BUSINESS

2020 Budget: Second Reading and Discussion – Mr. Jo provided an overview of the proposed budget. He reported slight modifications were made to the General Fund budget but the bottom line remained unchanged at \$39,743,900.

The Foundation Board approved the specific programs they will fundraise to support and the \$300,000 impact commitment has been allocated to the appropriate budget lines, including \$147,000 to the materials budget.

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

There being no further comments, Mr. Jones moved to close the public hearing on the 2020 budget of revenue and expenditures. Ms. Butler seconded the motion and it passed.

UNFINISHED BUSINESS (CONT.)

Levy Sustainability Fund –

Ms. Butler moved to approve the Fiscal Management Policy with the amendments as presented. Mr. Jones seconded the motion and it was passed.

Mr. Jones moved to approve Resolution 2019-10: To Create a Levy Sustainability Fun. Mr. Jenkins seconded the motion and it was passed.

2020 Budget and Work Plan –

Ms. Butler moved to approve Resolutions:

- *2019-11: To Adopt the 2020 General Fund Budget.*
- *2019-12: To Adopt the 2020 Capital Improvement Fund Budget*
- *2019-13: To Adopt the 2020 Special Purpose Fund Budget*
- *2019-14: To Adopt the 2020 Levy Sustainability Fund Budget*

Mr. Jenkins seconded the motion and it passed.

Mr. Jenkins moved to approve Resolutions:

- *2019-15: To Transfer Set-Asides in the General Fund Balance to the Special Purpose Fund*
- *2019-16: To Transfer Set-Asides in the Special Purpose Fund to the Levy Sustainability Fund*

Ms. Butler seconded the motion and it passed.

NEW BUSINESS

2020 Election of Officers –

Ms. Butler moved to nominate Mr. Jones as Chair and Mr. Jenkins as Vice-Chair in 2020. Chair Allen seconded the motion and it was passed.

Ms. Lomax and the trustees thanked Chair Allen for his years of service as Chairperson.

2020 Board Calendar of Work – Ms. Lomax noted there would be more policy work in 2020 due to the implementation of the new HR and finance system.

Policy Review – Service of Process

Mr. Jones moved to approve the Service of Process policy as presented. Ms. Butler seconded the motion and it was passed.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 4:40 pm on motion by Mr. Jenkins, seconded by Mr. Jones.

Georgia Lomax, Secretary

Rob Allen, Chair