

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, DECEMBER 10, 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, Allen Rose, Rob Allen and Donna Albers.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the November 12, 2014, Regular Meeting
2. November 2014 Payroll, Benefits and Vouchers
 - a. Payroll Warrants 3585-3586, dated 11/01/14 – 11/30/14 in the amount of \$889.73
 - b. Payroll Disbursement Voucher dated 11/05/14 in the amount of \$608,652.83
 - c. Payroll Disbursement Voucher dated 11/20/14 in the amount of \$567,723.79
 - d. Accounts Payable Warrants 623490-623639 dated 11/01/14 – 11/30/14 in the amount of \$1,205,661.96
3. Resolution 2014-06: Schedule of Recurring Meetings (Revised)
4. Resolution 2014-09: Cancellation of Unredeemed Warrants
5. 2015 Insurance Renewal

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

BOARD MEMBER REPORTS

There were no Board reports.

OFFICER REPORTS

November 2014 Financial Report - Dale Hough, Finance Manager, reported the Library received an additional \$1.87 million in revenue, which is 99% of the budgeted amount.

South Hill Improvements Update - Sally Porter Smith, Customer Experience Director, reported 3800 visitors have entered the Library since the re-opening. The response to the new Northwest Historical and Christian Fiction collections has been positive.

Library Card Drive: 2014 Results - Georgia Lomax, Executive Director, said the Library is evaluating the usage and retention of customers acquired during the card drive. Mr. Rose said he is pleased with the newly designed US Open card. Linda Farmer, Communications Director, said the design is a joint effort between the Library and Pierce County. A limited supply of cards will be available from April through August, 2015. Judy Nelson and Jaime Prothro, Customer Experience Managers, reported they are working with Librarians to develop golf themed campaigns in the branches. Ms. Albers noted this would be a good opportunity to connect the Library with the local golf community.

DIY Fest - Ms. Lomax reported she attended the event and was pleased with the level of engagement by the participants. Ms. Prothro said the Library served as the facilitator and connector for various DIY groups and will want to explore this type of service further. Ms. Farmer noted the event was heavily promoted through online and print advertisement.

First Month Meetings - Ms. Lomax recapped her recent visits to the departments and branches. She noted staff has expressed great pride in innovation, good stewardship, serving the public well during recession. Her weekly communications and updates to staff have been well received.

UNFINISHED BUSINESS

2015 Budget: Second Reading and Discussion - Ms. Lomax noted final minor adjustments have been made to the document and the narrative will be completed in January and ready for publication in February. She directed the Board to page 19 of the Budget document and explained how the 2015 budget is approached using the Library's priorities.

By addressing critical functions affected by the recession, the Library will focus on rebuilding the Capital Improvement fund and organizational fitness in the form of leadership development and talent management.

The Library will continue to make smart choices that support a sustainable future by focusing on good stewardship of taxpayer dollars and developing a revenue strategy in preparation for the 1% cap on property tax revenue. It will also look closely at developing strategies to build the capital improvement fund.

Providing up to date and future-oriented service has been a top priority for many years. Ms. Lomax said the Library will focus on technologies as a tool for service, and undertaking a strategic action planning process to map the Library's future and identify what has changed in libraries and communities during the recession and since the Library's last strategic plan.

Mr. Allen questioned the wording of the footnote under *Table 1-1: Library Priorities* and asked what changes the Library anticipates making related to the levy promises. Ms. Lomax stated that the Library has maintained its commitments well past 2012. She does not see them as ending, but instead sees them as the new norm.

Mr. Jo agreed the levy promises have become part of the Library's culture and are embedded in the decisions it makes, adding he will rewrite the statement prior to publication to reflect this. He said the 2015 strategic plan will build upon the levy promises. Mr. Allen said he would like to see a statement indicating that the support of the community allowed the Library to make this cultural change and that if it weren't for the community's support, the Library would not be operating as it is currently.

Ms. Albers said she would like the document to incorporate the idea of the Library being a community connector. Mr. Jo said he will make some changes to the principal documents and that narratives from department heads are forthcoming. Ms. McCament said the leadership competencies and benchmarks are comprehensive components of the budget document and summarize the work the Library is doing.

The Library has received King County's statement of revenue depicting \$44,000 of additional revenue. This will be acknowledged in the mid-year process. The general fund and expenditures remain unchanged from the first reading of the budget.

Mr. Jo indicated he would ask the Board to approve the transfer of \$1.5 million into the capital budget in 2014 raising the fund to \$2 million. Next year he would propose transferring \$840,000 into the capital budget.

Mr. Allen said there are two classes of capital projects - regular planned repairs and capital implications of the strategic planning process, which are unknown at this time. Mr. Jo agreed and said the proposed technology plan falls into the latter of the two. Ms. Lomax said she expects the entire process will inform and clarify what will be funded, and how.

There was brief discussion about cash flow projections, future revenue shortfalls and possible solutions. Mr. Rose noted discussions are being held concerning the possibility of changing the 1% limitation to align with the rate of inflation. Ms. Lomax said the Library is watching carefully.

PUBLIC HEARING - 2015 DRAFT BUDGET

Ms. McCament moved that in accordance with RCW 84.55.10, the public hearing be opened for consideration of increases in property tax revenues, regarding 2014 property tax levies for collection in 2015. Mr. Rose seconded the motion and it passed.

Chair Ishem then asked if there was anyone in the audience who wished to comment on the 2015 budget of estimated revenue and expenditures, and received no response.

There being no comments, Ms. McCament moved to close the public hearing on the 2015 budget of estimated revenue and expenditures. Ms. Rose seconded the motion and it passed.

UNFINISHED BUSINESS (CONTINUED)

2015 Budget: Resolution 2014-10: Year-End Capital Improvement Fund Transfer - Mr. Allen moved to approve Resolution 2014-10. Ms. McCament seconded the motion and it passed.

2015 Budget: Resolution 2014-11: To Adopt the 2015 General Fund Budget - Mr. Allen moved to approve Resolution 2014-11. Ms. McCament seconded the motion and it passed.

2015 Budget: Resolution 2014-12: To Adopt the 2015 Capital Improvement Fund Budget - Mr. Allen moved to approve Resolution 2014-12. Ms. McCament seconded the motion and it passed.

NEW BUSINESS

2015 Election of Board Officers - Ms. McCament moved to elect Mr. Allen as Chair and Ms. Albers as Vice-Chair for 2015. Mr. Rose seconded the motion and it passed.

2015 Budget: Resolution 2014-13: To Set Wages and Benefits for Non-Represented Employees for 2015 - Mr. Allen moved to approve Resolution 2014-13. Mr. Rose seconded the motion and it passed.

Approval of Named Areas: University Place and South Hill Libraries - Ms. McCament moved to approve the Florence Davis Reading Lounge at the South Hill Library and the Kenneth DeRoche reading area at the University Place Library. Mr. Allen seconded the motion and it passed.

Chair Ishem reminded the Trustees to consider making a contribution in support of the Pierce County Library Foundation.

EXECUTIVE SESSION

At 4:55, Mr. Allen moved to recess into Executive Session, per RCW 42.30.110, for 10 minutes to discuss personnel issues. Ms. McCament seconded the motion and it passed. The session was reopened to the public at 5:05 pm.

NEW BUSINESS (CONTINUED)

2014 Executive Director Agreement - Ms. McCament moved to authorize Chair Ishem to implement the 2015 Salary Agreement for the Executive Director. Mr. Allen seconded the motion and it passed.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:06 pm on motion by Mr. Allen, seconded by Ms. McCament.

Georgia Lomax, Secretary

Linda Ishem, Chair