Board of Trustees  
Pierce County Library System  
Regular Meeting, September 9, 2009

Call to Order

Chair Eugene Matsusaka called to order the regular meeting of the Pierce County Rural Library District Board of Trustees on September 9, 2009, 3:31 pm. Board members present were Steve Albers, J.J. McCament, and Budd Wagner. Allen Rose arrived later.

Public Comment

There was no public comment.

Consent Agenda

1. Minutes of the August 12, 2009 Regular Meeting of the Board of Trustees
2. August 2009 Payroll, Benefits and Vouchers in the total amount of $1,792,420.07
   a. Payroll Warrants 2837 - 2848 dated 08/01/09 – 08/31/09 in the amount of $593,760.67
   b. Payroll Disbursement Voucher dated 08/21/09 in the amount of $536,916.53
   c. Accounts Payable Warrants: 608119 - 608436 dated 08/01/09 – 08/31/09 in the amount of $647,255.50

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

Board Member Reports

J.J. McCament: Ms. McCament commented that she had recently used the library’s website and was pleased with how useable it was. She feels it compares favorably with successful commercial sites.

Officer Reports

Succession Planning: Neel Parikh reported that during the recent American Library Association conference Gene Matsusaka had a conversation with Paula Singer. Ms. Singer is currently writing a book about succession planning. Neel sent information about the PCLS plan. After receiving the information, Ms. Singer contacted Ms. Parikh and asked for an interview and permission to include the information in her book.

Urban Libraries Council: Judy Nelson recently responded to an Urban Libraries Council survey request about library partnerships. As a result, PCLS has been asked to participate in a follow-up interview. Only five libraries considered to be leaders in regional partnership initiatives were invited for the interview.

Branch Names: Ms. Parikh reported that the Peninsula Library is in the process of being renamed to Gig Harbor Peninsula Library and the Milton Library renamed to Milton/Edgewood Library. These changes were made to better reflect the regional service of those branches. Publications and signage will be changed over the next two years.
Attorney Opinions: Ms. Parikh reported that she had received legal opinions on two Board member related issues: residency in the library’s service area and how filling an unexpired term affects the number of terms a member may serve.

Carbonado Resident: The library had received a request from a resident of the City of Carbonado to change the library’s policy regarding borrowing privileges for non-residents. Currently, only residents of cities that financially support library services are eligible to purchase library cards. The cities of Carbonado, Ruston, Fircrest and Fife do not provide library services to their residents and thus are ineligible for PCLS borrowing privileges. It was noted that those cities do have the option to annex to the library system for service. City of Fife residents will be voting on such a ballot issue in November. The Board agreed to continue with its current policy and asked that Ms. Parikh contact the cities of Fircrest and Carbonado to introduce the question of annexation. Chair Matsusaka would like to encourage all residents to use the library.

University Place Update: The Board was sent copies of the recently signed legal agreements with the City of University Place that were approved at the last Board meeting. Lorie Erickson shared photographs of construction progress of the new branch.

Stopping Mailings: As a cost savings measure, the library system will soon will stop the mailing of postcard hold and fine notifications. Currently, only 8.6% of cardholders receive the mailed postcards. Those patrons will be contacted by the library’s existing telephone or email notification system.

Pierce County Graduation Summit: Judy Nelson invited Board members to attend an upcoming Pierce County Graduation Summit. The summit is intended to start the community conversation on helping every student be ready to graduate, and on time. The community has worked together well regarding early learning issues and hopes to use the same approach to help students be graduation ready. Chair Matsusaka indicated interest in attending.

Floating Collection: Mr. Wagner asked how the library user benefits from a floating collection. Ms. Lomax responded that the intent is to increase the availability of materials and reduce the time items are being moved from branch to branch. The location an item is returned to will become its ‘home’ and be immediately available to the customer. This method will also freshen up a branch’s collection with items not presently available at that branch.

UNFINISHED BUSINESS

1. Facilities Master Plan Guiding Principles: The Board discussed draft Guiding Principles for services and facilities. The Guiding Principles were developed as part of the Facilities Master Plan and are intended to reflect the vision and expectation expressed by the community during the public meetings, workshop and surveys. Ms. Parikh feels it is vital that the Board participate fully in developing the guiding principles and the principles should represent what the library has learned from the community. The principles will be the foundation for the Facilities Master Plan.

People First: Create a library that respects diverse interests, is tailored to their needs, welcoming to all who come, attractive, innovative, and easy to use. Ms. McCament expressed concern that the library might be perceived as over-promising and under-delivering. She also felt that the word ‘people’ should be replaced by ‘resident’. Mr. Wagner was concerned that the statement reads as if the library favors people over collection. He suggested that people equal the collection. He doesn’t wish it to seem that meeting space/gathering space has more priority than the library’s core business. Ms. Parikh noted that the statement was intended to emphasize the user’s experience. Learning is a part of the core business, and learning may involve space for learning. She suggested that the Board hold a conversation about ‘what is the library’s core business?’
Engage the Community: Ms. McCament suggested the statement be revised to read “acts as a center within the community” rather than being a community center. The Board discussed the term ‘community convener, and what would be the library’s role as a convener. When does the library become a convener; for what community purpose and what topics? There are times it may be appropriate for the library to take the lead, such as the 55+ or job resources projects. The Board indicated a need to better understand what being a convener means. Mr. Wagner noted that the word convener suggests an advocacy role. Any action must lead toward an end that is consistent with the library’s mission.

Go Where the People Are: This principle relates to the concept of not being limited to a building, but also taking service to the community through kiosks or embedded librarians.

Collaborate: This is a strategy to engage partners with whom the library shares customers.

Move with the Times: This principle ensures the library stays relevant and up to date by the use of flexible space and embracing the technologies and service that the public embraces. Ms. McCament noted that the library has always been innovative and has actively sought grants for new services and ideas. Mr. Wagner felt the word ‘mainstream’ might be limiting. The library wants to be on the cutting edge, but not on the bleeding edge. It was suggested that the word ‘innovate’ be incorporated in the phrase.

Operate efficiently: This principle incorporates the green building aspects. Ms. McCament suggested it should include staffing as well as buildings as the library develops its learning culture. The phrase relates to space designed for staffing and operational efficiencies. Mr. Wagner was concerned that LEED certification may not necessarily be the cheapest method. It was noted that there is a difference between ‘green operation’ and LEED. A recent green measure was to change all the PAC light fixtures to be more energy efficient. Mr. Wagner agreed that there is a difference between saving money and being earth friendly, and suggested that the statement reflect that the library has a ‘preference’ for green efforts rather than a mandate to do so.

In discussing the issues reflected at the Strategic Vision Workshop, it appears the top three were: green, being a community gathering place and growing - serving more people in the same number of facilities.

Mr. Albers asked how the document would be used. Ms. Parikh responded that the principles would be included in the Facilities Master Plan final report and could be used for other topics as well. Ms. Parikh thanked the Board for the engaging discussion about the principles. They are a work in progress at this point and will be brought back to the Board for further review.

University Place Capital Campaign: Lynne Hoffman reported that the Capital Campaign Committee is meeting tomorrow and will discuss recruiting additional members and volunteers. The committee is beginning work on a marketing plan and re-starting the ‘ask’ portion of the campaign.

2. 2010 Budget:

Review of 2010 Projected Revenue and Expenditures: Clifford Jo presented the draft 2010 budget of projected revenue and expenditures. The IPD is tracking at -1% and the Board may need to override the IPD. Labor negotiations begin on September 30th and the budget reflects 0% increase for salaries and employer health cost increases. Regular step increases are included in the budget. There is a 6-1/2% increase for maintenance and operation costs, 1% set aside for contingency, 2% for capital funds and $800,000 set aside for a future levy election. Cash reserves will not be used to pay for operations. An analysis is being undertaken to determine how to be sustainable for the next 8 – 10 years rather than 1 – 3 years. The 2010 mill rate is estimated to be 48.31¢ per $1,000 assessed value.

In response to a question about the funds set aside for a levy election, Mr. Jo stated that the levy funds were set aside in the operations budget and bond election funds are held in the capital budget. Chair
Matsusaka stated that 2% of the budget was transferred into the capital fund and the Board could choose not to transfer the funds if need be. Mr. Jo noted that the money would be used for essential unanticipated capital needs, such as failing HVAC systems, roof needs or emergency needs. Ms. McCament remarked that she was pleased to see that 16% of the budget is allocated for materials and that the library won’t be using cash reserves. A draft balanced budget will be presented to the board in October.

Discussion of 2010 Budget Priorities: Ms. Parikh stated that the budget is being developed to reflect three priorities: Ensure that the library provides up to date and future oriented services, preserve the promise from the re-authorized levy voters passed in 2006, and develop and support technology. Ms. McCament asked that the Board have the opportunity to view the videocasts done for staff members regarding the budget.

Fiscal Management Policy: The Board discussed proposed revisions to the Fiscal Management Policy. The revisions were made to reflect the need for a long-term strategy to ensure sustainability. Concern was expressed that the policy limits the ability of the board to respond to an emergency by using cash reserves. Mr. Jo replied that the Board can immediately respond to an emergency situation through Board action, but something related to emergency conditions could be included in the policy. Mr. Jo will further revise the policy to reflect the Board’s wishes and it will be brought back for review at the October meeting.

3. Tacoma Public Library Reciprocal Borrowing Agreement: The pilot reciprocal borrowing project has proven to be successful for both libraries and this agreement would continue reciprocal borrowing privileges on a permanent basis. Ms. Parikh reported that the Tacoma Public Library Board of Trustees will consider the agreement for approval at its meeting next week. She anticipates that the Board will approve the agreement. Usage measurements have not been available from Tacoma Public Library and Ms. McCament noted that she would like to see them in the future.

Ms. McCament moved for approval of the Inter-Local Agreement Between Pierce County Rural Library District and Tacoma Public Library for Reciprocal Borrowing. Mr. Rose seconded the motion and it passed.

NEW BUSINESS

1. Resolution 2009-10: Change to Administration of VEBA: Holly Gorski, Human Resources Director, reviewed the history of the Voluntary Employee’s Beneficiary Association (VEBA). In 2004, the library created a VEBA to be used by the non-represented management group. Members can cash out sick leave accrual and the tax-free funds go into the VEBA trust. The money can then be used for qualified medical expenses and medical health premiums. Ms. Gorski asked the Board to consider revising the VEBA to increase flexibility of who would be eligible as a member group. In discussing the issue, Board members wished it to be clear that the trust is funded through sick leave pay off from the employer and not employer contributions. Ms. Gorski noted that the language of the resolution came from the trust administrator, but could be revised. There was also concern expressed that it be made clear that the amount put into the trust is not bargainable by the union.

Ms. McCament moved for approval of Resolution 2009-10, to modify the existing health reimbursement arrangement/Voluntary Employee’s Beneficiary Association (“HRA VEBA”) Plan. Mr. Rose seconded and it was passed.

2. Policy Review Process: Due to Board meeting time constraints, it was agreed to defer this discussion until the regular October Board meeting.
EXECUTIVE SESSION

At 5:25 pm, Mr. Rose moved to enter into executive session as per RCW 42.30.110 for 25 minutes to discuss labor contract negotiations and real property. Mr. Wagner seconded the motion and it passed. The Board announced at 6:03 pm that Executive Session would continue for an additional 10 minutes. The Board reopened to public session at 6:08 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:10 pm on motion by Mr. Wagner, seconded by Ms. McCament.

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Secretary      Chair