

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, APRIL 10, 2013**

CALL TO ORDER

Chair Linda Ishem called to order the regular meeting of the Pierce County Rural Library District Board of Trustees April 10, 2013, 3:32 pm. Board members present were Donna Albers and Robert Allen. Allen Rose was absent. J.J. McCament attended the Intellectual Freedom session via phone.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Minutes of the March 13, 2013 Regular Meeting of the Board of Trustees
2. March 2013 Payroll, Benefits and Vouchers in the total amount of \$1,691,768.81
 - a. Payroll Warrants 3402 - 3403, dated 03/01/13 – 03/31/13 in the amount of \$2,140.58
 - b. Payroll Disbursement Voucher dated 03/06/13 in the amount of \$451,906.82
 - c. Payroll Disbursement Voucher dated 03/20/13 in the amount of \$522,592.65
 - d. Accounts Payable Warrants 619923 - 620125 dated 03/01/13 – 03/31/13 in the amount of \$715,128.76
3. Resolution 2013-02: To Declare Equipment Surplus to Public Service Needs

Robert Allen moved for approval of the consent agenda. Donna Albers seconded the motion and it was passed.

BOARD MEMBER REPORT

Chair Ishem – Chair Ishem welcomed Petra McBride as the new Executive Assistant, noting that she was selected from a very competitive group of candidates. Ms. Ishem participated in the open search and was impressed with the process, the quality of the management team and their competence and commitment to the Library.

OFFICER REPORT

February Dashboard – Georgia Lomax shared the February statistics with the Board, noting the data is now showing the impacts of the changes due to recent budget cuts. She reported that discontinuation of the Bookmobile and the installation of DVD dispensers impacted the circulation figures.

Chair Ishem asked whether the Library is tracking consistent data to the trends of other libraries around the country. Ms. Lomax stated that circulation is decreasing nationwide and that the Library will be doing some benchmarking in the near future. Ms. Albers inquired whether there are macro trends to watch, noting the job search category was up and visits and circulation were down. Ms. Lomax affirmed that the public uses libraries differently and libraries need to adapt to those changes. Most libraries saw a high spike in the midst of the recession likely due to people needing free or low cost entertainment. She added that when magazines went online, Pierce County Library saw an impact on circulation and on copying revenue. When asked if the Library has a sense of whether the decision to remove the

Bookmobile has been effective, Ms. Lomax reported that the Library will be examining whether those customers are still using our services. Ms. Parikh noted that the Franklin Pierce School District Card in Every Hand program will be reaching many of those customers.

2012 Branch Use Data – Ms. Lomax shared 2012 data on how the branches performed based on their size. She provided a different look at the trends based on the branch use patterns. Chair Ishem stated it was a brilliant analysis and appreciated the explanations behind the various movements.

March 2013 Financial Report – Dale Hough reported that March revenue was double what was expected. He is uncertain at this point why, but suspects it is as a result of delinquent tax bills payments. He will provide further information as it becomes available.

LJ Movers and Shakers – Ms. Parikh shared the *Library Journal* article featuring Susan Anderson-Newham, Youth Services Librarian, who received the *Library Journal's* Movers and Shakers award and noted that Ms. Anderson-Newham is a great representative for Pierce County Library.

Customer Stories - Ms. Parikh reported that Michael Gordon, Foundation Chair, posted on the Institute for Museum and Library Service blog that three customers have found jobs due to the resources from the Pierce County Library. She noted that Mr. Gordon is an energetic advocate for the Library. Lynne Hoffman, Foundation Director, reported that a Pierce County Library staff member recently made a three year pledge for \$5,000 per year because of the Library's support of PC Reads. She added that the Foundation had a target of \$20,000 for summer reading sponsorships and to date they have raised \$22,000.

NEW BUSINESS

Intellectual Freedom – Ms. Parikh introduced Candace Morgan, the former Deputy Director at Fort Vancouver Regional Library and a recognized expert on the subject of Intellectual Freedom and libraries. Ms. Morgan gave an overview of library responsibilities in connection with free speech and privacy. She introduced the constitutional and legal background for free speech, including speech that is not protected by the Constitution such as obscene speech and child pornography. She also described the responsibilities of libraries in connection with meeting rooms and display of literature. In addition she gave an outline of the general elements of privacy, particularly in connection to patron records and patrons' use of library materials. She pointed out that, in a library, customers have a reasonable expectation of privacy and this expectation should be taken into consideration in library planning. She pointed out the importance of regular review of the library's policies while keeping in mind these basic constitutional principles. She also briefly discussed policies and practices related to the Children's Internet Protection Act (CIPA) and praised the Library for doing a good job of addressing issues that arise.

Ms. Morgan also stated the important role of libraries to educate the public about their rights and responsibilities. Libraries are driven by staff efficiency and are continually expanding to meet the needs of society (e.g. social networking). She noted that libraries communicate a transparent message to their clientele, recognizing the need to tell them what is in place and what libraries can do to protect them.

When asked by Chair Ishem about the issues upon which the Board should focus, Ms. Morgan encouraged the Board to be supportive of staff when setting goals and understand their role in educating the public. She added that when reviewing policies, Board members should ask what the privacy framework is for the policy. She indicated that staff will help the Board identify that framework as well.

Chair Ishem further inquired what the Board should be paying attention to with regard to protection and filtering, being that protection relates to freedom of access. Ms. Morgan directed the Board to ask staff for an occasional scrutiny of which categories are being filtered and how they are defined.

Ms. Albers stated the since the Library has policies for what is filtered, and those policies were established through previous Boards, it may be a logical step to determine if they need updating and then correlating the filters to be in line with those policies.

Mr. Allen noted it would be helpful to hear what has been the voice of the people in the Library's service area. Of interest would be what the complaints are historically and the Library's responses to those complaints.

Ms. Parikh stated it would be advisable to go through the policies in order to give the Board context. Ms. Parikh and the Board shared their appreciation of Ms. Morgan's message.

UNFINISHED BUSINESS

Reciprocal Borrowing Policy- Ms. Lomax presented an updated version of the proposed policy based on the Board's discussion during the March meeting. This policy was developed to establish the Library's philosophy and purpose for participating in reciprocal borrowing, which allows Pierce County Library System residents to borrow items, in person, from other libraries outside our service area for free and vice versa. This service began in 1971 under a "Cooperative Use Agreement" with four libraries. It was never adopted as an official policy.

Mr. Allen moved and Ms. Albers seconded the motion and it was passed.

2012 Reciprocal Use Summary – Ms. Lomax provided a breakdown of how reciprocal cardholders are using PCLS, including the number of cardholders, amount of materials borrowed and locations used. Mr. Allen appreciated the information. Ms. Lomax indicated she will provide it yearly.

Policy Review

Non-Resident Card Fees - As a result of revising "Reciprocal Borrowing", the Administrative Team reviewed the "Non-Resident Card Fee" policy and determined it was no longer needed. Ms. Lomax recommended eliminating non-resident card fees policy and issuing all non-resident library cards under the "Library Card Eligibility - Individuals" policy and the "Reciprocal Borrowing" policy.

Mr. Allen moved to rescind the non-resident fees. Donna Albers seconded the motion and it was passed.

Borrowing Privileges – Ms. Lomax requested Board approval to revise the policy and bring it up to date, adding statements relating to privacy and cardholders responsibilities. The policy was also renamed "Library Card Eligibility - Individuals". Ms. Parikh noted that the policy was created at the time the Board decided not to sell cards to citizens in jurisdictions that did not support a Library.

Mr. Allen recommended revising the language of the policy be changed from "residing" to "live". Ms. Lomax will confirm that "residing" was not critical and will make the change if it is not. Mr. Allen also recommended adding the term "borrowing privileges" to maintain consistency throughout the policy and removing the phrase "in the library service area" from the paragraph on card eligibility. Mr. Allen moved to approve the policy as amended. Ms. Albers seconded the motion and it was passed.

Library Cards for Institutions - Ms. Lomax requested Board approval to the policy to make it relevant and consistent with the format currently in use. A Policy Statement and Purpose were also added. Mr. Allen recommended adding the term 'borrowing privileges'.

Mr. Allen moved to approve the policy as amended. Ms. Albers seconded the motion and it was passed.

University Place Condominium Update – Ms. Parikh reported she had a productive meeting with Steve Sugg and Lianna Collinge. Ms. Collinge will prepare a proposal for setting up the Condominium Association and ongoing operations. The City of UP was very pleased with the concept. Ms. Parikh will update the Board as information becomes available. Ms. Parikh also cited correspondence between Steve Victor and Bill Holt relating to parking, operating and capital expenses, and the cost to Town Center. This is still to be resolved.

NEW BUSINESS

Steilacoom Branch Friends Landscaping Proposal – Sally Porter Smith introduced Beverly Isenson, the President of the Steilacoom Friends of the Library, who presented a proposal to provide an outdoor covered seating area adjacent to the entrance. Ms. Porter Smith noted that the review process was thorough and staff has considered any possible ramifications. Feedback and input from the community was also solicited.

Mr. Allen remarked that it is a wonderful proposal and seems to be much needed. When questioned if the town has a tree retention policy, Ms. Porter Smith noted that the Library had verified there are no trees on the property that are impacted. Ms. Ishem thanked Ms. Iverson, noting that the proposal was responsive to use patterns. Ms. Porter Smith reported that the Mayor of Steilacoom has expressed interest in donating a bench for the project.

Ms. Albers questioned if there was concern the space may be used by unintended guests. Ms. Porter Smith and Ms. Iverson noted that maintenance of the space was evaluated, the space is being used informally already and that the Library's Wi-Fi is being heavily used.

The Board expressed their thanks to Ms. Isenson for her efforts.

EXECUTIVE SESSION

At 6:05 pm, Mr. Allen moved to enter into Executive Session as per RCW 42.30.110 for 5 minutes for discussion of personnel matters. Ms. Albers seconded the motion and it passed. The session was reopened to the public at 6:10 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:15 pm on motion by Mr. Allen seconded by Ms. Albers.

Neel Parikh, Secretary

Linda Ishem, Chair