

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING, JANUARY 8, 2014**

**CALL TO ORDER**

Chair Linda Ishem called to order the regular meeting of the Pierce County Rural Library District Board of Trustees January 8, 2014, 3:35 pm. Board members present were J.J. McCament, Allen Rose, Donna Albers and Robert Allen.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Minutes of the December 11, 2013 Regular Meeting of the Board of Trustees
2. December 2013 Payroll, Benefits and Vouchers in the total amount of \$1,805,450.29
  - a. Payroll Warrants 3503-3511, dated 12/01/13 – 12/30/13 in the amount of \$7,617.43
  - b. Payroll Disbursement Voucher dated 12/06/13 in the amount of \$531,023.02
  - c. Payroll Disbursement Voucher dated 12/21/13 in the amount of \$495,172.91
  - d. Accounts Payable Warrants 621761 - 621931 dated 12/01/13 – 12/30/13 in the amount of \$771,636.93
3. Approval of Revised Learning Times Purchase Order
4. Resolution 2014-01: To Declare Equipment Surplus to Public Service Needs

Mr. Rose moved for approval of the consent agenda. Mr. Allen seconded the motion and it was passed.

**BOARD MEMBER REPORT**

There were no Board Member Reports.

**OFFICER REPORT**

Ms. Parikh introduced Chereé Green, Staff Experience Director, who comes from Franciscan Health System. Ms. Green brings a wealth of experience and background in Human Resources and will make a great contribution to the Library.

Ms. Parikh and Georgia Lomax, Deputy Director, attended a luncheon to accept the Creative Leadership award from the Paul G. Allen Family Foundation. Ms. Parikh thanked all staff involved in the project.

**November Dashboard**

Ms. Lomax noted year-to-date circulation numbers are still being compiled and finalized. Ms. Ishem questioned if the goal of the ongoing work on market segmentation is to boost circulation. Ms. Lomax added as branch staff determines what users need, the Library would look at how to increase those

services. Ms. Parikh added the goal is to increase the Library's reach to ensure it is serving all of the community.

### **2013 Library Journal STAR Libraries Statistics**

Ms. Lomax shared the annual Library Journal article announcing the 2013 "Star Libraries". She expressed her pleasure in seeing that *Library Journal* is looking at services that are more current. Discussion ensued about how the data is used in the report. Ms. Lomax asked if the Board was interested in continuing to see this report when it comes out. The Board responded affirmatively. Ms. Ishem said it gives them an opportunity to reflect on whether or not they think these measures are important.

### **Library Card Drive**

Linda Farmer, Marketing and Community Relations Director, reported she is still working with Bethel School District to roll out the cards district-wide. An internal computer glitch caused a delay. She will have an updated report to the Board in the spring.

### **2014 Legislative Day**

Ms. Parikh noted that although she and Ms. Lomax will be at the PLA conference on the Legislative Day, six managers would be attending. Packets containing information on the Library system and the services it provides to the community will be distributed to each legislator. She added there is nothing on the legislative horizon relating to libraries as of this meeting, but will keep Board informed.

### **Re-Appointment of Chair Ishem**

Ms. Parikh reported the re-appointment of Chair Ishem is in progress and she will keep the Board updated on the status.

### **Anarchist Cookbook**

Discussion ensued about a recent news article regarding the book. The book is no longer in the System.

## **UNFINISHED BUSINESS**

### **Philosophy Policy**

Ms. Lomax brought the updated policy to the Board for feedback, noting the language was now consistent with other policy documents. Mr. Allen said she had done a great job of reflecting the discussion from the previous meetings. Discussion ensued about how the Library pursues the goals of the policy and about actively addressing First Amendment rights. The Board recognized how important the policy is and thanked Ms. Lomax for her work on the document. Ms. Lomax thanked the Board for working with her on the policy and understanding the importance of its intent.

Mr. Allen moved for approval of the Philosophy Policy as presented. Ms. McCament seconded the motion and it was passed.

### **Selection of Library Materials Policy**

Lisa Bitney, Reading and Materials Director, presented an updated draft for the policy. Ms. McCament was pleased with the rewrite and that all issues raised had been addressed.

Ms. McCament moved for approval of the Selection of Library Materials Policy. Ms. Albers seconded the motion and it was passed.

### **Succession Planning: Executive Director Priorities and Competencies**

Catherine McHugh, Ph.D., shared her final document outlining the essential priorities and competencies required of a new Executive Director. She stated participants felt the priorities were a comprehensive list which captured input from external stakeholders, the Board and staff.

Discussion ensued regarding topics in the competencies document. Ms. McCament would like to see managing the budget included in Business Acumen. Ms. Ishem expressed interest in seeing a broader priority relating to remaining engaged or relevant as a leader in the library industry and felt this priority should be brought to the forefront. Mr. Allen added he would like to see a statement included which says it is important to maintain and enhance a culture of excellence.

Ms. McHugh shared the aggregate results showing individual respondents' top priorities and competencies to show how the Board was aligned in their thinking.

Discussion ensued regarding competencies. Mr. Allen found it curious that Business Acumen did not score higher. Ms. Albers stated business acumen implies expertise in certain areas such as financial or technological and that a good executive leader will surround him/herself with the people who can do well in these areas and build a strong team. Ms. McHugh suggested using the top four to six competencies as the foundational core for identifying strong candidates once the search process begins.

Ms. Ishem appreciated seeing the document showing Ms. McHugh's process in arriving at the top priorities and competencies. The Board thanked Ms. McHugh for her work.

Ms. Parikh thanked the Board for their continued hard work on identifying the competencies needed in the next Executive Director. She then made the announcement of her plan to retire from Pierce County Library effective November 1, 2014. She said she made the decision to announce her retirement now in order to give the Board an adequate amount of time to recruit for the position more effectively.

Mr. Parikh said she phoned David Zeeck, Publisher of the Tacoma News Tribune, and Pat McCarthy, Pierce County Executive, who both thanked her for her work with the Library. The News Tribune will be releasing a story online this evening and in print the following morning. Staff is being informed at the time of this announcement.

Ms. Parikh thanked all the members of her Administrative Team for helping with the details as they worked out a transition plan. She reported she and Clifford Jo, Finance and Business Director, have prepared the Request for Qualification (RFQ) to identify the best recruitment firm. She asked the Board to review and provide input on information requested by the RFQ, indicating she would like to begin the process right away.

Ms. Parikh asked the Board for their guidance in adding an intermediary, or facilitator, to act as manager of the process so the responsibility would not fall on staff, who should not be involved, or a Board member. She indicated the Library's attorney, Bill Holt, was willing to act in this role. The Board agreed to have Mr. Holt assume the role and gave Ms. Parikh permission to issue the RFQ.

Ms. Albers suggested adding verbiage in the opening statement of the RFQ indicating the Board will be using the list of competencies developed by Ms. McHugh during the search, noting the importance of combining her work with the RFQ.

## **NEW BUSINESS**

### **2014 Board Calendar of Work**

Ms. Parikh reviewed several items scheduled for 2014. Ms. Albers asked how the Digital Experience Director candidates would implement the Technology Plan and how the two will tie together. Mr. Jo stated candidates will have access to the plan as part of the interviewing process and will be able to speak to it. The hiring panel will determine how well the candidates are aligned with the plan. He added the plan is a living document, which was formulated by input from staff and management. The foundational priorities of the plan are established but there will be opportunities for the new Director to provide leadership and new approaches.

Ms. Parikh indicated she would like to bring Board members up to date with the process of the Facilities Master Plan. Ms. McCament noted the timing is in accord with Pierce County's 2015 Comprehensive Plan update. Ms. Lomax informed the new Board members the Library has already done a lot of work in 2012 related to the Comprehensive Plan in order to ensure updated information is included and considered well in advance of the County's next major upgrade. Ms. Parikh asked the Board if they wanted any additional items added to the calendar. The Board agreed the list was comprehensive.

### **2013 Operational Changes for Efficiencies and Savings**

Ms. Lomax reported on the Library's efficiencies over the past year, highlighting the implementation of Advanced Shipping Notice (ASN). She introduced Sue Hubbard, Acquisitions Specialist, and Colleen McGaughey, Library Technician, who shared their experiences using ASN to receive books into the system. ASN uses barcode scanning to receive the books before they are unpacked. Staff can now also 'see' what is in a box, for tracking purposes, before it arrives in the building. With this new capability the Library expects to save over 100 hours of staff time in 2014.

### **Community Outreach Services**

Ms. Nelson introduced Sarah Durham, Community Outreach Librarian, to the Board. Ms. Durham was instrumental in setting up the new outreach service to schools. The response has been positive. Summer Reading program materials have also been incorporated into the service. Judy Nelson, Customer Experience Manager, stated the goal is to provide as close a level of service as a child can get in the branches. Ms. Parikh praised Ms. Durham's creativity and energy and was pleased with the results. Ms. Nelson said because of Foundation funding, the Library would get a new senior service van that will be available full time and will allow the Library to reach more service areas. Ms. Durham is interested in reaching the children at JBLM and is working on incorporating the service into several Pierce County schools. Ms. Parikh said the focus is to get back to the places the Library served with the Explorer bookmobile.

### **Story Corps**

Ms. Farmer demonstrated how the public could access information on the project on the Library's website. The Library will record 18 interviews with people who have stories about how they or their communities have been impacted by the Library. Ms. Parikh briefly shared the story of former Executive Assistant, Storm Reyes, who was a migrant farm worker whose life was positively impacted when the Bookmobile came to her community.

### **Digital Kids Webpage with Apps Information**

Ms. Nelson demonstrated how the public could access the new services on the Library's website. She noted a team of three Librarians expressed an interest in learning about apps for kids and subsequently making this information available on the website. The apps listed are either low cost or free. Ms. Nelson stated the Library is committed to upholding the principles of Every Child Ready to Read, and its five practices - reading, writing, singing, talking, playing. The goal is to help parents understand the importance of interaction and staying engaged while their children are using the apps. Youth Services Librarians have discovered various ways to use the apps during their story times. The selections posted on the website will be reviewed on a monthly basis.

Mr. Allen said it is a great service and was especially pleased the Library is culling the apps from the thousands on the market.

### **College Bound Culture**

Ms. Nelson noted she is working with her counterpart at University of Washington Tacoma and will be integrating a program into summer reading, targeting K-3. A pilot project will be ready this summer.

Ms. Parikh said she is confident about the future of the Library and is incredibly proud of the organization and its dedicated staff of innovative leaders.

**EXECUTIVE SESSION**

At 5:55 pm, Mr. Allen moved to enter into Executive Session as per RCW 42.30.110 for 5 minutes for discussion of personnel matters. Ms. McCament seconded the motion and it passed. The session reopened to the public at 6:00 pm.

**ANNOUNCEMENTS**

There were no announcements.

**ADJOURNMENT**

The meeting was adjourned at 6:00 pm on motion by Ms. McCament seconded by Mr. Allen.

---

Neel Parikh, Secretary

---

Linda Ishem, Chair