

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, AUGUST 13, 2014**

CALL TO ORDER

Chair Linda Ishem called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 PM. Board members present were J.J. McCament, Rob Allen and Donna Albers and Allen Rose.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the July 9, 2014 Regular Meeting
2. July 2014 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3564-3571, dated 07/01/14 – 07/31/14 in the amount of \$4,272.50
 - b. Payroll Disbursement Voucher dated 07/07/14 in the amount of \$586,829.17
 - c. Payroll Disbursement Voucher dated 07/21/14 in the amount of \$590,362.59
 - d. Accounts Payable Warrants 622921-623073 dated 07/01/14 – 07/31/14 in the amount of \$1,061,851.23
3. Resolution 2014-05: To Declare Equipment Surplus to Public Service Needs

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

BOARD MEMBERS REPORT

There were no Board members reports.

OFFICERS REPORT

June Dashboard - Ms. Albers said it was interesting to see the numbers continue to decline. Mr. Rose said he suspects customers are using the Library in different ways. Georgia Lomax, Deputy Director, said the decline in circulation is related to the economy and that coming out of the recession has had an impact.

There was discussion about the use of Wi-Fi and the difficulty in tracking it. Mr. Allen asked whether it costs the Library more to have wide area coverage available and if there is an impact to service available to the Library's true customers. David Durante, Customer Experience Manager, said although it could impact the speed and put a strain on the network, the number of non-library patrons use is minimal. He added the Library upgraded its system in 2012 and the load is not heavily impacted. Sally Porter Smith, Customer Experience Director, said the Library has received high marks in recent surveys about its Wi-Fi availability. Ms. Lomax noted the Information Technology department regularly monitors the speed of the system.

Ms. Parikh, Executive Director, noted visits and virtual access totaled 2.4 million in 2013. Mr. Rose said virtual library use makes the operation of libraries less expensive and puts less wear and tear on the

branches. When asked why cardholder use is not up year over year, Ms. Lomax stated the Library purges cards if they have not been used in last two years.

Ms. Parikh noted the Foundation raised over \$780,000 in the last year. \$138,000 was unrestricted donations through checks written by donors.

July 2014 Financial Report - Dale Hough, Finance Manager, reported the Library's revenue and expenditures are on target at 54%. Mr. Allen asked about the percentage of the capital improvement budget spent year to date. Lorie Erickson, Facilities Director, said it is based on how she spreads out the capital projects throughout the year.

Ms. Parikh shared information on workshops being held in September on elections. She invited the Trustees to attend.

Summer Learning Day - Ms. Parikh noted programs have increased by 35%. Ms. Ishem asked which age group is focused on. Judy Nelson, Customer Experience Manager, said K-3 is the primary target but there are programs available for kids from birth to teen.

2015 CPIU- Ms. Parikh noted the final 2014 budget is complete. She shared a copy with the Trustees.

Fife Update - Surrounding Development - Ms. Parikh reported the owner of the land adjacent to the Fife Library is now developing the property. The Library's agreement with the city of Fife states when 66th Street is put in, the Library will have to close the current 20th Street entrance. The street will not be installed until 2015. Ms. Parikh spoke with the former City Manager asking for an easement of adjacent city property in order to expand parking. The Library is in the preliminary stages of the process.

The city will give the Library an allowance toward the project. She said they expect no major impact on the Library during this preliminary process.

Facilities Master Plan Construction Options - Ms. McCament said the document was helpful. Mr. Allen asked about the UP expansion of 5000 square feet not being adequate. Ms. Parikh said when the plan was originally finished it was clear the 5000 square feet estimate was short. Ms. Lomax noted libraries are using square footage per customer and door count by hours as measurements to understand comfort level and personal space.

UP Condo Board Minutes - Chair Ishem inquired whether there were any liability issues surrounding the piano in the atrium at University Place. Jennifer Patterson, Customer Experience Manager, said she did not think so and stated it will be a good addition to the space. The proposal states there will be a locking cover on the piano. Ms. McCament asked if the Library is in better shape this year as compared to last year since forming the Condominium Association. Ms. Parikh said that it was and that all financial discrepancies were cleared up when the Association was created. Mr. Allen asked whether the cost of the building is leveling out at an expensive rate. Ms. Erickson said she will do a comparison of operation costs with a similar sized building and report to the Board.

Chair Ishem asked if a condo model makes sense going forward when looking at future buildings. Ms. Parikh felt the Library should be more involved in the design of the building. Mr. Rose noted the gas fireplace is also an unnecessary expense, costing over \$500 a month.

UNFINISHED BUSINESS

Executive Director Search Update - Chair Ishem announced the three finalists, Nate Hill, Georgia Lomax and Jeff Scott. There will be a two day interview process with the candidates on August 21 and 22, 2014. The schedules will be sent to the Board. A public forum will be held August 21, 2014, from 5:30 -7:30 PM. Candidates will select three public library trends or themes and briefly discuss them in the context of Pierce County's Strategic Framework. The Board will meet with the candidates on August 22,

2014. The finalists will meet with Administrative team, Leadership team, Director Parikh, and staff on August 21, 2014.

Ms. Parikh asked if Bradbury Associates will compile information from the first day's interviews and provide the feedback to the Board. Chair Ishem said she will check with them to verify this.

Chair Ishem said she had been doing follow up work on the Board's recent discussion on Director evaluations. She added the process will be more vigilant with a new director than it has been with a long standing director. She is considering various mechanisms to get feedback from staff. She is working with Catherine McHugh, Library consultant, on some processes and will share those with the Board as well as proposing a model or two in the near future. Ms. McCament asked about whether the new Director will have a year's probation. Ms. Parikh suggested this could be a contract issue. She recommended it be incorporated in the evaluation process and be stated up front in the hiring process. Ms. McCament thanked the Board for their efforts. Chair Ishem and Mr. Allen said they were pleased with the screening committee, adding that they all brought a different perspective to the process and were very enthusiastic. They also thanked the staff for the efforts in coordinating all of the events.

Chair Ishem said all three finalists were innovators. Two, Mr. Hill and Ms. Lomas have been recognized by Library Journal as Movers and Shakers. She added some have very specific backgrounds, such as capital facilities plans.

2015 Budget Process and Calendar - Ms. Parikh called the Board's attention to the departmental priorities for 2015. She said the Administrative team met with department heads in Spring to identify them. They will now come to share with the Administrative team to collaborate and align the process. The work will be completed by mid-September. Ms. Albers asked what is the impact on the new Digital Experience Director. Ms. Parikh said he will be involved in the process and will share his priorities as part of developing the budget. Ms. Porter Smith noted there has been good work with the technology plan. Mr. Jo said the Administrative team has compiled a list of his 100 day priorities and he will hit the ground running.

Mr. Allen asked how priorities will be documented when they are received, adding it would be good background for new Director to understand why the budget is the way it is. Ms. Parikh said in the current budgets, the goals and priorities are recorded in the back and these will be discussed with the Leadership team.

Meeting Room - Ms. Porter Smith and Ms. Patterson reported on the policy and procedures on meeting room use. Ms. Porter Smith said PAC meeting rooms use is very different than branch rooms, since the branch meeting rooms are used heavily for library programming as well as use by the public.

Ms. Patterson said staff reviewed the policy and procedures. The changes in policy only included minor edits since it was recently reviewed.

A thorough review was done on the administrative procedures document. Main changes were outlined. Commercial activities process was made more clear. Advanced registration will be two months rather than three months. This is to aid in Library staff being able to use the rooms for its programs. The maximum length of time to reserve a room has been revised to four hours.

A team has been formed to review meeting room reservation software. The current software limits staff and customers and makes it difficult to monitor usage.

PAC meeting room availability has also been reviewed. Currently PAC meeting rooms are not available on the weekends. Ideally, PAC and branch meeting rooms would have the same availability. This will require some facility changes at PAC such as installing Sonitrol access on the front doors. Ms. Porter Smith said the estimate to upgrade the Sonitrol system at PAC is \$3600. She is requesting implementing the changes to the meeting room procedures, available hours and meeting room software at the same time.

Ms. McCament asked if the degree of security was similar in PAC as in the branches. Ms. Porter Smith said PAC is zoned as one but cards are programmed to determine who has access to which area. She anticipated changes to be implemented by the first of the year. The team has been formed and products have been reviewed.

Chair Ishem asked if PAC would be staffed. Ms. Parikh said currently PAC is available after hours on weekdays. She noted University Place is not used after hours and some libraries have no meeting rooms.

Mr. Allen referred to the meeting room capacity table in the memo. Ms. Patterson said that she will be updating the meeting room capacity table. Ms. Porter Smith said there was an error in the memo and it will be updated in the minutes to reflect the correction.

Ms. Albers recommended contacting the member of the public who spoke on the meeting room policy at a prior meeting. Ms. Porter Smith will follow up with him and let him know about the update to the Library's procedures.

Election Templates - Ms. Parikh said the information she provided is useful to aid in understanding the process but there are many variables. A lid lift election is triggered by expectation that the levy rate will fall below 46 cents. This can be anticipated by the end of the year for the next year, but confirmed by June data. She added surveying the community in advance is critical and is a basis for a Community Advisory Committee discussion.

Mr. Allen questioned the significance of 46 cents as the trigger point. Ms. Parikh said many factors are important but because an election costs around \$350,000, the revenue gain must be worth pursuing the lid lift. She said the Library also needs to make a case for the increase by offering something to the taxpayers.

In reviewing the Timeline template, Mr. Rose asked how the timeline works if the election is branch by branch rather than system wide. Ms. Parikh said the timeline is based on a district-wide bond and it would change with branch by branch. These strategy decisions will be made by the Board based on surveying, studying past election results and talking with community.

Mr. Rose said going for the lid lift earlier is better than later since the Library is presently in a good position and in cases where there are unique opportunities due to cities trying to accomplish things with economic development, the Library should move forward.

Ms. Parikh recommended the new Executive Director develop a new strategic plan.

Ms. McCament thanked Ms. Parikh for the document which identifies taxing districts initiatives. The Board thanked Ms. Parikh for the information she provided on elections.

NEW BUSINESS

Board Bylaws Revision - Ms. Parikh and the Board reviewed the changes in the policy. Ms. McCament asked for additional language regarding the opportunity for a Trustee to fill two full terms if they previously served a partial term. The board recommended making a separate section for vacancies. Ms. McCament recommended clarifying the difference between a quorum and majority voting. Mr. Rose recommended including a statement that Trustees may be removed for missing three consecutive meetings. Further discussion ensued and there was question on whether the board hires or appoints the director. Ms. Parikh will confirm the correct language and will present a revised policy at the next meeting.

Chair Ishem said the BOT Resource page on the Secretary of State site has been updated. She referenced a list on that site which identified all bylaws that should be included.

Open Public Meetings Act (OPMA) Training for Trustees - The Trustees agreed to take the training online by the October meeting.

EXECUTIVE SESSION

At 6:04 PM, Mr. Allen moved to enter into Executive Session as per RCW 42.30.110 for 10 minutes to discuss personnel matters. Ms. McCament seconded the motion and it passed. The session was reopened to the public at 6:07 PM.

ANNOUNCEMENTS

There were no announcements

ADJOURNMENT

Moved by Ms. McCament, seconded by Mr. Allen to adjourn the meeting at 6:17 PM. Motion carried.

Neel Parikh, Secretary

Linda Ishem, Chair