

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING, MARCH 11, 2015**

**CALL TO ORDER**

Chair Rob Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:33 pm. Board members present were Allen Rose, Donna Albers, J.J. McCament, and Linda Ishem.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the February 11, 2015 Regular Meeting
2. February 2015 Payroll, Benefits and Vouchers
  - a. Payroll Warrants 3595-3599, dated 02/01/15 – 02/28/15 in the amount of \$4,837.99
  - b. Payroll Disbursement Voucher dated 02/05/15 in the amount of \$160,906.31
  - c. Payroll Disbursement Voucher dated 02/19/15 in the amount of \$557,974.05
  - d. Accounts Payable Warrants 623738-624052 dated 02/01/15 – 02/28/15 in the amount of \$1,236,363.14

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

**BOARD MEMBER REPORTS**

Mr. Rose said he would not be attending the April 8, 2015 meeting.

Ms. Albers reported Fircrest Golf and Country Club would not be able to display the Library's promotional material showcasing the library card designed for the upcoming US Open Golf Tournament. The club's private status precludes them from promoting the event.

**OFFICER REPORTS**

Chair Allen announced an amendment to the agenda, adding a discussion on the ERate program to the Officer's Report.

**System Metrics** - Georgia Lomax, Executive Director, reviewed the document, noting several statistics are being examined more closely as potential drivers of library usage. She said one of the Library's goals is to identify two to three potential drivers to the statistics as well as the key measures. The goal is to identify the statistics the Library should focus on that will have most impact.

Ms. Albers said as services shift and evolve, it would be important to examine digital services use, as well as space use, when identifying drivers.

Chair Allen stressed the need to consider operating costs as absolute measures on facilities.

**February 2015 Financial Report** - Dale Hough, Finance Manager, reported property tax revenue received from the County was approximately \$400,000.

**PC Reads Update** - Ms. Lomax provided each Board member with a copy of the book, "The Boys in the Boat." She said 300 copies are being given away in the Read and Release program and staff is sharing the places they are releasing the book. During a recent meeting with Charles Lord, Library Director of University of Washington Tacoma, she learned students from the campus' art class created a sculpture based on the community event. It will be installed in the reflecting pool at the Museum of Glass. Ms. Lomax also distributed books to the Pierce County Council members during their recent meeting, where she was presented with the Pierce County Reads Proclamation.

Linda Farmer, Communications Director, presented a video posted on the Library's Facebook page, noting it had been viewed over 11,000 times. Ms. Farmer highlighted upcoming events pertaining to PC Reads. She said this year's book selection is very popular. It has been checked out 900 times.

**Executive Director Activities** - Ms. Lomax reviewed her activities over the past month. She said the enthusiasm for the Library from leaders in the community has been good.

**StoryCorps Animated Short** - Ms. Lomax said Pierce County Library will be supporting Ms. Reyes' efforts in this project. The Board was pleased to learn the story will continue to be told.

**Global Libraries Legacy Grants Process** - Ms. Lomax reported the first meeting of the Global Libraries Advisory Board will be held in May. She will be working on how to continue the focus on measuring the impact of libraries in communities.

**Bright Ideas Award - Block Play** - Ms. Lomax thanked the Foundation for nominating Pierce County Library for the award.

**Library Legislation** - Ms. Lomax reported today was the cutoff for bills to come out of their House of origination. HB 2145 and SB 6018 are no longer of issue in this session.

**ERate** - ERate - Karim Adib, Digital Experience Director, reported the open bidding process has been successful and negotiations are underway. The Library has three active bidders. Mr. Adib noted the application would be for approximately \$1,060,000 for the ERate-able component. He said the non-ERate-able component will be approximately an additional \$350,000.

Ms. Lomax summarized by saying the Library has been negotiating for the best rate programs. Since the ERate filing must be completed by March 19, 2015, to be eligible for the rebates, and negotiations have not been finalized, she requested a Special Meeting via conference call. The Board will identify mutual dates of availability for the call.

Clifford Jo, Director of Finance and Business, said the Library will be getting rebates for its purchases as well as its monthly recurring costs.

Ms. Lomax noted her strategy is to become more aggressive about ERate, which is why the Library is taking stronger actions this year. Chair Allen asked about longevity of the program. Mr. Adib said he does not foresee it ending, but it may evolve as different components are added or removed from the program.

## **UNFINISHED BUSINESS**

**Fife Library Update** - Mr. Jo reported that the Library is now being asked to complete the deferred street maintenance.

*Mr. Rose made a motion to authorize the Library to create a \$300,000 capital project for the Fife Library. Ms. McCament seconded the motion and it was passed.*

*Mr. Rose made a motion to authorized the Library to approve the purchase order on the successful bid for the Fife Library capital project. Ms. McCament seconded the motion and it was passed.*

**Leadership Competency/Development Update** - Chereé Green, Staff Experience Director, reported approximately 50 Library supervisors participated in the Leadership Competency program roll-out on February 23, 2015. Feedback from staff was positive. The Leadership Competencies will be integrated into performance evaluations.

**Compensation Study** - Ms. Green reported The Singer Group visited the Library and conducted interviews with management groups and union leaders to gather information. Communications to staff have been ongoing. The Singer Group expects to make its recommendations by the end of June.

Ms. Albers asked if time off policies are included in this work. Ms. Green said many variables will be taken into consideration, including time off, prorated full time benefits for 20 hour staff and family contributions since all benefits and compensation translate to real dollars.

**Employee Communications Work Plan** - Ms. Farmer reported on actions being undertaken as a result of the responses in the survey. She said Ms. Lomax's regular Monday message to all staff is enormously popular and will continue. Ms. Lomax noted senior management will be more visible in the branches and departments as part of the action plan.

Ms. Farmer said teams will be formed to further explore the desired outcomes from the survey and she expects the teams to implement future actions by June 30, 2015. She said all activities will be undertaken using existing staff and budget.

## NEW BUSINESS

**Board Vacancy - Trustee Appointment Process** - Ms. Lomax asked the Board for thoughts and feedback on the application form and additional documents that will be used in the recruiting and announcement efforts.

Ms. McCament recommended that Ms. Lomax seek information and feedback about the process from Mr. Rose independent of the next Board meeting since he will not be in attendance.

Discussion ensued pertaining to desired skill sets relating, but not limited, to urban planning, marketing, insurance, budgeting, real estate, and law.

Ms. McCament asked for clarification on residential requirements of any Trustee serving on the Board. Mr. Allen noted the importance of selecting someone who is comfortable working with a budget the size of the Library's. Ms. McCament recommended reaching out to minority organizations during the recruitment efforts.

Ms. McCament and Ms. Ishem indicated they would be willing to serve on the selection committee. Ms. Albers will serve as a backup. Ms. McCament will chair the committee.

**Employee Engagement Survey** - Ms. Green provided an update on the action plans for the survey. She said the Library has not conducted an opinion survey in the past and wants to identify benchmarks and baselines to know how engaged staff are in their positions at the Library. NBRI has been chosen as the vendor conducting the survey.

Chair Allen suggested incorporating information from the survey into the Library's metrics.

**2015 Work Plan** - Ms. Lomax provided an overview of key activities that are underway within the Library. She said her community engagement with internal and external customers has been critical.

Ms. Lomax said it is imperative to narrow the focus when identifying the key actions the Library will undertake that will have the greatest impact. She noted staff have indicated they feel the Library's focus is too broad. She said tough decisions will be made in determining how to move the Library forward with renewed focus and add additional services only as progress builds.

Ms. Lomax reviewed her 2015 work plan diagram showing activities currently underway or planned throughout the year. She noted the technology plan will be added as issues related to staffing are resolved.

Ms. Ishem said the diagram was helpful. Ms. McCament said it is helpful for the Trustees to see the amount of work being done, noting it was clear how much thought went into it developing the diagram.

Ms. Lomax shared additional outcomes of her meetings in the past month, during which various organizations expressed an interest in partnership. She stressed that community response is strong and there is much desire to partner with the Library. She said while it is imperative she remains realistic about the fact that the Library does not have the funds for new buildings, she is open minded about all offers and potential opportunities.

Chair Allen noted the relevance of libraries is evident when hearing about these conversations.

## EXECUTIVE SESSION

*At 5:43 pm, Ms. McCament moved to recess into Executive Session, per RCW 42.30.110, for 10 minutes to discuss legal and personnel issues. Ms. Ishem seconded the motion and it passed.*

The session was reopened to the public at 5:55 pm.

**ANNOUNCEMENTS**

Ms. Albers announced she was summoned for Federal jury duty for two weeks, beginning on April 6, 2015, and may be unable to attend the April 8, 2015 Board meeting.

**ADJOURNMENT**

*The meeting was adjourned at 5:56 pm on motion by Ms. McCament, seconded by Ms. Ishem.*

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**GEORGIA LOMAX, SECRETARY**

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**ROB ALLEN, CHAIR**