

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, SEPTEMBER 10, 2014**

CALL TO ORDER

Chair Linda Ishem called to order the regular meeting of the Pierce County Rural Library District Board of Trustees September 10, 2014, 3:32 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. Approval of Minutes of the August 13, 2014 Regular Meeting
2. August 2014 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3572-3574, dated 08/01/14 – 08/31/14 in the amount of \$1,921.25
 - b. Payroll Disbursement Voucher dated 08/05/14 in the amount of \$626,090.48
 - c. Payroll Disbursement Voucher dated 08/20/14 in the amount of \$576,974.57
 - d. Accounts Payable Warrants 623074-623204 dated 08/01/14 – 08/31/14 in the amount of \$948,758.40

Ms. McCament requested a correction in the August 26, 2014 Special Meeting minutes. Mr. Allen moved for approval of the consent agenda as corrected. Ms. McCament seconded the motion and it was passed.

BOARD MEMBER REPORTS

Chair Ishem congratulated Georgia Lomax, Deputy Director, on her appointment as the Executive Director position. Ms. Lomax said she is very honored and excited to be given the opportunity to move into the position.

Mr. Allen said he has plans to visit branches over the course of the winter. Prior to doing so, he would like to get from staff a sense of the branch; what are problems and opportunities, as well as the direction of the branches and how staff envisions serving the public well. Sally Porter Smith, Customer Experience Director, said she would use the Annual Branch Services Plans and provide the Board with a brief summary of each branch.

OFFICER REPORTS

Neel Parikh, Executive Director, said Ms. Lomax is preparing to wrap up her duties as the Deputy Director. Together they are creating a list of priorities and are discussing the appropriate levels of involvement when a decision is to be made in the interim. They recently attended an open house at Rally Point/6 and will be out in the community together in the future giving her an opportunity to introduce Ms. Lomax as the new Executive Director.

Introduction of Karim Adib - Clifford Jo, Finance and Business Operations Director, introduced Karim Adib, the new Digital Experience Director. Mr. Adib said he was honored and pleased to have joined Pierce County Library System, adding that he is happy to be part of an Administrative team that works so well together. He said he has enjoyed recently attending the Gig Harbor Council meeting with Ms. Parikh, adding it was evident that Pierce County Library is integral to the lives of the community.

July Dashboard - Ms. Lomax said she and Mr. Adib are honing in on how data is analyzed and how the Library conveys the information. Ms. McCament complimented the Foundation for their good work and asked if the increase in donations was due to special emphasis on branch campaigns such as South Hill or Key Center. Ms. Parikh said it was due, in part, to Key Center donations and that while South Hill has a large number of donors, the Foundation has not received much to date.

August 2014 Financial Report - Ms. McCament was curious about the fuel expenditures. Dale Hough, Finance Manager, explained the Library has recently filled its fuel tank. Discussion ensued regarding the Library's hybrid vehicles. Mr. Jo said the return on investment is seven years and the Library plans to keep the vehicles approximately fifteen 15 years.

Scout Update - Ms. Parikh reported that library vendors who recently visited were very impressed with a demonstration of the program by Pat McVicker, Virtual Services Librarian. Ms. Porter Smith reviewed the statistics on library users, noting 40% of users visited the Scout site. She added the Communications department is experimenting with various social advertising methods and the program will be fully evaluated in December.

Microsoft IT Academy Open Lab - Ms. Parikh said this is a great partnership with Rally Point /6, an organization providing services to discharged soldiers and their families. She recently attended an open house which was well attended. Ms. Parikh said founder, Anne Sprute, has worked hard to build this organization.

Library Card Drive 2014 - Ms. Parikh said the Drive will begin soon.

Pierce County Capital Facilities Plan - Ms. Lomax indicated the document has been revised to show a correction stating the Library is a public corporation rather than municipal corporation. She noted the document would be found on the County's website.

Pierce County Library 2030 Standards - Ms. Lomax reviewed the information and reported the Library is too far out to get reliable allocation of growth in the communities. Chair Ishem asked if the Library merely adopts an industry standard for square footage. Ms. Parikh said the standard was created in the Facilities Master Plan. Ms. Lomax said a lot has changed since Facilities Master Plan was written and the many of the assumptions will need to be adjusted.

State of the Library Presentations - Ms. Parikh said she will be presenting her State of the Library PowerPoint at the Gig Harbor Chamber meeting on September 25, 2014. She recently made the presentation at Wilkeson and South Prairie. She learned today that she will be unable to present the report to the University Place Council. Ms. Lomax will do so in November. She added that Ms. Lomax will be joining her when she gives the presentation to the Sumner Council.

UNFINISHED BUSINESS

Board By Laws Revision - Ms. Parikh said she made revisions and sent them to Dan Gottlieb, the Library's attorney. Chair Ishem discussed the information on the Secretary of State wiki relating to Trustees remaining in good standing, just cause and the process for removal.

Ms. Parikh said Mr. Gottlieb indicated that just cause is determined by the County Council. Chair Ishem said the Council may have standards for their Boards and Commissions. Mr. Rose said they do and they basically decide what just cause is. Mr. Allen said as a matter of constitutional construction, if a member is removed there must be just cause. Discussion continued.

Mr. Allen suggested creating a Board policy on Board conduct rather than including it in the bylaws. Ms. McCament suggested using language which states that at any time the Board may make a recommendation to the governing body. Mr. Rose recommended including the language under Article 5, Section 5: Absences in Article 4: Removal. Ms. McCament said she would prefer the Council make the determination of just cause since they would be unbiased and would bear the financial burden as well.

Discussion ensued on whether the Board should establish a code of conduct. Ms. Parikh said she would research this and noted Fort. Vancouver Library has a code of conduct.

Ms. Lomax asked the Board what would be on their list of ethics violations. Responses included conflict of interest, malfeasance, theft, ethical misconduct and falsification of records. Chair Ishem said she would provide additional items for the list.

Mr. Allen suggested the application a Trustee completes should include the statement, "I agree to abide by the Pierce County Library System's Board of Trustees Code of Conduct."

Ms. McCament asked if background checks are performed on Trustee applicants. Ms. Parikh said during her tenure there was only one reference check conducted.

Upon further discussion, several changes to the Bylaws were suggested, including:

- ♦ Use of the term Executive Director throughout.
- ♦ Use of the term per diem should include necessary expenses and food allowance.
- ♦ Use of the term President should be changed to the term Chair.
- ♦ References to Administrative policies should be removed since the Board does not set or review those policies.
- ♦ Appointment to committees should be by the Board and not only the Chair.
- ♦ The Board should review the bylaws periodically.

Mr. Allen requested to see the revisions prior to when the agenda packet is published.

Facilities Master Plan: Funding Options - Mr. Jo reviewed the various funding options available to the Library. Ms. McCament asked whether the General obligations bond "considerations" should include that this can be used to build all new libraries all at once. Ms. Parikh explained that the HUD contract specifies that the Library is to use the building at no cost as long as it is used as intended. For joint-owned properties, capital improvement costs are shared between both owners equally.

Ms. McCament asked whether council manic bonds reduces the cities' bonding capacity? Mr. Jo affirmed this.

Ms. Parikh said she would share histories of larger libraries who have had successful funding bonds at the next Board meeting.

NEW BUSINESS

2015 Budget: Estimated Revenue and Expenditures - Mr. Jo reported the preliminary certificate was expected within a week. He estimated property values have increased 8-10% which would increase revenues by approximately \$640,000. He has restored the capital fund to 3% and allocated 1% for the contingency in order to increase the cash fund. He also lowered the balancing factor for salaries and wages from 3% to 2.5%. Retirement system contributions will increase to 11%.

Budget Preview - Ms. Parikh said they are in the beginning stage of budget talks with directors. She said the framing of the document was developed by the Administrative Team. The budget is intended to position the Library as revenue increases over the next two years and insuring sustainable operations for many years.

Mr. Allen said, concerning the discussion on the materials budget, he hopes as the Library moves forward the analysis and thought process that led to the cut continues and that the discussion is balanced and not too technology focused at the expense of other material and services.

Long-Term Capital Project Projections - Mr. Jo reviewed the document summarizing capital project projections. He stated the cash side is very low and needs to be funded. Mr. Allen asked about the drop in the general fund transfer from 2018 to 2019. Mr. Jo said the figure was an error and would be corrected. Mr. Allen asked if it is possible to compare the estimates to what the actual costs were in order to see how well the estimates match. Mr. Jo said he used actual costs and averaged them out when making the projections.

Leadership Competencies - Cheree Green, Staff Experience Director, discussed the new leadership competencies. They are being used now to evaluate the Executive Director's staff. The competencies are an evolution of the leadership descriptors. She outline the process used to develop the competencies. Once they were finalized, they were rolled out to the Leadership Team in a series of workshops. They are now in the process of designing competencies for the supervisors. The goal is to use the competencies as a measurement in performance evaluations as well as in the hiring process. Future workshops are planned to continue the process. In 2015, she and the Administrative Team will review coaching labs and executive development training to ensure they are in line with the competencies.

Ms. Parikh said the Administrative Team realized the Library's core skills and qualities have been woven into the culture and wanted to do the same with the Leadership Competencies. Ms. Albers said it is a good framework and that being coachable is a critical trait, adding that culturally the Library is in a good place to introduce this concept. Mr. Allen said integrating the coaching workshops into every development opportunity makes sense.

Science to Go Grant - Ms. Parikh introduced Lauren Lindskog, Librarian, who came to Pierce County Library System from the Exploratorium in the San Francisco Library. The Science to Go project is part of a major effort created by Judy Nelson, Customer Experience Manager - Youth Services, to introduce STEM to youth.

Ms. Nelson reported this is the end of the first year of the three-year grant. The program is highly successful in the branches and she is working with the Foundation to take the program to the next level.

Ms. Lindskog provided an overview of the project. The first year, the focus was on filling backpacks of 24 themes directed at the 5-9 year old age group. The backpacks hold five books, a hands-on activity sheet showing local connections, composition books for the kids to write in and feedback cards. 360 backpacks were deployed to the branches. The backpacks were created with Washington State 2013 Science Common Core Learning Standards in mind. The second phase includes programming. Science kits will be developed for use in the branches and school outreach events tied to science fairs will be conducted.

Ms. Nelson noted that all details of the program have been vetted through an advisory committee who meticulously reviewed the material and processes and provided valuable feedback, ensuring great community buy in before the backpacks got deployed to the branches.

Ms. Lindskog shared several stories of how the program has impacted customers, noting the response has been very positive and encouraging.

Ms. McCament asked how the idea was elevated to consideration for writing a grant. Ms. Nelson said the Library had already had a similar concept with its preschool bags, which were outdated. After attending conferences, she and her staff recognized the value of STEM and saw it was becoming very popular. They recognized the value of incorporating STEM with their original preschool bags and the concept of the Science to Go backpacks was born.

EXECUTIVE SESSION

At 5:37 pm, Mr. Allen moved to enter into Executive Session as per RCW 42.30.110 for 15 minutes for discussion of personnel matters. Ms. Rose seconded the motion and it passed. The session was reopened to the public at 5:58 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

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

Neel Parikh, Secretary

Linda Ishem, Chair