CALL TO ORDER

Chair Eugene Matsusaka called to order the regular meeting of the Pierce County Rural Library District Board of Trustees on December 9, 2009, 3:35 pm. Board members present were Steve Albers, Allen Rose and Budd Wagner. J.J. McCament was excused.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Minutes of the November 12, 2009 Regular Meeting of the Board of Trustees
2. November 2009 Payroll, Benefits and Vouchers in the total amount of $2,227,786.54
   a. Payroll Warrants 2868 - 2874 dated 11/01/09 – 11/30/09 in the amount of $5,964.15
   b. Payroll Disbursement Voucher dated 11/06/09 in the amount of $578,379.93
   c. Payroll Disbursement Voucher dated 11/20/09 in the amount of $509,818.06
   d. Disbursement Voucher – Account Payable dated 11/20/09 – 11/30/09 in the amount of $1,130,585.88

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

BOARD MEMBER REPORTS

There were no Board reports.

OFFICER REPORTS

Introduction: Lisa McNamara, Senior Librarian at Graham branch and soon to be Senior Librarian at Sumner branch, was introduced to the Board.

Bonney Lake: Ms. Parikh reported that eight agencies chose to not override the Implicit Price Deflator, including the cities of Bonney Lake and University Place and the Port of Tacoma.

Enumclaw: The City of Enumclaw is considering annexing to the King County Library System. Ms. Parikh has been trying to get a reciprocal use agreement with the city, but the library has not been interested.

PUBLIC HEARING: 2010 DRAFT BUDGET

Mr. Albers moved that in accordance with RCW 85.44.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2009 property tax levies for collection in 2010. Mr. Rose seconded the motion and it passed.
Chair Matsusaka asked if there was anyone in the audience who would like to comment on the budget. There were no comments.

Mr. Albers moved to close the public hearing on the 2010 budget of estimated revenue and expenditures. Mr. Wagner seconded the motion and it passed.

**UNFINISHED BUSINESS**

1. **2010 Budget:** Clifford Jo referred to the line item document and reviewed specific adjustments since the last Board meeting. The major change relates to the Board’s decision to not override the Implicit Price Deflator, which led to decreases in department budgets. Personnel costs have decreased by 9.31%. However, unemployment compensation costs have increased greatly to cover the costs of the staff members laid off. The only budget increases from 2009 are for fuel and software. 7.63% was cut in general operations, specifically in travel, registration fees, and professional services. Those items do not impact operation of the library system. The materials budget is $4.6 million. 19 staff members chose to accept the Voluntary Retirement Incentive, for a personnel savings of $336,000. The budget includes $80,000 in funding for a future levy election. The contingency fund remains 1% of the budget and the cash transfer is 2% of the budget.

The Capital Improvement Plan is essentially the same as presented at the November Board meeting, but the phone system replacement was moved from 2009 to 2010. There is no net difference in the plan.

In response to a question regarding the retirements, Mr. Jo reported that no decision has been made on which position, if any, to replace.

Steve Albers commended the administration for a good job on balancing the budget.

Mr. Jo reviewed the budget narrative noting in particular that next year the narrative will indicate that property tax will be 97% revenue received due to the low interest received. The personnel costs are now 64% of the library’s expenditures.

**Service Model:** Georgia Lomax reviewed the new Service Model which will realign staff tasks so that public service staff will concentrate primarily on customer service, while other staff will concentrate on tasks. In 2009, PCLS reached 7 million circulations and for the first time, a branch has checked out 1 million items (South Hill today). In the last 3 years, circulation has grown by 1.5 million. It took 16 years for the library to reach 1.5 million previously. The library will need to work smarter and use more self-service processes in order to meet the increased demand with decreased staffing levels. A copy of the new branch organizational chart was given to the board, showing the new supervisory structure.

**Efficiencies Report:** The Board had been sent a preliminary report on efficiencies achieved and Ms. Parikh will present a more cohesive report at a future meeting.

**Staff Reductions Update:** Management bumps have been completed, but the paraprofessional bumping process will continue until January. The current projection is that nine people will be laid off. However, there are many people affected because of bumping and demotions.

**Resolution to Adopt the 2010 Budget of Estimated Revenue and Expenditures:** Mr. Wagner moved for adoption of Resolution 2009-18, to adopt the 2010 budget of estimated revenue and expenditures. Mr. Albers seconded the motion and it passed.

**Resolution to Adopt the 2010 Capital Improvement Fund Budget:** Mr. Wagner moved for adoption of Resolution 2009-19, to adopt the 2010 Capital Improvement fund budget. Mr. Rose seconded the motion and it passed.
Mr. Cliff noted that there is no need to recertify the budget. He also noted that King County assessment information has been received and the library will receive $940 in 2010.

2. Facilities Master Plan: Planning Philosophy: The Facilities Master Plan final report document is meant to memorialize the comments received from the community as a whole. The Board reviewed the Planning Philosophy document at its October meeting and the document has been revised to reflect the Board’s comments and concerns. Mr. Wagner felt the revised document was greatly improved.

Mr. Wagner moved to adopt the Facilities Master Plan Planning Philosophy. Mr. Albers seconded the motion and it passed.

3. University Place: Schedule Agreement: Ms. Parikh distributed a letter from the City of University Place relating to changes to the schedule. The letter has been revised to reflect the library’s concerns. Ms. Parikh reported that due to a misunderstanding relating to a redesign of the layout of furniture, shelving, and seating, the City of University Place felt it necessary to withdraw its request for bids for Library Tenant Improvements. The change required moving electrical outlets. The city let the call to bid, with a completion date early in 2011. However, during the walk-through, city representatives stated that construction would start in June or July of 2011 and be completed by December 30, 2011. The date given contradicts the completion date in the library agreement. The library and city renegotiated the construction completion date and the revised drawings were delivered to the city on December 4, 2009. The library and the city believe the branch can be completed by October 11, 2011.

Ms. Parikh asked for Board approval of the Library Tenant Improvement Bid Schedule, to include a waiver of delay penalties through October 2010. Completion after October will still be subject to penalties per the current agreement. The library also agrees to pay architectural fees and costs of KWA associated with revising the existing plans and the fees and costs of Helix in reviewing those changes. The city will continue the interim library rental for 90 days past substantial completion.

Ms. Parikh noted that the revised plans will allow for larger teen and children’s areas, additional computers, addition of a job resource center and more family seating. The internal book return was moved so that a customer can return a book, pick up a hold and do self-service check out in one convenient space.

Mr. Rose moved to authorize Neel Parikh to sign the Library Tenant Improvement Bid Schedule, dated November 30, 2009. Mr. Wagner seconded the motion and it passed.

NEW BUSINESS

1. South Hill Art: Sherri Bails, South Hill Community Council (SHCC), and Kathleen Wolf, Managing Librarian, South Hill library, presented a proposed donation of artwork to the South Hill branch. The etched glass artwork had been commissioned by the South Hill Community Council. The panels are the contest winners’ designs from high school students for placement in Pierce Transit bus shelters located in South Hill. Unfortunately, a number of the panels have been vandalized or broken and Pierce Transit has removed all the panels. The SHCC felt it was important that the panels remain in South Hill and would be appropriate for public buildings. Therefore, the SHCC is donating one of the panels to the South Hill branch library. The Friends of South Hill Library will pay any installation expenses. By library policy, the Board of Trustees must formally accept art donations on behalf of the library.

Mr. Wagner moved that the library gratefully accept the art as presented today and further, to express the library’s appreciation to the South Hill Community Council and the Friends of the South Hill Library. Mr. Rose seconded the motion and it passed.

2. Letter of Intent to Lease Space at Surprise Lake Shopping Center: Clifford Jo and Lorie Erickson reviewed and discussed with the Board details of a proposed Letter of Intent to lease space for a
relocated Milton/Edgewood branch library. The library would move into retail space at the Surprise Lake Shopping Center. The library's realtor has been negotiating with the owners of the shopping center. Details include a rental cost of $10.00 per square foot, the tenant improvement allowance has been removed, and the deposit fee was reduced to $11,000. The library would be responsible for the tenant improvement work rather than the owner, allowing the library to have oversight and control of the project, manage the expenses and speed up the process.

Mr. Wagner moved to authorize Neel Parikh to sign a Letter of Intent for leased space at the Surprise Lake Shopping Center. Mr. Rose seconded the motion and it passed.

3. Resolution – Year-End Capital Improvement Fund Transfer: Mr. Wagner moved to approve Resolution 2009-20, to transfer a portion of the fund balance of the general fund to the capital improvements fund. Mr. Rose seconded the motion and it passed.

4. 2010 Election of Board Officers: Chair Matsusaka stated that he has enjoyed his time as Chair, but will be unable to accept a second appointment. He is negotiating to purchase property in Arizona and will be spending several months a year in Arizona. By unanimous vote, J.J. McCament was elected to serve as Chair of the Board in 2010 and Mr. Wagner as Vice-Chair.

EXECUTIVE SESSION

Mr. Wagner moved to enter into executive session as per RCW 42.30.110 at 5:11 pm for 10 minutes to discuss the evaluation of the Executive Director. Mr. Rose seconded the motion and it passed. At 5:10 pm, Mr. Wagner announced that the executive session would last an additional 20 minutes. The Board reopened to public session at 5:31 pm.

ADJOURNMENT

The meeting was adjourned at 5:32 pm on motion by Mr. Wagner seconded by Mr. Albers.

Secretary

Chair